



# AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Monday 16 September 2024 at 6.00pm

**This Council Meeting will be held at Council Chamber, 350 High Street, Preston.**

**This meeting will be a scheduled hybrid meeting, at which both councillors and members of the public may participate either in person or virtually.**

**This meeting will also be livestreamed and may be accessed from Councils website [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au).**

Persons wishing to observe the meeting in person, submit a Question or make a Submission, are required to register by 12pm on the day of the meeting.



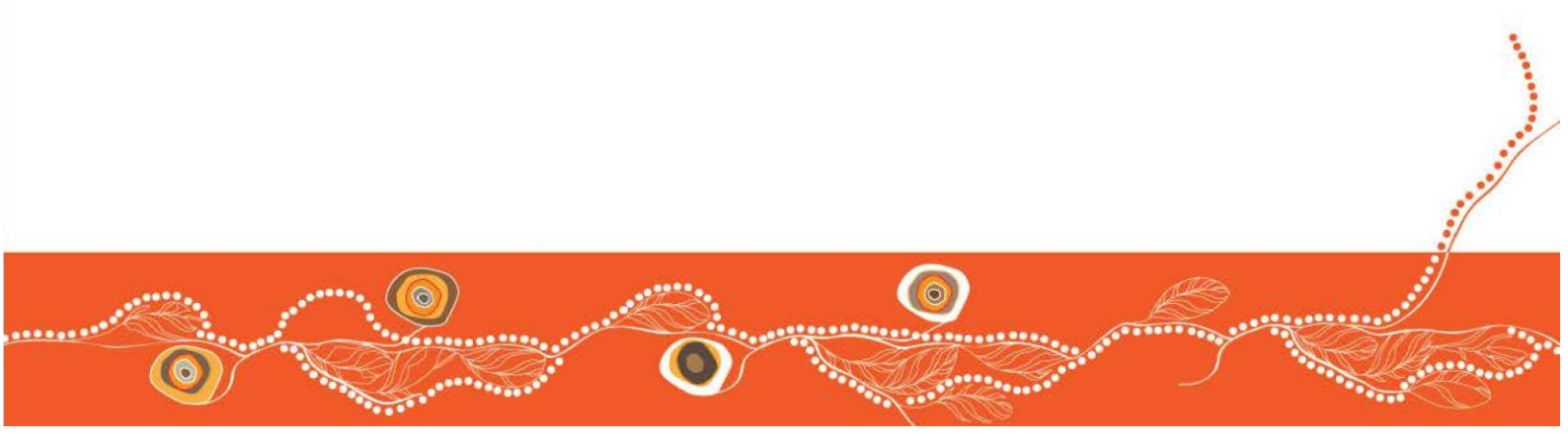
## **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN**

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the Traditional Owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and emerging.

Council pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.



### English

These are the Minutes for the Council Meeting. For assistance with any of the items in the minutes, please telephone 8470 8888.

### Arabic

هذه هي محاضر اجتماع المجلس. للحصول على المساعدة في أي من البنود في المحاضر، يرجى الاتصال بالهاتف 8470 8888.

### Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

### Greek

Αυτά είναι τα Πρακτικά της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια με οποιαδήποτε θέματα στα πρακτικά, παρακαλείστε να καλέσετε το 8470 8888.

### Hindi

ये काउंसिल की बैठक का सारांश है। सारांश के किसी भी आइटम में सहायता के लिए, कृपया 8470 8888 पर टेलीफोन करें।

### Italian

Questo è il verbale della riunione del Comune. Per assistenza con qualsiasi punto del verbale, si prega di chiamare il numero 8470 8888.

### Macedonian

Ова е Записникот од состанокот на Општинскиот одбор. За помош во врска со која и да било точка од записникот, ве молиме телефонирајте на 8470 8888.

### Nepali

यी परिषद्को बैठकका माइन्युटहरू हुन्। माइन्युटका कुनै पनि वस्तुसम्बन्धी सहायताका लागि कृपया 8470 8888 मा कल गर्नुहोस्।

### Punjabi

ਇਹ ਵੈੱਸਲ ਦੀ ਮੀਟਿੰਗ ਵਾਸਤੇ ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਹੈ। ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਵਿਚਲੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਸੰਬੰਧੀ ਸਹਾਇਤਾ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

### Somali

Kuwaani waa qodobadii lagaga wada hadlay Fadhiga Golaha. Caawimada mid kasta oo ka mid ah qodobada laga wada hadlay, fadlan la xiriiir 8470 8888.

### Spanish

Estas son las Actas de la Reunión del Concejo. Para recibir ayuda acerca de algún tema de las actas, llame al teléfono 8470 8888.

### Urdu

یہ کاؤنسل کی میٹنگ کا ایجنڈا ہے۔ ایجنڈے کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

### Vietnamese

Đây là những Biên bản Họp Hội đồng Thành phố. Muốn có người trợ giúp mình về bất kỳ mục nào trong biên bản họp, xin quý vị gọi điện thoại số 8470 8888.

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# Agenda

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## 1. OPENING OF MEETING AND MEMBERSHIP

Cr. Susanne Newton (Mayor) (Chairperson)

Cr. Tim Laurence (Deputy Mayor)

Cr. Emily Dimitriadis

Cr. Gaetano Greco

Cr. Tom Hannan

Cr. Trent McCarthy

Cr. Lina Messina

Cr. Susan Rennie

Cr. Julie Williams

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

## 3. APOLOGIES

## 4. DISCLOSURES OF CONFLICTS OF INTEREST

## 5. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

|                       |
|-----------------------|
| <b>Recommendation</b> |
|-----------------------|

**That** the Minutes of the Ordinary Meeting of Council held on 26 August 2024 and the Special Meeting of Council held on 5 September 2024 be confirmed as a correct record of business transacted.

## 6. COUNCIL'S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

## 7. QUESTION AND SUBMISSION TIME

Members of the public can lodge questions for Council to answer or make a Comment or Submission prior to a specific item listed on the Agenda of an Ordinary Council meeting.

### **QUESTIONS**

Members of the public can ask up to three (3) questions at an Ordinary Council meeting. Members of the public wishing to ask a question must register their question using the Questions and Submission Time Form before 12 noon on the day of the meeting.

Questions that are not lodged by 12 noon on the day of the Council Meeting will not be accepted, and **no questions will be taken from people *in attendance* on the night of the Council Meeting.**

In accordance with the Council Governance Rules 2020, the Chairperson may disallow a question if it:

- a) relates to a matter outside the duties, functions or powers of Council;
- b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- c) may lead to a breach of Council's statutory obligations;
- d) relates to a Notice of Motion, Petition or item of urgent business;
- e) deals with a subject matter already answered;
- f) is aimed at embarrassing a Councillor or an Officer; or
- g) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66 of the *Local Government Act 2020*.

No questions directed at an individual Councillor or Officer will be allowed

### **SUBMISSIONS**

Members of the public wishing to make a 2 minute submission on a report listed on the Agenda (unless not permitted pursuant to the Councils Governance Rules) must register online before 12 noon on the day of the Ordinary Council Meeting or Hearing of Submissions Meeting and be in attendance on the day of the Meeting to make their submission.

If the person wishing to make a submission or their representative is not in attendance (including virtual attendance for a scheduled hybrid meeting) when the Agenda item is to be considered, their submission will not be read out.

The person making the submission must clearly state their name and their suburb. The name of the submitter will be recorded in the Minutes, as an official record.

No member of the public can make a submission to a Notice of Motion, Petition (unless originator of petition, Governance Rule 16.3(6)) or item of Urgent Business presented at a Council meeting.

**HOW TO REGISTER TO ATTEND THE MEETING, SUBMIT YOUR QUESTION OR MAKE A SUBMISSION**

Members of the public who wish to observe the meeting in person, ask a question, or make a submission to an agenda item, at an Ordinary Council Meeting are required to register by 12pm on the day of the meeting in one of the following ways:

- (a) online at [darebin.vic.gov.au](https://darebin.vic.gov.au);
- (b) by calling the customer service team on 8470 8888, or
- (c) by mail to PO Box 91, Preston 3072

Council meetings can be viewed at the 'Watch Council and Planning Committee' meetings page via Council's website.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page up to 6 days prior to the date of the meeting.

**8. PETITIONS**

## 9. CONSIDERATION OF REPORTS

### 9.1 DRAFT 2023-24 FINANCIAL REPORT AND PERFORMANCE STATEMENT

**Author:** Coordinator Financial Accountant

**Reviewed By:** General Manager Infrastructure, Operations & Finance

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#### EXECUTIVE SUMMARY

Under the section 98 of the *Local Government Act 2020* (the Act), Council is required to prepare an annual report in respect of each financial year. This must contain the following:

- A report of operations of the Council, including a statement of progress on implementation of the Council Plan, which includes the results of strategic indicators; a statement of progress in relation to major initiatives identified in the budget or revised budget; the prescribed indicators of service performance for the services provided by the Council; and any other information prescribed by the regulations.
- An audited Performance Statement containing the prescribed indicators of service performance, the prescribed indicators of financial performance, the prescribed indicators of sustainability performance and any other information prescribed by the regulations.
- Audited Financial Statements including any other information prescribed by the regulations and prepared in accordance with the regulations.
- A copy of the Auditor's report on the financial statements under Part 3 of the Audit Act 1994;
- Any other matters prescribed by the regulations.

The Act requires that the annual report be reported to Council within four (4) months of the end of the financial year. Council is required to pass a resolution giving approval in principle to each of the Statements and authorise two Councillors to certify each of the Statements after any changes recommended, or agreed to, by the auditor have been made.

Regulations 21 of the Local Government (Planning and Reporting) Regulations 2020 (the Regulations), specify that the Financial Report must be certified by the Principal Accounting Officer, two Councillors and the Chief Executive Officer, prior to the Auditor-General signing the audit report.

To assist Council in approving in principle the Financial Reports and Performance Statement for year ended 30 June 2024, the Audit Committee review the draft Statements with the benefit of comments by Council management and the Victorian Auditor-General's Office representative. The Audit Committee, after it is satisfied with comments of Council management and the Victorian Auditor-General's Office representative, should then make a recommendation to Council to adopt in principle each of the statements for the year ended 30 June 2024. The statements are to be presented to Council's Audit and Risk Committee at its meeting on 16 September 2024 prior to consideration of this report at the Ordinary Council meeting on the same date. A verbal update will be provided at the Ordinary Council meeting to share the recommendation of the Audit and Risk Committee.



The Financial Report and the Performance Statement provide, as part of the annual report, a transparent account of Council's operations in line with good governance. The annual report forms part of a comprehensive public accountability process and reporting that includes:

- The Council Plan
- The Annual Budget
- Internal and External Audit; and
- The Annual Report.

#### Officer Recommendation

*This recommendation is subject to confirmation via verbal update at the Ordinary Meeting of 16 September when the VAGO Closing Report and Management Representation Letter and the Audit and Risk Committee's recommendation will be available and shared with Councillors. This will follow the scheduled Audit and Risk Committee meeting at which these matters will be considered on 16 September 2024.*

**That** Council, in accordance with the recommendations of the Audit and Risk Committee, and having considered Council's draft Financial Reports, Performance Statements, VAGO Final Management Letter, VAGO Closing Report and Management Representation Letter for 2023-24, at **Appendices A, B, C, D and E** respectively to this report:

- (1) Notes the recommendation from the Audit and Risk Committee that Council approve 'in principle' the Annual Financial Report and the Annual Performance Statement ended 30 June 2024; and that the Council resolution include the authorisations provided for at points (3), (4), (6) and (7).
- (2) Approves in principle the Financial Report for the year ended 30 June 2024 as per **Appendix A** to this report.
- (3) Authorises the Chief Financial Officer to make any non-material changes to the Annual Financial Report and the Annual Performance Statement that may arise from the completion of audit and internal review procedures.
- (4) Authorises the Chief Executive Officer, Councillor Tom Hannan and Councillor Lina Messina to certify the Financial Reports in their final form after any changes recommended or agreed to by the Auditor-General have been made.
- (5) Approves in principle the Performance Statements for the year ended 30 June 2024 as per **Appendix B** to this report.
- (6) Authorises the Chief Executive Officer, Councillor Tom Hannan and Councillor Lina Messina to certify the Performance Statements in their final form after any changes recommended or agreed to by the Auditor-General have been made.
- (7) Authorises the Chief Executive Officer to forward the Annual Financial Report and the Annual Performance Statement to the Victorian Auditor-General's Office (VAGO).

#### BACKGROUND / KEY INFORMATION

The Act requires a Council's annual report to contain audited Financial Report.

Sections 98, 99 and 100 of the Act states that:

- The Financial Report must be prepared in accordance with the regulations and include any other information required by the regulations.

- The Financial Report must be submitted to the auditor as soon as possible after the end of the financial year and certified in their final form by two Councillors, the CEO and principal accounting officer.
- The annual report must contain a copy of the auditor's report on the Financial Reports.
- A meeting to consider the annual report must be held within four months of the end of each financial year (31 October).

The Regulations require a Council's Financial Reports to be prepared in accordance with the Local Government Model Financial Report.

Regulations 19 and 20 in part four of the regulations state that:

- The Financial Reports must be prepared in accordance with the Local Government Model Financial Report.
- The Financial Reports must contain a statement of capital works.
- The Financial Reports must include specified other information as notes.

The Local Government Model Financial Report is underpinned by the following guiding principles:

- The presentation of the Financial Reports should promote transparency and accountability of local government to stakeholders.
- The pursuit of consistency in local government Financial Reports is important but the primary role is to recognise and report responsibly on relevant local issues.
- By law the Financial Reports must be prepared in accordance with the Local Government Model Financial Report which has been developed to illustrate as widely as possible the minimum disclosure requirements for Councils.
- While the Local Government Model Financial Report is used as a basis for preparing the Financial Reports, subject to each Council's individual circumstances, the statements must also be an accurate and transparent representation of local issues.
- Local government finance professionals are in the best position to make informed decisions about the appropriateness or otherwise of relevant disclosures and the exercise of professional judgement, in excess of the minimum requirements, in preparing the Financial Reports.
- In the event of any conflict between the requirements of the Local Government Model Finance Report and the requirements of the Australian Accounting Standards, the requirements of the Australian Accounting Standard take precedence.
- When preparing Financial Reports, local government finance professionals should have regard to the principles of sound financial management set out in section 101 of the Act.

There were no significant disclosure changes in the 2023-24 Financial Reports.

### **Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

## ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

## ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

## DISCUSSION

The Financial Reports have been prepared in accordance with Australian equivalents to International Financial Reporting Standards ("AIFRS"). As per Regulation 19 and 20 in part four of the regulation, the Financial Reports must be prepared in accordance with the Local Government Model Financial Report

### Financial Statements – overview of reported results

The Comprehensive Income Statement shows that for the year ended 30 June 2024, the Council achieved an operating surplus of \$7.78 million which was a \$2.77 million decrease from the 2022-23 result. The main items contributing to this movement between years are as follows:

- **Rates (\$8.52 million increase)** – The increase in general rates is in line with the general increase in rates approved by Council for the 2023-24 year (3.5%) together with supplementary rate income generated. Council also introduced in 2023-24 a general waste service charge, the charge replaces the previous green waste service charge and incorporates a public waste service rate and kerbside waste service charge. Total waste charge generated in 2023-24 was \$21.93 million (refer note 3.1);
- **User fees, statutory fees and fines (\$2.02 million increase)** – The increase in user fees, statutory fees and fines resulted mainly from an increase in traffic enforcement, environmental health, arts venues, leisure centres, recreation and libraries and other regulatory fees and permits. (refer notes 3.2 and 3.3);
- **Grants – operating (\$6.26 million decrease)** – The decrease in operating grants is reflected by the 2023-24 Commonwealth financial assistance grant being received in advance in 2022-23 (\$4.84m) and decrease in Commonwealth revenue recognised for general home care, pending funder assurance (\$1.34m). (refer note 3.4);
- **Grants – capital (\$0.31 million decrease)** – The decrease in capital grants is reflected by prior year State funding received for the IW Dole Reserve wetlands, public open space improvement works and Narrandjeri Stadium (\$0.17m) and Commonwealth funding received under the Local roads and community infrastructure program (\$0.24m) (refer note 3.4);
- **Contributions – monetary (\$1.39 million increase)** – The increase in cash contributions is mainly due to contributions received for public open space, capital and minor works and the municipal wide developer contribution scheme (refer note 3.5);
- **Contributions – non-monetary (\$3.81 million increase)** – The increase in non-monetary contributions is mainly due to infrastructure assets received from

developments and new assets identified during the valuation process, these include additional drainage and retaining walls within the existing road reserve. (refer note 3.5);

- **Fair value adjustment for investment property (\$6.06 million decrease)** – The movement of \$570K in 2023-24 offsets the prior year increase in fair value assessment of the iceHQ stadium at CH Sullivan Reserve. There was an increase in valuation last FY following significant investment by lessee.
- **Other income (\$2.11 million increase)** – The increase in other income, resulted mainly from higher deposit interest rates earned on invested funds. The RBA official cash rate has increased by 0.25% to 4.35%. Cash and investment balances held were also higher than the previous year (\$8.90 million) (refer note 3.7);
- **Employee costs (\$8.62 million increase)** – The movement in employee costs reflects the increase in salary, wages and superannuation under relevant industrial agreements subsequent increases employee provisions and an increase in Council's workcover insurance premium. (refer note 4.1 and 3.4);
- **Materials and services (\$1.77 million decrease)** – The materials and services category include contract payments, utilities, major maintenance, and other items such as waste disposal fees (\$4.62m). The decrease reflects lower consultancy primarily from work related to the Preston Market development in the previous year and IT licensing and leasing expenses which have now been completed. (refer note 4.2);
- **Depreciation and amortisation (\$0.42 million increase)** – The increase in depreciation arises from increases in depreciation on property and infrastructure assets. (refer note 4.3, 4.4, 4.5 and 4.8);
- **Allowance for impairment losses (\$0.40 million increase)** – The increase in bad and doubtful debts reflects an allowance for non-payment of a project contribution which is currently in negotiation (\$0.84m) and decreases in debt provision for outstanding parking, local law fines, animal related fines. A lower number of traffic enforcement fines were referred to Fines Victoria in 2023-24 (refer note 4.6);
- **Borrowing costs (\$1.07 million increase)** – The increase in borrowing costs reflects the servicing costs on the \$49 million of debt undertaken to fund the new Northcote Aquatic and Recreation Centre. Repayment of borrowings are in-line with current repayment schedules (refer note 4.7) and reflects the annualization of the repayment in the current financial year of the final tranche.
- **Other expenses (\$0.67 million decrease)** – The decrease in other expenses reflects prior year legal costs in relation to the Preston Market development and various contract and property disputes and lower Fines Victoria court processing costs incurred on referred fines (refer note 4.9).

The Balance Sheet as at 30 June 2024 shows that net assets increased by \$253.67 million for the year to \$1,918.17 million. The main items contributing to this increase are as follows:

- **Cash and cash equivalents and other financial assets (\$8.91 million increase)** – Cash balances including investments at year end increased due to several factors including a lower completion of capital works projects, increased developer contributions received in relation to the DCP. Overall term deposits and floating rate notes included as other financial assets increased by \$17.37 million while cash and cash equivalents decreased by \$8.47 million. Cash and cash equivalents is impacted by timing differences in receipt of rates, fees and charges, grants, and payments to employees and suppliers (refer note 5.1);

- **Trade and other receivables (\$2.61 million increase)** – This is reflected in an increase in current rate and special rate receivables as explained under “Cash and cash equivalents” commentary above, GST receivable offset by a decreases in sundry debtors (refer note 5.1);
- **Inventories prepayments and other assets (\$0.42 million increase)** - This increase primarily reflects the increase in accrued interest and other income recognised at year end. (refer note 5.2);
- **Property, infrastructure, plant and equipment (\$244.15 million increase)** – This increase reflects the net impact of additions, contributed assets, revaluation movement in land (-\$115.99m), buildings (\$11.04m) and infrastructure (\$350.84m) assets off-set by asset disposals, write-offs and depreciation on all fixed asset classes. (refer note 6.1). The decrease in land valuation in FY24 of \$116M following an independent valuation offsets the significant increase in FY22 of \$147.5M reflecting the effects of the current economic conditions.
- **Investment property (\$0.57 million increase)** – This increase reflects the fair value assessment of Council’s investment properties, primarily the increase at iceHQ stadium at CH Sullivan Reserve. The latest fair value assessment was undertaken by Westlink Consulting.
- **Intangible assets (\$0.1 million increase)** - This increase reflects the net impact of additions and amortisation of the class (refer note 5.2);
- **Trade and other payables (\$2.74 million increase)** – This increase represents higher trade creditors held. Current year includes increased accrued payables receipted but not invoiced (\$1.97 million). The final supplier payments run for 2023-24 was processed on 27 June 2024. (refer note 5.3);
- **Trust funds and deposits (\$1.19 million increase)** – This increase represents higher asset protection bonds held on behalf of developers and home renovators offset by lower fire services property levies received in June (refer note 5.3);
- **Contract and other liabilities (\$1.14 million increase)** - This increase represents higher unspent operating and capital grants. This includes \$0.51m grant funding held for future work (refer note 5.3);
- **Provisions (\$3.25 million increase)** – This increase represents higher employee provisions for annual leave and long service leave provided during the year. Recent increases in Council’s Enterprise Agreement, and workcover premium have impacted on the rates applied to provision calculations. Increase in nominal total long service leave hours and provision for redundancy costs have contributed to the increase (refer note 5.4);
- **Interest-bearing liabilities (\$4.08 million decrease)** – The decrease represents the repayment of existing borrowing (\$4.08 million) undertaken from the Treasury Corporation of Victoria (TCV) for the construction of the Northcote Aquatic and Recreation Centre (refer note 5.5);
- **Reserves (\$244.79 million increase)** – The increase in reserves is primarily due to the movement in asset revaluation reserve associated with the revaluation movement in land (-\$115.99m), buildings (\$11.04m) and infrastructure (\$350.84m) assets. The decrease in other reserves is due to the utilisation of open space contributions to fund compliant public space improvement projects during the year (refer note 9.1).

The Cash Flow Statement for the year ended 30 June 2024 shows that total cash and cash equivalents decreased by \$8.47 million to \$33.35 million. The main movements during the year were a cash inflow from operating activities of \$35.38 million, offset by a cash outflow from investing activities of \$38.19 million and financing cash outflows of \$5.66 million.

The Statement of Capital Works shows that for the year ended 30 June 2024, Council had achieved total Capital Works expenditure of \$22.36 million, a decrease of \$31.54 million from the previous year. The main items of capital works for the year are as follows:

- **Property (\$6.14 million)** – The main items of expenditure include final construction works at Northcote Aquatic and Recreation Centre, substantial buildings program works including John Hall Pavilion, and essential building renewal works at various locations.
- **Plant and equipment (\$2.80 million)** – The main items of expenditure include information technology (\$0.23 million), fleet replacement (\$1.59 million), library resources (\$0.60 million) and food and organic bin replacements (\$0.22 million).
- **Infrastructure (\$13.42 million)** – The main items of expenditure include roads and transport (\$3.50 million), footpaths and cycle ways (\$2.83 million), drainage (\$0.81 million), oval and sportsground upgrades (\$0.67 million), streetscape improvements (\$1.62 million) and play space equipment (\$0.16 million).

The above capital spend excludes purchases amounting to \$2.8 million that were not recognised as assets in accordance with the Council's policy and relevant accounting standards. In addition, the above also excludes intangibles (e.g. software and system enhancements) which are categorized separately. Work is currently underway to align the policy with the budgeting practices for 2025-26.

### Performance Statement – overview of reported results

The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*. The performance measures cover the following activities:

#### Sustainable Capacity Indicators

| Indicator/measure                                   | 2022    | 2023    | 2024    |
|-----------------------------------------------------|---------|---------|---------|
| Expenses per head of municipal population           | \$1,134 | \$1,291 | \$1,299 |
| Infrastructure per head of municipal population     | \$4,747 | \$5,310 | \$7,441 |
| Population density per length of road               | 260     | 240     | 249     |
| Own-source revenue per head of municipal population | \$950   | \$1,165 | \$1,168 |
| Recurrent grants per head of municipal population   | \$135   | \$136   | \$89    |
| Relative socio-economic disadvantage                | 7.0     | 7.0     | 7.0     |
| Percentage of staff turnover                        | 20.9%   | 19.1%   | 13.86%  |

**Service Performance Indicators**

| Indicator/measure                                             | 2022   | 2023   | 2024   |
|---------------------------------------------------------------|--------|--------|--------|
| Aquatic Facilities - utilisation                              | 1.6    | 2.7    | 7.7    |
| Animal management prosecutions (% of successful prosecutions) | 100.0% | 100.0% | 100.0% |
| Critical and major – non-compliance notifications             | 100.0% | 100.0% | 100.0% |
| Governance – satisfaction with Council decisions              | 66.0   | 58.0   | 70.0   |
| Libraries – membership                                        | N/A    | N/A    | 34.9%  |
| Maternal & Child Health - participation                       | 70.4%  | 74.8%  | 73.6%  |
| Participation in the MCH service by Aboriginal children       | 71.1%  | 73.9%  | 77.3%  |
| Roads – sealed local roads maintained to condition standards  | 96.8   | 95.2   | 94.9   |
| Statutory Planning – applications decided within timeframes   | 34.6%  | 37.0%  | 61.3%  |
| Waste Collection – landfill diversion                         | 50.2%  | 54.1%  | 52.3%  |

**Financial Performance Indicators**

| Indicator/measure             | 2022    | 2023      | 2024      |
|-------------------------------|---------|-----------|-----------|
| Expenditure level             | \$2,508 | \$2,623   | \$2,708   |
| Revenue level (assessment)    | \$1,835 | \$1,631 # | \$1,698 # |
| Working capital               | 140.2%  | 183.4%    | 181.1%    |
| Unrestricted cash             | 25.4%   | 53.2%     | 29.9%     |
| Loans & borrowings            | 7.27%   | 33.08%    | 28.7%     |
| Loans & borrowings repayments | 0.00%   | 1.34%     | 3.86%     |
| Indebtedness                  | 7.1%    | 26.2%     | 23.0%     |
| Asset renewal and upgrade     | 141.6%  | 128.2%    | 67.7%     |
| Adjusted underlying result    | -0.5%   | 4.0%      | 0.8%      |
| Rates concentration           | 75.1%   | 71.1%     | 74.4%     |
| Rates effort                  | 0.22%   | 0.20%     | 0.22%     |

# In 22/23 the Waste Charge was first separated from General Rates.

Comments are included in the Statements on any significant variances.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES****Financial Management**

N/A

**Community Engagement**

N/A

**Other Principles for consideration****Overarching Governance Principles and Supporting Principles**

(g) the ongoing financial viability of the Council is to be ensured;

**Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

**Strategic Planning Principles**

- (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;

**Service Performance Principles**

- (c) quality and costs standards for services set by the Council should provide good value to the municipal community;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

The Financial Report and the Performance Statement for the year ended 30 June 2024 incorporate Council's funding and delivery of environmental operations in a range of areas including waste collection, recycling services, street cleaning, litter collection, park and sporting field maintenance and improvements in the context of drought, water-saving and energy efficiency measures.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The Financial Report and the Performance Statement for the year ended 30 June 2024 reflect and incorporate the equity, inclusion and wellbeing initiatives delivered during 2023-24.

**Economic Development and Cultural Considerations**

The Financial Report and the Performance Statement for the year ended 30 June 2024 reflect and incorporate the economic development initiatives delivered during 2023-24.

**Operational Impacts**

N/A

**Legal and Risk Implications**

There have been no legal or risk issues which have been identified that impact on this report.

**Audit and Risk Committee Meeting – 16 September 2024**

The Draft Annual Financial Report and Performance Statement for the year ended 30 June 2024 are scheduled to be presented to Council's Audit and Risk Committee on Monday 16 September 2024 ahead of the Ordinary Council meeting that this report will be considered at.

A verbal update will be provided at the Ordinary Council meeting as to the recommendation of the Audit and Risk committee. The recommendation that will be considered by the Audit and Risk Committee is that the Audit and Risk Committee recommend that the Council:



- (1) Approve in-principle the Annual Financial Report and the Annual Performance Statement for the year ended 30 June 2024;
- (2) The Council resolution to approve 'in-principle' the following authorisations:
  - Authorise the Chief Executive Officer to forward the Annual Financial Report and the Annual Performance Statement to the Victorian Auditor-General's Office;
  - Any subsequent events and material impact to be presented to the Audit and Risk Committee;
  - Authorise the Chief Executive Officer, the Mayor, and another Councilor to certify the final versions of the Annual Financial Report and the Annual Performance Statement and;
  - Authorise the Chief Financial Officer to make any non-material changes to the Annual Financial Report and the Annual Performance Statement that may arise from the completion of audit and internal review procedures.

The Audit and Risk Committee will also be asked to consider **noting**:

- The Draft 2023-24 Finance Statement and Performance Report;
- The Annual Financial Report for the year ended 30 June 2024 as Appendix A;
- The Annual Performance Statement for the year ended 30 June 2024 as Appendix B;
- The questions sent by the Committee members on Draft Financial Report and Performance Statement for the year ended 30 June 2024 in advance of the meeting, the responses provided by the management out of session and follow up queries and discussions held during the meeting,
- The Management Representation Letters to VAGO and Council in respect to the Annual Financial Report and the Annual Performance Statement and that the representations contain no qualifications or limitations;
- The VAGO Closing Report for the year ended 30 June 2024, and in doing so, notes that VAGO will issue clear audit opinions on the Annual Financial Report and the Annual Performance Statement;
- Any matters raised by Committee members prior to the meeting regarding the draft Annual Financial Report and the draft Performance Statement have been resolved satisfactorily;
- Committee members be provided with final copies of the signed Annual Financial Report and the Annual Performance Statement;
- The Committee's recognition and acknowledgement of the work done by the General Manager Infrastructure, Operations & Finance, Chief Financial Officer, Coordinator Financial Accounting, Coordinator Management Accounting, Coordinator Corporate Strategy and other officers involved in the completion of the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024 despite the challenging and difficult circumstances; and
- The Committee's appreciation to the external auditors for their contribution to the finalisation of year end.
- The Committee's appreciation to the interim Chief Financial Officer for his contribution to the finalisation of year end.

## IMPLEMENTATION ACTIONS



A copy of the Council Minutes and signed certified Financial Report and Performance Statement will be provided to the Victorian Auditor General's office for consideration for certification.

The certified Financial Report and Performance Statement will be incorporated into Council's Annual Report.

## RELATED DOCUMENTS

- Council Plan 2021-2025
- Annual Budget 2023-2024

## Attachments

- Annual Financial Report for the year ended 30 June 2024 - Draft (**Appendix A**) [↓](#) 
- Performance Statement for the year ended 30 June 2024 (Draft) (**Appendix B**) [↓](#) 

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Darebin City Council Annual Financial Report

For the Year Ended 30 June 2024



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Financial Report  
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**Darebin City Council**  
**2023/2024 Financial Report**

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### **Certification of the Financial Statements**

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

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Srini Krishnan CPA  
Principal Accounting Officer

Melbourne  
16 September 2024

In our opinion, the accompanying financial statements present fairly the financial transactions of the Darebin City Council for the year ended 30 June 2024 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstance which would render any particulars in the financial report to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

---

Tom Hannon  
Councillor

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Lina Messina  
Councillor

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Peter Smith  
Chief Executive Officer

Melbourne  
16 September 2024

Darebin City Council  
2023/2024 Financial Report

**Comprehensive Income Statement**

For the Year Ended 30 June 2024

|                                                                                  | Note | 2024<br>\$'000 | 2023<br>\$'000 |
|----------------------------------------------------------------------------------|------|----------------|----------------|
| <b>Income / Revenue</b>                                                          |      |                |                |
| Rates and charges                                                                | 3.1  | 152,629        | 144,114        |
| Statutory fees and fines                                                         | 3.2  | 9,088          | 8,781          |
| User fees                                                                        | 3.3  | 13,654         | 11,940         |
| Grants - operating                                                               | 3.4  | 14,520         | 20,777         |
| Grants - capital                                                                 | 3.4  | 2,432          | 2,743          |
| Contributions - monetary                                                         | 3.5  | 6,660          | 5,272          |
| Contributions - non monetary                                                     | 3.5  | 4,504          | 691            |
| Net gain on disposal of property, infrastructure, plant and equipment            | 3.6  | 315            | 251            |
| Fair value adjustments for investment property                                   | 6.2  | 570            | 6,627          |
| Other income                                                                     | 3.7  | 5,571          | 3,457          |
| <b>Total income / revenue</b>                                                    |      | <b>209,943</b> | <b>204,653</b> |
| <b>Expenses</b>                                                                  |      |                |                |
| Employee costs                                                                   | 4.1  | 104,567        | 95,946         |
| Materials and services                                                           | 4.2  | 61,541         | 63,314         |
| Depreciation                                                                     | 4.3  | 26,549         | 26,249         |
| Amortisation - intangible assets                                                 | 4.4  | 692            | 555            |
| Depreciation - right of use assets                                               | 4.5  | 30             | 51             |
| Allowance for impairment losses                                                  | 4.6  | 1,865          | 1,463          |
| Borrowing costs                                                                  | 4.7  | 1,765          | 695            |
| Finance costs - leases                                                           | 4.8  | 1              | 2              |
| Other expenses                                                                   | 4.9  | 5,155          | 5,829          |
| <b>Total expenses</b>                                                            |      | <b>202,165</b> | <b>194,104</b> |
| <b>Surplus for the year</b>                                                      |      | <b>7,778</b>   | <b>10,549</b>  |
| <b>Other comprehensive income</b>                                                |      |                |                |
| <b>Items that will not be classified to surplus or deficit in future periods</b> |      |                |                |
| Net asset revaluation gain                                                       | 6.1  | 245,888        | -              |
| <b>Total other comprehensive income</b>                                          |      | <b>245,888</b> | <b>-</b>       |
| <b>Total comprehensive result</b>                                                |      | <b>253,666</b> | <b>10,549</b>  |

The above Comprehensive Income Statement should be read with the accompanying notes.

Darebin City Council  
2023/2024 Financial Report

**Balance Sheet**  
As at 30 June 2024

|                                               | Note    | 2024<br>\$'000   | 2023<br>\$'000   |
|-----------------------------------------------|---------|------------------|------------------|
| <b>Assets</b>                                 |         |                  |                  |
| <b>Current assets</b>                         |         |                  |                  |
| Cash and cash equivalents                     | 5.1 (a) | 33,346           | 41,813           |
| Trade and other receivables                   | 5.1 (c) | 24,992           | 22,232           |
| Other financial assets                        | 5.1 (b) | 31,526           | 14,154           |
| Inventories                                   | 5.2 (a) | 61               | 66               |
| Prepayments                                   | 5.2 (b) | 2,508            | 2,901            |
| Other assets                                  | 5.2 (b) | 961              | 145              |
| <b>Total current assets</b>                   |         | <b>93,394</b>    | <b>81,311</b>    |
| <b>Non-current assets</b>                     |         |                  |                  |
| Trade and other receivables                   | 5.1 (c) | 2,556            | 2,704            |
| Other financial assets                        | 5.1 (b) | 6                | 6                |
| Property, infrastructure, plant and equipment | 6.1     | 1,904,291        | 1,660,142        |
| Right-of-use assets                           | 5.8     | 222              | 29               |
| Investment property                           | 6.2     | 9,840            | 9,270            |
| Intangible assets                             | 5.2 (c) | 1,339            | 1,241            |
| <b>Total non-current assets</b>               |         | <b>1,918,254</b> | <b>1,673,392</b> |
| <b>Total assets</b>                           |         | <b>2,011,648</b> | <b>1,754,703</b> |
| <b>Liabilities</b>                            |         |                  |                  |
| <b>Current liabilities</b>                    |         |                  |                  |
| Trade and other payables                      | 5.3 (a) | 15,818           | 13,082           |
| Trust funds and deposits                      | 5.3 (b) | 6,953            | 6,908            |
| Contract and other liabilities                | 5.3 (c) | 2,396            | 1,254            |
| Provisions                                    | 5.4     | 22,127           | 18,986           |
| Interest-bearing liabilities                  | 5.5     | 4,257            | 4,080            |
| Lease liabilities                             | 5.8     | 33               | 32               |
| <b>Total current liabilities</b>              |         | <b>51,584</b>    | <b>44,342</b>    |
| <b>Non-current liabilities</b>                |         |                  |                  |
| Provisions                                    | 5.4     | 2,485            | 2,380            |
| Interest-bearing liabilities                  | 5.5     | 39,221           | 43,478           |
| Lease liabilities                             | 5.8     | 189              | -                |
| <b>Total non-current liabilities</b>          |         | <b>41,895</b>    | <b>45,858</b>    |
| <b>Total liabilities</b>                      |         | <b>93,479</b>    | <b>90,200</b>    |
| <b>Net assets</b>                             |         | <b>1,918,169</b> | <b>1,664,503</b> |
| <b>Equity</b>                                 |         |                  |                  |
| Accumulated surplus                           |         | 602,342          | 593,470          |
| Reserves                                      | 9.1     | 1,315,827        | 1,071,033        |
| <b>Total equity</b>                           |         | <b>1,918,169</b> | <b>1,664,503</b> |

The above Balance Sheet should be read with the accompanying notes.



Darebin City Council  
2023/2024 Financial Report

**Statement of Changes in Equity**

For the Year Ended 30 June 2024

|                                             | Note    | Total<br>\$'000  | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|---------------------------------------------|---------|------------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2024</b>                                 |         |                  |                                  |                                  |                             |
| Balance at beginning of the financial year  |         | <b>1,664,503</b> | 593,470                          | 1,055,675                        | 15,358                      |
| Surplus for the year                        |         | <b>7,778</b>     | 7,778                            | -                                | -                           |
| Net asset revaluation gain                  | 9.1 (a) | <b>245,888</b>   | -                                | 245,888                          | -                           |
| Transfers to other reserves                 | 9.1 (b) | -                | (7,088)                          | -                                | 7,088                       |
| Transfers from other reserves               | 9.1 (b) | -                | 8,182                            | -                                | (8,182)                     |
| <b>Balance at end of the financial year</b> |         | <b>1,918,169</b> | <b>602,342</b>                   | <b>1,301,563</b>                 | <b>14,264</b>               |

|                                            |         | Total<br>\$'000 | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|--------------------------------------------|---------|-----------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2023</b>                                |         |                 |                                  |                                  |                             |
| Balance at beginning of the financial year |         | 1,653,954       | 573,076                          | 1,055,675                        | 25,203                      |
| Surplus for the year                       |         | 10,549          | 10,549                           | -                                | -                           |
| Transfers to other reserves                | 9.1 (b) | -               | (6,878)                          | -                                | 6,878                       |
| Transfers from other reserves              | 9.1 (b) | -               | 16,723                           | -                                | (16,723)                    |
| Balance at end of the financial year       |         | 1,664,503       | 593,470                          | 1,055,675                        | 15,358                      |

*The above Statement of Changes in Equity should be read with the accompanying notes.*

**Darebin City Council**  
**2023/2024 Financial Report**

**Statement of Cash Flows**  
For the Year Ended 30 June 2024

|                                                                     | 2024                   | 2023                   |
|---------------------------------------------------------------------|------------------------|------------------------|
|                                                                     | Inflows/<br>(Outflows) | Inflows/<br>(Outflows) |
| Note                                                                | \$'000                 | \$'000                 |
| <b>Cash flows from operating activities</b>                         |                        |                        |
| Rates and charges                                                   | 148,996                | 144,663                |
| Statutory fees and fines                                            | 6,830                  | 7,487                  |
| User fees                                                           | 16,256                 | 13,371                 |
| Grants - operating                                                  | 15,487                 | 20,161                 |
| Grants - capital                                                    | 2,521                  | 743                    |
| Contributions - monetary                                            | 6,660                  | 5,272                  |
| Interest received                                                   | 3,212                  | 2,240                  |
| Net trust funds and deposits                                        | 550                    | 420                    |
| Other receipts                                                      | 1,388                  | 2,022                  |
| Net GST refund                                                      | 6,846                  | 12,566                 |
| Employee costs                                                      | (101,291)              | (96,910)               |
| Materials and services                                              | (71,766)               | (86,625)               |
| Short-term, low value and variable lease payments                   | (308)                  | (260)                  |
| <b>Net cash provided by operating activities</b>                    | <b>35,381</b>          | <b>25,150</b>          |
| 9.2                                                                 |                        |                        |
| <b>Cash flows from investing activities</b>                         |                        |                        |
| Payments for property, infrastructure, plant and equipment          | (21,256)               | (65,669)               |
| Proceeds from sale of property, infrastructure, plant and equipment | 433                    | 745                    |
| Proceeds from sale of investments                                   | -                      | -                      |
| Payments for investments                                            | (17,372)               | (254)                  |
| Repayment of loans and advances                                     | 9                      | 9                      |
| <b>Net cash (used in) investing activities</b>                      | <b>(38,186)</b>        | <b>(65,169)</b>        |
| <b>Cash flows from financing activities</b>                         |                        |                        |
| Finance costs                                                       | (1,771)                | (480)                  |
| Proceeds from borrowings                                            | -                      | 39,000                 |
| Repayment of borrowings                                             | (4,080)                | (1,442)                |
| Interest paid - lease liability                                     | (1)                    | (2)                    |
| Repayment of lease liabilities                                      | 190                    | (52)                   |
| <b>Net cash (used in)/provided by financing activities</b>          | <b>(5,662)</b>         | <b>37,024</b>          |
| Net (decrease) in cash and cash equivalents                         | (8,467)                | (2,995)                |
| Cash and cash equivalents at the beginning of the financial year    | 41,813                 | 44,808                 |
| <b>Cash and cash equivalents at the end of the financial year</b>   | <b>33,346</b>          | <b>41,813</b>          |
| 5.1                                                                 |                        |                        |
| Financing arrangements                                              | 5.6                    |                        |

*The above Statement of Cash Flows should be read with the accompanying notes.*

**Darebin City Council  
2023/2024 Financial Report**

**Statement of Capital Works**  
For the Year Ended 30 June 2024

|                                              | 2024          | 2023          |
|----------------------------------------------|---------------|---------------|
| Note                                         | \$'000        | \$'000        |
| <b>Property</b>                              |               |               |
| Land                                         | 56            | -             |
| <b>Total land</b>                            | <u>56</u>     | <u>-</u>      |
| Buildings                                    | 6,082         | 39,438        |
| <b>Total buildings</b>                       | <u>6,082</u>  | <u>39,438</u> |
| <b>Total property</b>                        | <u>6,138</u>  | <u>39,438</u> |
| <b>Plant and equipment</b>                   |               |               |
| Plant, machinery and equipment               | 1,873         | 2,431         |
| Fixtures, fittings and furniture             | 42            | 83            |
| Computers and telecommunications             | 227           | 452           |
| Library books                                | 597           | 593           |
| Artworks and historical collections          | 63            | -             |
| <b>Total plant and equipment</b>             | <u>2,802</u>  | <u>3,559</u>  |
| <b>Infrastructure</b>                        |               |               |
| Roads                                        | 3,499         | 4,671         |
| Bridges                                      | 40            | 41            |
| Footpaths and cycleways                      | 2,833         | 251           |
| Drainage                                     | 814           | 338           |
| Land improvements                            | 2,086         | 689           |
| Recreation, leisure and community facilities | -             | -             |
| Parks, open space and streetscapes           | 2,457         | 3,685         |
| Off street car parks                         | 896           | -             |
| Waste management                             | 798           | 1,229         |
| <b>Total infrastructure</b>                  | <u>13,423</u> | <u>10,904</u> |
| <b>Total capital works expenditure</b>       | <u>22,363</u> | <u>53,901</u> |
| <b>Represented by:</b>                       |               |               |
| New asset expenditure                        | 1,893         | 4,720         |
| Asset renewal expenditure                    | 15,537        | 25,201        |
| Asset expansion expenditure                  | 2,486         | 15,526        |
| Asset upgrade expenditure                    | 2,447         | 8,454         |
| <b>Total capital works expenditure</b>       | <u>22,363</u> | <u>53,901</u> |

*The above Statement of Capital Works should be read with the accompanying notes.*

Darebin City Council  
2023/2024 Financial Report

**Notes to the financial report**  
As at 30 June 2024

**Note 1 Overview**

**Introduction**

The Darebin City Council was established by an Order of the Governor in Council on 22 June 1994 and is a body corporate. The Council's main office is located at 274 Gower Street, Preston.

**Statement of compliance**

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 2020, and the Local Government (Planning and Reporting) Regulations 2020.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

**Accounting policy information**

**(a) Basis of accounting**

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of Australian Accounting Standards that have significant effects on the financial statements and estimates relate to:

- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination of employee provisions (refer to Note 5.4)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

**Goods and Services Tax (GST)**

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Darebin City Council  
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**Notes to the financial report**  
For the Year Ended 30 June 2024

**Note 2 Analysis of our results**

**Note 2.1 Performance against budget**

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent and \$1.96 million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

**2.1.1 Income / Revenue and Expenditure**

|                                                                       | <b>Budget<br/>2024<br/>\$'000</b> | <b>Actual<br/>2024<br/>\$'000</b> | <b>Variance<br/>\$'000</b> | <b>Variance<br/>%</b> | <b>Ref</b> |
|-----------------------------------------------------------------------|-----------------------------------|-----------------------------------|----------------------------|-----------------------|------------|
| <b>Income / Revenue</b>                                               |                                   |                                   |                            |                       |            |
| Rates and charges                                                     | 152,133                           | 152,629                           | 496                        | 0%                    |            |
| Statutory fees and fines                                              | 8,775                             | 9,088                             | 313                        | 4%                    |            |
| User fees                                                             | 13,116                            | 13,654                            | 538                        | 4%                    |            |
| Grants - operating                                                    | 18,841                            | 14,520                            | (4,321)                    | -23%                  | I1         |
| Grants - capital                                                      | 1,865                             | 2,432                             | 567                        | 30%                   | I2         |
| Contributions                                                         | 6,539                             | 11,164                            | 4,625                      | 71%                   | I3         |
| Net gain on disposal of property, infrastructure, plant and equipment | 1,436                             | 315                               | (1,121)                    | -78%                  | I4         |
| Fair value adjustments for investment property                        | -                                 | 570                               | 570                        | 100%                  | I5         |
| Other income                                                          | 3,133                             | 5,571                             | 2,438                      | 78%                   | I6         |
| <b>Total income / revenue</b>                                         | <b>205,838</b>                    | <b>209,943</b>                    | <b>4,105</b>               | <b>2%</b>             |            |
| <b>Expenses</b>                                                       |                                   |                                   |                            |                       |            |
| Employee costs                                                        | 100,557                           | 104,567                           | (4,010)                    | -4%                   | E1         |
| Materials and services                                                | 60,053                            | 61,541                            | (1,488)                    | -2%                   | E2         |
| Allowance for impairment losses                                       | 1,436                             | 1,865                             | (429)                      | -30%                  | E3         |
| Finance costs - leases                                                | 2                                 | 1                                 | 1                          | 50%                   |            |
| Depreciation                                                          | 26,714                            | 26,549                            | 165                        | 1%                    |            |
| Amortisation - intangible assets                                      | 482                               | 692                               | (210)                      | -44%                  |            |
| Depreciation - right of use assets                                    | 30                                | 30                                | 0                          | 0%                    |            |
| Borrowing costs                                                       | 1,735                             | 1,765                             | (30)                       | -2%                   |            |
| Other expenses                                                        | 5,169                             | 5,155                             | 14                         | 0%                    |            |
| <b>Total expenses</b>                                                 | <b>196,178</b>                    | <b>202,165</b>                    | <b>(5,987)</b>             | <b>-3%</b>            |            |
| <b>Surplus/(deficit) for the year</b>                                 | <b>9,660</b>                      | <b>7,778</b>                      | <b>(1,882)</b>             | <b>-19%</b>           |            |

Darebin City Council  
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**Notes to the financial report**  
For the Year Ended 30 June 2024

**Note 2 Analysis of our results**

**Note 2.1 Performance against budget**

**(i) Explanation of material variations**

| <b>Var Ref</b> | <b>Item</b>                                                                  | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11             | Grants - operating                                                           | Grants - operating were unfavourable to budget by \$4.32 million due to non receipt of the 2024/25 Commonwealth Financial Assistance Grants (\$4.59 million) in advance as per in previous years, funding (\$1.53 million) not recognised pending funder assurance and receipt of unbudgeted Eighty-Six festival funding (\$0.8 million)                                                                                                                                                                                        |
| 12             | Grants - capital                                                             | Grants - capital were favourable to budget by \$0.57 million due to funding received for open space improvements which was not budgeted to be received in 2023/24 (\$0.69 million).                                                                                                                                                                                                                                                                                                                                             |
| 13             | Contributions - non-monetary assets                                          | Contributions - non-monetary assets were exceeded due to contributed infrastructure assets from development received during the year. Contributed assets are not budgeted for during the year.                                                                                                                                                                                                                                                                                                                                  |
| 14             | Net gain/(loss) on disposal of property, infrastructure, plant and equipment | Net gain/(loss) on disposal of property, infrastructure, plant and equipment was not achieved due to planned sale of right-of-ways not progressing. (\$1.07 million).                                                                                                                                                                                                                                                                                                                                                           |
| 15             | Fair value adjustments for investment property                               | Fair value adjustment for investment property was exceeded due to an increase in the fair value of the iceHQ stadium at CH Sullivan Reserve stadium (\$0.6 million). Fair value movements in investment property are not budgeted for during the year.                                                                                                                                                                                                                                                                          |
| 16             | Other income                                                                 | Other income is favourable to budget by \$2.44 million due to the continued increase in deposit interest rates which has resulted in higher interest income received (\$2.12 million) for the year and unbudgeted cost recovery for workcover and paid parental leave scheme (\$0.88 million).                                                                                                                                                                                                                                  |
| E1             | Employee costs                                                               | Employee costs were unfavourable to budget by \$4.0 million mainly due to increases in Council's workcover insurance premium (\$1.07 million) increases in accrued employee benefits in line with wage and salary growth (\$2.18 million) and a provision for redundancy payments in line with Council's new organisational strategy (\$0.38 million).                                                                                                                                                                          |
| E2             | Materials and services                                                       | Materials and services were exceeded due to a higher than anticipated major maintenance expenditure that was originally anticipated as capital works expenditure. This includes purchases or projects not recognised as assets in accordance with Council's asset capitalisation policy thresholds, \$3.8 million (see Note 6). Projects include, information technology (\$0.87 million), minor building works (\$1.44 million), library resources (\$0.17 million) and tree planting and rewilding projects (\$0.82 million). |
| E3             | Allowance for impairment losses                                              | Bad and doubtful debts were unfavourable to budget by \$0.43 million mainly due to a debt provided against a claim raised in relation to cost recovery from the LXRP projects undertaken (\$0.84 million) and decreased traffic fines and Local Law infringements referred to Fines Victoria in 2023-24.                                                                                                                                                                                                                        |

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Notes to the financial report  
As at 30 June 2024

Note 2.1 Performance against budget

2.1.2 Capital Works

|                                                | Budget<br>2024<br>\$'000 | Actual<br>2024<br>\$'000 | Variance<br>\$'000 | Variance<br>% | Ref  |
|------------------------------------------------|--------------------------|--------------------------|--------------------|---------------|------|
| <b>Property</b>                                |                          |                          |                    |               |      |
| Land                                           | 600                      | 56                       | (544)              | -91%          | CW1  |
| <b>Total Land</b>                              | <b>600</b>               | <b>56</b>                | <b>(544)</b>       | <b>-91%</b>   |      |
| Buildings                                      | 5,350                    | 1,202                    | (4,148)            | -78%          | CW2  |
| <b>Total Buildings</b>                         | <b>5,350</b>             | <b>1,202</b>             | <b>(4,148)</b>     | <b>-78%</b>   |      |
| <b>Total Property</b>                          | <b>5,950</b>             | <b>1,258</b>             | <b>(4,692)</b>     | <b>-79%</b>   |      |
| <b>Plant and Equipment</b>                     |                          |                          |                    |               |      |
| Plant, machinery and equipment                 | 1,820                    | 1,873                    | 53                 | 3%            |      |
| Fixtures, fittings and furniture               | 30                       | 42                       | 12                 | 40%           |      |
| Computers and telecommunications               | 2,600                    | 227                      | (2,373)            | -91%          | CW3  |
| Library books                                  | 750                      | 597                      | (153)              | -20%          | CW4  |
| Artworks and historical collections            | -                        | 63                       | 63                 | +100%         |      |
| <b>Total Plant and Equipment</b>               | <b>5,200</b>             | <b>2,802</b>             | <b>(2,398)</b>     | <b>-46%</b>   |      |
| <b>Infrastructure</b>                          |                          |                          |                    |               |      |
| Roads                                          | 4,750                    | 3,499                    | (1,251)            | -26%          | CW5  |
| Bridges                                        | -                        | 40                       | 40                 | +100%         |      |
| Footpaths and cycleways                        | 2,750                    | 2,833                    | 83                 | 3%            |      |
| Drainage                                       | 1,580                    | 814                      | (766)              | -48%          | CW6  |
| Land improvements                              | 350                      | 2,086                    | 1,736              | 496%          | CW7  |
| Recreational, leisure and community facilities | 5,550                    | 4,880                    | (670)              | -12%          | CW8  |
| Parks, open space and streetscapes             | 3,452                    | 2,374                    | (1,078)            | -31%          | CW9  |
| Off street car parks                           | 100                      | 979                      | 879                | 879%          | CW10 |
| Waste management                               | 350                      | 798                      | 448                | 128%          | CW11 |
| <b>Total Infrastructure</b>                    | <b>18,882</b>            | <b>18,303</b>            | <b>(579)</b>       | <b>-3%</b>    |      |
| <b>Total Capital Works Expenditure</b>         | <b>30,032</b>            | <b>22,363</b>            | <b>(7,669)</b>     | <b>-26%</b>   |      |
| <b>Represented by:</b>                         |                          |                          |                    |               |      |
| New asset expenditure                          | 2,350                    | 1,893                    | (457)              | -19%          |      |
| Asset renewal expenditure                      | 23,026                   | 15,537                   | (7,489)            | -33%          |      |
| Asset expansion expenditure                    | 2,700                    | 2,486                    | (214)              | -8%           |      |
| Asset upgrade expenditure                      | 1,956                    | 2,447                    | 491                | 25%           |      |
| <b>Total Capital Works Expenditure</b>         | <b>30,032</b>            | <b>22,363</b>            | <b>(7,669)</b>     | <b>-26%</b>   |      |

Darebin City Council  
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Notes to the financial report  
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Note 2.1 Performance against budget

(i) Explanation of material variations

| Var Ref | Item                                           | Explanation                                                                                                                                                                                                                                                                                                                                                                                              |
|---------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CW1     | Land                                           | The budget for land was not achieved due to rescheduling in the settlement of Clements Reserve.                                                                                                                                                                                                                                                                                                          |
| CW2     | Buildings                                      | The budget for buildings was not achieved was largely due to delays in Merri community child care (\$0.23 million), Operations centre fire compliance (\$0.32 million, Bundoora Farm barn roof replacement (\$0.16 million), Civic centre chiller replacements (\$0.39 million).                                                                                                                         |
| CW3     | Computers and telecommunications               | The budget for computers and telecommunications was not achieved mainly due to significant software development costs being allocated as intangible additions (\$0.79 million), delays in it infrastructure upgrades (\$0.23 million), it equipment refresh (\$0.89 million) and several purchases that were not recognised as assets (\$0.75 million) in accordance with Council's policy (see Note 6). |
| CW4     | Library books                                  | The budget for library books was not achieved due to several purchases not recognised as assets (\$0.26 million) in accordance with Council's policy (see Note 6).                                                                                                                                                                                                                                       |
| CW5     | Roads                                          | The budget for roads was not achieved due to delays and savings in the roads rehabilitation program (\$0.41 million) and the delays in the safe travel program (\$0.15 million).                                                                                                                                                                                                                         |
| CW6     | Drainage                                       | The budget for drainage was not achieved due to delays in works undertaken at Massey Avenue (\$0.68 million) and sportsfield sub-surface drainage (\$0.28 million).                                                                                                                                                                                                                                      |
| CW7     | Land improvements                              | The budget for land improvements was not achieved due to delays in the remediation of Clements Reserve (\$0.24 million) and several purchases that were not recognised as assets (\$0.1 million) in accordance with Council's policy (see Note 6).                                                                                                                                                       |
| CW8     | Recreational, leisure and community facilities | To align with the overall annual budget (\$4.88 million) capital projects were were re-allocated from buildings including Northcote Aquatic and Recreation Centre, Reservoir Leisure Centre and Narrandjeri Stadium . The gender inclusive sporting facilities (\$0.33 million) was delayed which is primarily the reason the budget was not achieved.                                                   |
| CW9     | Parks, open space and streetscapes             | The budget for parks, open space and streetscapes was not achieved due to several purchases that were not recognised as assets (\$1.50 million) in accordance with Council's policy (see Note 6). This included tree planting and a minor landscaping streetscape improvements.                                                                                                                          |
| CW10    | Off street car parks                           | The budget for off street car parks was exceeded due to upgrade works undertaken at Northcote Aquatic & Recreation Centre being budgeted within building category (\$0.89 million).                                                                                                                                                                                                                      |
| CW11    | Waste management                               | The budget for waste management was exceeded due to replacement waste collection vehicles being budgeted within plant machinery and equipment category (\$0.44 million).                                                                                                                                                                                                                                 |



Darebin City Council  
2023/2024 Financial Report

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**Notes to the financial report**  
As at 30 June 2024

**Note 2.2 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**2.2.1 City Sustainability and Strategy**

The City Sustainability and Strategy Division's role is to plan for the long-term future of Darebin and to ensure sustainable social, environmental, economic and community wellbeing benefits for our community. The City Sustainability and Strategy Division includes the following departments: City Development; City Futures; City Safety and Compliance; and Climate Emergency and Sustainable Transport. Significant items allocated to the Division include public open space contributions.

**Infrastructure, Operations and Finance**

The Infrastructure, Operations and Finance Division provides major operational services and the management of capital works. The Operations and Capital Division includes the following departments: Capital and Major Projects; City Works; Parks and Open Spaces, Property and Asset Strategy and Finance. Significant items allocated to the division include contributed assets, infrastructure asset depreciation and net gain on sale of assets.

**Community**

The Community Division provides high quality community focused programs, service delivery and communication to residents. The Community Division includes the following departments: Supported and Connected Living; Creative Culture and Economic DEvelopment; Equity and Wellbeing; Families, Youth and Children; and Recreation and Libraries.

**Customer and Corporate**

The Governance and Engagement Division's role is to act as a business partner by understanding the organisation's needs, risks and limitations and to provide timely specialist advice as well as smart, agile, customer oriented support. The Governance and Engagement Division includes the following departments: Communications, Engagement and Customer Experience; Information Services; People and Culture and Corporate Governance. Significant items allocated to the Division include general rates and charges, interest on rates and investments, Victorian Grants Commission funding and fair value adjustment for investment property.

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Note 2.2 Analysis of Council results by program

2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

|                                        | Income /<br>Revenue | Expenses       | Surplus /<br>(Deficit) | Grants<br>included in<br>income /<br>revenue | Total assets     |
|----------------------------------------|---------------------|----------------|------------------------|----------------------------------------------|------------------|
|                                        | \$'000              | \$'000         | \$'000                 | \$'000                                       | \$'000           |
| <b>2024</b>                            |                     |                |                        |                                              |                  |
| City Sustainability and Strategy       | 14,567              | 27,788         | (13,221)               | 1,076                                        | 194,101          |
| Infrastructure, Operations and Finance | 9,873               | 83,687         | (73,814)               | 2,502                                        | 1,225,279        |
| Community                              | 21,249              | 61,314         | (40,065)               | 13,148                                       | 341,309          |
| Customer and Corporate                 | 164,254             | 29,376         | 134,878                | 226                                          | 250,959          |
|                                        | <b>209,943</b>      | <b>202,165</b> | <b>7,778</b>           | <b>16,952</b>                                | <b>2,011,648</b> |
| <b>2023</b>                            |                     |                |                        |                                              |                  |
| City Sustainability and Strategy       | 10,878              | 28,320         | (17,442)               | 1,850                                        | 199,701          |
| Operations and Capital                 | 8,153               | 76,586         | (68,433)               | 1,974                                        | 950,160          |
| Community                              | 21,261              | 54,824         | (33,563)               | 13,348                                       | 360,702          |
| Governance and Engagement              | 164,361             | 34,374         | 129,987                | 6,348                                        | 244,140          |
|                                        | <b>204,653</b>      | <b>194,104</b> | <b>10,549</b>          | <b>23,520</b>                                | <b>1,754,703</b> |

Darebin City Council  
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Notes to the financial report  
As at 30 June 2024

|  | 2024   | 2023   |
|--|--------|--------|
|  | \$'000 | \$'000 |

**Note 3 Funding for the delivery of our services**

**3.1 Rates and charges**

Council uses 'capital improved value' as the basis of valuation of all properties within the municipal district. Capital improved value means the sum that land and all its improvements might be expected to realise at the time of valuation, if offered for sale on any reasonable terms and conditions.

The valuation base used to calculate general rates for 2023/24 was \$69,423 million (2022/23 \$72,421 million).

|                                          |                |                |
|------------------------------------------|----------------|----------------|
| General rates                            | 125,879        | 120,308        |
| Cultural and recreational properties     | 21             | 19             |
| Waste management charges                 | 24,133         | 21,934         |
| Special rates and charges                | 1,168          | 352            |
| Supplementary rates and rate adjustments | 846            | 413            |
| Interest on rates and charges            | 582            | 1,088          |
| <b>Total rates and charges</b>           | <b>152,629</b> | <b>144,114</b> |

The date of the general revaluation of land for rating purposes within the municipal district was 1 January 2023 and the valuation was first applied in the rating year commencing 1 July 2023.

Annual rates and charges are recognised as income when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**3.2 Statutory fees and fines**

|                                       |              |              |
|---------------------------------------|--------------|--------------|
| Animal registration                   | 757          | 701          |
| Building services                     | 887          | 882          |
| Environmental health                  | 1,039        | 867          |
| Statutory planning                    | 1,467        | 1,355        |
| Traffic enforcement                   | 3,284        | 2,774        |
| Infringement court recoveries         | 919          | 1,585        |
| Other statutory fees and fines        | 735          | 617          |
| <b>Total statutory fees and fines</b> | <b>9,088</b> | <b>8,781</b> |

Statutory fees and fines (including parking fees and fines) are recognised as income when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

Darebin City Council  
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Notes to the financial report  
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|                                                                                                                                                                                       | 2024<br>\$'000 | 2023<br>\$'000 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>3.3 User fees</b>                                                                                                                                                                  |                |                |
| Aged and health services                                                                                                                                                              | 855            | 725            |
| Arts and culture                                                                                                                                                                      | 2,069          | 1,756          |
| Family, children and community programs                                                                                                                                               | 311            | 275            |
| Golf course attendance                                                                                                                                                                | 724            | 695            |
| Leisure centres and recreation                                                                                                                                                        | 3,338          | 2,981          |
| Library                                                                                                                                                                               | 91             | 84             |
| Recycling and waste charges                                                                                                                                                           | 3,651          | 3,792          |
| Registrations and other permits                                                                                                                                                       | 2,469          | 1,544          |
| Other fees and charges                                                                                                                                                                | 146            | 88             |
| <b>Total user fees</b>                                                                                                                                                                | <b>13,654</b>  | <b>11,940</b>  |
| <b>User fees by timing of revenue recognition</b>                                                                                                                                     |                |                |
| User fees recognised over time                                                                                                                                                        | 1,249          | 687            |
| User fees recognised at a point in time                                                                                                                                               | 12,405         | 11,253         |
| <b>Total user fees</b>                                                                                                                                                                | <b>13,654</b>  | <b>11,940</b>  |
| User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms. |                |                |
| <b>3.4 Funding from other levels of government</b>                                                                                                                                    |                |                |
| Grants were received in respect of the following:                                                                                                                                     |                |                |
| <b>Summary of grants</b>                                                                                                                                                              |                |                |
| Commonwealth funded grants                                                                                                                                                            | 6,206          | 13,895         |
| State funded grants                                                                                                                                                                   | 10,744         | 9,625          |
| <b>Total grants</b>                                                                                                                                                                   | <b>16,950</b>  | <b>23,520</b>  |
| <b>(a) Operating Grants</b>                                                                                                                                                           |                |                |
| <b>Recurrent - Commonwealth Government</b>                                                                                                                                            |                |                |
| Diesel fuel rebate scheme                                                                                                                                                             | 96             | 73             |
| Care finder                                                                                                                                                                           | 1,199          | 564            |
| Centre based care                                                                                                                                                                     | 255            | 296            |
| General home care                                                                                                                                                                     | 4,731          | 6,032          |
| Financial assistance grant - general purpose                                                                                                                                          | 189            | 4,506          |
| Financial assistance grant - local roads                                                                                                                                              | 37             | 1,378          |
| <b>Recurrent - State Government</b>                                                                                                                                                   |                |                |
| Disability resource                                                                                                                                                                   | 331            | 462            |
| Family support                                                                                                                                                                        | 590            | 566            |
| General home care                                                                                                                                                                     | 1,387          | 1,463          |
| Health and safety                                                                                                                                                                     | 130            | 127            |
| Immunisation                                                                                                                                                                          | 121            | 134            |
| Libraries                                                                                                                                                                             | 1,089          | 1,089          |
| Maternal and child health                                                                                                                                                             | 1,709          | 1,499          |
| Playgroup initiatives                                                                                                                                                                 | 279            | 269            |
| School crossings                                                                                                                                                                      | 712            | 776            |
| Youth services                                                                                                                                                                        | 81             | 80             |
| Other programs                                                                                                                                                                        | 83             | 69             |
| <b>Total recurrent operating grants</b>                                                                                                                                               | <b>13,019</b>  | <b>19,383</b>  |

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|                                                                | 2024<br>\$'000 | 2023<br>\$'000 |
|----------------------------------------------------------------|----------------|----------------|
| <b>3.4 Funding from other levels of government (continued)</b> |                |                |
| <b><i>Non-recurrent - Commonwealth Government</i></b>          |                |                |
| Other programs                                                 | 30             | -              |
| <b><i>Non-recurrent - State Government</i></b>                 |                |                |
| Child care / kindergartens                                     | 153            | 26             |
| City development                                               | 118            | 397            |
| Cladding                                                       | 150            | -              |
| Early years CALD outreach                                      | 69             | 164            |
| Environmental and waste minimisation                           | -              | 40             |
| Festivals and arts                                             | 788            | 622            |
| Libraries                                                      | -              | 33             |
| Safe and Sustainable school travel                             | 80             | 38             |
| Other programs                                                 | 113            | 74             |
| <b>Total non-recurrent operating grants</b>                    | <b>1,501</b>   | <b>1,394</b>   |
| <b>Total operating grants</b>                                  | <b>14,520</b>  | <b>20,777</b>  |
| <b>(b) Capital Grants</b>                                      |                |                |
| <b><i>Recurrent - Commonwealth Government</i></b>              |                |                |
| Roads to Recovery                                              | 458            | 582            |
| Local roads and community infrastructure program               | 349            | 465            |
| <b><i>Recurrent - State Government</i></b>                     |                |                |
| <b>Total recurrent capital grants</b>                          | <b>807</b>     | <b>1,047</b>   |
| <b><i>Non-recurrent - State Government</i></b>                 |                |                |
| Blackspot funding                                              | 86             | -              |
| Child care / kindergarten facility upgrades                    | 165            | -              |
| IW Dole Reserve wetlands                                       | -              | 487            |
| KP Hardiman Reserve                                            | -              | 27             |
| Minor works                                                    | -              | 54             |
| Narrandjeri Stadium                                            | -              | 200            |
| Northcote golf course                                          | -              | 160            |
| Public open space improvement works                            | 958            | 448            |
| Public safety infrastructure                                   | -              | 226            |
| Sporting facility upgrades                                     | 416            | 26             |
| Safe travel                                                    | -              | 40             |
| Sportsfield lighting                                           | -              | 28             |
| <b>Total non-recurrent capital grants</b>                      | <b>1,625</b>   | <b>1,696</b>   |
| <b>Total capital grants</b>                                    | <b>2,432</b>   | <b>2,743</b>   |
| <b>Total grants</b>                                            | <b>16,952</b>  | <b>23,520</b>  |

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|                                                                | 2024   | 2023   |
|----------------------------------------------------------------|--------|--------|
|                                                                | \$'000 | \$'000 |
| <b>3.4 Funding from other levels of government (continued)</b> |        |        |

**(c) Recognition of grant income**

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the point in time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 Income of Not-for-Profit Entities.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed.

The following table provides a summary of the accounting framework under which grants are recognised.

**Income recognised under AASB 1058 Income of Not-for-Profit Entities**

|                                                         |       |       |
|---------------------------------------------------------|-------|-------|
| General purpose                                         | 226   | 5,884 |
| Specific purpose grants to acquire non-financial assets | 1,058 | 1,047 |
| Other specific purpose grants                           | 7,390 | 7,503 |

**Revenue recognised under AASB 15 Revenue from Contracts with Customers**

|                         |               |               |
|-------------------------|---------------|---------------|
| Specific purpose grants | 8,277         | 9,086         |
|                         | <u>16,951</u> | <u>23,520</u> |

**(d) Unspent grants received on condition that they be spent in a specific manner**

**Operating**

|                                                                         |            |              |
|-------------------------------------------------------------------------|------------|--------------|
| Balance at start of year                                                | 2,288      | 489          |
| Received during the financial year and remained unspent at balance date | 208        | 1,951        |
| Received in prior years and spent during the financial year             | (2,243)    | (152)        |
| Balance at end of year                                                  | <u>253</u> | <u>2,288</u> |

**Capital**

|                                                                         |              |            |
|-------------------------------------------------------------------------|--------------|------------|
| Balance at start of year                                                | 209          | 2,280      |
| Received during the financial year and remained unspent at balance date | 1,029        | 209        |
| Received in prior years and spent during the financial year             | (209)        | (2,280)    |
| Balance at end of year                                                  | <u>1,029</u> | <u>209</u> |

Unspent grants are determined and disclosed on a cash basis.

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|                               | 2024<br>\$'000       | 2023<br>\$'000      |
|-------------------------------|----------------------|---------------------|
| <b>3.5 Contributions</b>      |                      |                     |
| <b>(a) Monetary</b>           |                      |                     |
| Developer contribution scheme | 1,044                | 76                  |
| Drainage and open space       | 4,029                | 4,883               |
| Other operating               | 1,465                | 308                 |
| Other capital and minor works | 122                  | 5                   |
| Monetary                      | <u>6,660</u>         | 5,272               |
| Non-monetary                  | <u>4,504</u>         | 691                 |
| <b>Total contributions</b>    | <u><u>11,164</u></u> | <u><u>5,963</u></u> |

Contributions of non-monetary assets were received in relation to the following asset classes.

|                                         |                     |     |
|-----------------------------------------|---------------------|-----|
| Land under roads                        | 73                  | 53  |
| Roads                                   | 2,815               | 60  |
| Drainage                                | 1,616               | 283 |
| Shared paths                            | -                   | 295 |
| <b>Total non-monetary contributions</b> | <u><u>4,504</u></u> | 691 |

Monetary and non-monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.

**3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment**

|                                                                                    |                   |                   |
|------------------------------------------------------------------------------------|-------------------|-------------------|
| Proceeds of sale - rights of ways                                                  | 115               | 162               |
| Proceeds of sale - other assets                                                    | 272               | 558               |
| Written down value of assets disposed                                              | (72)              | (180)             |
| Write-off of property, infrastructure and plant and equipment                      | -                 | (289)             |
| <b>Total net gain on disposal of property, infrastructure, plant and equipment</b> | <u><u>315</u></u> | <u><u>251</u></u> |

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

**3.7 Other income**

|                                             |                     |                     |
|---------------------------------------------|---------------------|---------------------|
| Interest on investments, loans and advances | 2,879               | 1,259               |
| Property rental and leases                  | 799                 | 726                 |
| Workers' compensation insurance recovery    | 960                 | 650                 |
| Other recovery of costs                     | 933                 | 822                 |
| <b>Total other income</b>                   | <u><u>5,571</u></u> | <u><u>3,457</u></u> |

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

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|                                                                                             | 2024<br>\$'000 | 2023<br>\$'000 |
|---------------------------------------------------------------------------------------------|----------------|----------------|
| <b>Note 4 The cost of delivering services</b>                                               |                |                |
| <b>4.1 (a) Employee costs</b>                                                               |                |                |
| Wages, salaries and related on-costs                                                        | 82,910         | 77,358         |
| Casual staff                                                                                | 6,565          | 5,887          |
| Superannuation                                                                              | 10,537         | 9,861          |
| Personal gratuity leave                                                                     | 84             | 126            |
| WorkCover                                                                                   | 3,991          | 2,558          |
| Fringe benefits tax                                                                         | 101            | 156            |
| Other                                                                                       | 379            | -              |
| <b>Total employee costs</b>                                                                 | <b>104,567</b> | <b>95,946</b>  |
| <b>(b) Superannuation</b>                                                                   |                |                |
| Council made contributions to the following funds:                                          |                |                |
| <b>Defined benefit fund</b>                                                                 |                |                |
| Employer contributions to Local Authorities Superannuation Fund (Vision Super)              | 346            | 356            |
|                                                                                             | <b>346</b>     | <b>356</b>     |
| <b>Accumulation funds</b>                                                                   |                |                |
| Employer contributions to Local Authorities Superannuation Fund (Vision Super)              | 4,814          | 4,758          |
| Employer contributions - other funds                                                        | 5,377          | 4,747          |
|                                                                                             | <b>10,191</b>  | <b>9,505</b>   |
| Employer contributions payable at reporting date.                                           | 796            | 724            |
| Refer to Note 9.3 for further information relating to Council's superannuation obligations. |                |                |
| <b>4.2 Materials and services</b>                                                           |                |                |
| Advertising, marketing and promotions                                                       | 428            | 458            |
| Apprentices and trainees                                                                    | 247            | 260            |
| Banking fees and charges                                                                    | 442            | 375            |
| Building repairs and maintenance                                                            | 5,045          | 5,333          |
| General repairs and maintenance                                                             | 2,379          | 2,852          |
| Consultants                                                                                 | 2,580          | 3,900          |
| Contract payments for goods and services                                                    | 14,342         | 13,119         |
| Fuel and oil                                                                                | 1,120          | 1,266          |
| Insurances and excess                                                                       | 2,531          | 2,229          |
| Information technology                                                                      | 5,141          | 5,488          |
| Lease, rentals and hire                                                                     | 531            | 746            |
| Licence and permit fees                                                                     | 447            | 524            |
| Parts, materials and consumables                                                            | 1,974          | 2,146          |
| Memberships and subscriptions                                                               | 912            | 760            |
| Minor equipment purchases                                                                   | 533            | 742            |
| Office administration                                                                       | 877            | 718            |
| Waste management and tipping                                                                | 16,712         | 16,962         |
| Utilities                                                                                   | 5,046          | 4,270          |
| Other supplies and services                                                                 | 254            | 1,166          |
| <b>Total materials and services</b>                                                         | <b>61,541</b>  | <b>63,314</b>  |

Expenses are recognised as they are incurred and reported in the financial year to which they relate.



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|                                                                                                                                                                                                                           | 2024<br>\$'000 | 2023<br>\$'000 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>4.3 Depreciation</b>                                                                                                                                                                                                   |                |                |
| Property                                                                                                                                                                                                                  | 8,489          | 7,679          |
| Plant and equipment                                                                                                                                                                                                       | 2,426          | 3,183          |
| Infrastructure                                                                                                                                                                                                            | 15,634         | 15,387         |
| <b>Total depreciation</b>                                                                                                                                                                                                 | <b>26,549</b>  | <b>26,249</b>  |
| Refer to Note 5.8 and 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.                                                                                                   |                |                |
| <b>4.4 Amortisation - intangible assets</b>                                                                                                                                                                               |                |                |
| Intangibles                                                                                                                                                                                                               | 692            | 555            |
| <b>Total amortisation - intangible assets</b>                                                                                                                                                                             | <b>692</b>     | <b>555</b>     |
| <b>4.5 Depreciation - right of use assets</b>                                                                                                                                                                             |                |                |
| Property                                                                                                                                                                                                                  | 16             | 22             |
| Other equipment                                                                                                                                                                                                           | 14             | 29             |
| <b>Total depreciation - right of use assets</b>                                                                                                                                                                           | <b>30</b>      | <b>51</b>      |
| Refer to Note 5.8 for further information relating to Council's right of use assets.                                                                                                                                      |                |                |
| <b>4.6 Allowance for impairment losses</b>                                                                                                                                                                                |                |                |
| Parking fine debtors                                                                                                                                                                                                      | 152            | 104            |
| Parking-related debtors - Fines Victoria                                                                                                                                                                                  | 545            | 1,017          |
| Other debtors                                                                                                                                                                                                             | 1,168          | 342            |
| <b>Total Allowance for impairment losses</b>                                                                                                                                                                              | <b>1,865</b>   | <b>1,463</b>   |
| <b>Movement in allowance for impairment losses in respect of debtors</b>                                                                                                                                                  |                |                |
| Balance at the beginning of the year                                                                                                                                                                                      | 11,481         | 10,596         |
| New allowances recognised during the year                                                                                                                                                                                 | 2,662          | 1,497          |
| Amounts already allowed for and written off as uncollectible                                                                                                                                                              | (1,685)        | (612)          |
| <b>Balance at end of year</b>                                                                                                                                                                                             | <b>12,458</b>  | <b>11,481</b>  |
| An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment. |                |                |
| <b>4.7 Borrowing costs</b>                                                                                                                                                                                                |                |                |
| Interest - borrowings                                                                                                                                                                                                     | 1,765          | 695            |
| <b>Total borrowing costs</b>                                                                                                                                                                                              | <b>1,765</b>   | <b>695</b>     |
| <b>4.8 Finance costs - leases</b>                                                                                                                                                                                         |                |                |
| Interest - lease liability                                                                                                                                                                                                | 1              | 2              |
| <b>Total finance costs - leases</b>                                                                                                                                                                                       | <b>1</b>       | <b>2</b>       |
| <b>4.9 Other expenses</b>                                                                                                                                                                                                 |                |                |
| Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals                                                                                                             | 73             | 75             |
| Auditors' remuneration - internal audit                                                                                                                                                                                   | 168            | 182            |
| Community grants and other contributions                                                                                                                                                                                  | 2,973          | 2,427          |
| Councillor allowances                                                                                                                                                                                                     | 462            | 443            |
| Fire Services Property Levy                                                                                                                                                                                               | 150            | 152            |
| Legal expenses                                                                                                                                                                                                            | 700            | 1,988          |
| Fines Victoria processing costs                                                                                                                                                                                           | 99             | 177            |
| Special rate payments                                                                                                                                                                                                     | 498            | 330            |
| Write-off of other financial assets                                                                                                                                                                                       | 32             | 55             |
| <b>Total other expenses</b>                                                                                                                                                                                               | <b>5,155</b>   | <b>5,829</b>   |

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|                                                                   | 2024          | 2023          |
|-------------------------------------------------------------------|---------------|---------------|
|                                                                   | \$'000        | \$'000        |
| <b>Note 5</b>                                                     |               |               |
| <b>Investing in and financing our operations</b>                  |               |               |
| <b>5.1</b>                                                        |               |               |
| <b>Financial assets</b>                                           |               |               |
| <b>(a) Cash and cash equivalents</b>                              |               |               |
| Cash on hand                                                      | 13            | 13            |
| Cash at bank                                                      | 3,439         | 7,617         |
| Money market call accounts                                        | 22,807        | 26,683        |
| Term deposits and floating rate notes                             | 7,087         | 7,500         |
|                                                                   | <u>33,346</u> | <u>41,813</u> |
| <b>(b) Other financial assets</b>                                 |               |               |
| <b>Current</b>                                                    |               |               |
| Term deposits and floating rate notes                             | 31,526        | 14,154        |
| Total current other financial assets                              | <u>31,526</u> | <u>14,154</u> |
| <b>Non-current</b>                                                |               |               |
| Unlisted shares in corporations at cost                           | 6             | 6             |
| Total non-current other financial assets                          | <u>6</u>      | <u>6</u>      |
| <b>Total other financial assets</b>                               | <u>31,532</u> | <u>14,160</u> |
| <b>Total cash and cash equivalents and other financial assets</b> | <u>64,878</u> | <u>55,973</u> |

Council invested in floating rate notes (FRN) and deposits that have a maturity profile ranging from 60 days to 5 years.

These investments are classified as current as at 30 June due to:

- Investments will be redeemed based on cash requirements at any point in time
- Council's sizeable capital works program and the deferral of rate payments is expected to impact on short to medium cash requirements
- FRNs and deposits have a guaranteed margin over the 90 Day Bank Bill Swap Rate (90D BBSW) and can be redeemed without break penalty
- FRN and deposits coupon rates are reset every 90 days

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Unlisted shares are valued at the lower of cost and net realisable amount. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets including term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

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|                                                    | 2024                 | 2023                 |
|----------------------------------------------------|----------------------|----------------------|
|                                                    | \$'000               | \$'000               |
| <b>5.1 Financial assets (continued)</b>            |                      |                      |
| <b>(c) Trade and other receivables</b>             |                      |                      |
| <b>Current</b>                                     |                      |                      |
| <i>Statutory receivables</i>                       |                      |                      |
| Rates debtors                                      | 18,773               | 15,616               |
| Special rate assessment                            | 798                  | 738                  |
| Permits and Infringement debtors                   | 13,464               | 12,094               |
| Net GST receivable                                 | 1,475                | 1,313                |
| Allowance for expected credit loss - infringements | (11,506)             | (10,834)             |
| <i>Non statutory receivables</i>                   |                      |                      |
| Other debtors                                      | 2,931                | 3,943                |
| Allowance for expected credit loss - other debtors | (952)                | (647)                |
| Loans and advances                                 | 9                    | 9                    |
| Total current trade and other receivables          | <u>24,992</u>        | <u>22,232</u>        |
| <b>Non-current</b>                                 |                      |                      |
| <i>Statutory receivables</i>                       |                      |                      |
| Special rate assessment                            | 2,547                | 2,686                |
| <i>Non statutory receivables</i>                   |                      |                      |
| Loans and advances                                 | 9                    | 18                   |
| Total non-current trade and other receivables      | <u>2,556</u>         | <u>2,704</u>         |
| <b>Total trade and other receivables</b>           | <u><u>27,548</u></u> | <u><u>24,936</u></u> |

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of receivables**

The ageing of Council's trade and other receivables (excluding statutory receivables) was:

|                                          |                     |                     |
|------------------------------------------|---------------------|---------------------|
| Current (not yet due)                    | 1,088               | 2,543               |
| Past due by up to 30 days                | 371                 | 302                 |
| Past due between 31 and 60 days          | 1,273               | 425                 |
| Past due between 61 and 90 days          | 72                  | 76                  |
| Past due between 91 and 181 days         | 28                  | 53                  |
| Past due between 181 and 365 days        | 5                   | 1                   |
| Past due by more than 1 year             | 94                  | 543                 |
| <b>Total trade and other receivables</b> | <u><u>2,931</u></u> | <u><u>3,943</u></u> |

**(e) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$1,399,000 (2023: \$899,000) were impaired. The amount of the allowance raised against these debtors was \$952,000 (2023: \$647,000). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

|                                               |                   |                   |
|-----------------------------------------------|-------------------|-------------------|
| Past due between 31 days and more than 1 year | 952               | 647               |
| <b>Total trade and other receivables</b>      | <u><u>952</u></u> | <u><u>647</u></u> |

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|                                                                                                                                                                                                                                                                                                                                                                                            | 2024<br>\$'000 | 2023<br>\$'000 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>5.2 Non-financial assets</b>                                                                                                                                                                                                                                                                                                                                                            |                |                |
| <b>(a) Inventories</b>                                                                                                                                                                                                                                                                                                                                                                     |                |                |
| Inventories held for distribution                                                                                                                                                                                                                                                                                                                                                          | 34             | 42             |
| Inventories held for sale                                                                                                                                                                                                                                                                                                                                                                  | 27             | 24             |
| <b>Total inventories</b>                                                                                                                                                                                                                                                                                                                                                                   | <b>61</b>      | <b>66</b>      |
| <p>Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.</p> |                |                |
| <b>(b) Other assets</b>                                                                                                                                                                                                                                                                                                                                                                    |                |                |
| Accrued income                                                                                                                                                                                                                                                                                                                                                                             | 961            | 145            |
| Prepayments                                                                                                                                                                                                                                                                                                                                                                                | 2,508          | 2,901          |
| <b>Total other assets</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>3,469</b>   | <b>3,046</b>   |
| <b>(c) Intangible assets</b>                                                                                                                                                                                                                                                                                                                                                               |                |                |
| Software and system development costs                                                                                                                                                                                                                                                                                                                                                      | 1,212          | 1,114          |
| Water-use licences                                                                                                                                                                                                                                                                                                                                                                         | 127            | 127            |
| <b>Total intangible assets</b>                                                                                                                                                                                                                                                                                                                                                             | <b>1,339</b>   | <b>1,241</b>   |

|                                                | Software<br>\$'000 | Water rights<br>\$'000 | Total<br>\$'000 |
|------------------------------------------------|--------------------|------------------------|-----------------|
| <b>Gross carrying amount</b>                   |                    |                        |                 |
| Balance at 1 July 2023                         | 8,079              | 127                    | 8,206           |
| Other additions                                | 790                | -                      | 790             |
| Balance at 30 June 2024                        | <b>8,869</b>       | <b>127</b>             | <b>8,996</b>    |
| <b>Accumulated amortisation and impairment</b> |                    |                        |                 |
| Balance at 1 July 2023                         | (6,965)            | -                      | (6,965)         |
| Amortisation expense                           | (692)              | -                      | (692)           |
| Balance at 30 June 2024                        | <b>(7,657)</b>     | <b>-</b>               | <b>(7,657)</b>  |
| Net book value at 30 June 2023                 | 1,114              | 127                    | 1,241           |
| Net book value at 30 June 2024                 | <b>1,212</b>       | <b>127</b>             | <b>1,339</b>    |

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight-line basis at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate. Water-use licences entitle Council to irrigate specific parcels of land within the municipality. Current licences are valued at historical cost.

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|                                                                     | 2024<br>\$'000 | 2023<br>\$'000 |
|---------------------------------------------------------------------|----------------|----------------|
| <b>5.3 Payables, trust funds and deposits and other liabilities</b> |                |                |
| <b>(a) Trade and other payables</b>                                 |                |                |
| <b>Current</b>                                                      |                |                |
| Trade payables                                                      | 12,470         | 11,734         |
| Employee costs - (payable)                                          | 646            | 618            |
| Accrued expenses                                                    | 2,702          | 730            |
| <b>Total current trade and other payables</b>                       | <u>15,818</u>  | <u>13,082</u>  |
| <b>(b) Trust funds and deposits</b>                                 |                |                |
| <b>Current</b>                                                      |                |                |
| Contractor and security deposits                                    | 6,640          | 6,086          |
| Fire Services Property Levy payable                                 | 127            | 632            |
| Retention amounts                                                   | 186            | 190            |
| <b>Total current trust funds and deposits</b>                       | <u>6,953</u>   | <u>6,908</u>   |
| <b>(c) Contract and other liabilities</b>                           |                |                |
| <b>Contract liabilities</b>                                         |                |                |
| <b>Current</b>                                                      |                |                |
| Grants received in advance - operating                              | 1,773          | 827            |
| Grants received on behalf of other entities                         | 508            | 320            |
| Other                                                               | 115            | 107            |
| <b>Total contract liabilities</b>                                   | <u>2,396</u>   | <u>1,254</u>   |
| <b>Other liabilities</b>                                            |                |                |
| <b>Total contract and other liabilities</b>                         | <u>2,396</u>   | <u>1,254</u>   |

**Trust funds and deposits**

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

**Contract liabilities**

Contract liabilities reflect consideration received in advance from customers in respect of performances and events held at venues. Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

**Other liabilities**

***Purpose and nature of items***

Contractor and security deposits - deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits, and the use of civic facilities and other Council assets.

Fire Services Property Levy - Council is the collection agent for the Fire Services Property Levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

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As at 30 June 2024

5.4 Provisions

|                                                                                                              | Employee<br>\$'000 | Total<br>\$'000 |
|--------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| <b>2024</b>                                                                                                  |                    |                 |
| Balance at beginning of the financial year                                                                   | 21,366             | 21,366          |
| Additional provisions                                                                                        | 10,237             | 10,237          |
| Amounts used                                                                                                 | (7,310)            | (7,310)         |
| Change in the discounted amount arising because of time<br>and the effect of any change in the discount rate | 319                | 319             |
| Balance at the end of the financial year                                                                     | <u>24,612</u>      | <u>24,612</u>   |
| Provisions - Current                                                                                         | 22,127             | 22,127          |
| Provisions - Non-current                                                                                     | 2,485              | 2,485           |
| <b>2023</b>                                                                                                  |                    |                 |
| Balance at beginning of the financial year                                                                   | 22,687             | 22,687          |
| Additional provisions                                                                                        | 5,907              | 5,907           |
| Amounts used                                                                                                 | (6,729)            | (6,729)         |
| Change in the discounted amount arising because of time<br>and the effect of any change in the discount rate | (499)              | (499)           |
| Balance at the end of the financial year                                                                     | <u>21,366</u>      | <u>21,366</u>   |
| Provisions - Current                                                                                         | 18,986             | 18,986          |
| Provisions - Non-current                                                                                     | 2,380              | 2,380           |
| <b>(a) Employee provisions</b>                                                                               | <b>2024</b>        | 2023            |
|                                                                                                              | <b>\$'000</b>      | <b>\$'000</b>   |
| <b>Current employee provisions expected to be wholly settled within 12 months</b>                            |                    |                 |
| Annual leave                                                                                                 | 5,584              | 5,198           |
| Long service leave                                                                                           | 1,719              | 1,715           |
| Personal gratuity                                                                                            | 367                | 197             |
| Redundancy                                                                                                   | 379                | -               |
|                                                                                                              | <u>8,049</u>       | <u>7,110</u>    |
| <b>Current employee provisions expected to be wholly settled after 12 months</b>                             |                    |                 |
| Annual leave                                                                                                 | 2,539              | 2,640           |
| Long service leave                                                                                           | 9,628              | 7,474           |
| Personal gratuity                                                                                            | 1,911              | 1,762           |
|                                                                                                              | <u>14,078</u>      | <u>11,876</u>   |
| Total current employee provisions                                                                            | <u>22,127</u>      | <u>18,986</u>   |
| <b>Non-current</b>                                                                                           |                    |                 |
| Long service leave                                                                                           | 2,485              | 2,380           |
| Total non-current employee provisions                                                                        | <u>2,485</u>       | <u>2,380</u>    |

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5.4 Provisions (continued)

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

*Annual leave*

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

*Personal gratuity leave*

Liabilities for personal gratuity leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

The following assumptions were adopted in measuring present values of employee benefits:

|                                                      | 2024   | 2023   |
|------------------------------------------------------|--------|--------|
|                                                      | \$'000 | \$'000 |
|                                                      | %      | %      |
| Weighted average rates of increase in employee costs | 4.2    | 4.2    |
| Weighted average discount rates                      | 4.3    | 4.1    |
| Weighted average settlement period                   | Years  | Years  |
| Long service leave                                   | 5.2    | 5.5    |
| Annual leave                                         | 2.0    | 2.1    |

5.5 Interest-bearing liabilities

**Current**

|                                                       |              |              |
|-------------------------------------------------------|--------------|--------------|
| Treasury Corporation of Victoria borrowings - secured | 4,257        | 4,080        |
| Total current interest-bearing liabilities            | <u>4,257</u> | <u>4,080</u> |

**Non-Current**

|                                                       |               |               |
|-------------------------------------------------------|---------------|---------------|
| Treasury Corporation of Victoria borrowings - secured | 39,221        | 43,478        |
| Total non-current interest-bearing liabilities        | <u>39,221</u> | <u>43,478</u> |
| <b>Total</b>                                          | <u>43,478</u> | <u>47,558</u> |

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|                                                                             | 2024          | 2023          |
|-----------------------------------------------------------------------------|---------------|---------------|
|                                                                             | \$'000        | \$'000        |
| <b>5.5 Interest-bearing liabilities (continued)</b>                         |               |               |
| Borrowings are secured by a charge over the general rate revenue of Council |               |               |
| (a) The maturity profile for Council's borrowings is:                       |               |               |
| Treasury Corporation of Victoria borrowings - secured                       |               |               |
| Not later than one year                                                     | 4,257         | 4,080         |
| Later than one year and not later than five years                           | 18,949        | 18,163        |
| Later than five years                                                       | 20,273        | 25,315        |
|                                                                             | <u>43,479</u> | <u>47,558</u> |

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities based on contractual repayment terms at every balance date.

**5.6 Financing arrangements**

The Council has the following funding arrangements in place as at 30 June 2024

|                                             |               |               |
|---------------------------------------------|---------------|---------------|
| Credit card facility                        | 100           | 100           |
| Treasury Corporation of Victoria facilities | 43,479        | 47,558        |
|                                             | <u>43,579</u> | <u>47,658</u> |
| Used facilities                             | 43,509        | 47,583        |
| Unused facilities                           | 70            | 75            |



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5.7 Commitments

Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

| 2024                                          | Not later than 1<br>year<br>\$'000 | Later than 1 year<br>and not later than<br>2 years<br>\$'000 | Later than 2<br>years and not<br>later than 5<br>years<br>\$'000 | Later than 5<br>years<br>\$'000 | Total<br>\$'000 |
|-----------------------------------------------|------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|---------------------------------|-----------------|
| <b>Operating</b>                              |                                    |                                                              |                                                                  |                                 |                 |
| Animal welfare services                       | 641                                | 641                                                          | 178                                                              | -                               | 1,460           |
| Information systems and technology            | 3,379                              | 1,017                                                        | 651                                                              | 31                              | 5,078           |
| Internal audit                                | 118                                | 144                                                          | -                                                                | -                               | 261             |
| Collection/processing of recyclable waste (i) | 4,391                              | 4,390                                                        | 3,558                                                            | -                               | 12,339          |
| Community support                             | 3,010                              | -                                                            | -                                                                | -                               | 3,010           |
| Cleaning contracts for council buildings      | 474                                | -                                                            | -                                                                | -                               | 474             |
| Delivered meals                               | 750                                | 771                                                          | 818                                                              | -                               | 2,339           |
| Golf course management                        | 21                                 | 354                                                          | 354                                                              | -                               | 729             |
| Insurance                                     | 2,701                              | -                                                            | -                                                                | -                               | 2,701           |
| Landfill monitoring                           | 17                                 | -                                                            | -                                                                | -                               | 17              |
| Recreational facility management              | 446                                | 448                                                          | -                                                                | -                               | 895             |
| Traffic signal maintenance                    | 65                                 | 65                                                           | 259                                                              | -                               | 389             |
| Tree maintenance                              | 879                                | -                                                            | -                                                                | -                               | 879             |
| Waste disposal                                | 6,659                              | 6,900                                                        | 4,551                                                            | -                               | 18,110          |
| <b>Total</b>                                  | <b>23,551</b>                      | <b>14,730</b>                                                | <b>10,369</b>                                                    | <b>31</b>                       | <b>48,681</b>   |
| <b>Capital</b>                                |                                    |                                                              |                                                                  |                                 |                 |
| Construction works                            | 2,443                              | -                                                            | -                                                                | -                               | 2,443           |
| <b>Total</b>                                  | <b>2,443</b>                       | <b>-</b>                                                     | <b>-</b>                                                         | <b>-</b>                        | <b>2,443</b>    |
| <b>2023</b>                                   |                                    |                                                              |                                                                  |                                 |                 |
| 2023                                          | Not later than 1<br>year<br>\$'000 | Later than 1 year<br>and not later than<br>2 years<br>\$'000 | Later than 2<br>years and not<br>later than 5<br>years<br>\$'000 | Later than 5<br>years<br>\$'000 | Total<br>\$'000 |
| <b>Operating</b>                              |                                    |                                                              |                                                                  |                                 |                 |
| Animal welfare services                       | 440                                | 440                                                          | 1,003                                                            | -                               | 1,883           |
| Information systems and technology            | 1,822                              | 876                                                          | 88                                                               | -                               | 2,786           |
| Internal audit                                | 122                                | 121                                                          | 121                                                              | -                               | 364             |
| Collection/processing of recyclable waste (i) | 3,658                              | 3,658                                                        | 7,585                                                            | -                               | 14,902          |
| Community support                             | 2,839                              | 1,193                                                        | -                                                                | -                               | 4,032           |
| Cleaning contracts for council buildings      | 497                                | -                                                            | -                                                                | -                               | 497             |
| Delivered meals                               | 1,212                              | 1,212                                                        | 1,212                                                            | -                               | 3,636           |
| Golf course management                        | 354                                | 354                                                          | 354                                                              | -                               | 1,062           |
| Insurance                                     | 2,389                              | -                                                            | -                                                                | -                               | 2,389           |
| Recreational facility management              | 674                                | 675                                                          | 675                                                              | -                               | 2,024           |
| Traffic signal maintenance                    | 68                                 | 68                                                           | 340                                                              | -                               | 475             |
| Tree maintenance                              | 1,504                              | 376                                                          | -                                                                | -                               | 1,880           |
| Waste disposal                                | 7,558                              | 7,019                                                        | 8,781                                                            | -                               | 23,357          |
| <b>Total</b>                                  | <b>23,137</b>                      | <b>15,992</b>                                                | <b>20,159</b>                                                    | <b>-</b>                        | <b>59,287</b>   |
| <b>Capital</b>                                |                                    |                                                              |                                                                  |                                 |                 |
| Construction works                            | 2,528                              | -                                                            | -                                                                | -                               | 2,528           |
| <b>Total</b>                                  | <b>2,528</b>                       | <b>-</b>                                                     | <b>-</b>                                                         | <b>-</b>                        | <b>2,528</b>    |

Note (i): All or part of these commitments are calculated based on a contracted rate multiplied by estimated level of service

**Notes to the financial report**

As at 30 June 2024

**5.7 Commitments (continued)**  
**(b) Operating lease receivables**  
**Operating lease receivables**

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 10 years. All leases include a CPI based revision of the rental charge annually.

|                                                   | <b>2024</b>         | <b>2023</b>         |
|---------------------------------------------------|---------------------|---------------------|
|                                                   | <b>\$'000</b>       | <b>\$'000</b>       |
| Not later than one year                           | <b>437</b>          | 531                 |
| Later than one year and not later than five years | <b>1,520</b>        | 1,294               |
| Later than five years                             | <b>660</b>          | 731                 |
|                                                   | <b><u>2,617</u></b> | <b><u>2,556</u></b> |

**5.8 Leases**

At inception of a contract, Council would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- the contract involves the use of an identified asset;
- the customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- the customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments;
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 Leases, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

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As at 30 June 2024

5.8 Leases (continued)

| Right-of-use assets                                         | Property<br>\$'000 | Other P&E<br>\$'000 | Total<br>\$'000 |
|-------------------------------------------------------------|--------------------|---------------------|-----------------|
| Balance at 1 July 2023                                      | 15                 | 14                  | 29              |
| Additions                                                   | -                  | 222                 | 222             |
| Depreciation charge                                         | (15)               | (14)                | (29)            |
| Balance at 30 June 2024                                     | <u>-</u>           | <u>222</u>          | <u>222</u>      |
| <b>Lease liabilities</b>                                    |                    | <b>2024</b>         | <b>2023</b>     |
| Maturity analysis - contractual undiscounted cash flows     |                    | <b>\$'000</b>       | <b>\$'000</b>   |
| Less than one year                                          |                    | <b>62</b>           | 38              |
| More than five years                                        |                    | <b>246</b>          | -               |
| Total undiscounted lease liabilities as at 30 June:         |                    | <u><b>308</b></u>   | <u>38</u>       |
| Lease liabilities included in the Balance Sheet at 30 June: |                    |                     |                 |
| Current                                                     |                    | <b>33</b>           | 32              |
| Non-current                                                 |                    | <b>189</b>          | -               |
| Total lease liabilities                                     |                    | <u><b>222</b></u>   | <u>32</u>       |

**Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

| Expenses relating to:      | 2024<br>\$'000    | 2023<br>\$'000 |
|----------------------------|-------------------|----------------|
| Short-term leases          | <b>99</b>         | 4              |
| Leases of low-value assets | <b>17</b>         | 306            |
| Total                      | <u><b>116</b></u> | <u>310</u>     |

**Non-cancellable lease commitments - short-term and low-value leases**

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:

|                                                   |                   |            |
|---------------------------------------------------|-------------------|------------|
| Within one year                                   | <b>155</b>        | 118        |
| Later than one year but not later than five years | <b>246</b>        | -          |
| Total lease commitments                           | <u><b>401</b></u> | <u>118</u> |

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As at 30 June 2024

Note 6 Assets we manage  
6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

|                     | Carrying amount<br>30 June 2023 | Additions | Contributions | Revaluation | Depreciation | Disposal | Write-off | Transfer | Carrying amount<br>30 June 2024 |
|---------------------|---------------------------------|-----------|---------------|-------------|--------------|----------|-----------|----------|---------------------------------|
|                     | \$'000                          | \$'000    | \$'000        | \$'000      | \$'000       | \$'000   | \$'000    | \$'000   | \$'000                          |
| Land                | 861,796                         | -         | 73            | (115,988)   | -            | -        | -         | (59)     | 745,822                         |
| Buildings           | 242,169                         | 4,391     | -             | 11,037      | (8,489)      | -        | -         | 59,381   | 308,489                         |
| Plant and equipment | 15,845                          | 2,768     | -             | -           | (2,426)      | (58)     | -         | (3,493)  | 12,636                          |
| Infrastructure      | 472,828                         | 11,891    | 4,431         | 350,839     | (15,634)     | (14)     | -         | 8,305    | 832,646                         |
| Work in progress    | 67,504                          | 3,313     | -             | -           | -            | -        | (1,985)   | (64,134) | 4,698                           |
|                     | 1,660,142                       | 22,363    | 4,504         | 245,888     | (26,549)     | (72)     | (1,985)   | -        | 1,904,291                       |

Summary of Work in Progress

|                     | Opening WIP | Additions | Transfers | Write-offs | Closing WIP |
|---------------------|-------------|-----------|-----------|------------|-------------|
|                     | \$'000      | \$'000    | \$'000    | \$'000     | \$'000      |
| Buildings           | 59,674      | 1,747     | (59,595)  | (1,739)    | 87          |
| Plant and equipment | 273         | 34        | (4)       | (193)      | 110         |
| Infrastructure      | 7,557       | 1,532     | (4,535)   | (53)       | 4,501       |
| Total               | 67,504      | 3,313     | (64,134)  | (1,985)    | 4,698       |

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Notes to the financial report  
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Note 6 Assets we manage  
6.1 Property, infrastructure, plant and equipment

(a) Property

|                                              | Land - specialised | Land - non specialised | Total Land       | Buildings - heritage | Buildings - specialised | Buildings - non specialised | Work in progress | Total Buildings  | Total Property   |
|----------------------------------------------|--------------------|------------------------|------------------|----------------------|-------------------------|-----------------------------|------------------|------------------|------------------|
|                                              | \$'000             | \$'000                 | \$'000           | \$'000               | \$'000                  | \$'000                      | \$'000           | \$'000           | \$'000           |
| At fair value 1 July 2023                    | 811,979            | 49,817                 | <b>861,796</b>   | 54,227               | 384,808                 | 16,634                      | 59,674           | <b>515,343</b>   | <b>1,377,139</b> |
| Accumulated depreciation at 1 July 2023      | -                  | -                      | -                | (31,589)             | (172,771)               | (9,140)                     | -                | <b>(213,500)</b> | <b>(213,500)</b> |
|                                              | 811,979            | 49,817                 | <b>861,796</b>   | 22,638               | 212,037                 | 7,494                       | 59,674           | <b>301,843</b>   | <b>1,163,639</b> |
| <b>Movements in fair value</b>               |                    |                        |                  |                      |                         |                             |                  |                  |                  |
| Additions                                    | -                  | -                      | -                | 84                   | 4,307                   | -                           | 1,747            | <b>6,138</b>     | <b>6,138</b>     |
| Contributed assets                           | 73                 | -                      | <b>73</b>        | -                    | -                       | -                           | -                | -                | <b>73</b>        |
| Revaluation increments/decrements            | (109,747)          | (6,241)                | <b>(115,988)</b> | (33,478)             | (169,535)               | (7,939)                     | -                | <b>(210,952)</b> | <b>(326,940)</b> |
| Write-off                                    | -                  | -                      | -                | -                    | -                       | -                           | (1,739)          | <b>(1,739)</b>   | <b>(1,739)</b>   |
| Transfers                                    | (59)               | -                      | <b>(59)</b>      | -                    | 59,380                  | -                           | (59,595)         | <b>(215)</b>     | <b>(274)</b>     |
|                                              | (109,733)          | (6,241)                | <b>(115,973)</b> | (33,394)             | (105,848)               | (7,939)                     | (59,587)         | <b>(206,768)</b> | <b>(322,742)</b> |
| <b>Movements in accumulated depreciation</b> |                    |                        |                  |                      |                         |                             |                  |                  |                  |
| Depreciation and amortisation                | -                  | -                      | -                | (317)                | (7,878)                 | (294)                       | -                | <b>(8,489)</b>   | <b>(8,489)</b>   |
| Revaluation increments/decrements            | -                  | -                      | -                | 31,906               | 180,649                 | 9,434                       | -                | <b>221,989</b>   | <b>221,989</b>   |
|                                              | -                  | -                      | -                | 31,589               | 172,771                 | 9,140                       | -                | <b>213,500</b>   | <b>213,500</b>   |
| At fair value 30 June 2024                   | 702,246            | 43,576                 | <b>745,822</b>   | 20,833               | 278,960                 | 8,695                       | 87               | <b>308,575</b>   | <b>1,054,397</b> |
| Accumulated depreciation at 30 June 2024     | -                  | -                      | -                | -                    | -                       | -                           | -                | -                | -                |
| Carrying amount                              | 702,246            | 43,576                 | <b>745,822</b>   | 20,833               | 278,960                 | 8,695                       | 87               | <b>308,575</b>   | <b>1,054,397</b> |

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Note 6 Assets we manage

6.1 Property, infrastructure, plant and equipment

(b) Plant and Equipment

|                                              | Plant<br>machinery and<br>equipment | Computers and<br>telecomms | Fixtures<br>fittings and<br>furniture | Library<br>books | Artwork &<br>historical<br>collections | Other   | Work in<br>progress | Total plant<br>and<br>equipment |
|----------------------------------------------|-------------------------------------|----------------------------|---------------------------------------|------------------|----------------------------------------|---------|---------------------|---------------------------------|
|                                              | \$'000                              | \$'000                     | \$'000                                | \$'000           | \$'000                                 | \$'000  | \$'000              | \$'000                          |
| At fair value 1 July 2023                    | 26,938                              | 11,313                     | 6,968                                 | 11,363           | 2,092                                  | 2,166   | 273                 | 61,113                          |
| Accumulated depreciation at 1 July 2023      | (17,898)                            | (10,247)                   | (6,302)                               | (9,624)          | -                                      | (924)   | -                   | (44,995)                        |
|                                              | 9,040                               | 1,066                      | 666                                   | 1,739            | 2,092                                  | 1,242   | 273                 | 16,118                          |
| <b>Movements in fair value</b>               |                                     |                            |                                       |                  |                                        |         |                     |                                 |
| Additions                                    | 1,851                               | 227                        | 42                                    | 597              | 50                                     | -       | 34                  | 2,801                           |
| Fair value of assets disposed                | (707)                               | (252)                      | -                                     | -                | -                                      | -       | -                   | (959)                           |
| Write-off                                    | -                                   | -                          | -                                     | -                | -                                      | -       | (193)               | (193)                           |
| Transfers                                    | (2,901)                             | 1                          | 1                                     | -                | -                                      | (1,049) | (4)                 | (3,952)                         |
|                                              | (1,757)                             | (24)                       | 43                                    | 597              | 50                                     | (1,049) | (163)               | (2,303)                         |
| <b>Movements in accumulated depreciation</b> |                                     |                            |                                       |                  |                                        |         |                     |                                 |
| Depreciation and amortisation                | (1,230)                             | (481)                      | (154)                                 | (475)            | -                                      | (86)    | -                   | (2,426)                         |
| Accumulated depreciation of disposals        | 675                                 | 226                        | -                                     | -                | -                                      | -       | -                   | 901                             |
| Transfers                                    | 329                                 | -                          | -                                     | (1)              | -                                      | 131     | -                   | 459                             |
|                                              | (226)                               | (255)                      | (154)                                 | (476)            | -                                      | 45      | -                   | (1,066)                         |
| At fair value 30 June 2024                   | 25,181                              | 11,289                     | 7,011                                 | 11,960           | 2,142                                  | 1,117   | 110                 | 58,810                          |
| Accumulated depreciation at 30 June 2024     | (18,124)                            | (10,502)                   | (6,456)                               | (10,100)         | -                                      | (879)   | -                   | (46,061)                        |
| Carrying amount                              | 7,057                               | 787                        | 555                                   | 1,860            | 2,142                                  | 238     | 110                 | 12,749                          |

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Notes to the financial report  
As at 30 June 2024

Note 6 Assets we manage  
6.1 Property, infrastructure, plant and equipment

(c) Infrastructure

|                                              | Roads    | Footpaths and cycleways | Bridges | Drainage | Recreation, leisure and community | Land improvements | Parks, open spaces and streetscapes | Off street car parks | Waste Management | Work in progress | Total Infrastructure |
|----------------------------------------------|----------|-------------------------|---------|----------|-----------------------------------|-------------------|-------------------------------------|----------------------|------------------|------------------|----------------------|
|                                              | \$'000   | \$'000                  | \$'000  | \$'000   | \$'000                            | \$'000            | \$'000                              | \$'000               | \$'000           | \$'000           | \$'000               |
| At fair value 1 July 2023                    | 316,611  | 129,011                 | 11,576  | 192,344  | 291                               | 71,123            | 43,430                              | 8,402                | 19,731           | 7,557            | 800,076              |
| Accumulated depreciation at 1 July 2023      | (98,021) | (58,918)                | (3,367) | (86,916) | (9)                               | (27,551)          | (29,279)                            | (2,983)              | (12,647)         | -                | (319,691)            |
|                                              | 218,590  | 70,093                  | 8,209   | 105,428  | 282                               | 43,572            | 14,151                              | 5,419                | 7,084            | 7,557            | 480,385              |
| <b>Movements in fair value</b>               |          |                         |         |          |                                   |                   |                                     |                      |                  |                  |                      |
| Additions                                    | 2,666    | 2,833                   | -       | 322      | -                                 | 2,067             | 2,309                               | 896                  | 798              | 1,532            | 13,423               |
| Contributed assets                           | 2,815    | -                       | -       | 1,616    | -                                 | -                 | -                                   | -                    | -                | -                | 4,431                |
| Revaluation increments/decrements            | (13,460) | 14,927                  | (2,725) | 87,507   | -                                 | (21,475)          | -                                   | 670                  | (13,429)         | -                | 52,015               |
| Fair value of assets disposed                | -        | -                       | -       | -        | -                                 | (209)             | (34)                                | -                    | (533)            | -                | (776)                |
| Write-off                                    | -        | -                       | -       | -        | -                                 | -                 | -                                   | -                    | -                | (53)             | (53)                 |
| Transfers                                    | 96       | -                       | -       | 3,255    | -                                 | 318               | 569                                 | -                    | 4,526            | (4,535)          | 4,229                |
|                                              | (7,883)  | 17,760                  | (2,725) | 92,700   | -                                 | (19,299)          | 2,844                               | 1,566                | (8,638)          | (3,056)          | 73,269               |
| <b>Movements in accumulated depreciation</b> |          |                         |         |          |                                   |                   |                                     |                      |                  |                  |                      |
| Depreciation and amortisation                | (5,428)  | (2,581)                 | (143)   | (1,614)  | (6)                               | (2,047)           | (2,578)                             | (185)                | (1,053)          | -                | (15,634)             |
| Accumulated depreciation of disposals        | -        | -                       | -       | -        | -                                 | 207               | 22                                  | -                    | 533              | -                | 761                  |
| Revaluation increments/decrements            | 103,449  | 61,499                  | 3,510   | 88,530   | -                                 | 25,042            | -                                   | 3,168                | 13,626           | -                | 298,824              |
| Transfers                                    | -        | -                       | -       | -        | 1                                 | (1)               | -                                   | -                    | (459)            | -                | (459)                |
|                                              | 98,021   | 58,918                  | 3,367   | 86,916   | (5)                               | 23,201            | (2,556)                             | 2,983                | 12,647           | -                | 283,492              |
| At fair value 30 June 2024                   | 308,728  | 146,771                 | 8,851   | 285,044  | 291                               | 51,824            | 46,274                              | 9,968                | 11,093           | 4,501            | 873,345              |
| Accumulated depreciation at 30 June 2024     | -        | -                       | -       | -        | (14)                              | (4,350)           | (31,835)                            | -                    | -                | -                | (36,199)             |
| Carrying amount                              | 308,728  | 146,771                 | 8,851   | 285,044  | 277                               | 47,474            | 14,439                              | 9,968                | 11,093           | 4,501            | 837,146              |

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Notes to the financial report  
As at 30 June 2024

6.1 Property, infrastructure, plant and equipment

*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Refer also to Note 8.4 for further disclosure regarding fair value measurement.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

| Asset recognition thresholds and depreciation periods    | Depreciation<br>Period | Threshold Limit<br>\$ |
|----------------------------------------------------------|------------------------|-----------------------|
| <b>Land and land improvements</b>                        |                        |                       |
| land                                                     | -                      | 5,000                 |
| land improvements                                        | 15 - 85 years          | 5,000                 |
| <b>Buildings</b>                                         |                        |                       |
| heritage buildings                                       | 50 - 230 years         | 5,000                 |
| buildings                                                | 20 - 105 years         | 5,000                 |
| building improvements                                    | 20 - 80 years          | 5,000                 |
| leasehold improvements                                   | Life of lease          | 5,000                 |
| <b>Plant and equipment</b>                               |                        |                       |
| vehicles                                                 | 3 to 10 years          | 5,000                 |
| plant, machinery and parks equipment                     | 5 - 20 years           | 3,000                 |
| fixtures, fittings and furniture                         | 5 - 10 years           | 3,000                 |
| computers and telecommunications                         | 3 - 10 years           | 3,000                 |
| library books, tapes, videos and DVDs                    | 3 - 8 years            | All                   |
| Artworks and historical objects                          | -                      | All                   |
| <b>Infrastructure</b>                                    |                        |                       |
| road pavements and seals                                 | 1 - 120 years          | All                   |
| road substructure                                        | 10 - 120 years         | All                   |
| road kerb, channel and minor culverts                    | 60 years               | All                   |
| bridges deck                                             | 30 - 100 years         | All                   |
| bridges substructure                                     | 30 - 100 years         | All                   |
| footpaths and cycleways                                  | 5 - 50 years           | All                   |
| drainage including pipes, pits and gross pollutant traps | 100 - 120 years        | 5,000                 |
| recreational, leisure and community facilities           | 10 - 50 years          | 5,000                 |
| waste management                                         | 5 - 80 years           | 5,000                 |
| parks, open space and streetscapes                       | 10 - 50 years          | 5,000                 |
| off street car parks                                     | 1 - 120 years          | 5,000                 |
| <b>Intangible assets</b>                                 |                        |                       |
| software and system development costs                    | 3 - 5 years            | 1,000                 |
| <b>Right-of-use assets</b>                               |                        |                       |
| land                                                     | Life of lease          | 5,000                 |
| plant, machinery and equipment                           | Life of lease          | 5,000                 |



Darebin City Council  
2023/2024 Financial Report

## Notes to the financial report

As at 30 June 2024

### 6.1 Property, infrastructure, plant and equipment

#### Land under roads

Council recognises land under roads it controls at fair value.

#### Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to Council in a manner that reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight-line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

#### Repairs and maintenance

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

#### Leasehold improvements

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, leasehold improvements are amortised over the lease period.

#### Valuation of land and buildings

Valuations of land and buildings were undertaken by a qualified valuer Mr A Lee, AAPI (Westlink Consulting). The last valuation was undertaken as at 30 June 2024. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserved) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. A full revaluation of these assets will be conducted in 2026/27.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2024 are as follows:

| Assets measured at fair value | Level 1<br>\$'000 | Level 2<br>\$'000 | Level 3<br>\$'000 | Total<br>\$'000 | Date of<br>Valuation | Type of<br>Valuation |
|-------------------------------|-------------------|-------------------|-------------------|-----------------|----------------------|----------------------|
| Land                          | -                 | 43,576            | 702,246           | 745,822         | June 2024            | Full                 |
| Buildings                     | -                 | 8,695             | 299,793           | 308,488         | June 2024            | Full                 |
|                               | -                 | 52,271            | 1,002,039         | 1,054,310       |                      |                      |

No transfers between levels occurred during the year.

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As at 30 June 2024

6.1 Property, infrastructure, plant and equipment

**Valuations of infrastructure**

Infrastructure includes road surface and substructures, footpaths and shared paths, kerbs and channels, traffic devices, parking bays, off-street car parks, drainage pipes, pits, gross pollutant traps and bridges. The valuations for infrastructure assets were determined by Mrs A Dharmapriya, B Eng (Civil), Co-ordinator Infrastructure Planning and Mr A Blefari MEM (Agis Pty Ltd). The valuations were performed as at 30 June 2024 on fair value based on current replacement cost less accumulated depreciation at the date of the valuation.

Road, footpath and cycleway and off-street car park replacement costs are calculated with reference to a representative range of unit costs received from contractors and other relevant sources. Accumulated depreciation has been assessed with reference to the AUSTRROADS National Pavement Condition Indicators and road condition surveys.

Bridge replacement cost is based on the major components of the structure and sourced from representative bridge construction projects. Accumulated depreciation has been assessed based on knowledge of Council's bridge network and industry standards.

Drainage replacement cost is calculated with reference to a representative range of unit costs received from contractors and other relevant sources. Accumulated depreciation has been assessed based on knowledge of Council's drainage network and industry standards.

Land improvements includes playing surfaces, retarding basins and other land improvements. The valuations for land improvements were undertaken by a qualified valuer Mr A Lee, AAPI (Westlink Consulting). The valuations were performed as at 30 June 2024 on the basis of fair value being the current replacement cost less accumulated depreciation at the date of the valuation.

The next scheduled full revaluation for this purpose will be conducted in 2027/28.

There were no changes in valuation techniques throughout the period to 30 June 2024.

For all assets measured at fair value, the current use is considered the highest and best use.

Details of Council's infrastructure and information about the fair value hierarchy as at 30 June 2024 are as follows:

6.1 Property, infrastructure, plant and equipment

| Assets measured at fair value      | Level 1<br>\$'000 | Level 2<br>\$'000 | Level 3<br>\$'000 | Total<br>\$'000 | Date of<br>Valuation | Type of<br>Valuation |
|------------------------------------|-------------------|-------------------|-------------------|-----------------|----------------------|----------------------|
| Roads                              | -                 | -                 | 308,728           | 308,728         | June 2024            | Full                 |
| Footpaths and cycleways            | -                 | -                 | 146,771           | 146,771         | June 2024            | Full                 |
| Bridges                            | -                 | -                 | 8,851             | 8,851           | June 2024            | Full                 |
| Drainage                           | -                 | -                 | 285,044           | 285,044         | June 2024            | Full                 |
| Recreation, leisure and community  | -                 | -                 | 277               | 277             | June 2024            | Full                 |
| Land improvements                  | -                 | -                 | 47,474            | 47,474          | June 2024            | Full                 |
| Parks, open spaces and streetscape | -                 | -                 | 14,439            | 14,439          | June 2024            | Full                 |
| Off-street carparks                | -                 | -                 | 9,968             | 9,968           | June 2024            | Full                 |
| Waste management                   | -                 | -                 | 11,093            | 11,093          | June 2024            | Full                 |
|                                    | -                 | -                 | 832,645           | 832,645         |                      |                      |

No transfers between levels occurred during the year.

**Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads**

Specialised land and land under roads are valued using a market-based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 10% and 90%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$10 and \$5,985 per square metre.

Darebin City Council  
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Notes to the financial report

As at 30 June 2024

6.1 Property, infrastructure, plant and equipment

**Specialised buildings**

Specialised buildings are valued using current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and range from \$325 to \$12,800 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 50 years to 80 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets**

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets. Current replacement cost for infrastructure is calculated as follows:

Roads and off-street car parks range between \$87 to \$625 per square metre.

Shared paths and cycleways range between \$87 to \$625 per square metre.

Drainage assets range between \$133 to \$8,408 per unit.

Bridge assets range varies depending on construction type.

|                                           | 2024           | 2023           |
|-------------------------------------------|----------------|----------------|
|                                           | \$'000         | \$'000         |
| <b>Reconciliation of specialised land</b> |                |                |
| Land under roads                          | 1,468          | 1,454          |
| Community facilities                      | 65,973         | 76,346         |
| Council administration and depots         | 23,183         | 31,737         |
| Off-street car parks                      | 15,827         | 17,722         |
| Parks and reserves                        | 595,795        | 684,686        |
| <b>Total specialised land</b>             | <b>702,246</b> | <b>811,945</b> |

6.2 Investment property

|                                        | 2024         | 2023         |
|----------------------------------------|--------------|--------------|
|                                        | \$'000       | \$'000       |
| Balance at beginning of financial year | 9,270        | 2,643        |
| Fair value adjustments                 | 570          | 6,627        |
| Balance at end of financial year       | <b>9,840</b> | <b>9,270</b> |

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the Comprehensive Income Statement in the period that they arise. Rental income from the leasing of investment properties is recognised in the Comprehensive Income Statement on a straight line basis over the lease term.

**Valuation of investment property**

The valuation of investment property has been determined by Mr A Lee, AAPI (Westlink Consulting), who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

Darebin City Council  
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Notes to the financial report  
As at 30 June 2024

**Note 7 People and relationships**  
**7.1 Council and key management remuneration**

**(a) Related parties**

Darebin City Council is the parent entity. Council has no interests in subsidiaries and associates.

**(b) Key management personnel**

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Darebin City Council. The Councillors, Chief Executive Officer and General Managers are deemed KMP.

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

**Councillors**

Emily Dimitriadis (1/7/2023 - current)

Tom Hannan (1/7/2023 - current)

Lina Messina (1/7/2023 - current)

Susanne Newton (Mayor 1/7/2023 - current)

Julie Williams (1/7/2023 - current)

Gaetano Greco (1/7/2023 - current)

Tim Laurence (Deputy Mayor 1/7/2023 - current)

Trent McCarthy (1/7/2023 - current)

Susan Rennie (1/7/2023 - current)

**Chief Executive Officer**

Peter Smith (1/7/2023 - current)

**Other key management personnel**

**GM City Sustainability and Strategy**

Vanessa Petrie (1/7/2023 - current)

**GM Customer and Corporate**

Enna Giampiccolo (Acting 18/03/2024 - current)

Caroline Buisson (27/10/2023 - 18/03/2024)

Tarnya McKenzie (21/8/2022 - 17/11/2023)

Jodie Watson (1/7/2022 - 18/08/2023)

**GM Community**

Kylie Benetts (1/7/2023 - current)

**GM Infrastructure, Operations & Finance**

Rachel Ollivier (1/7/2023 - current)

**Total number of councillors**

**Chief Executive Officer and other key management personnel**

**Total key management personnel**

|  | 2024      | 2023      |
|--|-----------|-----------|
|  | Number    | Number    |
|  | 9         | 9         |
|  | 8         | 7         |
|  | <u>17</u> | <u>16</u> |

**(c) Remuneration of key management personnel**

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Termination benefits** include termination of employment payments, such as severance packages.

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Notes to the financial report

As at 30 June 2024

7.1 Council and key management remuneration

|                                                                | 2024<br>\$'000 | 2023<br>\$'000 |
|----------------------------------------------------------------|----------------|----------------|
| Total remuneration of key management personnel was as follows: |                |                |
| Short-term employee benefits                                   | 2,217          | 2,045          |
| Long-term employee benefits                                    | 46             | 50             |
| Post-employment benefits                                       | 157            | 158            |
| <b>Total</b>                                                   | <b>2,420</b>   | <b>2,253</b>   |

The numbers of key management personnel whose total remuneration from Council and any related entities, falls within the following bands:

Remuneration of KMP and other senior staff is calculated on accrual basis, and includes movements in accrued leave benefits such as annual and long-service leave.

|                       | 2024<br>Number | 2023<br>Number |
|-----------------------|----------------|----------------|
| \$30,000 - \$39,999   | 6              | 5              |
| \$40,000 - \$49,999   | -              | 2              |
| \$50,000 - \$59,999   | 1              | -              |
| \$70,000 - \$79,999   | 3              | 1              |
| \$80,000 - \$89,999   | -              | 1              |
| \$100,000 - \$109,999 | 1              | -              |
| \$150,000 - \$159,999 | -              | 1              |
| \$160,000 - \$169,999 | 1              | 1              |
| \$210,000 - \$219,999 | 1              | -              |
| \$240,000 - \$249,999 | -              | 1              |
| \$270,000 - \$279,999 | 1              | -              |
| \$290,000 - \$299,999 | -              | 1              |
| \$310,000 - \$319,999 | -              | 2              |
| \$320,000 - \$329,999 | 1              | 1              |
| \$340,000 - \$349,999 | 1              | -              |
| \$460,000 - \$469,999 | 1              | -              |
|                       | <b>17</b>      | <b>16</b>      |

(d) Remuneration of other senior staff

|                                                          | 2024<br>\$'000 | 2023<br>\$'000 |
|----------------------------------------------------------|----------------|----------------|
| Total remuneration of other senior staff was as follows: |                |                |
| Short-term benefits                                      | 2,422          | 2,831          |
| Long-term benefits                                       | 77             | 89             |
| Post-employment benefits                                 | 264            | 348            |
| <b>Total</b>                                             | <b>2,763</b>   | <b>3,268</b>   |

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$170,000 and who report directly to a member of the KMP\*.

\* Due to definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the *Local Government Act 1989*.

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Notes to the financial report  
As at 30 June 2024

7.1 Council and key management remuneration

|                                                                                    | 2024<br>Number      | 2023<br>Number      |
|------------------------------------------------------------------------------------|---------------------|---------------------|
| The number of other senior staff is shown below in their relevant income bands:    |                     |                     |
| Less than \$170,000                                                                | -                   | 1                   |
| \$170,000 - \$179,999                                                              | 2                   | 2                   |
| \$180,000 - \$189,999                                                              | 3                   | 4                   |
| \$190,000 - \$199,999                                                              | 4                   | 6                   |
| \$200,000 - \$209,999                                                              | 2                   | 2                   |
| \$210,000 - \$219,999                                                              | 1                   | 2                   |
| \$220,000 - \$229,999                                                              | 1                   | -                   |
| \$230,000 - \$239,999                                                              | 1                   | -                   |
|                                                                                    | <u>14</u>           | <u>17</u>           |
|                                                                                    | <b>\$'000</b>       | <b>\$'000</b>       |
| Total remuneration for the year for other senior staff included above amounted to: | <u><b>2,763</b></u> | <u><b>3,267</b></u> |

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council had no reportable transactions with related parties.

(b) Outstanding balances with related parties

There are no balances outstanding at the end of the reporting period in relation to transactions with related parties.

(c) Loans to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(d) Commitments to/from related parties

Council has no outstanding commitments to/from other related parties.

Darebin City Council  
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As at 30 June 2024

**Note 8 Managing uncertainties**

**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

**(a) Contingent assets**

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council. At balance date the Council are not aware of any contingent assets.

**LXRP Infrastructure Assets**

Council may be the beneficiary of certain infrastructure assets constructed along the Northern Pipe Trail by the Level Crossing Removal Project (LXRP). A Memorandum of Understanding that establishes the relationship between Council and LXRP and the mechanism for the asset transfer and maintenance agreements is currently under review.

**(b) Contingent liabilities**

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
  - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation;
- or
- the amount of the obligation cannot be measured with sufficient reliability.

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. Matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

**Contaminated sites**

Council has inherited a range of potential contaminated land matters that warrant appropriate investigation per the Environmental Protection Act 2017 as regulated by the Environment Protection Authority Victoria (EPA).

In accordance with the Act, the EPA determines contaminated sites based on the risk to human health, the environment and environmental values. Council may have a liability in respect of remediation for sites that are classified as contaminated.

Council currently has five open matter with the EPA in respect to potential contamination sites. As the matters are still ongoing, Council is unable to assess the likely outcome of these matter. Accordingly, it is not practicable to estimate the potential financial effect or to identify the uncertainties relating to the amount or timing of any outflows.

Council is conducting a comprehensive risk assessment of all possible contaminated sites under its responsibility. While the Council is still in the process of assessing the potential impact of contaminated sites, a contingent liability may exist at year end for the sites which have not yet been assessed.

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**Notes to the financial report**

As at 30 June 2024

**8.1 Contingent assets and liabilities (continued)**

**Legal matters**

Council is presently involved in several confidential legal matters, which are being conducted through Council's solicitors. As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report. Any disclosure may prejudice Council's position in these matters.

**Building cladding**

Council has several buildings that may require rectification works as a result of flammable building cladding. Council is currently working with the Victorian Building Authority and Cladding Safety Victoria on monitoring and potential remediation of non-compliant cladding.

**Liability Mutual Insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**8.2 Change in accounting standards**

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2024 reporting period. Council assesses the impact of these new standards.

In December 2022 the Australian Accounting Standards Board (AASB) issued AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities to modify AASB 13 Fair Value Measurement.

AASB 2022-10 amends AASB 13 Fair Value Measurement for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows. The AASB 13 modifications:

- are applicable only to not-for-profit public sector entities;
- are limited to fair value measurements of non-financial assets not held primarily for their ability to generate net cash inflows;
- are to be applied prospectively for annual periods beginning on or after 1 January 2024;
- would not necessarily change practice for some not-for-profit public sector entities; and
- do not indicate that entities changing practice in how they measure relevant assets made an error in applying the existing requirements of AASB 13.

Council will assess any impact of the modifications to AASB 13 ahead of the 2024-25 reporting period.

In December 2022 the Australian Accounting Standards Board (AASB) issued AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants. AASB 2022-6 amends AASB 101 Presentation of Financial Statements to improve the information an entity provides in its financial statements about long term liabilities with covenants where the entity's right to defer settlement of those liabilities for at least twelve months after the reporting period is subject to the entity complying with conditions specified in the loan arrangement. The amendments in AASB 2022-6 are effective for annual periods beginning on or after 1 January 2024. Council will assess any impact of the modifications to AASB 101 ahead of the 2024-25 reporting period.



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**8.3 Financial instruments**

**(a) Objectives and policies**

Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and TCV borrowings. Details of the material accounting policy information and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates that expose us to fair value interest rate risk. Council does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product
- monitoring of return on investment
- benchmarking of returns and comparison with budget.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk, Council:

- has a policy for establishing credit limits for the entities it deals with;
- may require collateral where appropriate; and
- only invests surplus funds with financial institutions that have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets that are individually determined to be impaired.

Council may also be subject to credit risk for transactions that are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any allowance for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

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8.3 Financial instruments (continued)

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or when we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy that targets a minimum and average level of cash and cash equivalents to be maintained
- has readily accessible standby facilities and other funding arrangements in place
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments
- monitors budget to actual performance on a regular basis
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from the Reserve Bank of Australia):

- A parallel shift of +2.0% and +3.0% in market interest rates (AUD) from year-end rates of 4.35%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, rather, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair value measurement* aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

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**Notes to the financial report**  
As at 30 June 2024

**8.4 Fair value measurement (continued)**

*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from two to three years. The valuation is performed either by experienced Council officers or independent experts.

| Asset class                                    | Revaluation frequency |
|------------------------------------------------|-----------------------|
| Land                                           | 1 to 2 years          |
| Buildings                                      | 1 to 2 years          |
| Roads                                          | 2 to 3 years          |
| Bridges                                        | 2 to 3 years          |
| Footpath and cycleways                         | 2 to 3 years          |
| Drainage                                       | 2 to 3 years          |
| Recreational, leisure and community facilities | 2 to 3 years          |
| Waste management                               | 2 to 3 years          |
| Parks, open space and streetscapes             | 2 to 3 years          |
| Other infrastructure                           | 2 to 3 years          |

Where the assets are revalued, the revaluation increases are credited directly to the asset revaluation reserve except to the extent that an increase reverses a prior year decrease for that class of asset that had been recognised as an expense in which case the increase is recognised as revenue up to the amount of the expense. Revaluation decreases are recognised as an expense except where prior increases are included in the asset revaluation reserve for that class of asset in which case the decrease is taken to the reserve to the extent of the remaining increases. Within the same class of assets, revaluation increases and decreases within the year are offset.

*Impairment of assets*

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared with the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

Darebin City Council  
2023/2024 Financial Report

**Notes to the financial report**  
As at 30 June 2024

Note 9 Other matters

| 9.1 Reserves                            | Balance at beginning<br>of reporting period<br>\$'000 | Increase<br>(decrease)<br>\$'000 | Balance at end<br>of reporting<br>period<br>\$'000 |
|-----------------------------------------|-------------------------------------------------------|----------------------------------|----------------------------------------------------|
| <b>(a) Asset revaluation</b>            |                                                       |                                  |                                                    |
| <b>2024</b>                             |                                                       |                                  |                                                    |
| <b>Property</b>                         |                                                       |                                  |                                                    |
| Land                                    | 729,085                                               | (115,988)                        | 613,097                                            |
| Land improvements                       | 6,892                                                 | 3,567                            | 10,459                                             |
| Buildings                               | 104,823                                               | 11,037                           | 115,860                                            |
|                                         | <u>840,800</u>                                        | <u>(101,384)</u>                 | <u>739,416</u>                                     |
| <b>Plant and equipment</b>              |                                                       |                                  |                                                    |
| Other                                   | 6,143                                                 | -                                | 6,143                                              |
| <b>Infrastructure</b>                   |                                                       |                                  |                                                    |
| Roads                                   | 129,754                                               | 93,827                           | 223,581                                            |
| Footpaths and cycleways                 | 6,005                                                 | 76,426                           | 82,431                                             |
| Drainage                                | 71,042                                                | 176,037                          | 247,079                                            |
| Bridges                                 | 1,931                                                 | 785                              | 2,716                                              |
| Waste management                        | -                                                     | 197                              | 197                                                |
|                                         | <u>208,732</u>                                        | <u>347,272</u>                   | <u>556,004</u>                                     |
| <b>Total asset revaluation reserves</b> | <b><u>1,055,675</u></b>                               | <b><u>245,888</u></b>            | <b><u>1,301,563</u></b>                            |
| <b>2023</b>                             |                                                       |                                  |                                                    |
| <b>Property</b>                         |                                                       |                                  |                                                    |
| Land                                    | 729,085                                               | -                                | 729,085                                            |
| Land improvements                       | 6,892                                                 | -                                | 6,892                                              |
| Buildings                               | 104,823                                               | -                                | 104,823                                            |
|                                         | <u>840,800</u>                                        | <u>-</u>                         | <u>840,800</u>                                     |
| <b>Plant and equipment</b>              |                                                       |                                  |                                                    |
| Other                                   | 6,143                                                 | -                                | 6,143                                              |
| <b>Infrastructure</b>                   |                                                       |                                  |                                                    |
| Roads                                   | 129,754                                               | -                                | 129,754                                            |
| Footpaths and cycleways                 | 6,005                                                 | -                                | 6,005                                              |
| Drainage                                | 71,042                                                | -                                | 71,042                                             |
| Bridges                                 | 1,931                                                 | -                                | 1,931                                              |
|                                         | <u>208,732</u>                                        | <u>-</u>                         | <u>208,732</u>                                     |
| <b>Total asset revaluation reserves</b> | <b><u>1,055,675</u></b>                               | <b><u>-</u></b>                  | <b><u>1,055,675</u></b>                            |

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Darebin City Council  
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**Notes to the financial report**  
As at 30 June 2024

Note 9.1 Reserves (continued)

|                                  | Balance at<br>beginning of<br>reporting period<br>\$'000 | Transfer from<br>accumulated surplus<br>\$'000 | Transfer to<br>accumulated<br>surplus<br>\$'000 | Balance at end<br>of reporting<br>period<br>\$'000 |
|----------------------------------|----------------------------------------------------------|------------------------------------------------|-------------------------------------------------|----------------------------------------------------|
| <b>(b) Other reserves</b>        |                                                          |                                                |                                                 |                                                    |
| <b>2024</b>                      |                                                          |                                                |                                                 |                                                    |
| Car park development             | 228                                                      | -                                              | -                                               | 228                                                |
| Capital works                    | 1,775                                                    | -                                              | -                                               | 1,775                                              |
| Developer Contribution Scheme    | -                                                        | 1,044                                          | 1,044                                           | -                                                  |
| Drainage development             | 25                                                       | -                                              | -                                               | 25                                                 |
| Plant replacement                | 2,837                                                    | 2,015                                          | 1,303                                           | 3,549                                              |
| Public open space and recreation | 10,156                                                   | 4,029                                          | 5,543                                           | 8,642                                              |
| Unspent grants and contributions | 337                                                      | -                                              | 292                                             | 45                                                 |
| <b>Total other reserves</b>      | <b>15,358</b>                                            | <b>7,088</b>                                   | <b>8,182</b>                                    | <b>14,264</b>                                      |
| <b>(b) Other reserves</b>        |                                                          |                                                |                                                 |                                                    |
| <b>2023</b>                      |                                                          |                                                |                                                 |                                                    |
| Car park development             | 228                                                      | -                                              | -                                               | 228                                                |
| Capital works                    | 1,775                                                    | -                                              | -                                               | 1,775                                              |
| Developer Contribution Scheme    | -                                                        | 76                                             | 76                                              | -                                                  |
| Drainage development             | 23                                                       | 2                                              | -                                               | 25                                                 |
| Information technology           | 1,422                                                    | -                                              | 1,422                                           | -                                                  |
| Plant replacement                | 1,679                                                    | 1,919                                          | 761                                             | 2,837                                              |
| Public open space and recreation | 19,739                                                   | 4,881                                          | 14,464                                          | 10,156                                             |
| Unspent grants and contributions | 337                                                      | -                                              | -                                               | 337                                                |
| <b>Total other reserves</b>      | <b>25,203</b>                                            | <b>6,878</b>                                   | <b>16,723</b>                                   | <b>15,358</b>                                      |

**Notes to the financial report**  
As at 30 June 2024

**Note 9.1 Reserves (continued)**

**Nature and purpose of reserves**

**Statutory and discretionary reserves:**

**Car park development**

The Car Park Development reserve is used to provide funding for future development and ongoing maintenance of car parks within the municipality. Funding is derived from unspent contributions from commercial developers for cash in lieu of constructed car parks. This funding is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Capital works**

The Capital Works reserve was established with effect from 19 March 2018 by Council resolution for the purpose of financing future capital works projects. Funding is derived from identified capital works project savings. Council may expend funds from the reserve for the purposes of major capital works.

**Developer Contribution Scheme**

The Developer Contribution Scheme reserve is used to provide for the future funding of Council's asset base. These assets include community facilities, parkland, and the drainage and road networks. Funding is provided by way of a developer's contribution, whereby the developer funds only the renewal of assets from that location. This funding is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Drainage development**

The Drainage Development reserve is used to provide partial funding for the replacement of Council's drainage network. Funding is provided from developer contributions for drainage which are initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Information technology**

The Information Technology reserve was established by Council resolution for the purpose of financing Council's IT strategy over the coming years. Funding is derived from identified IT-related capital works project savings. Council may expend funds from the reserve for the purposes of information technology development and implementation projects.

**Plant replacement**

The Plant Replacement reserve was established to ensure adequate funds are available to purchase plant at the optimum replacement point. Transfers to and from the reserve are based upon plant depreciation or replacement charges less the net plant purchases as per the approved plant replacement program.

**Public open space and recreation**

The Public Open Space and Recreation reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developers' contributions for open space that are initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

**Unspent grant and contributions funding**

The Unspent Grant and Contributions reserve is used to fund future grant funded projects. Grant funding is received in advance from both federal and state government authorities to fund projects. Revenue from grants and contributions is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate the tracking of the total funds received but not yet spent.

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**Notes to the financial report**

As at 30 June 2024

|                                                                              | 2024<br>\$'000 | 2023<br>\$'000 |
|------------------------------------------------------------------------------|----------------|----------------|
| <b>9.2 Reconciliation of cash flows from operating activities to surplus</b> |                |                |
| Surplus for the year                                                         | <u>7,778</u>   | <u>10,549</u>  |
| Non-cash adjustments                                                         |                |                |
| Depreciation and amortisation                                                | 27,271         | 26,855         |
| Net (gain) on disposal of property, infrastructure, plant and equipment      | (315)          | (540)          |
| Fair value adjustments for investment property                               | (570)          | (6,627)        |
| Contributions - non-monetary assets                                          | (4,504)        | (691)          |
| Write-off of property, plant and equipment                                   | -              | 289            |
| Write-off of other financial assets                                          | 32             | 55             |
| Finance costs                                                                | 1,766          | 697            |
|                                                                              | <u>23,680</u>  | <u>20,038</u>  |
| Change in assets and liabilities                                             |                |                |
| (Increase) decrease in trade and other receivables                           | (2,667)        | 1,901          |
| Decrease in inventories                                                      | 5              | 35             |
| (Increase) in other assets                                                   | (816)          | (84)           |
| Decrease (increase) in prepayments                                           | 393            | (261)          |
| (Increase) decrease in right-of-use assets                                   | (193)          | 51             |
| Increase (decrease) in trade and other payables                              | 2,767          | (5,366)        |
| Increase (decrease) in contract and other liabilities                        | 1,142          | (1,361)        |
| Increase in trust funds and deposits                                         | 45             | 970            |
| Increase (decrease) in provisions                                            | 3,247          | (1,322)        |
|                                                                              | <u>3,923</u>   | <u>(5,437)</u> |
| Net cash provided by operating activities                                    | <u>35,381</u>  | <u>25,150</u>  |

Darebin City Council  
2023/2024 Financial Report

## Notes to the financial report As at 30 June 2024

**Note 9 Other matters**  
**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

### **Accumulation**

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2024, this was 11.0% as required under Superannuation Guarantee (SG) legislation (2023: 10.5%).

### **Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

### **Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation for the Defined Benefit category as at 30 June 2023 was conducted and completed by 31 December 2023. The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2023 was 104.1%. Council was notified of the 30 June 2023 VBI during August 2023. The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment returns 5.7% pa  
Salary information 3.5% pa  
Price inflation (CPI) 2.8% pa

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2023 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

### **Employer contributions**

#### **(a) Regular contributions**

On the basis of the results of the 2023 triennial actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2024, this rate was 11.0% of members' salaries (10.5% in 2022/23). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.



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**Notes to the financial report**  
As at 30 June 2024

**9.3 Superannuation (continued)**

**(b) Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024 (previously 97%).

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound up, the defined benefit obligations of that employer will be transferred to that employer's successor.

***The 2023 triennial actuarial investigation surplus amounts***

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2023.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

|                                         | 2023<br>(Triennial) | 2022<br>(Interim) |
|-----------------------------------------|---------------------|-------------------|
|                                         | \$m                 | \$m               |
| - A VBI surplus                         | \$84.7              | \$44.6            |
| - A total service liability surplus     | \$123.6             | \$105.8           |
| - A discounted accrued benefits surplus | \$141.9             | \$111.9           |

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2023.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2023.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2023.

Darebin City Council  
2023/2024 Financial Report

**Notes to the financial report**  
As at 30 June 2024

**9.3 Superannuation (continued)**

**The 2024 interim actuarial investigation**

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2024 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2024.

The VBI of the Defined Benefit category was 105.4% as at 30 June 2024. The financial assumptions used to calculate the 30 June 2024 VBI were:

Net investment returns 5.6% pa  
Salary information 3.5% pa  
Price inflation (CPI) 2.7% pa

Council was notified of the 30 June 2024 VBI during August 2024. Because the VBI was above 100%, the Defined Benefit category was in a satisfactory financial position at 30 June 2024 and it is expected that the actuarial investigation will recommend that no change will be necessary to the Defined Benefit category's funding arrangements from prior years.

**The 2020 triennial investigation**

The last triennial actuarial investigation conducted prior to 30 June 2023 was at 30 June 2020. This actuarial investigation was completed by 31 December 2020. The financial assumptions for the purposes of that investigation was:

|                       | 2020<br>Triennial Investigation                               | 2023<br>Triennial Investigation |
|-----------------------|---------------------------------------------------------------|---------------------------------|
| Net investment return | 5.6 % pa                                                      | 5.7 % pa                        |
| Salary inflation      | 2.50 % pa for the first<br>two years and 2.75 %<br>thereafter | 3.50 % pa                       |
| Price inflation       | 2.00 % pa                                                     | 2.80 % pa                       |

**(c) Superannuation contributions**

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2024 are detailed below:

| <b>Scheme</b> | <b>Type of Scheme</b> | <b>Rate</b>        | <b>2024<br/>\$'000</b> | <b>2023<br/>\$'000</b> |
|---------------|-----------------------|--------------------|------------------------|------------------------|
| Vision Super  | Defined benefit       | 11.0% (2023:10.5%) | 346                    | 357                    |
| Vision Super  | Accumulation fund     | 11.0% (2023:10.5%) | 4,814                  | 4,758                  |
| Other funds   | Accumulation fund     | 11.0% (2023:10.5%) | 5,377                  | 4,747                  |

In addition to the above contributions, Council has paid unfunded liability payments to Vision Super totalling \$0 paid during the 2023/24 year (2022/23 \$0).

There were \$795,621 of contributions outstanding and nil loans issued from or to the above schemes as at 30 June 2024.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2025 is \$347,000.

**10 Change in accounting policy**

There have been no changes to accounting policies in the 2023/24 year.

# Darebin City Council Performance Statement

For the Year Ended 30 June 2024



**Darebin City Council  
Performance Statement  
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Darebin City Council  
**Certification of performance statement**  
For the Year Ended 30 June 2024

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*.

---

Srini Krishnan CPA  
Principal Accounting Officer

Melbourne  
16 September 2024

In our opinion, the accompanying performance statement of the Darebin City Council for the year ended 30 June 2024 presents fairly the results of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

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Tom Hannon  
Councillor

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Lina Messina  
Councillor

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Peter Smith  
Chief Executive Officer

Melbourne  
16 September 2024

Darebin City Council  
**Performance Statement**  
For the Year Ended 30 June 2024

**Section 1. Description of municipality**

The City of Darebin (Darebin) is situated over an area between 5 and 15 kilometres north of Melbourne's Central Business District. This area covers 53 square kilometres of land and stretches from Melbourne's inner northern suburbs of Northcote and Fairfield out to the traditional middle-ring suburbs of Reservoir and Bundoora. Darebin has a population of 150,335, which is projected to increase to 192,142 over the next 20 years. Darebin is home to one of the largest, most diverse communities in Victoria in terms of cultures, languages (148 languages are spoken), religions, socio-economic backgrounds, employment status, occupation and housing needs. Darebin's largest industries include education, training, retail trade, health care and social assistance.

Darebin City Council  
**Section 2. Service Performance Indicators**  
 for the Year Ended 30 June 2024

|                                           |                                                                                                                                                                                                                                                                                                 | Results |        |        |                         |        | Comment                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|-------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           |                                                                                                                                                                                                                                                                                                 | 2021    | 2022   | 2023   | 2024                    |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| Service / Indicator/ Measure<br>[Formula] |                                                                                                                                                                                                                                                                                                 | Actual  | Actual | Actual | Target as<br>per budget | Actual |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Aquatic Facilities</b>                 |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Utilisation</b>                        |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| AF6                                       | Utilisation of aquatic facilities<br>[Number of visits to aquatic facilities / Municipal population]                                                                                                                                                                                            | 1.9     | 1.6    | 2.7    | N/A                     | 7.74%  | Utilization of aquatic facilities in 23/24 improved by 190% compared to the previous year. This increase is due to the Northcote Aquatic and Recreation Centre (NARC) reopening and operating for 7.5 out of 12 months for the FY, which includes a full 6-months of Swim School and other programs/services. NARC contributed 65% of total attendance while RLC contributed 35% of total attendance. |
| <b>Animal Management</b>                  |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health &amp; safety</b>                |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| AM7                                       | Animal management prosecutions<br>[Number of successful animal management prosecutions / Total number of animal management prosecutions] x100                                                                                                                                                   | 0.0%    | 100.0% | 100.0% | N/A                     | 100.0% | There was one prosecution for dog barking, but it was settled out of court in favor of Council. The dog's owner agreed to rehome the dog, However the dog was euthanized for health reasons.                                                                                                                                                                                                          |
| <b>Food Safety</b>                        |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health &amp; safety</b>                |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| FS4                                       | Critical and major non-compliance notifications<br>[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100 | .       | 100.0% | 100.0% | N/A                     | 98.89% | Council has demonstrated its commitment to addressing non-compliance in food safety by continuously achieving 100% for this indicator.                                                                                                                                                                                                                                                                |
| <b>Governance</b>                         |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Consultation and engagement</b>        |                                                                                                                                                                                                                                                                                                 |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                       |
| G2                                        | Satisfaction with Council consultation and engagement<br>[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]                                                                                                                     | 65.0    | 68.0   | 60.0   | 69.0                    | 70.0   | There has been a 17% increase in satisfaction with community consultation and engagement since last year. This result is a return to historical levels of satisfaction with consultation and engagement after a sharp dip in 2022/23.                                                                                                                                                                 |

Darebin City Council  
**Section 2. Service Performance Indicators**  
 for the Year Ended 30 June 2024

|                                          |                                                                                                                                                                                                                    | Results |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|-------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                                                                                                                                                                                                                    | 2021    | 2022   | 2023   | 2024                    |        | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Service / Indicator/ Measure<br>Formula] |                                                                                                                                                                                                                    | Actual  | Actual | Actual | Target as<br>per budget | Actual |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Libraries</b>                         |                                                                                                                                                                                                                    |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Participation</b>                     |                                                                                                                                                                                                                    |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| LB7                                      | Library membership<br>[Number of registered library members / Population] x100                                                                                                                                     | N/A     | N/A    | N/A    | N/A                     | 34.93% | This result is within the expected range of scores. The change of definition in this new indicator for libraries (current population, rather than three years of population) reflects more accurately the usage by customers that have used the library in the past three years. The increase in active members can be attributed to the inclusion of the use of technology and digital collections in the measurement to show how the community uses their library in other ways besides borrowing physical items. |
| <b>Maternal &amp; Child Health</b>       |                                                                                                                                                                                                                    |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Participation</b>                     |                                                                                                                                                                                                                    |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MC4                                      | Participation in the MCH service<br>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100                                              | 71.5%   | 70.4%  | 74.8%  | N/A                     | 73.63% | A trial Saturday clinic has begun to support parents who are unable to attend during the week.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| MC5                                      | Participation in the MCH service by Aboriginal children<br>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100 | 76.6%   | 71.1%  | 73.9%  | N/A                     | 77.32% | The MCH service has completed training to ensure the service is culturally safe and appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Roads</b>                             |                                                                                                                                                                                                                    |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Condition</b>                         |                                                                                                                                                                                                                    |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| R2                                       | Sealed local roads maintained to condition standards<br>[Number of Kilometres of sealed local roads below renewal intervention level set by Council / Kilometres of sealed local roads] x 100                      | 97.3%   | 96.8%  | 95.2%  | 97.0%                   | 94.87% | The length of the sealed road that does not require renewal is greater than the 80% minimum expected score.                                                                                                                                                                                                                                                                                                                                                                                                         |



Darebin City Council  
**Section 2. Service Performance Indicators**  
 for the Year Ended 30 June 2024

|                                           |                                                                                                                                                                                                                                                   | Results |        |        |                         |        | Comment                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|-------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           |                                                                                                                                                                                                                                                   | 2021    | 2022   | 2023   | 2024                    |        |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Service / Indicator/ Measure<br>[Formula] |                                                                                                                                                                                                                                                   | Actual  | Actual | Actual | Target as<br>per budget | Actual |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Statutory Planning</b>                 |                                                                                                                                                                                                                                                   |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Service standard</b>                   |                                                                                                                                                                                                                                                   |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| SP2                                       | Planning applications decided within required timeframes<br>[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning applications made within 10 days) / Number of planning applications made] x100 | 41.5%   | 29.3%  | 37.0%  | 60.0%                   | 61.25% | There has been a 65% increase in planning applications decided within the required timeframes since last year. Staff stability, improved reporting functionality, improved processes for planners/coordinators, clearer goal setting (including KPI's) from management for the Statutory Planning team, have all led to improved performance against the legislated statutory timeframes for planning permit decisions. |
| <b>Waste Collection</b>                   |                                                                                                                                                                                                                                                   |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Waste diversion</b>                    |                                                                                                                                                                                                                                                   |         |        |        |                         |        |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| WC5                                       | Kerbside collection waste diverted from landfill<br>[(Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins) x100                                | 63.6%   | 50.2%  | 54.1%  | 60.0%                   | 52.27% | Decrease of 1.8% is a small reduction in the diversion rate from the previous year.                                                                                                                                                                                                                                                                                                                                     |

ebin City Council  
**tion 3. Financial Performance Indicators**  
 the Year Ended 30 June 2024

|                                                                                                     | Results |         |         |                         |         | Forecasts |           |           |           | Material Variations and Comments                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------|---------|---------|---------|-------------------------|---------|-----------|-----------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                     | 2021    | 2022    | 2023    | 2024                    |         | 2025      | 2026      | 2027      | 2028      |                                                                                                                                                                                                                                         |
| nsion / Indicator / Measure<br>ula]                                                                 | Actual  | Actual  | Actual  | Target as<br>per budget | Actual  | Forecasts | Forecasts | Forecasts | Forecasts |                                                                                                                                                                                                                                         |
| <b>Efficiency</b>                                                                                   |         |         |         |                         |         |           |           |           |           |                                                                                                                                                                                                                                         |
| <b>Expenditure level</b>                                                                            |         |         |         |                         |         |           |           |           |           |                                                                                                                                                                                                                                         |
| Expenses per property assessment<br>[Total expenses / Number of property assessments]               | \$2,418 | \$2,508 | \$2,623 | \$2,651                 | \$2,708 | \$2,726   | \$2,939   | \$3,003   | \$3,058   | Total expenses have increased by 4% over the year, primarily resulting from enterprise agreement movements and increased leave provision in employee costs.                                                                             |
| <b>Revenue level</b>                                                                                |         |         |         |                         |         |           |           |           |           |                                                                                                                                                                                                                                         |
| Average rate per property assessment<br>[Total rate revenue / Number of property assessments]       | \$1,806 | \$1,835 | \$1,631 | \$1,736                 | \$1,698 | \$1,784   | \$1,842   | \$1,899   | \$1,957   | Result has been impacted by the increases in waste service charges in 2023-24                                                                                                                                                           |
| <b>Working capital</b>                                                                              |         |         |         |                         |         |           |           |           |           |                                                                                                                                                                                                                                         |
| Current assets compared to current liabilities<br>[Current assets / Current liabilities] x100       | 172.0%  | 140.2%  | 183.4%  | 158.3%                  | 181.05% | 189.9%    | 164.3%    | 149.7%    | 136.6%    | Result is in-line with expected result. Forecast results are impacted by declining cash balances.                                                                                                                                       |
| <b>Unrestricted cash</b>                                                                            |         |         |         |                         |         |           |           |           |           |                                                                                                                                                                                                                                         |
| Unrestricted cash compared to current liabilities<br>[Unrestricted cash / Current liabilities] x100 | 68.6%   | 25.4%   | 53.2%   | 51.0%                   | 29.94%  | 86.8%     | 63.0%     | 47.7%     | 34.8%     | Unrestricted cash was impacted by higher holdings of term deposits with a maturity of > than 90 days (\$31.5 million) which are classified as other financial assets. Actual result would have been 91% if these amounts were included. |

ebin City Council  
**tion 3. Financial Performance Indicators**  
 the Year Ended 30 June 2024

| nsion / Indicator / Measure<br>ula]                                                                                                                   | Results |        |        |                         |        | Forecasts |           |           |           | Material Variations and Comments                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|-------------------------|--------|-----------|-----------|-----------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                       | 2021    | 2022   | 2023   | 2024                    |        | 2025      | 2026      | 2027      | 2028      |                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                       | Actual  | Actual | Actual | Target as<br>per budget | Actual | Forecasts | Forecasts | Forecasts | Forecasts |                                                                                                                                                                                                                                                                                                        |
| <b>Obligations</b>                                                                                                                                    |         |        |        |                         |        |           |           |           |           |                                                                                                                                                                                                                                                                                                        |
| <b>Loans &amp; borrowings</b>                                                                                                                         |         |        |        |                         |        |           |           |           |           |                                                                                                                                                                                                                                                                                                        |
| Loans and borrowings compared to rates<br>[Interest bearing loans and borrowings / Rate revenue] x100                                                 | 0.00%   | 7.27%  | 33.08% | 28.65%                  | 28.71% | 25.15%    | 21.65%    | 18.25%    | 14.94%    | Result is in-line with expected results. Loan servicing in-line with repayment schedules.                                                                                                                                                                                                              |
| Loans and borrowings repayments compared to rates<br>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100 | 0.00%   | 0.00%  | 1.34%  | 3.77%                   | 3.88%  | 3.74%     | 3.63%     | 3.52%     | 3.42%     | Result is in-line with expected results. Loan servicing in-line with repayment schedules.                                                                                                                                                                                                              |
| <b>Indebtedness</b>                                                                                                                                   |         |        |        |                         |        |           |           |           |           |                                                                                                                                                                                                                                                                                                        |
| Non-current liabilities compared to own-source revenue<br>[Non-current liabilities / Own-source revenue] x100                                         | 1.4%    | 7.1%   | 26.2%  | 22.9%                   | 23.04% | 20.0%     | 17.0%     | 14.1%     | 11.3%     | Result is in-line with expected results. Scheduled loan servicing has impacted the results.                                                                                                                                                                                                            |
| <b>Asset renewal and upgrade</b>                                                                                                                      |         |        |        |                         |        |           |           |           |           |                                                                                                                                                                                                                                                                                                        |
| Asset renewal and upgrade compared to depreciation<br>[Asset renewal and upgrade expense / Asset depreciation] x100                                   | 110.4%  | 141.6% | 128.2% | 93.5%                   | 67.74% | 90.1%     | 89.8%     | 95.3%     | 88.5%     | Result impacted by delays in capital projects and capital expenditure of \$3.84 million not being included as renewal as it was classified as maintenance or not capitalised in accordance with Council's asset capitalisation policy. Result would have been 82.2 % if this expenditure was included. |
| <b>Operating Position</b>                                                                                                                             |         |        |        |                         |        |           |           |           |           |                                                                                                                                                                                                                                                                                                        |
| <b>Adjusted underlying result</b>                                                                                                                     |         |        |        |                         |        |           |           |           |           |                                                                                                                                                                                                                                                                                                        |
| Adjusted underlying surplus (or deficit)<br>[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100                                 | -0.2%   | -0.5%  | 4.0%   | 4.1%                    | 0.75%  | 4.0%      | (0.4%)    | 0.1%      | 0.9%      | Result impacted by prior year receipt of Commonwealth financial assistance grant advance payment (\$4.8 million) and current year contributed assets recognised (\$4.5 million)                                                                                                                        |

ebin City Council  
**tion 3. Financial Performance Indicators**  
the Year Ended 30 June 2024

|                                                                                                                                  | Results |        |        |                         |        | Forecasts |           |           |           | Material Variations and Comments             |
|----------------------------------------------------------------------------------------------------------------------------------|---------|--------|--------|-------------------------|--------|-----------|-----------|-----------|-----------|----------------------------------------------|
|                                                                                                                                  | 2021    | 2022   | 2023   | 2024                    |        | 2025      | 2026      | 2027      | 2028      |                                              |
| nsion / Indicator / Measure<br>ula]                                                                                              | Actual  | Actual | Actual | Target as<br>per budget | Actual | Forecasts | Forecasts | Forecasts | Forecasts |                                              |
| <b>Stability</b>                                                                                                                 |         |        |        |                         |        |           |           |           |           |                                              |
| <b>Rates concentration</b>                                                                                                       |         |        |        |                         |        |           |           |           |           |                                              |
| Rates compared to adjusted underlying revenue<br>[Rate revenue / Adjusted underlying revenue] x100                               | 76.4%   | 75.1%  | 71.1%  | 73.7%                   | 74.36% | 73.6%     | 73.7%     | 73.9%     | 74.2%     | No material variation from the previous year |
| <b>Rates effort</b>                                                                                                              |         |        |        |                         |        |           |           |           |           |                                              |
| Rates compared to property values<br>[Rate revenue / Capital improved value of rateable properties<br>in the municipality ] x100 | 0.22%   | 0.22%  | 0.20%  | 0.22%                   | 0.22%  | 0.22%     | 0.23%     | 0.24%     | 0.24%     | No material variation from the previous year |

Jarebin City Council  
**Section 4. Sustainable Capacity Indicators**  
 for the Year Ended 30 June 2024

|                                  |                                                                                                                                                           | Results |         |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |                                                                                                                                                           | 2021    | 2022    | 2023    | 2024    | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Indicator / Measure<br>[Formula] |                                                                                                                                                           | Actual  | Actual  | Actual  | Actual  |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Population</b>                |                                                                                                                                                           |         |         |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 31                               | Expenses per head of municipal population<br>[Total expenses / Municipal population]                                                                      | \$1,060 | \$1,134 | \$1,291 | \$1,299 | No material variation from the previous year                                                                                                                                                                                                                                                                                                                                                                                                                |
| 32                               | Infrastructure per head of municipal population<br>[Value of infrastructure / Municipal population]                                                       | \$4,405 | \$4,747 | \$5,310 | \$7,441 | Result impacted by current year infrastructure asset valuations. Asset valuations have increased by \$362M                                                                                                                                                                                                                                                                                                                                                  |
| 33                               | Population density per length of road<br>[Municipal population / Kilometres of local roads]                                                               | 314     | 260     | 240     | 249     | No material variation from the previous year                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Own-source revenue</b>        |                                                                                                                                                           |         |         |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 34                               | Own-source revenue per head of municipal population<br>[Own-source revenue / Municipal population]                                                        | \$896   | \$950   | \$1,165 | \$1,168 | No material variation from the previous year                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recurrent grants</b>          |                                                                                                                                                           |         |         |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 35                               | Recurrent grants per head of municipal population<br>[Recurrent grants / Municipal population]                                                            | \$99    | \$135   | \$136   | \$89    | Prior year result was impacted by receipt of Commonwealth financial assistance grant advance payment (\$4.8 million).                                                                                                                                                                                                                                                                                                                                       |
| <b>Disadvantage</b>              |                                                                                                                                                           |         |         |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 36                               | Relative socio-economic disadvantage<br>[Index of Relative Socio-economic Disadvantage by decile]                                                         | .       | 7.0     | 7.0     | 7.0     | No material variation from the previous year                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Workforce turnover</b>        |                                                                                                                                                           |         |         |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 37                               | Percentage of staff turnover<br>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100 | 13.4%   | 20.9%   | 19.1%   | 13.9%   | There has been a 27% decrease in the staff turnover rate since last year. In the previous two years we have seen a significantly high volume of staff turnover due to the impacts of covid-related employment market movements. The reduction in turnover on the previous year is the balancing out of this impact. In addition, staff have access to flexible working conditions and improved conditions from the most recent conclusion of EA bargaining. |

## Darebin City Council

### Other Information

For the Year Ended 30 June 2024

#### 5.1 Basis of Preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by the *Local Government (Planning and Reporting) Regulations 2020*. Additionally, for the prescribed financial performance indicators and measures, the performance statement includes the target budget for the current year and the results forecast for the period 2024-25 to 2027-28 by the council's financial plan.

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

Warrnambool City Council  
**Financial Information**  
 for the Year Ended 30 June 2024

**Definitions**

| Terms                                           | Definition                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aboriginal child                                | means a child who is an Aboriginal person                                                                                                                                                                                                                                                       |
| Aboriginal person                               | has the same meaning as in the Aboriginal Heritage Act 2006                                                                                                                                                                                                                                     |
| Adjusted underlying revenue                     | means total income other than:<br>(a) non-recurrent grants used to fund capital expenditure; and<br>(b) non-monetary asset contributions; and<br>(c) contributions to fund capital expenditure from sources                                                                                     |
| Adjusted underlying revenue (or deficit)        | means adjusted underlying revenue less total expenditure                                                                                                                                                                                                                                        |
| Annual report                                   | .                                                                                                                                                                                                                                                                                               |
| Asset renewal expenditure                       | means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability                                                                                                                                            |
| Community Care non-compliance home notification | "Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth                                                                                                                                  |
| Current assets                                  | has the same meaning as in the Australian Accounting Standards                                                                                                                                                                                                                                  |
| Current liabilities                             | has the same meaning as in the Australian Accounting Standards                                                                                                                                                                                                                                  |
| Food premises                                   | has the same meaning as in the Food Act 1984                                                                                                                                                                                                                                                    |
| Intervention level                              | means the level set for the condition of a road beyond which a council will not allow the road to deteriorate and will need to intervene                                                                                                                                                        |
| Local road                                      | means a sealed or unsealed road for which the Council is the responsible road authority under the Road Management Act 2004                                                                                                                                                                      |
| Food non-compliance home notification           | means a notification received by Council under section 19N(3) or (4) of the Food Act 1984, or advice given to Council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health                                                          |
| Maternal and Child Health Service               | means the Maternal and Child Health Service provided by Council to support the health and development of children within the municipality from birth until school age                                                                                                                           |
| Non-current assets                              | means all assets other than current assets                                                                                                                                                                                                                                                      |
| Non-current liabilities                         | means all liabilities other than current liabilities                                                                                                                                                                                                                                            |
| Other source revenue                            | means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)                                                                                                                                                                     |
| Resident population                             | means the resident population estimated by Council                                                                                                                                                                                                                                              |
| Revenue                                         | means revenue from general rates, municipal charges, service rates and service charges                                                                                                                                                                                                          |
| Relative socio-economic disadvantage            | in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA |
| Restricted cash                                 | means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which they are restricted, and includes cash to be used to fund capital works expenditure from the previous financial year                                          |
| SEIFA                                           | means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website                                                                                                                                                           |
| Unrestricted cash                               | means all cash and cash equivalents other than restricted cash                                                                                                                                                                                                                                  |

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**9.2 HOUSING SUPPORT PROGRAM FUNDING APPLICATION****Author:** Acting Strategic Planning Coordinator**Reviewed By:** Coordinator City Futures

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**EXECUTIVE SUMMARY**

This report recommends that Council:

- ratify a \$1,630,000 funding application to the Federal Government's Community Enabling Infrastructure Stream (CEIS) of the Housing Support Program (HSP) made by officers on 16 August 2024, and
- in the event this funding application is successful, authorise the CEO to enter into contract with the Federal Government to receive this grant.

Council ratification of the application submission and authorisation to enter into contract with the Federal Government to receive funding is required because the project cost exceeds the financial delegation of the CEO.

On 16 August 2024, officers submitted a grant application through the Australian Government's Community Enabling Infrastructure Stream (CEIS) of the Housing Support Program (HSP) for the Breavington Way / Separation Street, Northcote signalisation.

The proposed project has a budget of \$1,630,000 and the application seeks Federal Government funding for 100 per cent of the cost of the project.

The project involves the signalisation of the intersection, with dedicated turning lanes and pedestrian crossing facilities. This intersection is eligible for the grant program as it will improve pedestrian safety and amenity that supports intensification of the Northcote Major Activity Centre (MAC).

To be eligible for the funding, the project must commence no later than 31 January 2025 and be complete by 30 June 2026.

|                               |
|-------------------------------|
| <b>Officer Recommendation</b> |
|-------------------------------|

**That Council:**

- (1) Notes that on 16 August 2024 officers made a funding application to the federal Housing Support Program in accordance with **Appendix A**.
  - (2) Ratifies the Housing Support Program funding application made by officers in accordance with **Appendix A**.
  - (3) Notes that, if the funding application is successful, the works will be fully funded by the grant and budgeted for and proceed in accordance with the costings and delivery timeline outlined in **Appendix A**.
  - (4) Authorises the CEO to enter into a contract with the Federal Government to receive a \$1,630,000 grant for the purpose of delivering the Breavington Way / Separation Street, Northcote signalisation project, in the event that Council's 16 August 2024 Housing Support Program grant application is successful.
-



**BACKGROUND / KEY INFORMATION**

The Australian Government's \$500M Housing Support Program (HSP) is one of a range of programs designed to help achieve the National Housing Accord's target of building 1.2 million new, well-located homes over five years.

The Community Enabling Infrastructure Stream (CEIS) of the HSP is a grant program offered to state, territory, and local governments to fund infrastructure projects that support new housing by delivering enabling infrastructure and community amenities.

After becoming aware of the grant opportunity Council officers had a short amount of time to prepare an application to meet the submission deadline. An application was prepared for our most suitable and shovel ready project, the Breavington Way / Separation Street, Northcote signalisation. This intersection is considered eligible by officers for the grant program as it will improve pedestrian safety and amenity that supports intensification of the Northcote Major Activity Centre (MAC).

The intersection is currently unsignalised with a slip lane. The project involves the signalisation of the intersection, with dedicated turning lanes and pedestrian crossing facilities. It will increase the safety of the intersection and provide amenity and accessibility improvements to the Northcote MAC, particularly for walking, cycling, and public transport.

The intersection was identified in the Your Street, Your Say Group B community consultation. It was also ranked #2 in the 2019 study of top 25 sites for pedestrian focused upgrades in Darebin.

A pedestrian crossing in this location is identified in Council's forward infrastructure program (Darebin Development Contributions Plan) as needed to support our growing community. If funding is received through this grant, the DCP may need to be modified to redistribute funds, however this is quite normal within the lifespan of a DCP. A DCP also only covers a small portion of the overall project, so this grant would enable delivery of the project.

To be eligible for the funding, the project needs to commence no later than 31 January 2025 and be complete by 30 June 2026.

Details of the estimated costings and timing of the project are provided in Appendix A.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

2.1 We will deliver equitable and accessible infrastructure to provide opportunities for our community to live well

2.2 We will design and create public spaces where our people feel safe, welcome, and respected, including improving lighting and safety for people walking, wheeling, cycling and driving

2.4 We will foster local urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally

## **DISCUSSION**

The application was prepared and submitted with the Acting CEO's authorisation on 16 August 2024, to meet the funding program submission deadline and in order not to miss the opportunity to seek funding for an important project.

Council ratification of the application submission and authorisation to enter into contract with the Federal Government to receive funding is required because the project cost exceeds the financial delegation of the CEO.

The project has a budget of \$1,630,000 and the application seeks funding for the total cost of the project. The Australian Government will contribute up to 100 per cent of the total project cost for successful local government projects with project management also built into the funding model.

Officers seek Council ratification of the submission made in accordance with the costings and delivery timing outlined in **Appendix A**, noting that if successful the works would be budgeted for and proceed in the manner described.

Should the application not be ratified, it can be withdrawn from the program.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

A budget has been prepared for the project as part of the grant application process. Should the application be successful, the grant will cover the entire cost of the project.

### **Community Engagement**

The project that is the subject of the grant application has been identified through the Your Street, Your Say Group B community consultation.

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

(g) the ongoing financial viability of the Council is to be ensured;

#### **Public Transparency Principles**

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

#### **Strategic Planning Principles**

(c) Strategic planning must take into account the resources needed for effective implementation;

**Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

The project will enhance active transport connections to key services, facilities, education institutes, and open space, including the Northcote Plaza and All Nations Park, within the activity centre. This will encourage more sustainable and active transport use and create better connections to public transport.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

An EIA process would be undertaken as part of the design phase of the project.

**Economic Development and Cultural Considerations**

The project will facilitate better connections and safer movement within the Northcote MAC. This will have positive impacts on the vibrancy and economic activity of the centre.

**Operational Impacts**

The project will result in a safer intersection for all road users.

**Legal and Risk Implications**

Endorsement of the grant application will be sought at the September 2024 Council Meeting as the cost of the project exceeds the financial delegation of the CEO.

**IMPLEMENTATION ACTIONS**

Council should hear the outcome of the application process by October 2024. The first payment milestone is 8 November 2024. If the application is successful and the project commences, the project will follow the estimated project timeline outlined in Appendix A.

**RELATED DOCUMENTS**

Your Street, Your Say Group B project status update

**Attachments**

- Breavington Way Separation Street Signalisation Project Details (**Appendix A**) [↓](#) 

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Attachment 1 – Breavington Way / Separation Street Signalisation Project Details

Council officers have submitted a grant application through the Australian Government's Community Enabling Infrastructure Stream (CEIS) of the Housing Support Program (HSP) for the Breavington Way / Separation Street, Northcote signalisation. This is eligible for the grant program as it will support new development in the Northcote Major Activity Centre (MAC), most directly the Northcote Plaza redevelopment.

### Project Details & Rationale

The intersection is currently unsignalised with a slip lane. The project involves the signalisation of the intersection, with dedicated turning lanes and fully controlled pedestrian crossing facilities.

The upgrade will increase the safety of the intersection and provide community amenity and accessibility improvements to and within the Northcote MAC, particularly for walking, cycling, and public transport. It will enhance pedestrian connections to key services, facilities, education institutes, and open space, including the Northcote Plaza and All Nations Park, and improve pedestrian safety within the activity centre. This will encourage active transport use, create better connections to public transport, and add to the liveability of the centre.

The upgrade will ensure the intersection can safely accommodate the large number of additional movements at this intersection upon the completion of the Northcote Plaza residential development, allowing residents to access local public transport and safely exit/enter the site.

The intersection was identified in the Your Street, Your Say Group B community consultation. It was also ranked #2 in the 2019 study of top 25 sites for pedestrian focused upgrades in Darebin.

The pedestrian crossing in this location is identified in Council's forward infrastructure program (Darebin Development Contributions Plan) as needed to support our growing community.

### Project Budget

The project has a budget of **\$1,630,000 (GST exclusive)**. The funding application seeks funding to cover the entire cost of the project. The project budget has been prepared by the Sustainable Transport Unit.

A breakdown of the budget is outlined in the below table.

| Cost Category        | Amount             | Details                                                     |
|----------------------|--------------------|-------------------------------------------------------------|
| Final design         | \$50,000           | Construction/tender ready design                            |
| Project Management   | \$140,000          | Project management, site establishment & traffic management |
| Administration costs | \$15,000           | DTP fees                                                    |
| Land acquisition     | N/A                |                                                             |
| Construction         | \$1,035,000        | Concreting, asphalt, drainage, lighting, signals works      |
| Other                | \$120,000          | Environmental management, tendering & advertising           |
| Contingency          | \$150,000          | 10% of project cost                                         |
| Escalation           | \$120,000          | 10% of project cost                                         |
| <b>Total</b>         | <b>\$1,630,000</b> |                                                             |

## Project Timeline

The timelines for the project that informed the grant application, including key milestones, have been prepared by Sustainable Transport in consultation with the Capital Works team.

Tenders for construction are planned to be released before 31 January 2025 with evaluation and appointment to occur between March and April 2025.

Project construction is planned to commence from July 2025 and be completed by March 2026.

A project timeline is outlined in the below table.

| Activity                                                                                                 | Timing                |
|----------------------------------------------------------------------------------------------------------|-----------------------|
| Commence design work                                                                                     | 1 September 2024      |
| Submit design and traffic signal plan to DTP                                                             | 30 September 2024     |
| Receive in principle support from DTP                                                                    | 30 October 2024       |
| Designs finalised and consent for work applied for                                                       | 30 November 2024      |
| Tenders open                                                                                             | Mid/late January 2025 |
| Tenders close                                                                                            | 28 February 2025      |
| Tender evaluation completed and EAR submitted for approval                                               | 31 March 2025         |
| Council approval of tender                                                                               | 30 April 2025         |
| Construction commences                                                                                   | 1 July 2025           |
| Civil works and traffic signals installed. PROM/Controller and Power connection can take up to 6 months. | 1 August 2025         |
| Signals to be turned on and operational                                                                  | 31 March 2026         |

**9.3 GOVERNANCE REPORT - SEPTEMBER 2024****Author:** Coordinator Governance Services**Reviewed By:** Acting General Manager Customer & Corporate

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**EXECUTIVE SUMMARY**

- Summary of attendance at Advisory Committees Meetings, Councillor Briefings, and other informal meetings of Councillors.
- Activity Reports by Mayor and Councillors.
- Change to mode of October Council Meeting.
- Review of S6 Instrument of Delegation to members of Council staff.

|                               |
|-------------------------------|
| <b>Officer Recommendation</b> |
|-------------------------------|

**That Council:**

- (1) Notes the Governance Report – September 2024.
  - (2) Notes the Summary of attendance at Advisory Committees Meetings, Councillor Briefings, and other informal meetings of Councillors at **Appendix A** to this report, for incorporation in the minutes of this meeting.
  - (3) Notes that the activity reports by Mayors and Councillors submitted prior to the meeting and circulated to Councillors, will be incorporated in the minutes of this meeting.
  - (4) Notes that the Council Meeting scheduled on 21 October 2024 will be a fully virtual meeting, commencing at 6pm.
  - (5) In the exercise of the powers conferred by Section 11 of the *Local Government Act 2020* (the Act) and the other legislation referred to in the attached Instrument of Delegation, resolves:
    - a) To delegate to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the '*Instrument of Delegation to members of Council staff (S6)*' (**Appendix B**) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
    - b) Adopts and affixes Council's Common Seal to the following Instrument of Delegation provided as an attachment to this report:
      - Instrument of Delegation from Council to members of Council Staff (S6) (**Appendix B**).
      - That this instrument come into force immediately the Common Seal of Council is affixed
-

## BACKGROUND / KEY INFORMATION

In accordance with Council's Governance Rules 2020, the agenda for each Ordinary Meeting is required to list certain governance/administrative matters in addition to other specified items.

These include Reports of Standing Committees i.e. Hearing of Submissions Committee, Summary of Meetings i.e. Briefings, Advisory Committee, responses to Public Questions taken on notice, reports by Mayor and Councillors, Councillor expenses and a range of other governance matters.

In accordance with best practice, good governance principles, transparent and accountable reporting, officers deem it appropriate to consolidate governance/administrative reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency, and governance matters. This also ensure compliance with the requirements of the *Local Government Act 2020* ('the Act'), Council's Governance Rules and related regulations.

### Previous Council Resolution

This matter is not the subject of a previous Council resolution.

### ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

### ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

### ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

### DISCUSSION

Matters covered in this report for the month of June 2024 are:

#### **Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors**

Council's Governance Rules 2020 require any meeting of an Advisory Committee established by Council and attended by at least one Councillor, or a scheduled or planned meeting to discuss the business of Council, including briefing Councillors, and which is attended by at least half of the Councillors and one member of Council staff (excluding Council, Delegated Committee or Community Asset Committee meetings), the Chief Executive Officer must ensure that a summary of the meeting is:

- a) Tabled at the next convenient Council meeting; and
- b) Recorded in the minutes of that Council meeting.

The Advisory Committees, Councillor Briefings or other Informal Meetings of Councillors are summarised at **Appendix A**.

**Activity Reports by Mayor and Councillors**

By 4.00pm on the day of each Ordinary Council Meeting, the Mayor and Councillors submit a report detailing their attendance at various functions and activities since the last Council Meeting. These reports will be recorded in the minutes of this meeting.

**October Council Meeting**

Due to the October Council meeting being held during the 'caretaker period', there is no provision for submissions or public questions and the matters that Council can consider are restricted. The only item on the agenda for that meeting will be the '2023-24 Annual Report' so it is more cost effective to hold the meeting fully virtually.

**Review of existing Council Delegations**

It is essential and in the interests of effective governance to encourage the delegation of decision making to the lowest competent level within the organisation. This achieves the best use of the abilities of elected Councillors and Officers, ensures cost effective use of resources, and promotes the development of efficient and effective management. Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise and prudent use. Delegations cannot, however, remove from the Council and senior management the ultimate accountability for the affairs of Council.

Council subscribes to the Maddocks Lawyers Authorisations and Delegations Service, which provides biannual advice regarding legislative amendments and the provision of template instruments which are then tailored to the organisational requirements.

Based on the recent release of the updated Instruments of Delegation from Maddocks, a review of the Instrument of Delegation to members of Council staff (S6) has been undertaken through a coordinated review process involving relevant staff from across the organisation.

The S6 Instrument of Delegation has been checked for accuracy, the appropriateness of the delegation and alignment with the organisational structure. The updated S6 Instrument of Delegation is attached at **Appendix B** to this report. A tracked changes version is also attached at **Appendix C**.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES****Financial Management**

Not Applicable.

**Community Engagement**

Not Applicable.

**Other Principles for consideration****Overarching Governance Principles and Supporting Principles**

(i) the transparency of Council decisions, actions and information is to be ensured.



**Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

**Strategic Planning Principles**

Not Applicable.

**Service Performance Principles**

Not Applicable

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

Not applicable.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

Not applicable.

**Economic Development and Cultural Considerations**

Not applicable.

**Operational Impacts**

Not applicable.

**Legal and Risk Implications**

Not applicable.




**IMPLEMENTATION ACTIONS**

Council's website will be updated to reflect the change to the mode of meeting for the October Council meeting.

**RELATED DOCUMENTS**

- *Local Government Act 2020*
- Governance Rules

**Attachments**

- Summary of attendance at Advisory Committees Meetings, Councillor Briefings, and other informal meetings of Councillors (**Appendix A**) [↓](#) 
- S6 Instrument of Delegation to Members of Council Staff - Sept 2024 Clean (**Appendix B**) [↓](#) 
- S6 Instrument of Delegation to Members of Council Staff - Sept 2024 Tracked (**Appendix C**) [↓](#) 

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                            |                                                                                       |
|-------------------------|----------------------------|---------------------------------------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>              | CEO Employment Matters Committee                                                      |
|                         | <b>Date:</b>               | 5 August 2024                                                                         |
|                         | <b>Location:</b>           | Virtual                                                                               |
| <b>PRESENT:</b>         | <b>Councillors:</b>        | Cr. Newton (Mayor) (Chairperson), Cr. Hannan, Cr. Messina, Cr Laurence (Deputy Mayor) |
|                         | <b>Council Staff:</b>      | Yvette Fuller, Chief People Officer                                                   |
|                         | <b>External Attendees:</b> | Joe Carbone – Independent Chair, Ross Millard Monitor                                 |
| <b>APOLOGIES:</b>       |                            | Cr Rennie                                                                             |

The Meeting commenced at 3.30pm

| MATTERS CONSIDERED |                                                          | DISCLOSURES AND COMMENTS  |
|--------------------|----------------------------------------------------------|---------------------------|
| 1                  | Minutes for the CEO Employment Matters Committee Meeting | No conflicts were raised. |
| 2                  | CEO Employment Matter                                    | No disclosures were made. |

The Meeting concluded at 4.23pm

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Yvette Fuller        |
|                             | <b>Officer Title:</b> | Chief People Officer |



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                            |                                                                                                  |
|-------------------------|----------------------------|--------------------------------------------------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>              | CEO Employment Matters Committee                                                                 |
|                         | <b>Date:</b>               | 6 August 2024                                                                                    |
|                         | <b>Location:</b>           | Virtual                                                                                          |
| <b>PRESENT:</b>         | <b>Councillors:</b>        | Cr. Newton (Mayor) (Chairperson), Cr. Hannan, Cr. Messina, Cr Laurence (Deputy Mayor), Cr Rennie |
|                         | <b>Council Staff:</b>      | Yvette Fuller, Chief People Officer                                                              |
|                         | <b>External Attendees:</b> | Joe Carbone – Independent Chair, Ross Millard Monitor, Libby Pallot – Russell Kennedy            |
| <b>APOLOGIES:</b>       |                            |                                                                                                  |

The Meeting commenced at 4.00pm

| MATTERS CONSIDERED |                                                          | DISCLOSURES AND COMMENTS  |
|--------------------|----------------------------------------------------------|---------------------------|
| 1                  | Minutes for the CEO Employment Matters Committee Meeting | No conflicts were raised. |
| 2                  | CEO Employment Matter                                    | No disclosures were made. |

The Meeting concluded at 4.57pm

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Yvette Fuller        |
|                             | <b>Officer Title:</b> | Chief People Officer |



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                            |                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>              | Darebin Education Network                                                                                                                                                                                                                                                                                                                                                                                             |
|                         | <b>Date:</b>               | August 8, 2024                                                                                                                                                                                                                                                                                                                                                                                                        |
|                         | <b>Location:</b>           | Aboriginal Advancement League, 2 Watts Street, Thornbury                                                                                                                                                                                                                                                                                                                                                              |
| <b>PRESENT:</b>         | <b>Councillors:</b>        | Cr. Trent McCarthy                                                                                                                                                                                                                                                                                                                                                                                                    |
|                         | <b>Council Staff:</b>      | Record all Council officers (names & titles) in the following format:<br>Jackie Mansourian, Community Development Officer, Equity and Wellbeing<br>Samuel Muchoki, Wellbeing Policy Lead<br>Bronwyn Ryan-Mercer, Senior Producer Creative Culture and Events<br>Luke Ketchell, Technician, Creative Culture and Events<br>Amanda Kerley, Acting Coordinator Community Development and Wellbeing, Equity and Wellbeing |
|                         | <b>External Attendees:</b> | Two representatives from Department of Education and Training, North-Eastern Melbourne Area (NEMA), North-Western Victoria Region<br>Six Principals/Representatives of Darebin primary and secondary schools<br>CEO Aboriginal Advancement League                                                                                                                                                                     |
| <b>APOLOGIES:</b>       |                            | One representative from Department of Education and Training, North-Eastern Melbourne Area (NEMA), North-Western Victoria Region<br><br>Six Principals/Representatives of Darebin primary and secondary schools                                                                                                                                                                                                       |

The Meeting commenced at 2.05 pm

| MATTERS CONSIDERED |                                                                       | DISCLOSURES AND COMMENTS  |
|--------------------|-----------------------------------------------------------------------|---------------------------|
| 1                  | Minutes of Previous Meeting, May 15, 2024 and any outstanding actions | No disclosures were made. |
| 2                  | History and current priorities of the Aboriginal Advancement League   | No disclosures were made. |

| MATTERS CONSIDERED |                                                                                                                                                                                                                                                   | DISCLOSURES AND COMMENTS  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 3                  | Yoorrook Justice Commission submission by The Pavilion School                                                                                                                                                                                     | No disclosures were made. |
| 4                  | Darebin Municipal Health and Wellbeing Plan – priorities from schools                                                                                                                                                                             | No disclosures were made. |
| 5                  | The work of Festival and Events team and how it connects to Darebin schools and communities, including: <ul style="list-style-type: none"> <li>- School Tours of Council</li> <li>- Various Festivals and spaces, Fuse and Ganbu Gulin</li> </ul> | No disclosures were made. |
| 6                  | Final comments by Chair                                                                                                                                                                                                                           | No disclosures were made. |

The Meeting concluded at 4.00pm

|                             |                       |                               |
|-----------------------------|-----------------------|-------------------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Jackie Mansourian             |
|                             | <b>Officer Title:</b> | Community Development Officer |



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                            |                                                        |
|-------------------------|----------------------------|--------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>              | CEO Employment Matters Committee                       |
|                         | <b>Date:</b>               | 12 August 2024                                         |
|                         | <b>Location:</b>           | Virtual                                                |
| <b>PRESENT:</b>         | <b>Councillors:</b>        | Cr. Newton (Mayor) (Chairperson), Cr Hannan, Cr Rennie |
|                         | <b>Council Staff:</b>      | Yvette Fuller, Chief People Officer                    |
|                         | <b>External Attendees:</b> | Joe Carbone – Independent Chair, Ross Millard Monitor, |
| <b>APOLOGIES:</b>       |                            | Cr Messina, Cr Laurence (Deputy Mayor)                 |

The Meeting commenced at 3.30pm

| MATTERS CONSIDERED |                                                          | DISCLOSURES AND COMMENTS  |
|--------------------|----------------------------------------------------------|---------------------------|
| 1                  | Minutes for the CEO Employment Matters Committee Meeting | No conflicts were raised. |
| 2                  | CEO Employment Matter                                    | No disclosures were made. |
| 2                  | Interim CEO recruitment                                  | No disclosures were made. |

The Meeting concluded at 4.14pm

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Yvette Fuller        |
|                             | <b>Officer Title:</b> | Chief People Officer |



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>         | Councillor Briefing Session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                         | <b>Date:</b>          | 12 August 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                         | <b>Location:</b>      | Council Chamber (Hybrid Meeting)<br>Virtual Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>PRESENT:</b>         | <b>Councillors:</b>   | Cr. Newton (Mayor) (Chairperson) in person<br>Cr. Laurence (Deputy Mayor) in person 5.11pm<br>Cr. Dimitriadis, on line<br>Cr. Greco<br>Cr. Hannan in person<br>Cr. McCarthy- in person arrived 5.06pm<br>Cr. Messina on line 4.18pm<br>Cr. Rennie arrived at 4.26pm in person<br>Cr. Williams on line                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                         | <b>Council Staff:</b> | Rachel Ollivier Acting CEO<br>Kylie Bennetts, General Manager Community<br>Vanessa Petrie, General Manager City Sustainability and Strategy<br>Valli Morphett, Manager Creative Culture & Economic Development<br>Felicity Walsh, Interim Manager Governance & Communication<br>Neil Cooney, Assistant Manager City Development (item1)<br>Marisia Hammerton, Coordinator Statutory Planning (item 1)<br>Paul Moriarty, Senior Statutory Planner (item1)<br>Valli Morphett Manager Creative Culture and Economic Development (items 2 and 3)<br>Carmel Ganino, Coordinator Communications & Engagement (item 4)<br>Lisa Joyce, Team Leader Community Engagement & Demographics (item 4)<br>Stevie Meyer, Manager City Futures (item 5)<br>Lakshmanan Madhu, Hamish Jacobsen, Joel Schmetzer (item 5)<br>Lee McKenzie, Manager Capital & Major Projects (item 6)<br>Van Le, Coordinator Integrated Water Management (item 6) |



|                   |                            |                                                                                    |
|-------------------|----------------------------|------------------------------------------------------------------------------------|
|                   | <b>External Attendees:</b> | <ul style="list-style-type: none"> <li>Municipal Monitor - Ross Millard</li> </ul> |
| <b>APOLOGIES:</b> |                            |                                                                                    |

The Meeting commenced at 4.08pm

| MATTERS CONSIDERED |                                                                              | DISCLOSURES AND COMMENTS  |
|--------------------|------------------------------------------------------------------------------|---------------------------|
| 1                  | Pre-Planning Committee Meeting Questions/Discussion Time for Councillors     | No disclosures were made. |
| 2                  | Draft Darebin Economic Framework                                             | No disclosures were made. |
| 3                  | Northern Innovation & Sustainability Precinct (NISP) Presentation            | No disclosures were made. |
| 4                  | Community Engagement Improvement Plan and Policy Review- engagement outcomes | No disclosures were made. |
| 5                  | Plan for Victoria and Housing Targets Submission                             | No disclosures were made. |
| 6                  | Flood Study Implementation                                                   | No disclosures were made. |
| 7                  | Contract Award CT202358 Provision of Proactive Tree Management Services      | No disclosures were made. |
| 8                  | Council Meeting Agenda Questions                                             | No disclosures were made. |
| 9                  | General Business                                                             | No disclosures were made. |

|  |                                |                           |
|--|--------------------------------|---------------------------|
|  | Third Party Labour Hire System | No disclosures were made. |
|--|--------------------------------|---------------------------|

The Meeting concluded at 6.33pm

|                             |                       |                                            |
|-----------------------------|-----------------------|--------------------------------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Felicity Walsh                             |
|                             | <b>Officer Title:</b> | Interim Manager Governance & Communication |



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                            |                                                               |
|-------------------------|----------------------------|---------------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>              | CEO Employment Matters Committee                              |
|                         | <b>Date:</b>               | 19 August 2024                                                |
|                         | <b>Location:</b>           | Virtual                                                       |
| <b>PRESENT:</b>         | <b>Councillors:</b>        | Cr. Hannan, Cr. Messina, Cr Rennie                            |
|                         | <b>Council Staff:</b>      | Yvette Fuller, Chief People Officer                           |
|                         | <b>External Attendees:</b> | Ross Millard Monitor                                          |
| <b>APOLOGIES:</b>       |                            | Cr. Newton (Mayor) (Chairperson), Cr Laurence (Deputy Mayor), |

The Meeting commenced at 3.30pm

| MATTERS CONSIDERED |                     | DISCLOSURES AND COMMENTS  |
|--------------------|---------------------|---------------------------|
| 1                  | Interim CEO process | No conflicts were raised. |

The Meeting concluded at 4.00pm

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Yvette Fuller        |
|                             | <b>Officer Title:</b> | Chief People Officer |



## SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

|                         |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DETAILS:</b> | <b>Title:</b>              | Councillor Briefing Session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                         | <b>Date:</b>               | 19 August 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                         | <b>Location:</b>           | Council Chamber (Hybrid Meeting)<br>Virtual Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>PRESENT:</b>         | <b>Councillors:</b>        | Cr. Newton (Mayor) (Chairperson) <i>joined at 4.43pm</i><br>Cr. Laurence (Deputy Mayor)<br>Cr. Dimitriadis<br>Cr. Hannan<br>Cr. McCarthy<br>Cr. Messina<br>Cr. Rennie                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                         | <b>Council Staff:</b>      | Rachel Ollivier Acting CEO<br>Enna Giampiccolo, Acting General Manager Customer and Corporate (item 4.1)<br>Kylie Bennetts, General Manager Community (item 4.2, 5.1)<br>Vanessa Petrie, General Manager City Sustainability and Strategy (item 4.4, 5.2)<br>Lisa Wheelhouse, Acting Manager Customer and Transformation (item 4.1)<br>Kassia Gibbs, Coordinator Corporate Strategy (Item 4.1)<br>Srini Krishnan, Chief Financial Officer (Item 4.1)<br>Lee Mckenzie, Manager Assets & Capital (item 4.3)<br>Seamus Lowe, Team Leader, Lease and Licensing (Item 4.3)<br>Allan Middlemast, Acting Manager Climate Emergency & Sustainable Transport (item 4.4)<br>Kevin de Leeuw, Coordinator Sustainable Transport (Item 4.4)<br>Jody Brodribb, Coordinator Governance Services (item 4.5)<br>Jeanne Poustie, Manager Supported and Connected Living (item 5.1)<br>Yash Duggal, Manager Safety & Compliance (item 5.2) |
|                         | <b>External Attendees:</b> | <ul style="list-style-type: none"> <li>• Municipal Monitor - Ross Millard</li> <li>• Kate Oliver, Maddocks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                   |  |                                |
|-------------------|--|--------------------------------|
| <b>APOLOGIES:</b> |  | Cr Greco (on leave of absence) |
|-------------------|--|--------------------------------|

The Meeting commenced at 4.18pm

| MATTERS CONSIDERED |                                                                                           | DISCLOSURES AND COMMENTS                           |
|--------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1                  | 2023-24 Q4 Performance Report (Non-Financial) ending 30 June 2024                         |                                                    |
| 2                  | NARC, Libraries and John Hall Pavilion Naming Opportunities - Community Engagement Report |                                                    |
| 3                  | Leasing of Kindergartens and Childcare Centres                                            | Cr Rennie left the meeting due to an interest      |
| 4                  | Electric Vehicle Charging - Outcomes from Expression of Interest                          | Vanessa Petrie left the meeting due to an interest |
| 5                  | Governance Briefing from Kate Oliver - Election Period and Recent Legislative Amendments  |                                                    |
| 6                  | Council Meeting Agenda Questions                                                          |                                                    |
| 7                  | General Business                                                                          |                                                    |
| 8                  | Supported and Connected Living Q4 2023-24 Service Performance Report                      |                                                    |
| 9                  | Year One Performance of Wat Djerring Animal Facility                                      |                                                    |

The Meeting concluded at 7.39pm

|                             |                       |                                               |
|-----------------------------|-----------------------|-----------------------------------------------|
| <b>RECORD COMPLETED BY:</b> | <b>Officer Name:</b>  | Enna Giampiccolo                              |
|                             | <b>Officer Title:</b> | Acting General Manager Customer and Corporate |



***S6 Instrument of Delegation to Members of Council Staff***

**Darebin City Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**



## INSTRUMENT OF DELEGATION MEMBERS OF COUNCIL STAFF

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

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

| Acronym     | means | Title                                                |
|-------------|-------|------------------------------------------------------|
| Admin – P&B | means | All Administration Staff – Planning and Building     |
| AA          | means | Appeals Advocate                                     |
| AMCD        | means | Assistant Manager City Development                   |
| BSO(B&P)    | means | Business Support Officer (Business and Performance)  |
| BSO(HP)     | means | Business Support Officer (Health Protection)         |
| CAS         | means | Coordinator Asset Strategy                           |
| CCC         | means | Coordinator Civic Compliance                         |
| CEO         | means | Chief Executive Officer                              |
| CFO         | Means | Chief Finance Officer                                |
| CHP         | means | Coordinator Health Protection                        |
| CI&FM       | means | Coordinator Infrastructure and Fleet Maintenance     |
| CPD         | means | Coordinator Priority Development                     |
| CSP         | means | Coordinators Statutory Planning                      |
| CSTP        | means | Coordinator Strategic Planning                       |
| CST         | Means | Coordinator Sustainable Transport                    |
| CW&DRRC     | means | Coordinator Waste & DRRC                             |
| EHT         | Means | Environmental Health Technician                      |
| GMC         | means | General Manager Community                            |
| GMCS&S      | means | General Manager City Sustainability and Strategy     |
| GMC&C       | means | General Manager Customer & Corporate                 |
| GMIO&F      | means | General Manager Infrastructure, Operations & Finance |
| HED&A       | means | Head of Economic Development & Activation            |
| HGR         | means | Head of Governance & Risk                            |
| HPO         | means | Health Protection Officer                            |
| MBS         | means | Municipal Building Surveyor                          |
| MC&MP       | means | Manager Capital & Major Projects                     |
| MCD         | means | Manager City Development                             |

|                                |       |                                                                        |
|--------------------------------|-------|------------------------------------------------------------------------|
| MCF                            | means | Manager City Futures                                                   |
| MCC&ED                         | means | Manager Creative Culture & Economic Development                        |
| MCW                            | means | Manager City Works                                                     |
| MCE&ST                         | means | Manager Climate Emergency & Sustainable Transport                      |
| MG&C                           | means | Manager Governance & Communications                                    |
| PIO                            | means | Planning Investigation Officer                                         |
| PDP                            | means | Priority Development Planner                                           |
| PSP                            | means | All Principal Statutory Planners                                       |
| SCL                            | means | Subdivision Customer Liaison                                           |
| Service Manager or Coordinator | means | The Manager or Coordinator responsible for Council service or facility |
| SEHO                           | means | Senior Environmental Health Officer                                    |
| SO                             | means | Subdivision Officer                                                    |
| SP                             | means | All Statutory Planners                                                 |
| SPA                            | means | Statutory Planning Assistants                                          |
| TLDC                           | means | Team Leader Development Compliance                                     |
| SSO                            | means | Senior Subdivision Officer                                             |
| SSP                            | means | All Senior Statutory Planners                                          |
| STDP                           | means | Student Planner                                                        |
| STE                            | means | Senior Transport Engineer                                              |
| STP                            | means | All Strategic Planners                                                 |
| TE                             | means | All Transport Engineers                                                |
| TLB&P                          | means | Team Leader Business and Performance                                   |
| TLCP&P                         | means | Team Leader Community Projects & Programs                              |
| TLL&AM                         | means | Team Leader Local Laws & Animal Management                             |
| TLTP                           | means | Team Leader Transport Planning                                         |
| TLTS1                          | means | Team Leader Transport Safety                                           |
| TLCPP                          | means | Team Leader Community Projects and Programs                            |

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on \_\_\_\_\_ 2024; and

3.2 the delegation:

3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;

3.2.2 revokes the delegation issued by Council on 25 September 2023;

3.2.3 remains in force until varied or revoked;

3.2.4 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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

- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
  - (a) policy; or
  - (b) strategy
 adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The COMMON SEAL of )  
 DAREBIN CITY COUNCIL )  
 was affixed on \_\_\_\_\_ )  
 with the authority of the Council: )

**Signed** by the Mayor in the presence of )  
 )

Witness .....

Date: .....

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

Witness .....

Date: .....



## INDEX

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| 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 | GMCS&S, MCS&C, TLB&P, TLL&AM, CCC | Council may delegate this power to a Council authorised officer. |

| FOOD ACT 1984 |                                                                                                                                                                                                                                                                                                                                  |                                  |                                                                                                                                                                                                                                         |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                                                                                                                                                                         | Column 3                         | Column 4                                                                                                                                                                                                                                |
| PROVISION     | THING DELEGATED                                                                                                                                                                                                                                                                                                                  | DELEGATE                         | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                |
| s.19(2)(a)    | power to direct by written order that the food premises be put into a clean and sanitary condition                                                                                                                                                                                                                               | CHP, SEHO, HPO, EHT              | If s 19(1) applies.                                                                                                                                                                                                                     |
| s.19(2)(b)    | power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable                                                                                                                                                                                                | CHP, SEHO, HPO, EHT              | If s 19(1) applies.                                                                                                                                                                                                                     |
| s.19(3)       | power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process                                                            | CEO                              | If s 19(1) applies.<br>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),<br>(i) be affixed to a conspicuous part of the premises,<br>(ia) displayed at any point of sale,<br>(ib) be published on the food business's Internet site and<br>(ii) inform the public by notice in a published newspaper, on the Internet site or otherwise | GMCS&S, MCD, CHP, SEHO, HPO, EHT | If s 19(1) applies.                                                                                                                                                                                                                     |
| s.19(6)(a)    | duty to revoke any order under s 19 if satisfied that an order has been complied with                                                                                                                                                                                                                                            | SEHO, HPO, CHP, EHT              | If s 19(1) applies.                                                                                                                                                                                                                     |
| s.19(6)(b)    | duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with                                                                                                                                                                                                                     | CHP, SEHO, HPO, EHT              | If s 19(1) applies.                                                                                                                                                                                                                     |
| s.19AA(2)     | power to direct, by written order, that a person must take any of the actions described in (a)-(c).                                                                                                                                                                                                                              | CHP, SEHO, HPO, EHT              | Where Council is the registration authority.                                                                                                                                                                                            |
| s.19AA(4)(c)  | power to direct, in an order made under s19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises                                                                                                                                                        | Not delegated                    | Note: the power to direct the matters under s 19AA (4) (a) and (b) is not capable of delegation and so such directions must be made by a Council resolution.<br><br>Only in relation to temporary food premises or mobile food premises |

| FOOD ACT 1984 |                                                                                                                                                                                     |                              |                                                                                                                                                                                                                                           |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                            | Column 3                     | Column 4                                                                                                                                                                                                                                  |
| PROVISION     | THING DELEGATED                                                                                                                                                                     | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                  |
| s.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                                                 | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                                                                              |
| s.19CB(4)(b)  | power to request a copy of records                                                                                                                                                  | CHP, SEHO, HPO, EHT,         | Where Council is the registration authority.                                                                                                                                                                                              |
| s.19E(1)(d)   | power to request a copy of the food safety program                                                                                                                                  | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                                                                              |
| s.19EA (3)    | Function of receiving copy of revised food safety program                                                                                                                           | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                                                                                                                                              |
| s 19FA(1)     | Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program             | CHP, SEHO, HPO, EHT          | Where Council is the registration authority<br>Only in relation to temporary food premises or mobile food premises<br>Subject to s 19FA(2), which requires a time limit for compliance to be specified                                    |
| s 19FA(3)(a)  | Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1) | CHP, SEHO, HPO               | Where Council is the registration authority<br>Only in relation to temporary food premises or mobile food premises<br>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)) |
| s 19FA(3)(b)  | Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)                         | CHP                          | Where Council is the registration authority Only in relation to temporary food premises or mobile food premises                                                                                                                           |
| s 19FA(3)(c)  | Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)                                     | CHP                          | Where Council is the registration authority Only in relation to temporary food premises or mobile food premises                                                                                                                           |
| s.19GB        | power to request a proprietor to provide written details of the name, qualification or experience of the current food safety supervisor                                             | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                                                                                                                                              |
| s19IA(1)      | Power to form opinion that the food safety requirements or program are non-compliant.                                                                                               | CHP, SEHO, HPO               | Where Council is the registration authority.                                                                                                                                                                                              |

| FOOD ACT 1984     |                                                                                                                                                                                        |                              |                                                                                                                                                                                 |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1          | Column 2                                                                                                                                                                               | Column 3                     | Column 4                                                                                                                                                                        |
| PROVISION         | THING DELEGATED                                                                                                                                                                        | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                                                        |
| s19IA(2)          | Duty to give written notice to the proprietor of the premises                                                                                                                          | CHP, SEHO, HPO               | Where Council is the registration authority.<br><br>Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))                |
| s.19M(4)(a) & (5) | power to conduct a food safety audit and take actions where deficiencies are identified                                                                                                | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s19N (2)          | Function of receiving notice from the auditor                                                                                                                                          | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                                                                                    |
| s.19NA(1)         | power to request food safety audit reports                                                                                                                                             | CHP, SEHO, HPO, EHT          | 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                                                                                            | CHP                          |                                                                                                                                                                                 |
| s.19UA            | power to charge fees for conducting a food safety assessment or inspection                                                                                                             | CHP                          | Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.                                                                        |
| s.19W             | power to direct a proprietor of a food premises to comply with any requirement under Part IIIB                                                                                         | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s.19W(3)(a)       | power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction                                                                        | CHP, SEHO, HPO, EHT          | 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 | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| ---               | power to register or renew the registration of a food premises                                                                                                                         | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.<br><br>Refusal to grant/or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A (2)). |
| s. 36A            | power to accept an application for registration or notification using online portal                                                                                                    | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority                                                                                                                                     |
| s.36B             | duty to pay the charge for use of online portal                                                                                                                                        | CHP, SEHO, HPO               | Where Council is the registration authority                                                                                                                                     |

| FOOD ACT 1984 |                                                                                                                                           |                              |                                                                                                                |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                  | Column 3                     | Column 4                                                                                                       |
| PROVISION     | THING DELEGATED                                                                                                                           | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                       |
| s.38AA(5)     | power to (a) request further information or (b) advise the proprietor that the premises must be registered if the premises are not exempt | CHP, SHE, HPO, EHT           | Where Council is the registration authority.                                                                   |
| s.38AB(4)     | power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)                        | CHP                          | Where Council is the registration authority.                                                                   |
| s.38A(4)      | power to request a copy of a completed food safety program template                                                                       | CHP, SEHO, HPO, EHT          | 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                     | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s.38B(1)(b)   | duty to ensure proprietor has complied with requirements of s 38A                                                                         | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s.38B(2)      | duty to be satisfied of the matters in s 38B(2)(a)-(b)                                                                                    | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s.38D(1)      | duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39                            | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s.38D(2)      | duty to be satisfied of the matters in section 38D(2)(a)-(d)                                                                              | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s.38D(3)      | power to request copies of any audit reports                                                                                              | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                   |
| s.38E(2)      | power to register the food premises on a conditional basis                                                                                | CHP                          | Where Council is the registration authority.<br>Not exceeding the prescribed time limit defined under S 38E(5) |
| s.38E(4)      | duty to register the food premises when conditions are satisfied                                                                          | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s.38F(3)(b)   | power to require proprietor to comply with requirements of this Act                                                                       | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                   |
| s. 38G(1)     | power to require notification of change of the food safety program type used for the food premises                                        | CHP, SEHO, HPO, EHT          | Where Council is the registration authority                                                                    |
| s. 38G(2)     | Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises              | CHP, SEHO, HPO, EHT          | Where Council is the registration authority                                                                    |

| FOOD ACT 1984 |                                                                                                                                                                           |                              |                                                                                                                      |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                  | Column 3                     | Column 4                                                                                                             |
| PROVISION     | THING DELEGATED                                                                                                                                                           | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                             |
| s. 38G(4)     | power to require the proprietor of the food premises to comply with any requirement of the Act                                                                            | CHP, SEHO, HPO, EHT          | Where Council is the registration authority                                                                          |
| s. 39 (2)     | Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed                                 | CHP, SEHO, HPO, EHT          | Where Council is the registration authority                                                                          |
| s.39A         | power to register or renew the registration of a food premises despite minor defects                                                                                      | CHP, SEHO, HPO, EHT          | Where Council is the registration authority. Only if satisfied of matters in s 39A(2)(a)-(c)                         |
| s 39A (6)     | Duty to comply with a direction of the Secretary                                                                                                                          | CHP, SEHO, HPO, EHT          |                                                                                                                      |
| s 40(1)       | Duty to give the person in whose name the premises is to be registered a certificate of registration                                                                      | CHP, SEHO, HPO, EHT          | Where Council is the registration authority                                                                          |
| s.40(2)       | power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i> | CHP                          | Where Council is the registration authority.                                                                         |
| s.40C(2)      | power to grant or renew the registration of food premises for a period of less than 1 year                                                                                | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                         |
| s.40D(1)      | power to suspend or revoke the registration of food premises                                                                                                              | CHP                          | Where Council is the registration authority.<br>In consultation with the GMSC&S. Action must be ratified by Council. |
| s. 40E        | Duty to comply with direction of the Secretary                                                                                                                            | CHP, SEHO, HPO, EHT, BSO(HP) |                                                                                                                      |
| s. 40F        | power to cancel registration of food premises                                                                                                                             | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority                                                                          |
| s. 43         | Duty to maintain records of registration                                                                                                                                  | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority                                                                          |
| s.43F(6)      | duty to be satisfied that registration requirements under Division 3 have been met prior to registering, or renewing registration of a component of a food business       | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                         |

| FOOD ACT 1984 |                                                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                  |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                                                                                                                          | Column 3            | Column 4                                                                                                                                                         |
| PROVISION     | THING DELEGATED                                                                                                                                                                                                                                                                   | DELEGATE            | CONDITIONS & LIMITATIONS                                                                                                                                         |
| s.43F(7)      | power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements                                                                                                       | CHP, SEHO, HPO, EHT | Where Council is the registration authority. Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)) |
| s.45AC        | Power to bring proceedings                                                                                                                                                                                                                                                        | CHP, SEHO           |                                                                                                                                                                  |
| 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 | CHP, SEHO           | Where Council is the registration authority. In consultation with the GMCS&S.                                                                                    |



| HERITAGE ACT 2017 |                                                                            |           |                                                                                                                                                                                                                                                                                |
|-------------------|----------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1          | Column 2                                                                   | Column 3  | Column 4                                                                                                                                                                                                                                                                       |
| PROVISION         | THING DELEGATED                                                            | DELEGATE  | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                       |
| s.116             | power to sub-delegate the Executive Director's functions, duties or powers | MCD, AMCD | <p>Must first obtain the Executive Director's written consent.</p> <p>Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub- delegation.</p> <p>'Executive Director' means the Executive Director of Heritage Victoria.</p> |

| LOCAL GOVERNMENT ACT 1989 |                                                           |                  |                                                                            |
|---------------------------|-----------------------------------------------------------|------------------|----------------------------------------------------------------------------|
| Column 1                  | Column 2                                                  | Column 3         | Column 4                                                                   |
| PROVISION                 | THING DELEGATED                                           | DELEGATE         | CONDITIONS & LIMITATIONS                                                   |
| s.185L(4)                 | Power to declare and levy a cladding rectification charge | CEO <sup>2</sup> | Council has not entered into any cladding rectification charge agreements. |

<sup>2</sup> The only member of staff who can be a delegate in Column 3 is the CEO.

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                    |                          |                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------|
| Column 1                          | Column 2                                                                                                                                                           | Column 3                 | Column 4                       |
| PROVISION                         | THING DELEGATED                                                                                                                                                    | DELEGATE                 | CONDITIONS & LIMITATIONS       |
| s.4B                              | power to prepare an amendment to the Victorian Planning Provisions                                                                                                 | MCD, AMCD, MCF, CSTP     | If authorised by the Minister. |
| s.4G                              | function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister                                                       | GMCS&S, MCD, AMCD, MCF   |                                |
| s.4H                              | duty to make amendment to the Victorian Planning Provisions available in accordance with public availability requirements                                          | MCF, CSTP, STP           |                                |
| s.4I (2)                          | duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements                         | MCF, CSTP                |                                |
| s.8A(2)                           | power to prepare an amendment to the planning scheme where the Minister has given consent under s 8A                                                               | MCF, CSTP                |                                |
| s.8A(3)                           | power to apply to the Minister to prepare an amendment to the planning scheme                                                                                      | GMCS&S, MCF, MCD, AMCD   |                                |
| s.8A(5)                           | function of receiving notice of the Minister's decision                                                                                                            | GMCS&S, MCF, MCD, AMCD   |                                |
| 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                    | MCF, CSTP                |                                |
| s.8B(2)                           | power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district                                 | Not delegated            |                                |
| 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 | MCF, CSTP                |                                |
| s.12B(1)                          | duty to review the planning scheme                                                                                                                                 | MCF, CSTP                |                                |
| s.12B(2)                          | duty to review planning scheme at direction of the Minister                                                                                                        | MCF, CSTP                |                                |
| s.12B(5)                          | duty to report findings of a review of the planning scheme to the Minister without delay                                                                           | MCF, CSTP                |                                |
| s.14                              | Duties of a Responsible Authority as set out in s 14 (a)-(d)                                                                                                       | MCD, AMCD, MCF, CSP, CPD |                                |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                         |                                                      |                                                                                                                                                                                                                                                                    |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                | Column 3                                             | Column 4                                                                                                                                                                                                                                                           |
| PROVISION                         | THING DELEGATED                                                                                                                                                         | DELEGATE                                             | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                           |
| s.17(1)                           | duty of giving a copy of an amendment to the planning scheme                                                                                                            | MCF, CSTP, STP, SCL, STDP, Admin - P&B               |                                                                                                                                                                                                                                                                    |
| s.17(2)                           | duty of giving a copy of a s 173 agreement                                                                                                                              | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, STP |                                                                                                                                                                                                                                                                    |
| s.17(3)                           | duty of giving a copy of amendment, explanatory report and relevant documents to Minister within 10 business days                                                       | GMCS&S, MCD, AMCD, CSP, CPD, PSP, PDP, AA,           |                                                                                                                                                                                                                                                                    |
| s.18                              | duty to make an amendment etc. available in accordance with public availability requirements                                                                            | MCF, CSTP, STP                                       | Until the proposed amendment is approved or lapsed                                                                                                                                                                                                                 |
| s.19                              | power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme | MCD, AMCD, MCF                                       |                                                                                                                                                                                                                                                                    |
| s.19                              | function of receiving notice of preparation of an amendment to a planning scheme                                                                                        | GMCS&S, MCF, MCD, AMCD,                              | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br><br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.                                       |
| s.20(A)                           | Power to apply to Minister to prepare an amendment in a prescribed class                                                                                                | GMCS&S                                               | To allow officers to apply to Minister to carry out an amendment to the Darebin Planning Scheme for prescribed classes of fix ups to the Darebin Planning Scheme<br><br>These are always administrative and minor in nature and require no notice through the Act. |
| s.20(1)                           | power to apply to Minister for exemption from the requirements of s 19                                                                                                  | GMCS&S, MCD, AMCD, MCF                               | Where Council is a Planning authority                                                                                                                                                                                                                              |
| s.20(2)<br>GMCS&S                 | Power to apply to Minister for a planning scheme amendment exemption from the requirements of s 19                                                                      | GMCS&S                                               | To allow officers to apply to Minister to carry out an amendment to the Darebin Planning Scheme for fix-up amendments that require no notice.                                                                                                                      |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                         |                                                            |                                                                                                                                                            |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                | Column 3                                                   | Column 4                                                                                                                                                   |
| PROVISION                         | THING DELEGATED                                                                                                         | DELEGATE                                                   | CONDITIONS & LIMITATIONS                                                                                                                                   |
| s.20(4)                           | Power to apply to Minister to prepare a planning scheme amendment to exempt themselves from notice requirements of s 19 | GMCS&S                                                     | For the purposes of applying an interim heritage overlay to facilitate suspension of a demolition permit in accordance with s29B of the Building Act 1993. |
| s.21(2)                           | duty to make submissions available in accordance with public availability requirements                                  | MCF, CSTP, STP                                             | Relates to planning scheme amendments.<br><br>Until the end of 2 months after the amendment comes into operation or lapses                                 |
| s.21A(4)                          | Duty to publish notice                                                                                                  | MCF, CSTP, STP                                             |                                                                                                                                                            |
| s.22 (1)                          | duty to consider all submissions received before the date specified in the notice                                       | Not delegated                                              | Except submissions which request a change to the items in s.22(5)(a) and (b).<br><br>Council/Planning Committee decision required.                         |
| s.22 (2)                          | Power to consider a late submission<br><br>Duty to consider a late submission, if directed by the Minister              | GMCS&S, MCF, CSTP                                          |                                                                                                                                                            |
| s.23(1)(b)                        | duty to refer submissions which request a change to the amendment to a panel                                            | MCF, CSTP,                                                 |                                                                                                                                                            |
| s.23(2)                           | power to refer to a panel submissions which do not require a change to the amendment                                    | MCF, CSTP, STP                                             |                                                                                                                                                            |
| s.24                              | function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)    | MCD, AMCD, MCF CSP, CPD, CSTP, PSP, PDP, AA, SSP, SP, STP  |                                                                                                                                                            |
| s.26(1)                           | power to make a report available for inspection in accordance with the requirements set out in s 197B of the Act        | MCD, AMCD, MCF, CSP, CPD, CSTP, PSP, PDP, AA, SSP, SP, STP |                                                                                                                                                            |
| s.26(2)                           | duty to keep the report of panel available in accordance with public availability requirements                          | MCF, CSTP, STP                                             | During the Inspection period                                                                                                                               |
| s.27(2)                           | power to apply for exemption if panel's report is not received                                                          | MCD, AMCD, MCF                                             |                                                                                                                                                            |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                       |                        |                                                                                 |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                              | Column 3               | Column 4                                                                        |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                       | DELEGATE               | CONDITIONS & LIMITATIONS                                                        |
| s.28 (1)                          | duty to notify Minister if abandoning an amendment                                                                                                                                                                    | GMCS&S, MCD, AMCD, MCF | Note: the power to make a decision to abandon an amendment cannot be delegated. |
| s. 28(2)                          | duty to publish notice of the decision on Internet site                                                                                                                                                               | MCD, AMCD              |                                                                                 |
| s. 28(4)                          | duty to make notice of the decision available on Council's Internet site for a period of at least 2 months                                                                                                            | MCD, AMCD              |                                                                                 |
| s.30(4)(a)                        | duty to say if an amendment has lapsed                                                                                                                                                                                | MCF, CSTP, STP         |                                                                                 |
| s.30(4)(b)                        | duty to provide information in writing upon request                                                                                                                                                                   | MCF, CSTP, STP         |                                                                                 |
| s.32(2)                           | duty to give more notice if required                                                                                                                                                                                  | MCF, CSTP, STP         |                                                                                 |
| s.33(1)                           | duty to give more notice of changes to an amendment                                                                                                                                                                   | MCF, CSTP, STP         |                                                                                 |
| s.36(2)                           | duty to give notice of approval of amendment                                                                                                                                                                          | MCF, CSTP, STP         |                                                                                 |
| s.38(5)                           | duty to give notice of revocation of an amendment                                                                                                                                                                     | MCF, CSTP, STP         |                                                                                 |
| s.39                              | function of being a party to a proceeding commenced under s 39 and duty to comply with a determination by VCAT                                                                                                        | MCF, CSTP, STP         |                                                                                 |
| s.40(1)                           | function of lodging copy of approved amendment                                                                                                                                                                        | MCF, CSTP, STP         |                                                                                 |
| s.41 (1)                          | duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period                                                                               | MCF, CSTP, STP         |                                                                                 |
| s.41 (2)                          | duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends                   | MCF, CSTP, STP         |                                                                                 |
| s.42 (2)                          | duty to make copy of planning scheme available in accordance with the public availability requirements                                                                                                                | MCF, CSTP, STP         |                                                                                 |
| s.46AAA                           | duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity | Not applicable         | Where Council is a responsible public entity and is a planning authority.       |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                      |                              |                                                                                                                                                      |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                             | Column 3                     | Column 4                                                                                                                                             |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                      | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                             |
| s.46AW                            | function of being consulted by the Minister                                                                                                                                                                                          | GMCS&S, MCD, AMCD, MCF       | Where Council is a responsible public entity.                                                                                                        |
| s.46AX                            | function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy<br><br>power to endorse the draft Statement of Planning Policy             | GMCS&S, MCD, AMCD, MCF       | Where Council is a responsible public entity.                                                                                                        |
| s.46AZC2                          | to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity                           | GMCS&S, MCD, AMCD, MCF, CSTP | Where Council is a responsible public entity.                                                                                                        |
| s.46AZK                           | duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | GMCS&S, MCD, AMCD, MCF, CSTP | Where Council is a responsible public entity.                                                                                                        |
| s.46GI(2)(b)(i)                   | power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction                                                                            | GMCS&S, CFO                  | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency. |
| s.46GJ(1)                         | function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans                                                                                          | GMCS&S, CFO                  |                                                                                                                                                      |
| s.46GK                            | duty to comply with a Minister's direction that applies to Council as the planning authority                                                                                                                                         | GMCS&S, MCD, AMCD, MCF       |                                                                                                                                                      |
| s.46GN(1)                         | duty to arrange for estimates of values of inner public purpose land                                                                                                                                                                 | GMCS&S, MCD, AMCD, MCF, CFO  |                                                                                                                                                      |
| s.46GO(1)                         | duty to give notice to owners of certain inner public purpose land                                                                                                                                                                   | GMCS&S, MCD, AMCD, MCF       |                                                                                                                                                      |
| s.46GP                            | function of receiving a notice under s 46GO                                                                                                                                                                                          | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency.                                                                                                              |
| s.46GQ                            | function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land                                                 | GMCS&S, MCD, AMCD, MCF, CFO  |                                                                                                                                                      |
| s.46GR(1)                         | duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO                                                                                                               | GMCS&S, MCD, AMCD, MCF, CSTP |                                                                                                                                                      |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                           |                              |                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                                  | Column 3                     | Column 4                                |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                           | DELEGATE                     | CONDITIONS & LIMITATIONS                |
| s.46GR(2)                         | power to consider a late submission<br>duty to consider a late submission if directed to do so by the Minister                                                                                                                                                            | GMCS&S, MCD, AMCD, MCF, CSTP |                                         |
| s.46GS(1)                         | power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ                                                                                                                                                    | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GS(2)                         | duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general              | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GT(2)                         | duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference                                                                                                                                                                        | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GT(4)                         | function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land                                                  | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| .46GT(6)                          | function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)                                                                                                                                                                         | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GU                            | duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met | Not delegated.               |                                         |
| s.46GV(3)                         | function of receiving the monetary component and any land equalisation amount of the infrastructure contribution<br>power to specify the manner in which the payment is to be made                                                                                        | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency  |
| s.46GV(3)(b)                      | power to enter into an agreement with the applicant                                                                                                                                                                                                                       | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency  |
| s.46GV(4)(a)                      | function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)                                                                                                                                                                                  | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the development agency |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                  |                              |                                                                                                                                                                     |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                         | Column 3                     | Column 4                                                                                                                                                            |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                  | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                                            |
| s.46GV(4)(b)                      | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)                                                                                                                                         | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency                                                                                                                              |
| s.46GV(7)                         | duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area                                                                   | GMCS&S, MCD, AMCD, MCF, CSTP |                                                                                                                                                                     |
| s.46GV(9)                         | power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction                                                            | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency                                                                                                                              |
| s.46GX(1)                         | power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable                                                                                   | GMCS&S, MCD, AMCD, CSP CPD   | Where council is the collecting agency                                                                                                                              |
| s.46GX(2)                         | duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | GMCS&S, MCD, AMCD, CSP CPD   | Where Council is the collecting agency                                                                                                                              |
| s.46GY(1)                         | duty to keep proper and separate accounts and records                                                                                                                                                                            | GMCS&S, MCD, AMCD, CFO       | Where Council is the collecting agency                                                                                                                              |
| s.46GY(2)                         | duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                    | GMCS&S, MCD, AMCD, CFO       | Where Council is the collecting agency                                                                                                                              |
| .46GZ(2)(a)                       | duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs                                                                                | MCD, AMCD                    | Where Council is the collecting agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is that planning authority |
| s.46GZ(2)(a)                      | function of receiving the monetary component                                                                                                                                                                                     | MCD, AMCD                    | Where the Council is the planning authority<br><br>This duty does not apply where Council is also the collecting agency                                             |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                      |                   |                                                                                                                                                                                   |
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| Column 1                          | Column 2                                                                                                                                                                                                                             | Column 3          | Column 4                                                                                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                      | DELEGATE          | CONDITIONS & LIMITATIONS                                                                                                                                                          |
| s.46GZ(2)(b)                      | duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities | MCD, AMCD         | Where Council is the collecting agency under an approved infrastructure contribution plan<br>This provision does not apply where Council is also the relevant development agency  |
| s.46GZ(2)(b)                      | function of receiving the monetary component                                                                                                                                                                                         | MCD, AMCD         | Where Council is the development agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency          |
| s.46GZ(4)                         | duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)                                              | GMCS&S, CFO       | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                        |
| s.46GZ(5)                         | duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency      | GMCS&S, MCD, AMCD | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the relevant development agency |
| s.46GZ(5)                         | function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land                                                                                                               | GMCS&S, MCD, AMCD | Where Council is the development agency specified in the approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency  |
| s.46GZ(7)                         | duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW                                  | MCD, AMCD, CFO    | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                        |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                 |                           |                                                                                                                                                                                                                                                                                                                                                                            |
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| Column 1                          | Column 2                                                                                                                                                                                                                        | Column 3                  | Column 4                                                                                                                                                                                                                                                                                                                                                                   |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                 | DELEGATE                  | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                   |
| s.46GZ(9)                         | duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan responsible for the use and development of that land                                | MCD, AMCD, CFO            | If any inner public purpose land is vested in Council under the <i>Subdivision Act</i> 1988 or acquired by Council before the time it is required to be provided to Council under s.46GV(4)<br><br>Where Council is the collecting agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the development agency |
| s.46GZ(9)                         | function of receiving the fee simple in the land                                                                                                                                                                                | MCD, AMCD                 | Where Council is the development agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the collecting agency                                                                                                                                                                                                    |
| s.46GZA(1)                        | duty to keep proper and separate accounts and records                                                                                                                                                                           | MCD, AMCD, CFO            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZA(2)                        | duty to keep the accounts and records in accordance with the <i>Local Government Act</i> 2020                                                                                                                                   | MCD, AMCD, CFO            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZB(3)                        | duty to follow the steps set out in s 46GZB(3)(a)–(c)                                                                                                                                                                           | CFO, MCD, AMCD            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZB(4)                        | duty, in accordance with requirements of the VPA to report on the use of the infrastructure contribution in the development agency’s annual report and provide reports on the use of the infrastructure contribution to the VPA | CFO, MCD, AMCD, MG&C, HGR | If the VPA is the collecting agency under an approved infrastructure contributions plan<br><br>Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                   |
| s.46GZD(2)                        | duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)                                                                      | CFO, MCD, AMCD            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZD(3)                        | duty to follow the steps set out in s 46GZD(3)(a) and (b)                                                                                                                                                                       | CFO, MCD, AMCD            | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                 |
| s46GZD(5)                         | Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)                                                                                                                                        | CFO, MCD, AMCD            | Where Council is the collecting agency under an approved infrastructure contributions pan                                                                                                                                                                                                                                                                                  |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                                                                                                                               |                |                                                                                                                                                                              |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                                                                                                                                                      | Column 3       | Column 4                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                                                                                                               | DELEGATE       | CONDITIONS & LIMITATIONS                                                                                                                                                     |
| s.46GZE(2)                        | duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | MCD, AMCD, CFO | Where Council is the development agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the collecting agency      |
| s.46GZE(2)                        | function of receiving the unexpended land equalisation amount                                                                                                                                                                                                                                                                                                                                 | MCD, AMCD, CFO | Where Council is the collecting agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the development agency      |
| s.46GZE(3)                        | duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3) (a) and (b)                                                                                                                                                                                                                                  | CFO            | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                   |
| s.46GZF(2)                        | duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land                                                                                                                                                                           | MCD, AMCD, CFO | Where Council is the development agency under an approved infrastructure contributions plan                                                                                  |
| S.46GZF(3)                        | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)                                                                                                                                                                                                                                                                                                       | MCD, AMCD, CFO | Where Council is the development agency under an approved infrastructure contributions plan                                                                                  |
| s.46GZF(3)                        | Function of receiving proceeds of sale                                                                                                                                                                                                                                                                                                                                                        | MCD, AMCD, CFO | Where Council is the collection agency under an approved infrastructure contributions plan<br><br>This provision does not apply where Council is also the development agency |
| s.46GZF(4)                        | duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)                                                                                                                                                                                | MCD, AMCD, CFO | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                   |
| s.46GZF6                          | duty to make the payments under section46GZF(4) in accordance with s 46GZF(6)(a) and (b)                                                                                                                                                                                                                                                                                                      | CFO, MCD, AMCD | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                   |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                       |                                             |                                                                                            |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                              | Column 3                                    | Column 4                                                                                   |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                       | DELEGATE                                    | CONDITIONS & LIMITATIONS                                                                   |
| s.46GZH                           | power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction                               | CFO                                         | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZI                           | duty to prepare and give a report to the Minister at the times required by the Minister                                                                                                               | MCD, AMCD, CFO                              | Where Council is a collecting agency or development agency                                 |
| s.46GZK                           | power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council                                                                                              | MCD, AMCD, CFO                              | Where Council is a collecting agency or development agency                                 |
| s.46LB(3)                         | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB(2)             | MCD, AMCD, CFO                              |                                                                                            |
| s.46N(1)                          | duty to include condition in permit regarding payment of development infrastructure levy                                                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSO |                                                                                            |
| s.46N(2)(c)                       | function of determining time and manner for receipt of development contributions levy                                                                                                                 | MCD, AMCD, MCF, CSP, CPD                    |                                                                                            |
| s.46N(2)(d)                       | power to enter into an agreement with the applicant regarding payment of development infrastructure levy                                                                                              | MCD, AMCD, MCF, CSP, CPD                    |                                                                                            |
| 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                                                                                | MCD, AMCD, MCF, CSP, CPD, MBS               |                                                                                            |
| s.46O(1)(d) & (2)(d)              | power to enter into agreement with the applicant regarding payment of community infrastructure levy                                                                                                   | MCD, AMCD, MCF, CSP, CPD,                   |                                                                                            |
| s.46P(1)                          | power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured                                                                                                          | CHP, MCF, CSP, CPD,                         |                                                                                            |
| s.46P(2)                          | power to accept provision of land, works, services or facilities in part or full payment of levy payable                                                                                              | MCD, AMCD, MCF                              |                                                                                            |
| s.46Q(1)                          | duty to keep proper accounts of levies paid                                                                                                                                                           | MCD, AMCD, MCF                              |                                                                                            |
| 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 | MCD, AMCD, CSP, CPD,                        |                                                                                            |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                                 |                                  |                                                                                                                                                                              |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                                                        | Column 3                         | Column 4                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                 | DELEGATE                         | CONDITIONS & LIMITATIONS                                                                                                                                                     |
| 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.                                                                                                                      | MCD, AMCD, MCF, CSP CPD,         |                                                                                                                                                                              |
| s.46Q(3)                          | power to refund any amount of levy paid if it is satisfied the development is not to proceed                                                                                                                                                                                                    | MCD, AMCD, CSTP, CSP, CPD, MC&MP | Only applies when levy is paid to Council as a 'development agency'.                                                                                                         |
| s.46Q(4)(c)                       | duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a) | MCD, AMCD, CSP CPD,              | 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                                                                                                                                                                                                      | GMCS&S, MCD, AMCD, MCF           | Must be done in accordance with Part 3.                                                                                                                                      |
| s.46Q(4)(e)                       | duty to expend that amount on other works etc.                                                                                                                                                                                                                                                  | MCD, AMCD, MCF, MC&MP            | 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                                                                                                                                                                                                                                       | MCD, AMCD, MCF                   |                                                                                                                                                                              |
| s.46QD                            | duty to prepare report and give a report to the Minister                                                                                                                                                                                                                                        | GMCS&S, MCD, AMCD, MCF           | Where Council is a collecting agency or development agency.                                                                                                                  |
| s.46V(3)                          | duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period                                                         | Not applicable                   |                                                                                                                                                                              |
| s.46V(4)                          | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period                                         | Not applicable                   |                                                                                                                                                                              |
| s.46V(5)                          | Duty to keep a copy of the approved strategy plan incorporating all amendments to it                                                                                                                                                                                                            | Not applicable                   |                                                                                                                                                                              |
| s.46V(6)                          | Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirement                                                                                                                                              | Not applicable                   |                                                                                                                                                                              |

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| Column 1                          | Column 2                                                                                               | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                        | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.46Y                             | duty to carry out works in conformity with the approved strategy plan                                  | Not applicable                                                                   |                          |
| s.47                              | power to decide that an application for a planning permit does not comply with that Act                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.49(1)                           | duty to keep a register of all applications for permits and determinations relating to permits         | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B          |                          |
| s.49(2)                           | duty to make register available for inspection in accordance with the public availability requirements | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B |                          |
| s.50(4)                           | duty to amend applications                                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50(5)                           | Power to refuse to amend application                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50(6)                           | Duty to make note of amendment to application in register                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50A(1)                          | power to make amendment to application                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50A(3)                          | power to require applicant to notify owner and make a declaration that notice has been given           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50A(4)                          | duty to note amendment to an application in register                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B |                          |

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| Column 1                          | Column 2                                                                                                                                                                      | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                               | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.51                              | duty to make a copy of an application available for inspection in accordance with the public availability requirements                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin – P&B |                          |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.52(1)(b)                        | duty to give notice of the application to other municipal Council where appropriate                                                                                           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO                              |                          |
| s.52(1)(c)                        | duty to give notice of the application to all persons required by the planning scheme                                                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| 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                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| 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        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO                              |                          |
| s.52(1)(d)                        | duty to give notice of the application to other persons who may be detrimentally effected                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.52(1AA)                         | duty to give notice of an application to remove or vary a registered restrictive covenant                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.52(3)                           | power to give any further notice of an application where appropriate                                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.53(1)                           | power to require the applicant to give notice under s 52(1) to persons specified by it                                                                                        | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO                                  |                          |



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| Column 1                          | Column 2                                                                                                                             | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                      | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.53(1A)                          | power to require the applicant to give the notice under s 52(1AA)                                                                    | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO                                  |                          |
| s.54(1)                           | power to require the applicant to provide more information                                                                           | CHP, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                               |                          |
| s.54(1A)                          | duty to give notice in writing of information required under s 54(1)                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.54(1B)                          | duty to specify the lapse date for an application                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.54A(3)                          | power to decide to extend time or refuse to extend time to give required information                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.54A(4)                          | duty to give written notice of decision to extend or refuse to extend time und s 54A(3)                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.55(1)                           | duty to give copy application, together with the prescribed information to every referral authority specified in the planning scheme | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57(2A)                          | power to reject objections considered made primarily for commercial advantage for the objector                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA,                                               |                          |
| s.57(3)                           | function of receiving name and address of persons to whom notice of decision is to go                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57(5)                           | duty to make a copy of all objections available in accordance with the public availability requirements                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |

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| Column 1                          | Column 2                                                                              | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                       | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.57A(4)                          | duty to amend application in accordance with applicant's request, subject to s 57A(5) | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO SSO,                         |                          |
| s.57A(5)                          | power to refuse to amend application                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.57A(6)                          | duty to note amendments to application in register                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57B(1)                          | duty to determine whether and to whom notice should be given                          | CMCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                        |                          |
| s.57B(2)                          | duty to consider certain matters in determining whether notice should be given        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.57C(1)                          | duty to give copy of amended application to referral authority                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.58                              | duty to consider every application for a permit                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.58A                             | power to request advice from the Planning Application Committee                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.60                              | duty to consider certain matters                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s60(1A)                           | power to consider certain matters                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |

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| Column 1                          | Column 2                                                                                                                                                 | Column 3                                                 | Column 4                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                                                                          | DELEGATE                                                 | CONDITIONS & LIMITATIONS                                                                                                                                                                     |
| s.60(1B)                          | duty to consider number of objectors in considering whether use or development may have significant social effect                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                                                                                                                                                                                              |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO | The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> .<br><br>In accordance with Council's Planning Committee Charter. |
| s.61(2)                           | duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                                                                                                                                                                                              |
| s.61(2A)                          | power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                                                                                                                                                                                              |
| s.61(3)(a)                        | duty not to decide to grant a permit to use coastal Crown land without Minister's consent                                                                | Not applicable                                           |                                                                                                                                                                                              |
| s.61(3)(b)                        | duty to refuse to grant the permit without the Minister's consent                                                                                        | Not applicable                                           |                                                                                                                                                                                              |
| s.61(4)                           | duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                                                                                                                                                                                              |
| s.62(1)                           | duty to include certain conditions in deciding to grant a permit                                                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                                                                                                                                                                                              |
| s.62(2)                           | power to include other conditions                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO          |                                                                                                                                                                                              |
| s.62(4)                           | duty to ensure conditions are consistent with paragraphs (a),(b) and (c)                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO      |                                                                                                                                                                                              |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                             |                                                                             |                                                                                         |
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| Column 1                          | Column 2                                                                                                                                                                                                                                    | Column 3                                                                    | Column 4                                                                                |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                             | DELEGATE                                                                    | CONDITIONS & LIMITATIONS                                                                |
| s.62(5)(a)                        | power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan                                                                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    |                                                                                         |
| s.62(5)(b)                        | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement                                                                                                       | MCD, AMCD,                                                                  |                                                                                         |
| s.62(5)(c)                        | power to include a permit condition that specified works be provided or paid for by the applicant                                                                                                                                           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    |                                                                                         |
| s 62(6)(a)                        | duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)                                                                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    |                                                                                         |
| s.62(6)(b)                        | duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    |                                                                                         |
| s.63                              | duty to issue the permit where made a decision in favour of the application (if no one has objected)                                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    |                                                                                         |
| s.64(1)                           | duty to give notice of decision to grant a permit to applicant and objectors                                                                                                                                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SCL, STDP, Admin - P&B | This provision applies also to a decision to grant an amendment to a permit – see s 75  |
| s.64(3)                           | duty not to issue a permit until after the specified period                                                                                                                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    | This provision applies also to a decision to grant an amendment to a permit – see s 75  |
| s.64(5)                           | Duty to give each objector a copy of an exempt decision                                                                                                                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    | This provision applies also to a decision to grant an amendment to a permit – see s 75  |
| s.64A                             | duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                    | This provision applies also to a decision to grant an amendment to a permit - see s 75A |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                    |                                                                                  |                                                                                                                                                                                                              |
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| Column 1                          | Column 2                                                                                                                                           | Column 3                                                                         | Column 4                                                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                                                                    | DELEGATE                                                                         | CONDITIONS & LIMITATIONS                                                                                                                                                                                     |
| s.65(1)                           | duty to give notice of refusal to grant permit to applicant and person who objected under s 57                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.66(1)                           | duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.66(2)                           | duty to give a recommending referral authority notice of its decision to grant a permit                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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 a copy of its decision to refuse any permit                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.                       |
| s.66(6)                           | duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.69(1A)                          | function of receiving application for extension of time to complete development                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.69(2)                           | power to extend time                                                                                                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                                              |
| s.70                              | duty to make copy permit available in accordance with the public availability requirements                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                            |                                                                                  |                                                                                                                                                                                                                          |
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| Column 1                          | Column 2                                                                                                                                                   | Column 3                                                                         | Column 4                                                                                                                                                                                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                                            | DELEGATE                                                                         | CONDITIONS & LIMITATIONS                                                                                                                                                                                                 |
| s.71(1)                           | power to correct certain mistakes                                                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                                                          |
| s.71(2)                           | duty to note corrections in register                                                                                                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                                          |
| s.73                              | power to decide to grant amendment subject to conditions                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | In accordance with Council's Planning Committee Charter                                                                                                                                                                  |
| s.74                              | duty to issue amended permit to applicant if no objectors                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO                              |                                                                                                                                                                                                                          |
| s.76                              | duty to give applicant and objectors notice of decision to refuse to grant amendment to permit                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                                          |
| s.76A(1)                          | duty to give relevant determining referral authorities copy of an amended permit and copy of notice                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, Admin - P&B            |                                                                                                                                                                                                                          |
| s.76A(2)                          | duty to give a recommending referral authority notice of its decision to grant an amendment to a permit                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, Admin - P&B            | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.                             |
| s.76A(6)                          | duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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.                             |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                       |                                                                                  |                                                          |
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| Column 1                          | Column 2                                                                                                                              | Column 3                                                                         | Column 4                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                       | DELEGATE                                                                         | CONDITIONS & LIMITATIONS                                 |
| s.76D                             | duty to comply with direction of Minister to issue amended permit                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.83                              | function of being respondent to an appeal                                                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.83B                             | duty to give or publish notice of application for review                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                          |
| s.84(1)                           | power to decide on application at any time after an appeal is lodged against failure to grant a permit                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | In accordance with Council's Planning Committee Charter. |
| 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    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.84(6)                           | duty to issue permit on receipt of advice within 3 business days                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.84AB                            | power to agree to confining a review by the Tribunal                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA,                                               |                                                          |
| s.86                              | duty to issue a permit at order of Tribunal within 3 business days                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.87(3)                           | power to apply to VCAT for the cancellation or amendment of a permit                                                                  | MCS &C, MCD, AMCD, CSP, CCC, TLDC, CPD, PSP, PDP, AA,                            |                                                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                   |                                                               |                                 |
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| Column 1                          | Column 2                                                                                                          | Column 3                                                      | Column 4                        |
| PROVISION                         | THING DELEGATED                                                                                                   | DELEGATE                                                      | CONDITIONS & LIMITATIONS        |
| s.90(1)                           | function of being heard at hearing of request for cancellation or amendment of a permit                           | MCS &C, MCD, AMCD, CSP, CCC, CPD, PSP, PDP, AA, TLDC, PIO     |                                 |
| s.91(2)                           | duty to comply with the directions of VCAT                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO      |                                 |
| s.91(2A)                          | duty to issue amended permit to owner if Tribunal so directs                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO           |                                 |
| s.92                              | duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO      |                                 |
| s.93(2)                           | duty to give notice of VCAT order to stop development                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, TLDC, PIO         |                                 |
| s.95(3)                           | function of referring certain applications to the Minister                                                        | GMCS&S, MCD, AMCD, CSP, CPD,                                  |                                 |
| s.95(4)                           | duty to comply with an order or direction                                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO      |                                 |
| s.96(1)                           | duty to obtain a permit from the Minister to use and develop its land                                             | Relevant Service Manager                                      | In consultation with the MC&MP. |
| s.96(2)                           | function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land | Relevant Service Manager                                      | In consultation with the MC&MP  |
| s.96A(2)                          | power to agree to consider an application for permit concurrently with preparation of proposed amendment          | MCD, AMCD, MCF, CSP, CPD,                                     |                                 |
| s.96C                             | power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                 |
| s.96F                             | duty to consider the panel's report under s 96E                                                                   | MCD, AMCD,                                                    |                                 |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                |                                                                                    |                          |
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| Column 1                          | Column 2                                                                                                                                                                                                                                                                       | Column 3                                                                           | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                | DELEGATE                                                                           | CONDITIONS & LIMITATIONS |
| s.96G(1)                          | power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> ) | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                      |                          |
| s.96H(3)                          | power to give notice in compliance with Minister's direction                                                                                                                                                                                                                   | MCD, AMCD, MCF, CSP CPD,                                                           |                          |
| s.96J                             | Duty power to issue permit as directed by the Minister                                                                                                                                                                                                                         | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                      |                          |
| s.96K                             | duty to comply with direction of the Minister to give notice of refusal                                                                                                                                                                                                        | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                      |                          |
| 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                                                                                                                                                        | GMCS&S, MCD, AMCD                                                                  |                          |
| s.97C                             | power to request Minister to decide the application                                                                                                                                                                                                                            | GMCS&S, MCD, AMCD, CSP CPD,                                                        |                          |
| s.97D(1)                          | duty to comply with directions of Minister to supply any document or assistance relating to application                                                                                                                                                                        | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, Admin – P&B         |                          |
| s.97G(3)                          | function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister                                                                                                                                                    | MCD, AMCD, CSP, CPD,                                                               |                          |
| s.97G(6)                          | duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements                                                                                                                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B   |                          |
| s.97L                             | duty to include Ministerial decisions in a register kept under section 49                                                                                                                                                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, , SSO, SO, SPA, SCL, STDP, Admin – P&B |                          |
| s.97MH                            | duty to provide information or assistance to the Planning Application Committee                                                                                                                                                                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA,                                                 |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                           |                                                                         |                          |
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| Column 1                          | Column 2                                                                                                                  | Column 3                                                                | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                           | DELEGATE                                                                | CONDITIONS & LIMITATIONS |
| s.97MI                            | duty to contribute to the costs of the Planning Application Committee or subcommittee                                     | MCD, AMCD, CSP, CPD,                                                    |                          |
| s.97O                             | duty to consider application and issue or refuse to issue certificate of compliance                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                |                          |
| s.97P(3)                          | duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                |                          |
| s.97Q(2)                          | function of being heard by VCAT at hearing of request for amendment or cancellation of certificate                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                |                          |
| s.97Q(4)                          | duty to comply with directions of VCAT                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                |                          |
| s.97R                             | duty to keep register of all applications for certificate of compliance and related decisions                             | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.98(1)&(2)                       | function of receiving claim for compensation in certain circumstances                                                     | GMCS&S, MCD, AMCD                                                       |                          |
| s.98(4)                           | duty to inform any person of the name of the person from whom compensation can be claimed                                 | GMCS&S, MCD, AMCD                                                       |                          |
| s.101                             | function of receiving claim for expenses in conjunction with claim                                                        | GMCS&S, MCD, AMCD                                                       |                          |
| s.103                             | power to reject claim for compensation in certain circumstances                                                           | GMCS&S, MCD, AMCD                                                       |                          |
| s.107(1)                          | function of receiving claim for compensation                                                                              | GMCS&S, MCD, AMCD                                                       |                          |
| s.107(3)                          | power to agree to extend time for making claim                                                                            | GMCS&S, MCD, AMCD                                                       |                          |
| s.113 (2)                         | Power to request a declaration for land to be proposed to be reserved for public purposes                                 |                                                                         |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                           |                                                                                                                   |                                                                                                                    |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                  | Column 3                                                                                                          | Column 4                                                                                                           |
| PROVISION                         | THING DELEGATED                                                                                                                                                                           | DELEGATE                                                                                                          | CONDITIONS & LIMITATIONS                                                                                           |
| s.114(1)                          | power to apply to the VCAT for an enforcement order                                                                                                                                       | MCS&C, CCC, MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, TLDC, PIO                                                 |                                                                                                                    |
| s.117(1)(a)                       | function of making a submission to the VCAT where objections are received                                                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA                                                                   |                                                                                                                    |
| s.120(1)                          | power to apply for an interim enforcement order where s 114 application has been made                                                                                                     | MCS&C, CCC, MCD, AMCD, CSP, CPD, TLDC, PIO                                                                        | Subject to prior discussion with the GMCS&S.                                                                       |
| s.123(1)                          | power to carry out work required by enforcement order and recover costs                                                                                                                   | MCS&C, CCC, TLDC, MCD, AMCD, CSP, CPD                                                                             |                                                                                                                    |
| s.123(2)                          | power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)                                                                                                      | Not delegated.                                                                                                    | Except Crown land.                                                                                                 |
| s.125(1)                          | Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order. | MCS &C MCD, AMCD, CSP, CPD, TLDC, CCC                                                                             | Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal. |
| s.129                             | function of recovering penalties                                                                                                                                                          | MCD, AMCD, MCS&C, CCC, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, TLDC, PIO, SCL, STDP, Admin – P&B, , TLB&P, BSO(B&P) |                                                                                                                    |
| s.130(5)                          | power to allow person served with an infringement notice further time                                                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, TLDC, PIO, MH&C, MCS&C, CCC, TLB&P                                             |                                                                                                                    |
| s.149A(1)                         | power to refer a matter to the VCAT for determination                                                                                                                                     | MCD, AMCD, CSP CPD, MCS&C, TLDC, CCC,                                                                             |                                                                                                                    |
| s.149A(1A)                        | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement                                                                              | MCS &C, MCD, AMCD, CSP, CPD, PSP, TLDC, PDP, AA, CCC                                                              |                                                                                                                    |
| S.149b                            | Power to apply to the Tribunal for a declaration.                                                                                                                                         | MCS &C, MCD, AMCD, CSP, CPD, PSP, TLDC, PDP, AA, CCC                                                              |                                                                                                                    |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                                                                                                        |                                   |                                                                                                    |
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| Column 1                          | Column 2                                                                                                                                                                                                                                                                                                                                                               | Column 3                          | Column 4                                                                                           |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                                                                                        | DELEGATE                          | CONDITIONS & LIMITATIONS                                                                           |
| s.156                             | duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156 (3) and power to abandon amendment or part of it under s 156(4) | MCD, AMCD, MCF, CSTP, STP         | Where Council is the relevant planning authority.                                                  |
| s.171(2)(f)                       | power to carry out studies and commission reports                                                                                                                                                                                                                                                                                                                      | MCD, AMCD, MCF, CSTP, STP         |                                                                                                    |
| s.171(2)(g)                       | power to grant and reserve easements                                                                                                                                                                                                                                                                                                                                   | MCD, AMCD, CSP, CPD               |                                                                                                    |
| s.172C                            | power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan                                                                                                                                                                                                                                        | Not delegated.                    | Where Council is a development agency specified in an approved infrastructure contributions plan   |
| s.172D(1)                         | power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)                                                                                                                                                                                          | Not delegated.                    | Where Council is a collecting agency specified in an approved infrastructure contributions plan    |
| s.172D(2)                         | power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)                                                                                                                                          | Not delegated.                    | Where Council is the development agency specified in an approved infrastructure contributions plan |
| s.173(1)                          | power to enter into agreement covering matters set out in s 174                                                                                                                                                                                                                                                                                                        | CEO, GMCS&S, MCD, AMCD, MCF       |                                                                                                    |
| 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                                                                                                                                                                                                                                      | Not delegated.                    | Where Council is the relevant responsible authority                                                |
| ---                               | power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority                                                                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA |                                                                                                    |
| ---                               | power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority                                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA |                                                                                                    |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                              |                                                                                 |                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                     | Column 3                                                                        | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                              | DELEGATE                                                                        | CONDITIONS & LIMITATIONS |
| s.177(2)                          | power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9   | CEO, GMCS&S, MCD, AMCD, MCF                                                     |                          |
| s.178                             | power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | CEO, GMCS&S, MCD, AMCD, MCF                                                     |                          |
| s.178A(1)                         | function of receiving application to amend or end an agreement                                                                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SPA, SSO, SO, SCL, STDP, Admin – P&B |                          |
| s.178A(3)                         | function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)                                                         | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SSO, SO, SPA                                 |                          |
| s.178A(4)                         | function of notifying the applicant and the owner as to whether it agrees in principle to the proposal                                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA                         |                          |
| s.178A(5)                         | power to propose to amend or end an agreement                                                                                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA SP, SSO, SO, SPA                              |                          |
| s.178B(1)                         | duty to consider certain matters when considering proposal to amend an agreement                                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA                         |                          |
| s.178B(2)                         | duty to consider certain matters when considering proposal to end an agreement                                                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA                         |                          |
| 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          | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA                         |                          |
| s.178C(4)                         | function of determining how to give notice under s 178C(2)                                                                                                   | MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA                              |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                       |                                                          |                                                                             |
|-----------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                              | Column 3                                                 | Column 4                                                                    |
| PROVISION                         | THING DELEGATED                                                                                       | DELEGATE                                                 | CONDITIONS & LIMITATIONS                                                    |
| s.178E(1)                         | duty not to make decision until after 14 days after notice has been given                             | MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA       |                                                                             |
| s.178E(2)(a)                      | power to amend or end the agreement in accordance with the proposal                                   | MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA       | If no objections are made under s 178D.<br>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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  | If no objections are made under s178D<br>Must consider matters in s78B      |
| s.178E(2)(c)                      | power to refuse to amend or end the agreement                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  | If no objections are made under s178D<br>Must consider matters in s.178B    |
| s.178E(3)(a)                      | power to amend or end the agreement in accordance with the proposal                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA | 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA | 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     | MCD, AMCD, CSP, CPD                                      | After considering objections, submissions and matters in s.178B.            |
| s.178E(3)(d)                      | power to refuse to amend or end the agreement                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA | 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)                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                             |
| s.178F(2)                         | duty to give notice of its decision under s 78E(2)(c) or (3)(d)                                       | MCD, AMCD, CSP, CPD                                      |                                                                             |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                      |                                                          |                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                             | Column 3                                                 | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                      | DELEGATE                                                 | CONDITIONS & LIMITATIONS |
| s.178F(4)                         | duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                          |
| s.178G                            | duty to sign amended agreement and give copy to each other party to the agreement                                                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                          |
| 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                                                            | MCD, AMCD, CSP, CPD                                      |                          |
| s.178I(3)                         | duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                          |
| s.179(2)                          | duty to make a copy of each agreement available in accordance with the public availability requirements                                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                          |
| s.181                             | duty to apply to the Registrar of Titles to record the agreement                                                                                                                                     | MCD, AMCD, CSP, CPD                                      |                          |
| s.181(1A)(a)                      | power to apply to the Registrar of Titles to record the agreement                                                                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                          |
| s.181(1A)(b)                      | duty to apply to the Registrar of Titles, without delay, to record the agreement                                                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                          |
| s.182                             | power to enforce an agreement                                                                                                                                                                        | MCS & C, MCD, AMCD, CSP, CPD, TLDC, PIO, CCC             |                          |
| s.183                             | duty to tell Registrar of Titles of ending/amendment of agreement                                                                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                   |                                                                                   |                                                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                          | Column 3                                                                          | Column 4                                                                                                                      |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                   | DELEGATE                                                                          | CONDITIONS & LIMITATIONS                                                                                                      |
| 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                                                             | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SSO, SO, SPA                                   |                                                                                                                               |
| 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                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                          |                                                                                                                               |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                          |                                                                                                                               |
| 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                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B  |                                                                                                                               |
| s.184G(2)                         | duty to comply with a direction of the Tribunal                                                                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA,                         |                                                                                                                               |
| s.184G(3)                         | duty to give notice as directed by the Tribunal                                                                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSPM, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B |                                                                                                                               |
| s.185B (1)                        | Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice                     | MCD, AMCD, CSP, CPD                                                               |                                                                                                                               |
| s.198(1)                          | function to receive application for planning certificate                                                                                                                                          | Not applicable.                                                                   | In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure. |
| s.199(1)                          | duty to give planning certificate to applicant                                                                                                                                                    | Not applicable.                                                                   | In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure. |
| s.201(1)                          | function of receiving application for declaration of underlying zoning                                                                                                                            | Not applicable.                                                                   |                                                                                                                               |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                          |                                                      |                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                 | Column 3                                             | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                          | DELEGATE                                             | CONDITIONS & LIMITATIONS |
| s.201(3)                          | duty to make declaration                                                                                                                                                                                                 | Not applicable.                                      |                          |
| -                                 | 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                                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA      |                          |
|                                   | 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                                                                     | MCD, AMCD, CSP, CPD, PDP, PSP, PDP, AA, SSP, SP, SPA |                          |
|                                   | 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                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA      |                          |
| -                                 | power to give written authorisation in accordance with a provision of a planning scheme                                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA      |                          |
| -                                 | Power to respond to the Minister / State Government with respect to planning permit applications and approvals being considered under Clauses 52.20, 53.19, 53.20, 53.13, 53.22 and 53.23 of the Darebin Planning Scheme | MCD, AMCD, CSP, CPD                                  |                          |
| -                                 | Power to respond to the Minister / State Government with respect to planning permit applications being considered because the Minister is the responsible authority under Clause 72.01 of the Darebin Planning Scheme    | MCD, AMCD, CSP, CPD                                  |                          |
| -                                 | Power to respond to the Minister / State Government with respect to State Projects approvals referred to Council under Clauses 52.03, 52.30, 52.35, 52.36, 53.21 of the Darebin Planning Scheme                          | MCD, MCF, AMCD, CSP, CPD, CSTP                       |                          |
| -                                 | Power to respond to the Minister / State Government with respect to combined Planning Scheme amendments / permit applications under section 96                                                                           | MCD, MCF, AMCD, CSP, CPD, CSTP                       |                          |
| -                                 | Power to respond to the Minister / State Government with respect to Planning Scheme Amendments                                                                                                                           | MCD, MCF, AMCD, CSP, CPD, CSTP                       |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                |                                |                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                       | Column 3                       | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                | DELEGATE                       | CONDITIONS & LIMITATIONS |
| -                                 | Power to respond to the Minister / State Government when a planning matter has been informally referred to Council                             | MCD, MCF, AMCD, CSP, CPD, CSTP |                          |
| -                                 | Power to respond to the Minister / State Government when they give notice to Council of a planning permit application that they are assessing. | MCD, MCF, AMCD, CSP, CPD, CSTP |                          |
| s.201UAB(1)                       | function of providing the Victoria Planning Authority with information relating to any land within municipal district                          | MCD, AMCD, MCF                 |                          |
| s.201UAB(2)                       | duty to provide the Victoria Planning Authority with information requested under S 201UAB(1) as soon as possible                               | MCD, AMCD, MCF                 |                          |

| RESIDENTIAL TENANCIES ACT 1997 |                                                                                                                                             |                                     |                          |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| Column 1                       | Column 2                                                                                                                                    | Column 3                            | Column 4                 |
| PROVISION                      | THING DELEGATED                                                                                                                             | DELEGATE                            | CONDITIONS & LIMITATIONS |
| s.518F                         | power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | MCD, , HPO, SEHO, CHP, EHT          |                          |
| s.522(1)                       | power to give a compliance notice to a person                                                                                               | MCD, , HPO, SEHO, CHP, EHT          |                          |
| s.525(2)                       | power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)                                        | GMCS&S                              |                          |
| s.525(4)                       | duty to issue identity card to authorised officers                                                                                          | MCD, , GMCS&S                       |                          |
| s.526(5)                       | duty to keep record of entry by authorised officer under s 526                                                                              | MCD, , CHP, BSO(HP)                 |                          |
| s.526A(3)                      | function of receiving report of inspection                                                                                                  | MCD, , HPO, BSO(HP), CHP, SEHO, EHT |                          |
| s.527                          | power to authorise a person to institute proceedings (either generally or in a particular case)                                             | MCD, , CHP                          |                          |

| 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                                                                                                                                                                 | GMCS&S, GMG&E, GMIO&F, MC&MP | Obtain consent in circumstances specified in s 11(2).                                                                                                                  |
| s.11(8)                  | power to name a road or change the name of a road by publishing notice in Government Gazette                                                                                                                                             | Not delegated                |                                                                                                                                                                        |
| s.11(9)(b)               | duty to advise the Registrar                                                                                                                                                                                                             | GMCS&S, GMG&E, GMIO&F, MC&MP |                                                                                                                                                                        |
| s.11(10)                 | duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.                                                                                                                                      | GMCS&S, GMG&E, GMIO&F, MC&MP | Subject to section 11 (10A).                                                                                                                                           |
| s.11(10A)                | duty to inform Secretary to Department of Environment, Land Water and Planning or nominated person                                                                                                                                       | GMCS&S, GMG&E, GMIO&F, MC&MP | Where Council is the coordinating road authority.                                                                                                                      |
| s.12(10)                 | duty to notify of decision made                                                                                                                                                                                                          | GMIO&F, MC&MP                | Duty of coordinating road authority where it is the discontinuing body.<br>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                                                                                                                                                             | GMCS&S, GMG&E, GMIO&F, MC&MP | Power of the coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate.                                                                  |
| s.14(4)                  | function of receiving notice from the Head, Transport for Victoria                                                                                                                                                                       | GMCS&S, MCE&ST               |                                                                                                                                                                        |
| s.14(7)                  | power to appeal against a decision of the Head, Transport for Victoria                                                                                                                                                                   | GMCS&S, MCE&ST               |                                                                                                                                                                        |
| 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 | GMCS&S, GMG&E                |                                                                                                                                                                        |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                            |                               |                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                   | Column 3                      | Column 4                                                                                                     |
| PROVISION                | THING DELEGATED                                                                                                            | DELEGATE                      | CONDITIONS & LIMITATIONS                                                                                     |
| s.15(1A)                 | power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority | GMCS&S, GMG&E                 |                                                                                                              |
| s.15(2)                  | duty to include details of arrangement in public roads register                                                            | GMIO&F, MC&MP                 |                                                                                                              |
| s.16(7)                  | power to enter into an arrangement under s 15                                                                              | GMCS&S, GMG&E, GMIO&F         |                                                                                                              |
| s.16(8)                  | duty to enter details of determination in the public roads register                                                        | GMIO&F, MC&MP                 |                                                                                                              |
| s.17(2)                  | duty to register public road in public roads register                                                                      | GMIO&F, MC&MP                 | Where Council is the coordinating road authority.                                                            |
| s.17(3)                  | power to decide that a road is reasonably required for general public use                                                  | GMCS&S, GMIO&F, MC&MP, MCE&ST | 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                                | GMIO&F, MC&MP                 | 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                                        | GMCS&S, GMIO&F, MC&MP         | 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                        | GMIO&F, GMCS&S, MC&MP, MCE&ST | Where Council is the coordinating road authority.                                                            |
| s.18(1)                  | power to designate ancillary area                                                                                          | GMCS&S, GMIO&F                | Where Council is the coordinating road authority, and obtains consent in circumstances specified in s 18(2). |
| s.18(3)                  | duty to record designation in the public roads register                                                                    | GMIO&F, MC&MP                 | 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                            | GMIO&F, MC&MP                 |                                                                                                              |
| s.19(4)                  | duty to specify details of discontinuance in public roads register                                                         | GMIO&F, MC&MP                 |                                                                                                              |
| s.19(5)                  | duty to ensure public roads register is available for public inspection                                                    | GMIO&F, MC&MP                 |                                                                                                              |
| s.21                     | function of replying to request for information or advice                                                                  | GMIO&F, MC&MP, CAS            | Obtain consent in circumstances specified in s 11(2).                                                        |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                        |                                  |                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                               | Column 3                         | Column 4                                                                                                                                               |
| PROVISION                | THING DELEGATED                                                                                                                                                                        | DELEGATE                         | CONDITIONS & LIMITATIONS                                                                                                                               |
| s.22(2)                  | function of commenting on proposed direction                                                                                                                                           | GMCS&S, GMIO&F                   |                                                                                                                                                        |
| s.22(4)                  | duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.                                                                               | GMCS&S, GMIO&F                   |                                                                                                                                                        |
| s.22(5)                  | duty to give effect to a direction under s 22.                                                                                                                                         | GMCS&S, GMIO&F                   |                                                                                                                                                        |
| s.40(1)                  | duty to inspect, maintain and repair a public road.                                                                                                                                    | GMIO&F, MCW, CG&C<br>MC&MP, CAS  |                                                                                                                                                        |
| s.40(5)                  | power to inspect, maintain and repair a road which is not a public road                                                                                                                | GMIO&F, MCW, MC&MP,<br>CAS       |                                                                                                                                                        |
| s.41(1)                  | power to determine the standard of construction, inspection, maintenance and repair                                                                                                    | GMIO&F, MC&MP, CAS,<br>MCW       |                                                                                                                                                        |
| s.42(1)                  | power to declare a public road as a controlled access road                                                                                                                             | GMCS&S, MCE&ST                   | Power of coordinating road authority and Sch 2 also applies.                                                                                           |
| s.42(2)                  | power to amend or revoke declaration by notice published in Victoria Government Gazette                                                                                                | GMCS&S, MCE&ST                   | Power of coordinating road authority and. Sch 2 also applies.                                                                                          |
| s.42A(3)                 | duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified                                                                           | GMIO&F, GMCS&S,<br>MC&MP, MCE&ST | Where Council is the coordinating road authority.<br>If road is a municipal road or part thereof.                                                      |
| s.42A(4)                 | power to approve the Minister's decision to specify a road as a specified freight road                                                                                                 | GMCS&S, MCE&ST                   | Where Council is the coordinating road authority.<br>If road is a municipal road or part thereof and where the road is to be specified a freight road. |
| s.48EA                   | duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | GMCS&S, GMIO&F,<br>MCE&ST, MCW   | 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 s 48M                                                                                   | GMCS&S, GMIO&F, MCW,<br>MCE&ST   |                                                                                                                                                        |
| s.49                     | power to develop and publish a road management plan                                                                                                                                    | MCW & MC&MP,                     |                                                                                                                                                        |
| s.51                     | power to determine standards by incorporating the standards in a road management plan                                                                                                  | MCW & MC&MP,                     |                                                                                                                                                        |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                  |                                                                          |                                                               |
|--------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                         | Column 3                                                                 | Column 4                                                      |
| PROVISION                | THING DELEGATED                                                                                                  | DELEGATE                                                                 | CONDITIONS & LIMITATIONS                                      |
| s.53(2)                  | power to cause notice to be published in Government Gazette of amendment etc of document in road management plan | GMIO&F, MCW, MC&MP                                                       |                                                               |
| s.54(2)                  | duty to give notice of proposal to make a road management plan                                                   | GMIO&F, MCW, MC&MP                                                       |                                                               |
| s.54(5)                  | duty to conduct a review of road management plan at prescribed intervals                                         | GMIO&F, MCW,                                                             |                                                               |
| s.54(6)                  | power to amend road management plan                                                                              | GMIO&F, MCW,                                                             |                                                               |
| s.54(7)                  | duty to incorporate the amendments into the road management plan                                                 | GMIO&F, MCW,                                                             |                                                               |
| s.55(1)                  | duty to cause notice of road management plan to be published in the Victoria Government Gazette and newspaper    | GMIO&F, MCW, MC&MP                                                       |                                                               |
| s.63(1)                  | power to consent to conduct of works on road                                                                     | GMIO&F, MC&MP MCW, MCE&ST, CST, TLTP, TLTS1, STE, TE                     | 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               | GMIO&F, MC&MP, MCW, CIM&S                                                | Where Council is the infrastructure manager.                  |
| s.64(1)                  | duty to comply with cl 13 of Sch 7                                                                               | GMIO&F, MC&MP, MCW                                                       | Where Council is the infrastructure manager or works manager. |
| s.66(1)                  | power to consent to structure etc                                                                                | GMCS&S, GMIO&F, MCE&ST, MC&MP                                            | 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             | GMCS&S, GMIO&F, MCD, AMCD, MCF, MCE&ST, MC&MP                            | Where Council is the coordinating road authority.             |
| s.67(3)                  | power to request information                                                                                     | GMCS&S, GMIO&F, MCD, AMCD, MCF, MCE&ST, MC&MP, CST, TLTP, TLTS1, STE, TE | 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                                                                                                       | GMCS&S, GMIO&F, MCD, AMCD, MCF, MCE&ST, MC&MP, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority. |
| s.71(3)                  | power to appoint an authorised officer                                                                                             | CEO, GMG&E                                                               |                                                   |
| s.72                     | duty to issue an identity card to each authorised officer                                                                          | GMG&E, MG&C, HGR                                                         |                                                   |
| s.85                     | function of receiving a report from an authorised officer                                                                          | GMCS&S, GMIO&F                                                           |                                                   |
| s.86                     | duty to keep a register re s 85 matters                                                                                            | GMIO&F                                                                   |                                                   |
| s.87(1)                  | function of receiving complaints                                                                                                   | GMCS&S, GMIO&F                                                           |                                                   |
| s.87(2)                  | duty to investigate complaint and provide report                                                                                   | GMCS&S, GMIO&F                                                           |                                                   |
| s.96                     | power to authorise a person for the purpose of instituting legal proceedings                                                       | GMCS&S, GMIO&F                                                           |                                                   |
| s.112(2)                 | power to recover damages in court                                                                                                  | GMCS&S, GMIO&F                                                           |                                                   |
| s.116                    | power to cause or carry out inspection                                                                                             | GMIO&F, MC&MP, MCW                                                       | .                                                 |
| s.119(2)                 | function of consulting with the Head, Transport for Victoria                                                                       | GMCS&S, GMIO&F, MCE&ST, MC&MP, CST                                       |                                                   |
| s.120(1)                 | power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)             | GMIO&F, MC&MP, MCW                                                       |                                                   |
| s.120(2)                 | duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1) | GMIO&F, MC&MP, MCW, MCE&ST, CST, TLTP, TLTS1, STE, TE                    |                                                   |
| s.121(1)                 | power to enter into an agreement in respect of works                                                                               | GMIO&F, MC&MP, MCW, CIM&S, MG&P, MCE&ST, CST                             |                                                   |



| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                                                                                                |                                                                      |                                                               |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                                                                                                       | Column 3                                                             | Column 4                                                      |
| PROVISION                | THING DELEGATED                                                                                                                                                                                                                                                | DELEGATE                                                             | CONDITIONS & LIMITATIONS                                      |
| s.122(1)                 | power to charge and recover fees                                                                                                                                                                                                                               | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE |                                                               |
| s.123(1)                 | power to charge for any service                                                                                                                                                                                                                                | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CIM&S, CST, TLTP, TLTS1, STE, TE |                                                               |
| Sch 2<br>CI 2(1)         | power to make a decision in respect of controlled access roads                                                                                                                                                                                                 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE |                                                               |
| Sch 2<br>CI 3(1)         | duty to make policy about controlled access roads                                                                                                                                                                                                              | GMCS&S, MCE&ST                                                       |                                                               |
| Sch 2<br>CI 3(2)         | power to amend, revoke or substitute policy about controlled access roads                                                                                                                                                                                      | GMCS&S, MCE&ST                                                       |                                                               |
| Sch 2<br>CI 4            | function of receiving details of proposal from the Head, Transport for Victoria                                                                                                                                                                                | GMCS&S, MCE&ST                                                       |                                                               |
| Sch 2<br>CI 5            | duty to publish notice of declaration                                                                                                                                                                                                                          | GMCS&S, GMIO&F, MCE&ST, MG&P                                         |                                                               |
| Sch 7,<br>CI 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                                                                                                             | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the infrastructure manager or works manager. |
| Sch 7,<br>CI 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 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the infrastructure manager or works manager. |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                                                                                                                                    |                                                             |                                                                                                       |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                                                                                                                                           | Column 3                                                    | Column 4                                                                                              |
| PROVISION                | THING DELEGATED                                                                                                                                                                                                                                                                                    | DELEGATE                                                    | CONDITIONS & LIMITATIONS                                                                              |
| Sch 7, CI 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 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the infrastructure manager or works manager responsible for non-road infrastructure. |
| Sch 7, CI 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                                                            | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the infrastructure manager or works manager.                                         |
| Sch 7, CI 10(2)          | where Sc 7 CI 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected                                                                                                                                                            | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the infrastructure manager or works manager.                                         |
| Sch 7 CI 12(2)           | power to direct infrastructure manager or works manager to conduct reinstatement works                                                                                                                                                                                                             | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the coordinating road authority.                                                     |
| Sch 7 CI 12(3)           | power to take measures to ensure reinstatement works are completed                                                                                                                                                                                                                                 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the coordinating road authority.                                                     |
| Sch 7 CI 12(4)           | duty to ensure that works are conducted by an appropriately qualified person                                                                                                                                                                                                                       | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the coordinating road authority.                                                     |
| Sch 7 CI 12(5)           | power to recover costs                                                                                                                                                                                                                                                                             | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1 | Where Council is the coordinating road authority.                                                     |
| Sch 7, CI 13(1)          | duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Sch 7, CI 13(2)                                                                                                                                                                       | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM                   | Where Council is the works manager.                                                                   |
| Sch 7 CI 13(2)           | power to vary notice period                                                                                                                                                                                                                                                                        | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM                   | Where Council is the coordinating road authority.                                                     |

| ROAD MANAGEMENT ACT 2004 |                                                                                                |                                                                      |                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                       | Column 3                                                             | Column 4                                                                                           |
| PROVISION                | THING DELEGATED                                                                                | DELEGATE                                                             | CONDITIONS & LIMITATIONS                                                                           |
| Sch 7, CI 13(3)          | duty to ensure works manager has complied with obligation to give notice under Sch 7, CI 13(1) | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST                       | Where Council is the infrastructure manager.                                                       |
| Sch 7 CI 16(1)           | power to consent to proposed works                                                             | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7 CI 16(4)           | duty to consult                                                                                | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the coordinating road authority, responsible authority or infrastructure manager. |
| Sch 7 CI 16(5)           | power to consent to proposed works                                                             | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7 CI 16(6)           | power to set reasonable conditions on consent                                                  | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7 CI 16(8)           | power to include consents and conditions                                                       | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7 CI17(2)            | power to refuse to give consent and duty to give reasons for refusal                           | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CIM&S, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7 CI 18(1)           | power to enter into an agreement in relation to                                                | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7 CI 19(1)           | power to give notice requiring rectification of works                                          | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the coordinating road authority.                                                  |

| ROAD MANAGEMENT ACT 2004   |                                                                                                                                       |                                                                               |                                                                                                                                                                                |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                   | Column 2                                                                                                                              | Column 3                                                                      | Column 4                                                                                                                                                                       |
| PROVISION                  | THING DELEGATED                                                                                                                       | DELEGATE                                                                      | CONDITIONS & LIMITATIONS                                                                                                                                                       |
| Sch 7<br>Cl 19(2) &<br>(3) | power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred    | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM                               | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7<br>Clause 20(1)      | power to require removal, relocation, replacement or upgrade of existing non-road infrastructure                                      | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7A Clause<br>2         | power to cause street lights to be installed on roads                                                                                 | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP                                              | Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.                                          |
| Sch 7A Clause<br>3(1)(d)   | duty to pay installation and operation costs of street lighting - where road is not an arterial road                                  | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP                                              | Where Council is the responsible road authority.                                                                                                                               |
| Sch 7A Cl<br>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 | GMCS&S, GMIO&F<br>MCE&ST, MC&MP                                               | Where Council is the responsible road authority.                                                                                                                               |
| Sch 7A Cl<br>(3)(1)(f),    | duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cl 3(2) and 4   | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP                                              | Duty of Council as the responsible road authority that installed the light (re: installation costs) and where Council is the relevant municipal Council (re: operating costs). |

| PLANNING AND ENVIRONMENT REGULATIONS 2015 |                                                                                                                                                                                                                                                                                                   |                                                                                                  |                                                                                                                                                                                                                              |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                                  | Column 2                                                                                                                                                                                                                                                                                          | Column 3                                                                                         | Column 4                                                                                                                                                                                                                     |
| PROVISION                                 | THING DELEGATED                                                                                                                                                                                                                                                                                   | DELEGATE                                                                                         | CONDITIONS AND LIMITATIONS                                                                                                                                                                                                   |
| r.6                                       | function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.                                                                                                                                                     | GMCS&S, MCF, CSTP, STP                                                                           | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br><br>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 | MCD, AMCD, MCF, CSTP, CSP, CPD, PSP, PDP, AA, SSP, SP, STP                                       |                                                                                                                                                                                                                              |
| r.25(a)                                   | duty to make copy of matter considered under s 60 (1A)(g) in accordance with the public availability requirements                                                                                                                                                                                 | MCD, AMCD, MCF, CSTP, CSP, CPD, PSP, PDP, AA, SSP, SSO, SO, SP, SPA, STP                         | Where Council is the responsible authority.                                                                                                                                                                                  |
| r.25(b))                                  | function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements                                                                                            | MCD, AMCD, MCF, CSTP, CSP, CPD, PSP, PDP, AA, SSP, SSO, SO, SP, SPA, STP, SCL, STDP, Admin - P&B | Where Council is not the responsible authority but the relevant land is within Council's municipal district.                                                                                                                 |
| r.42                                      | function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application                                                                                         | MCF, CSTP, STP                                                                                   | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br><br>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                                                   | MCF, CSTP           |                            |
| r.20                                             | power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme                                  | MCD, AMCD, CSP, CPD |                            |
| r.21                                             | duty to record matters taken into account and which formed the basis of the decision to waive or rebate a fee under r 19 or 20 | MCD, AMCD, CSP, CPD |                            |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                             |                              |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                    | Column 3                     | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                             | DELEGATE                     | CONDITIONS & LIMITATIONS |
| r 7                                                                                                     | Power to enter into a written agreement with a caravan park owner                                                           | MCD, CHP, SEHO               |                          |
| r 10                                                                                                    | Function of receiving application for registration                                                                          | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 11                                                                                                    | Function of receiving application for renewal of registration                                                               | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 12(1)                                                                                                 | Duty to grant the registration if satisfied that the caravan park complies with these regulations                           | CHP, SEHO, HPO               |                          |
| r 12(1)                                                                                                 | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations            | MCD, CHP, SEHO               |                          |
| r 12(2)                                                                                                 | Duty to renew the registration if satisfied that the caravan park complies with these regulations                           | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 12(2)                                                                                                 | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations            | MCD, CHP, SEHO               |                          |
| r 12(3)                                                                                                 | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | MCD, CHP, SEHO, HPO          |                          |
| r 12(4) & (5)                                                                                           | Duty to issue certificate of registration                                                                                   | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 14(1)                                                                                                 | Function of receiving notice of transfer of ownership                                                                       | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 14(3)                                                                                                 | Power to determine where notice of transfer is displayed                                                                    | CHP, SEHO, HPO, EHT,         |                          |
| r 15(1)                                                                                                 | Duty to transfer registration to new caravan park owner                                                                     | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 15(2)                                                                                                 | Duty to issue a certificate of transfer of registration                                                                     | CHP, SEHO, HPO, EHT, BSO(HP) |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                                                                                                                 |                              |                          |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                                                                                                        | Column 3                     | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                                                                                                 | DELEGATE                     | CONDITIONS & LIMITATIONS |
| r 15(3)                                                                                                 | Power to determine where certificate of transfer of registration is displayed                                                                                                                                   | CHP, SEHO, HPO, EHT,         |                          |
| r 16(1)                                                                                                 | Power to determine the fee to accompany applications for registration or applications for renewal of registration                                                                                               | CHP                          |                          |
| r 17                                                                                                    | Duty to keep register of caravan parks                                                                                                                                                                          | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| r 21(1)                                                                                                 | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner                                                                  | CHP, SEHO, HPO               |                          |
| r 21(2)                                                                                                 | Duty to consult with relevant emergency services agencies                                                                                                                                                       | CHP, SEHO                    |                          |
| r 22                                                                                                    | Power to determine places in which caravan park owner must display a copy of emergency procedures                                                                                                               | CHP, SEHO, HPO, EHT,         |                          |
| r 23                                                                                                    | Power to determine places in which caravan park owner must display copy of public emergency warnings                                                                                                            | CHP, SEHO, HPO, EHT,         |                          |
| r 24(2)                                                                                                 | Power to consult with relevant floodplain management authority                                                                                                                                                  | MCD, CHP, SEHO               |                          |
| r 26(b)(i)                                                                                              | Power to approve system for the discharge of sewage and wastewater from a movable dwelling                                                                                                                      | CHP                          |                          |
| r 38                                                                                                    | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe                                                                                                         | CHP, SEHO                    |                          |
| r 38(b)                                                                                                 | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe                                                                                                                   | CHP, SEHO                    |                          |
| r 39(3)                                                                                                 | Function of receiving installation certificate                                                                                                                                                                  | CHP, SEHO                    |                          |
| r 45(3)                                                                                                 | Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person                                                                                     | CHP, SEHO, HPO, EHT,         |                          |
| r 45(5)                                                                                                 | Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules | CHP, SEHO, HPO, EHT,         |                          |



| 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                                                                                              | GMIO&F, MCW, MCS&ST                                  |                                                  |
| r.9(2)                                     | duty to produce written report of review of the road management plan and make report available                                               | GMIO&F, MCW, MCS&ST                                  |                                                  |
| 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) | GMIO&F, MCW, MCS&ST                                  | Where council is the coordinating road authority |
| r.10                                       | duty to give notice of an amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act       | GMIO&F, MCW, GMG&E, MPBIMC&MP, MCS&ST                |                                                  |
| r.13(1)                                    | duty to publish notice of amendments to road management plan                                                                                 | GMIO&F, MCW, MCS&ST                                  | Where Council is the coordinating road authority |
| r.13(3)                                    | duty to record on road management plan the substance and date of effect of any amendment                                                     | GMIO&F, MCW, MCS&ST                                  |                                                  |
| r.16(3)                                    | power to issue a permit                                                                                                                      | MC&MP, MCW, CI&FM, MCE&ST, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority |
| r.18(1)                                    | power to give written consent re damage to road                                                                                              | GMCS&S, MCE&ST                                       | Where Council is the coordinating road authority |
| r.23(2)                                    | power to make a submission to Tribunal                                                                                                       | GMCS&S, MCS&C, MCE&ST                                | Where Council is the coordinating road authority |
| r.23(4)                                    | power to charge a fee for application under s 66(1) of the Road Management Act                                                               | GMCS&S, MCS&C, MCE&ST, CST, TLTP, TLTS1, STE, TE     | Where Council is the coordinating road authority |
| r.25(1)                                    | power to remove objects, refuse, rubbish or other material deposited or left on road                                                         | MCW, CWO, MCE&ST                                     | 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))                           | MCW, CWO, MCE&ST,                                    | Where Council is the responsible road authority. |

| ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 |                                                                                  |                   |                          |
|--------------------------------------------|----------------------------------------------------------------------------------|-------------------|--------------------------|
| Column 1                                   | Column 2                                                                         | Column 3          | Column 4                 |
| PROVISION                                  | THING DELEGATED                                                                  | DELEGATE          | CONDITIONS & LIMITATIONS |
| r.25(5)                                    | power to recover in the Magistrates' Court, expenses from the person responsible | MCW, CWO, MCE&ST, |                          |

| ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015 |                                                                                                                                 |                                      |                                                                                                    |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------|
| Column 1                                                    | Column 2                                                                                                                        | Column 3                             | Column 4                                                                                           |
| PROVISION                                                   | THING DELEGATED                                                                                                                 | DELEGATE                             | CONDITIONS & LIMITATIONS                                                                           |
| r.15                                                        | power to exempt a person from requirement under cl 13(1) of Sch 7 of the Act to give notice as to the completion of those works | MC&MP, MCE&ST, CST                   | Where Council is the coordinating road authority and where consent given under s 63(1) of the Act. |
| r.22(2)                                                     | power to waive whole or part of fee in certain circumstances                                                                    | MC&MP, MCE&ST, CST, TLTP, TLTS1, STE | Where Council is the coordinating road authority.                                                  |



***S6 Instrument of Delegation to Members of Council Staff***

**Darebin City Council**

**Instrument of Delegation  
to  
Members of Council Staff**



## INSTRUMENT OF DELEGATION MEMBERS OF COUNCIL STAFF

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

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

| Acronym     | means | Title                                               |
|-------------|-------|-----------------------------------------------------|
| Admin – P&B | means | All Administration Staff – Planning and Building    |
| AA          | means | Appeals Advocate                                    |
| AMCD        | means | Assistant Manager City Development                  |
| BSO(B&P)    | means | Business Support Officer (Business and Performance) |
| BSO(HP)     | means | Business Support Officer (Health Protection)        |
| CAS         | means | Coordinator Asset Strategy                          |
| CCC         | means | Coordinator Civic Compliance                        |
| CEO         | means | Chief Executive Officer                             |
| CFO         | Means | Chief Finance Officer                               |
|             |       |                                                     |
| CHP         | means | Coordinator Health Protection                       |
| CI&FM       | means | Coordinator Infrastructure and Fleet Maintenance    |
| CPD         | means | Coordinator Priority Development                    |
| CSP         | means | Coordinators Statutory Planning                     |
| CSTP        | means | Coordinator Strategic Planning                      |
| CST         | Means | Coordinator Sustainable Transport                   |
| CW&DRRC     | means | Coordinator Waste & DRRC                            |
| EHT         | Means | Environmental Health Technician                     |
| GMC         | means | General Manager Community                           |
| GMCS&S      | means | General Manager City Sustainability and Strategy    |
| GMC&C       | means | General Manager Customer & Corporate                |

|                                |                       |                                                                        |
|--------------------------------|-----------------------|------------------------------------------------------------------------|
| GMIO&F                         | means                 | General Manager Infrastructure, Operations & Finance                   |
| <a href="#">HED&amp;A</a>      | <a href="#">means</a> | <a href="#">Head of Economic Development &amp; Activation</a>          |
| HGR                            | means                 | Head of Governance & Risk                                              |
| HPO                            | means                 | Health Protection Officer                                              |
| MBS                            | means                 | Municipal Building Surveyor                                            |
| MC&MP                          | means                 | Manager Capital & Major Projects                                       |
| MCD                            | means                 | Manager City Development                                               |
| MCF                            | means                 | Manager City Futures                                                   |
| <a href="#">MCC&amp;ED</a>     | <a href="#">means</a> | <a href="#">Manager Creative Culture &amp; Economic Development</a>    |
| MCS&C                          | means                 | Manager City Safety & Compliance                                       |
| MCW                            | means                 | Manager City Works                                                     |
| MCE&ST                         | means                 | Manager Climate Emergency & Sustainable Transport                      |
| MG&C                           | means                 | Manager Governance & Communications                                    |
|                                |                       |                                                                        |
| PIO                            | means                 | Planning Investigation Officer                                         |
| PDP                            | means                 | Priority Development Planner                                           |
| PSP                            | means                 | All Principal Statutory Planners                                       |
| SCL                            | means                 | Subdivision Customer Liaison                                           |
| Service Manager or Coordinator | means                 | The Manager or Coordinator responsible for Council service or facility |
| SEHO                           | means                 | Senior Environmental Health Officer                                    |
| SO                             | means                 | Subdivision Officer                                                    |
| SP                             | means                 | All Statutory Planners                                                 |
| SPA                            | means                 | Statutory Planning Assistants                                          |
| TLDC                           | means                 | Team Leader Development Compliance                                     |
| SSO                            | means                 | Senior Subdivision Officer                                             |
| SSP                            | means                 | All Senior Statutory Planners                                          |
| STDP                           | means                 | Student Planner                                                        |
| STE                            | Means                 | Senior Transport Engineer                                              |
| STP                            | means                 | All Strategic Planners                                                 |
| TE                             | means                 | All Transport Engineers                                                |
| TLB&P                          | means                 | Team Leader Business and Performance                                   |
| TLCP&P                         | means                 | Team Leader Community Projects & Programs                              |
| TLL&AM                         | means                 | Team Leader Local Laws & Animal Management                             |

|       |       |                                             |
|-------|-------|---------------------------------------------|
| TLTP  | means | Team Leader Transport Planning              |
| TLTS1 | means | Team Leader Transport Safety                |
| TLCPP |       | Team Leader Community Projects and Programs |

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on \_\_\_\_\_ 2024; and

3.2 the delegation:

3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;

3.2.2 revokes the delegation issued by Council on 25 September 2023 ;

3.2.3 remains in force until varied or revoked;

3.2.4 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The COMMON SEAL of )  
DAREBIN CITY COUNCIL )  
was affixed on \_\_\_\_\_ )  
with the authority of the Council: )

Signed by the Mayor in the presence of )  
)

Witness .....

Date: .....

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

Witness .....

Date: .....





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| 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 | GMCS&S, MCS&C, TLB&P, TLL&AM, CCC | Council may delegate this power to a Council authorised officer. |

| FOOD ACT 1984 |                                                                                                                                                                                                                                                                                                                                                  |                                  |                                                                                                                                                                                                                                       |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                                                                                                                                                                                                                         | Column 3                         | Column 4                                                                                                                                                                                                                              |
| PROVISION     | THING DELEGATED                                                                                                                                                                                                                                                                                                                                  | DELEGATE                         | CONDITIONS & LIMITATIONS                                                                                                                                                                                                              |
| s.19(2)(a)    | power to direct by written order that the food premises be put into a clean and sanitary condition                                                                                                                                                                                                                                               | CHP, SEHO, HPO, EHT              | If s 19(1) applies.                                                                                                                                                                                                                   |
| s.19(2)(b)    | power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable                                                                                                                                                                                                                | CHP, SEHO, HPO, EHT              | If s 19(1) applies.                                                                                                                                                                                                                   |
| s.19(3)       | power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process                                                                            | CEO                              | If s 19(1) applies.<br><br>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),<br><br>(i) be affixed to a conspicuous part of the premises,<br><br>(ia) displayed at any point of sale,<br><br>(ib) be published on the food business's Internet site and<br><br>(ii) inform the public by notice in a published newspaper, on the Internet site or otherwise | GMCS&S, MCD, CHP, SEHO, HPO, EHT | If s 19(1) applies.                                                                                                                                                                                                                   |
| s.19(6)(a)    | duty to revoke any order under s 19 if satisfied that an order has been complied with                                                                                                                                                                                                                                                            | SEHO, HPO, CHP, EHT              | If s 19(1) applies.                                                                                                                                                                                                                   |
| s.19(6)(b)    | duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with                                                                                                                                                                                                                                     | CHP, SEHO, HPO, EHT              | If s 19(1) applies.                                                                                                                                                                                                                   |
| s.19AA(2)     | power to direct, by written order, that a person must take any of the actions described in (a)-(c).                                                                                                                                                                                                                                              | CHP, SEHO, HPO, EHT              | Where Council is the registration authority.                                                                                                                                                                                          |
| s.19AA(4)(c)  | power to direct, in an order made under s19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises                                                                                                                                                                        | Not delegated                    | Note: the power to direct the matters under s 19A(4) (a) and (b) is not capable of delegation and so such directions must be made by a Council resolution.<br><br>Only in relation to temporary food premises or mobile food premises |
| s.19AA(7)     | duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with                                                                                                                                                                                                              | CHP, SEHO, HPO, EHT              | Where Council is the registration authority.                                                                                                                                                                                          |

|              |                                                                                                                                                                                     |                              |                                                                                                                                                                                                                                           |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| s.19CB(4)(b) | power to request a copy of records                                                                                                                                                  | CHP, SEHO, HPO, EHT,         | Where Council is the registration authority.                                                                                                                                                                                              |
| s.19E(1)(d)  | power to request a copy of the food safety program                                                                                                                                  | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                                                                              |
| s.19EA (3)   | Function of receiving copy of revised food safety program                                                                                                                           | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                                                                                                                                              |
| s 19FA(1)    | Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program             | CHP, SEHO, HPO, EHT          | Where Council is the registration authority<br>Only in relation to temporary food premises or mobile food premises<br>Subject to s 19FA(2), which requires a time limit for compliance to be specified                                    |
| s 19FA(3)(a) | Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1) | CHP, SEHO, HPO               | Where Council is the registration authority<br>Only in relation to temporary food premises or mobile food premises<br>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)) |
| s 19FA(3)(b) | Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)                         | CHP                          | Where Council is the registration authority Only in relation to temporary food premises or mobile food premises                                                                                                                           |
| s 19FA(3)(c) | Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)                                     | CHP                          | Where Council is the registration authority Only in relation to temporary food premises or mobile food premises                                                                                                                           |

| FOOD ACT 1984     |                                                                                                                                                                                        |                              |                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1          | Column 2                                                                                                                                                                               | Column 3                     | Column 4                                                                                                                                                         |
| PROVISION         | THING DELEGATED                                                                                                                                                                        | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                                         |
| s.19GB            | power to request a proprietor to provide written details of the name, qualification or experience of the current food safety supervisor                                                | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                                                                     |
| s19IA(1)          | Power to form opinion that the food safety requirements or program are non-compliant.                                                                                                  | CHP, SEHO, HPO               | Where Council is the registration authority.                                                                                                                     |
| s19IA(2)          | Duty to give written notice to the proprietor of the premises                                                                                                                          | CHP, SEHO, HPO               | Where Council is the registration authority.<br><br>Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3)) |
| s.19M(4)(a) & (5) | power to conduct a food safety audit and take actions where deficiencies are identified                                                                                                | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                     |
| s19N (2)          | Function of receiving notice from the auditor                                                                                                                                          | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority.                                                                                                                     |
| s.19NA(1)         | power to request food safety audit reports                                                                                                                                             | CHP, SEHO, HPO, EHT          | 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                                                                                            | CHP                          |                                                                                                                                                                  |
| s.19UA            | power to charge fees for conducting a food safety assessment or inspection                                                                                                             | CHP                          | Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.                                                         |
| s.19W             | power to direct a proprietor of a food premises to comply with any requirement under Part IIIB                                                                                         | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                     |
| s.19W(3)(a)       | power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction                                                                        | CHP, SEHO, HPO, EHT          | 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 | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                     |

| FOOD ACT 1984 |                                                                                                                                           |                              |                                                                                                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1      | Column 2                                                                                                                                  | Column 3                     | Column 4                                                                                                                                                                        |
| PROVISION     | THING DELEGATED                                                                                                                           | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                                                        |
| ---           | power to register or renew the registration of a food premises                                                                            | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.<br><br>Refusal to grant/or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A (2)). |
| s. 36A        | power to accept an application for registration or notification using online portal                                                       | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority                                                                                                                                     |
| s.36B         | duty to pay the charge for use of online portal                                                                                           | CHP, SEHO, HPO               | Where Council is the registration authority                                                                                                                                     |
| s.38AA(5)     | power to (a) request further information or (b) advise the proprietor that the premises must be registered if the premises are not exempt | CHP, SHE, HPO, EHT           | Where Council is the registration authority.                                                                                                                                    |
| s.38AB(4)     | power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)                        | CHP                          | Where Council is the registration authority.                                                                                                                                    |
| s.38A(4)      | power to request a copy of a completed food safety program template                                                                       | CHP, SEHO, HPO, EHT          | 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                     | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s.38B(1)(b)   | duty to ensure proprietor has complied with requirements of s 38A                                                                         | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s.38B(2)      | duty to be satisfied of the matters in s 38B(2)(a)-(b)                                                                                    | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s.38D(1)      | duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39                            | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s.38D(2)      | duty to be satisfied of the matters in section 38D(2)(a)-(d)                                                                              | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                                    |
| s.38D(3)      | power to request copies of any audit reports                                                                                              | CHP, SEHO, HPO, EHT, BSO(HP) | 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                                                                                | CHP                 | Where Council is the registration authority.<br>Not exceeding the prescribed time limit defined under S 38E(5) |
| s.38E(4)      | duty to register the food premises when conditions are satisfied                                                                          | CHP, SEHO, HPO, EHT | Where Council is the registration authority.                                                                   |
| s.38F(3)(b)   | power to require proprietor to comply with requirements of this Act                                                                       | CHP, SEHO, HPO, EHT | Where Council is the registration authority.                                                                   |
| s. 38G(1)     | power to require notification of change of the food safety program type used for the food premises                                        | CHP, SEHO, HPO, EHT | Where Council is the registration authority                                                                    |
| s. 38G(2)     | Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises              | CHP, SEHO, HPO, EHT | Where Council is the registration authority                                                                    |
| s. 38G(4)     | power to require the proprietor of the food premises to comply with any requirement of the Act                                            | CHP, SEHO, HPO, EHT | Where Council is the registration authority                                                                    |
| s. 39 (2)     | Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed | CHP, SEHO, HPO, EHT | Where Council is the registration authority                                                                    |
| s.39A         | power to register or renew the registration of a food premises despite minor defects                                                      | CHP, SEHO, HPO, EHT | Where Council is the registration authority. Only if satisfied of matters in s 39A(2)(a)-(c)                   |
| s 39A (6)     | Duty to comply with a direction of the Secretary                                                                                          | CHP, SEHO, HPO, EHT |                                                                                                                |
| s 40(1)       | Duty to give the person in whose name the premises is to be registered a certificate of registration                                      | CHP, SEHO, HPO, EHT | Where Council is the registration authority                                                                    |



| 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>                                                                                                         | CHP                          | Where Council is the registration authority.                                                                                                                        |
| s.40C(2)      | power to grant or renew the registration of food premises for a period of less than 1 year                                                                                                                                                                                        | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.                                                                                                                        |
| s.40D(1)      | power to suspend or revoke the registration of food premises                                                                                                                                                                                                                      | CHP                          | Where Council is the registration authority.<br>In consultation with the GMSC&S. Action must be ratified by Council.                                                |
| s. 40E        | Duty to comply with direction of the Secretary                                                                                                                                                                                                                                    | CHP, SEHO, HPO, EHT, BSO(HP) |                                                                                                                                                                     |
| s. 40F        | power to cancel registration of food premises                                                                                                                                                                                                                                     | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority                                                                                                                         |
| s. 43         | Duty to maintain records of registration                                                                                                                                                                                                                                          | CHP, SEHO, HPO, EHT, BSO(HP) | Where Council is the registration authority                                                                                                                         |
| s.43F(6)      | duty to be satisfied that registration requirements under Division 3 have been met prior to registering, or renewing registration of a component of a food business                                                                                                               | CHP, SEHO, HPO, EHT          | 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                                                                                                       | CHP, SEHO, HPO, EHT          | Where Council is the registration authority.<br>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)) |
| s.45AC        | Power to bring proceedings                                                                                                                                                                                                                                                        | CHP, SEHO                    |                                                                                                                                                                     |
| 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 | CHP, SEHO                    | Where Council is the registration authority. In consultation with the GMCS&S.                                                                                       |

| HERITAGE ACT 2017 |                                                                            |           |                                                                                                                                                                                                                                                                             |
|-------------------|----------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1          | Column 2                                                                   | Column 3  | Column 4                                                                                                                                                                                                                                                                    |
| PROVISION         | THING DELEGATED                                                            | DELEGATE  | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                    |
| s.116             | power to sub-delegate the Executive Director's functions, duties or powers | MCD, AMCD | <p>Must first obtain the Executive Director's written consent.</p> <p>Council can only sub-delegate if the instrument delegation from the Executive Director authorises sub- delegation.</p> <p>'Executive Director' means the Executive Director of Heritage Victoria.</p> |

| LOCAL GOVERNMENT ACT 1989 |                                                           |                  |                                                                            |
|---------------------------|-----------------------------------------------------------|------------------|----------------------------------------------------------------------------|
| Column 1                  | Column 2                                                  | Column 3         | Column 4                                                                   |
| PROVISION                 | THING DELEGATED                                           | DELEGATE         | CONDITIONS & LIMITATIONS                                                   |
| s.185L(4)                 | Power to declare and levy a cladding rectification charge | CEO <sup>2</sup> | Council has not entered into any cladding rectification charge agreements. |

<sup>2</sup> The only member of staff who can be a delegate in Column 3 is the CEO.

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                    |                        |                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|
| Column 1                          | Column 2                                                                                                                                                           | Column 3               | Column 4                       |
| PROVISION                         | THING DELEGATED                                                                                                                                                    | DELEGATE               | CONDITIONS & LIMITATIONS       |
| s.4B                              | power to prepare an amendment to the Victorian Planning Provisions                                                                                                 | MCD, AMCD, MCF, CSTP   | If authorised by the Minister. |
| s.4G                              | function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister                                                       | GMCS&S, MCD, AMCD, MCF |                                |
| s.4H                              | duty to make amendment to the Victorian Planning Provisions available in accordance with public availability requirements                                          | MCF, CSTP, STP         |                                |
| s.4I (2)                          | duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements                         | MCF, CSTP              |                                |
| s.8A(2)                           | power to prepare an amendment to the planning scheme where the Minister has given consent under s 8A                                                               | MCF, CSTP              |                                |
| s.8A(3)                           | power to apply to the Minister to prepare an amendment to the planning scheme                                                                                      | GMCS&S, MCF, MCD, AMCD |                                |
| s.8A(5)                           | function of receiving notice of the Minister's decision                                                                                                            | GMCS&S, MCF, MCD, AMCD |                                |
| 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                    | MCF, CSTP              |                                |
| s.8B(2)                           | power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district                                 | Not delegated          |                                |
| 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 | MCF, CSTP              |                                |
| s.12B(1)                          | duty to review the planning scheme                                                                                                                                 | MCF, CSTP              |                                |
| s.12B(2)                          | duty to review planning scheme at direction of the Minister                                                                                                        | MCF, CSTP              |                                |

| 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 a review of the planning scheme to the Minister without delay                                                                                | MCF, CSTP                                            |                                                                                                                                                                                                                                                                    |
| s.14                              | Duties of a Responsible Authority as set out in s 14 (a)-(d)                                                                                                            | MCD, AMCD, MCF, CSP, CPD                             |                                                                                                                                                                                                                                                                    |
| s.17(1)                           | duty of giving a copy of an amendment to the planning scheme                                                                                                            | MCF, CSTP, STP, SCL, STDP, Admin - P&B               |                                                                                                                                                                                                                                                                    |
| s.17(2)                           | duty of giving a copy of a s 173 agreement                                                                                                                              | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, STP |                                                                                                                                                                                                                                                                    |
| s.17(3)                           | duty of giving a copy of amendment, explanatory report and relevant documents to Minister within 10 business days                                                       | GMCS&S, MCD, AMCD, CSP, CPD, PSP, PDP, AA,           |                                                                                                                                                                                                                                                                    |
| s.18                              | duty to make an amendment etc. available in accordance with public availability requirements                                                                            | MCF, CSTP, STP                                       | Until the proposed amendment is approved or lapses                                                                                                                                                                                                                 |
| s.19                              | power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme | MCD, AMCD, MCF                                       |                                                                                                                                                                                                                                                                    |
| s.19                              | function of receiving notice of preparation of an amendment to a planning scheme                                                                                        | GMCS&S, MCF, MCD, AMCD,                              | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br><br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.                                       |
| s.20(A)                           | Power to apply to Minister to prepare an amendment in a prescribed class                                                                                                | GMCS&S                                               | To allow officers to apply to Minister to carry out an amendment to the Darebin Planning Scheme for prescribed classes of fix ups to the Darebin Planning Scheme<br><br>These are always administrative and minor in nature and require no notice through the Act. |
| s.20(1)                           | power to apply to Minister for exemption from the requirements of s 19                                                                                                  | GMCS&S, MCD, AMCD, MCF                               | Where Council is a Planning authority                                                                                                                                                                                                                              |

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| Column 1                          | Column 2                                                                                                                | Column 3          | Column 4                                                                                                                                                   |
| PROVISION                         | THING DELEGATED                                                                                                         | DELEGATE          | CONDITIONS & LIMITATIONS                                                                                                                                   |
| s.20(2)<br>GMCS&S                 | Power to apply to Minister for a planning scheme amendment exemption from the requirements of s 19                      | GMCS&S            | To allow officers to apply to Minister to carry out an amendment to the Darebin Planning Scheme for fix up amendments that require no notice.              |
| s.20(4)                           | Power to apply to Minister to prepare a planning scheme amendment to exempt themselves from notice requirements of s 19 | GMCS&S            | For the purposes of applying an interim heritage overlay to facilitate suspension of a demolition permit in accordance with s29B of the Building Act 1993. |
| s.21(2)                           | duty to make submissions available in accordance with public availability requirements                                  | MCF, CSTP, STP    | Relates to planning scheme amendments.<br><br>Until the end of 2 months after the amendment comes into operation or lapses                                 |
| s.21A(4)                          | Duty to publish notice                                                                                                  | MCF, CSTP, STP    |                                                                                                                                                            |
| s.22 (1)                          | duty to consider all submissions received before the date specified in the notice                                       | Not delegated     | Except submissions which request a change to the items in s.22(5)(a) and (b).<br><br>Council/Planning Committee decision required.                         |
| s.22 (2)                          | Power to consider a late submission<br><br>Duty to consider a late submission, if directed by the Minister              | GMCS&S, MCF, CSTP |                                                                                                                                                            |
| s.23(1)(b)                        | duty to refer submissions which request a change to the amendment to a panel                                            | MCF, CSTP,        |                                                                                                                                                            |
| s.23(2)                           | power to refer to a panel submissions which do not require a change to the amendment                                    | MCF, CSTP, STP    |                                                                                                                                                            |

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| Column 1                          | Column 2                                                                                                                                | Column 3                                                   | Column 4                                                                        |
| PROVISION                         | THING DELEGATED                                                                                                                         | DELEGATE                                                   | CONDITIONS & LIMITATIONS                                                        |
| s.24                              | function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)                    | MCD, AMCD, MCF CSP, CPD, CSTP, PSP, PDP, AA, SSP, SP, STP  |                                                                                 |
| s.26(1)                           | power to make a report available for inspection in accordance with the requirements set out in s 197B of the Act                        | MCD, AMCD, MCF, CSP, CPD, CSTP, PSP, PDP, AA, SSP, SP, STP |                                                                                 |
| s.26(2)                           | duty to keep the report of panel available in accordance with public availability requirements                                          | MCF, CSTP, STP                                             | During the Inspection period                                                    |
| s.27(2)                           | power to apply for exemption if panel's report is not received                                                                          | MCD, AMCD, MCF                                             |                                                                                 |
| s.28 (1)                          | duty to notify Minister if abandoning an amendment                                                                                      | GMCS&S, MCD, AMCD, MCF                                     | Note: the power to make a decision to abandon an amendment cannot be delegated. |
| s. 28(2)                          | duty to publish notice of the decision on Internet site                                                                                 | MCD, AMCD                                                  |                                                                                 |
| s. 28(4)                          | duty to make notice of the decision available on Council's Internet site for a period of at least 2 months                              | MCD, AMCD                                                  |                                                                                 |
| s.30(4)(a)                        | duty to say if an amendment has lapsed                                                                                                  | MCF, CSTP, STP                                             |                                                                                 |
| s.30(4)(b)                        | duty to provide information in writing upon request                                                                                     | MCF, CSTP, STP                                             |                                                                                 |
| s.32(2)                           | duty to give more notice if required                                                                                                    | MCF, CSTP, STP                                             |                                                                                 |
| s.33(1)                           | duty to give more notice of changes to an amendment                                                                                     | MCF, CSTP, STP                                             |                                                                                 |
| s.36(2)                           | duty to give notice of approval of amendment                                                                                            | MCF, CSTP, STP                                             |                                                                                 |
| s.38(5)                           | duty to give notice of revocation of an amendment                                                                                       | MCF, CSTP, STP                                             |                                                                                 |
| s.39                              | function of being a party to a proceeding commenced under s 39 and duty to comply with a determination by VCAT                          | MCF, CSTP, STP                                             |                                                                                 |
| s.40(1)                           | function of lodging copy of approved amendment                                                                                          | MCF, CSTP, STP                                             |                                                                                 |
| s.41 (1)                          | duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period | MCF, CSTP, STP                                             |                                                                                 |

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| Column 1                          | Column 2                                                                                                                                                                                                                             | Column 3                     | Column 4                                                                                                                                             |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                      | DELEGATE                     | CONDITIONS & LIMITATIONS                                                                                                                             |
| s.41 (2)                          | duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends                                  | MCF, CSTP, STP               |                                                                                                                                                      |
| s.42 (2)                          | duty to make copy of planning scheme available in accordance with the public availability requirements                                                                                                                               | MCF, CSTP, STP               |                                                                                                                                                      |
| s.46AAA                           | duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity                | Not applicable               | Where Council is a responsible public entity and is a planning authority.                                                                            |
| s.46AW                            | function of being consulted by the Minister                                                                                                                                                                                          | GMCS&S, MCD, AMCD, MCF       | Where Council is a responsible public entity.                                                                                                        |
| s.46AX                            | function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy<br><br>power to endorse the draft Statement of Planning Policy             | GMCS&S, MCD, AMCD, MCF       | Where Council is a responsible public entity.                                                                                                        |
| s.46AZC2                          | to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity                           | GMCS&S, MCD, AMCD, MCF, CSTP | Where Council is a responsible public entity.                                                                                                        |
| s.46AZK                           | duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | GMCS&S, MCD, AMCD, MCF, CSTP | Where Council is a responsible public entity.                                                                                                        |
| s.46GI(2)(b)(i)                   | power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction                                                                            | GMCS&S, CFO                  | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency. |
| s.46GJ(1)                         | function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans                                                                                          | GMCS&S, CFO                  |                                                                                                                                                      |



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| Column 1                          | Column 2                                                                                                                                                                                                                                                     | Column 3                     | Column 4                                |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                              | DELEGATE                     | CONDITIONS & LIMITATIONS                |
| s.46GK                            | duty to comply with a Minister's direction that applies to Council as the planning authority                                                                                                                                                                 | GMCS&S, MCD, AMCD, MCF       |                                         |
| s.46GN(1)                         | duty to arrange for estimates of values of inner public purpose land                                                                                                                                                                                         | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GO(1)                         | duty to give notice to owners of certain inner public purpose land                                                                                                                                                                                           | GMCS&S, MCD, AMCD, MCF       |                                         |
| s.46GP                            | function of receiving a notice under s 46GO                                                                                                                                                                                                                  | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency. |
| s.46GQ                            | function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land                                                                         | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GR(1)                         | duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO                                                                                                                                       | GMCS&S, MCD, AMCD, MCF, CSTP |                                         |
| s.46GR(2)                         | power to consider a late submission<br>duty to consider a late submission if directed to do so by the Minister                                                                                                                                               | GMCS&S, MCD, AMCD, MCF, CSTP |                                         |
| s.46GS(1)                         | power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ                                                                                                                                       | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GS(2)                         | duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GT(2)                         | duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference                                                                                                                                                           | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GT(4)                         | function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land                                     | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |
| s.46GT(6)                         | function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)                                                                                                                                                            | GMCS&S, MCD, AMCD, MCF, CFO  |                                         |

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| Column 1                          | Column 2                                                                                                                                                                                                                                                                  | Column 3                     | Column 4                                |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                           | DELEGATE                     | CONDITIONS & LIMITATIONS                |
| s.46GU                            | duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met | Not delegated.               |                                         |
| s.46GV(3)                         | function of receiving the monetary component and any land equalisation amount of the infrastructure contribution<br><br>power to specify the manner in which the payment is to be made                                                                                    | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency  |
| s.46GV(3)(b)                      | power to enter into an agreement with the applicant                                                                                                                                                                                                                       | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency  |
| s.46GV(4)(a)                      | function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)                                                                                                                                                                                  | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the development agency |
| s.46GV(4)(b)                      | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)                                                                                                                                                                                  | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency  |
| s.46GV(7)                         | duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area                                                                                                            | GMCS&S, MCD, AMCD, MCF, CSTP |                                         |
| s.46GV(9)                         | power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction                                                                                                     | GMCS&S, MCD, AMCD, MCF, CFO  | Where Council is the collecting agency  |
| s.46GX(1)                         | power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable                                                                                                                            | GMCS&S, MCD, AMCD, CSP CPD   | Where council is the collecting agency  |
| s.46GX(2)                         | duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan                                          | GMCS&S, MCD, AMCD, CSP CPD   | Where Council is the collecting agency  |
| s.46GY(1)                         | duty to keep proper and separate accounts and records                                                                                                                                                                                                                     | GMCS&S, MCD, AMCD, CFO       | Where Council is the collecting agency  |

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| Column 1                          | Column 2                                                                                                                                                                                                                             | Column 3               | Column 4                                                                                                                                                                          |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                      | DELEGATE               | CONDITIONS & LIMITATIONS                                                                                                                                                          |
| s.46GY(2)                         | duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                        | GMCS&S, MCD, AMCD, CFO | Where Council is the collecting agency                                                                                                                                            |
| s.46GZ(2)(a)                      | duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs                                                                                    | MCD, AMCD              | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is that planning authority                   |
| s.46GZ(2)(a)                      | function of receiving the monetary component                                                                                                                                                                                         | MCD, AMCD              | Where the Council is the planning authority<br>This duty does not apply where Council is also the collecting agency                                                               |
| s.46GZ(2)(b)                      | duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities | MCD, AMCD              | Where Council is the collecting agency under an approved infrastructure contribution plan<br>This provision does not apply where Council is also the relevant development agency  |
| s.46GZ(2)(b)                      | function of receiving the monetary component                                                                                                                                                                                         | MCD, AMCD              | Where Council is the development agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency          |
| s.46GZ(4)                         | duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)                                              | GMCS&S, CFO            | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                        |
| s.46GZ(5)                         | duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency      | GMCS&S, MCD, AMCD      | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the relevant development agency |
| s.46GZ(5)                         | function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land                                                                                                               | GMCS&S, MCD, AMCD      | Where Council is the development agency specified in the approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency  |

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| Column 1                          | Column 2                                                                                                                                                                                                                        | Column 3                  | Column 4                                                                                                                                                                                                                                                                                                                                                                   |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                 | DELEGATE                  | CONDITIONS & LIMITATIONS                                                                                                                                                                                                                                                                                                                                                   |
| s.46GZ(7)                         | duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW                             | MCD, AMCD, CFO            | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                 |
| s.46GZ(9)                         | duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan responsible for the use and development of that land                                | MCD, AMCD, CFO            | If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4)<br><br>Where Council is the collecting agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the development agency |
| s.46GZ(9)                         | function of receiving the fee simple in the land                                                                                                                                                                                | MCD, AMCD                 | Where Council is the development agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the collecting agency                                                                                                                                                                                                    |
| s.46GZA(1)                        | duty to keep proper and separate accounts and records                                                                                                                                                                           | MCD, AMCD, CFO            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZA(2)                        | duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>                                                                                                                                   | MCD, AMCD, CFO            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZB(3)                        | duty to follow the steps set out in s 46GZB(3)(a)–(c)                                                                                                                                                                           | CFO, MCD, AMCD            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |
| s.46GZB(4)                        | duty, in accordance with requirements of the VPA to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | CFO, MCD, AMCD, MG&C, HGR | If the VPA is the collecting agency under an approved infrastructure contributions plan<br><br>Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                   |
| s.46GZD(2)                        | duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)                                                                      | CFO, MCD, AMCD            | Where Council is a development agency under an approved infrastructure contributions plan                                                                                                                                                                                                                                                                                  |

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| Column 1                          | Column 2                                                                                                                                                                                                                                                                                                                                                                                      | Column 3       | Column 4                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                                                                                                               | DELEGATE       | CONDITIONS & LIMITATIONS                                                                                                                                                     |
| s.46GZD(3)                        | duty to follow the steps set out in s 46GZD(3)(a) and (b)                                                                                                                                                                                                                                                                                                                                     | CFO, MCD, AMCD | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                   |
| s46GZD(5)                         | Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)                                                                                                                                                                                                                                                                                                      | CFO, MCD, AMCD | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                   |
| s.46GZE(2)                        | duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | MCD, AMCD, CFO | Where Council is the development agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the collecting agency      |
| s.46GZE(2)                        | function of receiving the unexpended land equalisation amount                                                                                                                                                                                                                                                                                                                                 | MCD, AMCD, CFO | Where Council is the collecting agency under an approved infrastructure contributions plan<br><br>This duty does not apply where Council is also the development agency      |
| s.46GZE(3)                        | duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3) (a) and (b)                                                                                                                                                                                                                                  | CFO            | Where Council is the collecting agency under an approved infrastructure contributions plan                                                                                   |
| s.46GZF(2)                        | duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land                                                                                                                                                                           | MCD, AMCD, CFO | Where Council is the development agency under an approved infrastructure contributions plan                                                                                  |
| S.46GZF(3)                        | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)                                                                                                                                                                                                                                                                                                       | MCD, AMCD, CFO | Where Council is the development agency under an approved infrastructure contributions plan                                                                                  |
| s.46GZF(3)                        | Function of receiving proceeds of sale                                                                                                                                                                                                                                                                                                                                                        | MCD, AMCD, CFO | Where Council is the collection agency under an approved infrastructure contributions plan<br><br>This provision does not apply where Council is also the development agency |

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| Column 1                          | Column 2                                                                                                                                                                                                       | Column 3                                    | Column 4                                                                                   |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                | DELEGATE                                    | CONDITIONS & LIMITATIONS                                                                   |
| s.46GZF(4)                        | duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5) | MCD, AMCD, CFO                              | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZF6                          | duty to make the payments under section46GZF(4) in accordance with s 46GZF(6)(a) and (b)                                                                                                                       | CFO, MCD, AMCD                              | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZH                           | power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction                                        | CFO                                         | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s.46GZI                           | duty to prepare and give a report to the Minister at the times required by the Minister                                                                                                                        | MCD, AMCD, CFO                              | Where Council is a collecting agency or development agency                                 |
| s.46GZK                           | power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council                                                                                                       | MCD, AMCD, CFO                              | Where Council is a collecting agency or development agency                                 |
| s.46LB(3)                         | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB(2)                      | MCD, AMCD, CFO                              |                                                                                            |
| s.46N(1)                          | duty to include condition in permit regarding payment of development infrastructure levy                                                                                                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSO |                                                                                            |
| s.46N(2)(c)                       | function of determining time and manner for receipt of development contributions levy                                                                                                                          | MCD, AMCD, MCF, CSP, CPD                    |                                                                                            |
| s.46N(2)(d)                       | power to enter into an agreement with the applicant regarding payment of development infrastructure levy                                                                                                       | MCD, AMCD, MCF, CSP, CPD                    |                                                                                            |
| 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                                                                                         | MCD, AMCD, MCF, CSP, CPD, MBS               |                                                                                            |
| s.46O(1)(d) & (2)(d)              | power to enter into agreement with the applicant regarding payment of community infrastructure levy                                                                                                            | MCD, AMCD, MCF, CSP CPD,                    |                                                                                            |
| s.46P(1)                          | power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured                                                                                                                   | CHP, MCF, CSP CPD,                          |                                                                                            |

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| Column 1                          | Column 2                                                                                                                                                                                                                                                                                        | Column 3                         | Column 4                                                                                                                                                                     |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                                 | DELEGATE                         | CONDITIONS & LIMITATIONS                                                                                                                                                     |
| s.46P(2)                          | power to accept provision of land, works, services or facilities in part or full payment of levy payable                                                                                                                                                                                        | MCD, AMCD, MCF                   |                                                                                                                                                                              |
| s.46Q(1)                          | duty to keep proper accounts of levies paid                                                                                                                                                                                                                                                     | MCD, AMCD, MCF                   |                                                                                                                                                                              |
| 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                                                                                           | MCD, AMCD, CSP CPD,              |                                                                                                                                                                              |
| 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.                                                                                                                      | MCD, AMCD, MCF, CSP CPD,         |                                                                                                                                                                              |
| s.46Q(3)                          | power to refund any amount of levy paid if it is satisfied the development is not to proceed                                                                                                                                                                                                    | MCD, AMCD, CSTP, CSP, CPD, MC&MP | Only applies when levy is paid to Council as a 'development agency'.                                                                                                         |
| s.46Q(4)(c)                       | duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a) | MCD, AMCD, CSP CPD,              | 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                                                                                                                                                                                                      | GMCS&S, MCD, AMCD, MCF           | Must be done in accordance with Part 3.                                                                                                                                      |
| s46Q(4)(e)                        | duty to expend that amount on other works etc.                                                                                                                                                                                                                                                  | MCD, AMCD, MCF, MC&MP            | 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                                                                                                                                                                                                                                       | MCD, AMCD, MCF                   |                                                                                                                                                                              |
| s.46QD                            | duty to prepare report and give a report to the Minister                                                                                                                                                                                                                                        | GMCS&S, MCD, AMCD, MCF           | Where Council is a collecting agency or development agency.                                                                                                                  |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                         |                                                                                  |                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                         | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.46V(3)                          | duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period                 | Not applicable                                                                   |                          |
| s.46V(4)                          | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period | Not applicable                                                                   |                          |
| s.46V(5)                          | Duty to keep a copy of the approved strategy plan incorporating all amendments to it                                                                                                                                                                    | Not applicable                                                                   |                          |
| s.46V(6)                          | Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements                                                                                                     | Not applicable                                                                   |                          |
| s.46Y                             | duty to carry out works in conformity with the approved strategy plan                                                                                                                                                                                   | Not applicable                                                                   |                          |
| s.47                              | power to decide that an application for a planning permit does not comply with that Act                                                                                                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.49(1)                           | duty to keep a register of all applications for permits and determinations relating to permits                                                                                                                                                          | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B          |                          |
| s.49(2)                           | duty to make register available for inspection in accordance with the public availability requirements                                                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B |                          |
| s.50(4)                           | duty to amend applications                                                                                                                                                                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                               |                                                                                  |                          |
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| Column 1                          | Column 2                                                                                                                                                                      | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                               | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.50(5)                           | Power to refuse to amend application                                                                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50(6)                           | Duty to make note of amendment to application in register                                                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50A(1)                          | power to make amendment to application                                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50A(3)                          | power to require applicant to notify owner and make a declaration that notice has been given                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO                         |                          |
| s.50A(4)                          | duty to note amendment to an application in register                                                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin – P&B |                          |
| s.51                              | duty to make a copy of an application available for inspection in accordance with the public availability requirements                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin – P&B |                          |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.52(1)(b)                        | duty to give notice of the application to other municipal Council where appropriate                                                                                           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO                              |                          |
| s.52(1)(c)                        | duty to give notice of the application to all persons required by the planning scheme                                                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| 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                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                        |                                                          |                          |
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| Column 1                          | Column 2                                                                                                                                                               | Column 3                                                 | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                        | DELEGATE                                                 | CONDITIONS & LIMITATIONS |
| s.52(1)(cb)                       | duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO      |                          |
| s.52(1)(d)                        | duty to give notice of the application to other persons who may be detrimentally effected                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.52(1AA)                         | duty to give notice of an application to remove or vary a registered restrictive covenant                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.52(3)                           | power to give any further notice of an application where appropriate                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.53(1)                           | power to require the applicant to give notice under s 52(1) to persons specified by it                                                                                 | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO          |                          |
| s.53(1A)                          | power to require the applicant to give the notice under s 52(1AA)                                                                                                      | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO          |                          |
| s.54(1)                           | power to require the applicant to provide more information                                                                                                             | CHP, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO       |                          |
| s.54(1A)                          | duty to give notice in writing of information required under s 54(1)                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.54(1B)                          | duty to specify the lapse date for an application                                                                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.54A(3)                          | power to decide to extend time or refuse to extend time to give required information                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                      |                                                                                  |                          |
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| Column 1                          | Column 2                                                                                                                             | Column 3                                                                         | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                      | DELEGATE                                                                         | CONDITIONS & LIMITATIONS |
| s.54A(4)                          | duty to give written notice of decision to extend or refuse to extend time und s 54A(3)                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.55(1)                           | duty to give copy application, together with the prescribed information to every referral authority specified in the planning scheme | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57(2A)                          | power to reject objections considered made primarily for commercial advantage for the objector                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA,                                               |                          |
| s.57(3)                           | function of receiving name and address of persons to whom notice of decision is to go                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57(5)                           | duty to make a copy of all objections available in accordance with the public availability requirements                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57A(4)                          | duty to amend application in accordance with applicant's request, subject to s 57A(5)                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO SSO,                         |                          |
| s.57A(5)                          | power to refuse to amend application                                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                          |
| s.57A(6)                          | duty to note amendments to application in register                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                          |
| s.57B(1)                          | duty to determine whether and to whom notice should be given                                                                         | CMCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                        |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                          |                                                                                  |                                                                                                                                                                                              |
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| 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                                                                           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                              |
| s.57C(1)                          | duty to give copy of amended application to referral authority                                                                                           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                              |
| s.58                              | duty to consider every application for a permit                                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                              |
| s.58A                             | power to request advice from the Planning Application Committee                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                              |
| s.60                              | duty to consider certain matters                                                                                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                              |
| s60(1A)                           | power to consider certain matters                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                              |
| s.60(1B)                          | duty to consider number of objectors in considering whether use or development may have significant social effect                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                              |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> .<br><br>In accordance with Council's Planning Committee Charter. |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                              |                                                          |                          |
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| Column 1                          | Column 2                                                                                                                                     | Column 3                                                 | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                              | DELEGATE                                                 | CONDITIONS & LIMITATIONS |
| s.61(2)                           | duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit                           | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.61(2A)                          | power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.61(3)(a)                        | duty not to decide to grant a permit to use coastal Crown land without Minister's consent                                                    | Not applicable                                           |                          |
| s.61(3)(b)                        | duty to refuse to grant the permit without the Minister's consent                                                                            | Not applicable                                           |                          |
| s.61(4)                           | duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.62(1)                           | duty to include certain conditions in deciding to grant a permit                                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.62(2)                           | power to include other conditions                                                                                                            | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO          |                          |
| s.62(4)                           | duty to ensure conditions are consistent with paragraphs (a),(b) and (c)                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO      |                          |
| s.62(5)(a)                        | power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |
| s.62(5)(b)                        | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement        | MCD, AMCD,                                               |                          |
| s.62(5)(c)                        | power to include a permit condition that specified works be provided or paid for by the applicant                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                             |                                                                                  |                                                                                         |
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| Column 1                          | Column 2                                                                                                                                                                                                                                    | Column 3                                                                         | Column 4                                                                                |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                             | DELEGATE                                                                         | CONDITIONS & LIMITATIONS                                                                |
| s 62(6)(a)                        | duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)                                                                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                         |
| s.62(6)(b)                        | duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                         |
| s.63                              | duty to issue the permit where made a decision in favour of the application (if no one has objected)                                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                         |
| s.64(1)                           | duty to give notice of decision to grant a permit to applicant and objectors                                                                                                                                                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SCL, STDP, Admin - P&B      | This provision applies also to a decision to grant an amendment to a permit – see s 75  |
| s.64(3)                           | duty not to issue a permit until after the specified period                                                                                                                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | This provision applies also to a decision to grant an amendment to a permit – see s 75  |
| s.64(5)                           | Duty to give each objector a copy of an exempt decision                                                                                                                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | This provision applies also to a decision to grant an amendment to a permit – see s 75  |
| s.64A                             | duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | This provision applies also to a decision to grant an amendment to a permit - see s 75A |
| s.65(1)                           | duty to give notice of refusal to grant permit to applicant and person who objected under s 57                                                                                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                         |
| s.66(1)                           | duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities                                                                                                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                         |

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| 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                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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 a copy of its decision to refuse any permit                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.                       |
| s.66(6)                           | duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.69(1A)                          | function of receiving application for extension of time to complete development                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.69(2)                           | power to extend time                                                                                                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                                              |
| s.70                              | duty to make copy permit available in accordance with the public availability requirements                                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |
| s.71(1)                           | power to correct certain mistakes                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                                              |
| s.71(2)                           | duty to note corrections in register                                                                                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                              |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                            |                                                                                  |                                                                                                                                                                                                                          |
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| Column 1                          | Column 2                                                                                                                                                   | Column 3                                                                         | Column 4                                                                                                                                                                                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                                            | DELEGATE                                                                         | CONDITIONS & LIMITATIONS                                                                                                                                                                                                 |
| s.73                              | power to decide to grant amendment subject to conditions                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | In accordance with Council's Planning Committee Charter                                                                                                                                                                  |
| s.74                              | duty to issue amended permit to applicant if no objectors                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO                              |                                                                                                                                                                                                                          |
| s.76                              | duty to give applicant and objectors notice of decision to refuse to grant amendment to permit                                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                                                                                                                                                                                          |
| s.76A(1)                          | duty to give relevant determining referral authorities copy of an amended permit and copy of notice                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, Admin - P&B            |                                                                                                                                                                                                                          |
| s.76A(2)                          | duty to give a recommending referral authority notice of its decision to grant an amendment to a permit                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, Admin - P&B            | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.                             |
| s.76A(6)                          | duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B | 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                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                                                          |
| s.83                              | function of being respondent to an appeal                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                                                                                                                                                                                          |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                       |                                                                                  |                                                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                              | Column 3                                                                         | Column 4                                                 |
| PROVISION                         | THING DELEGATED                                                                                                                       | DELEGATE                                                                         | CONDITIONS & LIMITATIONS                                 |
| s.83B                             | duty to give or publish notice of application for review                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                                          |
| s.84(1)                           | power to decide on application at any time after an appeal is lodged against failure to grant a permit                                | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         | In accordance with Council's Planning Committee Charter. |
| 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    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.84(6)                           | duty to issue permit on receipt of advice within 3 business days                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.84AB                            | power to agree to confining a review by the Tribunal                                                                                  | MCD, AMCD, CSP, CPD, PSP PDP, AA,                                                |                                                          |
| s.86                              | duty to issue a permit at order of Tribunal within 3 business days                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.87(3)                           | power to apply to VCAT for the cancellation or amendment of a permit                                                                  | MCS &C, MCD, AMCD, CSP, CCC, TLDC, CPD, PSP, PDP, AA,                            |                                                          |
| s.90(1)                           | function of being heard at hearing of request for cancellation or amendment of a permit                                               | MCS &C, MCD, AMCD, CSP, CCC, CPD, PSP, PDP, AA, TLDC, PIO                        |                                                          |
| s.91(2)                           | duty to comply with the directions of VCAT                                                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                         |                                                          |
| s.91(2A)                          | duty to issue amended permit to owner if Tribunal so directs                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO                              |                                                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                                                                |                                                               |                                      |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                                                       | Column 3                                                      | Column 4                             |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                                                                | DELEGATE                                                      | CONDITIONS & LIMITATIONS             |
| s.92                              | duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90                                                                                                                                                                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO      |                                      |
| s.93(2)                           | duty to give notice of VCAT order to stop development                                                                                                                                                                                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, TLDC. PIO         |                                      |
| s.95(3)                           | function of referring certain applications to the Minister                                                                                                                                                                                                                     | GMCS&S, MCD, AMCD, CSP CPD,                                   |                                      |
| s.95(4)                           | duty to comply with an order or direction                                                                                                                                                                                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO      |                                      |
| s.96(1)                           | duty to obtain a permit from the Minister to use and develop its land                                                                                                                                                                                                          | Relevant Service Manager                                      | In consultation with the MC&MPMC&MP. |
| s.96(2)                           | function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land                                                                                                                                                              | Relevant Service Manager                                      | In consultation with the MC&MPMC&MP  |
| s.96A(2)                          | power to agree to consider an application for permit concurrently with preparation of proposed amendment                                                                                                                                                                       | MCD, AMCD, MCF, CSP CPD,                                      |                                      |
| s.96C                             | power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C                                                                                                                                                              | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                      |
| s.96F                             | duty to consider the panel's report under s 96E                                                                                                                                                                                                                                | MCD, AMCD,                                                    |                                      |
| s.96G(1)                          | power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> ) | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                      |
| s.96H(3)                          | power to give notice in compliance with Minister's direction                                                                                                                                                                                                                   | MCD, AMCD, MCF, CSP CPD,                                      |                                      |
| s.96J                             | Duty power to issue permit as directed by the Minister                                                                                                                                                                                                                         | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                      |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                             |                                                                                    |                          |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------|
| Column 1                          | Column 2                                                                                                                    | Column 3                                                                           | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                             | DELEGATE                                                                           | CONDITIONS & LIMITATIONS |
| s.96K                             | duty to comply with direction of the Minister to give notice of refusal                                                     | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                      |                          |
| 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     | GMCS&S, MCD, AMCD                                                                  |                          |
| s.97C                             | power to request Minister to decide the application                                                                         | GMCS&S, MCD, AMCD, CSP CPD,                                                        |                          |
| s.97D(1)                          | duty to comply with directions of Minister to supply any document or assistance relating to application                     | MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, Admin – P&B         |                          |
| s.97G(3)                          | function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | MCD, AMCD, CSP, CPD,                                                               |                          |
| s.97G(6)                          | duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B   |                          |
| s.97L                             | duty to include Ministerial decisions in a register kept under section 49                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, , SSO, SO, SPA, SCL, STDP, Admin – P&B |                          |
| s.97MH                            | duty to provide information or assistance to the Planning Application Committee                                             | MCD, AMCD, CSP, CPD, PSP, PDP, AA,                                                 |                          |
| s.97MI                            | duty to contribute to the costs of the Planning Application Committee or subcommittee                                       | MCD, AMCD, CSP, CPD,                                                               |                          |
| s.97O                             | duty to consider application and issue or refuse to issue certificate of compliance                                         | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                           |                          |
| s.97P(3)                          | duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                           |                          |
| s.97Q(2)                          | function of being heard by VCAT at hearing of request for amendment or cancellation of certificate                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                           |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                               |                                                                         |                                              |
|-----------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------|
| Column 1                          | Column 2                                                                                      | Column 3                                                                | Column 4                                     |
| PROVISION                         | THING DELEGATED                                                                               | DELEGATE                                                                | CONDITIONS & LIMITATIONS                     |
| s.97Q(4)                          | duty to comply with directions of VCAT                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                |                                              |
| s.97R                             | duty to keep register of all applications for certificate of compliance and related decisions | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B |                                              |
| s.98(1)&(2)                       | function of receiving claim for compensation in certain circumstances                         | GMCS&S, MCD, AMCD                                                       |                                              |
| s.98(4)                           | duty to inform any person of the name of the person from whom compensation can be claimed     | GMCS&S, MCD, AMCD                                                       |                                              |
| s.101                             | function of receiving claim for expenses in conjunction with claim                            | GMCS&S, MCD, AMCD                                                       |                                              |
| s.103                             | power to reject claim for compensation in certain circumstances                               | GMCS&S, MCD, AMCD                                                       |                                              |
| s.107(1)                          | function of receiving claim for compensation                                                  | GMCS&S, MCD, AMCD                                                       |                                              |
| s.107(3)                          | power to agree to extend time for making claim                                                | GMCS&S, MCD, AMCD                                                       |                                              |
| s.113 (2)                         | Power to request a declaration for land to be proposed to be reserved for public purposes     |                                                                         |                                              |
| s.114(1)                          | power to apply to the VCAT for an enforcement order                                           | MCS&C, CCC, MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, TLDC, PIO       |                                              |
| s.117(1)(a)                       | function of making a submission to the VCAT where objections are received                     | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA                         |                                              |
| s.120(1)                          | power to apply for an interim enforcement order where s 114 application has been made         | MCS&C, CCC, MCD, AMCD, CSP, CPD, TLDC, PIO                              | Subject to prior discussion with the GMCS&S. |
| s.123(1)                          | power to carry out work required by enforcement order and recover costs                       | MCS&C, CCC, TLDC, MCD, AMCD, CSP, CPD                                   |                                              |
| s.123(2)                          | power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)          | Not delegated.                                                          | Except Crown land.                           |

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| s.125(1)                                 | Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.                                                                                                                                                                              | MCS&C MCD, AMCD, CSP, CPD, TLDC, CCC                                                                              | Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal. |
| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                   |                                                                                                                    |
| <b>Column 1</b>                          | <b>Column 2</b>                                                                                                                                                                                                                                                                                                                                                        | <b>Column 3</b>                                                                                                   | <b>Column 4</b>                                                                                                    |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>                                                                                                                                                                                                                                                                                                                                                 | <b>DELEGATE</b>                                                                                                   | <b>CONDITIONS &amp; LIMITATIONS</b>                                                                                |
| s.129                                    | function of recovering penalties                                                                                                                                                                                                                                                                                                                                       | MCD, AMCD, MCS&C, CCC, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, TLDC, PIO, SCL, STDP, Admin – P&B, , TLB&P, BSO(B&P) |                                                                                                                    |
| s.130(5)                                 | power to allow person served with an infringement notice further time                                                                                                                                                                                                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, TLDC, PIO, MH&C, MCS&C, CCC, TLB&P                                             |                                                                                                                    |
| s.149A(1)                                | power to refer a matter to the VCAT for determination                                                                                                                                                                                                                                                                                                                  | MCD, AMCD, CSP CPD, MCS&C, TLDC, CCC,                                                                             |                                                                                                                    |
| s.149A(1A)                               | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement                                                                                                                                                                                                                                                           | MCS &C, MCD, AMCD, CSP, CPD, PSP, TLDC, PDP, AA, CCC                                                              |                                                                                                                    |
| S.149b                                   | Power to apply to the Tribunal for a declaration.                                                                                                                                                                                                                                                                                                                      | MCS &C, MCD, AMCD, CSP, CPD, PSP, TLDC, PDP, AA, CCC                                                              |                                                                                                                    |
| s.156                                    | duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156 (3) and power to abandon amendment or part of it under s 156(4) | MCD, AMCD, MCF, CSTP, STP                                                                                         | Where Council is the relevant planning authority.                                                                  |
| s.171(2)(f)                              | power to carry out studies and commission reports                                                                                                                                                                                                                                                                                                                      | MCD, AMCD, MCF, CSTP, STP                                                                                         |                                                                                                                    |
| s.171(2)(g)                              | power to grant and reserve easements                                                                                                                                                                                                                                                                                                                                   | MCD, AMCD, CSP, CPD                                                                                               |                                                                                                                    |
| s.172C                                   | power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan                                                                                                                                                                                                                                        | Not delegated.                                                                                                    | Where Council is a development agency specified in an approved infrastructure contributions plan                   |
| s.172D(1)                                | power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)                                                                                                                                                                                          | Not delegated.                                                                                                    | Where Council is a collecting agency specified in an approved infrastructure contributions plan                    |

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| s.172D(2) | power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4) | Not delegated. | Where Council is the development agency specified in an approved infrastructure contributions plan |
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| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                                           |                                                                                 |                                                     |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                                  | Column 3                                                                        | Column 4                                            |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                                           | DELEGATE                                                                        | CONDITIONS & LIMITATIONS                            |
| s.173(1)                          | power to enter into agreement covering matters set out in s 174                                                                                                                                                                           | CEO, GMCS&S, MCD, AMCD, MCF                                                     |                                                     |
| 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                                                                                                         | Not delegated.                                                                  | Where Council is the relevant responsible authority |
| ---                               | power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | MCD, AMCD, CSP, CPD, PSP, PDP, AA                                               |                                                     |
| ---                               | power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority           | MCD, AMCD, CSP, CPD, PSP, PDP, AA                                               |                                                     |
| s.177(2)                          | power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                                | CEO, GMCS&S, MCD, AMCD, MCF                                                     |                                                     |
| s.178                             | power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9                                                                              | CEO, GMCS&S, MCD, AMCD, MCF                                                     |                                                     |
| s.178A(1)                         | function of receiving application to amend or end an agreement                                                                                                                                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SPA, SSO, SO, SCL, STDP, Admin – P&B |                                                     |
| s.178A(3)                         | function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)                                                                                                                                      | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SSO, SO, SPA                                 |                                                     |

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| s.178A(4) | function of notifying the applicant and the owner as to whether it agrees in principle to the proposal | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA |  |
| s.178A(5) | power to propose to amend or end an agreement                                                          | MCD, AMCD, CSP, CPD, PSP, PDP, AA SP, SSO, SO, SPA      |  |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                     |                                                          |                                                                             |
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| Column 1                          | Column 2                                                                                                                                            | Column 3                                                 | Column 4                                                                    |
| PROVISION                         | THING DELEGATED                                                                                                                                     | DELEGATE                                                 | CONDITIONS & LIMITATIONS                                                    |
| s.178B(1)                         | duty to consider certain matters when considering proposal to amend an agreement                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  |                                                                             |
| s.178B(2)                         | duty to consider certain matters when considering proposal to end an agreement                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  |                                                                             |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  |                                                                             |
| s.178C(4)                         | function of determining how to give notice under s 178C(2)                                                                                          | MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA       |                                                                             |
| s.178E(1)                         | duty not to make decision until after 14 days after notice has been given                                                                           | MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA       |                                                                             |
| s.178E(2)(a)                      | power to amend or end the agreement in accordance with the proposal                                                                                 | MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA       | If no objections are made under s 178D.<br>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                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  | If no objections are made under s178D<br>Must consider matters in s78B      |
| s.178E(2)(c)                      | power to refuse to amend or end the agreement                                                                                                       | MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA  | If no objections are made under s178D<br>Must consider matters in s.178B    |
| s.178E(3)(a)                      | power to amend or end the agreement in accordance with the proposal                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA | 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                                               | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA | After considering objections, submissions and matters in s.178B             |



| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                      |                                                          |                                                                  |
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| Column 1                          | Column 2                                                                                                                                                                                             | Column 3                                                 | Column 4                                                         |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                      | DELEGATE                                                 | CONDITIONS & LIMITATIONS                                         |
| s.178E(3)(c)                      | power to amend or end the agreement in a manner that is substantively different from the proposal                                                                                                    | MCD, AMCD, CSP, CPD                                      | After considering objections, submissions and matters in s.178B. |
| s.178E(3)(d)                      | power to refuse to amend or end the agreement                                                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA | 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)                                                                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                  |
| s.178F(2)                         | duty to give notice of its decision under s 78E(2)(c) or (3)(d)                                                                                                                                      | MCD, AMCD, CSP, CPD                                      |                                                                  |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                  |
| s.178G                            | duty to sign amended agreement and give copy to each other party to the agreement                                                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                  |
| 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                                                            | MCD, AMCD, CSP, CPD                                      |                                                                  |
| s.178I(3)                         | duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land                                                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                  |
| s.179(2)                          | duty to make a copy of each agreement available in accordance with the public availability requirements                                                                                              | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                  |
| s.181                             | duty to apply to the Registrar of Titles to record the agreement                                                                                                                                     | MCD, AMCD, CSP, CPD                                      |                                                                  |
| s.181(1A)(a)                      | power to apply to the Registrar of Titles to record the agreement                                                                                                                                    | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA |                                                                  |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                   |                                                                                   |                          |
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| Column 1                          | Column 2                                                                                                                                                                                          | Column 3                                                                          | Column 4                 |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                   | DELEGATE                                                                          | CONDITIONS & LIMITATIONS |
| s.181(1A)(b)                      | duty to apply to the Registrar of Titles, without delay, to record the agreement                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA                          |                          |
| s.182                             | power to enforce an agreement                                                                                                                                                                     | MCS &C, MCD, AMCD, CSP, CPD, TLDC, PIO, CCC                                       |                          |
| s.183                             | duty to tell Registrar of Titles of ending/amendment of agreement                                                                                                                                 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO                          |                          |
| 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                                                             | MCD, AMCD, CSP, CPD, PSP, SSP, SP, SSO, SO, SPA                                   |                          |
| 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                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSP, SP, SSO, SO, SPA                     |                          |
| 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 | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSP, SP, SSO, SO, SPA                     |                          |
| 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                                                        | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B  |                          |
| s.184G(2)                         | duty to comply with a direction of the Tribunal                                                                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA,                         |                          |
| s.184G(3)                         | duty to give notice as directed by the Tribunal                                                                                                                                                   | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSPM, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B |                          |
| s.185B (1)                        | Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice                     | MCD, AMCD, CSP, CPD                                                               |                          |

| PLANNING AND ENVIRONMENT ACT 1987 |                                                                                                                                                                                                                          |                                                      |                                                                                                                               |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Column 1                          | Column 2                                                                                                                                                                                                                 | Column 3                                             | Column 4                                                                                                                      |
| PROVISION                         | THING DELEGATED                                                                                                                                                                                                          | DELEGATE                                             | CONDITIONS & LIMITATIONS                                                                                                      |
| s.198(1)                          | function to receive application for planning certificate                                                                                                                                                                 | Not applicable.                                      | In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure. |
| s.199(1)                          | duty to give planning certificate to applicant                                                                                                                                                                           | Not applicable.                                      | In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure. |
| s.201(1)                          | function of receiving application for declaration of underlying zoning                                                                                                                                                   | Not applicable.                                      |                                                                                                                               |
| s.201(3)                          | duty to make declaration                                                                                                                                                                                                 | Not applicable.                                      |                                                                                                                               |
| -                                 | 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                                                                            | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA      |                                                                                                                               |
|                                   | 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                                                                     | MCD, AMCD, CSP, CPD, PDP, PSP, PDP, AA, SSP, SP, SPA |                                                                                                                               |
|                                   | 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                                                                      | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA      |                                                                                                                               |
| -                                 | power to give written authorisation in accordance with a provision of a planning scheme                                                                                                                                  | MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA      |                                                                                                                               |
| -                                 | Power to respond to the Minister / State Government with respect to planning permit applications and approvals being considered under Clauses 52.20, 53.19, 53.20, 53.13, 53.22 and 53.23 of the Darebin Planning Scheme | MCD, AMCD, CSP, CPD                                  |                                                                                                                               |
| -                                 | Power to respond to the Minister / State Government with respect to planning permit applications being considered because the Minister is the responsible authority under Clause 72.01 of the Darebin Planning Scheme    | MCD, AMCD, CSP, CPD                                  |                                                                                                                               |

|             |                                                                                                                                                                                                 |                                |  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--|
| -           | Power to respond to the Minister / State Government with respect to State Projects approvals referred to Council under Clauses 52.03, 52.30, 52.35, 52.36, 53.21 of the Darebin Planning Scheme | MCD, MCF, AMCD, CSP, CPD, CSTP |  |
| -           | Power to respond to the Minister / State Government with respect to combined Planning Scheme amendments / permit applications under section 96                                                  | MCD, MCF, AMCD, CSP, CPD, CSTP |  |
| -           | Power to respond to the Minister / State Government with respect to Planning Scheme Amendments                                                                                                  | MCD, MCF, AMCD, CSP, CPD, CSTP |  |
| -           | Power to respond to the Minister / State Government when a planning matter has been informally referred to Council                                                                              | MCD, MCF, AMCD, CSP, CPD, CSTP |  |
| -           | Power to respond to the Minister / State Government when they give notice to Council of a planning permit application that they are assessing.                                                  | MCD, MCF, AMCD, CSP, CPD, CSTP |  |
| s.201UAB(1) | function of providing the Victoria Planning Authority with information relating to any land within municipal district                                                                           | MCD, AMCD, MCF                 |  |
| s.201UAB(2) | duty to provide the Victoria Planning Authority with information requested under S 201UAB(1) as soon as possible                                                                                | MCD, AMCD, MCF                 |  |

| RESIDENTIAL TENANCIES ACT 1997 |                                                                                                                                             |                                     |                          |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| Column 1                       | Column 2                                                                                                                                    | Column 3                            | Column 4                 |
| PROVISION                      | THING DELEGATED                                                                                                                             | DELEGATE                            | CONDITIONS & LIMITATIONS |
| s.518F                         | power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | MCD, , HPO, SEHO, CHP, EHT          |                          |
| s.522(1)                       | power to give a compliance notice to a person                                                                                               | MCD, , HPO, SEHO, CHP, EHT          |                          |
| s.525(2)                       | power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)                                        | GMCS&S                              |                          |
| s.525(4)                       | duty to issue identity card to authorised officers                                                                                          | MCD, , GMCS&S                       |                          |
| s.526(5)                       | duty to keep record of entry by authorised officer under s 526                                                                              | MCD, , CHP, BSO(HP)                 |                          |
| s.526A(3)                      | function of receiving report of inspection                                                                                                  | MCD, , HPO, BSO(HP), CHP, SEHO, EHT |                          |
| s.527                          | power to authorise a person to institute proceedings (either generally or in a particular case)                                             | MCD, , CHP                          |                          |

| 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                            | GMCS&S, GMG&E, GMIO&F, MC&MPMC&MP | Obtain consent in circumstances specified in s 11(2).                                                                                                                  |
| s.11(8)                  | power to name a road or change the name of a road by publishing notice in Government Gazette        | Not delegated                     |                                                                                                                                                                        |
| s.11(9)(b)               | duty to advise the Registrar                                                                        | GMCS&S, GMG&E, GMIO&F, MC&MPMC&MP |                                                                                                                                                                        |
| s.11(10)                 | duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc. | GMCS&S, GMG&E, GMIO&F, MC&MPMC&MP | Subject to section 11 (10A).                                                                                                                                           |
| s.11(10A)                | duty to inform Secretary to Department of Environment, Land Water and Planning or nominated person  | GMCS&S, GMG&E, GMIO&F, MC&MPMC&MP | Where Council is the coordinating road authority.                                                                                                                      |
|                          |                                                                                                     |                                   |                                                                                                                                                                        |
|                          |                                                                                                     | MC&MP                             |                                                                                                                                                                        |
|                          |                                                                                                     | MC&MP                             |                                                                                                                                                                        |
|                          |                                                                                                     | MC&MP                             |                                                                                                                                                                        |
|                          |                                                                                                     | MC&MP                             |                                                                                                                                                                        |
| s.12(10)                 | duty to notify of decision made                                                                     | GMIO&F, MC&MPMC&MP                | Duty of coordinating road authority where it is the discontinuing body.<br>Does not apply where an exemption is specified in the regulations or given by the Minister. |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                                                                          |                               |                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                                                                                 | Column 3                      | Column 4                                                                                              |
| PROVISION                | THING DELEGATED                                                                                                                                                                                                                          | DELEGATE                      | CONDITIONS & LIMITATIONS                                                                              |
| s.13(1)                  | power to fix a boundary of a road by publishing notice in Government Gazette                                                                                                                                                             | GMCS&S, GMG&E, GMIO&F, MC&MP  | Power of the coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate. |
| s.14(4)                  | function of receiving notice from the Head, Transport for Victoria                                                                                                                                                                       | GMCS&S, MCE&ST                |                                                                                                       |
| s.14(7)                  | power to appeal against a decision of the Head, Transport for Victoria                                                                                                                                                                   | GMCS&S, MCE&ST                |                                                                                                       |
| 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 | GMCS&S, GMG&E                 |                                                                                                       |
| s.15(1A)                 | power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority                                                                                                               | GMCS&S, GMG&E                 |                                                                                                       |
| s.15(2)                  | duty to include details of arrangement in public roads register                                                                                                                                                                          | GMIO&F, MC&MP                 |                                                                                                       |
| s.16(7)                  | power to enter into an arrangement under s 15                                                                                                                                                                                            | GMCS&S, GMG&E, GMIO&F         |                                                                                                       |
| s.16(8)                  | duty to enter details of determination in the public roads register                                                                                                                                                                      | GMIO&F, MC&MP                 |                                                                                                       |
| s.17(2)                  | duty to register public road in public roads register                                                                                                                                                                                    | GMIO&F, MC&MP                 | Where Council is the coordinating road authority.                                                     |
| s.17(3)                  | power to decide that a road is reasonably required for general public use                                                                                                                                                                | GMCS&S, GMIO&F, MC&MP, MCE&ST | 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                                                                                                                                              | GMIO&F, MC&MP                 | 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                                                                                                                                                      | GMCS&S, GMIO&F, MC&MP         | 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                                                                                                                                      | GMIO&F, GMCS&S, MC&MP, MCE&ST | 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                                                                            | GMCS&S, GMIO&F                | Where Council is the coordinating road authority, and obtains consent in circumstances specified in s 18(2). |
| s.18(3)                  | duty to record designation in the public roads register                                                      | GMIO&F, MC&MP                 | 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              | GMIO&F, MC&MP                 |                                                                                                              |
| s.19(4)                  | duty to specify details of discontinuance in public roads register                                           | GMIO&F, MC&MP                 |                                                                                                              |
| s.19(5)                  | duty to ensure public roads register is available for public inspection                                      | GMIO&F, MC&MP                 |                                                                                                              |
| s.21                     | function of replying to request for information or advice                                                    | GMIO&F, MC&MP, CAS            | Obtain consent in circumstances specified in s 11(2).                                                        |
| s.22(2)                  | function of commenting on proposed direction                                                                 | GMCS&S, GMIO&F                |                                                                                                              |
| s.22(4)                  | duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.     | GMCS&S, GMIO&F                |                                                                                                              |
| s.22(5)                  | duty to give effect to a direction under s 22.                                                               | GMCS&S, GMIO&F                |                                                                                                              |
| s.40(1)                  | duty to inspect, maintain and repair a public road.                                                          | GMIO&F, MCW, MC&MP, CAS       |                                                                                                              |
| s.40(5)                  | power to inspect, maintain and repair a road which is not a public road                                      | GMIO&F, MCW, MC&MP, CAS       |                                                                                                              |
| s.41(1)                  | power to determine the standard of construction, inspection, maintenance and repair                          | GMIO&F, MC&MP, CAS, MCW       |                                                                                                              |
| s.42(1)                  | power to declare a public road as a controlled access road                                                   | GMCS&S, MCE&ST                | Power of coordinating road authority and Sch 2 also applies.                                                 |
| s.42(2)                  | power to amend or revoke declaration by notice published in Victoria Government Gazette                      | GMCS&S, MCE&ST                | Power of coordinating road authority and. Sch 2 also applies.                                                |
| s.42A(3)                 | duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified | GMIO&F, GMCS&S, MC&MP, MCE&ST | Where Council is the coordinating road authority.<br>If road is a municipal road or part thereof.            |



| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                        |                                                            |                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                               | Column 3                                                   | Column 4                                                                                                                                               |
| PROVISION                | THING DELEGATED                                                                                                                                                                        | DELEGATE                                                   | CONDITIONS & LIMITATIONS                                                                                                                               |
| s.42A(4)                 | power to approve the Minister's decision to specify a road as a specified freight road                                                                                                 | GMCS&S, MCE&ST                                             | Where Council is the coordinating road authority.<br>If road is a municipal road or part thereof and where the road is to be specified a freight road. |
| s.48EA                   | duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | GMCS&S, GMIO&F, MCE&ST, MCW                                | 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 s 48M                                                                                   | GMCS&S, GMIO&F, MCW, MCE&ST                                |                                                                                                                                                        |
| s.49                     | power to develop and publish a road management plan                                                                                                                                    | MCW & MC&MP,                                               |                                                                                                                                                        |
| s.51                     | power to determine standards by incorporating the standards in a road management plan                                                                                                  | MCW & MC&MP,                                               |                                                                                                                                                        |
| s.53(2)                  | power to cause notice to be published in Government Gazette of amendment etc of document in road management plan                                                                       | GMIO&F, MCW, MC&MP                                         |                                                                                                                                                        |
| s.54(2)                  | duty to give notice of proposal to make a road management plan                                                                                                                         | GMIO&F, MCW, MC&MP                                         |                                                                                                                                                        |
| s.54(5)                  | duty to conduct a review of road management plan at prescribed intervals                                                                                                               | GMIO&F, MCW,                                               |                                                                                                                                                        |
| s.54(6)                  | power to amend road management plan                                                                                                                                                    | GMIO&F, MCW,                                               |                                                                                                                                                        |
| s.54(7)                  | duty to incorporate the amendments into the road management plan                                                                                                                       | GMIO&F, MCW,                                               |                                                                                                                                                        |
| s.55(1)                  | duty to cause notice of road management plan to be published in the Victoria Government Gazette and newspaper                                                                          | GMIO&F, MCW, MC&MP                                         |                                                                                                                                                        |
| s.63(1)                  | power to consent to conduct of works on road                                                                                                                                           | GMIO&F, MC&MP<br>MCW, MCE&ST, CST,<br>TLTP, TLTS1, STE, TE | 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                                                                                     | GMIO&F, MC&MP,<br>MCW, CIM&S                               | Where Council is the infrastructure manager.                                                                                                           |

| ROAD MANAGEMENT ACT 2004 |                                                                                                      |                                                                          |                                                               |
|--------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------|
| Column 1                 | Column 2                                                                                             | Column 3                                                                 | Column 4                                                      |
| PROVISION                | THING DELEGATED                                                                                      | DELEGATE                                                                 | CONDITIONS & LIMITATIONS                                      |
| s.64(1)                  | duty to comply with cl 13 of Sch 7                                                                   | GMIO&F, MC&MP, MCW                                                       | Where Council is the infrastructure manager or works manager. |
| s.66(1)                  | power to consent to structure etc                                                                    | GMCS&S, GMIO&F, MCE&ST, MC&MP                                            | 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 | GMCS&S, GMIO&F, MCD, AMCD, MCF, MCE&ST, MC&MP                            | Where Council is the coordinating road authority.             |
| s.67(3)                  | power to request information                                                                         | GMCS&S, GMIO&F, MCD, AMCD, MCF, MCE&ST, MC&MP, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.             |
| s.68(2)                  | power to request information                                                                         | GMCS&S, GMIO&F, MCD, AMCD, MCF, MCE&ST, MC&MP, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority.             |
| s.71(3)                  | power to appoint an authorised officer                                                               | CEO, GMG&E                                                               |                                                               |
| s.72                     | duty to issue an identity card to each authorised officer                                            | GMG&E, MG&C, HGR                                                         |                                                               |
| s.85                     | function of receiving a report from an authorised officer                                            | GMCS&S, GMIO&F                                                           |                                                               |
| s.86                     | duty to keep a register re s 85 matters                                                              | GMIO&F                                                                   |                                                               |
| s.87(1)                  | function of receiving complaints                                                                     | GMCS&S, GMIO&F                                                           |                                                               |
| s.87(2)                  | duty to investigate complaint and provide report                                                     | GMCS&S, GMIO&F                                                           |                                                               |
| s.96                     | power to authorise a person for the purpose of instituting legal proceedings                         | GMCS&S, GMIO&F                                                           |                                                               |
| s.112(2)                 | power to recover damages in court                                                                    | GMCS&S, GMIO&F                                                           |                                                               |
| s.116                    | power to cause or carry out inspection                                                               | GMIO&F, MC&MP, MCW                                                       | .                                                             |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                                    |                                                                      |                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------|
| Column 1                 | Column 2                                                                                                                           | Column 3                                                             | Column 4                 |
| PROVISION                | THING DELEGATED                                                                                                                    | DELEGATE                                                             | CONDITIONS & LIMITATIONS |
| s.119(2)                 | function of consulting with the Head, Transport for Victoria                                                                       | GMCS&S, GMIO&F, MCE&ST, MC&MP, CST                                   |                          |
| s.120(1)                 | power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)             | GMIO&F, MC&MP, MCW                                                   |                          |
| s.120(2)                 | duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1) | GMIO&F, MC&MP, MCW, MCE&ST, CST, TLTP, TLTS1, STE, TE                |                          |
| s.121(1)                 | power to enter into an agreement in respect of works                                                                               | GMIO&F, MC&MP, MCW, CIM&S, MG&P, MCE&ST, CST                         |                          |
| s.122(1)                 | power to charge and recover fees                                                                                                   | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE |                          |
| s.123(1)                 | power to charge for any service                                                                                                    | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CIM&S, CST, TLTP, TLTS1, STE, TE |                          |
| Sch 2<br>Cl 2(1)         | power to make a decision in respect of controlled access roads                                                                     | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE |                          |
| Sch 2<br>Cl 3(1)         | duty to make policy about controlled access roads                                                                                  | GMCS&S, MCE&ST                                                       |                          |
| Sch 2<br>Cl 3(2)         | power to amend, revoke or substitute policy about controlled access roads                                                          | GMCS&S, MCE&ST                                                       |                          |
| Sch 2<br>Cl 4            | function of receiving details of proposal from the Head, Transport for Victoria                                                    | GMCS&S, MCE&ST                                                       |                          |
| Sch 2<br>Cl 5            | duty to publish notice of declaration                                                                                              | GMCS&S, GMIO&F, MCE&ST, MG&P                                         |                          |

| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                                                                                                                                    |                                                                      |                                                                                                       |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Column 1                 | Column 2                                                                                                                                                                                                                                                                                           | Column 3                                                             | Column 4                                                                                              |
| PROVISION                | THING DELEGATED                                                                                                                                                                                                                                                                                    | DELEGATE                                                             | CONDITIONS & LIMITATIONS                                                                              |
| Sch 7, CI 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                                                                                                                                                 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE | Where Council is the infrastructure manager or works manager.                                         |
| Sch 7, CI 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                                     | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the infrastructure manager or works manager.                                         |
| Sch 7, CI 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 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the infrastructure manager or works manager responsible for non-road infrastructure. |
| Sch 7, CI 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                                                            | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the infrastructure manager or works manager.                                         |
| Sch 7, CI 10(2)          | where Sc 7 CI 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected                                                                                                                                                            | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the infrastructure manager or works manager.                                         |
| Sch 7 CI 12(2)           | power to direct infrastructure manager or works manager to conduct reinstatement works                                                                                                                                                                                                             | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the coordinating road authority.                                                     |
| Sch 7 CI 12(3)           | power to take measures to ensure reinstatement works are completed                                                                                                                                                                                                                                 | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the coordinating road authority.                                                     |
| Sch 7 CI 12(4)           | duty to ensure that works are conducted by an appropriately qualified person                                                                                                                                                                                                                       | GMCS&S, GMIO&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1          | Where Council is the coordinating road authority.                                                     |
| ROAD MANAGEMENT ACT 2004 |                                                                                                                                                                                                                                                                                                    |                                                                      |                                                                                                       |
| Column 1                 | Column 2                                                                                                                                                                                                                                                                                           | Column 3                                                             | Column 4                                                                                              |

| PROVISION          | THING DELEGATED                                                                                                              | DELEGATE                                                                      | CONDITIONS & LIMITATIONS                                                                           |
|--------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Sch 7<br>CI 12(5)  | power to recover costs                                                                                                       | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1             | Where Council is the coordinating road authority.                                                  |
| Sch 7,<br>CI 13(1) | duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Sch 7, CI 13(2) | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM                               | Where Council is the works manager.                                                                |
| Sch 7<br>CI 13(2)  | power to vary notice period                                                                                                  | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM                               | Where Council is the coordinating road authority.                                                  |
| Sch 7,<br>CI 13(3) | duty to ensure works manager has complied with obligation to give notice under Sch 7, CI 13(1)                               | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST                          | Where Council is the infrastructure manager.                                                       |
| Sch 7<br>CI 16(1)  | power to consent to proposed works                                                                                           | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7<br>CI 16(4)  | duty to consult                                                                                                              | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1             | Where Council is the coordinating road authority, responsible authority or infrastructure manager. |
| Sch 7<br>CI 16(5)  | power to consent to proposed works                                                                                           | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7<br>CI 16(6)  | power to set reasonable conditions on consent                                                                                | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                  |
| Sch 7<br>CI 16(8)  | power to include consents and conditions                                                                                     | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                  |

| ROAD MANAGEMENT ACT 2004   |                                                                                                                                       |                                                                               |                                                                                                                                                                                |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                   | Column 2                                                                                                                              | Column 3                                                                      | Column 4                                                                                                                                                                       |
| PROVISION                  | THING DELEGATED                                                                                                                       | DELEGATE                                                                      | CONDITIONS & LIMITATIONS                                                                                                                                                       |
| Sch 7<br>Cl17(2)           | power to refuse to give consent and duty to give reasons for refusal                                                                  | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CIM&S, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7<br>Cl 18(1)          | power to enter into an agreement in relation to                                                                                       | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7<br>Cl 19(1)          | power to give notice requiring rectification of works                                                                                 | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1             | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7<br>Cl 19(2) &<br>(3) | power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred    | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM                               | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7<br>Clause 20(1)      | power to require removal, relocation, replacement or upgrade of existing non-road infrastructure                                      | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP, MCW,<br>CI&FM, CST, TLTP, TLTS1,<br>STE, TE | Where Council is the coordinating road authority.                                                                                                                              |
| Sch 7A<br>Clause 2         | power to cause street lights to be installed on roads                                                                                 | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP                                              | Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.                                          |
| Sch 7A<br>Clause 3(1)(d)   | duty to pay installation and operation costs of street lighting - where road is not an arterial road                                  | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP                                              | Where Council is the responsible road authority.                                                                                                                               |
| Sch 7A Cl<br>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 | GMCS&S, GMIO&F<br>MCE&ST, MC&MP                                               | Where Council is the responsible road authority.                                                                                                                               |
| Sch 7A Cl<br>(3)(1)(f),    | duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cl 3(2) and 4   | GMCS&S, GMIO&F,<br>MCE&ST, MC&MP                                              | Duty of Council as the responsible road authority that installed the light (re: installation costs) and where Council is the relevant municipal Council (re: operating costs). |

| PLANNING AND ENVIRONMENT REGULATIONS 2015 |                                                                                                                                                                                                                                                                                                   |                                                                                                  |                                                                                                                                                                                                                              |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column 1                                  | Column 2                                                                                                                                                                                                                                                                                          | Column 3                                                                                         | Column 4                                                                                                                                                                                                                     |
| PROVISION                                 | THING DELEGATED                                                                                                                                                                                                                                                                                   | DELEGATE                                                                                         | CONDITIONS AND LIMITATIONS                                                                                                                                                                                                   |
| r.6                                       | function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.                                                                                                                                                     | GMCS&S, MCF, CSTP, STP                                                                           | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br><br>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 | MCD, AMCD, MCF, CSTP, CSP, CPD, PSP, PDP, AA, SSP, SP, STP                                       |                                                                                                                                                                                                                              |
| r.25(a)                                   | duty to make copy of matter considered under s 60 (1A)(g) in accordance with the public availability requirements                                                                                                                                                                                 | MCD, AMCD, MCF, CSTP, CSP, CPD, PSP, PDP, AA, SSP, SSO, SO, SP, SPA, STP                         | Where Council is the responsible authority.                                                                                                                                                                                  |
| r.25(b))                                  | function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements                                                                                            | MCD, AMCD, MCF, CSTP, CSP, CPD, PSP, PDP, AA, SSP, SSO, SO, SP, SPA, STP, SCL, STDP, Admin - P&B | Where Council is not the responsible authority but the relevant land is within Council's municipal district.                                                                                                                 |
| r.42                                      | function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application                                                                                         | MCF, CSTP, STP                                                                                   | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br><br>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                                                   | MCF, CSTP           |                            |
| r.20                                             | power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme                                  | MCD, AMCD, CSP, CPD |                            |
| r.21                                             | duty to record matters taken into account and which formed the basis of the decision to waive or rebate a fee under r 19 or 20 | MCD, AMCD, CSP, CPD |                            |









| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024 |                                                                                                                                             |                              |                          |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|
| Column 1                                                                                                | Column 2                                                                                                                                    | Column 3                     | Column 4                 |
| PROVISION                                                                                               | THING DELEGATED                                                                                                                             | DELEGATE                     | CONDITIONS & LIMITATIONS |
| <a href="#">r 7</a>                                                                                     | <a href="#">Power to enter into a written agreement with a caravan park owner</a>                                                           | MCD, CHP, SEHO               |                          |
| <a href="#">r 10</a>                                                                                    | <a href="#">Function of receiving application for registration</a>                                                                          | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| <a href="#">r 11</a>                                                                                    | <a href="#">Function of receiving application for renewal of registration</a>                                                               | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| <a href="#">r 12(1)</a>                                                                                 | <a href="#">Duty to grant the registration if satisfied that the caravan park complies with these regulations</a>                           | CHP, SEHO, HPO               |                          |
| <a href="#">r 12(1)</a>                                                                                 | <a href="#">Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations</a>            | MCD, CHP, SEHO               |                          |
| <a href="#">r 12(2)</a>                                                                                 | <a href="#">Duty to renew the registration if satisfied that the caravan park complies with these regulations</a>                           | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| <a href="#">r 12(2)</a>                                                                                 | <a href="#">Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations</a>            | MCD, CHP, SEHO               |                          |
| <a href="#">r 12(3)</a>                                                                                 | <a href="#">Duty to have regard to matters in determining an application for registration or an application for renewal of registration</a> | MCD, CHP, SEHO, HPO          |                          |
| <a href="#">r 12(4) &amp; (5)</a>                                                                       | <a href="#">Duty to issue certificate of registration</a>                                                                                   | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| <a href="#">r 14(1)</a>                                                                                 | <a href="#">Function of receiving notice of transfer of ownership</a>                                                                       | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| <a href="#">r 14(3)</a>                                                                                 | <a href="#">Power to determine where notice of transfer is displayed</a>                                                                    | CHP, SEHO, HPO, EHT,         |                          |
| <a href="#">r 15(1)</a>                                                                                 | <a href="#">Duty to transfer registration to new caravan park owner</a>                                                                     | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
| <a href="#">r 15(2)</a>                                                                                 | <a href="#">Duty to issue a certificate of transfer of registration</a>                                                                     | CHP, SEHO, HPO, EHT, BSO(HP) |                          |
|                                                                                                         | <a href="#">Power to determine where certificate of transfer of registration is displayed</a>                                               | CHP, SEHO, HPO, EHT,         |                          |

|                            |                                                                                                                                                                                                                                 |                                |  |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--|
| <a href="#">r 15(3)</a>    |                                                                                                                                                                                                                                 |                                |  |
| <a href="#">r 16(1)</a>    | <a href="#">Power to determine the fee to accompany applications for registration or applications for renewal of registration</a>                                                                                               | CHP                            |  |
| <a href="#">r 17</a>       | <a href="#">Duty to keep register of caravan parks</a>                                                                                                                                                                          | CHP, SEHO, HPO, EHT, BSO(HP)   |  |
| <a href="#">r 21(1)</a>    | <a href="#">Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner</a>                                                                  | CHP, SEHO, HPO                 |  |
| <a href="#">r 21(2)</a>    | <a href="#">Duty to consult with relevant emergency services agencies</a>                                                                                                                                                       | CHP, SEHO                      |  |
| <a href="#">r 22</a>       | <a href="#">Power to determine places in which caravan park owner must display a copy of emergency procedures</a>                                                                                                               | CHP, SEHO, HPO, EHT,           |  |
| <a href="#">r 23</a>       | <a href="#">Power to determine places in which caravan park owner must display copy of public emergency warnings</a>                                                                                                            | CHP, SEHO, HPO, EHT,           |  |
| <a href="#">r 24(2)</a>    | <a href="#">Power to consult with relevant floodplain management authority</a>                                                                                                                                                  | <a href="#">MCD, CHP, SEHO</a> |  |
| <a href="#">r 26(b)(i)</a> | <a href="#">Power to approve system for the discharge of sewage and wastewater from a movable dwelling</a>                                                                                                                      | <a href="#">CHP</a>            |  |
| <a href="#">r 38</a>       | <a href="#">Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe</a>                                                                                                         | <a href="#">CHP, SEHO</a>      |  |
| <a href="#">r 38(b)</a>    | <a href="#">Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe</a>                                                                                                                   | <a href="#">CHP, SEHO</a>      |  |
| <a href="#">r 39(3)</a>    | <a href="#">Function of receiving installation certificate</a>                                                                                                                                                                  | <a href="#">CHP, SEHO</a>      |  |
| <a href="#">r 45(3)</a>    | <a href="#">Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person</a>                                                                                     | CHP, SEHO, HPO, EHT,           |  |
| <a href="#">r 45(5)</a>    | <a href="#">Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules</a> | CHP, SEHO, HPO, EHT,           |  |



| 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                                                                                              | GMIO&F, MCW, MCS&ST                                  |                                                  |
| r.9(2)                                     | duty to produce written report of review of the road management plan and make report available                                               | GMIO&F, MCW, MCS&ST                                  |                                                  |
| 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) | GMIO&F, MCW, MCS&ST                                  | Where council is the coordinating road authority |
| r.10                                       | duty to give notice of an amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act       | GMIO&F, MCW, GMG&E, MPBIMC&MP, MCS&ST                |                                                  |
| r.13(1)                                    | duty to publish notice of amendments to road management plan                                                                                 | GMIO&F, MCW, MCS&ST                                  | Where Council is the coordinating road authority |
| r.13(3)                                    | duty to record on road management plan the substance and date of effect of any amendment                                                     | GMIO&F, MCW, MCS&ST                                  |                                                  |
| r.16(3)                                    | power to issue a permit                                                                                                                      | MC&MP, MCW, CI&FM, MCE&ST, CST, TLTP, TLTS1, STE, TE | Where Council is the coordinating road authority |
| r.18(1)                                    | power to give written consent re damage to road                                                                                              | GMCS&S, MCE&ST                                       | Where Council is the coordinating road authority |
| r.23(2)                                    | power to make a submission to Tribunal                                                                                                       | GMCS&S, MCS&C, MCE&ST                                | Where Council is the coordinating road authority |
| r.23(4)                                    | power to charge a fee for application under s 66(1) of the Road Management Act                                                               | GMCS&S, MCS&C, MCE&ST, CST, TLTP, TLTS1, STE, TE     | Where Council is the coordinating road authority |
| r.25(1)                                    | power to remove objects, refuse, rubbish or other material deposited or left on road                                                         | MCW, CWO, MCE&ST                                     | 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))                           | MCW, CWO, MCE&ST,                                    | Where Council is the responsible road authority  |

| ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 |                                                                                  |                   |                          |
|--------------------------------------------|----------------------------------------------------------------------------------|-------------------|--------------------------|
| Column 1                                   | Column 2                                                                         | Column 3          | Column 4                 |
| PROVISION                                  | THING DELEGATED                                                                  | DELEGATE          | CONDITIONS & LIMITATIONS |
| r.25(5)                                    | power to recover in the Magistrates' Court, expenses from the person responsible | MCW, CWO, MCE&ST, |                          |



| ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015 |                                                                                                                                 |                                      |                                                                                                    |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------|
| Column 1                                                    | Column 2                                                                                                                        | Column 3                             | Column 4                                                                                           |
| PROVISION                                                   | THING DELEGATED                                                                                                                 | DELEGATE                             | CONDITIONS & LIMITATIONS                                                                           |
| r.15                                                        | power to exempt a person from requirement under cl 13(1) of Sch 7 of the Act to give notice as to the completion of those works | MC&MP, MCE&ST, CST                   | Where Council is the coordinating road authority and where consent given under s 63(1) of the Act. |
| r.22(2)                                                     | power to waive whole or part of fee in certain circumstances                                                                    | MC&MP, MCE&ST, CST, TLTP, TLTS1, STE | Where Council is the coordinating road authority.                                                  |

**9.4 PROPERTY MATTERS - SALE OF MINOR ASSETS - 6  
TASMAN STREET AND 5 BISCHOFF STREET, PRESTON****Author:** Coordinator Property Services**Reviewed By:** General Manager Infrastructure, Operations & Finance

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**EXECUTIVE SUMMARY**

This report recommends completion of the statutory procedures for the sale of a discontinued road adjoining 6 Tasman Street and 5 Bischoff Street, Preston, shown in Figure 1 in **Appendix A**.

This report recommends Council endorse the sale, having given public notice of a proposal to sell the land to the owners of 6 Tasman Street and 5 Bischoff Street, Preston, by private treaty in accordance with Council's Sale of Minor Assets Policy May 2022.

|                               |
|-------------------------------|
| <b>Officer Recommendation</b> |
|-------------------------------|

Sale of discontinued road between 6 Tasman Street and 5 Bischoff Street, Preston**That Council:**

Having given public notice of a proposal to sell the discontinued road between 6 Tasman Street and 5 Bischoff Street, Preston, and having received no written and verbal submissions regarding the proposal:

- (1) Directs that the land from the road shown in Figure 1 in **Appendix A**, be sold by private treaty to the owners of the adjoining properties in accordance with section 206 and clause 3(b) of Schedule 10 of the Local Government Act 1989 and section 114 of the Local Government Act 2020 and Council's Sale of Minor Assets Policy May 2022.
- (2) Directs that the title for the discontinued road shown in Figure 1 in **Appendix A**, be transferred to Council.
- (3) Authorises the Chief Executive Officer to sign all documents relating to the sale of any land from the discontinued road to the owners of the adjoining property by private treaty in accordance with Council's Sale of Minor Assets Policy May 2022.
- (4) Directs that the sale of the former road will not affect any right, power or interest held by Melbourne Water and Darebin City Council, in the roads in connection with any pipes under the control of Melbourne Water and Darebin City Council in or near the roads.

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**BACKGROUND / KEY INFORMATION**

On 6 December 1999, Council resolved to discontinue the road situated between Tasman, Bischoff, Bruce and Bell Streets, Preston, and to sell the land by private treaty in accordance with Council policy. The discontinuance was gazetted in the Victoria Government Gazette on 9 November 2000, shown in **Figure 2 of Appendix A**.

At the time, the abutting property owners were asked to confirm their interest in purchasing the land adjoining their property. Whilst several lots were sold and transferred, Lot 14 on title plan TP17772M remained unsold as neither owner expressed an interest in purchasing the land. As no agreement was reached regarding the sale and transfer of discontinued road, that parcel of land vests with Council.

In May 2023, Council received an inquiry from the owner of 6 Tasman Street, Preston requesting to purchase land known as Lot 14 on title plan TP17772M. The land could be sold as a one parcel or two equal instalments with the adjoining owners at 5 Bischoff Street, Preston. Council officers contacted both sets of owners and confirmed that each agreed to purchase part of that discontinued road if it were offered in equal parts to each owner (at market value).

### **Previous Council Resolution**

At its meeting held on 6 December 1999, Council resolved:

*'That Council:*

*Being of the opinion that the road shown hatched on the plan and situated at the rear of 2-24 Tasman Street, 1-29 Bischoff Street, 682-696 Bell Street and adjacent to 135 Bruce Street, Preston, is not reasonably required for public use:*

- (1) discontinues the road in accordance with Section 206, Item 3 of Schedule 10, of the Local Government Act 1989;*
- (2) directs that a notice be published in the Government Gazette;*
- (3) directs that the land from the road be sold by private treaty to the abutting property owners of Tasman, Bischoff, Bruce & Bell Streets, Preston;*
- (4) directs that the discontinuance and sale will not affect any right, power or interest held by the Council or the Statutory Authorities, in the road in connection with any sewers, drains, pipes and cables under the control of the Authorities in or near the road; and*
- (5) signs and seals Transfers of Land involving payment of sums assessed pursuant to Council's policy for parts of the land shown hatched on the plan attached.'*

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

### **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.2 We will ensure our assets are optimised for the benefit of our community

### **DISCUSSION**

Both the owners of 6 Tasman Street and 5 Bischoff Street have confirmed an interest in acquiring the land shown in Figure 1 of **Appendix A** shown as Lot 14 on Title Plan TP17772, for its current market value, as well as agreeing to meet a share of the reasonable costs associated with Council discontinuing and selling the road, in accordance with Council's Sale of Minor Assets Policy 2022.

Both the owners have further agreed to meet 50% of Council's costs associated with the statutory process to transfer the land, in accordance with Council's Sale of Minor Assets Policy 2022.

Council's Valuer has placed a market value of \$30,800.00 (including GST) on the approximately 37 square metres of the road proposed to be sold to the owners of 6 Tasman Street and 5 Bischoff Street, Preston in equal shares.

The owners will also be meeting Council's costs associated with the transfer of land estimated at \$2,000.00 plus disbursements together with one half of the costs associated with the statutory procedures for the sale of the land pursuant to section 114 of the Local Government Act 2020 estimated at \$8,000.00.

The land will be subject to a drainage easement in favour of Yarra Valley Water and Council to ensure access rights are maintained and to allow for any future drainage works, if required.

All relevant external service authorities and the relevant internal Council Business Units have been consulted. Other than the requirement for a drainage easement in favour of Council and Yarra Valley Water, no other Council Business Units or external Service Authorities have objected to or placed any conditions upon the proposed sale.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Local Government Act**

In line with section 114 of the *Local Government Act 2020* sale of land from a discontinued road must first comply with the community engagement provisions of Council's Community Engagement Policy. The statutory procedures under section 114 of the *Local Government Act 2020* requires that Council publish a notice of its intention to sell the Land on the Council's website and undertake a community engagement process in accordance with its community engagement policy.

These obligations have been met and community engagement undertaken is outlined in the relevant section below.

### **Financial Management**

Council's Valuer has placed a market value of \$30,800.00 (incl GST) on the approximately 37m<sup>2</sup> of land shown as Lot 14 on Title Plan TP17772M which is intended to be sold to the owners of 6 Tasman Street and 5 Bischoff Street, Preston in equal halves.

The owners will also be meeting a 50% share of Council's legal and administrative costs associated with undertaking the project. The land will also attract Council rates once transferred.

### **Community Engagement**

Council at its meeting on 17 June 2024, resolved to commence the statutory procedures for the possible sale of the former road.

Public Notice of Council's intention to sell the former road appeared on Council's website from 24 June 2024 for the duration of the 28-day submission period. In addition, written notification was given to all adjoining property owners and occupiers.

No submissions were received in response to the public notice and the Hearing of Submissions meeting was subsequently cancelled for 9 September 2024.

**Other Principles for consideration****Overarching Governance Principles and Supporting Principles**

(a) Council decisions are to be made and actions taken in accordance with the relevant law;

**Public Transparency Principles**

(c) Council information must be understandable and accessible to members of the municipal community;

**Strategic Planning Principles**

(d) strategic planning must identify and address the risks to effective implementation;

**Service Performance Principles**

(e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

The land associated with this item is currently a road that is not on Council's Registry of Public Roads. This land is not considered to be an essential element of the road transportation system.

The land will be consolidated within the Applicant's property and the future use of the land will be guided through planning and building regulations and controls.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The proposed sale of land process accords with suitable EIA measures. This includes that all adjoining landowners were:

- Afforded an equal opportunity to purchase the land.
- And were not prohibited by language barriers or covid related issues (which affected their ability to respond).

**Economic Development and Cultural Considerations**

There are no factors in this report which impact upon economic development considerations.

**Operational Impacts**

There are no operational impacts for these matters.

**Legal and Risk Implications**

Council will engage Macquarie Lawyers (or a suitable legal representative) to manage the discontinuance and sales process to mitigate any potential risk borne by Council.

Council officers will retain specific functions to ensure that the process is supported and that critical timelines are met to ensure the ongoing viability of the project.

**IMPLEMENTATION ACTIONS**

- Arrange for a notice to be published in the Victoria Government Gazette.
- Arrange for the land to be sold and transferred to the owners of the adjoining property by private treaty in accordance with Council policy.

### RELATED DOCUMENTS

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Sale of Minor Council Property Assets Policy 2015
- Sale of Minor Council Property Assets Policy 2022
- Toward Equality Framework
- Property Framework 2023-28

### Attachments

- Site Plan (**Appendix A**) [↓](#) 

### DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

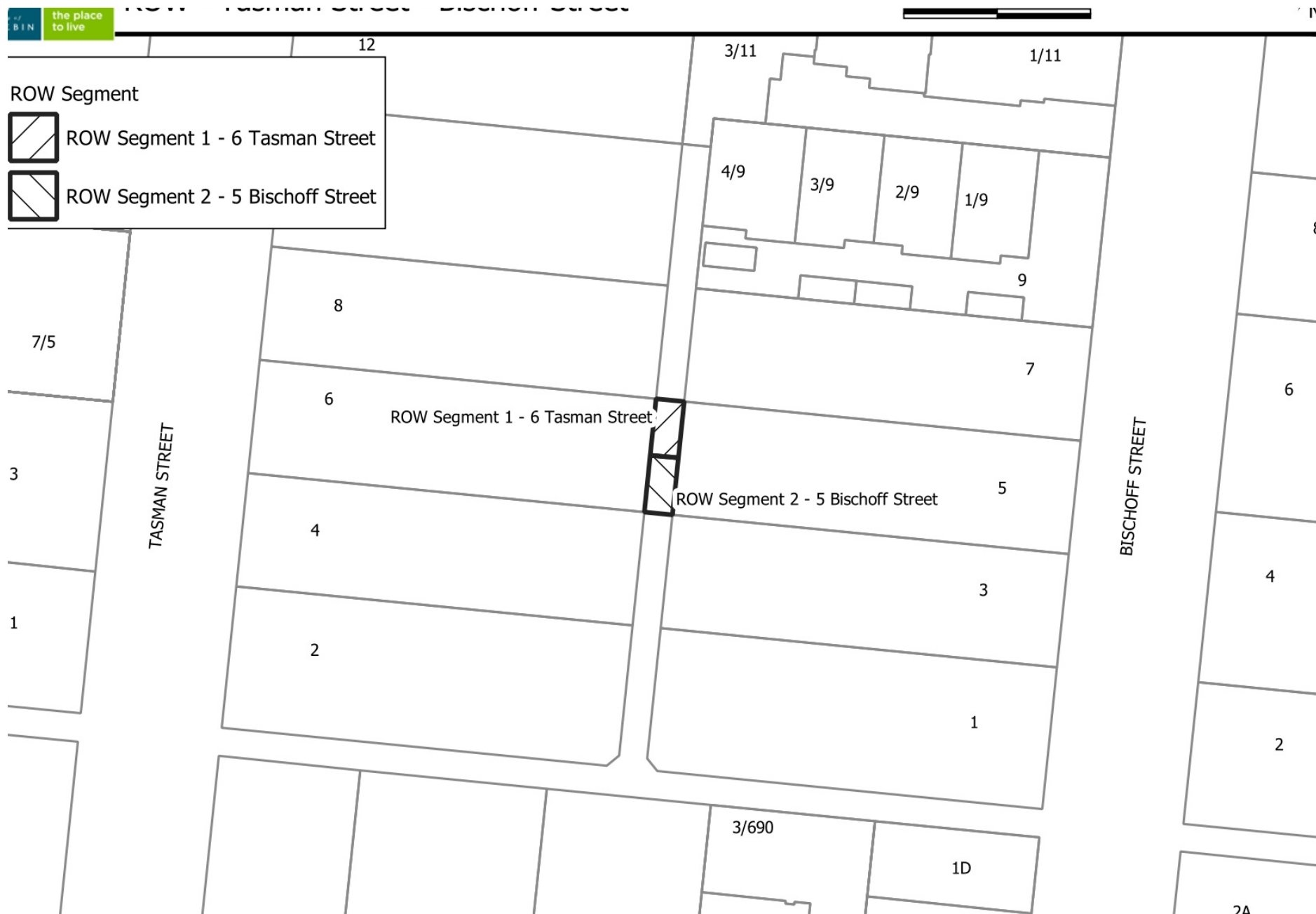
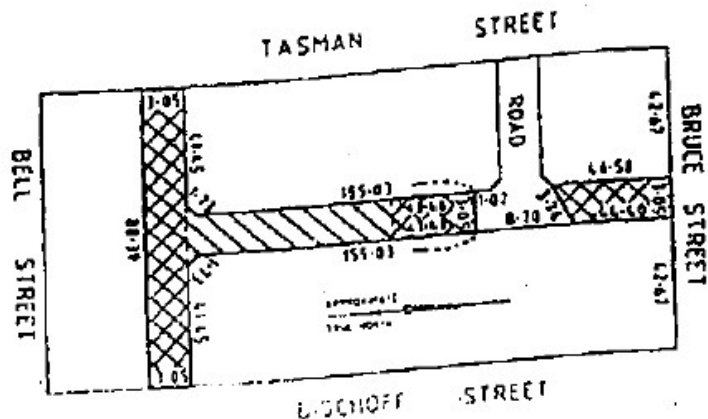


Figure 2 – Victoria Government Gazette Notice – 9 November 2000

\*  
DAREBIN CITY COUNCIL  
Road Discontinuance

Under Section 206 and Schedule 10, Clause 3 of the Local Government Act 1989 the Darebin City Council at its Ordinary meeting held on 6 December 1999, formed the opinion that the road shown hatched and cross-hatched on the plan below is not reasonably required as a road for public use and has resolved to discontinue the road and to sell the land from the road by private treaty subject to any right, power or interest in the road held by the Melbourne Water Corporation (Yarra Valley Water Ltd) in respect to the section of the road shown cross-hatched on the plan in connection with any sewers, drains, pipes, wires or cables under the control of that authority in or near the road.

*Victoria Government Gazette*



PHILIP SHANAHAN  
Chief Executive Officer



**10. ITEMS TO BE TABLED**

Nil

**11. NOTICES OF MOTION**

Nil

**12. URGENT BUSINESS**

### 13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL

In accordance with Section 66(2) of the *Local Government Act 2020*, Council may resolve to close the meeting to members of the public to consider the following items, deemed to be confidential by the Chief Executive Officer in accordance with Section 3(1) of the Act for the reasons indicated:

#### 13.1 Response to process change proposed by Melbourne Water

This item is designated confidential because it is land use planning information, being information that if prematurely released is likely to encourage speculation in land values and legal privileged information, being information to which legal professional privilege or client legal privilege applies, pursuant to Section 3(1) (c) and (e) of the Act.

Summarises elements of legal advice that Council may rely on in future. Relates to land use planning that could result in speculation if released early.

#### 13.2 Appointment of Interim CEO

This item is designated confidential because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs, pursuant to Section 3(1) (f) of the Act.

### CLOSE OF MEETING

**Recommendation**

**That** in accordance with section 66(2) of the *Local Government Act 2020*, Council resolves to close the meeting to members of the public to consider the items designated confidential by the Chief Executive Officer on the basis that the matters are confidential in accordance with Section 3(1) of the Act.

### RE-OPENING OF MEETING

**Recommendation**

That the meeting be re-opened to the members of the public.


### 14. CLOSE OF MEETING

**CITY OF  
DAREBIN**

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
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