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# SOUTHERN GRAMPIANS SHIRE COUNCIL

## Council Meeting Minutes

**Wednesday 9 April 2025**

Held in Council Chambers

5 Market Place Hamilton at 5:30 pm





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Council Meeting - 9 April 2025 - Minutes



The Meeting opened at 5:30pm.

## 1 Membership

### Councillors

Cr Dennis Heslin, Mayor  
Cr Afton Barber  
Cr Albert Calvano  
Cr Adam Campbell  
Cr Helen Henry  
Cr Jayne Manning  
Cr Katrina Rainsford

### Officers

Mr Tony Doyle, Chief Executive Officer  
Mr Darren Barber, Director People and Performance  
Mr Rory Neeson, Director Wellbeing, Planning and Regulation  
Ms Marg Scanlon, Director Infrastructure and Sustainability  
Ms Karly Saunders, Governance Coordinator

## 2 Welcome and Acknowledgement of Country

The Mayor, Cr Heslin read the acknowledgement of country:

*"Our meeting is being held on the traditional lands of the Gunditjmara, Tjap Wurrung and Bunganditj people.*

*I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today."*

Please note: All Council meetings will be audio recorded, and may be livestreamed to Council's social media platform, with the exception of matters identified as confidential items in the Agenda.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be allowed without the permission of Council.

## 3 Prayer

Cr Calvano led the meeting in a prayer.

*"Almighty god, we humbly beseech thee to vouchsafe thy blessing upon this council.*

*Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Southern Grampians shire."*



## 4 Apologies

Nil

## 5 Confirmation of Minutes

### RECOMMENDATION

That the Minutes of the Council Meeting held on 12 March 2025 be confirmed as a correct record of business transacted.

### COUNCIL RESOLUTION

**MOVED:** Cr Calvano  
**SECONDED:** Cr Henry

**That the Minutes of the Council Meeting held on 12 March 2025 be confirmed as a correct record of business transacted.**

**CARRIED**

## 6 Declaration of Interest

Cr Manning declared a general conflict of interest in item 12.2 Community Partnership Grants.

## 7 Leave of Absence

Nil



## 8 Questions on Notice

### 8.1 Sarah Hope - Gray Street Trees

#### Q1:

In March 2020, Sth Grampians Shire Council adopted the Hamilton Central Business Area Activation Master Plan, which has been the supporting policy document for the Melville Oval redevelopment, activation of laneways with artwork/lighting and thinning canopy of the Plane Trees in the CBD and lighting, parklets.

This document states, "Its CBD street(s) are lined with beautiful avenues of mature Plane Trees, adding charm and character to the town centre."

The document also states, "Mature Plane Trees retained and enhanced with subsurface soil improvements plus larger garden beds."

Why has this adopted masterplan not remained the template for the detailed design with the subsequent contract with Group GSA for a further \$600,000?

#### Response Q1

This document was provided to Group GSA once they were awarded the tender for the project and helped them inform the concept plans presented to Council tonight, however as mentioned in the officers report there are a variety of issues Council faces regarding the Plane Trees which lead to Group GSA presenting concept plans that propose the removal of the trees subject to community consultation and Council approval.

#### Q2:

Why did the Group GSA report dated 13 Dec 2024, state that "the position of Group GSA and SGSC, that the Plane Trees should be replaced", which is not the position of the publicly adopted masterplan from 2020 and hasn't been a public agenda item since 2020, and this position had not been adopted by the new SGSC councillors?

#### Response Q2

This report incorrectly stated that it was the Council position that the Plane Trees should be removed however it should also be noted that consultation around the removal of any trees was always planned before a decision could be made on the project to proceed to the next stage of the design process.





## 8.2 Jenny Rankin - OVIC Direction and Audit and Risk Committee

### Q1:

The Minutes attached to the 9th April, 2025, Southern Grampians Shire Council Ordinary Meeting agenda have the Minutes of the Feb 11th Audit & Risk Committee Meeting which Cr Calvano and Cr Henry attended.

On the 28th January 2025 Notice of Decision and Reasons from the Office of the Victorian Information Commissioner, apologising for the long delay in providing the judgement, deemed that Southern Grampians Shire Council was required to release 23 documents relating to Glenthompson assets.

The ruling specifically stated that "...there is a public interest in the community being informed about the condition of public amenities' and to participate fully in decisions about them " and "...to participate in such decisions disclosure of documents needs to be made prior to and during the decision making processes, rather than after the fact" (p. 5 of OVIC ruling).

This matter of lack of transparency and having a determination by a Victorian Commissioner instructing the Council to rectify a matter should surely be part of the Audit and Risk Committees charter of responsibilities to examine and include in their reporting to council and community.

Under the Governance and Risk Management Disclosures, the minutes read:

"At the ARC Feb 2022 meeting it was agreed by the committee for the following questions to be incorporated into the meeting procedures as a Standing Item..."Chair to CEO:

- "Are there any matters such as breaches of legislation, impending legal action, practices, or actual suspected fraud occurrences that have occurred within the organisation since the last meeting that need to be brought to the attention of the Committee? No
- "Are there any conflict of interest matters that need to be brought to the attention of the Committee? No"

With the recommendation and Conclusion:

"THAT the Committee note the Internal Auditor and Chief Executive Officer responses to the questions asked by the Audit & Risk Committee Chair.

And further

"7.5 Report and Correspondence of Note: VAGO, OMBUDSMAN and IBAC Reports"

"Author Darren Barber( Director People and Performance)

"That the conclusion and recommendation was "THAT the Committee note the recent reports and publications by Government Agencies

Why was the direction of the OVIC not considered as an item of relevance requiring action by the SGS Council's own Audit and Risk Committee?

While many of the document requests under Freedom of Information, and then through OVIC, were released there are still gaps in our information. For instance, a redacted document named 'Council Briefing Toilets Nov 2023' appears to be the same report recycled as a Management Report in the Agenda for the December 2023 Council Meeting.



### Response Q1

The question relates to an OVIC decision handed down on January 28, 2025. in relation to the Freedom of information Act 1982 and confidential reports

In the Notice of Decision, OVIC acknowledged that the reports were confidential, and the review is conducted under section 49F of the FOI act. The Deputy Commissioner decision refused access to document 22. Documents 1 to 21 are to be released in part with the relevant confidential information removed in accordance with section 25.

OVIC never suggested wrong doing by Council. A review through OVIC is the normal challenge process to review confidential information under the FOI Act.

The 21 documents were released to the applicant (Jenny Rankin) in accordance with the decision on February 5, 2025 before the 14 day review period expired.

A Notice of Decision by OVIC regarding an FOI is not of relevance to item 5.4 of the Audit and Risk Committee (ARC) agenda. The purpose of the Audit and Risk Committee as per Section 54 of the Local Government Act 2020 is to monitor compliance with Council policies and procedures, financial and performance reporting, provide advice on risk management and fraud prevention systems and controls, and oversee internal and external audit functions. A Notice of Decision from OVIC for FOI does not meet the requirements under the Governance and Risk Management Disclosure section of the ARC Agenda, as it is not a breach of legislation, impending legal action, practices or an actual suspected fraud occurrence.

Item 7.5 (Report and Correspondence of Note) of the agenda is prepared by our internal auditors and provides reports and publications by government agencies that may impact public sector agencies. This is provided to the committee for education and review to assist in accessing Councils systems and processes. An OVIC FOI notice of decision would not be included as an item.



### 8.3 Jenny Rankin - Glenthompson - Memorial Road Toilets and Memorial Swimming Pool

**Q2:**

Have all the documents and reports used to form the decision of SGS Council to 1. Demolish the Glenthompson Memorial Road Toilets and 2. Close and Decommission the Glenthompson Memorial Swimming Pool been made public and available to the community of Glenthompson and Southern Grampians Shire Community consistent with the councils own adopted transparency and community engagement policies?

**Response Q2:**

The Council Reports and attachments used to form the decisions of the Southern Grampians Shire Council are publicly available under the Council Meetings section of the Council website, being the official documentation to make a final decision.



## 9 Public Deputations

### 9.1 Keven Quinn, Justin Slade, Ian Patience and Trudy McCallum - Hamilton Business Retailers/Property Owners

A request to speak has been received regarding the trees in Gray Street, Hamilton

Keven Quinn, Spokesperson  
Justin Slade  
Ian Patience  
Trudy McCallum

**Attachment:**  
Nil

#### RECOMMENDATION

That Council receive the deputation.

#### COUNCIL RESOLUTION

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Campbell

That Council receive the deputation.

**CARRIED**



## 9.2 Jason Thomas, Emma Brian, Jasmine Overton, and Lisa Cleaver - HILAC

A request to speak has been received regarding HILAC.

Jason Thomas – Spokesperson  
Emma Brian  
Jasmine Overton  
Lisa Cleaver

**Attachment:**

1. HBA Deputation to Council - FINAL [9.2.1 - 2 pages]

**RECOMMENDATION**

That Council receive the deputation.

**COUNCIL RESOLUTION**

**MOVED:** Cr Barber  
**SECONDED:** Cr Manning

That Council receive the deputation.

**CARRIED**



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## 10 Petitions

There were no Petitions listed on the agenda.



## 11 Informal Meetings of Councillors

The Southern Grampians Shire Council Governance Rules require that records of Informal Meetings of Councillors that meet the following criteria:

If there is a meeting of Councillors that:

- a. took place for the purpose of discussing the business of Council or briefing Councillors;
- b. is attended by at least one member of Council staff; and
- c. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;

be tabled at the next convenient Council meeting and recorded in the minutes of that Council meeting.

An Informal Meeting of Councillors record was kept for:

- Audit and Risk Committee Meeting – 11 February 2025
- Council Plan Community Engagement Session – 6 March 2025
- Briefing Session – 12 March 2025
- Council Plan Community Engagement Session – 17 March 2025
- Council Plan Community Engagement Session – 20 March 2025
- Council Plan Community Engagement Session – 24 March 2025
- Briefing Session – 26 March 2025

This agenda was prepared on 3 April 2025. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	11 February 2025
Location:	Martin J Hynes / Teams Meeting
Councillors in Attendance:	Cr Helen Henry Cr Albert Calvano
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People & Performance Nick Templeton, Head of Finance Tahlia Homes – Manager People & Culture Mike Shanahan – Risk, Health & Safety Coordinator Matthew Tulloch – Manager Business Systems & Transformation Nadine Rhook – Executive Assistant to Director People & Performance Lisa Grayland – Acting Governance Coordinator
Apologies	

The Informal Meeting commenced at 3.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Membership	Nil
2	Committee & Auditors in Camera	Nil
3	Welcome	Nil
4	Apologies	Nil
5	Confirmation of Previous Minutes – 3 December 2024	Nil
6	Conflict of Interest Disclosure	Quarterly Councillor's Expenditure
7	CEO Report	Nil
8	Governance & Risk Management Disclosure	Nil
9	Summary Table of Outstanding Matters	Nil
10	Register of Committee Members Interests	Nil
11	Finance Report to December 2024	Nil
15	Quarterly Councillor's Expenditure Report (For Information)	Cr Henry and Cr Calvano
17	Progress Report of Internal Audit Actions (Interplan)	Nil
	Internal Audit – Draft Scope – Contract Management	Nil
	Internal Audit – Final Report - OHS	
18	Internal Audit Status Report	Nil
19	Reports & Correspondence of Note: VAGO, Ombudsman & IBAC Reports	Nil
21	Compliance Framework Review & Quarterly Compliance Reporting	Nil





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22	OH&S Quarterly (Summary) Report	Nil
23	Risk Management Quarterly Report	Nil
25	External Audit - Progress Report of Current Actions	Nil
26	Artificial Intelligence (AI) Update	Nil
27	Other Items	Nil
28	Next Meeting	Nil

The Informal Meeting concluded at 5.21pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Plan Community Engagement Session - 6 March 2025
Date:	6 March 2025
Location:	Branxholme Hall, Branxholme
Councillors in Attendance:	Cr Campbell Cr Calvano
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Bill Scott, Manager Project Management Office Jane Coshutt, Senior Community Development Coordinator Alison Quade, Manager Communications and Engagement Pauline Porter, Environmental Health Coordinator

The Informal Meeting commenced at 5:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Council Plan 2025-2029 Community Engagement	Nil

The Informal Meeting concluded at 7:30pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 12 March 2025
Date:	12 March 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation  Nick Templeton, Head of Finance Bill Scott, Manager Project Management Office

The Informal Meeting commenced at 11:00am

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Only Meeting	
2	Emergency Services Volunteer Fund	
3	Capital Works Program Monthly Update	
4	Lakes Edge, Piece Property	
5	Revenue and Rating Plan and Proposed Rates	

The Informal Meeting concluded at 5:00pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Plan Community Engagement Session - 17 March 2025
Date:	17 March 2025
Location:	Glenthompson Recreation Reserve, Glenthompson
Councillors in Attendance:	Cr Barber Cr Calvano Cr Manning
Council Staff in Attendance:	Rory Neeson, Director Wellbeing, Planning and Regulation Eda Williamson, Community Partnership Officer John Pierce, Senior Coordinator Works Pauline Porter, Environmental Health Coordinator Roger Rook, Recreation Services Coordinator

The Informal Meeting commenced at 5:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Council Plan 2025-2029 Community Engagement	Nil

The Informal Meeting concluded at 7:30pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Plan Community Engagement Session - 20 March 2025
Date:	20 March 2025
Location:	Penshurst Hall, Penshurst
Councillors in Attendance:	Cr Barber Cr Calvano
Council Staff in Attendance:	Darren Barber, Director People and Performance Pauline Porter, Environmental Health Coordinator Di Dixon, HILAC Centre Manager Wallis Prophet, Coordinator Community Wellbeing Eda Williams, Community Partnerships Officer

The Informal Meeting commenced at 5:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Council Plan 2025-2029 Community Engagement	Nil

The Informal Meeting concluded at 7:30pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Council Plan Community Engagement Session - 24 March 2025
Date:	24 March 2025
Location:	Balmoral Mechanics Hall, Balmoral
Councillors in Attendance:	Cr Barber Cr Calvano Cr Manning Cr Rainsford
Council Staff in Attendance:	Pauline Porter, Environmental Health Coordinator Eda Williams, Community Partnerships Officer Daniel Shaw, Economic Development Support Officer

The Informal Meeting commenced at 5:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Council Plan 2025-2029 Community	Nil

The Informal Meeting concluded at 7:30pm.



## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 26 March 2025
Date:	26 March 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Manning Cr Rainsford
Council Staff in Attendance:	Rory Neeson, Acting Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Daryl Adamson, Acting Director Wellbeing Planning and Regulation Joshua White, Gallery Director Susannah Milne, Manager Community Wellbeing Alison Quade, Manager Communications and Engagement Melanie Russell, Grant Officer Bill Scott, Manager Project Management Office

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Only Meeting	Nil
2	Councillor and CEO Meeting	Nil
3	NHG Concept Design	Nil
4	PAC Cinema Review	Nil
5	Community Partnership Grants	Cr Manning declared a conflict of interest in this item.
6	Bushfire Recovery Plan	Nil
7	Youth Policy, Charter and Council	Nil
8	Hamilton Town Entrance Signage Location and Design Discussion	Nil
9	Balmoral and Dunkeld Flood Planning Scheme Amendments	Nil

The Informal Meeting concluded at 5:00pm.



## 12 Management Reports

### 12.1 Hamilton CBD Streetscape - Concept Plans and Community Consultation

<b>Directorate:</b>	Wellbeing, Planning & Regulation
<b>Report Approver:</b>	Rory Neeson (Director Wellbeing, Planning and Regulation) Bill Scott, Manager Project Management Office
<b>Report Author:</b>	
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>Attachment 1 - Hamilton CBD Streetscape Revitalisation - Community Feedback - Redacted [12.1.1 - 12 pages]</li> <li>Attachment 2 - March 2025 Homewood Consulting Arborist Report [12.1.2 - 52 pages]</li> <li>Attachment 3 - Hamilton CBD Tree Assessment - Homewood Consulting - 2017 [12.1.3 - 251 pages]</li> <li>Attachment 4 - Hamilton CBD Central Gray St DRAFT Concept [12.1.4 - 26 pages]</li> <li>Attachment 5 - Submission - Western District Chamber [12.1.5 - 3 pages]</li> <li>Attachment 6 - Gray Street Business Survey Responses [12.1.6 - 35 pages]</li> <li>Attachment 7 - Letter to Mayor - Gray Street Business Survey Plane Trees - Retailers [12.1.7 - 2 pages]</li> <li>Attachment 8 - Petition - Save the Trees [12.1.8 - 16 pages]</li> <li>Attachment 9 - Hamilton CBD Revitalisation ( Package 1) to Central Gray Street - Cost Plan [12.1.9 - 14 pages]</li> </ol>

#### Executive Summary

The purpose of this report is to update Council on various aspects of the Hamilton CBD Streetscape Project.

Following the briefing completed with Councillors on 29 January 2025, consultation on the concept plans for package one of the Hamilton CBD Streetscape has been completed with a summary provided as part of this report. A copy of all the comments is also included in Attachment 1.

An updated arborist report from Homewood Consulting, completed by the same staff member, Ben Kenyon who completed the 2017 report, which is referenced in the concept plans is also included in Attachment 2 as well as the original arborist report in Attachment 3. A summary of this updated report is presented below including various options for Council to consider around how to best manage some of the various challenges the Plane Tree roots in any future streetscape works.

As part of this report extracts from various business owners around some of the issues they have faced from tree roots in the CBD and the impact to their buildings is included.

A cost plan is also included that provides a high level summary of anticipated costs for the project.





This report recommends for Council to adopt the Concept Plans for the Hamilton CBD Streetscape Project and commence works on the next stages of the project.

### **Discussion**

In March 2024, Council appointed Group GSA Pty Ltd, landscape consultants from Melbourne, to design the Hamilton CBD Streetscape Project. The scope of the contract is to prepare Concept Designs, Detailed Designs and final Tender Drawings and Specifications to insert into construction contract tender documents.

The aim of the project is to revitalise an ageing CBD streetscape, to build upon the current business activity and ensure the CBD is an exciting and attractive place to visit into the future.

The plans have been developed to ensure the designs reflect a vision for the town centre derived from previously undertaken community consultation broken into three key themes:

- Strengthening Heritage and Character
- Local and Creative; and
- Bringing the Community Together

In September 2024, Group GSA briefed the Council and led a public consultation forum in Hamilton providing some draft high-level design options for the CBD.

Following community feedback, and because of limited current construction funds, it was decided to design and construct the CBD streetscape upgrades in three separate packages as illustrated in the Concept Plans in Attachment 4, page 6.

### **Concept Plans**

Package 1 involves works in Gray Street, from Thompson Street to Brown Street, including roundabouts at both intersections and including the plaza in front of the Commonwealth Bank.

The concept plan provides recommendations to upgrade the existing road pavement and replace kerb and channel, footpaths, street furniture, lighting and trees with contemporary robust and sustainable elements that will both be aesthetically pleasing and easy to maintain. The report provides a design pallet of each of the landscaping elements which, if accepted by Council, will provide the basis of the detailed design process as well as informing the other two packages of works in the project. It also includes areas for public art which will be considered further as part of the Detailed Design Stage.

As the road reserves in the CBD are relatively narrow, there are limited opportunities to widen footpaths, having regard for the need for through traffic lanes and parallel parking both sides of the street. However, the consultant's proposed design provides for a widened and lengthened landscaped footpath central activity zone, with better, more attractive facilities for pedestrians and improved facilities for persons with disabilities.

The current central zebra crossing with flashing lights is proposed to be retained, with the existing central widened footpath area to be lengthen and landscaped to provide a vibrant central activity zone. The crossing will be raised, with treatments completed on either side of



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the road pavement. The two other existing widened footpath areas with informal narrow road crossings are proposed to be removed to offset the loss of car parks in the central activity zone.

The total number of existing parking bays in the central block of Gray Street is 38, comprising 34 standard metered bays, three loading bays and one accessible bay. As a result of the proposed reconfiguration above, the design proposes a slightly reduced total number of 36 parking bays, comprising 31 standard metered bays, three loading bays and two accessible bays. The new parking meters and bins will be retained but relocated, where necessary.

Hamilton is fortunate to have substantial off-street car parking, located in the blocks both sides of Gray Street with good lane access for pedestrians to walk to Gray Street from these car parks.

The existing kerb and channel is proposed to be renewed. The existing loosely laid red brick footpath paving is to be removed and replaced with a pallet of stone paving, laid on a reinforced concrete slab. Generally, the road pavement will be hot-mix asphalt with feature stone paving on the road in the vicinity of the central pedestrian crossing as well as in the exterior sections of the roundabouts.

Concept designs for Packages 2 and 3 will also be provided to Council at a later date this year.

It should be noted that these are concept plans and items such as the exact location of bins, seats and other public infrastructure will be confirmed in the next stage of the design process.

### Plane Trees



The current Plane trees are generally considered to be in good health and provide an excellent tree canopy throughout the CBD.

The benefits of a tree canopy in an urban environment include:

- Tree canopies intercept and store rainwater thereby reducing stormwater run-off;
- The shade provides a cooling effect in summer months to reduce the urban Heat Island Effect caused by heating of road and footpath pavements;
- Improves evapotranspiration which has a cooling and humidifying effect on the air;
- Improves air quality by absorbing gaseous pollutants, and reducing atmospheric carbon dioxide; and
- Reduces human stress and improves a feeling of well-being.

As indicated in the Design Report, the current street trees (London Plane) throughout the CBD are causing issues and risks for Council due to their invasive roots which are typically shallow and extend well beyond what other species do.

Some examples of these issues include:

- Roots are uplifting footpath surfaces creating tripping hazards;
- Roots are uplifting road pavements in parking bays, allowing infiltration of moisture and creating pavement cracking, premature pavement failures, water pooling and tripping hazards;
- Roots are infiltrating underground pipes affecting drainage capacities and adversely affecting other underground services;
- Roots are invading the full footpath width causing continued maintenance issues;



- The roots ever expanding search for water is also now beginning to undermine buildings and cause structural issues for building footings;
- Leaves are blocking spouts and affecting drainage of roofs which can lead to early deterioration of building drainage elements and temporary flooding of premises;
- Leaves are blocking drainage pits which can result in temporary flooding, until cleared;
- Fine hairy seeds from Plane Trees in Spring can cause irritation to the nose, throat and eyes of susceptible pedestrians; and
- Tree trunks of trees in planter boxes have outgrown the containers in many cases causing the sides to split and look unattractive.

To better understand the above issues, Council re-engaged Homewood Consulting who completed the 2017 arborist report to complete a follow up report on not so much the health of the trees, but some of the issues the Council needs to consider as part of this streetscape project in relation to the potential issues being caused by their roots. Refer to Attachment 2

As part of this visit, Council completed some non-invasive excavation works in five different locations in Gray Street, so that the arborist could get a better understanding of some of the challenges that are faced with any proposed works in the CBD.

The report detailed the results of Council's recent path excavations and provided the Arborist's observations regarding root growth affecting infrastructure and adjacent building footings.

The report provided an assessment of Tree Protection Zones and Tree Root Stability Zones for each tree and commented on the difficulties involved in installing root barriers for the existing trees, without affecting the health and stability of the trees.

The report assessed two options for managing the trees into the future and recommended replacement of the trees with a complete redesign of infrastructure, including installation of appropriate tree root pits filled with structural soil, and installation of root barriers.

The report also provides a list of recommended tree replacement species for consideration by Council.

Following receipt of the report, a summary matrix was prepared which lists the pros and cons of the following options regarding the future of the existing Plane Trees:

1. Retain London Plane Trees with new above-surface kerb surrounds for trees in parking bays and new timber structures around raised trees in central area;
2. Retain London Plane Trees as above, plus attempt to install root barriers, where possible;
3. Replace some of the London Plane Trees with worst evidence of root infiltration into properties and other underground infrastructure and retain others, new trees to have new root growth pits and root barriers with other trees retained; and
4. Replace all London Plane Trees with more appropriate semi-mature species and with new tree root pits and root barriers.



Option No.	Option Description	Pros	Cons
1	Retain London Plane Trees with new above-surface kerb surrounds for trees in parking bays and new timber structures around raised trees in central area.	<ul style="list-style-type: none"> <li>Existing significant tree canopies retained in whole street</li> <li>Large shaded areas in summer months, less heat in road and footpath pavements in summer months</li> <li>Low initial capital cost option</li> </ul>	<ul style="list-style-type: none"> <li>Existing issues with root impacts on building footings and underground infrastructure remain and increase</li> <li>Existing issues with leaves blocking building spouts and drainage systems and causing building flooding remain</li> <li>Increased potential for compensation claims from adjoining property owners due to property damage</li> <li>Existing issues with roots lifting road and footpath pavements, causing trip hazards remain</li> <li>Fall risk remains due to leaves and tree debris on wet footpath pavements resulting in slippery surface</li> <li>Increased potential for compensation claims for falls due to slippery surface caused by tree leaves and debris and wet pavements</li> <li>Issues remain regarding tree debris causing allergy problems for some</li> <li>Putting off inevitability of trees requiring to be replaced in about 20 years</li> <li>When trees eventually replaced, large reconstructed pavement areas (road and footpath) will be required to be re-excavated to remove trees and install tree pits and root barriers – resulting in patch quilt effect in these reconstructed areas</li> <li>Eventually high capital cost and poor aesthetic outcome</li> <li>Potential high ongoing maintenance costs and compensation costs</li> <li>Poor risk management option</li> </ul>
2	Retain London Plane Trees as above, plus attempt to install root barriers, where possible	<ul style="list-style-type: none"> <li>Existing significant tree canopies retained in whole street</li> <li>Large shaded areas in summer months, less heat in road and footpath pavements in summer months</li> <li>Medium initial capital cost option</li> </ul>	<ul style="list-style-type: none"> <li>Above risks in Option 1 remain in areas where trees retained</li> <li>Impossible to install root barriers outside the Tree Protection Zone to protect building footings</li> <li>Very limited areas where root barriers can be installed in the footpath area because of location of multiple underground services – multiple Telstra conduits, gas mains, water mains</li> <li>Health of trees may be affected by cutting roots within the Tree Protection Zone to install root barriers</li> <li>Stability of trees may be affected by cutting roots within the Tree Root Stability Zone</li> <li>When trees then required to be replaced at later date, large, reconstructed pavement areas (road and footpath) will be required to be re-excavated to remove trees and install tree pits and root barriers – resulting in patch quilt effect in these reconstructed areas</li> </ul>



Option No.	Option Description	Pros	Cons
			<ul style="list-style-type: none"> <li>• Eventually high capital cost and poor aesthetic outcome</li> <li>• Potential high ongoing maintenance costs and compensation costs</li> <li>• Poor risk management option</li> </ul>
3	Replace some of the London Plane Trees with worst evidence of root infiltration into properties and other underground infrastructure and retain others, new trees to have root growth pits and root barriers. Retain all other trees.	<ul style="list-style-type: none"> <li>• Existing significant tree canopies retained in some parts of street</li> <li>• Some shaded areas in summer months, less heat in road and footpath pavements in summer months</li> <li>• New trees to provide some shading within about five years of planting, then ongoing increased shade</li> <li>• Medium capital cost option</li> </ul>	<ul style="list-style-type: none"> <li>• Above risks in Option 1 remain in areas where trees retained</li> <li>• Existing trees and new trees randomly placed – not aesthetically pleasing</li> <li>• When existing trees then required to be replaced at later date, large, reconstructed pavement areas (road and footpath) will be required to be re-excavated to remove trees and install tree pits and root barriers – resulting in patch quilt effect in these reconstructed areas</li> <li>• Eventually high capital cost and poor aesthetic outcome</li> <li>• Potential high ongoing maintenance costs and compensation costs</li> </ul>
4	Replace all London Plane Trees with more appropriate semi-mature species and with new tree root pits and root barriers	<ul style="list-style-type: none"> <li>• Low risk option regarding damage to underground services and damage to adjoining properties</li> <li>• Low risk option regarding falls due to roots uplifting paths causing trip hazards</li> <li>• Low ongoing maintenance costs</li> <li>• Low risk of compensation costs due to falls</li> <li>• Low risk of compensation costs due to damage to adjoining properties</li> </ul>	<ul style="list-style-type: none"> <li>• High initial capital cost</li> <li>• Loss of significant tree canopy of existing trees, providing shade and protecting pavement surfaces from heating up in Summer.</li> <li>• Tree canopy will not start to return for about five years after planting</li> </ul>

#### Impact to Private Infrastructure

While Council does not have access to exact figures or numbers relating to issues with private infrastructure as a result of the Plane trees and their roots, Council is aware of significant damage they have caused to buildings, causing movement to foundations and windows to crack, as well as damage to underground infrastructure such as water pipes.

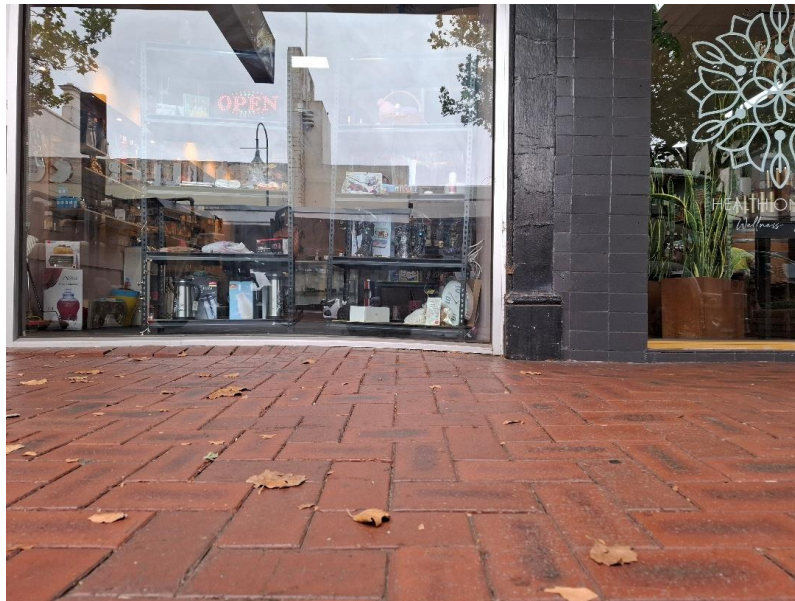
Council is aware of various issues at addresses across the CBD with some examples of some of the issues faced shown in photos below.





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There is also evidence that tree roots have contributed to windows cracking which is shown below.



At the corner of Thompson Street and Gray Street you can see the cracking that is occurring to a building caused by the tree root growing under the building. Below are some images that demonstrate this issue.





Through the engagement period we also received a letter from a property owner where they have mentioned support for the tree removal due to the plumbing issues that have faced including overflowing toilets and roots invading their sewage pipes. They have however mentioned their concerns around the proposed length of works consistent with other business owner responses.



Last week a further conversation was had with a building owner aware of this project who has forwarded a copy of recent plumbing bills to unblock pipes at their site and asking the question of whether Council will be contributing to these due to the issue being caused by Plane Tree roots.

#### Reported Hazards / Complaints due to Plane Trees

Over the past 24 months Council has investigated 48 incidents through its risk team relating to falls or trips caused by the Plane trees in the CBD. Some of the more serious incidents have resulted in community members requiring further medical attention.

28 customer requests have also been lodged regarding maintenance issues in the Hamilton CBD in the last twelve months.

These types of issues are not uncommon for other Councils with Plane trees, with many Councils including Melbourne City Council commencing programs to remove the trees and replace with species more suitable. This is further explained as part of the concept plans attached to the report.

#### Current Costs for Plane Tree Maintenance

Below is a list of recurrent works Council complete on the Plane trees in the CBD to address safety and maintenance issues:

Activity	Annual Cost
Kerb and pavement replacement (see photos below)	\$120,000
Street sweeping and leaf collection	\$70,000
Tree pruning	\$45,000
Fixing safety issues due to raised pavers	\$25,000
Annual arborist reports	\$10,000
<b>Total annual expenditure</b>	<b>\$270,000</b>

These figures are consistent over the past five years which has seen almost \$1,350,000 spent on maintenance of the Plane trees in that period, with staff estimating that this figure will continue to increase by as much as 25% as the trees continue to mature.



*Images of recent kerb reinstatement due to the tree roots of a Plane tree in Thompson Street*

#### Consultation

Following the Council Briefing on 29 January, the Concept Plans for Package 1 were released for a public consultation. As part of the consultation, a business engagement session was held in the Hamilton Cinema. The designs were on display in a CBD shopfront that Council leased for the engagement period, to allow local residents the chance to come and view the plans and ask questions from staff about the various design elements. The plans were also available to view at the Hamilton Library and Council's Brown Street Customer Service Centre and online via the Council's engagement website during the consultation period.

#### Business Engagement Session

The concept plan was presented to a meeting of traders at the Cinema on the evening of Tuesday 4 February. The main issues raised at the meeting by traders were:

1. Concern about the length of time that businesses would be impacted by construction activity. There was some discussion regarding reducing the project to just removing and replacing street trees and restoration and re-levelling the existing pavers.
2. Requesting assistance from Council in marketing the CBD both during and after construction
3. Ensuring access to businesses by the public and for deliveries is maintained as much as possible.
4. Would compensation be offered to businesses during construction period.
5. Removal of the Plane Trees supported by the majority of attendees.

The Western District Chamber have since also provided written feedback on the project that is consistent with the feedback received from the business engagement session around the





removal of Plane Trees and that Council needs to minimise any disruption due to works. This is included as Attachment 5 to the report.

Further to the above on Tuesday 25 March, the acting Mayor and acting CEO were requested to meet with a group of CBD traders to discuss the project. At this meeting the group presented a survey that they had completed with over 30 traders in Gray Street between Brown Street and Thompson Street. This survey focused on the removal of the trees and is included as Attachment 6. This survey overwhelmingly supports the removal of the trees. A letter presented at that Meeting is also included as part of this report as Attachment 7.

#### Gray Street Shop Front

To allow the general public to view the Concept Design drawings, to ask questions, and provide their feedback, a display was set up in a shop at 107 Gray Street. The Project Manager and other staff worked in the shop from Wednesday 5 February to Friday 7 February during the hours of 10.00am to 7.00pm and Saturday 8 February between the hours of 9.00am until 12.00pm.

Many people attended and asked questions over the four days of the display. Attendees were encouraged to provide feedback either on-line - accessed via a QR code – or by filling out a hard copy survey form and returning it to Council, either at the shop or at Council's Brown Street office. Hard copies of the Group GSA Concept Design Report were also made available for attendees to take home and read all the details.

The general feedback during discussions at the shop followed a number of themes:

1. Proposed street layout – Most people thought the proposed layout of the street with the central activity zone and retaining the formal pedestrian crossing was great. People generally agreed with the removal of the two informal crossing points. Some spoke of the confusion between right-of-way of cars verses pedestrians
2. Trip hazards - A large number of people were aware of the trip hazards in the street caused by uneven pavers and the slippery surface. They either had experienced a trip themselves or had a story to tell of people they knew who had fallen and been injured. Some older people with mobility issues indicated that they avoided the CBD in wet weather and times when leaves were falling from trees.
3. Removal of plane trees – The vast majority of people admired and valued the green canopy the trees provided in the Spring and Summer seasons. The majority of people understood the risks the trees presented because of the expansive root systems and leaf droppings and understood the need to replace the trees with a more suitable species. Others didn't understand risks (caused by tree roots, leaves, tree debris, pollen and fine tree hairs), or put a higher value on the canopy the trees provided than the risks the trees presented.
4. Replacement tree species – The majority of people who had knowledge of trees did not agree with the selection of tree species contained within the Consultant's report. Most of those people understood the reasons for a selection of evergreen trees, but many indicated that a native Eucalypt was inappropriate because of their expansive root systems, potential for dropping debris on paths, and potential for dropping of limbs.
5. Effect of plane trees on property – The majority of those people who owned property or businesses wanted the trees to be removed because of the risks they presented to their properties. There were many stories of the need to regularly clean spouts, flooding caused by blocked spouts, and roots growing under buildings and down



- lanes. One person told a story that they believed a root has travelled under their building to the rear laneway.
6. Plane trees and allergic reactions – A number of business owners and members of the general public reported incidences of suffering from hay-fever like symptoms caused by the trees. A worker who attended explained that when cleaning leaves from the street, he suffered badly from an allergic reaction during the process, despite wearing both mask and goggles.
  7. Parking – People seemed satisfied with the amount of parking spaces provided. They understood the need for provision of parking for people with disabilities. A number of people raised the issue of metered parking in the CBD and wanted free parking.
  8. Infrastructure – Most attendees liked the new infrastructure such as the seating proposed, however there were some comments around the removal of parking meters and the addition of more seating through the streetscape.

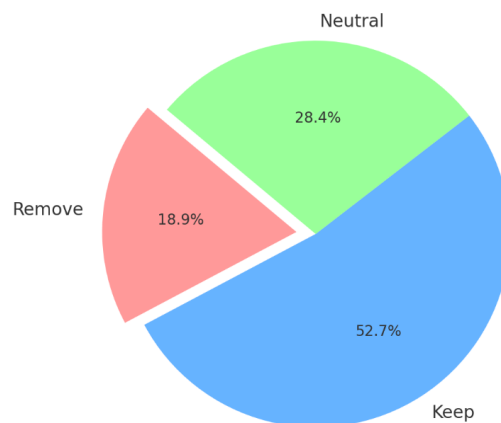
#### Online Consultation

Over 2,400 people visited the dedicated engagement website during the consultation period showing the high amount of interest the consultation generated in the community with over 100 responses provided to the survey.

A summary of the key themes from this online survey includes:

1. Business disruption and compensation
2. Footpath safety and accessibility
3. Waste management and cleanliness
4. Parking
5. Streetscape design and heritage
6. Removal of existing plane trees – both for and against

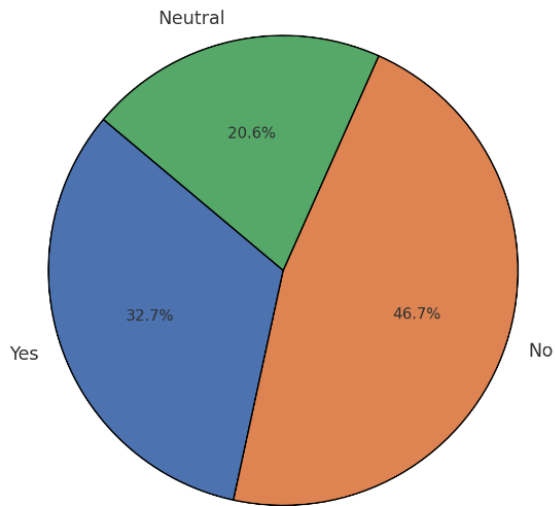
The plane trees were the most topical issue raised, below is a graph detailing a summary of these responses.



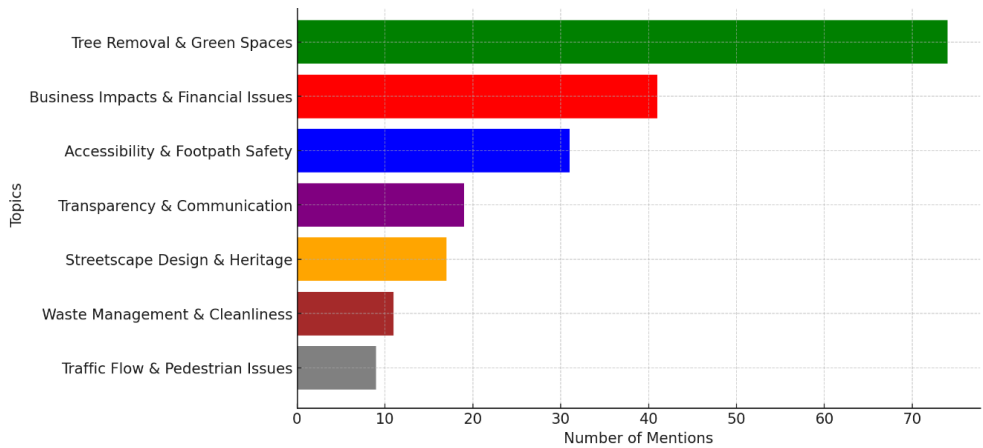
As part of the online survey Council also asked the community whether they were supportive of a speed reduction to 30 kmph across the CBD. Below is a summary of these results with that data also available in Attachment 1.



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As part of the project website, a forum was also created to capture comments and feedback from the community. A summary of the key themes raised in the forum and the number of mentions is included below. These comments can all be viewed in full in Attachment 1.



Other Feedback

A deputation was received at the March Council Meeting presenting a petition to “Save the Trees” that contained over 500 signatures. This is also provided as Attachment 8. This campaign did generate significant media interest with the Mayor completing multiple interviews, including some state media to discuss the project.

Cost Plan



A cost plan has been provided by Group GSA and is included as Attachment 9 to this report.

This cost plan is a pre-detailed design estimate for the project and is based upon the concept plans presented. Once the detailed design phase has been completed and more decisions have been made, the cost plan will be updated.

This is where changes to various treatments or surfaces can reduce the total cost as this plan will be costed at a high rate until the final designs confirm exact finishes.

The project cost plan comprises two elements – the estimated contract amounts to complete design and construction works plus the estimated Council resources required to manage the project through both the design stage and the construction stage.

#### Updated Timeline

A timeline for the Package 1 works is proposed as follows:

- January – March 2025 – Consultation with Council and the Community
- April 2025 – Adoption of the Concept Designs for Package One
- April – September 2025 – Preparation of Detailed Designs and Tender Documentation
- September – October 2025 – Tender Process
- November 2025 – Award of Tender
- February 2026 – Commencement of Package 1 Works

The construction timeline for Package 1 is estimated to be in the order of six to nine months - depending on a number of factors:

- The complexity and volume of works:
  - stone paver footpath on a concrete slab (proposed) vs a simple concrete slab or hot mix asphalt footpath
  - Concrete kerb & channel (proposed) vs a more complex Bluestone kerb and concrete channel
  - The type of street trees selected/retained, and the required volume of root pits adopted
  - Extra works due to poor liaison with service authorities during project planning and design stages, or poor underground service records
- External factors such as un-planned restrictions imposed by service authorities, inclement weather, outbreaks of Covid 19, cooperation with property owners wishing to carry out works on their properties
- The competitiveness of the contracting market and ability to obtain a reasonable number of tenders from quality contractors
- The ability of the contractor to plan and execute works efficiently
- The quality of contract specifications and the quality of the relationship between the Contractor and the Principal – to enable quick resolution of contract issues as they arise

Timelines for Packages 2 and 3 of the Hamilton CBD Streetscape Works will be provided at a future briefing for Council, however these works will not start construction until 2027 and



2028 to allow these works to be completed at a time that will minimise disruption to businesses.

### Summary

As supported by the arborists report (Attachment 2 page 29) in order to effectively deliver the desired upgrades to the CBD the best path is to remove and replace the existing trees, trying to work around the tree will add costs and is nearly impossible to prevent significant damage to the existing root systems.

If the trees survive the extent of works they will be negatively impacted with possibly structural and health implications, in addition the new infrastructure will immediately be subject to the same damage the previous was experiencing, trip hazards and continual maintenance expenditure.

Using modern technologies and planting more mature replacement trees will significantly shorten the timeframe to produce effective canopy results again and this will allow Council to install appropriate root barriers as well as soil pits to sustainably provide the benefits the trees currently deliver.

### **Financial and Resource Implications**

Council has budgeted to complete the detailed design of all packages of work this current financial year, however this will now run into the 2025-26 financial year. It is planned to complete detailed design and documentation of Package 1 by September 2025 and invite tenders for the construction of Package 1, with a contractor appointed and construction planned to commence in February 2026. A cost estimate for this package of works will be provided to Council as part of the report to adopt the concept plans at the March Council Meeting.

As detailed above, a breakdown of current recurrent costs on the plane tree maintenance over the past five years is provided with costs totalling \$1,350,000.

Following approval of this design report, the consultant will be able to provide more detailed costings for this section of the project which will be funded through current and future Council budget allocations.

Funding of construction of Packages 2 and 3 will depend upon future Council budget allocations however this is currently included as part of Council's current Long Term Financial Plan.

The Hamilton CBD Streetscape Project is a large project, requiring significant internal resources to manage. Council will need significant ongoing internal resources to continue to manage the design process, prepare construction tender documentation, evaluate tenders, and manage the construction contract for Package 1 well into 2026.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***





- 1.3 Grow a diverse and inclusive community
- 1.3.3 Support the increase of social, economic and digital connectedness.

***Maintain and Renew Our Infrastructure***

- 3.1 Plan and maintain sustainable assets and infrastructure
- 3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.
- 3.1.3 Deliver to the Council and the community, a strategic approach to our Arts and Culture infrastructure including progressing the new Hamilton Gallery.
- 3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

***Maintain and Renew Our Infrastructure***

- 3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel
- 3.2.3 Provide infrastructure that supports a connected and active community.

***Maintain and Renew Our Infrastructure***

- 3.3 Attractive Council-owned and managed community and open spaces
- 3.3.3 Improve and provide opportunities for shared community spaces.

**Legislation**

Council is required to meet its obligations under the *Victorian Disability Act 2006* and supporting regulations and guidelines. This includes provision of accessibility parking bays and the provision of disability access to all shops and businesses, where practicable.

The design will also need to conform with all requirements of the Victorian Infrastructure Design Manual.

Reporting requirement will adhere to the *Local Government Act 2020*.

**Gender Equality Act 2020**

Though there are no direct implications for the *Gender Equality Act 2020* currently identified for this project officers will continue to ensure this lens is applied to the project as the design proceeds.



## Risk Management

Being such a large project, there are many potential risks for Council that need to be managed, where possible.

One of the biggest risks is construction contract variations due to unclear, conflicting, or missing information in tender documents and construction drawings. Significant investigations and consultations are being (or will be) undertaken with all service authorities and other authorities and individuals responsible for the following underground and above-ground assets within the project boundaries:

- Water and sewerage
- Power
- Streetlights
- Gas
- Telstra
- NBN
- Adjoining property owners' assets
- Department of Transport and Planning
- Public Transport Victoria

It is essential that all underground assets are accurately located, and depth checked, and all details are shown on design drawings. It is also essential that any works planned by other authorities are well co-ordinated with Council works so that all works are completed prior to final surfaces being constructed.

The removal and replacement of the mature Plane Trees with a more suitable species and replacing the loose laid brick paver footpath with a better structural footpath will effectively remove the risks that Council is currently required to manage, regarding tripping hazards and damage to adjoining properties and underground assets.

Deciding to retain the existing plane trees or the existing red brick paver footpath will result in significant risks and costs to manage those risks for Council. Ignoring the risks could potentially lead to Council being legally liable for resulting personal and property damage. Managing the risks will incur significant additional costs for Council beyond the costs listed above. e.g.

1. Risk of on-going trips and falls due to uneven surfaces, leading to personal injury. This risk will need to be managed by introducing, or expanding Council's current frequency of hazard inspections, documentation of hazards, programming of works to repairs defects, and expand Council's resources in carrying repairs and recording of actions taken.
2. Risk of damage to properties due to root uplift of building footings and flooding of properties due to leaves blocking building drainage. This risk will need to be proactively managed by a regular inspection of private properties, identifying potential areas where roots and tree leaves could cause property damage, and installing root barriers and leaf barriers to protect properties.
3. Risk of on-going trips and falls due to slippery surfaces caused by tree leaves and other tree debris on wet pavement surfaces. This risk will need to be managed by improved methods of sweeping up tree leaves and debris. One possible solution may



involve purchase of a mechanized footpath sweeper instead of using manual hand-held blowers which has resulted in some health issues for staff.

4. Risk of tree roots infiltrating underground services (e.g. fracturing a water service or gas main). This risk cannot be managed easily or proactively.

Through the public consultation process, the big issue raised by many was that the risk of fall in the CBD was great. Many had either tripped themselves or knew people who had. Many property owners/businesses advised of roots affecting their properties, tree leaves blocking spouts and causing flooding, people tripping, and some advised of their allergy concerns.

Council needs to be efficient in delivering the project to ensure all impacts on existing businesses are minimised. This involves stringent planning to minimise the total construction time, and planning construction works in conjunction with the business houses to minimise the time that access to businesses is restricted. Council has a poor recent history in the delays that occurred in the Cox Street reconstruction project and business houses have expressed their concerns that delays may occur with this project.

Before construction commences extensive engagement with business owners is planned to work with them to minimise disruption and work through ways to assist them to navigate key construction periods while also maintaining access.

Other risks for which Council has little control include the market appetite to tender for the construction of the project; and receiving competitive tenders from quality contractors.

### **Climate Change, Environmental and Sustainability Considerations**

The downside of tree removal is the reduction in shade provided by the existing mature trees in the summer. It is proposed that the new trees will be semi-mature when planted, but it may take as much as five years before substantial shade benefits will return.

During the detailed design phase, options will be explored to install litter trap(s) in the underground drainage system to prevent litter from entering waterways at drainage outfalls, and to include water sensitive urban design principles.

A variety of other environmental and sustainability considerations will be considered as part of the next stages of the project.

### **Community Engagement, Communication and Consultation**

Following the Council Briefing on 29 January, the Concept Plans for Package 1 were released for a public consultation. As part of the consultation, a business engagement session was held in the Hamilton Cinema. The designs were able to be viewed in a CBD shopfront while also available to view at the Hamilton Library and Council's Brown Street Customer Service Centre and online via the Council website during the consultation period.



### Disclosure of Interests

All Council Officers listed below involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Rory Neeson, Director Wellbeing, Planning & Regulation  
Bill Scott, Manager Project Management Office  
Glenn Rundell, Contract Project Manager

### RECOMMENDATION

That:

1. Council adopts the Hamilton CBD Revitalisation Package One Concept Plans for progression to issue construction designs and tendering for construction.
2. In accordance with Part 1 of this resolution, the existing trees are to be removed and replaced.
3. Council officers complete further consultation with an arborist on the species of the replacement trees for the Hamilton CBD with the community to be kept informed.
4. Concept Plans for Packages 2 and 3 be presented to Council at a future Council Meeting.



**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Manning

**That:**

1. Council receives the Hamilton CBD Revitalisation Package One Concept Plan.
2. Council requests the architect to provide an option showing the retention of all but the most problematic Plane trees. This is to include a strategy for removal of the problematic trees and proposed replacement species with details on size, growth rate and maintenance considerations.
3. Council establishes a Project Advisory Group with representation from business, community, Councillors and Council officers. Officers are to bring draft terms of reference for this advisory group to a Council Briefing in May 2025.
4. Officers prepare a project management strategy to ensure a minimal impact on businesses and continued access to shops and premises including consideration of the current local economic climate and the timing of Stage One to protect local businesses from losses at peak retail periods. This would be brought to a briefing following adoption of concept plans for stage 1.
5. Officers develop a maintenance strategy for the CBD Plane Trees that includes replacement and retention over the next fifty years.
6. Concept Plans for Packages 2 and 3 be presented to Council at a future Council Meeting that includes retaining existing Plane trees
7. Council prioritises maintenance issues of the Plane trees, including planter boxes and brick paving.
8. Officers provide a report to Council that considers a council coordinated central business gutter cleaning contract.

**CARRIED**

**Cr Manning declared a conflict of interest in item 12.2 and left the Meeting at 6:41pm.**



## 12.2 Community Partnership Grants

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle (Chief Executive Officer)  
**Report Author:** Jane Coshutt (Community Engagement Coordinator)  
**Attachment(s):** Nil

### Executive Summary

This report provides Council with information regarding community grant applications (Tourism and Events, Sustainability, Community Strengthening, Community Infrastructure, Arts and Culture and Heritage categories) that have been recommended for Community Partnership Grants program funding.

### Discussion

The Community Partnership Grants program was established to deliver Council grants that are responsive to the needs and opportunities of the community, inclusive and equitable to all, and one that facilitated the flexible delivery of key strategies identified within the Council Plan 2021 - 25 across the social, economic and environmental spectrum.

This program consolidates the Council's extensive range of grant opportunities into one program to enable better integration and coordination of grant administration and improved marketing of those grant opportunities.

Community Partnership Grants assistance is provided for organisations, groups, committees and individuals with proposals that directly benefit the Southern Grampians Shire region. Applications are assessed using pre-determined evaluation criteria, taking into consideration strategic objectives within the Council Plan, Health and Wellbeing Plan, other Council Strategies and Community Plans.

Round Two of Council's Community Partnership Grants for 2024-2025 closed on 24 February 2025. Sixty-eight applications asking \$272,189.72 were received and assessed by members of the community partnership grants team.

This round of grants includes 14 grants approved over \$2,500 totalling \$100,292.69 and 34 grants approved for \$2,500 and under, totalling \$75,772.04

Below is the summary of approved grant applications, which requested funds above \$2,500

Category	Applicant	Project	Ask Amount	Funding Amount	Total Project Cost
Community Infrastructure	Byaduk Mechanics Institute	Revamping the Supper Room	\$4,375.00	\$4,375.00	\$8,750.00
Community Infrastructure	Peter Francis Points Arboretum Inc	Reclaim The Points - promotional material, sign replacement	\$3,238.39	\$3,238.39	\$6,476.78
Community Infrastructure	Penshurst Football Netball Club	Electronic Netball Scoreboard	\$4,175.00	\$4,175.00	\$8,350.00



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Community Infrastructure	Coleraine Bowling Club	Coleraine Bowling Club Maintenance and Signage Project	\$2,750.10	\$2,750.10	\$5,500.20
Community Infrastructure	Byaduk Recreation Reserve	Electric BBQ Cooktop Replacement	\$3,308.25	\$3,308.25	\$6,616.50
Community Infrastructure	Dunkeld Recreation Reserve	Changeroom Shower Upgrade	\$15,000.00	\$15,000.00	\$49,988.00
Community Infrastructure	Tarrington Recreation Reserve	Tarrington Recreation Reserve Upgrades	\$4,656.00	\$4,656.00	\$9,313.20
Community Infrastructure	Hamilton Pastoral & Agricultural Society	Toilet Block Upgrade	\$8,318.95	\$8,318.95	\$16,637.90
Community Infrastructure	Coleraine Historical Society Inc	Old Coleraine Court House Renovation	\$15,000.00	\$15,000.00	\$33,570.00
Community Infrastructure	Grampians Golf Club	Solar Panel Installation	\$8,500.00	\$7,693.00	\$15,386.00
Tourism and Events	Dunkeld Writers Festival	Better off Said - Extension of Dunkeld Writers Festival	\$4,000.00	\$2,913.00	\$8,026.00
Tourism and Events	Peaks and Trails	Marque hire, social marketing, traffic management	\$7,500.00	\$7,500.00	\$17,660.70
Arts and Culture	OLIVIA - film	Film production Western Districts	\$15,000.00	\$15,000.00	\$36,000.00
Heritage	Hamilton Institute of Rural Learning (HIRL)	WW1 & WW2 Honour Wall HIRL	\$6,365.00	\$6,365.00	\$12,730.00
<b>Total</b>			<b>\$93,867.74</b>	<b>\$100,292.69</b>	<b>\$235,005.28</b>

Below is the summary of the grant applications approved, which requested funds of \$2,500 and under.

Category	Applicant	Project	Ask amount	Funding amount	Total Project Cost
Arts and Culture	Woodhouse -Nareeb Hall	Hall Stories - recording and book	\$2,500.00	\$2,500.00	\$2,500.00
Arts and Culture	Hamilton String Ensemble	New Sheet Music for Hamilton String Ensemble	\$684.40	\$684.40	\$684.40
Community Strengthening	Lion's Club of Hamilton	Establish a Lions Leo's Teen Volunteers Group	\$2,500.00	\$700.00	\$2,500.00
Community Strengthening	Hamilton Institute of Rural Learning (HIRL)	Arts and Crafts Hub	\$2,500.00	\$1,000.00	\$2,500.00
Community Strengthening	Glenelg & Southern Grampians Local Learning & Employment Network	Passport to Employment - 2025 Program	\$2,350.00	\$2,350.00	\$2,350.00



Community Strengthening	Hamilton-Coleraine Rail Reserve	Website Redevelopment	\$2,500.00	\$2,500.00	\$2,500.00
Community Strengthening	Glenelg & Southern Grampians Local Learning & Employment Network	Southern Grampians Skills and Jobs Pathways EXPO 2025 - marketing	\$2,500.00	\$2,500.00	\$2,500.00
Community Strengthening	Dunkeld Progress Association	Community Fire Recovery Event	\$2,500.00	\$2,500.00	\$3,165.00
Community Strengthening	Hamilton and District Cricket Association	Women's Representative Uniform	\$2,407.35	\$2,407.35	\$2,407.35
Community Strengthening	Penshurst Progress Association	Community Connection Dinners	\$2,235.00	\$2,235.00	\$3,435.00
Community Infrastructure	Stirling Place Community Centre Dunkeld	Let's Keep it Simple! Laptop project	\$2,478.00	\$2,478.00	\$2,478.00
Community Infrastructure	Glenthompson and District Development Association	Town Event Panel Repair & Replacement	\$1,364.00	\$1,364.00	\$1,364.00
Community Infrastructure	Hamilton and District Gymnastics Club	Technology Upgrade	\$2,500.00	\$2,500.00	\$3,246.90
Community Infrastructure	Hamilton Bowling Club	24 Hour Security Camera Purchase and Installation	\$2,500.00	\$2,500.00	\$5,688.71
Community Infrastructure	Penshurst Bowls Club Inc	Clubrooms Fridge	\$2,500.00	\$2,500.00	\$2,900.00
Community Infrastructure	Mirranatwa Public Hall and Recreation Reserve	Mirranatwa Shade Recovery Project	\$2,491.00	\$2,491.00	\$2,491.00
Community Infrastructure	Mirranatwa Public Hall and Recreation Reserve	Mirranatwa Hall Reverse Cycle Air Con and Heating	\$2,399.00	\$2,399.00	\$2,399.00
Community Infrastructure	St Andrews Cricket Club Hamilton	Club Improvements - WIFI upgrade / fridge purchase	\$2,423.00	\$2,423.00	\$2,423.00
Community Infrastructure	Penshurst Senior Citizens Centre	Purchase of PA Equipment	\$2,491.96	\$2,491.96	\$2,491.96
Community Infrastructure	Grampians Cricket Club	Replace interior cricket lane nets	\$2,454.25	\$2,454.25	\$2,454.25
Community Infrastructure	Mirranatwa Playgroup	Mirranatwa Playgroup Play equipment	\$2,461.00	\$2,461.00	\$2,461.00
Community Infrastructure	Lion's Club of Hamilton	Upgrade IT Equipment	\$2,500.00	\$2,500.00	\$2,500.00
Community Infrastructure	Parklands Golf Club	Clearing the Way - stump removal	\$2,500.00	\$2,500.00	\$2,500.00





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Community Infrastructure	Coleraine District & Development Association	Coleraine Art and Photography Show	\$2,500.00	\$2,500.00	\$11,713.68
Community Infrastructure	Coleraine Men's Shed	Essential heating and cooling improvements	\$2,500	\$2,500.00	\$2,500
Community Infrastructure	Friends of the Dunkeld Swimming Pool	Pool Equipment	\$1,250.00	\$1,250.00	\$1,250.00
Community Infrastructure	Grampians Golf Club	Wall Mounted Instant Boiling Water Appliance	\$1,675.00	\$1,675.00	\$1,675.00
Community Infrastructure	Hamilton Clay Target Club	Commercial Sized Fridge	\$2,500.00	\$2,500.00	\$2,549.68
Tourism and Events	Hamilton Eisteddfod	Marketing and Promotion	\$2,576.20	\$2,500.00	\$2,576.20
Tourism and Events	Hamilton Miniature Railway Group	Teddy Bears Picnic Event - entertainment	\$2,435.28	\$2,435.28	\$2,435.28
Tourism and Events	Australian Pedal Care Grand Prix 2025	Road Closures / traffic management	\$2,500.00	\$2,500.00	\$4,626.00
Tourism and Events	Penshurst Volcano Discovery Centre	VDC VR equipment, stands and signage	\$2,560.40	\$2,500.00	\$2,560.40
Sustainability	Hamilton Croquet Club	Environmental Garden Equipment Upgrade	\$2,521.00	\$2,500.00	\$2,521.00
Heritage	Australian Light Horse Heritage Collection Museum	Heritage Museum Interpretive Panels	\$2,472.80	\$2,472.80	\$2,472.80
<b>Total</b>			<b>\$79,229.64</b>	<b>\$75,772.04</b>	<b>\$96,819.61</b>

**Budget Summary**

Category	Budget 2024-25	Round One Spent	Round Two Spent
Arts and Culture	\$10,000.00	-	\$18,184.00
Tourism and Events	\$50,000.00	\$19,892	\$20,348.28
Infrastructure	\$60,000.00	\$75,713.15	\$100,658.90
Community Strengthening	\$10,000.00	\$25,830.85	\$17,842.85
Sustainability	\$10,000.00	-	\$10,193
Heritage	\$15,000.00	\$2,500.00	\$8,837.00
Demand Allocation	\$145,000.00	-	-
<b>TOTAL</b>	<b>\$300,000.00</b>	<b>\$123,936.00</b>	<b>\$176,064.03</b>

**Financial and Resource Implications**

The collaborative approach across Council grant categories opens opportunities for Council to work with the community to broaden the scope of ideas identified within applications to position these projects and or events to leverage external funding.



Applications for \$2,500 or greater must demonstrate cash contributions and must provide evidence of cash held, or applicants must be able to demonstrate their financial capacity to complete the project.

The grant amount approved by Council cannot be increased post-funding approval. In the case of a funding shortfall, funding will not be made available by way of a Council loan.

Within this grant round the recommendations equate to \$176,064.03. Consistent with the Council Policy this program is managed within the total allocated annual budget and subsequently funds are managed across the rounds within the program budget.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

1.1 An empowered and connected community

1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.

#### ***Support Our Community***

1.2 Support and promote a healthy community

1.2.2 Support and encourage participation in arts and culture, education, leisure, recreation and sporting opportunities.

#### ***Support Our Community***

1.3 Grow a diverse and inclusive community

1.3.3 Support the increase of social, economic and digital connectedness.

#### ***Grow Our Regional Economy***

2.2 Increase our regional profile

2.2.2 Invest in and advocate to the responsible agencies for the improvement and maintenance of the Shire's natural and cultural attractions to improve the visitor experience.

#### ***Maintain and Renew Our Infrastructure***

3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

3.2.3 Provide infrastructure that supports a connected and active community.

#### ***Maintain and Renew Our Infrastructure***

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.



## **Legislation**

The Community Partnership Grants Program Policy was adopted in December 2022. Each Grant category requests that applicants ensure that their project or idea demonstrates a link to the Council Plan, Health and Wellbeing Plan or other endorsed Strategic Plans of Council.

The Community Partnership Grants program assists Council to deliver on key outcomes of the Council Plan 2021 - 25. The Council Plan establishes that we will:

- Support our Community
- Develop our Regional Economy
- Maintain and Renew our Infrastructure
- Protect our Natural Environment, and
- Provide Strong Governance and Leadership

## **Gender Equality Act 2020**

There are no implications for the *Gender Equality Act 2020* identified through this report or the grants program.

## **Risk Management**

There is a predetermined eligibility and assessment criteria with a set weighting, to identify and assess the risk exposure within each application. The assessment criteria ensure that projects and events have adequate control measures in place to ensure their successful and safe delivery.

Each grant applicant must also demonstrate that they comply with any legal or statutory regulations relevant to the project for which they are seeking Community Partnership Grants funding. This includes (where relevant) appropriate insurances, food handling permits, liquor licences etc

## **Climate Change, Environmental and Sustainability Considerations**

There are no direct environmental and sustainability considerations as a result of this report however many of the projects supported through this program help improve or address environmental or sustainability concerns.

## **Community Engagement, Communication and Consultation**

Various Council staff engage with the community in relation to the Community Partnership Grants program at a range of meetings and workshops (including Councillor Engagement, Progress Association, club and user groups and event organiser meetings, etc). Staff also engage with applicants on a 1:1 basis and in group workshops, to provide support through the Community Partnership Grants process.



### Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Alison Quade, Manager Communications and Engagement  
Melanie Russell, Grants Officer  
Jane Coshutt, Senior Community Development Coordinator

### RECOMMENDATION

That Council:

1. note \$75,772.04 of Community Partnership Grants of \$2,500 and under be awarded under delegation.
2. note \$100,292.69 of Community Partnership Grants over \$2,500 be awarded under delegation."

### COUNCIL RESOLUTION

**MOVED:** Cr Calvano  
**SECONDED:** Cr Henry

That Council:

1. **Note \$75,772.04 of Community Partnership Grants of \$2,500 and under be awarded under delegation.**
2. **Note \$100,292.69 of Community Partnership Grants over \$2,500 be awarded under delegation.**

**CARRIED**

**Cr Manning returned to the Meeting at 6:48pm.**



## 12.3 Youth Policy, Charter and Council

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle (Chief Executive Officer)  
**Report Author:** Alison Quade, Manager Community Engagement  
**Attachment(s):** Nil

### Executive Summary

This report has been prepared in response to the Notice of Motion #3/25 – Youth Policy, Charter and Council.

*That Officers present a report at the April Scheduled Council Meeting that provides Council with options and funding required to:*

- 1. Review Council's Youth Policy*
- 2. Develop a Youth Charter*
- 3. Establish a Youth Council*
- 4. Review our current activities and expenditure after the implementation of the current policy.*

This report will present the current Youth program and options and approximate costs associated with delivering the above three items.

### Discussion

#### Youth Policy and Charter

Council's Youth Policy was adopted in August 2022 and is currently set for review in August 2025.

The policy outlines Council's 'commitment to the ongoing engagement and support of young people, their ongoing development, health, and wellbeing, creating opportunity for future careers and encouraging active engagement in community and participation in civic life'.

The policy explains how Council will demonstrate that commitment through a focus on:

- coordination, contribution, and support by facilitating collaboration among local organisations and addressing service gaps;
- increasing leadership, education, and employment opportunities through internships, traineeships, and advocacy for job creation;
- engagement and advocacy by involving young people in decision-making and influencing government policies; and
- ensuring access to safe places and experiences by providing inclusive spaces, events, and community grants to support youth development and recreation.

However, the current policy lacks a clear understanding of exactly how Council empowers young people to have input into services, policies and programs that are important to them and how that input to Council guides and impacts decision-making.



A policy with greater clarity on how a youth lens is applied across projects, programs and policies would provide greater guidance for Council and ensure youth voices are heard and impacts are understood.

A Youth Charter would outline the guiding principles that form the foundation of council's commitment to supporting youth and provide a framework for engagement. It is a public statement of the Council's commitment to young people within their community.

A review of the youth policy can be completed over the next few months and presented to the July Council Meeting for consideration. This would allow time to undertake a thorough period of engagement with young people to better understand how they want to be supported by Council. This will inform the development of the policy and aligning youth charter.

There would be no cost implications to either of these activities beyond officer time.

#### Youth Council

Youth Councils are a formal and structured group of people aged 12-24, who represent the views of young people in a region or town and advocate or report to Council on those issues. They enable young people to have a direct impact on decisions that affect them and actively help shape policies and programs.

A Youth Council empowers young people to actively contribute to their community, ensuring their needs and ideas shape Council direction. It also helps councils make more informed decisions that reflect the perspectives of young residents.

Initial discussions with other municipalities who provide a Youth Council as part of their Youth program have indicated that Youth Councils have varying levels of success.

A Youth Council is a beneficial experience for young people and the community when the commitment from both parties to the partnership is strong. Given the formality of the structure, a commitment is required from the young people to the length of the Council term and to a minimum attendance at meetings and preparatory work prior to the meetings. There also must be a commitment from Council to involve, listen to, and implement the ideas and initiatives of the young people.

#### Resourcing

There is a high level of governance required to run, what is essentially a second Council (and Councillor group). A staff member would be required to recruit youth councillors, organise and facilitate meetings and briefing sessions, plan and deliver training and site visits, mentor and provide guidance as well as undertake associated administrative tasks such as taking minutes and developing agendas.

Advice suggests approximately 0.8 - 1.0 FTE is required to run a Youth Council.

Youth Council participants are generally not paid for their time on Council, however an allowance to cover the cost of travelling to and from meetings and any other associated expenses is not unusual. Funding may also be required to deliver training and activities.



### Alternative option

A Youth Advisory Group or Youth Reference Group could provide similar benefits to young people, with less resourcing required to facilitate.

These groups provide a less formal/structured environment for young people to engage with Council. Regular meetings would be an opportunity to discuss upcoming major projects, initiatives and programs, provide feedback to Council or Council Officers on items, workshop events, hear from guest speakers, undertake training or develop proposals in their areas of interest.

This group would ensure all young people feel welcome, safe, and valued. This initiative fosters skills development, support networks, and a sense of belonging. It will:

1. Encourage connection, shared interests, friendships, confidence, and life skills.
2. Amplify youth leadership, engagement, and voices in local decision-making.
3. Equip young people with skills to lead, advocate, and influence issues that matter to them.
4. Enhance local decision-making, creating a more inclusive community with improved services, facilities, and opportunities for youth.

Advice suggests approximately 0.4 FTE would be required to facilitate a Youth Advisory Group.

Similar to the Youth Council, a small allowance to cover the cost of travelling to and from meetings may be required. Funding would also be required to deliver training, workshops and activities.

### Current resourcing

Extra resources are required to address the gap in youth engagement in the Southern Grampians Shire to ensure we adequately empower diverse young people and amplify youth voices in decision making across the shire.

Council currently has 0.6 FTE working as a Youth Engagement Officer and this role is focused on the delivery of the FReeZA funding.

FReeZA funding of \$120,000 over three years is granted to Council to lead the planning, development and delivery of safe, youth-friendly arts and cultural events for young Victorians aged 12 to 25.

The Youth Engagement Officer would not have capacity to run a Youth Council or Youth Advisory Group as well as coordinate FReeZA events at 0.6 FTE.

Council applied for 'Engage' funding from the State Government in late 2024, however this application was unsuccessful. There is currently no one funded in the Southern Grampians Shire to engage directly with young people and provide opportunities for young people to have their voices and contributions heard.

### Review of current Youth Activities

Since the adoption of the Youth Policy in August 2022, Council has significantly increased its activity, advocacy and leadership in the youth space. Below is a summary of the work undertaken since then:



- Conducted a Southern Grampians Youth Survey, with approximately 250 respondents
- Convened the Southern Grampians Youth Network (SGYN) - Coordinated and hosted bimonthly meetings (in school terms) with partners from across youth sector
- Supported the roll-out of Fuse South-West Program Courses across the Southern Grampians
- Collaborated with local youth services to run local parent/s and carers information and engagement sessions with a focus on youth issues and mental health and wellbeing supports and services.
- Delivered the Southern Grampians Youth Achievement Awards in partnership with Brophy and WDHS with a focus on celebrating all contributions to the community and special talents
- Engage closely with local Aboriginal organisations and young people to explore and develop ways to support existing and new Koorie youth initiatives
- Convened a working group, comprising youth and service representatives to explore ways to support neurodiverse young people and their families
- Contributed to the content, promotion and support of the Southern Grampians Youth Directory
- Encouraged collaboration across Council Services (HPAC, Gallery, Library, HILAC) to coordinate of a regular youth calendar of events for school holidays
- Showcased career pathways and local/regional employment opportunities through the support and development of a Southern Grampians Careers Expo
- Supported the Passport 2 Employment program led by the Glenelg and Southern Grampians Local Learning and Employment Network by facilitating sessions and hosting a tour
- Support the Young Leaders Program led by Glenelg and Southern Grampians Local Learning and Employment Network by providing mentorship and promoting Council career opportunities
- Engaged young people in creative ways through youth interest groups, during youth events and at spaces and places where youth congregate e.g. HILAC, sporting clubs, Skate Parks, annual youth events, festivals and expo's.
- Created opportunities for young people to shape and have a say in the design and development of Council facilities.
- In collaboration with the Hamilton Gallery, provided art-based programs to engage young people in art, creative expression, career pathways, and broader friendship/mentor networks
- Facilitated YUMCHA, LGBTQIA+ social group in partnership with Brophy which included fortnightly meetings as well as annual events like Pride Prom
- Run youth-led music and cultural events and fostered performing arts opportunities that showcase and nurture youth talents
- Facilitated the youth-led Jam Group and supported the group to plan and organise their own local youth music event which was attended by approximately 150 people in 2024
- Supported young people to stay active during the school holidays with free entry to HILAC and hosting pool parties across the Shire pools
- Encouraged connection and creativity with a range of free youth activities including gaming events, free movies, pottery classes, barista courses and skate workshops.





These activities were funded by a 0.6FTE (\$65,000), a \$106,500 FReeZA grant from the Victorian Government and a budget allocation of \$5,000 for Council Youth Support.

### **Financial and Resource Implications**

There are no financial implications associated with the review of the Youth Policy and development of the Youth Charter.

The development of a Youth Council would require an additional 0.8 - 1.0 FTE at Band 5, a cost of approximately \$80,000 plus on costs.

The development of a Youth Advisory Group or Youth Reference Group would require an additional 0.4 FTE at Band 5, a cost of approximately \$20,000 plus on costs.

Funding to implement both options and provide compensation to participants would be required, a cost of approximately \$10,000.

Any new positions or additional funding mentioned above would be subject to a Council Business case as part of the development of the 2025/26 budget.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

1.1 An empowered and connected community

1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing.

1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.

#### ***Support Our Community***

1.2 Support and promote a healthy community

1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices.

#### ***Support Our Community***

1.3 Grow a diverse and inclusive community

1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents.

#### ***Support Our Community***

1.4 A safe community

1.4.2 Demonstrate leadership in gender equality, cultural diversity and inclusiveness for all.

### **Legislation**

There are no legislative implications for this report.

### **Gender Equality Act 2020**



The *Gender Equality Act* helps to shift societal norms, encouraging the adoption of more progressive views on gender and gender roles. This fosters respect and equality in friendships, relationships, and community interactions. The Act also recognises gender diversity beyond the male-female binary, promoting inclusivity for non-binary and transgender youth. This leads to better policies and protections for gender-diverse students in education and employment settings.

While no gender impact assessment has been conducted in relation to this report, a gender impact assessment will be required in the development of the youth policy and charter.

### **Risk Management**

There are no risks associated with this report. However, Council should consider the potential for reputational risk should we not deliver on the community desire for more activity, action and engagement for young people in our Shire.

### **Climate Change, Environmental and Sustainability Considerations**

There are no climate change, environmental or sustainability considerations associated with this report.

### **Community Engagement, Communication and Consultation**

Engagement and consultation with young people will occur in the process of reviewing and development of the youth policy. A youth survey will be conducted to understand what support and action young people want from Council and how we can best deliver this.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Alison Quade, Manager Communications and Engagement  
Jane Coshutt, Senior Community Development Coordinator



**RECOMMENDATION**

That Council:

1. undertake community engagement to inform the review and development of a Youth Policy and Charter; and
2. note the options and costings for a Youth Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Rainsford

That Council:

1. Undertake community engagement to inform the review and development of a Youth Policy and Charter; and
2. Note the options and costings for a Youth Council.

**CARRIED**



## 12.4 Southern Grampians Shire Council - Grampians Fire Recovery Plan 2024 -25

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Rory Neeson (Director Wellbeing, Planning and Regulation)
<b>Report Author:</b>	Susannah Milne, Manager Community Wellbeing
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Grampians Fire Recovery Plan 2024 [<b>12.4.1</b> - 34 pages]</li><li>2. MAV Mayor-and- Councillor- Guide- Emergency- Management- 2021 [<b>12.4.2</b> - 4 pages]</li></ol>

### Executive Summary

The purpose of this report is to outline the formal arrangements with respect to recovery coordination through Victorian emergency management arrangements and the Southern Grampians Shire Council (SGSC) recovery responsibilities in relation to the Grampians Fire Complex and to request the Council to endorse Grampians Fire Recovery Plan 2024 – 2025.

SGSC is responsible to lead recovery to impacted communities and environments under the emergency management arrangements. Attached to this report is the Grampians Fire Recovery Plan 2024 – 2025 which outlines the incident, the impact and proposed approach to a coordinated recovery response.

Local Government response to emergencies outside the planning and preparedness model is unbudgeted. When there are larger scale events, some funding arrangements between the Federal and State are made available under funding criteria to Local Government, which if approved can assist in covering unbudgeted expenses in the response, relief and recovery.

Whilst the organisation is preparing claims for response and relief, we have requested funding to support our impacted community through the recovery process.

While some funding has been announced that is explained in more detail in this report for businesses and tourism related activities, there still appears to be a gap in any support for medium to longer term recovery activities that would be coordinated by Council.

This plan provides Councillors with an understanding of the work that has been completed by staff during the emergency and outlines what recovery activities that Council in conjunction with various levels of government will look to complete over the coming months.

This report will recommend that Council endorse the Grampians Fire Recovery Plan 2024 – 2025, advocate for more funding and continue recovery activities.



## Discussion

### Emergency Management Arrangements

Local government has a variety of emergency management responsibilities, from prevention through to emergency response, relief and recovery, as well as building the resilience of communities to respond to emergencies.

Roles include:

- Emergency management plans for the municipality, in partnership with other emergency service agencies.
- Undertaking fire prevention activities including issuing fire prevention notices and working with fire agencies to reduce fire risks.
- Planning overlay controls to address risks to properties such as fire and flood.
- Operating relief and recovery centres during and after an emergency.
- Coordinating emergency shelter for displaced people and animals.
- Assessing occupancy of damaged buildings, safety of sites after an emergency, and overseeing rebuilding.
- Coordinating recovery assistance and events for impacted person/s and communities.

At a State level, Emergency Management Victoria is responsible for planning and coordinating various agencies to plan for, prepare and respond to emergencies. The authority to do this is set out in the *Emergency Management Act 2013* which contains provisions providing for the mitigation of response to and recovery from emergencies and specifies the roles and responsible agencies in relation to emergency management.

Planning and preparedness occur at state, regional and local levels by all agencies with emergency management responsibilities. Once an emergency occurs agencies move into the response phase, which means the 'combatting agencies- respond' for example CFA would attend fire on private land. During this stage Command, Control and Coordination oversees the response, also taking into consideration the ability to scale up response and provide relief to impacted communities. Within this stage, local government may be asked to provide the following:

- Equipment and resources
- Open emergency relief centres
- Close roads and provide signage

Once the response phase transitions to recovery phase, the focus changes to supporting individuals and communities impacted to achieve a proper and effective level of functioning after an emergency. State and regional coordination is the responsibility of Emergency Recovery Victoria to deliver recovery programs and services. Local government delivers municipal recovery coordination of community recovery services and connection to support agencies and services.



Local Government are required to develop a recovery plan that documents the incident, the impacts and the response required to support the community. A recovery plan has been developed for the Grampians Fire which is provided as an attachment to this report.

#### Summary of Incident

The fire incident commenced on 17 December 2024, with a lightning strike igniting a fire within the Grampians National Park. The fire quickly took hold, impacting property owners to the east of the National Park in Bornes Hill. The fire moved west impacting property owners within the Victoria Valley and Mirranatwa Grampians interface on the 18 December 2024.

Given the terrain and location, firefighting activity was challenging. Strong southerly winds pushed the fire north impacting on the Halls Gap, Pomonal and Moyston townships.

Weather conditions expected on Boxing Day with strong northerly/north westerly winds developing into a strong westerly change saw the fire running to the east impacting on the townships of Glenthompson, Moyston and Willaura. Significant firefighting activities and change in weather saw the fire impact area less than predicted.

On the 6 January 2025 this fire was declared contained and was then declared under control on the 13 January 2025.

On the 27 January 2025 two fires were ignited by lightning in the western area of the Grampians National Park and spread quickly due to the extreme weather conditions and a dry landscape. The dynamic fire weather activity, dry landscape, steep terrain, resulted in the fire moving quickly, changing directions and impacting private property on the western interface of Grampians as well as impacting Mirranatwa and Victoria Valley again.

During the fire, townships and communities of Cavendish, Mooralla, Cherrypool, Glenisla, Balmoral and Victoria Point were under potential impact. The fire was listed as contained on the 8 February 2025 and declared under control on the 16 February 2025.

#### Council Support/Involvement

The Grampians fires last over 60 days with Council provided various support to assist to response over the fire period.

At the time of writing this report, the total cost of Council's involvement was still being confirmed however a final amount used in various claims to the State Government will be provided at a later date.

Works or tasks included during the emergency included:

- Opening of Emergency Relief Centres on three occasions in Dunkeld and Hamilton at three different locations for ten days. Council should note that Monivae College provided their facility and support as an Emergency Relief Centre at no cost to Council.
- Providing relief accommodation for over 16 displaced individuals.
- Provided support to individuals with displaced pets and animals through providing food, materials and accommodation options at the Hamilton Pound and HLRX.



- Connected individuals to relief and support agencies to provide psychosocial and financial support.
- Conducted secondary impact assessments of properties with damaged assets and provided building, environmental health and recovery advice to landowners.
- Provision of drinking water to landowners with impacted drinking water supplies.
- Provision of bottled water to Glenthompson, whilst water supply was disrupted, and an alternative option provided by Wannon Water.
- Supply of two graders and four operators over the life of the fires and for clearance and road grading works in recovery.
- Refilling of water sources used in the firefighting activities with over 3.7 million litres supplied back to property owners (at the time of writing this report water replenishment continues).
- Supply of five 13,000 litre water trucks and one 30,000 litre water truck operating during the active fire management period providing supplies for the CFA. These vehicles were also dispatched for water replenishment. One water cart was used to supply 330,000 litres of potable drinking water for the fire response team managing the water bombers operating out of the Hamilton Aerodrome. Sixteen staff were directly involved in the water cartage operations which occurred around our routine capital works roads program. One contractor was engaged to cart 150,000 litres at the start of the Grampians fire as the works team were adjusting their resources to the fire needs. Potable and Class C water was supplied by Wannon Water sourced from the Hamilton Depot, Rocklands and Cavendish-Dunkeld Road.
- Provision of waste services at Mirranatwa, Mooralla and Victoria Valley staging areas including skips bins for residential waste and fire damaged belongings.
- Provided road signage and traffic management, specifically supporting temporary road closures and detours.
- Supported five community briefings held in Dunkeld and Mirranatwa across the fire period.
- Coordination of food provision to families in Mirranatwa.
- Visits and contact with local businesses providing information, connection with support services and determination of impacts to business and immediate needs.
- A business impact survey to understand the economic losses business faced during the fire period.
- Coordination of contractors to undertake priority repair works to water supply infrastructure and water cart fleet hire.
- Coordination with various local support agencies including National Centre for Farmer Health and the Rural Financial Counselling Service.
- Collaboration with Grampians Tourism specifically to co-ordinate information and support to local businesses and development of Council's advocacy to State Government.
- Leading an initial marketing campaign to encourage visitation back to the Grampians.
- Responded to media enquiries, maintained live and update to public notifications and fielded requests from Melbourne based media to attend fire sites and relief centres.

#### Impact to Council Assets

No Council owned buildings, including community buildings, were impacted because of these recent fires.



Red Rock Road, Glenisla and Bullawin Road, Victoria Valley were impacted by the fires.

- Red Rock Road's gravel surface was damaged extensively by heavy equipment movement from chainage 1500-3150 (1650 metres), resulting in large sections with no coverage and the subgrade pulverised to dust. Red Rock Road requires the removal of a large quantity of material and reformation of the pavement, with subsequent re-sheeting.
- Bullawin Road, Victoria Valley also an unsealed road, has 25 damaged and blocked culverts which require replacement. Due to the heavy rainfall on Sunday 9 March 2025, significant volumes of fire debris, and sand have washed across and onto the road. Bullawin Road requires grading to remove the debris, with additional road material to replace the washout of the road surface and regrading, along with up to 25 culvert replacements.

Noting the limited three-month window for Council to claim fire response and recovery costs. This recent rain event is a good example of the one going concern particularly with the condition of Council's roads. Council's Road Condition Assessment provides excellent data on the roads within the fire impacted area and Officers will continue to monitor any further deterioration or impact because of immediate rain events that result in washout.

34 guideposts across several local roads within Mirranatwa and Victoria Valley melted due to the fires or were broken by fire-fighting appliances and require replacement. Damaged local tourism signs have been replaced.

The Hamilton Aerodrome received increased use during the fires specifically for airtankers/ water bombers. Council supplied water and through support from Wannon Water increased water pressure was enabled to reduce water refilling time. Neighbouring business, Sustainable Plastic Solutions, altered their operations to reduce their water demand during the fire period which assisted with water pressure reduction at the Hamilton Aerodrome.

The bore pump located close to Mirranatwa School Road and Mirranatwa Road intersection failed in the December 2024 fires and was replaced to ensure access to water for fire management needs.

The Glenthompson Outdoor Swimming Pool was used as a water source and storage for fire management purposes. At this time the swimming pool was closed to the public and subsequently there was no additional impact to the community.

Through the fire response it was also noted that there is a need to verify, asset condition and mapping of standpipes and bores across the Shire, regardless of the asset ownership or management authority.

#### Impact Description

The impact of the fire activity across the entire footprint has been significant particularly to the natural environment. A large area (111,599ha) of the Grampians National Park was impacted which will see flow on effects to the native flora and fauna, as well as impacts on culturally significant sites. Over 20,258ha of private property was impacted across three municipalities, a number of properties not impacted by the fire had mineral earth breaks and firefighting methods required to control the fire have created a need for significant restoration works within the park. It is estimated that 273 properties have been impacted by fire or fire suppression activities.





The fire activity saw impacts to private property, predominately to the agricultural industry with landholders reporting damage to property, loss of livestock, fences, fodder, and pasture. Volunteer based agencies, Need for Feed and BlazeAid were quick to establish a presence in Southern Grampians immediately following the notification of the December 2024 fires.

Specifically, BlazeAid has reported within the Willaura Basecamp there were:

- Unique Volunteers Registered: 238
- Properties Registered: 71
- Volunteer Working Days: 2448
- Properties Started: 15
- Avg Vol Time @ Camp: 14.3
- Properties Completed: 48
- Properties % Completed: 68%
- Properties Unable to Complete: 0
- Volunteer Meals: 3295
- Volunteer Avg Age: 58
- Fencing Cleared: 164.25 KM
- Fencing rebuilt: 147.63 KM
- Extra Property Reporting
- Ring Lock installed: 29.13 kms
- Plain Wire: 160.45 kms
- Strainers: 61
- Barb Wire: 10.2 kms
- Trees Removed: 30
- Pickets installed: 3433

The BlazeAid work is expected to be completed by the end of May 2025.

Need for Feed provided five semi-truck loads and three B Double truck loads during the fires. Need for Feed continue to supply feed throughout the region and will do so as requests continue to be received.

With the Grampians being such a renowned tourist destination, the economic loss to tourism and hospitality business has been considerable, impacting both businesses within the footprint and businesses that benefit from traffic/visitor flow. This impact has seen significant loss of revenue for businesses within and on the edge of the park, placing them in significant financial difficulty and stress, with many facing difficult business and personal decisions. Further information on this economic loss will be provided to Councillors as it becomes available through SpendMapp.

Tourism infrastructure within the park such as the Grampians Peaks Trail will be closed for a long period with the southern end (Dunkeld) cut off from the northern end, until such a time that works are scoped, resources allocated and works undertaken. The current fiscal environment faced by the State Government and lack of support is impacting business, communities, and local government.



Communities and small townships threatened by the fires were impacted due to the need to evacuate and/or prepare for potential impacts of fires. Whilst no township was burnt, the nature and 'closeness of the impact' will have psychological implications for residents.

Within the SGSC we are aware of the following impacts and will focus on recovery programs and services to address the identified needs within the impacted areas:

1. Agricultural/land holder impacts
2. Tourism and business impacts
3. Community impacts
4. Council and community assets impacts

#### Organisational Impacts

It is estimated that over 40 staff contributed to the fire response and recovery from across the organisation with over 20 staff working over the Christmas/New Year period, returning from leave early to assist and maintaining extended work periods to cover requirements. These recent fires demonstrated staff willingness to assist the cause and each other.

There were many examples of the staff involved going above and beyond their core fire response and recovery duties. For example, staff who supported residents through the Relief Centres followed up with displaced residents who had sought alternative accommodation to ensure they were safe, in contact and supported. Staff delivering the water replacement for farmers made direct contact to determine the preferred delivery arrangements to reduce unnecessary pressure on the farmers and to enable their capacity to manage the water volumes. Care packs arranged through the National Centre for Farmer Health were also provided to farmers. Door to door, face to face contact with Dunkeld businesses enabled information to be distributed and support was provided where needed. Tourists struggling to navigate the emergency services information together with their lack of local knowledge was supported through the tourism team including Council volunteers.

Staff also arranged and supported the Ministerial visits by The Hon. Gayle Tierney to the Mirranatwa and Dunkeld communities and Jacinta Ermacora MP to three business meetings. These meetings were well received by the residents and businesses with clear requests for short term assistance and a call for change in future emergency incident response and recovery, specifically improved co-ordination across the respective agencies with community on fire prevention management.

Various continuous improvement aspects have been identified following Council's recent involvement in the Grampians Fires. Formal reviews will be conducted to close out these required actions which will also contribute to the further improvement of Council's response and recovery regardless of the emergency event.



### Current Funding and Support Announcements

On 11 March 2025, the State and Federal Government jointly announced a package of funding to support businesses and communities.

This funding includes:

- a dedicated Business Bushfire Recovery Grant program to provide \$5,000 grants to small businesses and eligible primary producers that have experienced significant disruptions and revenue losses due to the bushfires.
- a Business Recovery Advisory service which will be available on the ground and through the Business Victoria website, providing free business support for impacted businesses so they can find the right strategies for long-term recovery.
- tourism marketing and promotional activities to boost visitor numbers to the Grampians region, which is on top of \$100,000 for Grampians Wimmera Mallee Tourism to deliver immediate, on-the-ground industry support activities for affected businesses in the region.

At the time of writing this report program guidelines are not available so little further information is known other than business can apply to the Business Victoria website to be notified when this becomes available.

A Gate Fee Rebate Program will also ensure community can dispose of waste from fire impacted private properties free of charge and this program is proposed to run for 120 days as defined by state government. Council proposes to establish this program at Hamilton, Dunkeld and Glenthompson Transfer Stations over the immediate weeks. It is proposed that any fire impacted residents would travel to these locations for waste disposal. Residents seeking to access this program will be required to register and sign a declaration that the materials are fire damaged.

While the above funding announcements are welcomed by Council, several items have been identified that require funding to complete the recovery process.

These can include but not be limited to:

- Dedicated Council Recovery position/s
- Community event support
- Increased business support, both financial and advice
- Resource provisions for farmers specifically to manage fire contaminated dams and post fire pasture management
- Community infrastructure support (e.g. Mirranatwa Tennis Courts)
- Mental health support
- Financial and business management support for farmers
- Increased localised tourism recovery support, through promotion and marketing
- Establishment of a Community Recovery Committee
- Funding support for replacement of farm fencing and stockfeed, due to the ongoing drought conditions within southwest Victoria
- Support to replace damaged Council infrastructure

This report proposes Council making an allocation to support two community events not able to be funded through the Council Community Grants Program due to not scoring high enough as part of the grant criteria, however with both these events being pivotal in attracting visitors to Dunkeld and the Grampians it will be recommended by staff that this



funding is provided. This funding is a small but excellent example of what Council could complete if some recovery funding is provided by the State and/or Federal Government

#### Key Recovery Considerations

The SGSC will undertake recovery activities with key partners to assist the impacted community within the identified areas, which are:

1. Agricultural landowners who have been impacted by the fires, whether that be physically or psychologically – which will include:
  - Advice on pasture regeneration, and animal care after a fire.
  - Stockfeed supplies, repairs and replacement of farm fences.
  - Restoration of healthy water storage, specifically farm dams for stock water as well as replacement of supporting infrastructure.
2. Tourism/businesses financially and psychologically impacted by the closure of the Grampians National Park and the impact of the downturn on the visitor economy. As the fire has impacted across the whole park, a coordinated and collaboratively across all Council's will be required.
3. Community, who were isolated, impacted and effected by the fire, who may have psychological and health impacts as a result of the prolonged fire activity.
4. Restoration of impacted SGSC and community assets and removal of hazards.

#### Recovery Plan

A recovery plan (attached) has been developed to document the recovery approach that the SGSC will take to ensure the provision of recovery activities to assist the impacted landholders, businesses, and community members.

SGSC is responsible for coordinating information and recovery services at a community level, with the assistance of Emergency Recovery Victoria who coordinate the delivery of recovery programs and services at a State and Regional level.

Funding and resource allocation to deliver this plan is key to its success, and a request for support has been made to State Government through the disaster funding arrangements.

Recovery is approached across five environments Social, Economic, Build, Natural and Aboriginal Cultural and Healing. This framework enables recovery to be a planned, reported, monitored and evaluated. Within the five environments, there are 14 areas of activities which are interrelated across the recovery environments and describe a community need. Each activity has recovery services/programs and products to assist in community recovery.

The impacts of the emergency and community needs has determined if the recovery services are required.

#### **Financial and Resource Implications**



Funding and resource allocation to deliver this plan is key to its success, request for support has been made to State Government through the normal disaster funding arrangements with some announcements made which are summarised in this report however these appear to have missed some critical areas as part of the region's recovery.

The total cost of Council's response efforts for the fire mentioned above are still be calculated with the final amount to be provided to Council at a later date.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Support Our Community***

1.1 An empowered and connected community

1.1.2 Support the community and other agencies to build resilience and preparedness in planning for emergencies and climate change impacts and mitigation.

#### ***Support Our Community***

1.2 Support and promote a healthy community

1.2.4 Advocate for and work with external services that support our community and deliver outcomes.

### **Legislation**

*Emergency Management Act 2013*

*Local Government Act 2020*

### **Gender Equality Act 2020**

The development of the Recovery Plan has not considered gender equality; however, any programs, services and events will require gender equality lenses applied.

### **Risk Management**

The identified risk with respect to the Grampians Fire Recovery approach and detailed plan is that if no funding is allocated to resource the recovery effort and support for impacted community will be limited with current resources.

### **Climate Change, Environmental and Sustainability Considerations**

With respect to recovery activities, there is an opportunity to develop resilience and capacity with individuals and communities with respect to recovering and reestablishing after the fires.

### **Community Engagement, Communication and Consultation**

No formal engagement has been undertaken with respect to preparing the Recovery Plan, however engagement with the impacted communities, businesses, support services, contractors and neighbouring Councils has informed Council's response to the fires and informed the Recovery Plan. Identification of impacts, challenges and actions are based on discussions, observations, and experience in recovery coordination.



The draft recovery plan was circulated to Emergency Management Victoria and Department of Family Fairness and Housing who are key recovery partners at a State Government Level.

#### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Susannah Milne, Community Wellbeing Manager/Municipal Recovery Manager.  
Rory Neeson, Director Wellbeing, Planning and Regulation.

#### **RECOMMENDATION**

That Council:

1. endorse the Grampians Fire Recovery Plan 2024-25 and continue to advocate to the State and Federal Government for funding to implement parts of the plan that are not already funded;
2. allocate \$11,500 in funding from an existing operational budget to fund \$7,500 for the Serra Terra in Dunkeld and \$4,000 for the 3 Peaks Festival in Dunkeld."

#### **MOTION**

**MOVED: Cr Rainsford**

That Council:

1. **Endorse the Grampians Fire Recovery Plan 2024-25 and continue to advocate to the State and Federal Government for funding to implement parts of the plan that are not already funded;**
2. **Allocate \$11,500 in funding from an existing operational budget to fund \$7,500 for the Serra Terra in Dunkeld and \$4,000 for the 3 Peaks Festival in Dunkeld.**
3. **Officers to provide a future report providing funding options for other communities affected by the fires.**

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**COUNCIL RESOLUTION**

**MOVED:** Cr Campbell  
**SECONDED:** Cr Calvano

**That Council:**

1. Endorse the Grampians Fire Recovery Plan 2024-25 and continue to advocate to the State and Federal Government for funding to implement parts of the plan that are not already funded;
2. Allocate \$11,500 in funding from an existing operational budget to fund \$7,500 for the Serra Terra in Dunkeld and \$4,000 for the 3 Peaks Festival in Dunkeld.

**CARRIED**



## 12.5 Planning Scheme Amendment - c62sgra - Balmoral Flood Amendment

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Rory Neeson (Director Wellbeing, Planning and Regulation)  
**Report Author:** Daryl Adamson, Manager Strategy and Regulation

- Attachment(s):**
1. Attachment 1 - C62sgra Explanatory Report Exhibition Gazetted [12.5.1 - 8 pages]
  2. Attachment 2 - C62sgra Instruction Sheet Exhibition Gazetted [12.5.2 - 1 page]
  3. Attachment 3.1 - C 62 sgra Isio-fo Map 03 Exhibition Gazetted [12.5.3 - 1 page]
  4. Attachment 3.2 - C 62 sgra Isio-fo Map 04 Exhibition Gazetted [12.5.4 - 1 page]
  5. Attachment 3.3 - C 62 sgra Isio-fo Map 11 Exhibition Gazetted [12.5.5 - 1 page]
  6. Attachment 4 Southern Grampians C 62 sgra Glenelg River Regional Flood mapping document 2014 Exhibition Gazetted [12.5.6 - 167 pages]

### Executive Summary

This report provides Councillors with information regarding Planning Scheme Amendment C62sgra – Balmoral Flood Amendment and recommends that the amendment be adopted and submitted to the Minister for Planning for approval.

The amendment introduces updated flood controls in Balmoral, implementing the findings of the Glenelg River Regional Flood Mapping Project (2014). It applies the Floodway Overlay (FO) to areas with the highest flood hazard and the Land Subject to Inundation Overlay (LSIO) to areas with lower flood hazards but still subject to inundation.

These controls ensure that flood risks are accurately reflected in the Southern Grampians Planning Scheme, providing clear guidance for land use and development.

### Discussion

Planning Scheme Amendment C62sgra proposes to introduce updated flood controls in Balmoral, implementing the findings of the Glenelg River Regional Flood Mapping Project (2014). This project identified flood-prone areas along the Glenelg River, including Balmoral, based on a 1% Annual Exceedance Probability (AEP) flood event. The 1% AEP flood modelling refers to the 1% Annual Exceedance Probability (AEP) flood event, commonly known as a 1-in-100-year flood event. This means there is a 1% chance in any given year that a flood of this magnitude or greater may occur at a particular location.

The amendment applies the Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO) to low-lying land within the Glenelg River floodplain to improve flood risk management and ensure that future development appropriately accounts for flood hazards.

The Floodway Overlay (FO) will apply to areas where active flood flows occur or where flood depths exceed one metre, reflecting the highest flood hazard areas. The Land Subject to





Inundation Overlay (LSIO) will be applied to land that is subject to inundation but does not carry significant flood flows. The LSIO ensures early consideration of flood risks in the planning process and provides guidance for how development should mitigate these risks. Both overlays require a planning permit for subdivision and most buildings and works.

As the planning authority, the Southern Grampians Shire Council is responsible for identifying flood-prone land within its planning scheme. By introducing flood controls, the Council ensures that flood risk and floodplain management issues are factored into land use and development decisions, aligning with Victoria's broader planning objectives.

The application of the FO and LSIO overlays will ensure that at-risk areas are clearly identified within the planning scheme, enabling informed decision-making. In areas covered by these overlays, a planning permit will be required for subdivision and most new buildings and works, including certain fences. This permit requirement helps ensure that new development is designed to manage flood risk and does not exacerbate flooding impacts on surrounding properties.

#### Proposed Changes

Planning Scheme Amendment C62sgra proposes to update the planning scheme to include new and revised flood mapping in Balmoral. The amendment proposes to make the following technical changes to the Southern Grampians Planning Scheme:

##### Mapping Changes:

- Amend Planning Scheme Map No. 3LSIO-FO.
- Insert new Planning Scheme Map Nos. 4LSIO-FO and 11LSIO-FO.

##### Ordinance Changes:

- Amend the Schedule to Clause 72.03 (What does this planning scheme consist of?) to update the list of maps forming part of the planning scheme.

##### The amendment applies:

- The Floodway Overlay (FO) to areas with the highest flood hazard, where active flood flows occur, or flood depths exceed one metre.
- The Land Subject to Inundation Overlay (LSIO) to areas with lower flood hazards but still subject to periodic inundation. The LSIO ensures early consideration of flood risks in the planning process and provides guidance on how development should respond to these risks.

A planning permit will be required for subdivision and most new buildings and works, including some fences, within the FO and LSIO areas. Planning permit applications will also need to be referred to the Glenelg Hopkins Catchment Management Authority (GHCMA), the relevant floodplain management authority, for assessment as a determining referral authority.



### Rationale and Benefits

The amendment ensures that flood-prone areas within Balmoral are accurately mapped and appropriately controlled under the Southern Grampians Planning Scheme. This:

- Provides landowners, developers, and prospective buyers with clear flood risk information early in the planning process.
- Ensures new development is designed to mitigate flood risks.
- Prevents unintended increases in flood levels or flow velocities that could impact surrounding properties.
- Aligns with Council's responsibility as the planning authority to manage flood risk and incorporate the best available flood data into decision-making.

By introducing these updated flood controls, Council enhances the resilience of future development, reduces flood-related risks to property and public safety, and strengthens its commitment to sustainable land use planning.

### Key Dates

- 13 September 2023 - Council resolved to request the Minister for Planning to authorise the preparation and exhibition of Amendment C62sgra.
- 5 August 2024- Authorisation granted by the Minister for Planning.
- 5 September 2024 to 10 October 2024 - Amendment C62sgra was publicly exhibited.
- Post-exhibition - No submissions were received.

### Options

As no submissions have been received to the amendment, Council has the following options to consider at the April Council Meeting:

1. Adopt Amendment C62sgra and submit it to the Minister for Planning for approval (recommended).
2. Abandon Amendment C62sgra and take no further action.

Council also has the option to adopt the amendment with changes; however, as no changes are required, this option is not necessary.

It will be recommended that Council adopt Amendment C62sgra and submit it to the Minister for Planning for approval.

### **Financial and Resource Implications**

For the Balmoral Flood Investigation, Council secured funding from the National Disaster Resilience Grants Scheme for the adoption of the Glenelg River Regional Flood Investigation (2014) & Balmoral Flood Risk Mapping and Planning Scheme Amendment.

- Balmoral flood investigation prepared for SGSC by Water Tech consultants with GHCM as project advisors.
- Funded under RRGP Grant for \$35,000 where SGSC in-kind contribution is \$5,000.
- 6 weeks of officers' time spent finalising the flood investigation.

### **Council Plan, Community Vision, Strategies and Policies**



**Protect Our Natural Environment**

4.2 Balance environmental protection with Council's support for growth

4.2.1 Ensure land use planning balances growth with appropriate levels of environmental stewardship.

**Protect Our Natural Environment**

4.4 Mitigate against and adapt to climate change

4.4.2 Increase capability for emergency preparedness, responsiveness and capacity to recover.

**Legislation**

Planning Scheme Amendment C62sgra supports Council's obligations under the Planning and Environment Act 1987 to implement the objectives of planning in Victoria, as outlined in Section 4(1) of the Act. Specifically, it contributes to:

- Providing for the fair, orderly, economic, and sustainable use and development of land.
- Protecting natural and man-made resources and maintaining ecological processes and genetic diversity.
- Securing a pleasant, efficient, and safe working, living, and recreational environment for all Victorians and visitors.
- Balancing the present and future interests of all Victorians.

The amendment achieves these objectives by:

- Identifying land at risk of flooding.
- Applying appropriate planning controls to mitigate risk and protect life and property.

Additionally, Section 6(2)(e) of the Act empowers planning schemes to regulate or prohibit the use or development of land in hazardous areas or areas likely to become hazardous, reinforcing the necessity of updated flood controls.

**Gender Equality Act 2020**

There are no direct implications under the *Gender Equality Act 2020* in adopting this planning scheme amendment.

**Risk Management**

Updating and introducing new flood controls provides greater certainty for landowners and ensures that both landowners and developers understand flood overlay implications early in the development approval process. This proactive approach helps prevent unforeseen planning constraints and reduces the risk of costly disputes.

Council has a responsibility to ensure planning controls accurately reflect flood risk. Failure to implement updated mapping could lead to several risks, including:

- Landowners and prospective buyers unknowingly purchasing land with limited development potential.
- Misconceptions about development opportunities, causing financial and planning uncertainty.



- Development on flood-prone land, increasing risks to property and public safety.
- Reduced resilience in future flood events, particularly as climate change impacts intensify.

Integrating flood overlay information into the planning scheme mitigates Council's legal risk exposure. Without accurate flood data, planning permits may be issued for developments that later face constraints during the building approval process, creating potential liability for Council. Similar issues in other councils have led to costly and protracted litigation.

Failure to act on available flood risk data may also undermine public confidence in Council's planning processes and its commitment to sustainable, risk-aware development. Ensuring flood risks are accurately mapped and considered strengthens decision-making, reduces future flood-related costs, and enhances community resilience.

### **Climate Change, Environmental and Sustainability Considerations**

Implementing the planning scheme amendment as recommended will enhance the sustainability of future development by reducing flood-related damage to private and public property.

The amendment has been developed in partnership with the Glenelg Hopkins Catchment Management Authority (GHCMA), the relevant floodplain management authority. While the flood mapping prepared as part of the amendment does not account for climate change impacts, the GHCMA has confirmed that it represents the best available flood risk information. Accordingly, it should be incorporated into the Planning Scheme to guide land use and development decisions.

As an interim measure, the GHCMA proposes applying a 600mm minimum freeboard requirement until updated flood risk mapping incorporating climate change modelling is available.

### **Community Engagement, Communication and Consultation**

Planning Scheme Amendment C62sgra was exhibited from 5 September 2024 to 10 October 2024. The following engagement was undertaken:

- Direct Notification: Letters were sent to all affected landowners and occupiers, as well as Prescribed Ministers, statutory authorities, and key stakeholder groups.
- Public Notices: A notice was published in the Hamilton Spectator.
- Online Information: A fact sheet was published on Council's website, along with a dedicated project webpage on the Have Your Say platform.
- Community Engagement: A drop-in session was held on 9 September 2024 at the Balmoral Mechanics Hall. Around seven community members attended.
- Access to Documentation: Information was available at Council's office, on Council's website, and on the Department of Transport and Planning's website.

Following the public exhibition period, no submissions were received.

### **Disclosure of Interests**



All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Rory Neeson, Director, Wellbeing Planning and Regulation  
Daryl Adamson, Manager Shire Strategy and Regulation.

**RECOMMENDATION**

That Council:

1. Adopts Amendment C62sgra in accordance with Section 29 of the *Planning and Environment Act 1987*.
2. Submits the adopted amendment and prescribed information to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.

**COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Barber

That Council:

1. **Adopts Amendment C62sgra in accordance with Section 29 of the *Planning and Environment Act 1987*.**
2. **Submits the adopted amendment and prescribed information to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.**

**CARRIED**



## 12.6 Planning Scheme Amendment - c61sgra - Dunkeld Flood Amendment

<b>Directorate:</b>	Wellbeing, Planning and Regulation
<b>Report Approver:</b>	Rory Neeson (Director Wellbeing, Planning and Regulation)
<b>Report Author:</b>	Daryl Adamson, Manager Strategy and Regulation
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>Attachment 1 - C61sgra Explanatory Report Exhibition Gazetted [12.6.1 - 9 pages]</li> <li>Attachment 2 - C61sgra Instruction Sheet Exhibition Gazetted [12.6.2 - 1 page]</li> <li>Attachment 3 - C 61 sgra Isio-fo Map 35 Exhibition Gazetted [12.6.3 - 1 page]</li> <li>Attachment 3 - C 61 sgra Isio-fo Map 36 Exhibition Gazetted [12.6.4 - 1 page]</li> <li>Attachment 4 - Submissions [12.6.5 - 15 pages]</li> <li>Attachment 5 - C 61 sgra Dunkeld Flood Modeling Summary Exhibition Gazetted 197841 db-852 b-ee 11-9965-002248933 fc [12.6.6 - 13 pages]</li> </ol>

### Executive Summary

This report provides Councillors with information regarding Planning Scheme Amendment C61sgra – Dunkeld Flood Amendment and recommends that the amendment be adopted and submitted to the Minister for Planning for approval.

The amendment introduces updated flood controls for Dunkeld, implementing the findings of the Overlay Development Report, Dunkeld Flood Planning Scheme Amendment (2023). It applies the Floodway Overlay (FO) to areas with the highest flood hazard and the Land Subject to Inundation Overlay (LSIO) to areas with lower flood hazards but still subject to inundation.

These controls ensure that flood risks are accurately reflected in the Southern Grampians Planning Scheme, providing clear guidance for land use and development.

### Discussion

Planning Scheme Amendment C61sgra proposes to introduce updated flood controls in Dunkeld, implementing the findings of the Overlay Development Report, Dunkeld Flood Planning Scheme Amendment (2023). This report builds on earlier flood modelling undertaken by Water Technology, which assessed the Dunkeld Reservoir under two scenarios: a 1% Annual Exceedance Probability (AEP) flood event and several dam break scenarios.

Following upgrades to the Dunkeld Reservoir in 2020 - including modifications to the dam wall height and spillway arrangement - the dam break scenarios were addressed. Consequently, this amendment focuses on applying the 1% AEP flood modelling to guide land use planning. The 1% AEP flood modelling refers to the 1% Annual Exceedance Probability (AEP) flood event, commonly known as a 1-in-100-year flood event. This means there is a 1% chance in any given year that a flood of this magnitude or greater will occur at a particular location.

The study identified several flood-prone tributaries of the Wannon River within Dunkeld, which are not currently covered by flood controls. The amendment proposes applying the Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO) to low-lying land



along these tributaries to improve flood risk management and ensure future development appropriately accounts for flood hazards.

#### Proposed Changes

Planning Scheme Amendment C61sgra proposes to update the planning scheme to include new and revised flood mapping in Dunkeld. The amendment proposes to make the following technical changes to the Southern Grampians Planning Scheme:

##### Mapping Changes:

- Insert new Planning Scheme Map Nos. 35LSIO-FO and 36LSIO-FO.

##### Ordinance Changes:

- Amend the Schedule to Clause 72.03 (What does this planning scheme consist of?) to update the list of maps forming part of the planning scheme.

##### The amendment applies:

- The Floodway Overlay (FO) to areas with the highest flood hazard, where active flood flows occur, or flood depths exceed one metre.
- The Land Subject to Inundation Overlay (LSIO) to areas with lower flood hazards but still subject to periodic inundation. The LSIO ensures early consideration of flood risks in the planning process and provides guidance on how development should respond to these risks.

A planning permit will be required for subdivision and most new buildings and works, including some fences, within the FO and LSIO areas. Planning permit applications will also need to be referred to the Glenelg Hopkins Catchment Management Authority (GHCMA), the relevant floodplain management authority, for assessment as a determining referral authority.

#### Rationale and Benefits

The amendment ensures that flood-prone areas within Dunkeld are accurately mapped and appropriately controlled under the Southern Grampians Planning Scheme. This:

- Provides landowners, developers, and prospective buyers with clear flood risk information early in the planning process.
- Ensures new development is designed to mitigate flood risks.
- Prevents unintended increases in flood levels or flow velocities that could impact surrounding properties.
- Aligns with Council's responsibility as the planning authority to manage flood risk and incorporate the best available flood data into decision-making.

By introducing these updated flood controls, Council enhances the resilience of future development, reduces flood-related risks to property and public safety, and strengthens its commitment to sustainable land use planning.



### Key dates

- 13 September 2023 - Council resolved to request the Minister for Planning to authorise the preparation and exhibition of Amendment C61sgra.
- 5 August 2024 - Authorisation granted by the Minister for Planning.
- 5 September 2024 to 10 October 2024 - Amendment C61sgra was publicly exhibited.
- Post-exhibition - Three submissions were received in response to the amendment.

### Consideration of submissions

Three submissions were received following the public exhibition process, including one from the Department of Energy, Environment and Climate Action (DEECA) and two from affected landowners. The DEECA submission provided feedback on the amendment's alignment with environmental and planning policies, while the landowner submissions raised concerns regarding the accuracy of flood mapping and its impact on development potential. A summary of each submission, along with an officer response, is provided below.

No	Submitter	Submission	Officer Response
1	Department of Energy, Environment and Climate Action	DEECA advised it has no comment on the amendment.	Submission is noted. No change needed to the amendment.
2	William Street resident	The submitter questioned whether their property was correctly included in the mapped flood extent for the Dunkeld area and asked for this to be reviewed in Council's planning amendments for future reference. They also asked why the amendment was needed given Council's investment in building a dam to reduce flood risk to the town. They sought clarification and assistance on these points.	Confirmed that the submitter's property is not affected by the proposed flood controls under Amendment C61sgra. The submitter likely received notification due to the close proximity of their property to the mapped flood controls. Plans were provided to confirm that their property falls outside the affected area. Regarding the dam wall works, these were designed to protect Dunkeld from a major flood event in the unlikely case of a dam wall failure. While some flood risk remains due to the creek, it would be significantly less severe than if the dam wall were compromised.  <u>The submitter has confirmed (in writing) that the response satisfies their submission.</u>
3	Wannon Street resident	The submitter believes the proposed overlay contains an error, mapping a portion of	The submitter initially raised concerns about a potential error in the proposed overlay,





their land as flood-prone despite it being well above the inundation level. This area consists of material removed during dam construction, and they question the overall reliability of the mapping. They also note that the built-up driveway to their carport has not been considered.

specifically regarding a spoil mound from dam construction being mapped as flood-prone despite sitting above the inundation level. A drone survey was conducted to confirm site levels, verifying that the mound is approximately 1 metre above the floodplain. However, the flood controls (LSIO and FO) were intentionally applied to prevent the 'island effect,' a standard practice in flood mapping. This approach was verified by the CMA and aligns with standard methodology.

Following the explanation and supporting documentation, the submitter has accepted the response. The submitter has confirmed (in writing) that the response satisfies their submission.

With all submissions resolved, the amendment can proceed without referral to a Planning Panel.

#### Options:

Council has the following options:

1. **Adopt Amendment C61sgra** and submit it to the Minister for Planning for approval (recommended).
2. **Abandon Amendment C61sgra** and take no further action.

Council also has the option to adopt the amendment with changes in response to submissions; however, as no changes are required, this option is not necessary.

It is recommended that Council adopt Amendment C61sgra and submit it to the Minister for Planning for approval.

#### Financial and Resource Implications

For the Dunkeld Flood Investigation, Council secured funding from the Department of Industry, Science, Energy and Resources (DISER) to conduct flood investigations for long term resilience to flooding hazard for Dunkeld.

- Dunkeld flood investigation prepared for SGSC by Water Tech consultants with GHCMA as project advisors.
- Joint Funding – DISER Grant (Federal) \$251,000 and SGSC \$6,500 (\$257,500) for Coleraine Levee Design and Dunkeld Flood Amendment.
- Dunkeld Amendment component - \$70,000 out of \$257,500.
- 8 weeks of officers' time spent finalising the flood investigation.



## **Council Plan, Community Vision, Strategies and Policies**

### ***Protect Our Natural Environment***

4.2 Balance environmental protection with Council's support for growth

4.2.1 Ensure land use planning balances growth with appropriate levels of environmental stewardship.

### ***Protect Our Natural Environment***

4.4 Mitigate against and adapt to climate change

4.4.2 Increase capability for emergency preparedness, responsiveness and capacity to recover.

## **Legislation**

Planning Scheme Amendment C61sgra supports Council's obligations under the Planning and Environment Act 1987 to implement the objectives of planning in Victoria, as outlined in Section 4(1) of the Act. Specifically, it contributes to:

- Providing for the fair, orderly, economic, and sustainable use and development of land.
- Protecting natural and man-made resources and maintaining ecological processes and genetic diversity.
- Securing a pleasant, efficient, and safe working, living, and recreational environment for all Victorians and visitors.
- Balancing the present and future interests of all Victorians.

The amendment achieves these objectives by:

- Identifying land at risk of flooding.
- Applying appropriate planning controls to mitigate risk and protect life and property.

Additionally, Section 6(2)(e) of the Act empowers planning schemes to regulate or prohibit the use or development of land in hazardous areas or areas likely to become hazardous, reinforcing the necessity of updated flood controls.

## **Gender Equality Act 2020**

There are no direct implications under the *Gender Equality Act 2020* in adopting this planning scheme amendment.

## **Risk Management**

Updating and introducing new flood controls provides greater certainty for landowners and ensures that both landowners and developers understand flood overlay implications early in the development approval process. This proactive approach helps prevent unforeseen planning constraints and reduces the risk of costly disputes.

Council has a responsibility to ensure planning controls accurately reflect flood risk. Failure to implement updated mapping could lead to several risks, including:

- Landowners and prospective buyers unknowingly purchasing land with limited development potential.



- Misconceptions about development opportunities, causing financial and planning uncertainty.
- Development on flood-prone land, increasing risks to property and public safety.
- Reduced resilience in future flood events, particularly as climate change impacts intensify.

- Integrating flood overlay information into the planning scheme mitigates Council's legal risk exposure. Without accurate flood data, planning permits may be issued for developments that later face constraints during the building approval process, creating potential liability for Council. Similar issues in other councils have led to costly and protracted litigation.

Failure to act on available flood risk data may also undermine public confidence in Council's planning processes and its commitment to sustainable, risk-aware development. Ensuring flood risks are accurately mapped and considered strengthens decision-making, reduces future flood-related costs, and enhances community resilience.

### **Climate Change, Environmental and Sustainability Considerations**

Implementing the planning scheme amendment as recommended will enhance the sustainability of future development by reducing flood-related damage to private and public property.

The amendment has been developed in partnership with the Glenelg Hopkins Catchment Management Authority (GHCMA), the relevant floodplain management authority. While the flood mapping prepared as part of the amendment does not account for climate change impacts, the GHCMA has confirmed that it represents the best available flood risk information. Accordingly, it should be incorporated into the Planning Scheme to guide land use and development decisions.

As an interim measure, the GHCMA proposes applying a 600mm minimum freeboard requirement until updated flood risk mapping incorporating climate change modelling is available.

### **Community Engagement, Communication and Consultation**

Planning Scheme Amendment C61sgra was exhibited from 5 September 2024 to 10 October 2024. The following engagement was undertaken:

- Direct Notification: Letters were sent to all affected landowners and occupiers, as well as Prescribed Ministers, statutory authorities, and key stakeholder groups.
- Public Notices: A notice was published in the Hamilton Spectator.
- Online Information: A fact sheet was published on Council's website, along with a dedicated project webpage on the Have Your Say platform.
- Community Engagement: A drop-in session was held on 10 September 2024 at Stirling Place, Dunkeld. Around seven community members attended.
- Access to Documentation: Information was available at Council's office, on Council's website, and on the Department of Transport and Planning's website.

Following the public exhibition period, three submissions were received.

### **Disclosure of Interests**

All Council Officers involved in the development of this report and the advice provided affirm that no general or material interests need to be declared in relation to any matters within this report.



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Rory Neeson, Director, Wellbeing Planning and Regulation  
Daryl Adamson, Manager Shire Strategy and Regulation.

**RECOMMENDATION**

That Council:

1. Adopts Amendment C61sgra in accordance with Section 29 of the *Planning and Environment Act 1987*.
2. Submits the adopted amendment and prescribed information to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.
3. Advises submitters of Council's decision.

**COUNCIL RESOLUTION**

**MOVED:** Cr Barber  
**SECONDED:** Cr Campbell

That Council:

1. Adopts Amendment C61sgra in accordance with Section 29 of the *Planning and Environment Act 1987*.
2. Submits the adopted amendment and prescribed information to the Minister for Planning for approval in accordance with Section 31 of the *Planning and Environment Act 1987*.
3. Advises submitters of Council's decision.

**CARRIED**



## 12.7 Audit & Risk Committee Meeting Minutes - 11 February 2025

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Nadine Rhook, Executive Assistant Director People and Performance  
**Attachment(s):** 1. 11-02-2025 - ARC Minutes (2) [12.7.1 - 15 pages]

### Executive Summary

The Minutes from the 11 February 2025 meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

### Discussion

Under Section 53 of the *Local Government Act 2020* the Council must establish an Audit and Risk Committee, as an Advisory Committee of the Council. This Committee fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council on both Risk and Financial matters in accordance with the committee charter.

### Financial and Resource Implications

Preparation of reports, agenda and minutes of the Audit and Risk Meeting utilises Council resources. Council Officers and Chief Executive Officer attend the Audit and Risk Committee meeting to present reports and provide information to the committee.

Independent members of the Audit and Risk Committee are paid a sitting fee as members of the Committee and internal auditors are engaged to conduct audits in accordance with the endorsed audit schedule throughout the year.

### Council Plan, Community Vision, Strategies and Policies

#### ***Provide Strong Governance and Leadership***

- 5.1 Transparent and accountable governance
  - 5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

#### ***Provide Strong Governance and Leadership***

- 5.3 Committed and skilled staff
  - 5.3.1 Encourage an organisation that values equality, diversity, workplace health, safety and wellbeing.

### Legislation

The Audit and Risk Committee is established in accordance with the *Local Government Act 2020* (Section 53).



### **Gender Equality Act 2020**

There are no *Gender Equality Act 2020* implications through the noting of the Audit and Risk Committee minutes.

### **Risk Management**

The Audit and Risk Committee has clear function in review of Councils Risks as per the Committee Charter.

### **Climate Change, Environmental and Sustainability Considerations**

Whilst there is no direct implication in this category associated with the report, it should be noted that Council and the committee are committed to producing documentation and data through systems that have the least impact in the environment. Agendas, reports and minutes are produced electronically and distributed via email. Presenters are encouraged to attend meetings virtually to reduce the need for travel.

### **Community Engagement, Communication and Consultation**

Changes in membership will be communicated to the relevant stakeholders when a change in membership has occurred.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Darren Barber, Director People and Performance

Nadine Rhook, Executive Assistant Director People and Performance

## **RECOMMENDATION**

That Council note the Minutes for the Audit and Risk Committee Meeting held on 11 February 2025.

## **COUNCIL RESOLUTION**

**MOVED:** Cr Calvano

**SECONDED:** Cr Henry

**That Council note the Minutes for the Audit and Risk Committee Meeting held on 11 February 2025.**

**CARRIED**



## 12.8 Safer Local Road and Streets Program

**Directorate:** Infrastructure and Sustainability  
**Report Approver:** Marg Scanlon (Director Infrastructure and Sustainability)  
**Report Author:** Kunal Ponanna, Strategic Infrastructure Engineer  
**Attachment(s):** 1. Safe Local Road and Streets Program [12.8.1 - 1 page]

### Executive Summary

Southern Grampians Shire Council has been awarded a \$2 million grant by the Victorian Government for essential road safety infrastructure improvements as part of Safer Local Roads and Streets Program (SLRSP). Council was advised in July 2024 of Council's eligibility and Officers attended a series of workshops that the Department of Transport and Planning (DTP) together with the Transport Accident Commission (TAC) to evaluate local traffic and transport data and information to determine the priority projects in response to the funding requirements.

Council funded to complete a Road Safety Assessment (RSA) which identified road safety risks around the Shire. RSA Audits were conducted on all Council managed collector and link roads, from which several locations were shortlisted for potential improvements.

The purpose of this report is to inform Council of the findings of the RSA Audits and to seek approval to enter into a funding agreement for the allocation of \$2M from DTP enabling the delivery of the road safety priority works as detailed within this report. Furthermore, officers seek \$100k forward commitment in 2025/2026 as a contribution towards the \$2M to complete infrastructure works at Blackwood Dunkeld Road intersection. Officers have also developed a business case seeking \$200,000 within the 2025/2026 budget to progress design development for secondary priority road safety projects which includes Martin Street in Penshurst, Victoria Valley Road and Templeton in Dunkeld, and Glenelg Highway Exit in Glenthompson.

### Discussion

The TAC, in partnership with the Department of Transport and Planning, have developed the Safe Local Roads and Streets Program (SLRSP) to support the development and delivery of road safety infrastructure projects on local roads. This \$200 million program is designed to integrate local governments' priorities with a Safe System approach strategically focuses on safe roads, safe speeds, safe vehicles, and safe road users aiming to prevent deaths and serious injuries by managing the interactions between these elements.

Council conducted a Road Safety Audit (RSA) on all Collector and Link roads in 2023 which shortlisted locations which were identified as high risk. This assessment provided invaluable input for Council, DTP and TAC to define the priority safety improvements on the highest-risk local roads, intersections and precincts (such as schools) across the Shire.

The conversion of flagged school crossings in Hamilton to raised platforms were identified as the priority locations due to their volume and nature of use and risk items. Based on the funding timelines the designs are required to be completed by August 2025 with construction



to commence by mid-October 2025. DTP assisted with the concept design development for these seven sites.

Concept designs have also been completed for the four nominated intersections, enabling further improvements beyond this \$2M grant which can be realised in the future, either through a similar grant, or with Council funding.

Four lower priority projects have been approved in principle which are not within the \$2M allocation. If during the tender phase Council realises cost savings, Council will be able to proceed with additional projects.

A full list of nominated projects with outcomes are listed in Attachment 1.

The four projects nominated under the \$2M grant are:

**1. Blackwood- Dunkeld Road, Woodhouse**

This Y-intersection has poor observation angle and increased number of conflict points, enabling higher speed of turning movements. The intersection where the minor road splits does not have traffic control, subsequently vehicles turning left into Blackwood-Dunkeld Road may fail to give way to vehicles turning right into Blackwood-Dunkeld Road.

Proposed Treatment: Realigning the intersection into a T intersection.

This intersection needs upgrades to be done at the interface between DTP and local roads which is outside of the scope of the funding. Officers are seeking \$100K for this intersection upgrade to be completed as a required contribution from council.

**2 King Street and Bree Road, Hamilton Intersection**

High see-through effect exists in this intersection.

Proposed Treatments: Construction of a raised intersection at King Street and Bree Road.

**3. Shakespeare Street, Macpherson Street, Alexandra Parade and Tyres Street, Hamilton**

There is a high crossing demand between the Hamilton and Alexandra College and the surrounding residential areas. The existing school crossing only provides priority to pedestrians during school times, and the at-grade zebra crossing does not reduce vehicle speeds at the crossing point. The two temporary wombat crossings are recommended to be constructed as permanent crossings. These raised priority crossings will improve safety and service for pedestrians in the area, notably students of the Hamilton and Alexandra College

Proposed Treatments: Construction of four Wombat Crossings

**4. French, Kennedy and George Street, Hamilton**





The school crossing located near the Gray Street and George Street Primary Schools are currently reliant on supervisors and require improvements to address pedestrian safety and accessibility.

Proposed Treatment: Construction of three Wombat Crossings.

The four lower priority projects which are not included \$2M package of works, but are supported in principle should funding become available in the future include:

1. Glenelg Highway Northern Exit Rd (Glenthompson)
2. Martin Street and Watton Street (Penshurst)
3. Templeton Street (Dunkeld)
4. Victoria Valley Road (Dunkeld)

DTP has approved the nominated projects above and the next step will be to proceed to the detailed design phase. It should be noted no engagement have been undertaken with the nominated schools nor crossing supervisors in the development of these concept plans. At the time of writing this report engagement is being arranged.

#### Financial and Resource Implications

FUNDING SOURCE	AMOUNT	YEAR
Southern Grampians Shire Council (subject to business case approval) Design development of lower priority projects.	\$200,000.00	2025/2026
Forward commitment for Blackwood Dunkeld Road intersection upgrade	\$100,000.00	2025/2026
SLRSP- TAC	\$2,000,000.00	2024/2025-2025/2026
<b>TOTAL FUNDING</b>	<b>\$2,300,000.00</b>	

Projects	DTP/TAC Funding	Council contribution
Blackwood Dunkeld Rd, Woodhouse	\$ 720,000	\$100,000 (subject to approval)
King Street, Hamilton Improvements	\$ 496,000	
Gray and George Street Primary Schools; three wombat crossings	\$ 294,000	
Wombat Crossings at four locations	\$ 490,000	
Design Development for future projects		\$200,000.00 (subject to approval)



## **Council Plan, Community Vision, Strategies and Policies**

### ***Maintain and Renew Our Infrastructure***

3.1 Plan and maintain sustainable assets and infrastructure

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the communities.

### ***Maintain and Renew Our Infrastructure***

3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

3.2.1 Continue to advocate for improved transport services and connections through funding and partnerships with relevant agencies.

3.2.3 Provide infrastructure that supports a connected and active community.

Council will receive a Hamilton Moves Briefing and Report in the coming months which is an integrated transport plan for Hamilton across all modes of transport. Road safety and improved accessibility are key objectives of this plan and subsequently this \$2M is a significant contribution to addressing these identified priority road safety issues within Hamilton.

## **Legislation**

This report assists the Council in meeting its obligations under the *Road Management Act 2004* which explicitly defines Council's responsibilities in relation to ensure local road safety for all users.

## **Gender Equality Act 2020**

There are no implications for the *Gender Equality Act 2020* identified through this report, however the road safety proposed treatments will improve safety for all users.

## **Risk Management**

The risk assessment of the current road safety conditions within the Shire has been a key contributor to the determination of the proposed treatments. The findings from the audit undertaken in partnership with DTP and TAC provide valuable information for Council to inform future capital programs and provide project readiness for external funding opportunities.

The detailed designs for the priority projects must be completed in accordance with the DTP funding agreement by 30 August with the construction tender released by late October 2025. While there are no immediate risks identified in relation to these timelines, success of the program is reliant on contractor tender response.



### **Community Engagement, Communication and Consultation**

The proposed projects and the concept designs were published on Council's website in January 2025 with no enquiries or submissions received.

The three primary stakeholders are the Gray Street Primary School, the Hamilton and Alexandra College, and the School Crossing Supervisors. Engagement has been undertaken with the key stakeholders.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Kunal Ponanna, Strategic Infrastructure Engineer  
Aaron Smith, Manager Assets  
Marg Scanlon, Director Infrastructure and Sustainability

### **RECOMMENDATION**

That Council

1. Endorse of the projects selected for the program as outlined in this report and proceed with the designs of the funded projects. Noting a business case has been submitted under the 2025/2026 budget process seeking \$300K towards this project.
2. Delegate the authority to the CEO to sign the funding agreement for this program.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Campbell  
**SECONDED:** Cr Henry

That Council

1. Endorse of the projects selected for the program as outlined in this report and proceed with the designs of the funded projects. Noting a business case has been submitted under the 2025/2026 budget process seeking \$300K towards this project.
2. Delegate the authority to the CEO to sign the funding agreement for this program.

**CARRIED**



## 13 Notices of Motion

### 13.1 Notice of Motion #5/25 - Cr Rainsford - Lonsdale Street Site NHG Option Inclusion

**Councillor:** Cr Rainsford

**Attachment(s):** Nil

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 9 April 2025.

#### MOTION

That Southern Grampians Shire Council approves inclusion of the Council owned Lonsdale Street land as an optional site for the New Hamilton Gallery in the final consideration of this major CBD Project.

**This Notice of Motion was withdrawn by Cr Rainsford.**



### 13.2 Notice of Motion #6/25 - Cr Manning - Glenthompson Public Toilets

**Councillor:** Cr Manning

**Attachment(s):** 1. 2025 Glenthompson Community Plan final [13.2.1 - 15 pages]

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 9 April 2025.

#### MOTION

That Southern Grampians Shire Council:

1. Southern Grampians Shire Council note the 2025 "Glenthompson Community Plan".
2. Southern Grampians Shire Council does not award contract 2023106 for the Glenthompson Public Toilet and writes to the Tenders acknowledging their submission and patience while Council considered their decision.
3. Southern Grampians Shire Council further investigates renovating the Glenthompson pool toilets:
  - a. To provide accessible public toilet facilities to service the Glenthompson Lion's Park.
  - b. Includes in the investigation an analysis of vehicle/truck parking to access public toilets at this location.
  - c. Provides the option for the Glenthompson community to contribute suggestions for the needs of the public toilet's before proceeding.
  - d. Performs community consultation in person when required.
4. That Council allocate \$18,000 from retained earnings to undertake this investigation.



**COUNCIL RESOLUTION**

**MOVED:** Cr Manning  
**SECONDED:** Cr Rainsford

**That Southern Grampians Shire Council:**

- 1. Southern Grampians Shire Council note the 2025 “Glenthompson Community Plan”.**
- 2. Southern Grampians Shire Council does not award contract 2023106 for the Glenthompson Public Toilet and writes to the Tenders acknowledging their submission and patience while Council considered their decision.**
- 3. Southern Grampians Shire Council further investigates renovating the Glenthompson pool toilets:**
  - a. To provide accessible public toilet facilities to service the Glenthompson Lion’s Park.**
  - b. Includes in the investigation an analysis of vehicle/truck parking to access public toilets at this location.**
  - c. Provides the option for the Glenthompson community to contribute suggestions for the needs of the public toilet’s before proceeding.**
  - d. Performs community consultation in person when required.**
- 4. That Council allocate \$18,000 from retained earnings to undertake this investigation.**

**CARRIED**



**13.3 Notice of Motion #7/25 - Cr Manning - Glenthompson Pool**

**Councillor:** Cr Manning

**Attachment(s):** 1. 2025 Glenthompson Community Plan final [13.3.1 - 15 pages]

I hereby give notice of my intention to move the following motion at the Council Meeting to be held on 9 April 2025.

**MOTION**

That Southern Grampians Shire Council:

1. Southern Grampians Shire Council officers work with the Glenthompson Pool Committee Inc. to investigate a model where Council and Community can work together to re-open the Glenthompson pool for the 2025/26 season.
2. Southern Grampians Shire Council perform a pre-season check of the Glenthompson pool ASAP to determine its current running condition, and the minimal works that would be required for it to be open for the 2025/26 season. This check is to be performed with members of the Glenthompson Pool Committee Inc. in attendance please.

**COUNCIL RESOLUTION**

**MOVED:** Cr Manning

**SECONDED:** Cr Calvano

That Southern Grampians Shire Council:

1. Southern Grampians Shire Council officers work with the Glenthompson Pool Committee Inc. to investigate a model where Council and Community can work together to re-open the Glenthompson pool for the 2025/26 season.
2. Southern Grampians Shire Council perform a pre-season check of the Glenthompson pool ASAP to determine its current running condition, and the minimal works that would be required for it to be open for the 2025/26 season. This check is to be performed with members of the Glenthompson Pool Committee Inc. in attendance please.

**CARRIED**



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## 14 Urgent Business

There was no Urgent Business.





## 15 Mayor, Councillors and Delegate Reports

Address from the Mayor and Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees and delegates committees, advocacy on behalf of constituents and other topics of significance.

### COUNCIL RESOLUTION

**MOVED:** Cr Henry  
**SECONDED:** Cr Campbell

**That item 15: Mayor, Councillors and Delegate Reports not be presented at tonight's Meeting.**

**CARRIED**

### 15.1 Cr Afton Barber

### 15.2 Cr Albert Calvano

Cr Calvano provided the following report for inclusion in the Minutes.

- 17 March: Council plan Glenthompson.
- 20 March: Council plan Penshurst.
- 24 March: Council plan Balmoral.
- 31 March: Structure plan Coleraine.
- 1 April: Structure plan Cavendish.

### 15.3 Cr Adam Campbell

### 15.4 Cr Helen Henry

### 15.5 Cr Dennis Heslin

### 15.6 Cr Jayne Manning

### 15.7 Cr Katrina Rainsford

Cr Rainsford provided the following report for inclusion in the Minutes:

- 14 March Hamilton Gallery Exhibition Opening of 2 exhibits " Bittersweet & Off Form "



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Very well attended and on until May 3 and well worth a visit by locals who can experience the history and decorative art association with Chocolate Coffee and Tea trading and consumption.

21 March: Grampians Wimmera Mallee Water Stakeholders Workshop online

25 March: Council Plan Engagement Session @ Balmoral

26 March: SGS Council Briefing and Meetings

Friends of Hamilton Gallery Presentation from the New Hamilton Gallery Architect with initial concept plans and start of co design phase. The concept required the demolition of the existing gallery, library, cinema and council offices building.

31 March: Coleraine Structural Plan @ Karingal Senior Citizens Hall with consultants Gilbert & Kristina  
Very well attended and I think a productive session

1 April: Cavendish Structural Plan @ Cavendish Memorial Hall  
Another very well attended session. Community had done a lot of the community priorities planning previously but were pleased to update their town vision , meet the Town Planner as well who outlined options of expanding the township zones and methods to achieve population and community growth. Its an involved process.

2 April: Councillor Meetings and Briefings

7 April: Cavendish Townscape Committee meeting

8 April: Cavendish Lions - shared meal and CPR and Defibrillator Operation.

13 March: Two meetings which I am not the delegate for currently but have received correspondence but could not attend. Minutes can be shared.  
Green Triangle Freight Action Plan Group @ Portland meeting #39  
SGSC MEMPC meeting @ MHA



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## 16 Confidential Reports

There were no Confidential Matters listed on the agenda.



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## 17 Close of Meeting

This concludes the business of the meeting.

The Council Meeting of 9 April 2025 closed at 7:48pm.

To be confirmed by Resolution at the next Council Meeting.

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*

**Southern Grampians Shire Council**

**Instrument of Appointment and Authorisation**

***(Planning and Environment Act 1987 only)***

**Rory Neeson, Director Wellbeing, Planning and Regulation  
Daryl Adamson, Manager Shire Strategy and Regulation  
Anita Collingwood, Planning Coordinator  
Mindy McCubbin, Senior Statutory Planner  
Rhys Oatley, Senior Statutory Planner**



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

In this instrument "**officer**" means -

Rory Neeson  
Daryl Adamson  
Anita Collingwood  
Mindy McCubbin  
Rhys Oatley

**By this instrument of appointment and authorisation** Southern Grampians Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Southern Grampians Shire Council on 14 May 2025.

THE COMMON SEAL OF THE  
SOUTHERN GRAMPIANS SHIRE COUNCIL  
was affixed by authority of the Council  
in the presence of:

.....  
Councillor

.....  
Chief Executive Officer

Date:



Maddocks

Maddocks Delegations and Authorisations

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

**Southern Grampians Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

## Instrument of Delegation

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

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:
  - CEO means Chief Executive Officer
  - DIS means Director Infrastructure and Sustainability
  - DWPR means Director Wellbeing, Planning and Regulation
  - MSSR means Manager Shire Strategy and Regulation
  - CP means Coordinator Planning
  - SP means Statutory Planner
  - SSP means Senior Statutory Planner
  - SSTRAP means Senior Strategic Planner
  - Planning Committee means the Planning Committee established by Council
  - EHC means Environmental Health Coordinator
  - EHO means Environmental Health Officer
  - MPMO means Manager Project Management Office

declares that:

- 2.1 this Instrument of Delegation is authorised by **##insert "a resolution" or "resolutions" of Council passed on ##date ##add "and ##date", if appropriate;** and
- 2.2 the delegation:
  - 2.2.1 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;
  - 2.2.2 remains in force until varied or revoked;
  - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
  - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 2.3 the delegate must not determine the issue, take the action or do the act or thing:





Maddocks

- 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - (a) policy; or
  - (b) strategyadopted by Council;
- 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 2.3.4 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.



SCHEDULE

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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	DWPR	Council may delegate this power to a Council authorised officer



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	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	EHC, MSSR, DWPR	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).	EHC	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHC, MSSR, DWPR	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution  Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	EHC, MSSR, DWPR	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	EHO, EHC	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	EHO, EHC	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	EHO, EHC	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	EHO, EHC	Where Council is the registration authority  Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	EHO, EHC	Where Council is the registration authority  Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	EHO, EHC	Where Council is the registration authority



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



Maddocks

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHC	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	EHC	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	EHC	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	EHC, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	EHC	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	EHC	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)	EHC	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	EHC, EHO	Where Council is the registration authority



Maddocks

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	EHC	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHC	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHC	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	EHC	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	EHO, EHC	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	EHC	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	EHC	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	EHC	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	EHC	Where Council is the registration authority





Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	EHC, EHO	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	EHC, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	EHC, EHO	Where Council is the registration authority
s 39A	Power to register, or renew the registration of a food premises despite minor defects	EHC	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	EHC, MSSR	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	EHC, MSSR	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>	EHC	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	EHC	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	EHC, MSSR	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	EHC, MSSR	



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40F	Power to cancel registration of food premises	EHC, MSSR	Where Council is the registration authority
s 43	Duty to maintain records of registration	EHC	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	EHC, MSSR	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	EHC, MSSR	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	EHC, MSSR	
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	EHC, MSSR	Where Council is the registration authority



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HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Not Delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation



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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>1</sup>	

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



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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	DWPR, MSSR	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DWPR, MSSR, PC, SSTRAP	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DWPR, MSSR, PC, SSTRAP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DWPR, MSSR, PC	
s 8A(5)	Function of receiving notice of the Minister's decision	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DWPR, MSSR	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DWPR, MSSR, PC, SSTRAP	
s 12B(1)	Duty to review planning scheme	DWPR, MSSR	
s 12B(2)	Duty to review planning scheme at direction of Minister	DWPR, MSSR	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DWPR, MSSR	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DWPR, MSSR, PC, SSTRAP, SSP, SP	
s 17(1)	Duty of giving copy amendment to the planning scheme	DWPR, MSSR, PC, SSTRAP	
s 17(2)	Duty of giving copy s 173 agreement	DWPR, MSSR, PC, SSTRAP	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DWPR, MSSR, PC, SSTRAP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, DWPR, MSSR, PC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DWPR, MSSR, PC	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DWPR, MSSR, PC	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DWPR, MSSR, PC, SSTRAP	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DWPR, MSSR, PC, SSTRAP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission  Duty to consider a late submission, if directed by the Minister	DWPR, MSSR, PC	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DWPR, MSSR, PC, SSTRAP	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DWPR, MSSR, PC, SSTRAP	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DWPR, MSSR, PC, SSTRAP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DWPR, MSSR, PC	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DWPR, MSSR, PC, SSTRAP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DWPRD, MSSR	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR, PC, SSTRAP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DWPR, MSSR, PC, SSTRAP	
s 30(4)(a)	Duty to say if amendment has lapsed	DWPR, MSSR, PC, SSTRAP	
s 30(4)(b)	Duty to provide information in writing upon request	DWPR, MSSR, PC, SSTRAP	
s 32(2)	Duty to give more notice if required	DWPR, MSSR, PC, SSTRAP	
s 33(1)	Duty to give more notice of changes to an amendment	DWPR, MSSR, PC, SSTRAP	





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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36(2)	Duty to give notice of approval of amendment	DWPR, MSSR, PC, SSTRAP	
s 38(5)	Duty to give notice of revocation of an amendment	DWPR, MSSR, PC, SSTRAP	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DWPR, MSSR, PC, SSTRAP	
s 40(1)	Function of lodging copy of approved amendment	DWPR, MSSR, PC, SSTRAP	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR, PC, SSTRAP	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR, PC	Where Council is a responsible public entity



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	DWPR, MSSR, PC, SSTRAP  Not Delegated	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	DWPR, MSSR	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	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR	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	DWPR, MSSR, PC	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DWPR, MSSR, PC, SSTRAP	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DWPR, MSSR, PC, SSTRAP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DWPR, MSSR, PC, SSTRAP	
s 46GP	Function of receiving a notice under s 46GO	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR, PC, SSTRAP	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DWPR, MSSR, PC, SSTRAP	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DWPR, MSSR, PC	
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	DWPR, MSSR	
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	DWPR, MSSR	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DWPR, MSSR	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DWPR, MSSR, PC, SSTRAP	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR, PC, SSTRAP	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	DWPR, MSSR  DWPR, MSSR	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DWPR, MSSR	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)	DWPR, MSSR	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)	DWPR, MSSR	Where Council is the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DWPR, MSSR, PC, SSTRAP	
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	DWPR, MSSR	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	DWPR, MSSR	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	DWPR, MSSR, PC, SSTRAP	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	DWPR, MSSR, PC, SSTRAP	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>	DWPR, MSSR, PC, SSTRAP	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	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Function of receiving the monetary component	DWPR, MSSR	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	DWPR, MSSR	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	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DWPR, MSSR	Where Council is the development agency specified in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DWPR, MSSR	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4)  Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	DWPR, MSSR, PC, SSTRAP	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 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DWPR, MSSR, PC, SSTRAP	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)	DWPR, MSSR	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	DWPR, MSSR	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DWPR, MSSR	Where Council is the collecting agency under 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 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	DWPR, MSSR	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	DWPR, MSSR	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	DWPR, MSSR	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)	DWPR, MSSR	Where Council is the development agency under 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 46GZF(3)	Function of receiving proceeds of sale	DWPR, MSSR	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DWPR, MSSR	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DWPR, MSSR	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	DWPR, MSSR	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	DWPR, MSSR, PC, SP	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	DWPR, MSSR, PC, SSTRAP	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)	DWPR, MSSR, PC, SSTRAP	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DWPR, MSSR	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DWPR, MSSR	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DWPR, MSSR	
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	DWPR, MSSR	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DWPR, MSSR	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DWPR, MSSR	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DWPR, MSSR	
s 46Q(1)	Duty to keep proper accounts of levies paid	DWPR, MSSR	
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	DWPR, MSSR	
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	DWPR, MSSR	



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<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 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DWPR, MSSR	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)	DWPR, MSSR	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	DWPR, MSSR	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DWPR, MSSR	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	DWPR, MSSR	
s 46QD	Duty to prepare report and give a report to the Minister	DWPR, MSSR	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	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DWPR, MSSR	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DWPR, MSSR, PC, SSP	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DWPR, MSSR, PC, SSP, SP	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DWPR, MSSR, PC, SSP, SP	
s 50(4)	Duty to amend application	DWPR, MSSR, PC, SSP	
s 50(5)	Power to refuse to amend application	DWPR, MSSR, PC, SSP	
s 50(6)	Duty to make note of amendment to application in register	DWPR, MSSR, PC, SSP	
s 50A(1)	Power to make amendment to application	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DWPR, MSSR, PC, SSP	
s 50A(4)	Duty to note amendment to application in register	DWPR, MSSR, PC, SSP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DWPR, MSSR, PC, SSP, SP	
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	DWPR, MSSR, PC, SSP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DWPR, MSSR, PC, SSP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DWPR, MSSR, PC, SSP	
s 52(3)	Power to give any further notice of an application where appropriate	DWPR, MSSR, PC, SSP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DWPR, MSSR, PC, SSP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DWPR, MSSR, PC, SSP	
s 54(1)	Power to require the applicant to provide more information	DWPR, MSSR, PC, SSP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DWPR, MSSR, PC, SSP	
s 54(1B)	Duty to specify the lapse date for an application	DWPR, MSSR, PC, SSP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DWPR, MSSR, PC, SSP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DWPR, MSSR, PC, SSP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DWPR, MSSR, PC, SSP	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DWPR, MSSR, PC, SSP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DWPR, MSSR, PC, SSP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DWPR, MSSR, PC, SSP	
s 57A(5)	Power to refuse to amend application	DWPR, MSSR, PC	
s 57A(6)	Duty to note amendments to application in register	DWPR, MSSR, PC, SSP	
s 57B(1)	Duty to determine whether and to whom notice should be given	DWPR, MSSR, PC, SSP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DWPR, MSSR, PC, SSP	
s 57C(1)	Duty to give copy of amended application to referral authority	DWPR, MSSR, PC, SSP	
s 58	Duty to consider every application for a permit	DWPR, MSSR, PC, SSP	





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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 58A	Power to request advice from the Planning Application Committee	DWPR, MSSR	
s 60	Duty to consider certain matters	DWPR, MSSR, PC, SSP	
s 60(1A)	Duty to consider certain matters	DWPR, MSSR, PC, SSP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DWPR, MSSR, PC, SSP	
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	Planning Committee, DWPR, MSSR, PC, SSP	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Power to decide to grant a permit, or grant a permit with conditions, is only if 10 or less objections are received - if more than 10 objections are received, the matter is to be reported to the Planning Committee.</p> <p>Power to refuse a permit application cannot be exercised (except if refusal relates to a matter which is prohibited under the Planning Scheme).the matter is to be reported to the Planning Committee.</p> <p>This power is subject to Council's delegated planning committee Terms of Reference.</p>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DWPR, MSSR, PC, SSP	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DWPR, MSSR, PC, SSP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DWPR, MSSR	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	DWPR, MSSR, PC, SSP	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DWPR, MSSR, PC, SSP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DWPR, MSSR, PC, SSP	
s 62(2)	Power to include other conditions	DWPR, MSSR, PC, SSP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DWPR, MSSR, PC, SSP	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DWPR, MSSR, PC, SSP	
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)	DWPR, MSSR, PC, SSP	
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)	DWPR, MSSR, PC, SSP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DWPR, MSSR, PC, SSP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	This provision applies also to a decision to grant an amendment to a permit – see s 75A



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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	DWPR, MSSR, PC, SSP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DWPR, MSSR, PC, SSP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DWPR, MSSR, PC, SSP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DWPR, MSSR, PC, SSP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	
s 69(1A)	Function of receiving application for extension of time to complete development	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time	DWPR, MSSR, PC, SSP	
s 70	Duty to make copy permit available in accordance with public availability requirements	DWPR, MSSR, PC, SSP	
s 71(1)	Power to correct certain mistakes	DWPR, MSSR, PC, SSP	
s 71(2)	Duty to note corrections in register	DWPR, MSSR, PC, SSP	
s 73	Power to decide to grant amendment subject to conditions	DWPR, MSSR, PC, SSP	
s 74	Duty to issue amended permit to applicant if no objectors	DWPR, MSSR, PC, SSP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DWPR, MSSR, PC, SSP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DWPR, MSSR, PC, SSP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DWPR, MSSR, PC, SSP	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



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	
s 83	Function of being respondent to an appeal	DWPR, MSSR, PC, SSP	
s 83B	Duty to give or publish notice of application for review	DWPR, MSSR, PC, SSP	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84AB	Power to agree to confining a review by the Tribunal	DWPR, MSSR, PC, SSP	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DWPR, MSSR, PC, SSP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DWPR, MSSR, PC, SSP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DWPR, MSSR, PC, SSP	
s 91(2)	Duty to comply with the directions of VCAT	DWPR, MSSR, PC, SSP	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DWPR, MSSR, PC, SSP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DWPR, MSSR, PC, SSP	
s 93(2)	Duty to give notice of VCAT order to stop development	DWPR, MSSR, PC, SSP	
s 95(3)	Function of referring certain applications to the Minister	DWPR, MSSR, PC, SSP	
s 95(4)	Duty to comply with an order or direction	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DWPR, MSSR, PC	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DWPR, MSSR, PC, SSP, SSTRAP	
s 96F	Duty to consider the panel's report under s 96E	DWPR, MSSR, PC, SSTRAP	
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> )	DWPR, MSSR, PC	
s 96H(3)	Power to give notice in compliance with Minister's direction	DWPR, MSSR, PC, SSP, SSTRAP	
s 96J	Duty to issue permit as directed by the Minister	DWPR, MSSR, PC	





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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	DWPR, MSSR, PC, SSP, SSTRAP	
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	DWPR, MSSR, PC, SSP, SSTRAP	
s 97C	Power to request Minister to decide the application	DWPR, MSSR, PC, SSP, SSTRAP	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DWPR, MSSR, PC	
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	DWPR, MSSR, PC, SSP, SSTRAP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	DWPR, MSSR, PC, SSP, SSTRAP	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	DWPR, MSSR, PC, SSP, SSTRAP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DWPR, MSSR, PC	



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PLANNING AND ENVIRONMENT ACT 1987			
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	DWPR, MSSR, PC, SSP, SSTRAP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DWPR, MSSR, PC, SSP	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DWPR, MSSR, PC, SSP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DWPR, MSSR, PC	
s 97Q(4)	Duty to comply with directions of VCAT	DWPR, MSSR, PC	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DWPR, MSSR, PC	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DWPR, MSSR, PC	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DWPR, MSSR, PC	
s 101	Function of receiving claim for expenses in conjunction with claim	DWPR, MSSR, PC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103	Power to reject a claim for compensation in certain circumstances	DWPR, MSSR	
s 107(1)	Function of receiving claim for compensation	DWPR, MSSR, PC, SSP	
s 107(3)	Power to agree to extend time for making claim	DWPR, MSSR	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	DWPR, MSSR	
s 114(1)	Power to apply to the VCAT for an enforcement order	DWPR, MSSR, PC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DWPR, MSSR, PC, SP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DWPR, MSSR, PC	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DWPR, MSSR, PC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DWPR, MSSR	Except Crown Land
s 129	Function of recovering penalties	CEO	
s 130(5)	Power to allow person served with an infringement notice further time	DWPR, MSSR, PC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149A(1)	Power to refer a matter to the VCAT for determination	DWPR, MSSR, PC	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DWPR, MSSR, PC	
s 149B	Power to apply to the Tribunal for a declaration.	DWPR, MSSR, PC	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DWPR, MSSR	
s 171(2)(g)	Power to grant and reserve easements	DWPR, MSSR, PC, SSP, MPMO	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO	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)	CEO	Where Council is a collecting 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 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)	CEO	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	DWPR, MSSR, PC	
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	DWPR, MSSR, PC	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	DWPR, MSSR, PC	
---	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	DWPR, MSSR, PC	
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	DWPR, MSSR, PC	
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	DWPR, MSSR, PC, SSP	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(1)	Function of receiving application to amend or end an agreement	DWPR, MSSR, PC, SSP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DWPR, MSSR, PC, SSP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DWPR, MSSR, PC, SSP	
s 178A(5)	Power to propose to amend or end an agreement	DWPR, MSSR, PC, SSP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DWPR, MSSR, PC, SSP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DWPR, MSSR, PC	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DWPR, MSSR, PC	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DWPR, MSSR, PC, SSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DWPR, MSSR, PC, SSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DWPR, MSSR, PC, SSP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	After considering objections, submissions and matters in s 178B



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(d)	Power to refuse to amend or end the agreement	DWPR, MSSR, PC	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)	DWPR, MSSR, PC, SSP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DWPR, MSSR	
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	DWPR, MSSR	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DWPR, MSSR, PC, SSP	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	
s 181	Duty to apply to the Registrar of Titles to record the agreement	DWPR, MSSR, PC, SSP	





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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DWPR, MSSR, PC, SSP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DWPR, MSSR, PC, SSP	
s 182	Power to enforce an agreement	DWPR, MSSR, PC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
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	DWPR, MSSR, PC, SSP	
s 184G(2)	Duty to comply with a direction of the Tribunal	DWPR, MSSR	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(3)	Duty to give notice as directed by the Tribunal	DWPR, MSSR	
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	DWPR, MSSR, PC, SSP	
s 198(1)	Function to receive application for planning certificate	DWPR, MSSR, PC, SSP	
s 199(1)	Duty to give planning certificate to applicant	DWPR, MSSR, PC, SSP	
s 201(1)	Function of receiving application for declaration of underlying zoning	DWPR, MSSR, PC, SSP	
s 201(3)	Duty to make declaration	DWPR, MSSR, PC, SSP	
-	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	DWPR, MSSR, PC	
	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	DWPR, MSSR, PC	
	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	Not delegated	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to give written authorisation in accordance with a provision of a planning scheme	DWPR, MSSR, PC	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DWPR, MSSR, PC, SSP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DWPR, MSSR	



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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	EHC, DWPR, MSSR	
s 522(1)	Power to give a compliance notice to a person	EHC, DWPR	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	EHC, DWPR	
s 525(4)	Duty to issue identity card to authorised officers	MSSR	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MSSR, EHO	
s 526A(3)	Function of receiving report of inspection	MSSR	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	EHC, DWPR	



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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	DIS	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 Registrar	DIS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DIS	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DIS	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Not delegated	
s 12(10)	Duty to notify of decision made	DIS	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Not delegated	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Not delegated	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Not delegated	
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	DIS	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DIS	
s 15(2)	Duty to include details of arrangement in public roads register	DIS	
s 16(7)	Power to enter into an arrangement under s 15	DIS	
s 16(8)	Duty to enter details of determination in public roads register	DIS	
s 17(2)	Duty to register public road in public roads register	DIS	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	DIS	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	DIS	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	DIS	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	DIS	Where Council is the coordinating road authority



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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	DIS	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	DIS	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	DIS	
s 19(4)	Duty to specify details of discontinuance in public roads register	DIS	
s 19(5)	Duty to ensure public roads register is available for public inspection	DIS	
s 21	Function of replying to request for information or advice	DIS	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DIS	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	DIS	
s 22(5)	Duty to give effect to a direction under s 22	DIS	
s 40(1)	Duty to inspect, maintain and repair a public road	DIS	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DIS	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DIS	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42(1)	Power to declare a public road as a controlled access road	DIS	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DIS	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	DIS	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DIS	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DIS	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	DIS	
s 49	Power to develop and publish a road management plan	DIS	
s 51	Power to determine standards by incorporating the standards in a road management plan	DIS	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DIS	





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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(2)	Duty to give notice of proposal to make a road management plan	DIS	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DIS	
s 54(6)	Power to amend road management plan	DIS	
s 54(7)	Duty to incorporate the amendments into the road management plan	DIS	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DIS	
s 63(1)	Power to consent to conduct of works on road	DIS	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	DIS	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DIS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DIS	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	DIS	Where Council is the coordinating road authority
s 67(3)	Power to request information	DIS	Where Council is the coordinating road authority
s 68(2)	Power to request information	DIS	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(3)	Power to appoint an authorised officer	DIS	
s 72	Duty to issue an identity card to each authorised officer	DIS	
s 85	Function of receiving report from authorised officer	DIS	
s 86	Duty to keep register re s 85 matters	DIS	
s 87(1)	Function of receiving complaints	DIS	
s 87(2)	Duty to investigate complaint and provide report	DIS	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DIS	
s 112(2)	Power to recover damages in court	DIS	
s 116	Power to cause or carry out inspection	DIS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DIS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DIS	
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)	DIS	
s 121(1)	Power to enter into an agreement in respect of works	DIS	



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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	DIS	
s 123(1)	Power to charge for any service	DIS	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DIS	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DIS	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	DIS	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	DIS	
sch 2 cl 5	Duty to publish notice of declaration	DIS	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DIS	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DIS	Where Council is the infrastructure manager or works manager



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DIS	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DIS	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DIS	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DIS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DIS	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DIS	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DIS	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DIS	Where Council is the works manager



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 13(2)	Power to vary notice period	DIS	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DIS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DIS	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DIS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DIS	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DIS	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DIS	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DIS	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	DIS	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	DIS	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DIS	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DIS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DIS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DIS	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	DIS	Where Council is the responsible road authority
sch 7A cl 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	DIS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



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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	DWPR, MSSR, PC	Where Council is not the planning authority and the amendment affects land within its municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DWPR, MSSR, PC, SSP	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC, SSP	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	DWPR, MSSR, PC	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.



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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	DWPR, MSSR	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DWPR, MSSR	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	DWPR, MSSR	





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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	EHO, EHC	
r 10	Function of receiving application for registration	EHO, EHC	
r 11	Function of receiving application for renewal of registration	EHO, EHC	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	EHC, MSSR	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	EHC, MSSR	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	EHC, MSSR	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EHC, MSSR	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	EHC, MSSR	
r 12(4) & (5)	Duty to issue certificate of registration	EHC, MSSR	
r 14(1)	Function of receiving notice of transfer of ownership	EHO, EHC	
r 14(3)	Power to determine where notice of transfer is displayed	EHO, EHC	



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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(1)	Duty to transfer registration to new caravan park owner	EHC, MSSR	
r 15(2)	Duty to issue a certificate of transfer of registration	EHC, MSSR	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	EHC, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	EHC, MSSR	
r 17	Duty to keep register of caravan parks	EHC, EHO	
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	EHC, EHO	
r 21(2)	Duty to consult with relevant emergency services agencies	EHC, EHO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	EHC, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	EHC, EHO, MSSR	
r 24(2)	Power to consult with relevant floodplain management authority	EHC, EHO, MSSR	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	EHC, EHO, MSSR	



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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 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	EHC, EHO, MSSR	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	EHC, EHO, MSSR	
r 39(3)	Function of receiving installation certificate	EHC, EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	EHC, EHO, MSSR	
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	EHC, EHO, MSSR	



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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	DIS	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DIS	
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)	DIS	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	DIS	
r 13(1)	Duty to publish notice of amendments to road management plan	DIS	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	DIS	
r 16(3)	Power to issue permit	DIS	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DIS	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DIS	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DIS	Where Council is the coordinating road authority



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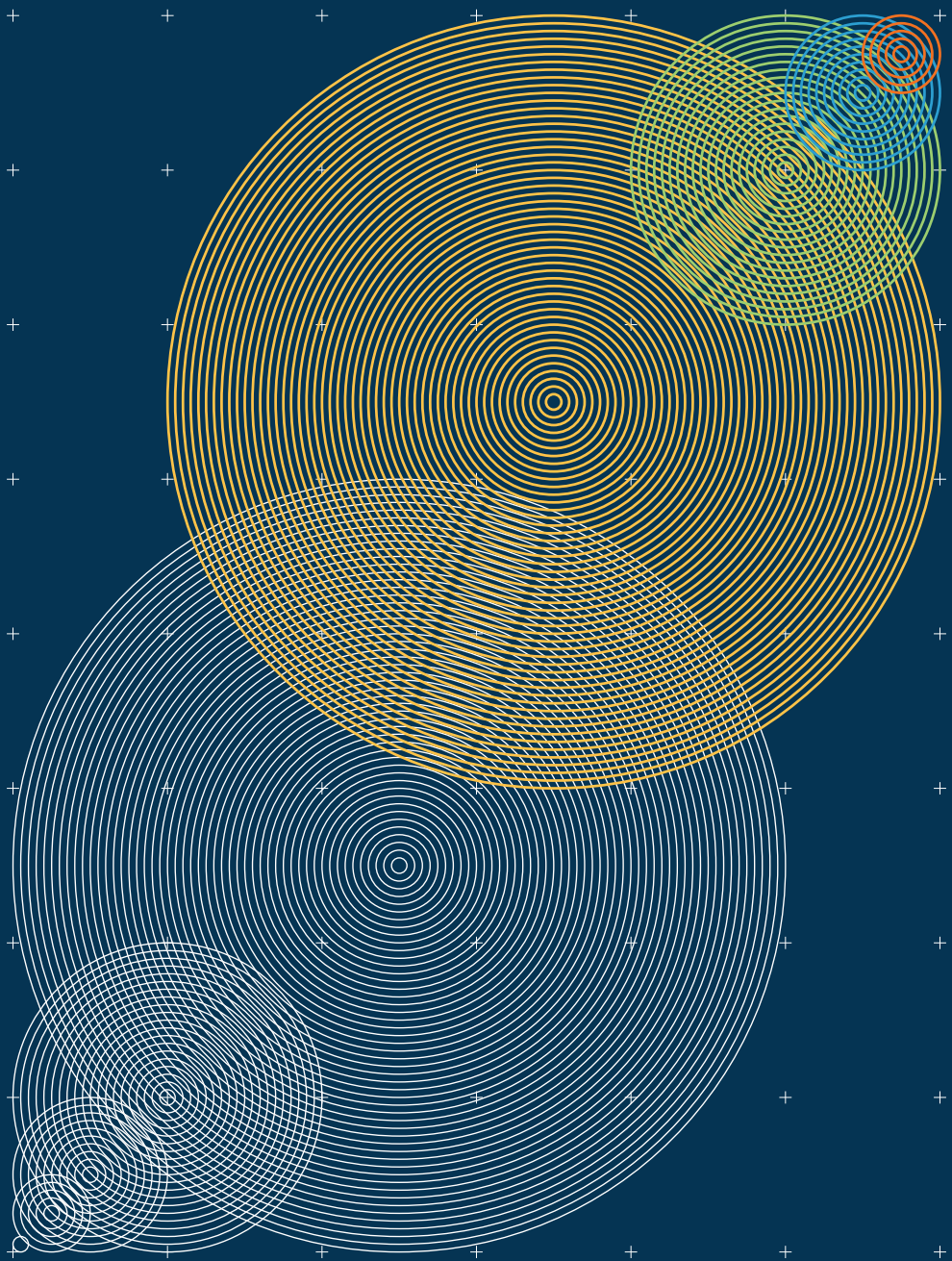
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DIS	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DIS	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DIS	



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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	DIS	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	DIS	Where Council is the coordinating road authority

**Election report**  
**Southern Grampians Shire Council**  
2024 Local government elections  
April 2025



**Letter of Transmittal**

14 April 2025

Mr Tony Doyle  
Chief Executive Officer  
Southern Grampians Shire Council  
Locked Bag 685  
Hamilton VIC 3300

Dear Mr Doyle

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Bluemmel', with a stylized flourish at the end.

**Sven Bluemmel**  
Electoral Commissioner

**Acknowledgement of Country**

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



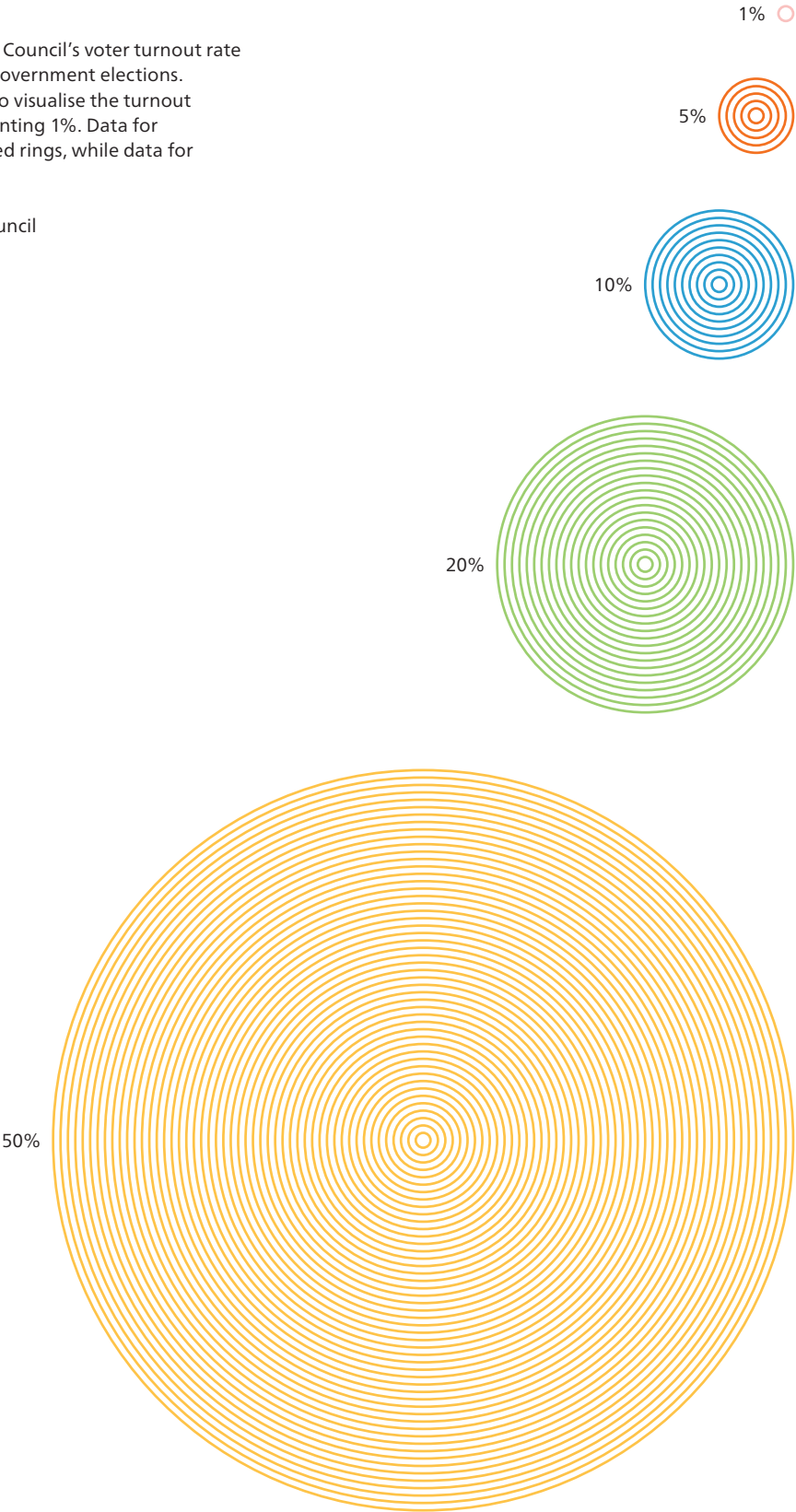
**Election report**  
**Southern Grampians Shire Council**  
2024 Local government elections

**Voter turnout (front cover)**

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

Southern Grampians Shire Council

Turnout (2024): 84.98%  
Turnout (2020): 86.35%



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# 1. Introduction

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

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

## About the Victorian Electoral Commission

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

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

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

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

## 2. Key changes

### Changes in legislation

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

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

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

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

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### 3. Election dates

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


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

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\*Dates with asterisks relate to contested elections only.

# 4. About Southern Grampians Shire Council

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

The structure was last reviewed in accordance with the *Local Government Act 1989* through an electoral representation review in 2019.

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





## 5. Voters' roll

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

At certification, the voters' roll for the 2024 Southern Grampians Shire Council general election included 12,640 enrolled voters.

### Composition of the voters' roll

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

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

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

### Amendments to the voters' roll

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

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

Following the close of roll, no amendments were required to the council's voters' roll.

## 6. Advertising and communication campaign

### State-wide advertising

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

### Public notices

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

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

- › The Warrnambool Standard
- › The Hamilton Spectator

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

### VEC website

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

### Media liaison

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

Media outlets were provided with a media handbook that outlined the election timeline and key information, and provided the VEC's head office media contacts. This was made available along with other resources from the VEC's media centre webpage. The VEC's communication team supported each election manager with managing media interest locally in their council area.

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

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

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

### Social media campaign

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

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

### VoterAlert advisories

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

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

#### Wednesday 17 to Wednesday 31 July 2024 –

6,262 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters to enrol or update their details by the close of roll.

#### Monday 7 October to Monday 14 October 2024 –

6,295 voters were contacted by VoterAlert messages sent by SMS and/or email advising that we had commenced posting ballot packs.

#### Tuesday 22 October to Wednesday 23 October 2024 –

4,570 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters that it was the last week to post their ballot material back to us.

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

### Voter engagement

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

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

### **Democracy ambassadors**

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

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

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

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

The VEC received and processed no requests for braille ballot material and 2 requests for large print ballot material for Southern Grampians Shire Council.

### **Interpreting services**

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

### **Public enquiry service**

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

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

A total of 80 telephone calls were recorded for Southern Grampians Shire Council during the 2024 local government elections. An overall total of 11,758 email queries were received for all councils.

## 7. Election manager

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

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

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Jenny Porter as the election manager for the 2024 Southern Grampians Shire Council general election.

The appointed assistant election manager was Sally Purnell.

## 8. Election office

The election manager was responsible for establishing and managing the election office at 117 Thompson Street, Hamilton. The premises were provided by the VEC.

## 9. Candidates

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

### Candidate information

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

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

### Nominations

At the close of nominations, 11 candidates had successfully nominated for the election, which includes any candidates who retired after the close of nominations. Candidates who withdrew before the close of nominations are not included.

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

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

### Candidate statements and photos

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

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

### Candidate questionnaires

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

questionnaires from 10 of the 11 candidates at the election.

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

### Retirement of a candidate

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

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

There were no candidate retirements at the Southern Grampians Shire Council election.

## 10. Voting

### Ballot pack preparation and redirection

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

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

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

The election manager received 8 requests for redirection of ballot packs for the election.

### Early votes

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

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

The election manager issued a total of 36 early votes for the election.

### Mail-out of ballot packs

The VEC mailed 12,639 ballot packs between Monday 7 and Thursday 10 October 2024.

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

This included 8 ballot packs which were redirected to alternative addresses for voters who had applied to redirect their ballot pack by Monday 9 September 2024.

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

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

During the voting period, 273 ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

### Unenrolled votes

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

The election manager issued 10 unenrolled votes and following relevant checks, none were admitted to the count.

### Replacement ballot packs

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

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

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

## 11. Return of ballot paper envelopes

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

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

The election manager received a total of 8,704 returned ballot paper envelopes by the close of voting at 6 pm on Friday 25 October 2024.

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

The election manager accepted 2,257 ballot paper envelopes during the extended postal vote receipt period.

The total returned ballot paper envelopes for Southern Grampians Shire Council was 10,961.

The election manager set aside 185 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

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



## 12. Results

### Extraction

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

A total of 10,776 ballot paper envelopes were admitted to the extraction process.

Ballot papers were extracted at Martin J Hynes Auditorium, 5 Market Place, Hamilton from Tuesday 29 October 2024. The extraction of all admitted ballot paper envelopes was completed on Wednesday 6 November 2024, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted. There were 34 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 10,742 ballot papers proceeded to the count.

### Computer count

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

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

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

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

### Recounts

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

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

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

### Scrutineers

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

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

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

### Declaration of results

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

The results of the 2024 Southern Grampians Shire Council general election were declared at 3 pm on Friday 8 November 2024 at Hamilton Art Gallery, 107 Brown Street, Hamilton.

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

## 13. Election statistics

### Participation

Participation is measured by the number of voters marked off the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Southern Grampians Shire Council election was 86.09%, which is higher than the state average of 83.79% (excluding Melbourne City Council) and lower than the 88.47% rate at the 2020 Southern Grampians Shire Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is lower for voters who are enrolled on the EC's list (86.08%) compared to voters enrolled on the CEO's list (88.30%).

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

### Turnout

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

The overall voter turnout for the 2024 Southern Grampians Shire Council general election was 84.98%. This is compared to the state average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 general election for the council was 86.35%.

### Informality

The overall informal voting rate recorded at the 2024 Southern Grampians Shire Council general election was 4.68%, compared with the State average of 3.47%. An informality rate of 5.79% was recorded at the Southern Grampians Shire Council general election held in October 2020.

## 14. Complaints

### Type of complaints

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

#### 1. Election Administration

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

#### 2. Election participation and conduct

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

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

### Complaints process

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

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

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

### Complaints received

The VEC received 2 written complaints relating to the election for Southern Grampians Shire Council.

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

## 15. Post-election activities

### Storage of election material

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

### Refund of nomination fees

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

### Courts and tribunals

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

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

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

## 16. Non-voter follow up

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

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

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

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

## 17. Evaluating VEC services

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

### Feedback from councils

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

### Internal debriefing program

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

## Appendices

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

<b>Southern Grampians Shire Council election</b>	
<b>Ballot papers printed</b>	
Victorian Electoral Commission	15,002
Election manager	45
<b>Total</b>	<b>15,047</b>
<b>Ballot papers issued</b>	
General mail out	12,639
Early and replacement votes	587
Unenrolled declaration votes	10
Spoilt	6
Sub total	13,242
Unused	1,805
<b>Total</b>	<b>15,047</b>
<b>Declarations returned</b>	
General mail out admitted to the extraction	10,299
Early and replacement votes admitted to the extraction	477
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	185
Declarations returned to sender	273
Sub total	11,234
Declarations not returned	2,008
<b>Total</b>	<b>13,242</b>

## Schedule 2: Certification statement

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



**Sven Bluemmel**  
Electoral Commissioner



Appendix 1: Breakdown  
of the voters' roll

Southern Grampians Shire Council election	Voters enrolled through an entitlement under section 241 of the LG Act	Voters enrolled through entitlements under sections 242–245 of the LG Act	Total voters enrolled
Southern Grampians Shire Council	12,546	94	12,640

## Appendix 2: Public notices

### Schedule of public notices

#### Close of roll notice

VEC website/public notices	24 July 2024
The Warrnambool Standard	26 July 2024
The Hamilton Spectator	27 July 2024

#### Notice of election

VEC website/public notices	12 August 2024
The Warrnambool Standard	15 August 2024
The Hamilton Spectator	10 August 2024

#### Voting details notice

VEC website/public notices	20 September 2024
The Warrnambool Standard	4 October 2024
The Hamilton Spectator	5 October 2024

#### Reminder notice

VEC website	13 October 2024
The Warrnambool Standard	18 October 2024
The Hamilton Spectator	19 October 2024


<b>Notice of result</b>	
VEC website/public notices	8 November 2024
The Warrnambool Standard	20 November 2024
The Hamilton Spectator	23 November 2024

## Appendix 2.1: Sample public notices

### Close of roll

### Sample Council postal election

*My council, my vote*



**You must be enrolled to vote**

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

**State-enrolled voters**

**Am I enrolled to vote?**

You are automatically enrolled for this election if:

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

**You need to enrol if:**

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

**How do I enrol?**

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

**You can also download an enrolment form from the website.**

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

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

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

**Council-enrolled voters**

**Am I enrolled to vote?**

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

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

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

**Who else can enrol & vote?**

You may also apply to enrol if:

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

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

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

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

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

**Thinking about standing for election?**

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

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

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

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

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

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

For enquiries in languages other than English:

\* (Arabic) 9209 0100 \* (Assyrian) 9209 0160 \* (Burmese) 9209 0161 \* (Chinese) 9209 0106 \* (Cantonese) 9209 0101 \* (Croatian) 9209 0102 \* (Danish) 9209 0163 \* (Dinka) 9209 0116 \* (English) 9209 0103 \* (Farsi) 9209 0162 \* (French) 9209 0104 \* (German) 9209 0102 \* (Greek) 9209 0164 \* (Hindi) 9209 0105 \* (Hungarian) 9209 0106 \* (Indonesian) 9209 0107 \* (Italian) 9209 0108 \* (Japanese) 9209 0109 \* (Korean) 9209 0110 \* (Lao) 9209 0111 \* (Macedonian) 9209 0112 \* (Malay) 9209 0113 \* (Malayalam) 9209 0114 \* (Marathi) 9209 0115 \* (Mandarin) 9209 0116 \* (Mandarin) 9209 0117 \* (Mandarin) 9209 0118 \* (Mandarin) 9209 0119 \* (Mandarin) 9209 0120 \* (Mandarin) 9209 0121 \* (Mandarin) 9209 0122 \* (Mandarin) 9209 0123 \* (Mandarin) 9209 0124 \* (Mandarin) 9209 0125 \* (Mandarin) 9209 0126 \* (Mandarin) 9209 0127 \* (Mandarin) 9209 0128 \* (Mandarin) 9209 0129 \* (Mandarin) 9209 0130 \* (Mandarin) 9209 0131 \* (Mandarin) 9209 0132 \* (Mandarin) 9209 0133 \* (Mandarin) 9209 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## Voting details notice

### Sample Council postal election

*My council, my vote*

An election will be held for Sample Council.

**Check the mail for your ballot pack**

Ballot packs containing voting material will be mailed to enrolled voters from **Monday 7 October**.

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit [vec.vic.gov.au](http://vec.vic.gov.au) to complete the online replacement form, or call **131 832** to arrange a replacement.

**Candidates**

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

A photo and candidate statement will also be included if provided by candidates. Responses to a candidate questionnaire, if provided, are available at [vec.vic.gov.au](http://vec.vic.gov.au).

**How to vote correctly**

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

**How to return your ballot pack**

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

Sample election office address

**Voting is compulsory**

Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**.

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

**Sample Council logo**

@electionsvic

Victorian Electoral Commission

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

## Reminder notice

### Sample Council postal election

*My council, my vote*

An election is being held for Sample Council.

**Check the mail for your ballot pack**

Ballot packs containing voting material were mailed to enrolled voters from **Monday 7 October**.

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit [vec.vic.gov.au](http://vec.vic.gov.au) to complete the online replacement form, or call **131 832** to arrange a replacement.

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**Sample Council logo**

@electionsvic

Victorian Electoral Commission

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

## Declaration of results

Sample Council election		Sample Council logo
Declaration of results		
The following candidates were elected to Sample Council at the general election held in October 2024:		
<b>Sample Ward 1</b>	Sample elected candidate 4	<b>Sample Ward 8</b>
Sample elected candidate 1	<b>Sample Ward 5</b>	Sample elected candidate 8
<b>Sample Ward 2</b>	Sample elected candidate 5	<b>Sample Ward 9</b>
Sample elected candidate 2	<b>Sample Ward 6</b>	Sample elected candidate 9
<b>Sample Ward 3</b>	Sample elected candidate 6	
Sample elected candidate 3	<b>Sample Ward 7</b>	
<b>Sample Ward 4</b>	Sample elected candidate 7	
Further details about the results are available at <a href="#">vec.vic.gov.au</a>		
<b>Sample Election Manager name</b>		
Election Manager		
Sample declaration date		

## Appendix 3: Schedule of media releases and advisories

### Southern Grampians Shire Council council-specific media releases and advisories

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

### Statewide media releases and advisories

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

**Statewide media releases and advisories**

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



## Appendix 4: VoterAlert advisories

### Appendix 4.1: SMS alerts

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

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

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

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

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

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

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


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

Appendix 4.2: Email alerts

Close of roll email

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

VoterAlert

 Victorian Electoral Commission

Hi

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

**What you need to do**

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

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

CHECK MY DETAILS

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

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

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

Voting is compulsory – don't risk a fine.

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

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

Contact the council directly for more information about council enrolment.

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

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

**Electoral structure changes**

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

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

**Information in your language**

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

[Find in-language information.](#)

**Security**

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

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

**More information**




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

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

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

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

UNSUBSCRIBE




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

Uncontested election email

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

VoterAlert

 Victorian Electoral Commission

Hi

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

You are not required to vote this October.

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

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

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

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

Check my enrolment

**Security**

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

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

**More information**




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Ballot pack mail-out email

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

VoterAlert

Victorian Electoral Commission

Hi

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

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

**How to vote**

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

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

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

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

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

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

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

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

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

**Moved house or away from your address**

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

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

Find my election office

**Find candidates**

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

Find candidates

**Information in your language**

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

Find information in your language

**Security**

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

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**More information**




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Last week to vote email

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

VoterAlert

Victorian Electoral Commission

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

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

**How to vote**

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

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

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

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

Find my election office

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

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

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

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

Find my election office

**Information in your language**

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

Find information in your language

**Security**

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

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

**More information**




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

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

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

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

UNSUBSCRIBE



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

## Appendix 5: Voter engagement program and initiatives

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

Appendix 6:  
Final list of candidates  
in ballot paper order

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

<b>Southern Grampians Shire Council election</b>
RAINSFORD, Katrina
JACKSON, Sharon
ELMES, Lee-Ann
HESLIN, Dennis
RAMSAY, Tam
MANNING, Jayne
BARBER, Afton R.
CALVANO, Albert
CAMPBELL, Adam
HENRY, Helen
LEVERSHA, James

Appendix 6.1: Candidate statements  
and photographs

Southern Grampians Shire Council election	Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
Southern Grampians Shire Council	11	11	11

Appendix 6.2: Sample ballot material

Outer envelope

Sample Council


If undeliverable, return to  
Locked Bag 0000  
LOCALITY VIC 0000

POSTAGE  
PAID  
AUSTRALIA  
PRIORITY

STAT-ENV038 06/24

Local council elections 2024  
Postal ballot pack



Voting closes 6 pm  
Friday 25 October


 Victorian  
Electoral  
Commission

Reply-paid envelope

Sample Council  
Sample Ward

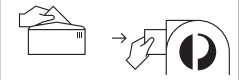
Delivery address:  
Locked Bag 0000  
LOCALITY VIC 0000



No stamp required  
if posted in Australia  



Sample Council  
Sample Ward

STAT-ENV037 03/24



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


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





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


Ballot paper envelope


Ballot paper  
envelope

1. →

2. →

3. →

4. →

5. →

How to vote

1. Complete your ballot paper/s.


2. Put your completed ballot paper/s inside this envelope and seal it.

3. Sign the declaration on the back of this envelope.  
We remove it before counting to keep your vote secret.

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

4. Put this ballot paper envelope into the reply-paid envelope and seal it.

5. Post it straight away.

 Victorian  
Electoral  
Commission

STAT-ENV-LG-003 06/24

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Victorian Electoral Commission

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Candidate leaflet

Voting closes  
6 pm Friday  
25 October 2024

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

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

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

Address line 1  
Address line 2  
Address line 3

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


Voting is compulsory

You are enrolled to vote in this election. Voting is your right. By voting, you get to have a say in who represents you on your local council.

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

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


Sample Council  
Sample Ward



Candidate leaflet

Sample Council  
election 2024  
Sample Ward


Sample Ward



Notice


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

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

 Victorian Electoral Commission

How to vote multi-language leaflet  
*If applicable*

How to vote leaflet


  
Interpreter

Language support

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

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

STAT:LEAMUL01 07/24

 Victorian Electoral Commission

Ballot paper

Sample Council  
Sample Ward

Election of 1 Councillor

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

☐ CANDIDATE, Name  
☐ CANDIDATE, Name  
☐ CANDIDATE, Name  
☐ CANDIDATE, Name

### Appendix 6.3: Sample uncontested ward leaflet

**Sample Council election 2024**  
Sample Ward

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

**You are not required to vote.**

**Election Manager Name**  
Election Manager

For more information call 131 832





Appendix 7:  
Daily breakdown of the  
general mail out

Southern Grampians Shire Council election	7 October 2024	8 October 2024	9 October 2024	10 October 2024	Total general mail out
Southern Grampians Shire Council	4,297	4,297	2,023	2,022	12,639

## Appendix 8: Result information

### Southern Grampians Shire Council count summary

Enrolment	12,640
Formal votes	10,239
Informal votes	503 (4.68% of the total votes)
Voter turnout	10,742 (84.98% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
RAINSFORD, Katrina	1,853	18.10%
JACKSON, Sharon	219	2.14%
ELMES, Lee-Ann	395	3.86%
HESLIN, Dennis	716	6.99%
RAMSAY, Tam	664	6.49%
MANNING, Jayne	964	9.41%
BARBER, Afton R.	1,195	11.67%
CALVANO, Albert	1,010	9.86%
CAMPBELL, Adam	1,896	18.52%
HENRY, Helen	1,000	9.77%
LEVERSHA, James	327	3.19%

### Successful candidates

CAMPBELL, Adam (1st elected)
RAINSFORD, Katrina (2nd elected)
BARBER, Afton R. (3rd elected)
CALVANO, Albert (4th elected)
HENRY, Helen (5th elected)
MANNING, Jayne (6th elected)
HESLIN, Dennis (7th elected)

## Appendix 9: Election participation statistics

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

Southern Grampians Shire Council election participation	2020	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	87.15%	87.56%	86.64%
20–24	81.39%	74.61%	80.02%
25–29	80.55%	74.35%	74.09%
30–34	77.73%	75.89%	73.31%
35–39	83.64%	78.63%	76.18%
40–44	86.09%	81.98%	78.99%
45–49	89.19%	83.67%	81.92%
50–54	89.83%	86.95%	84.69%
55–59	91.44%	88.86%	87.46%
60–64	92.25%	91.01%	89.16%
65–69	94.77%	92.08%	90.41%
70+	92.33%	92.31%	88.77%
Voters enrolled through section 241 of the LG Act	89.65%	86.08%	86.27%
Voters enrolled through sections 243–245 of the LG Act	67.25%	88.30%	60.96%
Total voters enrolled	88.47%	86.09%	84.12%

## Appendix 10: Complaints

### Written complaints received by the VEC

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

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

Date	Nature of complaint	Action taken by the VEC
Thursday 10 October 2024	VEC Complaint - Postal voting process	Response provided
Thursday 24 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided





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(Victorian Electoral Commission)  
April 2025

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[info@vec.vic.gov.au](mailto:info@vec.vic.gov.au)  
[vec.vic.gov.au](http://vec.vic.gov.au)

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