

Strathbogie Shire Council

Council Meeting Agenda

17 February 2026

Agenda

Council Meeting

17 February 2026 at 4:00 pm

Meeting to be held at the Euroa Community Conference Centre and livestreamed on Council's website

<https://www.strathbogie.vic.gov.au/council/our-council/council-meetings-and-minutes/>

Councillors

Mayor Cr Scott Jeffery
Deputy Mayor Claire Ewart-Kennedy
Cr Laura Binks
Cr Greg Carlson
Cr Vicki Halsall
Cr Clark Holloway
Cr Fiona Stevens

Officers

Rachelle Quattrocchi	Chief Executive Officer
Amanda Tingay	Director People and Governance
Gary Van Driel	Interim Director Sustainable Infrastructure
Rachael Frampton	Director Community and Planning
Sharon Rainsbury	Executive Manager Communications, Advocacy and Customer Service
Kerry Lynch	Governance Officer

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Meeting Procedure

1 Welcome

Councillors Vision

We will be a Councillor group that delivers valuable outcomes for our community through teamwork characterised by:

- respectful debate
- collaboration, and
- the commitment to being inclusive and transparent.

Councillor Values

- Respect
- Integrity
- Accountability
- Transparency
- Responsiveness

2 Acknowledgement of Country

We acknowledge the Traditional Custodians of the places we live, work and play.

We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging.

3 Privacy Notice

This public meeting is being streamed live via our website ([Council Meetings and Minutes | Strathbogie Shire](#)) and made available for public access on our website along with the official Minutes/Decisions of this meeting. All care is taken to maintain your privacy; however, as a visitor in the public gallery, it is assumed that your consent is given in the event that your image is broadcast to the public. It is also assumed that your consent is given to the use and disclosure of any information that you share at the meeting (including personal or sensitive information) to any person who accesses those recordings or Minutes/Decisions.

4 Governance Principles

Council considers that the recommendations contained in this Agenda give effect to the overarching governance principles stated in Section 9(2) of the *Local Government Act 2020*. These principles are as follows:

1. Council decisions are to be made, and actions taken in accordance with the relevant law
2. priority is to be given to achieving the best outcomes for the municipal community, including future generations
3. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted
4. the municipal community is to be engaged in strategic planning and strategic decision making
5. innovation and continuous improvement are to be pursued
6. collaboration with other Councils and Governments and statutory bodies is to be sought
7. the ongoing financial viability of the Council is to be ensured

8. regional, state and national plans and policies are to be considered in strategic planning and decision making
9. the transparency of Council decisions, actions and information is to be ensured.

5 Apologies/Leave of Absence

6 Disclosure of Conflicts of Interest

7 Confirmation of Minutes/Decisions of Previous Meetings

The minutes have been circulated to Councillors and posted on Council website [Council Meetings and Minutes | Strathbogie Shire](#) pending confirmation at this meeting.

RECOMMENDATION

That the Minutes of the Council Meeting held on 9 December 2025 be confirmed as a true and accurate record of the meeting.

8 Petitions

Nil

9 Mayor and Councillor Reports

9.1 Mayor's Report

9.2 Councillor Reports

10 Public Question Time

Public Question Time

Questions for the Ordinary Council Meeting can be submitted to be read, and responded to, by the Chair, or a member of Council staff nominated by the Chair, during the Public Question Time. Questions must be submitted 30 hours prior to the Council meeting, by emailing info@strathbogie.vic.gov.au.

Public Question Time will be conducted as per Rule 35 of Strathbogie Shire Council's Governance Rules. The required [form](#) for completion and lodgement, and associated [Procedural Guidelines](#), can be found on Council's website at www.strathbogie.vic.gov.au.

As the questions are a permanent public record and to meet the requirements of the *Privacy and Data Protection Act 2014*, only the initials of the person asking the question will be used in the Minutes of the meeting, together with a Council reference number.

11. Condolence and Commendation Motion, Community Recognition and Preparedness – Longwood Berrys Lane Fire**AUTHOR** Director People and Governance**RESPONSIBLE DIRECTOR** Chief Executive Officer**EXECUTIVE SUMMARY**

The January 2026 Longwood Berrys Lane Fire, which commenced on 7 January 2026, caused widespread and significant loss and damage across our municipality.

The event has had profound, far-reaching, and enduring impacts on individuals, families, and communities, as well as on livelihoods, natural and agricultural landscapes, critical infrastructure, and local and regional economies.

Beyond the immediate destruction, the effects of the fire have disrupted social, environmental, and economic systems that underpin community wellbeing. The consequences of this disaster will continue to be felt for many years, where recovery can be inherently complex, multi-staged, and resource-intensive, requiring sustained effort, coordination, and long-term commitment from all levels of government and the community.

While the full impacts are still to be realised, the initial impact assessments indicate that at least 417 properties within the Strathbogie Shire Council area have been impacted. This includes Fire Rescue Victoria's assessment of 115 damaged residential dwellings that are uninhabitable and damage to 294 other structures. Agriculture Victoria also notes the following losses to date:

- 29,593 hectares of land impacted
- 165 hectares of grape vines lost
- 25,177 hectares of grazing pasture impacted
- 88 hectares of private business impacted
- 11,821 tonnes hay/silage lost
- 2.21 tonnes stored grain lost
- Upwards of 2,291 kilometres of fencing destroyed
- In excess of 25,000 head of livestock lost including sheep, cattle, pigs, goats, horses, chickens and other domestic animals.

Sources: Fire Rescue Victoria and Agriculture Victoria

The devastation experienced by affected communities has been significant and deeply felt.

Homes, businesses, farms, and cherished landscapes were lost or damaged, and many residents continue to experience significant emotional, social, and economic hardship as a result. This will continue for many years to come.

In the face of this loss, we recognise the resilience and strength shown by communities and reaffirm a shared commitment to recovery and renewal. Working together with all stakeholders, Council are committed to supporting recovery that not only restores what was lost but also strengthens communities, laying the foundations for a more resilient future.

RECOMMENDATION

That Council:

- 1. Expresses its sincere condolences to all residents, families, businesses, community organisations and council staff affected by the recent devastation within our municipality and surrounding districts**
- 2. Acknowledges the scale and impact of the devastation, noting the significant personal, environmental, and economic loss suffered by our community**
- 3. Recognises and commends the extraordinary resilience, generosity, and leadership of our local community, including volunteers, service organisations, council staff, and emergency services, whose collective efforts protected lives and supported those in need**
- 4. Affirms Council's strong ongoing commitment to recovery, state and federal advocacy, and partnership with affected communities and agencies**
- 5. Request a report from Officers within twelve months that reviews councils' response and recovery to the Longwood Berrys Lane Fire event capturing lessons learnt to improve future events**
- 6. Recognise that Strathbogie Shire Council, Mitchell Shire Council, Mansfield Shire Council and Murrindindi Shire Council have worked collectively throughout response, relief and recovery, and that this will continue through the form of a Memorandum of Understanding (MoU), pending the resolution of item 11.4.2 of this agenda.**

11 Officer Reports

11.1 Strategic and Statutory Planning

11.1.2 Quarterly Report - Statutory Planning

AUTHOR Manager Planning and Investment

RESPONSIBLE DIRECTOR Director Community and Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period 1 October 2025 to 31 December 2025 (Quarter 4). The latest available Planning Permit Activity Performance (PPARS) figures are also attached (Attachment 3) to this report.

The contents of this report are provided for information purposes only; the listing of current planning applications on public display can be found on the Council's website.

It is noted that there were thirty five (35) new planning applications received, and twenty (20) planning applications decided during the reporting period.

RECOMMENDATION

That Council:

1. **Receive the report**
2. **Note that there were thirty five (35) new planning applications received, and twenty (20) applications decided during the period 1 October 2025 to 31 December 2025**

PURPOSE AND BACKGROUND

To report to Council on the current planning application activity and matters considered under delegation.

ISSUES, OPTIONS AND DISCUSSION

Council is a Responsible Authority under the *Planning and Environment Act 1987* (the Act). In this role, Council administers the Strathbogie Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Under delegated authority of the Council, Council officers determine some matters.

Many types of use and development do not require a planning permit and may take place without being recorded as part of the planning approvals data. The statistics presented do not represent all development activity in the municipality. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

COMMUNITY ENGAGEMENT

Individual applications consider these requirements through assessment phase of each application as per the *Planning and Environment Act 1987* and the provisions of the Strathbogie Planning Scheme.

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Failure to notify Council of a planning permit application of significant public interest or that is controversial in nature.	Possible	Moderate	Low	Regular reporting on planning permit applications received and decided.

LEGAL CONSIDERATIONS

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

This report continues to demonstrate that Council is being transparent in its position in relation to all applications received and determined by the Council.

CONCLUSION

This report is provided to Council to note the current planning permit application activity for the period 1 October 2025 to 31 December 2025.

ATTACHMENTS

Attachment 1: Planning Applications Received

Attachment 2: Planning Applications Determined

Attachment 3: Planning Permit Activity Performance Figures

Attachment 1: Planning Department Applications Received Q4 2025

Application No	Description	Property	Cost of Development
P2025-071	Variation of an easement	20-22 Burns Avenue Euroa VIC 3666	\$0
P2025-074	Two (2) lot subdivision	2 Church Street Nagambie VIC 3608	\$50,000
P2023-074-1	Use and Development for a Kindergarten; Display of Business Identification Signage; and Reduction in Car Parking	11-25 Church Street Nagambie VIC 3608	\$2,000,000
P2025-076	Development of land for a two (2) lot subdivision and development of land for a warehouse	28 Industrial Crescent Nagambie VIC 3608	\$0
P2025-075	Two (2) lot subdivision; creation of easement	57 Anderson Street, Avenel VIC 3664	\$0
P2025-077	Development of land for the construction of a dwelling and shed	Spring Creek Road Strathbogie VIC 3666	\$350,000
P2025-080	Development of land for the construction of a shed	68 Babbler Lane, Tabilk VIC 3607	\$50,000
P2025-078	Buildings and Works associated with an Existing Service Station	27-31 Tarcombe Street, Euroa VIC 3666	\$60,000
P2022-052-2	Multi Lot Residential Subdivision and Creation of Access and Adjacent to the Principal Road Network; with Native Vegetation Removal; Amend permit conditions to reflect the increase in number of lots in	165 High Street Nagambie VIC 3608	\$0

	Stage 2 from 34 to 41 lots; Amend the plan for endorsement		
P2025-079	Development of land for the installation of an electrical generator	27 Tarcombe Street, Euroa VIC 3666	\$130,000
P2025-081	Development of land for a replacement dwelling and small second dwelling	2209b Creightons Creek Road, Creightons Creek VIC 3666	\$400,000
P2025-082	Two (2) Lot Subdivision; Creation of Easements	197 Odwyer Road, Tabilk VIC 3607	\$0
P2025-083	Use and development of land for the construction of a dwelling	77 Moglonemby Road, Euroa VIC 3666	\$650,000
P2025-084	Use of the land for a restaurant, function centre and associated buildings and works, liquor license and business identification signage	52 Kettels Road, Kirwans Bridge VIC 3608	\$660,000
P2025-085	Development of land for the construction of a domestic shed	33 Goulburn Views Drive, Kirwans Bridge VIC 3608	\$70,000
P2025-086	Use and development of land for a research and development facility; removal of native vegetation	Stubbs Road, Pranjip VIC 3666	\$1,000,000
P2025-087	Two (2) lot resubdivision; Development of two dwellings and associated outbuildings	43 Main Street, Strathbogie VIC 3666	\$500,000
P2025-088	Use and development of land for a dwelling	Racecourse Street, Euroa VIC 3666	\$450,000
P2025-089	Two (2) lot subdivision	1554 Merton-Strathbogie Road, Strathbogie VIC 3666	\$0
P2025-090	Use and development of land for a dwelling and shed	Arcadia Two-Chain Road, Miepoll VIC 3666	\$600,000

P2025-095	Development of land for the construction of a dwelling	235 Moores road Strathbogie VIC 3666 Australia	\$600,000
P2005-105-1	Buildings and Works associated with an Existing Service Station	27 Tarcombe Street, Euroa VIC 3666	\$60,000
P2025-091	Three (3) Lot Land Subdivision	246 High Street Nagambie VIC 3608 Australia	\$0
P2024-080-1	Multi Lot Residential Subdivision; Removal of Native Vegetation	3 Saleyard Road, Avenel VIC 3664	\$0
P2020-069-2	Amendment to residential staged subdivision; Removal of native vegetation	30-38 Hovell Street Avenel VIC 3664	\$0
P2025-094	Additions and alterations to service station; Signage	167 Tarcombe Street, Euroa VIC 3666	\$500,000
P2025-093	Extension to Rowing Club	41 Glencairn Lane, Nagambie VIC 3608	\$50,000
P2025-096	Development of land for the construction of a shed (Hay shed)	3896 Murchison-Violet Town Road, Violet Town VIC 3669	\$120,000
V2025-017	Development of land for an agricultural shed	1578 Pranjip Road, Pranjip VIC 3666	\$8,074
V2025-019	Buildings and Works (Domestic services normal to a dwelling)	440 Harry's Creek Road Violet Town VIC 3669	\$64,127
V2025-018	Removal of Native Vegetation	21 Holland Street Euroa VIC 3666	\$5,000
V2025-020	Development of land for the construction of a swimming pool	332 Boundary Hill Road Boho South VIC 3669	\$60,000
V2025-021	Development of land for a two (2) lot subdivision	57 Anderson Street, Avenel VIC 3664	\$0

V2025-022	Two (2) lot subdivision; Removal of native vegetation	2 Church Street Nagambie VIC 3608	\$30,000
V2025-023	Removal of native vegetation	31 Gobur Street, Euroa VIC 3666	\$2,000

Attachment 2: Planning Applications Determined Report Q4 2025

Date of Decision	Application No	Property	Description	Decision	Cost of Development
21-10-2025	P2025-033	Old Gooram Lane, Gooram VIC 3666	Use of the land for materials recycling (concrete, bricks, roof tiles, road profilings)	Complete Approved	\$0.00
31-10-2025	P2025-060	5 Odea's Road Wahring, VIC 3608	Use and development of land for a Gyroplane Demonstration and Training Facility (hangar, airstrip); Use and development of land for a dwelling; Two lot subdivision (dwelling excision)	Complete Approved	\$550,000
22-10-2025	V2025-019	440 Harry's Creek Road, Violet Town VIC 3669	Buildings and Works (Domestic services normal to a dwelling)	Complete Approved	\$64,127
05-11-2025	P2024-114	4 Mernda Avenue, Euroa VIC 3666	Development of land for a dwelling and two lot subdivision	Complete Approved	\$395,000
20-10-2025	P2020-056-1	20-24 Vale Street, Nagambie VIC 3608	Staged sixteen (16) Lot Subdivision; Amend permit conditions to reflect the staging; Amend the plans for endorsement	Complete Approved	\$0
12-12-2025	P2025-066	Lot 5/106 Horseshoe Bend Lane, Euroa VIC 3666	Development of land for a dwelling and swimming pool	Complete Approved	\$1,500,000
08-12-2025	P2025-072	8 McLeod Street Kirwans Bridge, VIC 3608	Use and development of land for a jetty	Complete Approved	\$34,000
10-10-2025	V2025-017	1578 Pranjip Road, Pranjip VIC 3666	Development of land for an agricultural shed	Complete Approved	\$8,074
21-11-2025	V2025-022	2 Church Street, Nagambie VIC 3608	Two (2) lot subdivision; Removal of native vegetation	Complete Approved	\$30,000
21-10-2025	P2025-067	3-9 Kirkland Avenue, Euroa VIC 3666	Development of land for re subdivision into 2 lots	Complete Approved	\$0
10-11-2025	V2025-018	21 Holland Street, Euroa VIC 3666	Removal of Native Vegetation	Complete Approved	\$5,000

19-12-2025	V2025-023	31 Gobur Street, Euroa VIC 3666	Removal of native vegetation	Complete Approved	\$2,000
10-10-2025	P2025-053	15 Gobur Street, Euroa VIC 3666	Development of land for a two (2) lot subdivision	Complete Approved	\$0
05-11-2025	P2025-065	665 Creightons Creek Road, Creightons Creek VIC 3666	Development of land for a dwelling and swimming pool	Complete Approved	\$1,400,000
17-10-2025	P2025-064	22 Church Street Nagambie VIC 3608	Alterations and additions to existing aged care facility	Complete Approved	\$1,008,474
28-11-2025	P2025-071	20-22 Burns Avenue Euroa VIC 3666	Variation of an easement	Complete Approved	\$0
03-11-2025	P2023-074-1	11-25 Church Street Nagambie VIC 3608	Use and Development for a Kindergarten; Display of Business Identification Signage; and Reduction in Car Parking	Complete Approved	\$2,000,000
10-12-2025	P2025-078	27-31 Tarcombe Street, Euroa VIC 3666	Buildings and Works associated with an Existing Service Station	Complete Withdrawn	\$60,000
07-11-2025	V2025-020	332 Boundary Hill Road Boho South VIC 3669	Development of land for the construction of a swimming pool	Complete Approved	\$60,000
12-11-2025	V2025-021	57 Anderson Street, Avenel 3664	Development of land for a two (2) lot subdivision	Complete Approved	\$0

OFFICIAL

Summary

1 October 2025 to 31 December 2025

Planning permits summary helps identify trends in planning permit applications. This helps to support improvements to the planning system, understand reasons for permit workload volumes in council areas, compare data across Victoria and give councils helpful information for managing resources.

Hide filters ↑

<input checked="" type="radio"/> Calendar Year	Year	Quarter	Month
<input type="radio"/> Financial Year	2025	Q4	(All)
Region		Planning Scheme	
Regional		Strathbogie	
Category		Application Type	
(All)		(All)	
Current Land Use		Proposed Land Use	
(All)		(All)	

Number of applications



Applications received

The number of applications received. This gives an indication of the pipeline of Planning applications and workload for responsible authorities (RA) along with supporting a comparison to the number determined or approved. This has been broken down into application type to demonstrate the proportion of new applications compared to amendments.

35

Final outcome

The number of applications completed which includes outcomes from either the RA or through appeal where relevant, final outcomes are either 'Permit issued' or 'No permit issued'. Tracking the number of permits issued helps predict industry activity and potential impact to the economy. Other key stats below including 'Estimated cost of works', 'New dwellings' and 'New lots' all display statistics where the final outcome is permit issued

20

Final Outcome

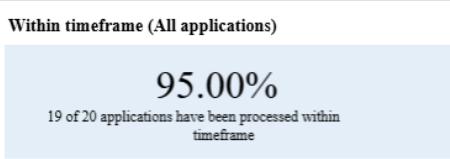
	Amount
Permit issued	18
No permit issued	2

Permit issued

	Amount
New application	16
Amended permit application	2

OFFICIAL

Processing timeframes



Processing days to responsible authority (RA) outcome

All applications
Average: 49.65 days
Median: 38.5 days

Standard Application
Average: 71.15 days
Median: 62.0 days

VicSmart Application
Average: 9.71 days
Median: 7.0 days

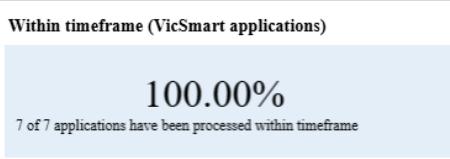


Processing days to final outcome

All applications
Average: 49.65 days
Median: 38.5 days

Standard Application
Average: 71.15 days
Median: 62.00 days

VicSmart Application
Average: 9.71 days
Median: 7.00 days



Cost estimates for works

Estimated cost of works for permits issued
Indicates the total estimated value of development indicated by approved planning permits issued. This supports insight into the potential economic benefit from approved applications.

\$7M

Avg. estimated cost of works for permits
Avg. estimated cost of works for permits issued shows the average estimated cost of works for permits issued.

\$353K

Estimated dwellings and subdivisions

Dwellings
The total dwellings where application category is 'Multi-dwelling' or 'Single dwelling' and with Final Outcome of 'Permit issued'.

2

Subdivisions
Application Category is 'Subdivision of land' or 'Consolidation' with Final Outcome of 'Permit issued'

0

Appeal Logged & Outcome

Appeals lodged

Last update date: 24-Dec-2025

Appeal RA outcome

 View on Tableau Public



11.2 Community

11.2.1 Variations and Grants Approved Under CEO Delegation December 2025 and January 2026

AUTHOR Manager Community and Culture

RESPONSIBLE DIRECTOR Director Community and Planning

EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of community grants or variations approved under delegation by the Chief Executive Officer or relevant Director, as per Council's Community Funding Model, for the period 1 December 2025 and 31 January 2026.

The 2025-2026 Community Funding Model and associated Grant Guidelines provides authorisation for the Chief Executive Officer to determine and award Community Grants and Event Grants under delegation, following a robust eligibility and assessment process, and subject to budget availability.

Variations to Community Grants and Event Grants can also be approved via the Chief Executive Officer and/or the Director Community and Planning.

This report provides transparency to the community for decisions being made under delegation relating to the Community Funding Model 2025-2026.

RECOMMENDATION

That Council:

1. Note that there was one quick response grant awarded to the total value of \$987 by the Chief Executive Officer between 1 December 2025 to 31 January 2026.
2. Note that there was one event grant awarded to the total value of \$4,500 by the Chief Executive Officer between 1 December 2025 to 31 January 2026.

PURPOSE AND BACKGROUND

The purpose of this report is to inform Council and the community of community grants or variations approved under delegation by the Chief Executive Officer or relevant Director, as per Council's Community Funding Model, for the period 1 December 2025 and 31 January 2026.

ISSUES, OPTIONS AND DISCUSSION

In line with Council's approach to transparency and good governance, the grants and variations awarded under delegation report will be tabled for information purposes at each Council Meeting where there has been variations or grants awarded under delegation during the reporting period.

This report details any grant variations approved, or grants awarded under delegated authority by the Chief Executive Officer or grant variations approved by the Director Community and

Planning, within their approved financial threshold and in line with Council's 2025-26 Community Funding Model.

Grants Awarded Under Delegation

Grant	Applicant	Project	Brief Description	Amount
Quick Response	Tablelands Community Centre	Table and chairs renewal	To fund the purchase of table and chairs for the use of the Community centre and hirers to support projects and programs.	\$987
Event Grant	Euroa Chamber of Business and Commerce	Twilight Shop Local Christmas Event	To support the delivery of the event including traffic management, and equipment hire for enabling infrastructure.	\$4500
TOTAL				\$5,487

In line with the Community Funding Model and Grant Guidelines 2025-26, these applications were reviewed for eligibility and assessed via a comprehensive assessment process providing a recommendation to the Chief Executive Officer, to then determine grant outcomes and recipients.

Applications for the 2025-2026 Quick Response Grants opened on the 1 July 2025 and remain open until 31 May 2026 or until such time as funds are exhausted.

Following the award of the quick response grant, the remaining funds in the Quick Response Grant budget is \$4,040.

Applications for the 2025-2026 Event Grants opened on the 1 June 2025 and are open until 1 June 2026 or until such time as funds are exhausted. Quick Response Grants opened on the 1 July 2025 and remain open until 31 May 2026 or until such time as funds are exhausted.

Following the award of this event grant, the remaining funds in the Event Grant Budget is \$16,821.

Variations Awarded under delegation

Nil.

COMMUNITY ENGAGEMENT

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following key strategic objectives and or actions in the 2025-29 Council Plan:

Objective One: Connect
Objective Two: Sustain

Objective Three: Deliver**Regional, State and National Plans, Policies and Legislation**

- Community Funding Model and Grant Guidelines 2025-26
- Council Plan 2025-29

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Lack of transparency with community	Unlikely	Moderate	Low	Regular reporting to Council and the community on grants awarded under delegation
Without grants being awarded under delegation, delays are caused, resulting in community not being able to deliver projects in a timely manner	Possible	Moderate	Low	Delegations in place and regular reporting to Council and the community on grants and variations awarded under delegation.

LEGAL CONSIDERATIONS

There are no significant legal considerations associated with this report.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community, this report is presented to a public Council meeting.

FINANCIAL VIABILITY CONSIDERATIONS

The Grants awarded were within the total budget allocation of \$10,000 for Quick Response Grants, contained in the Council's Budget 2025-2026, and were awarded within the relevant financial delegations.

SUSTAINABILITY CONSIDERATIONS**Economic**

Community Funding supports economic growth across the Shire. Local businesses benefit from an increased visitor economy with projects and events assisting in an increase in visitors

as well as an increase in the average length of stay of those visitors. Applicants are also encouraged to buy from local suppliers where possible.

Social

The Community Funding Model encourages projects and events that demonstrate significant social benefits, that will support building a vibrant, inclusive and connected community.

Environmental

Environmental sustainability is promoted at various stages of the grants process. Impacts of projects and events on the natural environment will be assessed in the assessment process and mitigation strategies included in funding agreements.

Climate Change

Community Grant and Event Grant applications must also consider climate change including minimising waste going to landfill and ensure that their project or event is minimising harmful impacts on our natural environment. Event Grant recipients must complete a Waste Wise Plan.

INNOVATION AND CONTINUOUS IMPROVEMENT

The change to award all grants under CEO delegation in the 2025-2026 community funding model demonstrates a continuous improvement approach streamlining the process for applicants, reducing administration time and incorporating the findings from the VAGO Fraud Control over Local Government Grants Report 2022.

COLLABORATION

No formal collaboration was undertaken in the production of this report.

HUMAN RIGHTS CONSIDERATIONS

There are no significant implications for human rights arising from this report.

CONCLUSION

It is important that decisions and actions taken under delegation be properly documented and transparent. This report advises Council of any grants or variations awarded under Chief Executive Officer or Director delegation as per Council's Community Funding Model and Grant Guidelines 2025-26.

There was one quick response grant, and one event grant awarded under CEO delegation during the reporting period from 1 December 2025 and 31 January 2026.

ATTACHMENTS

Nil

11.3 Infrastructure

11.3.1 Quarterly Report - Capital Works

AUTHORS Projects Coordinator
Manager Capital Infrastructure and Strategic Projects

RESPONSIBLE DIRECTOR Director Sustainable Infrastructure

EXECUTIVE SUMMARY

Note: All amounts mentioned within this report are exclusive of GST.

Council adopted the 2025-26 Capital Works Budget at the Council Meeting held on 17 June 2025. The approved program represents a total investment of \$14.291 million. This includes \$3.596 million in carried-forward financial commitments from 2024-25 financial year capital projects that are not completed.

The Capital Works Program is structured across three key categories:

Category	25-26 Budget (\$'1000)	Carried Forward (\$'1000)	Total Adopted (\$'1000)
Property	1,710	175	1,885
Plant and Equipment	1,420	600	2,020
Infrastructure	7,565	2,821	10,386
Total	10,695	3,596	14,291

This report provides an update on the status of the Capital Program as of 31 December 2025.

Throughout the first and second quarters of the 2025-26 financial year, several adjustments were identified because of tender awards, contract finalisations, and scope refinements that will be reflected as revised forecasts for applicable projects. These variations, along with additional carry-forward allocations from the end of the 2024-25 financial year (after the budget was displayed), have been further reviewed during the mid-year budget process in the second quarter of 2025-26.

The recommendations provided on first quarterly capital report have been adopted and officers have taken necessary steps to progress related works.

Council officers have also evaluated opportunities to introduce additional infrastructure and facility projects within the 2025-26 program, using savings identified from existing allocations which are further explained within this report.

RECOMMENDATION

That Council:

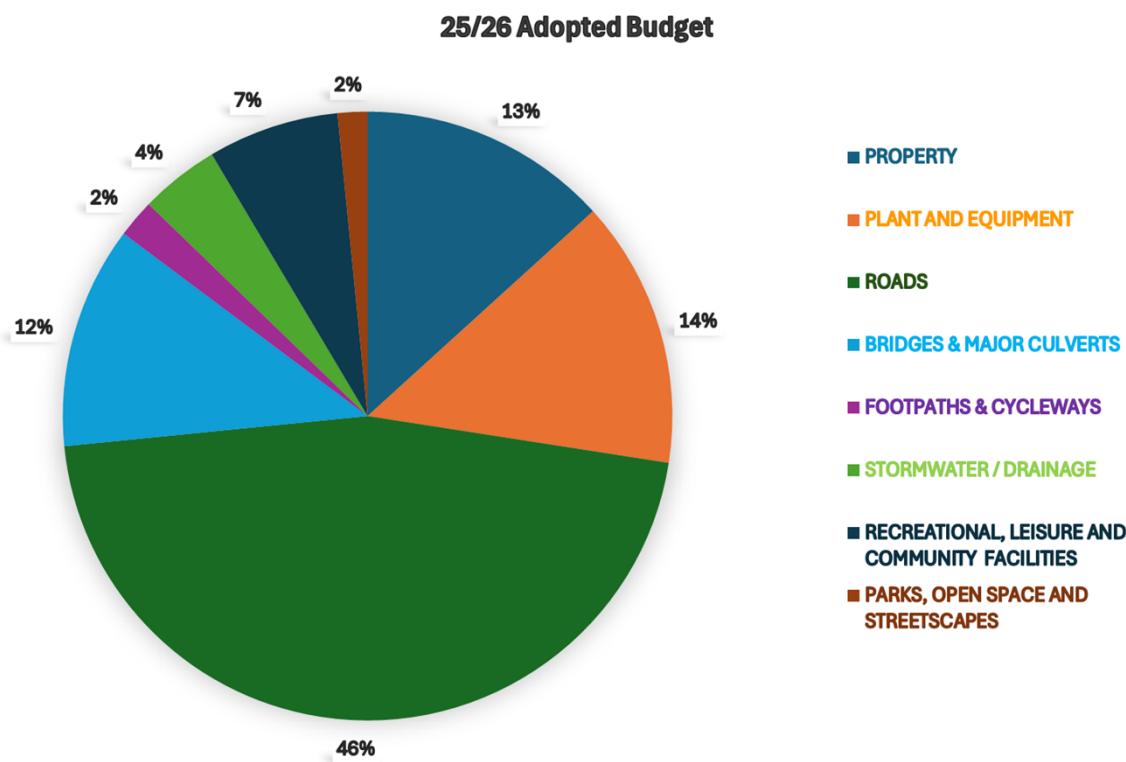
1. Note the status of the Capital Works Program for the period to 31 December 2025.
2. Approve the changes to the budget allocation for each of Councils Capital Works Programs for 2025-2026, as set out within Attachment 2 to this report

3. Approve the conditional re-allocation of \$1 million from deferred projects and other savings as Council's contribution to the Kirwans Bridge Rectification Grant application, noting that this allocation will only be committed if the grant application is successful and will otherwise remain available for other Council priorities.

PURPOSE AND BACKGROUND

The Council's Capital Works Program provides a structured approach to planning, funding, and delivering priority infrastructure, property, and equipment projects across the municipality. The program supports the Council's strategic objectives, ensures ongoing maintenance and renewal of assets, and addresses emerging community needs.

The 2025-26 Capital Works Budget was adopted by the Council on 17 June 2025, establishing the approved investment levels and project allocations for the year, and reflected year one of the Financial Plan 2025-35 and Asset Plan 2025-2035. The program incorporates both new initiatives and carry-forward projects from the 2024-25 financial year (that were known when the draft budget was finalised in April 2025). The figure below shows the breakdown of adopted budget breakdown into major budget categories.



Since adoption, project scopes, tender outcomes, grant application outcomes, and funding allocations have been reviewed to ensure effective delivery and alignment with Council priorities. This report provides an update on the status of projects at the end of the second quarter, of the 2025-26 financial year.

Through the management of Council Capital Works Program, it is not uncommon that situations occur that require a review of the scope of a project that can have an impact on the ability to deliver within the available budget.

There will also be instances where a project may be delivered for less than the available budget. In some cases, it may be necessary to defer a project and provide a more detailed review of the objectives and intent of the project.

Further to the previous quarterly report, this report will inform Council of any changes required to the scope or the budget of projects and programs and seek Council's approval for any recommended changes to the overarching Capital Works Program.

ISSUES, OPTIONS AND DISCUSSION

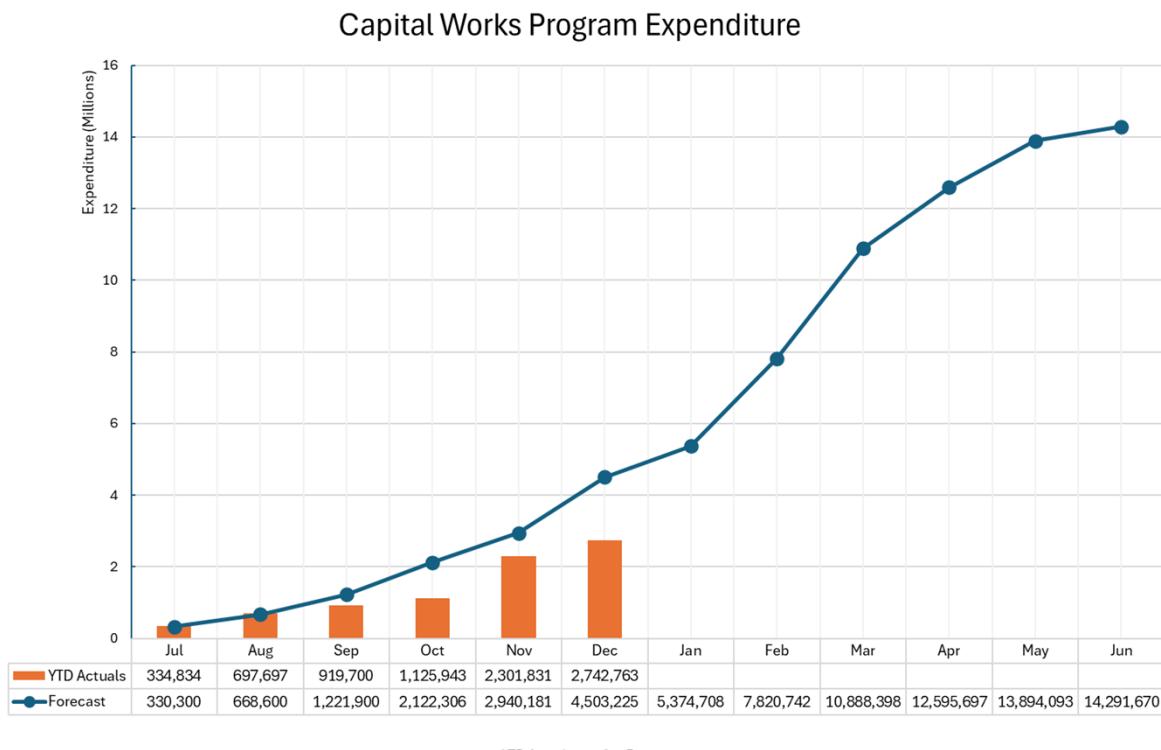
This section explains the status of the 2025-26 Capital Works Program as of 31 December 2025, highlighting key achievements, issues, opportunities, and further considerations.

Capital Works Update October – December 2025

- Surfacing around new concrete pads at Caravan Park are completed
- Essential Safety Measures for four kindergartens are underway, where the majority of the Priority One works are now completed
- Chinaman's Bridge demolition – ongoing preparation of documentation for Heritage Victoria as per the permit conditions, Council identified potential contractors for the demolition works through an Expression of Interest process – preparation of formal tender underway
- Nagambie Splash Park resurfacing completed in November 2025
- Gravel road resheeting works in progress:
 - Sargoods Road, Gooram works completed
 - Church Lane, Gooram works completed
 - Longwood Mansfield Road, Longwood works ongoing
- Footpath work completed:
 - Bury Street, Euroa (Kirkland Avenue to Binney Street)
 - Scott Street, Euroa (Beaton Street to Garrett Street)
 - Vickers Road, Nagambie (Blayney Lane to High Street)
 - High Street, Nagambie (opposite Vickers Road to Myola Crescent)
- Contracts Awarded:
 - 2025-26 Roads Reseal Program
 - 2025-26 Road Rehabilitation Program
 - Paget Road, Baddaginnie - major culvert remediation
 - Valentines Lane - Avenel, drainage rectification
 - Killeens Hill, Gooram - culvert and slip repair
 - Transport Accident Commission road safety upgrades (Euroa Strathboogie Road, Harrys Creek Road and Longwood Ruffy Road)
 - Footpaths:
 - Euroa Frost Street Footpath Stage 1 – Railway Precinct
 - Mansfield Road, Euroa (Kennedy Street to Boundary Road)
 - Tarcombe Street, Euroa (41m at No. 25)
 - Queen Street, Avenel (74m at No. 13 – No. 9)
- Committed projects from last financial year (2024-25):
 - Nagambie streetscape design works in progress

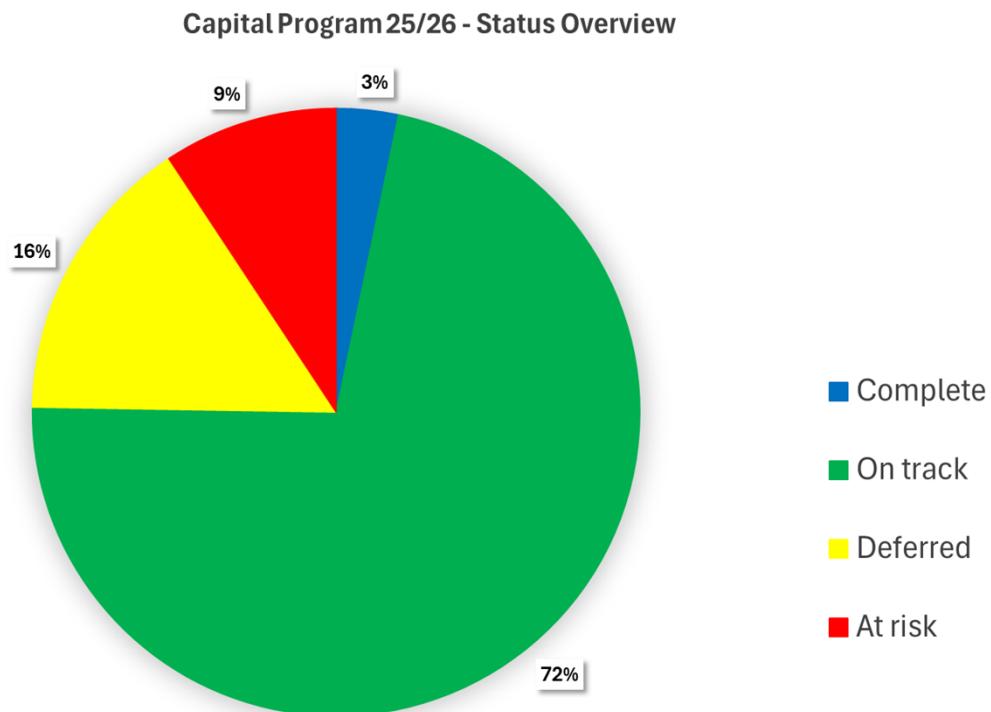
- Pitch my project – Strathbogie Shire Art Trail - Platypus sculpture at Euroa Sevens Creek Park progressing anticipate completion at the end of April 2026
- Pitch My Project – Strathbogie walking path detailed design under review
- Draft Storm Water Strategy currently under review
- Harry's Creek Road Land Slip detail design completed
- Additionally, the following projects related to plant and equipment are in progress:
 - Plant and fleet delivered
 - New Motor Grader
 - New Mower
 - Plant and fleet on order
 - Ranger Vehicle with animal loading platform
 - Mower with catcher
 - Plant and fleet procurement in process
 - Two Trucks
 - One Tipper
 - One Ute – operations
 - Hardware replacement program – replace IT hardware as required basis
 - CODI – Lower North East Regional Council Collaboration Digital Transformation project – New customer relationship management and finance management systems implemented

The following graph shows Capital Works Program expenditure against the budget for the by the end of second Quarter 2025–26.



A more detailed project status report is attached to this report as Attachment 1 - Capital Works Status Report – December 2025.

The graph below shows the overall project status summary representing all capital works (including through to 31 December 2025).



The majority of projects (72%) are progressing in accordance with planned timelines and are anticipated to be completed within the current financial year.

The 9% of projects identified as at risk relate to the Chinaman's Bridge Demolition Project.

External consultants are preparing reports to address evolving requirements to comply with Heritage Victoria permit conditions. Initial cost estimates indicate the project is significantly over budget, creating a requirement for additional funding. An Expression of Interest process has identified potential contractors, with a formal tender planned for February. The primary risk remains budget adequacy.

The remaining projects (16%) have been deferred to allow adequate time for the completion of supporting studies and investigations necessary to determine the feasibility and most appropriate delivery approach for these initiatives.

Completed project percentage increased progressively, where it is at 3% by the end of the second quarter.

As previously reported, if it is determined that the projects identified either as deferred or at risk will not be delivered within the financial year 2025-2026, alternate projects will be brought forward to Council for consideration as forecast adjustments to maximise the delivery of Council's Capital works Program. Identified major changes within the second quarter are listed in Attachment 2 to this report.

Actual expenditure at the end of the second quarter remains below the budget forecast. This variance reflects the continued focus on project scoping, design development, statutory approvals, and procurement activities, which typically incur lower levels of expenditure. Construction and physical delivery are commencing across a number of projects within the next quarter, and expenditure is expected to increase progressively in subsequent quarters as works advance.

The recent fire event has introduced risks that may affect the delivery of the Capital Works Program in the short to medium term. Key impacts include increased demand for contractors and materials, and access constraints to affected sites, which may delay project delivery. In addition, the fire has heightened health and safety risks and may require additional approvals and stakeholder engagement.

Council is seeking grant funding under the Safer Local Roads and Infrastructure Program (SLRIP) to undertake rectification works on Kirwans Bridge. The total estimated project cost is \$6 million, with the proposed works restoring the bridge to a feasible load limit with available budget. To secure the grant funding of \$5 million, Council is required to provide a co-contribution of \$1 million.

Note that the \$1 million allocation is conditional: it will only be committed if the grant application is successful. If the grant is not awarded, these funds will remain available for other Council priorities.

Capital Works Program Adjustments Summary

There are additional adjustments recommended to the funding allocations and forecast adjustments for Council's 2025-2026 Capital Works Program. These recommended adjustments are outlined below, and further detail is provided in Attachment 2 to this report.

- The unallocated \$127K Road to Recovery funding to be allocated for McDonalds Road, Nagambie rehabilitation of 1km length (ref. previous quarterly report) – currently geotechnical investigations underway to determine the appropriate treatment. This is a substantially damaged road with high use of heavy vehicles and heavy farm machinery. Further \$180K from reseal savings to be reallocated for this work to cater estimated \$307K.
- The previous report proposed that savings of \$723,000 from the Reseal Program be allocated to the next tranche of identified sealed roads requiring renewal. However, given the critical need to upgrade the gravel road network, particularly in light of the recent fire event, it is recommended that \$500K of these funds be reallocated to resheeting additional lengths of deteriorated gravel roads that are currently in poor condition.
- Other minor adjustments reflecting the contract awards, commitments and savings will be reported through mid-year budget council report.

COMMUNITY ENGAGEMENT

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of

our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

RISK CONSIDERATIONS

The 2025-26 Capital Works Program includes several major projects that are predominantly funded through State and Federal Government grants. This reliance on external funding, together with the recent loss of one major grant, introduces risks to program delivery, timing, and scope.

Program delivery is also dependent on approvals from external authorities including the Department of Transport and Planning, Goulburn-Murray Water, Goulburn Valley Water, Taungurung Land and Waters Council, and the Goulburn Broken Catchment Management Authority, as well as planning permits. Delays in obtaining these approvals can adversely affect project schedules.

Internal resource constraints within the Council's project delivery team and supporting departments further increase the risk of delays or reduced program efficiency.

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Loss or withdrawal of external grant funding	Possible	Major	High	Maintain engagement with funding agencies; explore alternative funding sources; adjust project scope or sequencing where required.
Delays in project delivery due to grant funding approval processes	Probable	Moderate	High	Monitor funding milestones; align project schedules with approval timelines; maintain readiness for early mobilization.
Delays in obtaining approvals from external agencies or planning permits	Probable	Major	High	Engage early with relevant agencies; track approval progress; sequence works to commence where approvals are in place.
Cost escalation affecting project affordability and scope	Possible	Major	High	Include contingencies in budgets; regularly review costs; pursue additional funding if required.
Resource constraints within Council project teams and departments	Probable	Moderate	High	Prioritise workloads; allocate additional resources or external support; strengthen cross-departmental coordination.
Inability to deliver the full program due to	Possible	Moderate	Medium	Stagger project delivery; prioritise shovel-ready works; actively engage

market capacity or procurement delays				contractors and suppliers.
Community or stakeholder concern from delays, scope changes, or funding/approval issues	Possible	Moderate	Medium	Implement a clear communication strategy to update stakeholders on project progress, funding, and approvals.
Fire Event related risks				
Damage to existing assets and infrastructure (roads, bridges, culverts, drainage, signage) requiring urgent repair or replacement	Possible	Major	High	Conduct rapid condition assessments; prioritise emergency reinstatement; adjust program to accommodate urgent works
Access restrictions to sites due to fire-damaged roads, debris, or safety exclusions	Possible	Major	High	Liaise with emergency services; update access plans; reschedule works; implement alternate traffic management plans
Regulatory delays due to emergency management focus or additional approvals required for works in affected areas	Possible	Moderate	Medium-High	Early engagement with regulators
Increased project costs due to inflationary pressures, emergency pricing, and extended delivery	Likely	Major	High	Review budgets; seek additional funding or grants; adjust project scope

LEGAL CONSIDERATIONS

There are no significant legal considerations associated with this report.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

FINANCIAL VIABILITY CONSIDERATIONS

Financial and delivery risks identified in the risk consideration section are closely linked, as funding certainty, resource capacity, and project timing directly influence the long-term viability of the 2025-26 Capital Works Program. The 2025-26 Capital Works Program has been informed and is consistent with the Financial Plan 2025-2035 and Asset Plan 2025-2035.

As of 31 December 2025, actual expenditure remains below the budget forecast. This variance reflects the continued focus on project scoping, design development, statutory approvals, and procurement activities, which typically incur lower levels of expenditure. Construction and physical delivery are commencing across a number of projects, and expenditure is expected to increase progressively in subsequent quarters as works advance.

The financial viability of the program remains strongly influenced by external funding from State and Federal Government grants. While these grants support program delivery, they also create exposure to risks associated with approval of timing, changing funding conditions, and compliance requirements.

Ongoing cost escalation pressures, supply chain constraints, and delays in obtaining approvals from external agencies or through planning processes may further affect project viability and timing. Council officers are continuing to evaluate opportunities to introduce additional infrastructure and facility projects using identified savings within existing allocations.

SUSTAINABILITY CONSIDERATIONS

The 2025-26 Capital Works Program advances Council's sustainability goals by addressing economic, social, environmental, and climate factors. Economically, it supports local jobs and ensures value through strategic infrastructure investment. Socially, it enhances community wellbeing, accessibility, and safety.

Environmentally, projects incorporate sustainable construction, resource efficiency, and protection of natural assets. Climate change resilience is embedded through durable, low-carbon infrastructure and adaptation measures where feasible to do so.

Together, these initiatives ensure the program delivers long-term, balanced benefits for the community and environment.

INNOVATION AND CONTINUOUS IMPROVEMENT

Council is committed to fostering innovation and continuous improvement across its capital program. This includes exploring and adopting new technologies, construction methods, and sustainable materials to enhance project efficiency, reduce environmental impact, and deliver better value to the community.

Lessons learned from completed projects are systematically reviewed and applied to future initiatives, ensuring that Council's approach to planning, procurement, and delivery remains adaptive, forward-looking, and aligned with best practice.

HUMAN RIGHTS CONSIDERATIONS

The recommendation does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

The management and delivery of the Capital Works Program continue to progress in alignment with Council's strategic objectives, with the majority of projects on track for delivery within the current financial year.

While some projects have been affected by external dependencies and required deferrals, these are being actively managed through ongoing planning and stakeholder engagement.

Council officers remain focused on maximising the use of available funding, pursuing emerging grant opportunities, and continuously improving delivery processes to ensure efficient and effective outcomes for the community, and the asset-based services that Council provides to the Strathbogie community and visitors to the region.

Mid-year budget will provide refined project priorities furthermore and confirm the capital program forecasts for the remainder of the 2025-26 financial year.

ATTACHMENTS

1. Attachment 1 - Capital Works Status Report - Dec 2025
2. Attachment 2 - Capital Works Program 2025–2026 Funding Adjustments Summary

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Attachment 1 – Capital Works Status Report – December 2025

	Project	Location	Status	Remarks	Budget (\$)	Forecast Actual at Completion (\$)
Property						
1	Euroa Caravan Park	Euroa	Complete	Concrete Pads and turfing works completed	160,000	132,727
2	Essential Safety works at kindergartens	Euroa, Avenel, Nagambie & Violet Town	On track	Majority of Priority 1 works completed	150,000	150,000
3	Croquet club septic upgrade	Euroa	On track	Procurement in progress	25,000	6,633
4	Air Conditioning to Violet Town Community Hall	Violet Town	On track	Works planned to be completed by end of January	18,000	24,329
5	Ruffy Tablelands Centre Veranda	Ruffy	Complete	Completed	25,000	681
6	Miscellaneous Buildings	Whole Shire			7,000	-
7	Nagambie Library Works	Nagambie	On track	Property owner agreed with the changes in principle – Tender preparation underway	75,000	75,000
New	Euroa Saleyards Truckwash	Euroa	On track	Truckwash new rising main, pumps and associated works underway, aiming completion by end of January	-	180,000
8	Euroa Friendlies Pavillion	Euroa	Deferred	\$1.0M grant unsuccessful, remaining budget of \$450K proposed to be spent on resolving septic issues at Euroa (estimate ~\$200,000) Friendlies Reserve – Council initiated discussions with GVW and ongoing – awaiting GVW response on design parameters. Balance of \$250k to be reallocated to Kirwans Bridge Rectification Council Contribution	1,450,000	200,000
Roads						
9	Gravel Road Re-sheet Program	Whole Shire	On track	Multiple road segments - works commenced and expected to be completed by May, Increased the allocation from R2R funding and reseal savings, focus on completion of works in fire affected areas as a priority (not including damaged roads that can be claimed through Disaster recovery funding)	557,527	1,935,000
10	Road Reseal Program	Whole Shire	On track	Contract awarded – November 2025 Works planned to commence in February and expected completion by March 2026 Surplus funds to be reallocated for additional gravel resheet - prioritize roads within fire affected area	1,301,857	635,950
11	Road Rehabilitation Program	Alexandersons Road Ruffy Terip Road Euroa Strathbogie Road	On track	Contract awarded – November 2025 Works planned to complete in February 2025 – April 2026	900,310	1,290,639
12	Unallocated Road to Recovery funds	Whole Shire	On track	Reallocated to Gravel Resheet Program and Road Rehabilitation Program	1,277,196	-
13	TAC Road safety improvements	Harrys Creek Road Longwood Ruffy Road Euroa Strathbogie Road	On track	Works commencing February planned completion by May	1,967,000	1,296,338
14	Killeens Hill road slip and Culvert repair	Gooram	On track	Contract awarded, works commencing in March DRFA Funded Project planned completion by April		282,636
15	Harrys Creek road slip and culvert repair	Boho	On track	Tender preparation in progress - tender release planned for March		Subject to tender outcome
New	Rehabilitation of 1km at McDonalds Road	Nagambie	On track	Geotech Investigations in progress		307,000
16	Special Charges Scheme/ Road Safety Projects	Nagambie	On track	This allocation will be spent on Nagambie Goulburn Street crossing safety upgrades as per the Road Safety Audit completed	50,000	50,000

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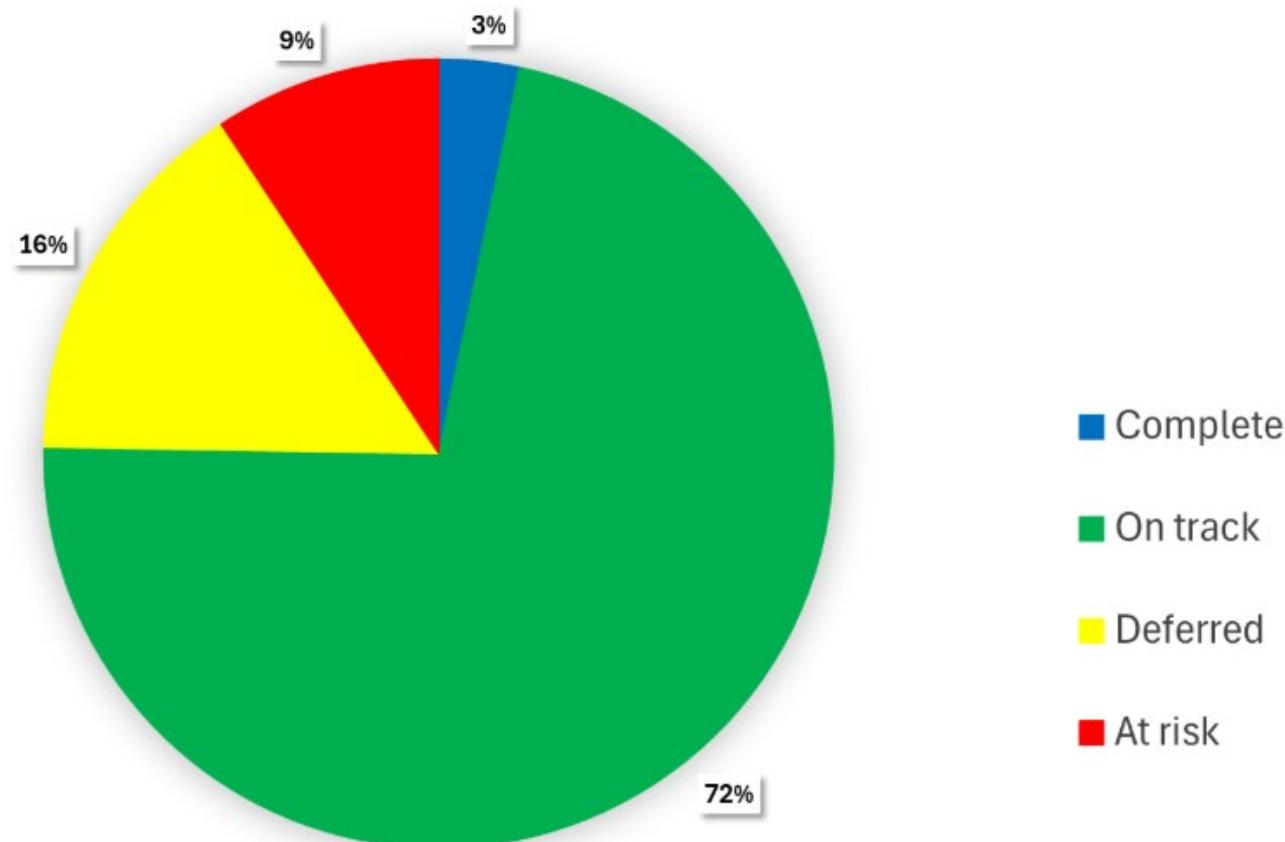
	Project	Location	Status	Remarks	Budget (\$)	Forecast Actual at Completion (\$)
Bridges and Major Culverts					2,023,291	1,330,619
17	Chinamans Bridge demolition	Nagambie	At risk	External consultants are preparing reports to address Heritage Victoria Permit requirements, Initial estimate for the works significantly over budget, flags the requirement of significant additional funding towards the project. Council identified potential contractors through an expression of interest process – Formal tender to be issued (planned February)	1,312,777	Subject to tender outcome
18 A	Paget Road major culvert remediation	Baddaginnie	On track	Contract awarded – works commencing February	292,514	189,076
18 B	Betterment Fund - Tarcombe Road Culvert Replacement	Tarcombe	On track	Tender Preparation underway - expect to release in February	343,000	Subject tender outcome
18 C	Delatite County Road Bridge Replacement	Gooram	On track	Tender Preparation underway - expect to release in February		Subject tender outcome
19	Bridge Condition Inspection	Whole Shire	On Track	Contract awarded – works expected to commence in January	75,000	141,543
New	Kirwans Bridge Rectification Council Contribution	Nagambie	On Track	Council commitment to grant application seeking \$5 million for bridge rectification works. Grant submission due 30 April and outcome expected Allocation of \$460,000 from Nagambie Splashpark Allocation of \$250,000 from Euroa Friendlies Pavillion Allocation of \$290,000 from FY 2026/27 Budget		1,000,000
Footpaths and Cycleways					287,000	499,147
20	Bury Street (Kirkland Ave. to Binney street)	Euroa	Completed	Completed	48,500	26,610
21	Mansfield Road (Anderson Street to Kennedy Street)	Euroa	On track	Contract awarded – works will be completed by end February	66,250	60,068
22	Scott street (Beaton Street to Garrett Street)	Euroa	Completed	Completed	40,500	19,636
23	Vickers Road (Blayney Lane to High Street)	Nagambie	Completed	Completed	56,675	26,182
24	High Street (opposite Vickers Road to Myola Crescent)	Nagambie	Completed	Completed	26,500	14,198
25	High Street (Vickers Road to 215 High Street)	Nagambie	Completed	Completed	48,575	19,528
New	Railway Precinct Footpath works	Euroa	On Track	Stage 1 and 2 of Euroa Pathway Connections contracts awarded. Works will be completed by March. Remaining works to be scoped and tendered, all works to be completed by June		200,000
New	Tarcombe Street (41m at No. 25 – renewal)	Euroa	Completed	Completed		23,405
New	Queen Street (74m at No. 13-9 – Renewal)	Avenel	On track	Contract awarded – works will be completed by mid February		16,470
New	Mansfield Road (430m at No 23-57 – New)	Euroa	On track	Contract awarded – works will be completed by end March		93,050
Stormwater/Drainage					599,100	317,257
26	Valentines Lane – drainage rectification	Avenel	On track	Contract awarded – Works commencing April	120,000	220,237
27	Storm water strategy	Whole Shire	On track	Draft strategy in review	174,100	97,020
28	Drainage Strategy Priorities	Whole Shire	Deferred	On hold – pending storm water strategy	180,000	-
29	Pit and Pipe replacement program	Whole Shire	Deferred	On hold – pending storm water strategy	125,000	-

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	Project	Location	Status	Remarks	Budget (\$)	Forecast Actual at Completion (\$)
Recreational, Leisure and Community Facilities						
					1,035,000	304,172
30	Lions park play space	Euroa	On track	Contract awarded – Community consultation completed – planned commencement February 2026	220,000	241,686
31	Swimming Pool Chlorinators & pump house infrastructure	Selected Pools	Deferred	Pending Condition assessment of current infrastructure	315,000	-
32	Nagambie Splash Park	Nagambie	Completed	Floor rectification completed	500,000	40,000
New	Violet Town Multipurpose Court Repairs and New Root Barriers	Violet Town	On track	Contract awarded - Works will be completed by March		13,127
New	Violet Town Old Netball Court Chain Mesh Fence	Violet Town	On track	Contract awarded - Works will be completed by mid February		9,359
Parks, Open Space and Streetscapes						
					224,106	96,930
33	LED upgrade to Streetlights	Whole Shire	Deferred	On hold – pending options paper from external consultant	50,000	-
34	Town Entry Sign Upgrades	Whole Shire	Deferred	Not proceeding at this stage	39,106	-
35	Sporting Fields and Courts	Euroa and Nagambie	Completed	Completed	60,000	46,930
36	Strathbogie Shire Art Trail	Euroa	On track	Platypus sculpture at Euroa sevens creek park progressing anticipate completion by April	25,000	50,000
37	Strathbogie walking path study	Strathbogie	On track	Detail design review in progress	25,000	-
38	Euroa Branding Project Stage 2	Euroa	Deferred	On hold -Stage 1 community consultation to finalise to commence stage 2	25,000	-
Plant and Equipment						
					2,020,283	2,118,542
39	Plant, equipment and machinery		On track	Procurement underway for new Grader, mowers and replacement of 2 trucks	1,299,000	1,299,000
40	Information Technology		On track	Ongoing asset replacement as needed	271,283	271,283
41	CODI – NERCC Councils IT project		On track	Finance system upgrades implemented	450,000	548,259
Committed projects from last Financial Year (24/25)						
					499,218	
1	Foreshore walk deck replacement	Nagambie	Complete	Completed in July		1,858
2	New female friendly netball changerooms	Longwood	Complete	Completed in August		11,500
3	Septic system upgrade	Longwood Recreation Reserve	Complete	Works completed in September, EPA permit process ongoing		47,030
4	Cowslip Street Streetscape	Violet Town	Complete	Completed in October		256,715
5	Nagambie High Street Streetscape	Nagambie	Deferred	Excessive delays in design process due to addressing evolving requirements from Department of Transportation and Planning		131873
6	Avenel Memorial Hall Generator	Avenel	Complete	Completed in August		5,500
7	Violet Town Recreation Reserve Oval Lighting	Violet Town	Complete	Completed in September		19,757
8	Foot Path - Barnes Street	Euroa	Complete	Completed in July		21,385
9	Foot Path - Templeton Street (Holland to Barnes Streets)	Euroa	Complete	Completed in July		3,600
10	Arboretum Link Study	Euroa	Complete	Designs finalised		-

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Capital Program 25/26 - Status Overview



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Photos from completed works

Nagambie Splash Park new extended flooring

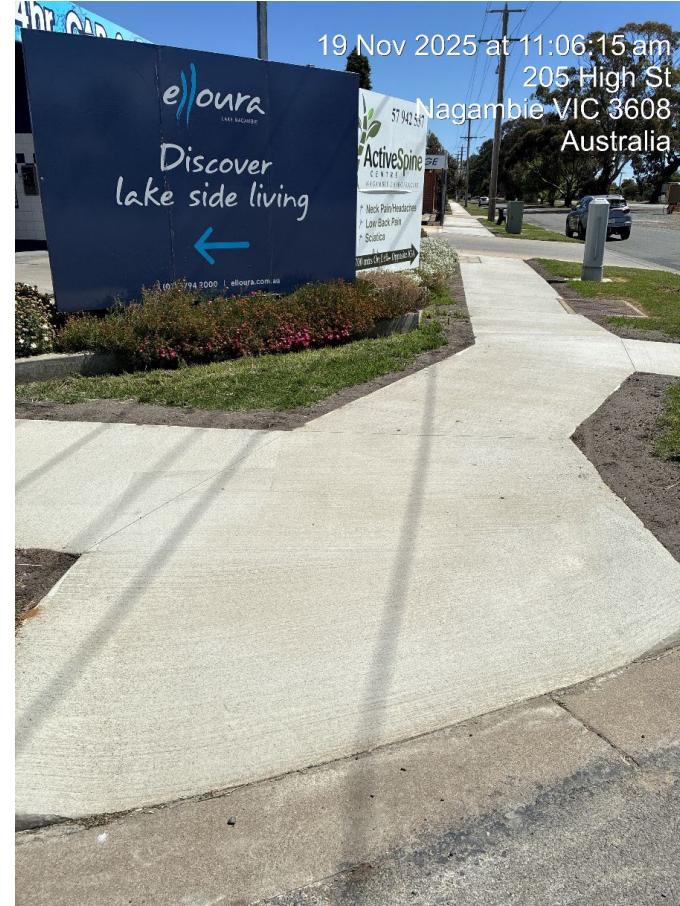
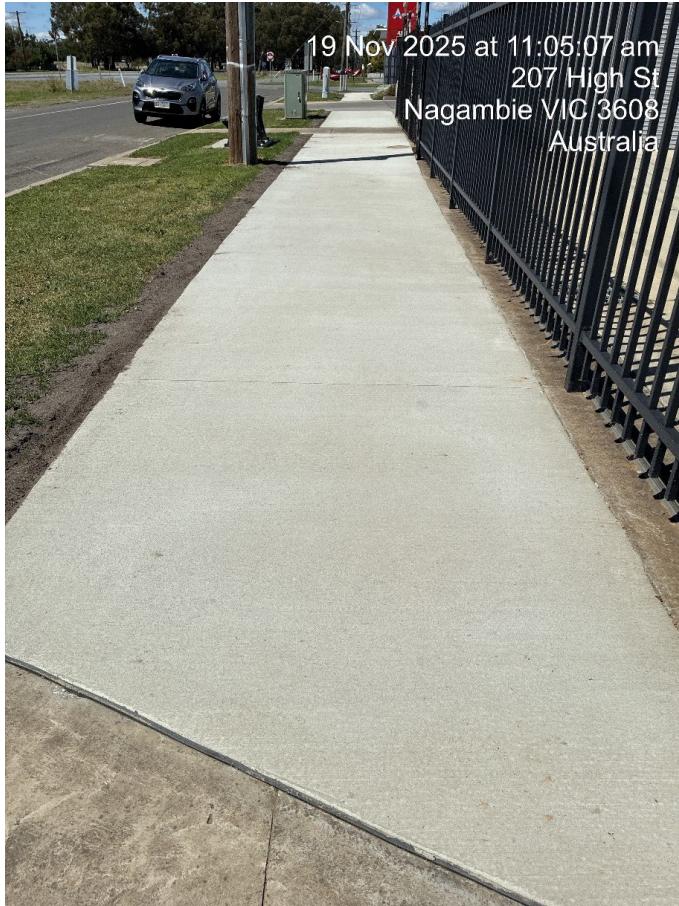


Euroa Saleyards Truck Wash Rising main and pumps



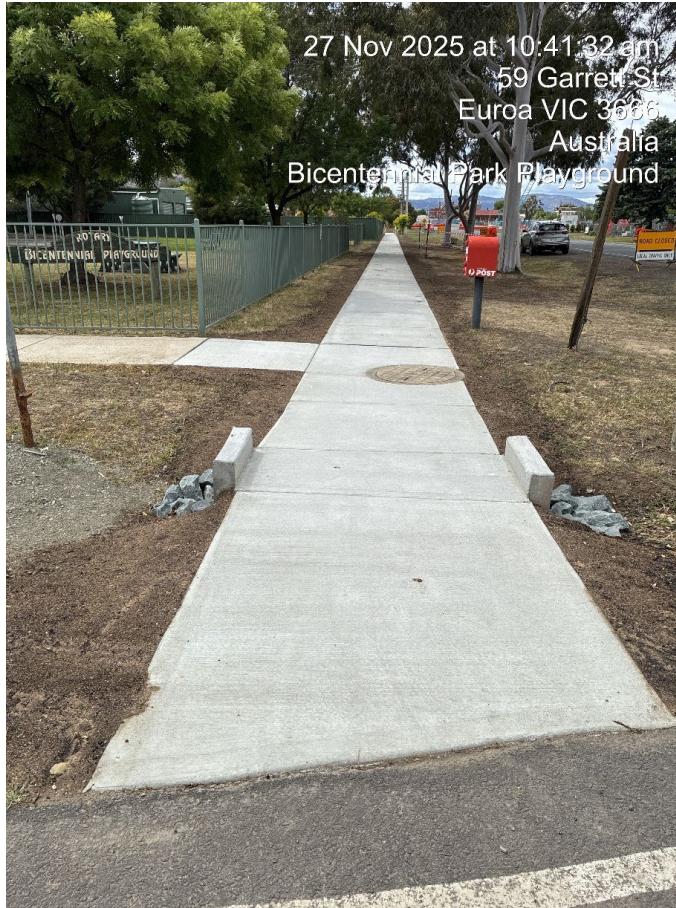
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Footpaths – Nagambie High Street

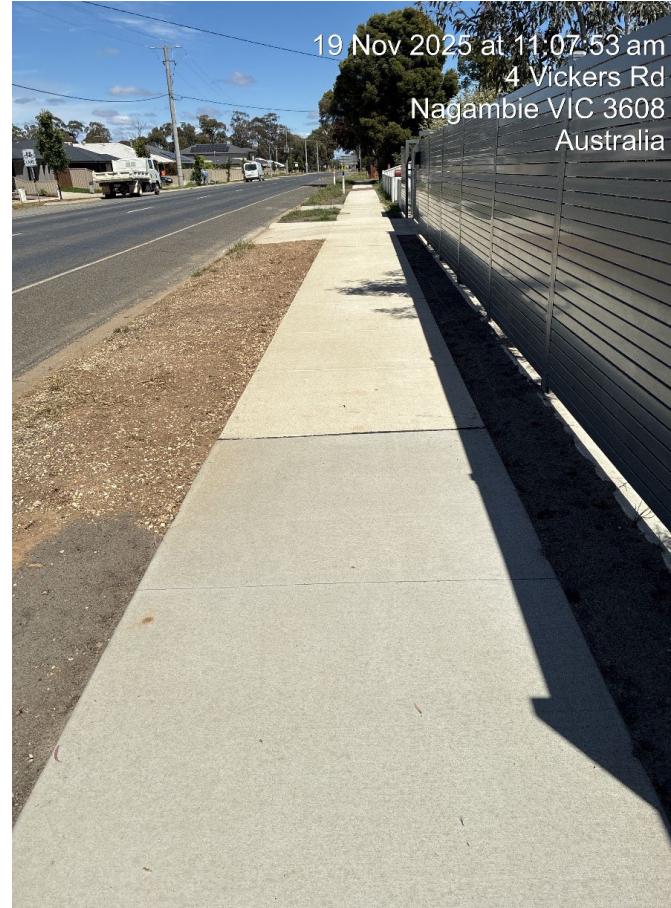


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Footpath – Scott Street Euroa



Footpath – Vickers Road Nagambie



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Gravel Resheet – Sargoods Road



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Attachment 2 – Capital Works Program 2025–2026: Funding/Budget Adjustments Summary – Quarter 2

Funding Source / Project ('000)	Adjustment / Reallocation	Purpose / Project Description	Approved Budget (\$'000)	Forecast Adjustment (\$'000)	Total Forecast Proposed (\$'000)	Notes / Comments
Gravel Resheet	Allocation to Gravel Re-sheets Program	Support ongoing Gravel Road Renewal Program	1,435 (Previous Quarterly Report)	500	1,935	500K from reseal program savings
Road to Recovery (Unallocated – \$127K)	Allocate to rehabilitate 1km of McDonalds Road		-	(127)	-	
Reseal Program Savings (\$723K)	Reallocation of savings	Allocate \$500K for Gravel Resheet, \$180K for McDonalds Road Rehabilitation	1,301	(680)	621	
Rehabilitation of McDonalds Road	New addition (as proposed on previous report)	Rehabilitate the failing sections of McDonalds Road	-	307	307	Utilise remainder of Unallocated Road to recovery funds and savings from Reseal Program

Note: a more detailed fund reallocations will be reported as part of the midyear capital budget.

11.4 Corporate

11.4.1 Final Municipal Monitor Report

AUTHOR Director People and Governance

RESPONSIBLE DIRECTOR Chief Executive Officer

EXECUTIVE SUMMARY

On 4 November 2024, the Minister for Local Government appointed Ms Marg Allan, under Section 179(1) of the *Local Government Act 2020* (the Act) as the Municipal Monitor for Strathbogie Shire Council (the Council) from 6 November 2024 until 6 November 2025. The State Government announced monitors to support good governance as new Councillors entered office and to help prevent the recurrence of issues that led to the Councils dismissal in City of Casey, Whittlesea Council and Strathbogie Shire Council.

The Terms of Reference of the appointment included supporting the Council in its governance responsibilities, and specifically the recruitment processes and working relationship with the Chief Executive Officer, and Asset Management Practices.

Following Monitor Allan's tenure, a report has been provided detailing her findings. In summary Monitor Allan encourages Council to continue to progress Councillor positive work noted in the report specifically around:

- Working to generate reliable information and establish systems for informed asset management decisions
- Consider adopting the Model Governance Rules when they are available
- Continue the good practices that support collaboration between councillors and councillors and the executive team, including regular team development workshops, council meeting evaluations, and Councillor-only time to further develop their competency as a Councillor team
- Follow through implementing the Monitor's advice to undertake training on Working through Complex Community Issues.

The Final Municipal Monitors report is attached to this report.

RECOMMENDATION

That Council:

1. Note the final report from the Municipal Monitor, Ms Marg Allan provided to Strathbogie Shire Council on 10 February 2026 by the Minister for Local Government, The Hon Nick Staikos MP
2. Respond to the Minister for Local Government, The Hon Nick Staikos MP confirming Council's commitment to continue the work outlined
3. Authorise officers to upload the Final Municipal Monitors Report onto Councils website.

PURPOSE AND BACKGROUND

The purpose of this report is for Council to note the final report from the Municipal Monitor, Ms Marg Allan appointed to Strathbogie Shire by the Minister for Local Government in November 2024 and authorise officers to upload the report onto Council's website.

ISSUES, OPTIONS AND DISCUSSION

Prior to the October 2024 local government election, the Strathbogie Shire Council experienced a period of instability.

Janet Dore was appointed as Municipal Monitor for 12 months, commencing 14 September 2021 until 15 September 2022. On 15 May 2023, Peter Stephenson was appointed as Municipal Monitor for a three-month period, following which the Minister suspended all councillors from 6 December 2023 until the general election in October 2024. The Minister appointed Peter Stephenson as Administrator of the Council commencing on 6 December 2023, and he remained as Administrator until 26 October 2024.

An interim Chief Executive Officer was appointed on 4 July 2024 and undertook the role until 2 May 2025, when permanent Chief Executive Officer Rachael Quattrocchi was appointed by Council.

Following the general election in October 2024, elected Councillors came into the role with a strong commitment to delivering good governance and improving the reputation of the Council, following a period of administration.

During the period of her appointment, Ms Allan monitored the following activities (but not limited to):

- Attended weekly Council briefings including Councillor induction sessions
- Attended monthly Council meetings
- Attended an Audit and Risk Committee meeting
- Attended meetings of the CEO Employment and Remuneration Committee
- Face to face meetings with the Mayor, Councillors, Chief Executive Officer, and Executive Leadership Team both collectively and individually.

As summarised within the Monitor Allan's report, the following observations were made:

- Councillors approach to their roles – All councillors came into the role with a strong commitment to delivering good governance and improving the reputation of the Council, following a period of administration.
- Councillors elected a first time councillor to the role of Mayor - Although the Mayor is a first-time councillor, her experience in other government roles greatly contributed to her effectiveness
- Mandatory Training – a comprehensive induction process was prepared aligned with new mandatory requirements, to begin once councillors were elected.
- Appointment of the Chief Executive Officer - the Council commenced the recruitment process of the CEO, led by the Chair and independent member of CEO Employment and Remuneration Committee. The Chair ensured a sound and fair process was followed to appoint Chief Executive Officer Quattrocchi
- Asset Management Practices - The organisation has made progress towards more effective asset management practices
- Governance Rules - The Council's Governance Rules largely meet the requirements of the Council and it is recommended that Council review and consider adopting the Model Governance Rules once they are available

- Practices that support the council working collaboratively and effectively - the Councillors have expressed their commitment to rebuild trust with the community, to listen to and understand concerns, priorities and issues that affect the Shire's residents.

Whilst there are no specific recommendations in the Municipal Monitors report, the Monitor noted work commenced during her appointment that should be continued by the Council. This includes:

- Working to generate reliable information and establish systems for informed asset management decisions
- Consider adopting the Model Governance Rules when they are available
- Continuing the good practices that support collaboration between councillors and councillors and the executive team, including regular team development workshops, council meeting evaluations, and councillor-only time to further develop their competency as a councillor team
- Follow through implementing the Monitor's advice to undertake training on Working Through Complex Community Issues.

In addition, Monitor Allan noted that the Councillors have displayed a genuine willingness to serve, motivated by a desire to enhance opportunities and restore the reputation of the Shire following a challenging period. Their engagement with their roles is evident in their proactive approach to acquiring the knowledge and skills necessary to fulfil their responsibilities as elected representatives.

COMMUNITY ENGAGEMENT

The Minister for Local Government was not required to undertake consultation with either Council or the community in relation to the appointment of a Municipal Monitor nor on the final report.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective One: Connect

We are committed to enhancing access for all residents, promoting healthy living, fostering connections, and providing opportunities to thrive and participate in community life.

Objective Two: Sustain

We aim to collaborate with others to foster a sustainable environment, a thriving economy and resilient communities.

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

Regional, State and National Plans, Policies and Legislation

- *Local Government Act 2020*
- Council Plan 2025-29
- Community Vision 2035

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Poor governance practice and behaviour amongst elected members	Low	Major	Medium	Appointment of a Municipal Monitor for a twelve month period to guide good governance

LEGAL CONSIDERATIONS

The Municipal Monitor is appointed by the Minister of Local Government under section 179 of *the Local Government Act 2020* and the terms of reference for the Monitor must be set out under 180 and 181 of the Act. Under section 179(3), the Monitor must be remunerated by Council as set out by the terms and conditions of employment specified by the Minister.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

FINANCIAL VIABILITY CONSIDERATIONS

The remuneration costs for the Municipal Monitor were met from within existing budget allocations for the 2023-24 and 2025-26 financial years.

In accordance with the terms, the payment to the Municipal Monitor was \$1,335 per day plus expenses, as well as being reimbursed for reasonable out of pocket expenses including travelling, accommodation and meals. Such reimbursements did not exceed the reasonable allowance expense amounts determined by the Commissioner of Taxation for the income year in which the expense is claimed.

INNOVATION AND CONTINUOUS IMPROVEMENT

The benefits and experiences of having a Municipal Monitor have been shared with Local Government Victoria and the local government sector in general. The benefits for ongoing continuous improvement opportunities include:

- Improved governance and decision making
- Expert guidance and advice
- Restoring community confidence

- Early intervention to resolve governance issues
- Support for new Councillors

HUMAN RIGHTS CONSIDERATIONS

The recommendation does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

The appointment of the Municipal Monitor, Ms Marg Allan, was highly beneficial for the elected Council, Council's Executive Team and the community given the positive contribution made by the Monitor to good governance and Council performing its role under the *Local Government Act 2020*.

It is recommended that Council note the Municipal Monitor's final report and that it be made available for the community on Council's website.

ATTACHMENTS

1. 20260217 Strathbogie Shire Council - Final Municipal Monitor Report

Municipal Monitor appointed to

Strathbogie Shire Council

Final Report to the Minister for Local Government

1. Background

1.1 Appointment

On 4 November 2024, the Minister for Local Government appointed me, Marg Allan, under Section 179(1) of the *Local Government Act 2020* (the Act) as the Municipal Monitor for Strathbogie Shire Council (the Council) from 6 November 2024 until 6 November 2025. I have attached my Terms of Reference which outlines what matters the Minister required me to consider during my appointment (Appendix 1). This includes supporting the council in its governance responsibilities, and specifically the recruitment processes and working relationship with the Chief Executive Officer, and Asset Management Practices.

Background to my appointment

My appointment as Municipal Monitor was just prior to the Declaration of the Poll for the Council, on 8 November 2024, following the 2024 general election. This election returned elected representatives to the Shire after a period of administration.

Prior to the 2024 election, the Council experienced a period of instability during which Janet Dore was appointed as Municipal Monitor for 12 months, commencing 14 September 2021 until 15 September 2022. On 15 May 2023, Peter Stephenson was appointed as Municipal Monitor for a three-month period, following which the Minister suspended all councillors from 6 December 2023 until the general election in October 2024. The Minister appointed Peter Stephenson as Administrator of the Council commencing on 6 December 2023, and he remained as Administrator until 26 October 2024.

During Mr Stephenson's appointment, the Chief Executive Officer (CEO) resigned, on 4 July 2024. An interim CEO was subsequently appointed and undertook the role from 15 July 2024 to 2 May 2025. The Interim CEO was in place when my appointment commenced. There had also been

¹ Municipal Monitor appointed to Strathbogie Shire Council

recent instability in the executive role of Director Sustainable Environment with a number of incumbents in that role, over a short period.

1.2 Context for Strathbogie Shire

Strathbogie Shire is a rural municipality with an estimated resident population of 11,739 in 2024. It is located on the traditional lands of the Taungurung and Yorta Yorta people. It comprises three principal settlement centres: Euroa, Nagambie, and Violet Town, as well as several smaller hamlets. The shire is situated along river systems in the Goulburn Valley. The local economy is primarily supported by agriculture, including thriving equine and viticulture industries, as well as tourism. The Hume and Goulburn Valley Freeways traverse the municipality, offering vital road connections to larger settlement centres.

Currently, Inland Rail is undertaking a significant project to increase freight capacity on the Melbourne–Sydney rail corridor. This includes major enhancements to Euroa railway station, benefiting both passenger services and the surrounding urban environment.

The organisation has an Equivalent Full-Time staff of 125.11 at 30 June 2025. In 2024/25 Council operating costs were \$39M and the Capital spend was approx. \$10M.

Monitoring Activities

During the period of my appointment, I attended the majority of weekly Council briefing sessions including all councillor induction sessions, and council meetings. I attended one Audit and Risk committee meeting in person, many of the meetings of the CEO Employment and Remuneration Committee, all meetings of Councillor Only time, and one meeting of the Council Executive Team. I had one meeting with representatives of 883 and Rising, a community advocacy group concerned about the removal of the Frost Street Underpass in Euroa.

I met with the Mayor and CEO (both interim and permanent) together and individually, on a regular basis. I also met with councillors and executive officers individually both at their and my instigation. I worked extensively with the Governance Officer who supports the council.

Many councillors were initially surprised or concerned about my appointment however they soon recognised the monitor's value in supporting their duties. Councillors and officers respected my role and sought advice on a wide range of matters, including areas such as effective decision making, performance, meeting procedures, legislation, strategic focus, and productive relationships.

General Election outcome

On 8 November 2024 the Victorian Electoral Commission officially declared the poll for the Council. The Council is an unsubdivided municipality, with seven councillors elected. Of the seven councillors elected, three had previous experience and four were completely new to the role.

Where the councillors reside is reasonably evenly spread across the municipality, they are also from a mix of professional backgrounds (predominantly the private sector) bringing a range of experiences, knowledge and expertise to the Council.

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The councillors were sworn in on 12 November 2024 and the Mayor was elected on 19 November 2024.

Councillors' approach to the role

All councillors came into the role with a strong commitment to delivering good governance and improving the reputation of the Council, following a period of administration.

Councillors established a vision and a set of values for the councillor team early in their term. The Vision and Values are distinct from those for the broader organisation that are outlined in the Community/Council Plan. The councillors' Vision and Values are displayed in the council chamber and included in the welcome at each Council meeting. These Values promote good governance, ethical conduct, and transparency in decision-making. They were developed during the mandatory induction process with guidance from an external facilitator.

Councillors vision:

We will be a councillor group that delivers valuable outcomes for our community through teamwork characterised by:

- Respectful debate
- Collaboration, and
- The commitment to being inclusive and transparent

Councillor values:

- Respect
- Integrity
- Accountability
- Transparency
- Responsiveness

From the time of their election, Councillors have shown commitment to the role, managing a very high workload, undertaking preparatory reading, attendance in person for weekly briefings and monthly council meetings. Councillors are prepared for meetings and contribute thoughtfully. In addition, they have been attending community events and constituent meetings.

The Mayor

The councillors elected a first time councillor to the role of Mayor. Although the Mayor is a first-time councillor, her experience in other government roles has greatly contributed to her effectiveness.

She is dedicated to building a unified council, proactively resolving issues, strengthening governance and the council's reputation both locally and externally. Her 'open for business' mantra highlights her commitment to promoting the Shire and attracting investment. She has been diligently attending Council and community events. Additionally, she has effectively chaired the Hume Region Local Government Authorities Network.

The Mayor and CEO have a positive and effective working relationship, which is essential for the operation of both the council and the organisation executive teams.

Mandatory induction

The Administrator and Interim CEO prepared a comprehensive induction process aligned with new mandatory requirements, to begin once councillors were elected.

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The staff deserve recognition for designing and delivering the program, which was the most comprehensive induction I have encountered. It provided the Council with a strong foundation. At the same time, the Council chose to bring forward the adoption of all corporate strategic documents to 30 June 2025, while recruiting a CEO, making the workload particularly demanding for new councillors. As a result of the high workload, and extent of new material for Councillors, it is likely that some of the details of the induction may need to be repeated in time. This can be supported through mandatory annual professional development training for councillors.

Appointment of CEO

In January 2025, the Council commenced the recruitment process of the CEO, led by the Chair and independent member of CEO Employment and Remuneration Committee.

The chair ensured a sound and fair process was followed. Her extensive experience of recruiting to senior executives to roles in the past, was particularly valuable in supporting the Council through this process.

Having the independent member as chair was highly beneficial enabling the councillors to focus on the appointment, rather than being concerned with the process. I note the Government has supported in principle Recommendation 34 (b) of the IBAC Sandon report which recommends that it be made mandatory that the independent members be the Chair of this committee.

The CEO recruitment process was managed with integrity and professionalism.

The permanent CEO commenced in the role on 5 May 2025. She is a first time CEO, who has previously held several roles in local government, most recently Director of Infrastructure at a large metropolitan council. She has a background specialising in project management and capital works delivery.

Under the guidance of the Chair of the CEO Employment and Remuneration Committee, Council was diligent and timely in managing the CEO's contract and their expectations for the first 12 months, through the development of Key Performance Indicators.

The councillors and CEO have established a constructive working relationship.

Asset Management Practices

The organisation has made progress towards more effective Asset Management Practices during the time of my appointment. The progress was particularly noticeable following the commencement of the new Director Sustainable Environment in April 2025.

Council owns assets to the value of \$490M. The management of assets is a key responsibility to ensure community facilities are developed and maintained to an appropriate standard.

Historically, Council has had a good understanding of its asset base, with records covering at least 90% of assets. It also has had reasonable policies and procedures in place, however much of this was out of date, and stored on a range of basic data systems which lacked functionality and integration, and therefore difficult to access. I found that asset management data and systems at the Council required updating to progress sound asset management and support confident decision making. While data exists for some asset classes it all required a thorough review.

The system to record maintenance undertaken on assets is strong, utilising a proprietary software system, however again it does not yet integrate with other asset related systems resulting in challenges to make full use of the data.

During the period of my appointment the Council made substantial progress to understand the task required and make plans to implement a robust asset management system. To this end, Council adopted a 10 year Asset Management Plan and updated Road Management Plan, and established various internal working groups to progress the tasks and prepare for implementation of a new asset management system.

Council officers have an agreed program of works including consolidating and verifying asset data across all asset classes; roads, bridges, buildings, open spaces and footpaths. Condition manuals are in the process of being updated. Council has selected new technology which will be introduced early in 2026 to hold all asset data and enable systems integration. The new system will support effective condition data storage, maintenance records, and ultimately improved decision making on investment into asset renewal and ongoing asset management.

The current process reviewing and updating asset data will result in accurate information on asset condition and asset value. This information will inform depreciation levels and assist decision making on asset renewal investment.

I am confident that council officers possess the necessary expertise to establish reliable information and systems for informed asset management decisions.

Governance Rules

The Council's Governance Rules largely meet the requirements of the Council however some clauses are ambiguous, and others would benefit for clarification including:

Hearing of submissions - Currently the Council's Governance Rules provide for verbal submissions to be heard during Council meetings. This includes applicants and objectors to planning applications presenting to Council, immediately prior to the planning application being decided by Council. This arrangement can be problematic for effective decision making and especially for new councillors who do not yet have a full understanding of their role as the Responsible Authority for the Planning Scheme.

On my advice, Council moved the hearing of submissions to one to two weeks prior to the Council meetings. This gives councillors more time to consider the matter and for officers to provide any further information the councillors require.

Model Governance Rules are being developed by Local Government Victoria and had not been released at the time of writing.

I encourage the Council to review and consider adopting the Model Rules once they are available, for a contemporary and unambiguous set of Rules.

Practices that support the Council working collaboratively and effectively

The Councillors have expressed their commitment to rebuild trust with the community, to listen to and understand concerns, priorities and issues that affect the Shire's residents. To achieve this, they recognise the need to work effectively together and that this is essential for Council to perform

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well. Without an effective council team, the opportunities they can realise will be compromised. In recognition of this, Council has introduced a number of practices that support collaboration among the councillors and with the executive team. These include establishing their own Councillor Vision and Values, Council Meeting evaluations, team development workshops, and Councillor Only time.

At a briefing early in their term, Council agreed to undertake an evaluation immediately after council meetings, to reflect on their performance during the council meeting and make suggestions for improvements at future meetings. These sessions were well handled by the Mayor who gave all councillors and executive members the opportunity to comment. It was also an important time for me to provide comments on their performance and provide advice for improvements. Addressing issues collectively may have assisted the absence of cliques or small group conversations that can alienate others.

During my appointment, the Council held three team development sessions. These sessions were effective in increasing councillors' understanding of their roles, developing interpersonal skills and strengthening the relationship with the executive team.

Councillors have used regular 'councillor only' sessions to foster open and collaborative dialogue. These sessions have proven to be beneficial for councillors to have the opportunity to discuss matters together. The Mayor will need to manage these meetings to ensure they continue to unite the council and executive, rather than create division.

Councillors have put in place a practice of continually reviewing their performance through various tools, which is commendable. I encourage the Council to keep a focus on working on effective relationships among themselves and with the executive staff.

Other opportunities

Working at the strategic level

While learning their role, new councillors have been inclined to delve into operational matters. As they increase their understanding of their task as elected representatives, the councillors are placing more attention to matters of policy and strategy. Councillors should keep in mind their role to make effective decisions for their community, and the officers' role to provide the necessary advice. This will assist in strengthening the quality of decision making and the relationship between the council and the executive.

Complex decision making

Council dealt with some more contentious matters during the first 12 months. The reflection practice of the council has been useful for discussion on these matters after the decision. I provided advice to the council to undertake a workshop on 'Working through complex community issues', within three months of the advice on 15 September 2025. The workshop is scheduled for November 2025.

Advocacy

Councillors and the organisation have been working at a pace to progress numerous initiatives including developing an Advocacy Strategy. The adopted Strategy outlines Council's priorities for investment and regulatory change by other levels of government. The Mayor and CEO have been utilising this Strategy to guide advocacy efforts, including meetings with Federal and State politicians. The Advocacy Strategy also provides advice to the community regarding external

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funding priorities. It is important to continue this advocacy and to see other levels of government as strategic partners, to achieve better outcomes for Strathbogie shire.

Reducing statutory obligations, especially reporting, for small councils.

The extent of statutory reporting required of local councils is considerable. This includes Annual Financial Statements, Performance Statements, the suite of corporate strategic documents, Gender Equity reporting and various other plans. Small councils face the same statutory and governance reporting obligations as larger councils. These increase operational costs. For small councils this may require hiring additional staff or reallocating existing resources to meet deadlines. Decision makers in state government should be mindful of increasing reporting demands for small councils; weighing the cost-benefit of any new requirements to these communities.

CONCLUSION

Throughout its inaugural year, the Councillors have dedicated significant effort to gaining a comprehensive understanding of their role. This commitment has extended to fostering effective working relationships with their peers, with the executive team and with external stakeholders, while also establishing the Council's strategic direction for the future. Councillors will need to continue to prioritise focussing on strategic outcomes, maintaining constructive relationships with their peers and the executive team, and thoughtfully considering the advice provided by officers to become a high-functioning governing body.

I encourage the Council to continue to progress their positive work noted in this report, specifically:

- Working to generate reliable information and establish systems for informed asset management decisions
- Consider adopting the Model Governance Rules when they are available
- Continue the good practices that support collaboration between councillors and councillors and the executive team, including of regular team development workshops, council meeting evaluations, and councillor-only time to further develop their competency as a councillor team
- Follow through on implementing my advice to undertake training on Working through Complex Community Issues.

The councillors have displayed a genuine willingness to serve, motivated by a desire to enhance opportunities and restore the reputation of the Shire following a challenging period. Their engagement with their roles is evident in their proactive approach to acquiring the knowledge and skills necessary to fulfil their responsibilities as elected representatives.

The Mayor has approached her role with dedication and enthusiasm, resulting in the Council developing into a cohesive and effective team. Working collaboratively with the CEO, she has led efforts to rebuild the Shire's reputation, both within the local community and externally.

The Executive team has provided unwavering support for the Council. The Interim CEO, successfully guided the organisation through the transition from administration back to elected representation. Since her appointment, the permanent CEO has established a strong working relationship with councillors, especially the Mayor. She is committed to ensuring Council receives sound advice to inform quality decision-making and is focused on developing a capable and stable organisation for the future. In addition, the two long-serving Directors have contributed to stability for staff and continuity for decision-makers during the extended period of change. The Governance

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Team has played a vital role by delivering timely, high-quality governance information to Council, including comprehensive meeting agendas.

The Council has prioritised rebuilding public trust, consistently demonstrating a commitment to fulfilling statutory obligations and delivering effective governance for Strathbogie Shire. Their efforts reflect a strong sense of responsibility and capacity to serve the community.

I extend my sincere thanks to the Strathbogie Shire Mayor and Councillors, CEO, and staff for their cooperation and commitment to good governance throughout my tenure as Municipal Monitor.

In closing, I express my appreciation for the opportunity to undertake the role of Monitor for the Strathbogie Shire Council.

Recommendations

1. That consistent with IBAC's recommendation 34(b) in the Sandon Report, the Minister consider mandating the appropriately experienced independent member on all Councils' CEO Employment and Remuneration Committee hold the position of chair, and
2. That Local Government Victoria consider the impact on small rural councils, with limited resources, when proposing introducing new reporting obligations for local government.

Marg Allan

Municipal Monitor

Strathbogie Shire Council

November 2025

Appendix 1 – Terms of Reference

SCHEDULE 2

TERMS OF REFERENCE OF APPOINTMENT OF THE MUNICIPAL MONITOR TO STRATHBOGIE SHIRE COUNCIL APPOINTED UNDER SECTION 179 OF THE LOCAL GOVERNMENT ACT 2020

Without limiting the Municipal Monitor's functions and powers under sections 180 and 181, respectively, of the Act, the Municipal Monitor is:

1. To monitor the governance processes and practices of the Council, with specific regard to the following matters –
 - a. the Councillors' understanding and performance of their statutory roles and responsibilities, including the adequacy of the Council's Councillor induction training program and professional development training;
 - b. the Council's meeting procedures and decision-making processes, including attendance at briefings and Council meetings, and the adequacy of the Governance Rules;
 - c. the relationships between councillors, including councillor behaviour with respect to the Model Councillor Code of Conduct and processes for resolving disputes between councillors;
 - d. the Council's policies, processes and practices related to the recruitment, appointment, and proposed employment conditions of an ongoing Chief Executive Officer, including the establishment of an effective working relationship between the interim and the ongoing Chief Executive Officer and the councillors;
 - e. the Council's policies and practices that manage the interactions between Councillors and Council staff and contractors, and compliance with those policies and practices;
 - f. the Council's asset management practices, including its ability to meet current and future infrastructure and asset needs of the community;
 - g. any other matters that may affect the Council's ability to effectively perform its functions, including councillor behaviour that is creating a serious risk to health and safety or preventing the Council from performing its functions.
2. To advise, and provide any relevant assistance and support to the Council to ensure good governance, with specific regard to the matters raised in clause 1.
3. To assist the Council to develop an Action Plan and progress updates for any necessary governance improvements, with specific regard to the matters raised in clause 1.
4. To report to the Minister for Local Government, with respect to the matters in clause 1, on:
 - a. any steps or actions taken by the Council to improve its governance and the

OF

11.4.2 Memorandum of Understanding - Strathbogie, Murrindindi, Mansfield and Mitchell Shires 2026 Bushfire Recovery

AUTHOR Director People and Governance

RESPONSIBLE DIRECTOR Chief Executive Officer

EXECUTIVE SUMMARY

The purpose of this draft Memorandum of Understanding (MoU) is to establish a coordinated, collaborative framework for relief, early recovery, long-term recovery, and advocacy arising from the January 2026 Longwood Berrys Lane Fire event.

It is recommended that Council endorse the Memorandum of Understanding – January 2026 Bushfire Relief, Recovery and Advocacy Partnership.

RECOMMENDATION

That Council endorse the Memorandum of Understanding January 2026 Bushfire Relief, Recovery and Advocacy Partnership.

PURPOSE AND BACKGROUND

The Memorandum of Understanding (MoU) is made between:

- Mitchell Shire Council
- Murrindindi Shire Council
- Mansfield Shire Council
- Strathbogie Shire Council

The Councils acknowledge that the January 2026 Longwood Berrys Lane Fire resulted in significant loss and damage across the participating municipalities, with profound and enduring impacts on people, livelihoods, landscapes, infrastructure, and local economies. The consequences of this event will extend over many years, particularly for rural and regional communities where recovery is complex and layered.

The MoU enables the Councils to work together to:

- promote consistent and coordinated and community-centered approaches to relief and recovery
- support a coherent and equitable experience for communities, regardless of municipal boundaries
- share intelligence, data and insights to inform planning and decision-making
- collaborate on resourcing and capability and workforce support where appropriate
- strengthen collective advocacy to State and Commonwealth Governments on shared priorities

COLLABORATION

The MoU promotes collaborative opportunities and good will across the councils including (but not limited to):

- Relief and recovery coordination

- Community experience and communications
- Intelligence and information sharing
- Resourcing and capacity building

ADVOCACY

Joint advocacy is critical for the participating councils following this natural disaster and the MoU provides focus around the following issues:

- Amplifies the message – a united voice carries more weight with state and federal governments than individual councils advocating alone
- Improves access to funding and support – coordinated advocacy strengthens the case for recovery funding, grants, and policy flexibility
- Ensures consistency and fairness – shared positions help avoid gaps or inequities in assistance across affected communities
- Addresses regional impacts – disasters rarely respect municipal boundaries; joint advocacy reflects the true, cross-boundary nature of impacts
- Strengthens credibility – agreed priorities based on shared evidence are more persuasive and defensible
- Supports long-term recovery and resilience – collective advocacy can influence reforms to disaster funding models, infrastructure standards, and resilience planning.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective Two: Sustain

We aim to collaborate with others to foster a sustainable environment, a thriving economy, and resilient communities.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community, this report is presented to a public Council meeting.

FINANCIAL and LEGAL CONSIDERATIONS

This MoU is a statement of shared intent and collaboration. It does not create legal or financial obligations beyond existing legislative, policy, and governance frameworks. Each Council retains its statutory responsibilities, decision-making authority, and autonomy.

HUMAN RIGHTS CONSIDERATIONS

The recommendation does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

The scale and complexity of recovery from the Longwood Berrys Lane Fire will have long-term implications for the financial sustainability of affected councils. A MoU that promotes collaboration, advocacy and shared service opportunities is a positive step towards recovery for the Councils involved in the January 2026 Bushfire Relief, Recovery and Advocacy Partnership.

ATTACHMENTS

1. 20260217 MOU January 2026 Bushfire Relief Recovery and Advocacy Partnership

Staff Only

Memorandum of Understanding January 2026 Bushfire Relief, Recovery and Advocacy Partnership

1. Parties

Mitchell Shire Council

Murrindindi Shire Council

Strathbogie Shire Council

Mansfield Shire Council

(together referred to as the Councils).

This MoU is endorsed by the respective Chief Executive Officers and formally communicated to each Council for organisational awareness and alignment.

2. Purpose

The purpose of this MoU is to establish a coordinated, collaborative framework for relief, early recovery, long-term recovery and advocacy arising from the January 2026 bushfire event.

The MoU enables the Councils to work together to:

- promote consistent and coordinated community-centred approaches to relief and recovery
- support a coherent and equitable experience for communities, regardless of municipal boundaries
- share intelligence, data and insights to inform planning and decision-making
- collaborate on resourcing, capability and workforce support where appropriate
- strengthen collective advocacy to State and Commonwealth Governments on shared priorities

3. Context and Significance

The Councils acknowledge that the January 2026 bushfires resulted in significant loss and damage across the participating municipalities, with enduring impacts on people, livelihoods, infrastructure and local economies.

Staff Only

The scale and complexity of recovery will have long-term implications for the financial sustainability of affected councils.

4. Relief and Recovery Principles

The Councils agree to work together in accordance with shared principles including a human-centred approach, transparency, staff and community safety, and prioritising those most affected.

5. Areas of Collaboration

5.1 Relief and Recovery Coordination

Coordinating relief, early recovery and long-term recovery activities.

Sharing lessons, emerging issues and recovery insights.

5.2 Community Experience and Communications

Promoting consistency in community information and engagement.

Ensuring communications are accessible and inclusive.

5.3 Intelligence and Information Sharing

Sharing relevant data and intelligence to inform planning and advocacy.

5.4 Resourcing and Capability

Exploring inter-council collaboration and resource sharing where appropriate and lawful and consistent with each Council's procurement frameworks, delegations, policies and legislative obligations.

Supporting surge capacity and specialist skills.

Considering shared recruitment or joint procurement subject to agreed governance and approvals.

5.5 Joint Advocacy

Coordinating advocacy to State and Commonwealth Governments.

Ensuring advocacy reflects agreed

regional priorities agreed by all participating CEOs in writing and informed by community need.

6. Scope (New)

This MoU applies only to collaboration arising from the January 2026 bushfire event, including relief, recovery and associated advocacy.

Staff Only

It does not extend to unrelated council business or create binding commitments outside this event.

7. Governance and Operation

The Chief Executive Officers provide executive oversight.

An officer-level coordination group may be established.

Joint public statements or advocacy require prior agreement of all CEOs.

8. Duration and Review

This MoU takes effect upon endorsement and remains in place for the duration of recovery.

The MoU will be reviewed at least every six months, with the first review within six months of endorsement.

9. Status

This MoU is a statement of shared intent and does not create legal or financial obligations.

Nothing prevents a Council from acting independently.

No shared funding, cost-sharing or liabilities are created unless separately agreed in writing.

Where a Council undertakes works on behalf of another Council, the delivering Council may invoice for reasonable costs unless covered by a separate agreement (e.g. Highlands Road works).

Any Council may withdraw from this MoU by providing written notice.

11.4.3 ALGA - Financial Sustainability Inquiry Submission

AUTHORS Director People and Governance and Chief Financial Officer

RESPONSIBLE DIRECTOR Director People and Governance

EXECUTIVE SUMMARY

The Australian Local Government Association (ALGA) invited Councils to contribute submissions to the National Inquiry into Local Government Funding and Fiscal Sustainability.

ALGA's submission will present a united voice for councils, highlighting the need for untied funding for all councils, including through federal Financial Assistance Grants.

The inquiry will examine the financial relationship between local government and other levels of government in Australia, with a particular emphasis on funding mechanisms and fiscal sustainability.

Submissions closed on 3 February 2026.

RECOMMENDATION

That Council:

Note the Strathbogie Shire Council submission to the National Inquiry into Local Government Funding and Fiscal Sustainability.

PURPOSE AND BACKGROUND

The purpose of the report is for Council to note the submission to the National Inquiry into Local Government Funding and Fiscal Sustainability.

ISSUES, OPTIONS AND DISCUSSION

The 2025-26 House of Representatives Standing Committee on Regional Infrastructure and Transport adopted an inquiry into local government funding and fiscal sustainability on 6 November 2025, following a referral from the Minister for Emergency Management, Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain MP.

Key aspects of the inquiry include:

- To examine how funding mechanisms affect service delivery, infrastructure investment, and financial sustainability
- Addressing the decline in Financial Assistance Grants, cost-shifting from other levels of government, and workforce retention
- The inquiry's aim is to provide recommendations for a sustainable funding model, with advocacy for increased untied, formula-based funding to meet community expectations.
- The inquiry, which received an interim report in February 2025, was reinstated in November 2025 for further investigation.

Advocacy

The Australian Local Government Association is advocating for a significant increase in untied funding, noting that many councils are at a "breaking point" due to, in part, a 15-year low in federal taxation revenue.

To address the local government financial sustainability emergency, ALGA is advocating for five new, untied funding streams to be distributed to all councils on a formula basis, including:

- \$1.1 billion per year for enabling infrastructure to unlock housing supply
- \$500 million per year for community infrastructure
- \$600 million per year for safer local roads
- \$900 million per year for increased local government emergency management capability and capacity
- \$400 million per year for climate adaptation.

ALGA is also advocating for permanent, full membership of National Cabinet, the Council on Federal Financial Relations and the Local Government Ministers' Forum to ensure local perspectives are considered in national decision making.

The committee is expected to consider submissions from the previous Parliament alongside new evidence.

COMMUNITY ENGAGEMENT

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective Two: Sustain

We aim to collaborate with others to foster a sustainable environment, a thriving economy, and resilient communities.

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

FINANCIAL VIABILITY CONSIDERATIONS

The Terms of Reference for this Inquiry have a sharper focus on the financial sustainability of local governments, including the interactions between levels of governments, funding sources and the impact and effectiveness of that funding.

COLLABORATION

The Australian Local Government Association (ALGA) invited Councils to contribute submissions to the National Inquiry into Local Government Funding and Fiscal Sustainability so as to advocate at a national level on behalf of all Councils.

HUMAN RIGHTS CONSIDERATIONS

The recommendation does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

Financial sustainability is the biggest challenge facing councils as many councils continue to face growing financial pressure on their budgets. The opportunity to advocate nationally is an important step towards addressing financial sustainability for Councils.

ATTACHMENTS

1. 20260205 Correspondence Financial Sustainability Inquiry Council Submission

OFFICIAL: Sensitive



6 February 2026

Committee Secretary

House of Representatives Standing Committee on Regional Development, Infrastructure and Transport

PO Box 6021, Parliament House

Canberra ACT 2600

Via email: rdit.reps@aph.gov.au

Dear Committee Chair

Strathbogie Shire Council – Submission to the Inquiry into Local Government Funding and Fiscal Sustainability

Council would like to provide the attached submission to the inquiry into local government funding and fiscal sustainability. Our apologies that it is slightly late, however, Council has been significantly impacted by the Longwood Berrys Lane Fire that started on 7 January 2026, which is on the transition point of moving from a response to recovery phase.

Strathbogie Shire Council, is a small rural Council in Victoria, with a limited rate base and modest administrative capacity, that is located approximately two hours north of the Melbourne CBD, and borders with seven other Victorian municipalities. It has a municipal area of 3,303 sq km, has a population of just over 11,500 people (2021 census), and a road network of over 2,200 kms.

Council has a high proportion of primary production properties and is well known for its equine and wine industries, natural beauty, restaurants, local produce and rich history. It is also a popular destination for tourists and visitors, especially the 2 main towns of Nagambie (wineries, rowing, Black Caviar statue) and Euroa (just off the Hume Highway), and numerous festivals, events, farmers markets, wedding venues etc. With Council having 4.3% of its economic activity driven by tourism and visitors, which is 50% higher than the national economy share of 2.9% reported by Tourism Research Australia.

A major issue that Council can see with Local Government Funding and Fiscal Sustainability, is that there is a low level of untied funding provided to local government by either the Federal or State Governments (with the Financial Assistance Grants being the only example), despite the large range of services, community facilities, recreation facilities and transport assets that are provided for the direct community of Council, as well as the broader Australian and Victorian community who also assess and use Council's assets and facilities – but without there being a direct financial contribution by non-property owners or residents to these services and assets. Increasing untied grants would assist with this, as many services and facilities used by visitors and tourists are traditionally free, or are difficult to transition to a user pays model.

OFFICIAL: Sensitive



It is also worth considering that an alternate, and perhaps more applicable concept for fiscal sustainability is service sustainability – and can a Council continue to deliver the range of services and assets that currently exist or are needed ongoing for its Community.

By reducing maintenance and allowing the condition of assets to reduce, Councils can remain financially viable, but only through adjusting down or reducing the range, scope and quality of services and the condition / utilisation / utility of its assets, which creates equity issues (and winners and losers), and can reduce or take away services from members of the community who most need or use them – especially in a rural settling, where Councils are often the provider of last resort to their community.

Council would seek to have the level of the funding pool for Financial Assistance Grants provided by the Commonwealth Government to be progressively increased over time, above increases in population and indexation, so that it can return to the approximate 1% proportion of Commonwealth Tax Revenue that these grants initial were when they commenced, rather than the 0.51% proportion that this grant pool have become in the 2024/25 and 2025/26 Commonwealth Budgets (including the impact of the three year indexation pause from 2024-15).

One of the issues that is very stark, is the financial value of community and infrastructure assets controlled and maintained by Councils to deliver services, value and benefits to its direct community and other visitors and users, compared to the level of revenue that Council generates or receives.

As can be seen in the table below, from published information as at 30 June 2024, Victorian Councils have an Fixed / Non-Financial Asset to Revenue ratio of 10.3:1 (which is similar to Strathbogie Council's at 11:1), the Victorian Government has a Fixed / Non-Financial Asset to Revenue ratio of 2.97:1, and the Commonwealth Government is showing a Fixed / Non-Financial Asset to Revenue ratio of 0.41:1.

Table 1: Comparison of Fixed/Non-Financial Assets to Revenue

Entity	Victorian Councils	State of Victoria	Commonwealth of Australia
Revenue (\$B)	\$13.5	\$93.06	\$727.6
Fixed / Non-Financial Assets (\$B)	\$139.8	\$276.5	\$300.5
Ratio	10.3	2.97	0.41
Total Assets (\$B)	\$150.2	\$421.6	\$989.0
% of Fixed / Non-Financial Assets	93%	65.6%	30.4%
Source	VAGO report – Results of 2023-24 Audits – Local Government - 5 April 2025	State Government Finance Report 2023-24 – 22 October 2024	Commonwealth Government consolidated financial statements for the year ended 30 June 2024 – December 2024

OFFICIAL: Sensitive



Without more untied funding, Councils will struggle to fully maintain or renew or replace all of its existing Asset Base, especially when considering changing design and service standards for replacement assets, and the need to consider vehicle types (such as B-double trucks, mobility scooters) and mandatory design inclusions that did not exist when the design and construction of Council's existing transport network were undertaken, and the cost of renewing and replacing existing assets is more expenditure than the initial build cost.

All Councils will also be part of the solution to the growing population planned in Australia, which is the outcome and result of policy settings and plans of the Commonwealth and State Governments. For Strathbogie, there is estimated population growth of close to 2% per year, for a forecast population of 15,000 by 2036.

Increasing the size of the Financial Assistance Grant pool is a sensible way to be able to contribute to the additional needs and services required within each municipal area for this growing community, that flows from decisions of other layers of Government.

Thank you to the Committee for engaging with and requesting direct input from Councils on this critical issue for the Australian Local Government sector, and the direct and indirect communities that each Local Government serves and supports.

Yours sincerely

Rachelle Quattrocchi
Chief Executive Officer
Strathbogie Shire Council

11.4.4 Australian Local Government Association Motions (ALGA) for National General Assembly 23-25 June 2026

AUTHOR Director People and Governance

RESPONSIBLE DIRECTOR Director People and Governance

EXECUTIVE SUMMARY

The Australian Local Government Association (ALGA) is convening its 32nd National General Assembly of Local Government, to be held in Canberra from the 23-25 June 2026.

The National General Assembly of Local Government (NGA) provides an opportunity for councils to influence the national policy agenda, through the submission of motions.

NGA motions should focus on how local governments can work in partnership with the Australian Government to address the challenges our communities face or seize the opportunities that are national priorities.

Councils are encouraged to submit only their highest-priority motions and ensure they meet the specified criteria. Multiple motions on a similar topic may be re-written into a single strategic motion, and councils will be invited by the Secretariat to put their council name to the proposal.

Each motion requires a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement from the submitting council.

Motions are to be lodged using the online portal available and should be received no later than 11:59pm AEST on Friday 27 February 2026.

It is proposed that Strathbogie Shire Council submit five motions which encompass the advocacy of financial sustainability, disaster response capacity, emergency management, reliable power supply, and equitable digital and telecommunications infrastructure.

RECOMMENDATION

- 1. That Council submit the motions contained within this report, motions one to five inclusive, to the Australian Local Government Association for the 2026 National General Assembly of Local Government**
- 2. Authorise the Chief Executive Officer to make any necessary minor administrative amendments to the motion(s) to comply with Australian Local Government Association requirements.**

PURPOSE

The purpose of this report is for Council to endorse the motions to be submitted to the Australian Local Government Association (ALGA) National General Assembly of Local Government (NGA), to be held in Canberra from the 23-25 June 2026.

BACKGROUND, ISSUES AND DISCUSSION

To be eligible for inclusion in the NGA Business Papers, and debate it on the floor of the NGA, submissions must meet the following criteria:

- Submit a new motion that has not been debated at an NGA in the preceding two years as found in previous business papers on the ALGA website.
- Ensure the motion is relevant to the work of local government across the nation, not focused on a specific location or region, unless the project has national implications.
- Align the motion with the policy objectives of your state and territory local government association.
- Propose a clear action and outcome on a single issue, calling on the Australian Government to take action. Motions covering more than one issue will not be accepted.
- Ensure the motion does not seek to advantage one or a few councils at the expense of others.
- Avoid being prescriptive in directing how the matter should be pursued.

The ALGA expects any council that submits a motion to be present at the National General Assembly to move and speak to the motion. The decision on the speaker is at the discretion of the council.

- The ALGA Secretariat will review motions for quality control and consistency with the criteria. With the agreement of the relevant council, they may edit motions to ensure consistency.
- If ALGA has any questions about the substance or intent of a motion, they will raise these with the nominated contact officer.
- Where there are multiple motions on a similar issue, the Secretariat may combine them into a single overarching strategic motion and invite the council to attach their name to the strategic motion.
- Motions that reflect existing ALGA policy will be noted in the Business papers—but will not be included for debate, as they have already been covered in existing ALGA advocacy and policy positions. The ALGA Board provides final decision on which motions are included in the Business paper.
- The ALGA Board and state and territory local government associations will review all submitted motions to determine their eligibility.
- The ALGA Board will consider the importance and relevance of the issue to local government and whether the motions meet all the criteria.
- The ALGA Board will refer any motion primarily concerned with local or state issues to the relevant state or territory local government association, and it will not include it in the NGA Business Papers.

MOTION ONE

Motion Subject: Increasing the Financial Assistance Grant

Category: Financial Sustainability

Motion: This National General Assembly calls on the Australian Government to increase the Financial Assistance Grant to at least 1% of Commonwealth tax revenue indexed annually to ensure predictable, untied funding to support long-term planning and service delivery.

National Objective: The level of financial assistance grants is insufficient to match the growing responsibility of local government, and the current indexation methodology does not adequately reflect the true cost pressures faced by councils.

Key Argument: Local Government is extremely limited in its ability to raise revenue and thereby pay for services that it is expected to provide and maintain the assets it is responsible for – which are often used by non-residents/non property owners.

Councils are often faced with cost shifting from the other levels of government onto local government, which adds additional financial strain on councils. Regional and rural councils are disproportionately financially impacted by limited revenue raising capacity from non-rates revenue sources and the need to provide additional services arising from the geographical size of the municipality and service gaps within communities.

An equitable and sustainable and reliable funding model is essential for regional and rural councils if they are to (1) maintain, and (2) expand existing service provision expectations from their communities and visitors to their municipality.

MOTION TWO

Motion Subject: A National Fund and Agency for Disaster Response

Category: Other issues

Motion: This National General Assembly calls on the Australian Government to form a national fund and agency for disaster response urgently and recognise the growing role of rural and regional local governments as emergency responders amid increasing disaster frequency and the impacts that has on Councils to perform their day to day and legislated services and responsibilities.

National Objective: The National Disaster Risk Reduction Framework and Australian's National Strategy for Disaster Resilience provide the overarching frameworks guiding the National Disaster Response. Multiple national reviews and frameworks recognise that rising disaster frequency demands better preparedness, clearer governance, and stronger capacity for disaster response, including addressing the frontline role of local government.

Key Argument: A broader national fund and agency for disaster response is urgently needed at the federal level, as local governments, particularly in rural and regional Australia continue to act as emergency responders while facing an escalating frequency of disasters.

Councils are often still recovering from the last event when the next one strikes, leaving no capacity to plan ahead, rebuild resilience, or stabilise finances. This constant state of catch-up creates serious risks, including financial insolvency, workforce burnout and resignations, and long-term service failure, highlighting the unsustainability of managing disasters under increasingly severe climate conditions without stronger federal leadership and support.

Despite national frameworks acknowledging the need for coordinated and resilient systems, councils remain trapped in a cycle of response and recovery, with increasing disaster frequency undermining financial stability, workforce capacity and long-term resilience.

Stronger federal leadership and support are essential to ensure disaster response arrangements are sustainable in a changing climate.

MOTION THREE

Motion Subject: Providing Increased Federal Funding to Strengthen Local Government Disaster Resilience

Category: Emergency Management

Motion: This National General Assembly calls on the Australian Government to provide increased and sufficient funding to enable local governments to prioritise resilience.

National Objective: Enhancing disaster resilience and local government capacity by ensuring councils, especially in rural and regional areas, have adequate funding and support to maintain infrastructure, build resilient communities, and effectively prepare for, respond to, and recover from, increasingly frequent and severe disasters, in line with national disaster resilience frameworks.

Key Argument: Council has experience where funding for the repair of a damaged asset is well below the required funding to undertake the required works and consequently Council has not undertaken the works due to its inability to self-fund the gap.

Recovery funding has proven to be problematic following natural disasters, and the lack of an equitable funding model appears to leave regional and rural councils fiscally challenged and disadvantaged. Furthermore, the need for betterment funding is crucial to ensure sustainability of the replaced asset. To do less would be financially irresponsible and not in the best interests of our future.

This motion calls for increased federal funding to help local governments, especially in rural areas, strengthen disaster resilience and maintain infrastructure, ensuring communities can better prepare for and recover from frequent natural disasters.

MOTION FOUR

Motion Subject: Reliable Power Supply Infrastructure

Category: Roads and Infrastructure

Motion: This National General Assembly calls on the Australian Government to call on the Australian Energy Regulator (AER) to reform its Regulatory Investment Test for Distribution (RIT-D) process to better reflect the needs of rural and geographically dispersed communities, not just urban density when assessing distribution network upgrades.

National Objective: To ensure our power infrastructure is reliable, sustainable, and equitable, supporting economic growth, connecting communities, and enabling housing, industry, and business development across the country.

Summary of Key Argument: A reliable modern power supply will transform Australia's rural economy and resilience.

Economically, it supports business investment, housing development, and regional industries, key drivers of jobs and population growth. For communities, it enhances resilience by enabling preparation for, adoption to, and recovery from power outages, minimising disruptions to essential services, wellbeing, and the costs borne by individuals and businesses. From an equity perspective, reliable energy levels the playing field for rural communities, ensuring they are not left behind in national and state energy planning.

Energy reliability underpins a competitive, investable regional economy and is essential for the liveability and safety of growing communities. With rising investment, and the transition to renewable and resilient infrastructure, the time is right to strengthen these foundational systems. Power infrastructure remains one of the most critical and limiting elements for regional development, and strategic investment now will secure Australia's economic and social future.

MOTION FIVE

Motion Subject: Equitable Digital and Telecommunications Infrastructure

Category: Roads and Infrastructure

Motion: This National General Assembly calls on the Australian Government to provide rural and regional Australia with a staged, place-based infrastructure program.

National Objective: Many areas in rural Australia suffer from unreliable internet, persistent mobile black spots and insufficient infrastructure to support emergency response, remote work and digital enterprise.

Key Arguments: Improved digital and telecommunications infrastructure will deliver economic, social, and environmental benefits to rural Australia. It enables businesses to operate efficiently, reduces productivity losses from poor connectivity, and supports growth in high-value industries like ag-tech, tourism, and remote professional services.

Reliable connectivity attracts investment and unlocks the potential of rural housing and population growth corridors. Socially, better digital access bridges the rural–metropolitan divide, improving education, healthcare (including telehealth), and personal and professional connections especially for vulnerable populations, young people, and older residents. It also strengthens community cohesion and participation in civic and cultural life.

Environmentally, enhanced connectivity supports remote and hybrid work, reduces commuting and emissions, and enables smarter infrastructure and sustainable land use. By facilitating data-driven decision-making and real-time monitoring, digital infrastructure lays the foundation for greener, more resilient communities.

COLLABORATION

As the convenor of the National General Assembly, the ALGA Board is inviting all councils to send representatives to this important national event. The National General Assembly is the premier national gathering for local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australia Government.

FINANCIAL SUSTAINABILITY

Financial sustainability is the biggest challenge facing small councils as many councils continue to face growing financial pressure on their budgets due to environmental and social risks.

Financial sustainability is critical if Council is to sure up its long-term viability and resilience to:

- Protect service delivery
- Mitigate cost shifting
- Maintain economic resilience and growth
- Be emergency and climate ready.

The opportunity to advocate nationally is an important step towards addressing long term financial sustainability.

RISKS

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Missed opportunity for advocacy.	Unlikely	Moderate	Medium	Submit actions to the ALGA National General Assembly. Major platform for Councils to raise issues and advocate to Federal Government.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

CONCLUSION

It is proposed that Strathbogie Shire Council submit five motions to the Australian Local Government Association (ALGA) National General Assembly of Local Government which encompass the advocacy of financial sustainability, disaster response capacity, emergency management, reliable power supply, and equitable digital and telecommunications infrastructure.

ATTACHMENTS

Nil

11.4.5 Prevention and Management of Sexual Harassment Policy

AUTHOR Manager People and Culture

RESPONSIBLE DIRECTOR Director People and Governance

EXECUTIVE SUMMARY

Sexual harassment is unlawful and prohibited by both the *Equal Opportunity Act 2010* (VIC) and the *Sex Discrimination Act 1984* (Cth). Strathbogie Shire Council is committed to providing a safe, flexible and respectful environment that is free from all forms of sexual harassment.

The Sexual Harassment Policy was first adopted by Council in May 2021 following the Victoria Auditor-General's Office (VAGO) tabling of the *Sexual Harassment in Local Government* audit report on 9 December 2020. The audit involved five councils and included a survey of seventy-five councils across Victoria.

The audit report provided eleven recommendations to Victorian local councils, focusing on identifying and addressing risk factors, regularly collecting data on the prevalence of sexual harassment, and developing consistent methodologies for ongoing data collection.

This policy aims to foster a workplace culture in which staff feel empowered to report unacceptable behaviour and confident that all complaints will be properly investigated. It establishes a safe environment by clearly defining what constitutes sexual harassment and outlining the steps that will be taken to respond to all disclosures. Staff should not only feel safe in their workplace but also trust that organisational leaders will provide appropriate support and manage issues effectively.

It is recommended that Council adopt the Prevention and Management of Sexual Harassment Policy.

RECOMMENDATION

That Council:

1. **Adopt the Prevention and Management of Sexual Harassment Policy**
2. **Make the Policy publicly available through the Council's website.**

PURPOSE AND BACKGROUND

The purpose of this report is to adopt the Prevention and Management of Sexual Harassment Policy.

ISSUES, OPTIONS AND DISCUSSION

Following a recent review, the following changes are proposed to the policy to further strengthen and support key parameters. These amendments are intended to improve clarity, consistency, and effectiveness, ensure alignment with best practice and legislation, and enhance overall understanding and application of the policy.

Section Changed	Change
Title	Amended from 'Sexual Harassment' to 'Prevention and Management of Sexual Harassment'
1. Policy Purpose	Simplified and shortened the wording for more clarity
2. Policy Statement	Removed reference to definition of sexual harassment in the <i>Equal Opportunity Act 2010</i> and instead set out clear principles associated with the Policy
3. Application of the Policy	In addition to setting out people covered by the Policy inserted a list of behaviours, locations, environments where policy applies
4. Accountability and Responsibilities	<ul style="list-style-type: none"> Added responsibilities for Councillors, Mayor, Volunteers and Contractors (all covered by the Policy) Added reporting to Executive Leadership Team as People and Culture responsibility
5. Sexual Harassment in the Workplace	<ul style="list-style-type: none"> Added overarching heading Added 'Threshold' and 'What is the Workplace' as subsections providing further detail and context to first subsection 'What is Sexual Harassment' resulting in better structure enabling easier comprehension of a complex topic
6. Reporting Sexual Harassment in the Workplace	<ul style="list-style-type: none"> Restructured the section by removing details on complaint processes and replacing it with the list of reporting mechanisms available added subsections on 'Confidentiality' and 'Bystander intervention'
7. Responding to Sexual Harassment in the Workplace	<ul style="list-style-type: none"> Created subsections detailing the different complaint processes: <ul style="list-style-type: none"> '7.1 Informal Complaint Process' '7.2 Formal Complaint Process' '7.3 Anonymous Complaint Process' Amended/ simplified previous wording to provide for easier location and understanding of the complaints option Added/ moved to section 7 '7.6 Support and Welfare' as additional subsection after '7.5. Natural Justice and procedural fairness' for clearer structure
10. Definitions	Moved to the end of the document to align structure to other policies

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective One: Connect

We are committed to enhancing access for all residents, promoting healthy living, fostering connections, and providing opportunities to thrive and participate in community life.

Objective Two: Sustain

We aim to collaborate with others to foster a sustainable environment, a thriving economy, and resilient communities.

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

Regional, State and National Plans, Policies and Legislation

This report is aligned with the following legislation, council policies and key strategic documents:

- *Equal Opportunity Act 2010*
- *Sex Discrimination Act 1984*
- *Charter of Human Rights and Responsibilities Act 2006*
- 2025-2029 Council Plan
- Sexual Harassment in Local Government Audit Report 2020
- Model Councillor Code of Conduct
- CEO Directive Staff Code of Conduct.

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Without a policy, employees may believe sexual harassment complaints will not be taken seriously or handled fairly.	Rare	Minimal	Low	Adopt a Prevention and Management of Sexual Harassment Policy

LEGAL CONSIDERATIONS

Sexual harassment is unlawful and prohibited by both the *Equal Opportunity Act 2010* (VIC) and the *Sex Discrimination Act 1984* (Cth). Strathbogie Shire Council is committed to providing a safe, flexible and respectful environment that is free from all forms of sexual harassment.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

FINANCIAL VIABILITY CONSIDERATIONS

No additional costs are expected, with implementation managed through existing resources and budgets.

SUSTAINABILITY CONSIDERATIONS

Economic

A sexual harassment free workplace reduces costs associated with legal risk and staff turnover.

Social

A workplace free from sexual harassment delivers positive social outcomes by fostering safety, inclusion, and a strong organisational culture, supported by education and skills development for employees and councillors.

INNOVATION AND CONTINUOUS IMPROVEMENT

A comprehensive review of the existing policy has been undertaken to ensure alignment with best practice and legislation.

COLLABORATION

There was no external collaboration undertaken in the review of this policy.

HUMAN RIGHTS CONSIDERATIONS

The *Charter of Human Rights and Responsibilities Act 2006* was considered in the preparation of this report with particular consideration given to the aspects of respect, equality and dignity.

CONCLUSION

Following a recent review, updates are proposed to improve clarity, simplify processes, align formatting, and better reflect the Policy's purpose. It is recommended that Council adopt the Prevention and Management of Sexual Harassment Policy.

ATTACHMENTS

1. 20260217 Prevention and Management of Sexual Harassment Policy

OFFICIAL

Strathbogie Shire Council

Prevention and Management of Sexual Harassment Policy

November 2025



Strathbogie
SHIRE COUNCIL

OFFICIAL

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Prevention and Management of Sexual Harassment Policy

Document ID:	704950
Effective Date:	18 May 2021
Last Review:	May 2021
Current Review:	November 2025
Date Adopted by Council:	
Next Scheduled Review Date:	November 2029
Responsible Officer:	Director People and Governance

OFFICIAL**1. PURPOSE**

Sexual harassment is unlawful and prohibited by both the *Equal Opportunity Act 2010* (Vic) and the *Sex Discrimination Act 1984* (Cth).

Strathbogie Shire Council is committed to providing a safe, flexible and respectful environment for Councillors, employees and the community that is free from all forms of sexual harassment.

2. POLICY STATEMENT

The principles associated with this policy are that:

- sexual harassment is unlawful and will not be tolerated in the workplace.
- sexual harassment reports will be taken seriously and treated consistently and confidentially with a prioritisation of the wellbeing of the person who has made the report.
- Sexual harassment disproportionately affects some groups of employees and is often experienced with other forms of discrimination on the basis of disability, race, gender identity, sexual orientation, marital status and age. Sexual harassment and discrimination against people in these groups is driven by harmful attitudes and stereotypes, as well as structures or systems that maintain existing power disparities.
- sexual harassment is a form of gendered violence.
- Strathbogie Shire Council has a positive duty to ensure the health and safety of employees:
 - to eliminate risks to health and safety so far as is reasonably practicable; and
 - if it is not reasonably practicable, to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable.
- Strathbogie Shire Council recognises that comments and behaviour that do not offend one person can offend another. All Strathbogie Shire Council Councillors, employees, volunteers and contractors are required to treat others with dignity, courtesy, respect and professionalism and must not engage in unlawful conduct, including sexual harassment.

3. APPLICATION OF THIS POLICY

This policy applies to all Council employees, Councillors, volunteers, and contractors and sets out the legal responsibilities and obligations for Strathbogie Shire Council and its employees.

It applies to (including but not limited to):

- Councillors treatment of employees, community members encountered in the course of performing their role as Councillor.
- Staff treatment of Councillors, other clients and members of the public
- how Strathbogie Shire Council provides services to the community and how it interacts with other members of the public
- all aspects of employment, recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport
- on-site, off-site, work-related social functions, conferences – wherever and whenever employees may be as a result of their working duties

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- out of work hours interaction where there is a strong connection to the employment relationship
- employee treatment of other employees, community members and other members of the public encountered in the course of their working duties.

4. ACCOUNTABILITY AND RESPONSIBILITIES

Role	Responsibilities
Councillors	<ul style="list-style-type: none"> • Comply with this policy • Model appropriate behaviour • Participate in any training provided by Council • Treat information in relations to claims of sexual harassment with appropriate confidentiality • Support colleagues who disclose an experience of sexual harassment, or any other form of unacceptable or inappropriate behaviour and let them know where they can get help and advice • Report any instances of sexual harassment to the Mayor immediately • Ensure that a person is not victimised for making, or being involved in, a sexual harassment complaint • Act in accordance with the Councillor Code of Conduct <p>In addition to their responsibilities as a Councillor, the Mayor must also:</p> <ul style="list-style-type: none"> • Promote awareness of this policy with Councillors • Treat all complaints seriously and take prompt and appropriate action to address them • Consult the Chief Executive Officer for further detail on management of reports of sexual harassment
Employees	<ul style="list-style-type: none"> • comply with this policy • model appropriate behaviour • participate in any sexual harassment or respectful workplace training provided by the Strathbogie Shire Council, including completing any assessments • treat information in relation to reports of sexual harassment with appropriate confidentiality; and • ensure that a person is not victimised for making, or being involved in, a sexual harassment report; and • act in accordance with Code of Conduct.
Volunteers and Contractors	<ul style="list-style-type: none"> • Comply with this policy • Model appropriate behaviour

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Managers/Leaders	<p>In addition to responsibilities listed for employees:</p> <ul style="list-style-type: none"> • Be familiar with, actively promote and implement this policy, and other related policies and procedures • Model appropriate behaviour based on the Council values • Take reports of sexual harassment or any other form of unacceptable or inappropriate behaviour seriously, and immediately address and action these reports • Take a leadership role across the organisation in raising awareness about issues of sexual harassment • Support employees who are subject to sexual harassment and/or take bystander action
Chief Executive Officer and Executive Leadership Team	<ul style="list-style-type: none"> • In addition to responsibilities listed for employees and Managers: • Championing this policy, both internally and with external parties and stakeholders • Promote the adoption of the Sexual Harassment Policy and Council commitment to providing a safe and respectful environment • Take a leadership role across the organisation, in raising awareness about issues of sexual harassment • Model appropriate behaviour based on the Council values
People and Culture Department	<ul style="list-style-type: none"> • Include all responsibilities listed above, in conjunction with: <ul style="list-style-type: none"> • Regular report to ELT on any sexual harassment • Managing and updating this policy, both internally and with external parties and stakeholders • Encourage and provide a safe reporting environment where raised concerns will be followed up and actioned • Take a leadership role across the organisation in the correct training and development of employees and leaders towards this policy • Provide advice to employees and leaders when actioning operational changes due to a complaint being raised • Model appropriate behaviour and confidentiality based on the Council values <p>Extend relevant support to all employees throughout process, either direct or indirect</p>

5. SEXUAL HARASSMENT IN THE WORKPLACE

5.1 WHAT IS SEXUAL HARASSMENT?

Sexual harassment in the workplace may take various forms and can be directed at, and perpetrated by, all persons including male, female, transgender, and gender diverse. It may be physical, spoken or written and may include, but is not limited to:

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- unwelcome physical contact of a sexual nature
- comments or questions of a sexual nature about a person's private life or their appearance
- sexually suggestive behaviour, such as leering or staring or offensive gestures
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated requests to go out
- unwanted displays or declarations of affection
- requests for sex
- sexually explicit emails, text messages or posts on social networking sites
- sexual assault, indecent exposure, physical assault and stalking (which are also criminal offences); and
- actions or comments of a sexual nature in a person's presence (even if not directed at that person).

5.2 THRESHOLD

The *Equal Opportunity Act 2010* and the *Sex Discrimination Act 1984* provide that sexual harassment occurs in circumstances in which the conduct is unwelcome and where a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.

There is no requirement that the unwelcome conduct be repeated; a one-off incident can be sexual harassment. Equally, a broader pattern of behaviour can constitute sexual harassment.

Just because someone does not object to inappropriate behaviour in the workplace at the time it occurs does not mean that they are consenting to the behaviour or consenting for the behaviour to continue at another time.

5.3 WHAT IS THE WORKPLACE?**Within the workplace**

For the purposes of sexual harassment law, a workplace is any place a person attends for the purpose of carrying out functions in connection with, or in the course of their employment or prospective employment. It includes a place that is a workplace of either, or both people involved in an incident of sexual harassment. For example, this policy also pertains to employees who visit other offices i.e. the same behavioural standards that exist in their workplaces, apply in other offices that employees visit.

Section 94 of the *Equal Opportunity Act 2010* provides that a workplace is the place a person attends for the purpose of carrying out functions in relation to their employment. It does not need to be the person's principal place of business or employment.

The workplace is not confined to the actual physical location used by the employees. It also extends to common areas such as lifts, entrances, vehicles, reception areas, corridors, kitchens and toilets of the premises.

Beyond the workplace and outside working hours

Behaviour constituting sexual harassment can occur beyond the usual workplace and outside normal working hours. For example, workplace sexual harassment can occur where there is a link to employment including (but not limited to):

- at social functions sponsored and paid for by Strathbogie Shire Council
- at social functions in connection with the team/workplace but not sponsored or paid by Strathbogie Shire Council

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- in vehicles while on the way to work functions or meetings
- at after-parties to such events (regardless of their location)
- in accommodation (including hotel rooms) associated with or provided Strathbogie Shire Council
- online via use of technology and social media and
- any other location in situations where the conduct commenced in the workplace and continued outside the workplace and vice-versa.

Consumption of alcohol at work functions or at a work-related event outside the usual workplace and hours of work is not an excuse for conduct that constitutes sexual harassment. Staff should regulate their own behaviour and consumption of alcohol (noting that some workplaces may have a zero tolerance approach to alcohol) to ensure their behaviour does not adversely impact others. Employees should be mindful that in such situations, they continue to be subject to the Code of Conduct.

6. REPORTING SEXUAL HARASSMENT IN THE WORKPLACE

Council strongly encourages all employees who believe they have been sexually harassed or have witnessed sexual harassment to report or make a complaint in one of the following ways:

- Emailing or speaking to the direct manager
- If they are not comfortable talking to their manager, they may contact:
 - People and Culture or
 - Strathbogie Shire Council's contact officers
- Anonymously reporting by providing an unidentifiable letter to People and Culture or using the incident reporting platform Elumina or any system replacing it,
- Making a public interest disclosure by filling out the secure online form at www.ibac.vic.gov.au; or
- Talk to the respondent directly - This should be done only if the individual feels comfortable and safe doing so (noting this approach may suit some situations and people but not others).

6.1 Confidentiality

Where appropriate, disclosures/reports of sexual harassment will be treated in confidence to protect an employee's personal privacy as much as possible. However, allegations of sexual harassment or potential criminal conduct are serious and should be considered accordingly. In some instances, a matter may need to be escalated or referred without agreement from the employee, particularly in circumstances that may:

- constitute a criminal offence
- constitute an occupational health and safety risk; or
- require disciplinary action.

The appropriate action for management to take when a complaint is raised, or when a matter is otherwise brought to their attention, is likely to vary on a case-by-case basis. However, it may not be appropriate not to act, or to maintain strict confidentiality over the matter, even where the complainant states that they do not want any further action to be taken. This is because in some instances, the conduct to which the subject of the complaint relates may constitute an occupational health and safety risk or a criminal offence or require disciplinary action to be taken.

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Only relevant people at Council will be advised of the disclosure and any arrangements necessary for the purpose of managing the disclosure.

6.2 Bystander Intervention

Bystanders, including colleagues, who witness or are aware of sexual harassment, can play an important role in preventing sexual harassment in the workplace. When grounded in behaviours of integrity and respect, action taken by colleagues can positively impact on defining workplace culture.

Bystanders that are aware of sexual harassment are encouraged to:

- provide support to the colleague who is being subjected to sexual harassment
- formally or informally challenge concerning behaviour
- report sexual harassment.

7. RESPONDING TO SEXUAL HARASSMENT IN THE WORKPLACE

Employees affected by sexual harassment will be supported in determining how they wish to address the matter and take action. Council will listen to and work with employees to ensure their safety and wellbeing as required by the *Occupational Health and Safety Act 2004*.

In cases of sexual assault, employees will be encouraged to make a report to the Victoria Police as soon as possible. Employees will also be encouraged to report the incident to their direct manager or the People and Culture Team, regardless of whether a report is made to Victoria Police or not.

7.1 Informal Complaint Process

An individual, who is unsure of whether or not to make a formal or informal complaint, may make an informal complaint first and decide if they want to escalate the complaint to a formal complaint after speaking with their manager or the People and Culture Team. Different options for handling informal complaints may include, but are not limited to:

- The person who is unhappy with the behaviour having a direct conversation with that individual and requesting that they stop the offending behaviour
- Manager having a conversation with the person against whom the complaint is being made
- Manager having a meeting with the individuals concerned in an attempt to reach a resolution.

7.2 Formal Complaint Process

To lodge a formal complaint, the employee will need to do so by advising Council in writing. A written complaint shall include the names of individuals concerned, details of the incident(s) and the names of any witnesses present.

In instances where a formal complaint is made verbally, it will need to be documented in order to formalise the complaint – for example the manager could record the discussion and the employee signs to confirm that details recorded are correct.

Formal processes involve investigating the complaint, making a finding as to whether the sexual harassment occurred, and deciding on an appropriate outcome. Such process will be undertaken in line with the Staff Code of Conduct CEO Directive and the Disciplinary CEO Directive.

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Depending on the nature of the concerns raised and the parties implicated, it may be necessary or appropriate to take precautionary action and temporarily change operations within a team to ensure a safe workplace and maintain the integrity of any review process. Working with the People and Culture Team several precautionary actions could be considered including:

- operational change to reporting lines and team composition
- change to seating arrangements
- change to physical work location
- taking periods of approved leave
- suspension.

The complainant should be consulted before any decision relating to temporary change involving them or the respondent is finalised. It is important that the measures do not result in any detriment to the complainant (as this may amount to victimisation, which is unlawful).

Any operational change should only be enacted in collaboration with the People and Culture Team to ensure it is an appropriate and proportionate response to the matter and approved at the necessary delegate level (if required). The People and Culture Team can assist with conducting discussions with affected staff about any operational changes.

7.3 Anonymous Complaint Process

In instances where Councillors/ employees/ volunteers do not feel comfortable coming forward, they may make an anonymous complaint by providing an unidentifiable letter to People and Culture or using the incident reporting platform Elumina or any system replacing it.

Council will also complete bi-annual surveys that will allow employees to provide anonymous responses. Anonymous complaints are unlikely to result in a proper investigation, Council may facilitate informal discussions or refresher training for a work unit or the entire organisation.

7.4 Outcomes of Substantiated Claims

A substantiated complaint of sexual harassment may result in a number of outcomes against an employee, including termination of employment. Depending on the severity of the case, actions following a finding of sexual harassment can range from an apology to disciplinary action against the person found to have engaged in harassment (such as demotion, transfer or termination of employment). Determination of outcomes will be undertaken in line with relevant industrial instruments. Each case will be assessed on its own merits.

The person making the complaint will be advised of the outcome of their matter at the conclusion of the review or investigation of the report or complaint.

Although sexual harassment is generally a civil matter, not a criminal offence, some types of harassment may also be offences under criminal law. These include, but are not limited to:

- physical molestation or assault
- indecent exposure
- sexual assault
- stalking
- obscene communications (telephone calls, letters etc.).

If an allegation appears to be a matter relevant to the Victoria Police, Council is obliged to report this to the Victoria Police regardless of whether the complainant has made a report to Prevention and Management of Sexual Harassment Policy Document 704950

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the Victoria Police or not. It is recommended that management speak with People and Culture for advice on individual matters, as each matter must be considered on its merits.

7.5 Natural Justice And Procedural Fairness

Both the complainant and respondent are to be afforded natural justice and procedural fairness. This will allow relevant evidence to be examined in a procedurally fair way. Relevant evidence might include manager reports, emails, witness reports of the alleged conduct, text messages or the complainant's personal records.

When considering the report of sexual harassment, the complainant and respondent will be:

- treated fairly and respectfully
- allowed the opportunity to respond to any allegations made against them before any report is finalised and a final decision is made.

7.6 Support and Welfare

Disclosure of information or making a complaint can be very difficult for the affected person. Managers should take necessary welfare steps, such as letting staff members go home for the day, ensuring they have safe transport, connecting them with a support person and with the Employee Assistance Program (EAP) or equivalent.

Council's primary support contacts include Contact Officers, the People and Culture Team and Employee Assistance Program (EAP). A list of Council's Contact Officers may be found on noticeboards located around Council buildings. Employees may also wish to access other external support services such as Centres Against Sexual Assault. Any person making a complaint under this policy will continue to be supported by Council throughout the process, including during the investigation, and at the conclusion of the matter.

8. CONSENSUAL INTERACTIONS

A key element of sexual harassment is that it is unwelcome.

It is important to note that if a person does not object to inappropriate behaviour at the time; it must not be assumed that they are giving their consent. Consent exists where clear and unambiguous consent has been freely given and continues to be given.

Sexual or romantic interaction that is entered into freely and is reciprocated between consenting employees, is not a form of sexual harassment. This includes sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated action.

This does not mean that sexual or romantic interactions between employees are always appropriate. Employees may face disciplinary action where their actions adversely affect other employees or their workplace responsibilities.

9. WORKPLACE INITIATIVES

Initiatives to promote a workplace free from sexual harassment will be implemented at all levels of the organisation and will include:

- Staff training and development activities
- Regular communication with customers and employees advising Council does not tolerate any form of sexual harassment within the workplace including from the public
- Audits and reviews to collect information about the prevalence and nature of sexual harassment at least once every two years
- Assessment of resource allocation; and

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- Action to address identified issues.

10. DEFINITIONS

Term	Meaning
Bystander Action	action taken by a person or persons not directly involved in the incident, to identify, speak out about or seek to engage others in responding to specific incidences or behaviours, attitudes, practices or policies. Bystander action is an effective strategy to address sexist language, sex discrimination and sexual harassment and an important part of providing a safe and inclusive environment.
Centres Against Sexual Assault	non-profit, government-funded organisations that provide support, counselling and crisis care to child and adult victims of sexual assault and their family
Contact Officers	staff who have volunteered to take on the role and are then specially trained in equal opportunity law (including in responding to sexual harassment). Contact officers are supported but remain impartial, enabling workers to talk informally about their concerns, identify their issues and weigh up the best options for resolution
Council	means the Strathbogie Shire Council
Employees	for the purposes of this policy, employees refer to all Council employees, Councillors, contractors and volunteers.
Employee Assistance Program (EAP)	a free and confidential counselling service offered by employers to their employees to support their wellbeing in the workplace and in their personal lives.
Precautionary Action	action taken by an employer before an investigation of sexual harassment has concluded that is necessary to protect the wellbeing and safety of the complainant or other workers
Sexual Assault	a type of sexual violence that involves any physical contact, or intent of contact, of a sexual nature against a person's will, using physical force, intimidation or coercion and is also a criminal offence
Sexual Harassment	any unwelcome, unwanted or uninvited behaviour of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated and/or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, sexual jokes, propositions, unwelcome questions about a person's private life, leering and staring, the display of offensive material or other behaviour which creates a sexually hostile working environment. It can be both a single incident and/or a series of incidents.

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Workplace	for the purposes of sexual harassment law, a workplace is any place a person attends for the purpose of carrying out functions in connection with, or in the course of their employment or prospective employment. It extends beyond the usual workplace and working hours - for example after-hours events or functions regardless of location, travel or accommodation provided by Council, or online via technology and social media.
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11. RELATED POLICIES AND LEGISLATION

The following Council, State, regional and national plans and policies are relevant to this policy under each subtitle.

Legislation

Local Government Act 2020

Equal Opportunity Act 2010

Fair Work Act 2009

Family Violence Protection Act 2008

Occupational Health and Safety Act 2004

Sex Discrimination Act 1984

Victorian Charter of Human Rights and Responsibilities Act 2006

Related Council documents

Council Plan 2025-29

Respectful Workplaces CEO Directive and Guideline.

Staff Code of Conduct CEO Directive

Prevention of Bullying and Occupational Violence CEO Directive

Flexible Working Arrangements CEO Directive

Staff Disclosure of Family Violence CEO Directive

12. POLICY REVIEW

Council may review this policy at any time and at least two years from the date of adoption.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy (e.g. a change to the name of a related document, or a change in legislation).

11.4.6 Audit and Risk Committee Annual Performance Report

AUTHOR Governance Officer

RESPONSIBLE DIRECTOR Director People and Governance

EXECUTIVE SUMMARY

In accordance with section 54(4a) of the *Local Government Act 2020*, the Audit and Risk Committee will undertake an annual assessment of its own performance against the Audit and Risk Committee Charter.

The Audit and Risk Committee Annual Committee Performance Report January 2025 to December 2025 outlines the meetings held during the year, attendance by Committee members, key matters considered by the Committee and an analysis of performance against the Committee's Work Plan.

The Report was reviewed and endorsed by the Audit and Risk Committee on 21 November 2025. The Chair of the Audit and Risk Committee briefed Councillors on 27 January 2026, prior to this report being presented to Council.

The Audit and Risk Committee Annual Committee Performance Report January 2025 to December 2025 is attached to this report for noting.

RECOMMENDATION

That Council:

Receive and note the Audit and Risk Committee 2025 Annual Performance Report January 2025 to December 2025.

PURPOSE AND BACKGROUND

The purpose of this report is for Council to receive and note the Audit and Risk Committee Annual Performance Report for the period 1 January 2025 to 31 December 2025.

ISSUES, OPTIONS AND DISCUSSION

Under Section 54 (5) of the *Local Government Act 2020*, an Audit and Risk Committee must prepare an annual report that describes the operation and activities of the Audit and Risk Committee and includes its findings and recommendations.

There are nine key action groupings listed in the Committee's Strategic Workplan as required under the themes outlined in the *Local Government Act 2020*.

The status of the workplan as of 31 December 2025 is detailed in the Audit and Risk Committee Annual Performance Report which is attached to this report. The Committee has addressed the actions outlined in the Plan. The Committee's work has been completed with the support of Council Officers, RSD Audit (as Council's internal auditors for the reporting period), and Crowe Australasia Pty Ltd (as the external auditors appointed on behalf of Victorian Auditor-General's Office).

COMMUNITY ENGAGEMENT

No community engagement was required to produce this report.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

Regional, State and National Plans, Policies and Legislation

This report is aligned with the following legislation, council policies and key strategic documents:

- *Local Government Act 2020*
- Audit and Risk Committee Charter

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Not meeting the requirements of <i>the Local Government Act 2020</i> Division 8 – Audit and Risk Committee	Unlikely	Major	Medium	Internal systems in place to support requirements of the <i>Local Government Act 2020</i> and the Audit and Risk Committee Charter

LEGAL CONSIDERATIONS

The Audit and Risk Committee has been constituted and established under sections 53 and 54 of the *Local Government Act 2020*, which requires all councils to appoint a Committee and adopt a Charter to provide a governance structure for its operations.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting. The report has also been reviewed by the Audit and Risk Committee whose membership includes independent community members.

FINANCIAL VIABILITY CONSIDERATIONS

The independent overview of Council's financial management processes and performance is a key task undertaken by the Audit and Risk Committee ensuring Council's ongoing financial sustainability.

INNOVATION AND CONTINUOUS IMPROVEMENT

The Committee operates to advise the Council on how best to fulfil its responsibilities and facilitate decision making by providing a forum for improving communication between Councillors and senior management, finance, risk and compliance managers and internal and external auditors.

COLLABORATION

The Audit and Risk Committee actively collaborate with senior management and the internal and external auditors appointed to support Council's compliance obligations.

HUMAN RIGHTS CONSIDERATIONS

There are no significant human rights implications arising from this report.

CONCLUSION

The Audit and Risk Committee has achieved the goals set in its Strategic Work Plan for the 2025 calendar year.

This work has been completed with the support of Council Officers, RSD Audit as Council's internal auditors, and Crowe Australasia Pty Ltd as the external auditors appointed on behalf of VAGO.

This report recommends the receipt and noting of the Strathbogie Shire Council Audit and Risk Committee Annual Committee Performance Report from January 2025 to December 2025.

ATTACHMENT

1. 202512 Audit and Risk Committee Annual Report December 2025

Strathbogie Shire Council Audit and Risk Committee

Annual Committee Performance Report
January 2025 to December 2025

Strathbogie
SHIRE COUNCIL

OFFICIAL**1. Purpose of this Report**

It is with pleasure that I present Council with an Annual Committee Performance Report on the activities of Strathbogie Shire Council Audit and Risk Committee in accordance with section 54 of the *Local Government Act 2020* and Clause (7) of the Audit and Risk Committee Charter.

This year, the Audit and Risk Committee comprised four independent members with extensive experience in business, governance, and local government. The Committee also includes two Council Representatives, Mayor Councillor Claire Ewart-Kennedy and Cr Clark Holloway and is supported by our internal auditors RSD Audit and by the Victorian Auditor General's Office appointed auditors Crowe Australasia.

Together, we oversee the response of the elected Council and the Administration to independent external and internal audits, which focus on continuous improvement and the achievement of best practice processes.

We have a good level of expertise that sits around the Committee table and I thank all members, staff, and internal and external auditors for their dedication supporting the Committee's work and their collegiate work ethic.

I acknowledge the contribution made by Alister Purbrick AM, whose tenure on the Audit and Risk Committee ends in December. Alister has been a committed and thoughtful member of this Committee for a number of years and his impact and insight on discussion cannot be underestimated. We thank Alister for his commitment to the Committee and his contribution to governance, risk matters and industry experience.

Following a robust recruitment process to appoint an independent community member, we welcome Leon Sargeant to the Audit and Risk Committee.

Following from a year of administration and an interim Chief Executive Officer, the Committee welcomed the appointment of Chief Executive Officer Rachelle Quattrocchi. Rachelle brings a wealth of experience to the role and has built a strong working relationship with the Audit and Risk Committee.

The challenges of the extensive responsibilities the Committee now has under the Act have grown in length and complexity, and the Committee adds value to the Council's governance and control processes through the diverse experience and knowledge of its members. Our commitment to excellent governance oversight is unwavering, and the Committee continues to provide high level support and direction to Councillors and the Chief Executive Officer on a regular basis.

The Committee continues to have concerns around the imbalance between increasing demands from State and Federal governments and the human and financial resources. It is essential that Council prioritises the expectations of our communities with the availability of resources, so a proper balance is achieved, and that our expectations for community improvement are both viable and sustainable.

Once reviewed and passed by the Audit and Risk Committee, this report will be provided to the Chief Executive Officer for presentation to Council, and subsequently the community in early 2026.

We have achieved a significant amount over the past twelve months and strive to encourage further maturity and capability around Council operations and functionality. This will ensure improved service delivery to our community as well as ongoing viability and sustainability across the broader Shire.

Paul Ayton, Chair Audit and Risk Committee.

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2. BACKGROUND

Strathbogie Shire Council Audit and Risk Committee was established in 1997 and following the 2020 general Council election, the Audit and Risk Committee was reconstituted as an Advisory Committee to Council on 25 August 2020.

Under Section 54 (5) of the *Local Government Act 2020* an Audit and Risk Committee must prepare an annual audit and risk report that describes the operation and activities of the Audit and Risk Committee and includes its findings and recommendations. The annual report must then be provided to the Chief Executive Officer for tabling at the next Council Meeting.

The Committee's Charter is set by Council following the necessary changes required by the new *Local Government Act 2020*. The Charter is reviewed annually and will be reviewed at the November 2024 Audit and Risk Committee meeting.

Under Section 54 (2) of the *Local Government Act 2020*, the Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including the following:

- Monitor the compliance of Council policies and procedures with:
 - The overarching governance principles
 - The *Local Government Act 2020* and the regulations and any Ministerial directions.
- Monitor Council financial and performance reporting.
- Monitor and provide advice on risk management and fraud prevention systems and controls.
- Oversee internal and external audit functions.

3. Period of this Report

This report covers Audit and Risk Committee activity from 1 January 2025 to 30 May 2025. In the period the Committee met six times.

Table 1: Meetings January 2025 to December 2025

Meeting Date	Purpose of Meeting
28 February 2025	Ordinary Meeting
17 April 2025	Meeting to consider the Draft 2025-26 Budget, Draft 2025-26 Fees and Draft Charges and Financial Plan 2025-35
6 June 2025	Ordinary Meeting
4 July 2025	Strategic Planning Workshop
5 September 2025	Ordinary Meeting
21 November 2025	Ordinary Meeting

OFFICIAL**3. Membership and Attendance**

Membership of the Audit and Risk Committee comprises four independent community representatives, one of whom is chair, and two Councillor representatives.

Membership for the period 1 January 2025 to 31 December 2025 is listed below, along with meeting attendance.

Table 2: Attendance at meetings by the Committee members

Committee Member	28 February 2024	17 April 2024	6 June 2024	4 July 2025	5 September 2025	21 November 2025
Paul Ayton	Yes	Yes	Yes	No	Yes	TBC
Alister Purbrick AM	Yes	Yes	Yes	Yes	Yes	TBC
Sophie Lukeis	No	Yes	Yes	Yes	Yes	TBC
John Tanner AM	Yes	Yes	Yes	Yes	Yes	TBC
Mayor Councillor Claire-Ewart Kennedy	Yes	Yes	Yes	Yes	Yes	TBC
Councillor Clark Holloway	Yes	Yes	Yes	Yes	Yes	TBC

4. Term of Independent Community Members

Independent Community Member	Term Commence	Term End	Recruitment Process Commences
Alister Purbrick AM	1 December 2022	1 December 2025	August 2025
Sophie Lukeis	4 December 2023	4 December 2026	October 2026
Paul Ayton	1 June 2024	1 June 2027	February 2027
John Tanner AM	6 September 2024	5 September 2027	March 2027
Leon Sargeant	2 December 2025	1 December 2028	August 2028

5. Chief Executive Officer Recruitment

At the Council meeting held on 21 January 2025, the public was advised that Council was commencing the recruitment process for a permanent Chief Executive Officer, following a period of stewardship of an interim Chief Executive Officer.

Advertising commenced in January 2025 with the support of an external recruitment agency and under the stewardship of the CEO Employment and Remuneration Advisory Committee.

At an Extraordinary Council meeting held on 25 March 2025 Council confirmed the appointment of the permanent Chief Executive Officer Rachelle Quattrocchi, following a rigorous recruitment process.

OFFICIAL**6. Municipal Monitor**

Pursuant to section 179(2) of the *Local Government Act 2020*, The Minister for Local Government provided notice of the appointment of Ms Marg Allan as Municipal Monitor to Council. The period of the appointment was from 6 November 2024 to 6 November 2025 (dates inclusive).

In accordance with the Terms of Reference set down for the Municipal Monitor, Ms Allan attended the Audit and Risk Committee meeting held on 5 September 2025.

7. Integrated Strategic Documents

Following each Local Government election, Council must adopt a suite of integrated strategic documents. The Audit and Risk Committee reviewed, provided feedback and endorsed the following documents adopted by Council on 17 June 2025:

- 2025-26 Budget
- 2025-2035 Financial Plan
- Revenue and Rating Plan and 2025-2026 Fees and Charges
- Declaration of Rates and Charges for the 12 months ending 30 June 2026

8. Key Activities for the Reporting Period

There are twenty key action groupings listed in the Committee's current Workplan as per the Act.

The status of the Workplan forms attachment one. The commentary and status of actions shows the progression towards completion for the year.

More specifically, other key matters considered and/or discussed during the reporting period by the Committee are outlined below.

28 February 2025	
Item	Discussion
2024-25 Mid-year Budget Review	<p>A mid-year budget review for the 2024-25 financial year was undertaken as a means of tracking where the delivery of the operating budget and capital works program is at, and also to better inform the development of the 2025-26 budget and revision of Council's 2025-26 to 2034-35 Long Term Financial Plan. The Audit and Risk Committee noted the following:</p> <ul style="list-style-type: none"> • Budget "creep" should be factored in when budget forecasts and estimates are being considered • There has been higher than expected non-recoverable costs associated with flood recovery – noting that escalating costs are a challenge facing most Councils and require more robust financial forecasting • Understanding how Council's "Operating" Business Model works, and the management of cash flow
2025-26 Draft Budget and Introduction of Strategic Documents	<p>The Audit and Risk Committee reviewed the following key strategic documents:</p> <ul style="list-style-type: none"> • Community Vision 2035 • Council Plan 2025-29 (including Municipal Health and Wellbeing Plan)

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	<ul style="list-style-type: none"> • 2025-26 Budget Document – Operating and Capital budget and fees and charges • Revenue and Rating Plan • Financial Plan 2025-35 • Asset Plan 2025-35
Business Continuity Management Policy	In accordance with a recommendation from the Internal Auditors and as follow up from the business continuity training and testing conducted by Jardine Lloyd Thompson (JLT) in June 2024, a draft Business Continuity Management Policy was developed. The policy will support and underpin the new Business Continuity Plan (BCP), which is being developed. The Business Continuity Policy was endorsed by Council in March 2025.
Chief Executive Officer Recruitment	At the Council meeting held on 21 January 2025, the public was advised that Council was about to commence the recruitment process for a permanent Chief Executive Officer. Advertising commenced in January 2025 with the support of an external recruitment agency. The Chief Executive Officer, Rachelle Quattrocchi commenced on 6 May 2025.
Rate Capping	<p>The Minister for Local Government, the Hon Nick Staikos MP, announced that the average rate cap for the 2025-26 financial year will be set at 3.00 per cent. This will apply to all Victorian councils.</p> <p>The Minister set the average rate cap under section 185D(1) of the <i>Local Government Act 1989</i> (the Act) and the general order establishing the rate cap for 2024-25 was published in the Government Gazette on 23 December 2024.</p>
2025-26 Meeting Dates	The Audit and Risk Committee endorsed the meeting schedule listed above.
Policies	<p>Part of the most recent reforms to the <i>Local Government Act 2020</i> and the Local Government (Governance and Integrity) Regulations 2020, require councils to develop and implement changes relating to specified policies and procedures, specifically:</p> <ul style="list-style-type: none"> • Model Confidentiality Policy • Model Councillor Social Media Policy • Internal Resolution Procedure <p>Council adopted these policies in March 2025.</p>
Standing Agenda Items	<p>The Audit and Risk considered the following standing agenda items at each of their quarterly meetings:</p> <ul style="list-style-type: none"> • Internal and External Audits • Outstanding Internal Audit Actions • Policy Review • Risk Management • Audit and Risk Committee 2024-25 Work Plan • Councillor Expenses and Reimbursements • CEO Purchasing Card and Reimbursements • Fraud and Corruption Management • Investments and Borrowings • Human Resources Update
17 April 2025	
Item	Discussion

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Draft 2025-26 Strathbogie Shire Council Budget, Fees and Charges and Revenue and Rating Plan	<p>In accordance with the requirements of sections 93 and 94 of the <i>Local Government Act 2020</i> the Audit and Risk Committee received the:</p> <ul style="list-style-type: none"> • Draft Annual Budget 2025-26 • Draft Fees And Charges 2025-26 • Draft Revenue And Rating Plan 2025-26 • Draft Financial Plan 2023-35 <p>The draft budget and fees and charges have been developed in accordance with the <i>Local Government Act 2020</i> financial management principles in accordance with section 96(1)(a).</p>
Interim Chief Executive Officer Handover	The Audit and Risk Committee received a briefing and handover from the Interim Chief Executive Officer prior to the incoming Chief Executive Officer commencing on 5 May 2025
6 June 2025	
Chief Executive Officer Recruitment	The Audit and Risk Committee considered a confidential report relating to the Chief Executive Officer recruitment.
Audit and Risk Committee Biannual Report June 2025	The Committee is required under its Charter to prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes the Committee's findings and recommendations in accordance with section 54(5a) of the <i>Local Government Act 2020</i> , along with the agreed actions.
Recruitment of Independent Community Member to Audit and Risk Committee	<p>One of the four independent member positions on the committee becomes vacant in December 2025.</p> <p>In accordance with the Audit and Risk Committee Charter, expressions of interest were invited from suitably qualified and experienced persons to fill this position by December 2025.</p> <p>The Audit and Risk Committee also confirmed the evaluation panel for the recruitment process.</p>
Position Paper on Asset Valuation	<p>The purpose of the report examined the implications for Strathbogie Shire Council on the methodology used to value its asset base to ensure compliance with the amendments made to AASB 13 for the reporting period ending 30 June 2025 and including guidance from VAGO that was recently released on 29 April 2025.</p> <p>The report prepared for the Audit and Risk Committee meeting on 6 June 2025 examined all existing asset classes, the approach taken, and examined the changes and next steps that the Council will need to implement in the coming months, and in the future to achieve full compliance.</p>
VAGO Results of the 2023-24 Audits:Local Government	The recommendations from the report relating to councils have been noted by Council's External Auditors and included in the Interim Management Letter for year ending 30 June 2025 and was also presented to the Audit and Risk Committee on 6 June 2025.

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Letter to the Minister for Local Government – Governance Expectations Key Strategic Documents Update	On 26 November 2024 Council received correspondence from the previous Minister for Local Government, The Hon Melissa Horne MP requesting Council outline its commitment to the Minister's governance expectations. The response was submitted on 31 March 2025 to the Minister for Local Government, the Hon Nick Staikos , and the letter was endorsed by Council on 20 May 2025.
2024 Local Government Election - Election Report Strathbogie Shire Council	In April 2024 Council received the Election Report Strathbogie Shire Council: 2024 Local Government Elections, April 2024. This report provides information on the 2024 Strathbogie 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.
Policies	The Audit and Risk Committee noted the endorsement by Council of mandated policies in accordance with reforms to the <i>Local Government Act 2020</i> and the Local Government (Governance and Integrity) Regulations 2020: <ul style="list-style-type: none"> • Confidentiality Policy • Social Media Policy • Resolution Procedure
4 July 2025	
2025-2026 Workplan	As an action from the Audit and Risk Committee meeting held on 6 June 2025, Officers were requested to prepare a draft 2025-2026 Work Program. Pending minor changes, the Work Plan was adopted by the Audit and Risk Committee at the meeting to be held on 5 September 2025
Risk Management	As an action from the Audit and Risk Committee meeting on 6 June 2025 it was recommended that the Audit and Risk Committee review Council's current risk appetite and overarching strategic risks. The Audit and Risk Committee noted the increased maturity and progression in Council's management of risk. It was discussed that although risk is the responsibility of all staff, there are still opportunities for improvement.
September 2025	
Briefing from the Chief Executive Officer	Chief Executive Officer Quattrocchi provided a verbal update to the Committee. The following topics were covered: <ul style="list-style-type: none"> • Parliamentary Inquiry into Fraud and Corruption Control in Local Government • Plant and Equipment and Asset Registers • Climate Change Action Plan • Internal Controls and Business Continuity Testing • Asset Planning and Capital Works • Corporate Systems and Project CODI • Improved meeting schedule to accommodate increased workplan obligations.
Draft 2024-25 Annual Financial Statement Report	The 2024-25 Draft Annual Financial Statement was endorsed by the Audit and Risk Committee for presentation to Council for adoption.

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Draft 2024-25 Performance Statement and Governance Management Checklist	The Audit and Risk Committee endorsed the Draft Performance Statement 2024-25 and Draft Governance and Management Checklist 2024-25 for presentation to Council for adoption.
Draft Final Management Letter	The Audit and Risk Committee noted the draft Final Management Letter.
Draft Closing Report to Audit and Risk Committee	The Audit and Risk Committee noted the draft Closing Report.
Fair Value Assessment at 30 June 2025	<p>AASB 13 Fair Value Measurement establishes the framework for measuring fair value, defined as the price received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.</p> <p>Having been audited and reviewed by external auditors Crowe (Australasia), the AASB 13 Fair Value Assessment Measurement Position Paper was considered by the Audit and Risk Committee.</p>
CEO Employment and Remuneration Policy	The Audit and Risk Committee noted the updated Chief Executive Officer Employment and Remuneration Policy.
Climate Change Action Plan Update	<p>At the end of the 2024-25 financial year, 50% of the Plan's fifty-four actions have been marked green as ongoing or completed, with Council on track to deliver the plan substantially by 2027.</p> <p>The Audit and Risk Committee note the Climate Change Action Plan 2022-2027 Update.</p>
Parliamentary Inquiry into Fraud and Corruption Control in Local Government	<p>On Monday 28 July 2025 Council was invited to give evidence to the Public Accounts and Estimate Committee's inquiry into Fraud and Corruption Controls in Local Government.</p> <p>Deputy Mayor Councillor Scott Jeffery and Chief Executive Officer Rachelle Quattrocchi gave evidence to the Committee and a written submission was provided to the Committee.</p>
Facility Management Report	Hodges Facility Management (Consultant) was engaged to provide guidance and advice on compliance and operational considerations related to Council's property portfolio (buildings only) of community used facilities and civic operations.
Risk Management	<p>The report identified:</p> <ul style="list-style-type: none"> • There have been no new strategic risks • Strategic risk controls have been updated following recommendations from the Audit and Risk Committee meeting held on 4 July 2025.
Business Continuity Plan	<ul style="list-style-type: none"> • The Business Continuity Management Policy was adopted by Council in April 2025 • A significant review of the Business Continuity Plan (and review of sub-plans) was completed and endorsed by the Executive Leadership Team in July 2025.

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	<ul style="list-style-type: none"> • An active Business Continuity Management Team has been reinstated and meets quarterly, the most recent meeting being 27 August 2025. • A business continuity test was undertaken by JLT Public Sector on 3 September 2025, and a verbal update on the outcome of the test was provided to the Audit and Risk Committee at the meeting on 5 September 2025.
Staff Engagement and Alignment Survey	The Survey was positively received by the Audit and Risk Committee for the complexity of the content in the report. It was acknowledged that some work had been done internally as to how management can progress the outcomes of the engagement and alignment survey to improve and/or make a more positive culture at Strathbogie Shire Council, however this needed to be supported with actions and outcomes.
November 2025	
<p>The following items are listed on the agenda for discussion by the Audit and Risk Committee on 21 November 2025:</p> <ul style="list-style-type: none"> • Chief Executive Officer Report • Audit and Risk Committee Annual Performance Report 2025 • Audit and Risk Committee Charter Review • Recruitment of Independent Community Member to Audit and Risk Committee • ICT Strategy • Quarterly Financial Report • Financial Sustainability Report • VAGO Performance Report - Financial Management of Local Councils • Procurement Policy • Internal Audit Updates - RSD Audit • External Audit Updates - Crowe Australasia • External Audit Updates - Crowe Australasia • Standing Agenda Items 	

9. External Audit

During the reporting period our External Auditor Crowe (Australasia) Pty Ltd commenced audits relating to the 2024-25 Financial Statements and Performance Statements for presentation to, and approval by the Council in September 2025.

The External Auditors were onsite during May 2025, and the Audit and Risk Committee received an interim Management Letter at the meeting to be held on 6 June 2025.

The Audit and Risk Committee received and endorsed the draft 2024-25 Financial and Performance Statements in September 2025, and these were adopted by Council on 21 October 2025.

The External Auditor attends each of the ordinary Audit and Risk Committee meetings.

8. Internal Audit

In the period 1 January to 31 December 2025 the Internal Auditors RSD Audit have completed the following internal audits in line with the 2024-26 Strategic Internal Audit Program.

- Payroll Procedures
- Cyber Security

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- Occupational Health and Safety
- Fleet Management (Final Report Pending)

Due to the timing of the implementation of new system upgrades as part of the collaborative Digital Transformation Project (Project CODI), the following internal audits were postponed and will be undertaken prior to June 2026:

- Finance General Controls
- Civic Asset Management
- ICT General Security Controls

All recommendations from the final audit reports are entered into an action plan (Outstanding Items Internal Audit Program) which is a standing agenda item on the Audit and Risk Committee Agenda and is reviewed quarterly by the Audit and Risk Committee.

The Internal Auditor attends each of the ordinary Audit and Risk Committee meetings and is invited to a confidential session with the Committee Members prior to each meeting as required.

9. Risk Management

Management reported on the progress of Council's risk management strategies including:

- Updates to the Risk Management Policy
- Updates to the Risk Management Framework

The organisation higher level strategic risks are noted below:

Risk 1	Financial Sustainability - financial impact risks to Council
Risk 2	Health and Safety - failure to provide a healthy and safe workplace
Risk 3	Governance, Compliance Reputation and Relationships - failure to transparently govern and embrace good governance
Risk 4	Environmental Impact - significant and more sustained weather events impacting infrastructure and daily life
Risk 5	Information Technology Systems - interruption to business and cyber security
Risk 6	Winter Firewood Availability for Vulnerable Households

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Audit Committee Work Plan – Summary Of Actions/Updates 1 January 2025 to December 2025		
Action	Comment	Status
Monitor the compliance of Council policies and procedures with the overarching governance principles and the <i>Local Government Act 2020</i> and the regulations and any ministerial directions (section 54(2a))		
<p>Monitor Council processes for compliance of Council policies and procedures.</p> <p>Assess the Council's policy framework and procedures to ensure the embedding of the governance principles.</p>	<p>In the period 1 January to 31 December 2025 the following policies were reviewed and adopted by Council:</p> <ul style="list-style-type: none"> • Business Continuity Management Policy • CEO Employment and Recruitment Policy • Councillor Confidentiality Policy • Councillor Social Media Policy • Compliance and Enforcement Policy • Municipal Building Control Intervention Policy • Planning permit Applications Referral to Council Policy • Public Interest Disclosure Policy and Procedure • Public Transparency Policy • Significant Tree Policy • Volunteer Policy <p>The following policies are pending Council adoption in December 2025</p> <ul style="list-style-type: none"> • Procurement Policy <p>The Audit and Risk Committee noted that Local Government Victoria has commenced work to address the recommendations of the Sandon Report that Local Government Victoria develop and introduce:</p> <ul style="list-style-type: none"> • Model Governance Rules to promote best practice council meeting procedures • A Model Transparency Policy to promote council openness and transparency. 	Complete

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Monitor compliance with relevant laws and regulations		
Monitor Council's processes regarding compliance with legislation and regulations	<p>Standing internal and external audits and reports to Audit and Risk Committee provide quarterly oversight of compliance.</p> <p>Standing agenda items are considered at weekly Executive Leadership Team (ELT) meetings:</p> <ul style="list-style-type: none"> ○ Any breaches of legislation, or material breaches of Council policy or procedure which requires the attention of the broader executive ○ Legal confidentiality constraints, any proven, or suspected/alleged and credible instances of fraud or corruption. ○ Emerging issues or risks such as legislation changes, cultural, financial, reputational, or OH&S matters. <p>Oversight of the Strategic and Operational Risk management framework and actions considered as standard item at monthly ELT meetings</p>	Complete
Monitor the compliance of Council policies and procedures with the overarching governance principles and the <i>Local Government Act 2020</i> and the regulations and any ministerial directions (section 54(2a))		
Review the CEO Employment and Remuneration Policy Employment Matters Policy annually as per section 45 of the Act.	<p>Following from the appointment of a permanent Chief Executive Officer in May 2025, the CEO Remuneration Advisory Committee are in the process of reviewing the CEO Employment and Remunerations Policy.</p> <p>The CEO Employment and Remunerations Policy was adopted by Council on 21 October 2025</p> <p>The Audit and Risk Committee received a report from the Independent Chair of the CEO Remuneration Advisory Committee relating to the Chief Executive Officer Recruitment on 6 June 2025</p>	Complete
Oversee internal audit function (section 54(2d))		
Review the Internal Audit Committee Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations.	<p>The Audit and Risk Committee will receive the Audit and Risk Charter on 21 November 2025 for endorsement.</p> <p>The Council will receive the Audit and Risk Charter for adoption on 9 December 2025.</p> <p>The current Charter is available on Council's website under the Audit and Risk Committee Tab.</p>	Within Timeframe

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<p>Recommend to Council the appropriate method for the provision of the internal audit function including the evaluation criteria and the appointment of the contractor</p> <p>Monitor the performance and ongoing effectiveness of the contractor, which can include making a recommendation to Council to terminate the contractor should performance not meet the standards set out in the contract.</p> <p>Review the reporting on completed internal audits, seeking clarification through critical analysis to assure the Committee that management is responding adequately to the findings and key risks are mitigated</p> <p>Monitor the progress of the strategic annual internal audit plan and work program and consider the implications of internal audit findings for the control and operating environment.</p> <p>Monitor the implementation of internal audit's findings and recommendations.</p>	<p>In the period 1 January to 31 December the Internal Auditors RSD Audit have completed the following internal audits in line with the 2024-26 Strategic Internal Audit Program.</p> <ul style="list-style-type: none"> • Payroll Procedures • Cyber Security • Occupational Health and Safety • Fleet Management (Final Report Pending) <p>Due to the timing of the implementation of new system upgrades, the following internal audits were postponed and will be undertaken prior to June 2026:</p> <ul style="list-style-type: none"> • Finance General Controls • Civic Asset Management • ICT General Security Controls <p>The following are listed as standing agenda items at Audit and Risk Committee meetings and are reviewed quarterly:</p> <ul style="list-style-type: none"> • Internal Audit Program Reports • Outstanding Internal Audit Items • Audit Committee Work Plan • Strategic Risk Register • Policy Updates. <p>Internal Auditors and the Audit and Risk Committee have the opportunity for a closed session (as required) prior to the commencement of each Audit and Risk Committee meeting.</p>	Complete
Monitor compliance with relevant laws and regulations		
<p>Assess the Council's procurement framework with a focus on the probity and transparency of policies and procedures/processes</p> <p>Monitor the implementation of financial management policies, including they are aligned with the achievement of the Act's financial management principles.</p>	<p>In accordance with the <i>Local Government Act 2020</i>, Council adopted the following documents on 17 June 2025:</p> <ul style="list-style-type: none"> • 2025-26 Budget • 2025-35 Financial Plan • Revenue and Rating Plan 2025 • 2025-2026 Fees and Charges 	Complete

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	<ul style="list-style-type: none"> • Declaration of Rates and Charges for the 12 months ending 30 June 2026 <p>The Procurement Policy was adopted by Council in June 2024 and a review is complete and pending endorsement by Audit and Risk Committee 21 November 2025</p>	
Monitor work by the council to mitigate and plan for climate change risk.	<p>Council has declared Climate Emergency, and the 2022-27 Climate Change Action Plan was adopted by Council on 16 August 2022.</p> <p>In accordance with section 54(2) of the <i>Local Government Act 2020</i> the Audit and Risk Committee reviewed the progress of the Climate Change Action Plan 2022-27 actions in September 2025</p>	Complete
Review issues relating to national competition policy and Local Government Performance Reporting Framework (LGPRF)	<p>The Local Government Performance Reporting Framework (LGPRF) reporting documents were released in June 2025.</p> <p>Final reporting was received by the Audit and Risk Committee in September 2025, and endorsed by Council 16 September 2025.</p>	Complete
Monitor Council financial and performance reporting (section 54(2b))		
Review management's processes for ensuring and monitoring compliance with legislation and other requirements on the external reporting by the Council of financial and non-financial information, performance reporting under the Act, and other relevant legislation.	<p>External audit completed by Crowe (Australasia) including Financial Statements, Performance Statement and Governance and Management Checklists adopted by Council September 2025.</p> <p>The Audit and Risk Committee reviewed the draft 2025-26 Budget and Fees and Charges in April 2025 prior to the documents being noted by Council and going out for public consultation.</p> <p>The financial and performance statements were received by the Audit and Risk Committee in September 2025 in line with Local Government Framework Performance Reporting requirements.</p>	Complete
Assess any changes to Council's accounting policies and procedures and the methods of applying them, with the input of management, external and internal auditors, ensuring that they are in accordance with the stated financial reporting framework	<p>Accounting policies and procedures are reviewed by external and internal auditors as part of their audit process.</p> <p>The Audit and Risk Committee receive a quarterly report on policies ensuring they are in accordance with the stated financial reporting framework</p>	Complete
Review the appropriateness of accounting policies and disclosures to present a true and fair view	<p>The Audit and Risk Committee received the draft interim Management Letter and Management Checklist in September 2025.</p>	Complete

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Review the financial reporting provided to Council and monitor the financial performance and sustainability of Council	<p>In April 2025, the Audit and Risk Committee reviewed the 2025-26 Draft Budget and 2025-26 Draft Fees and Charges..</p> <p>The final audited 2024-25 financial and performance statements were received by the Audit and Risk Committee in September 2025 and adopted by Council 16 September 2025.</p>	Complete
Assess reports from internal and external auditors that make recommendations about the quality of financial reports such as actual and potential material audit adjustments, financial report disclosures, non-compliance with legislation and regulations, internal control issues	<p>The final audited 2024-25 Financial And Performance Statements were received by the Audit and Risk Committee in September 2025.</p> <p>The 2024-25 Financial and Performance Statements were adopted by Council on 21 October 2025.</p>	Complete
Recommend to the Council whether the financial report including the performance statement section of the Annual Report should be approved based on the Committee's assessment of them.	<p>The final audited 2024-25 financial and performance statements were received by the Audit and Risk Committee in September 2025.</p> <p>The 2024-25 Annual Report, incorporating the 2024-25 Financial and Performance Statements were adopted by Council on 21 October 2025.</p>	Complete
Monitor and provide advice on risk management and fraud prevention systems and controls (section 54(2c))		
Monitor the implementation of the Risk Management Strategy and progress in managing risk identified on the Risk Register priorities. The progress against these documents will be reported to the Committee at each meeting.	<p>Report on Strategic Risks scheduled as a standing item at quarterly Audit and Risk Committee meetings.</p> <p>Strategic Risk Register scheduled as a standing item at monthly Executive Leadership Team meetings.</p>	Complete
Review and recommend enhancements to Council's policy for the oversight and management of business risks.	<p>The Business Management Continuity Policy was adopted by Council in April 2025.</p> <p>The Business Continuity Plan was endorsed by Executive Leadership Team the in July 2025.</p> <p>Business Continuity Training was undertaken by external facilitator JLT in September 2025</p>	Complete
Receive regular risk reports, which: <ul style="list-style-type: none"> provide an overview of management of each strategic risk by strategic risk owners identify key risks, the status, and the effectiveness of the risk management 	<p>Report on Strategic Risks scheduled as a standing item at quarterly Audit and Risk Committee meetings.</p> <p>Risk register and framework is scheduled as a quarterly standing item on Executive Leadership Team meetings for officers to review existing strategy and risks and assess emerging risks.</p>	Complete

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systems to ensure that identified risks are monitored and new risks are identified, mitigated, and reported.		
Review whether the Council has a current and active business continuity plan and disaster recovery plan which is tested periodically as determined by the plan.	The Business Continuity Plan was endorsed by the Executive Leadership Team in July 2025. Business Continuity Training was undertaken by external facilitator JLT in September 2025	Complete
Oversee external audit function (section 54(2d))		
Seek information from the external auditor to outline the external audit plan including proposed audit strategies and how they might relate to identified risk areas, discuss audit results, and consider the implications of the external audit findings for the control environment.	Crowe (Australasia) completed the 2024-25 financial and performance reporting audits, and the following reports were presented to the Audit and Risk Committee in September 2025 for endorsement: <ul style="list-style-type: none"> • 2024-25 Annual Financial Reports • 2024-25 Performance Statement and Governance Management Checklist • Final Management Letter • External Auditors Closing Report to Audit Committee The 2024-25 Financial and Performance Statements were adopted by Council on 21 October 2025.	Complete
Ask the external auditor if there have been any significant resolved or unresolved disagreements with management. Sight all representation letters signed by management and consider the completeness and appropriateness of the information provided		
Monitor internal controls		
Review the effectiveness of the Council's internal control system with management and the internal and external auditors.	Ongoing program of internal and external audits monitors effectiveness of internal controls. The internal and external auditors attend the Audit and Risk Committee Meetings quarterly. Confidential briefings with the Internal Auditors are scheduled prior to the commencement of all Audit and Risk Committee meetings.	Complete

11.4.7 S11A and S11B Instruments of Appointment and Authorisation**AUTHOR** Governance Officer**RESPONSIBLE DIRECTOR** Director People and Governance**EXECUTIVE SUMMARY**

Regular reviews are required to be made to the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) and the S11B Instrument of Appointment and Authorisation (*Environmental Protection 2017*) to ensure alignment with current organisational structures and legislation.

The *Local Government Act 1989* is still active in relation to the appointment of authorised officers, not the *Local Government Act 2020*. These Instruments give specified officers the ability to enforce legislation and ensure any enforcement action is undertaken on behalf of Council in a legal and efficient manner. The Instruments also appoint officers to key roles and positions including (but not limited to) Senior Strategic Planner, Senior Environmental Health Officer, and Community and Planning Compliance Officer.

The instrument comes into force immediately the Council's Chief Executive Officer signature is affixed to the instrument and remains in force until Council determines to vary or revoke it.

RECOMMENDATION

That Council:

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (S11A and S11B), Strathbogie Shire Council (Council) resolves that:

1. **The members of Council staff referred to in the instruments be appointed and authorised as set out in the instruments**
2. **The S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) endorsed by Council at its meeting on 19 August 2025 be revoked and replaced by the Instrument dated 17 February 2026**
3. **The S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*) endorsed by Council at its meeting on 19 August 2025 be revoked and replaced by the Instrument dated 17 February 2026**
4. **The Instruments be executed by the Chief Executive Officer**
5. **The Instruments come into force immediately when the Chief Executive Officer executes the Instruments, and the Instruments remain in force until Council determines to vary or revoke it/them.**

PURPOSE AND BACKGROUND

The purpose of this report is to update changes to the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) and the S11B Instrument of Appointment

and Authorisation (*Environment Protection Act 2017*) due to organisation changes, and specific legislation relating to:

1. Changes to Delegated Officers

ISSUES, OPTIONS AND DISCUSSION

The S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) is used to authorise officers to enforce the *Planning and Environment Act 1987* and institute proceedings on behalf of the Council or represent the Council.

The S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*) is used to authorise officers to enforce the *Environmental Protection Act 2017* and institute proceedings on behalf of the Council or represent the Council.

A person who is appointed to a position has the authority to exercise the powers of that position directly from the enabling legislation. Authorisations also allow the relevant officers of Council to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act(s).

Council's endorsement of the S11A and S11B Instruments means that:

- Updated Instruments of Appointment reflect the current organisation structure
- Council is practicing good governance in line with its obligations under the *Local Government Act 1989* and *Local Government Act 2020* and other statutory bodies that affect Council operations
- Public safety is monitored and maintained in line with our legislative obligations.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following key strategic focus areas and or actions in the 2025-2029 Council Plan:

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences

Regional, State and National Plans, Policies and Legislation

This report is aligned with the following legislation, Council Policies and key strategic documents:

- *Local Government Act 2020*
- *Local Government Act 1989*
- *Planning and Environment Act 1987*
- *Environment Protection Act 2017*

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
If the Instruments of Appointment and Authorisations are not current, the enforceability of decisions and actions taken may be compromised and there may be legal, reputational, and administrative concern for the Council.	Low	Low	Low	Legal, reputational, and administrative risk is minimised by maintaining the currency of Instruments of Appointment and Authorisation and reviewing them every six months or as required.

LEGAL CONSIDERATIONS

Not maintaining Instruments of Appointment and Authorisation can compromise compliance and impact on enforcement capability.

A copy of the Instruments will be made available to the public in accordance with the *Local Government Act 2020* and regulations.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

This report will be presented to Council in a Council meeting, open to the public and live streamed to the public. This is consistent with Council's Transparency Policy, enabling the community to have oversight into the matters being discussed by Council and the decisions being made.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications arising from this report.

CONCLUSION

The S11A and S11B Instruments of Appointment and Authorisation give specified officers the ability to enforce legislation under the *Planning and Environment Act 1987* and *Environment Protection Act 2017* and ensuring any enforcement action undertaken on behalf of Council is legal and enforceable.

ATTACHMENTS

1. 202601 DRAFT S11A Instrument Appoint Authorisation Planning Environment Act198
2. 202601 DRAFT S11B Instrument Appointment Authorisation EPA Act 2017

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



Strathbogie Shire Council

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

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987)

In this instrument "officer" means -

Daniel Moloney	Senior Strategic Planner [SP1]
Jack Francis	Senior Planner [SP2]
Vacant	Principal Planner [PP]
Stephanie Glasbergen	Town Planner [TP]
Barbara Taylor	Town Planner [TP]
Awais Sadiq	Manager Planning and Investment [MPI]
Rachael Frampton	Director Community and Planning [DCP]
Lisa Eade	Senior Environmental Health Officer [SEHO]
Jennifer Rebecchi	Environmental Health Officer [EHO]
Leanne Carboneau	Manager Community Safety [MCS]
Hassam bin Sajid	Compliance Officer [CO]
Tracey Maney	Community and Planning Compliance Officer [CPCO]
Vacant	Director Sustainable Infrastructure [DSI]
Vacant	Community Safety Support Officer [CSSO]
Vacant	Community Safety Officer[(CSO)]

By this instrument of appointment and authorisation Strathbogie Shire Council -

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

[SP1, SP2, PP, TP, MPI, DCP, SEHO, EHO, MCS, CO, CPCO, DSI, CSSO, CSO]

and

1. 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.

[SP1, SP2, PP, TP, MPI, DCP, SEHO, EHO, MCS, CO, CPCO, DSI, CSO, CSSO]

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 Strathbogie Shire Council on 17 February 2026

This Instrument is made by the Chief Executive Officer of Strathbogie Shire Council in the exercise of their authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on 17 February 2026.

Signed by Rachelle Quattrocchi the Chief
Executive Officer of Council in the presence of:)

.....
Witness

Date:

Date: 17 February 2026

S
*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*



Strathbogie Shire Council

Instrument of Appointment and Authorisation

(Environment Protection Act 2017 only)

Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)

In this instrument "officer" means -

Lisa Eade	Senior Environmental Health Officer [SEHO]
Jennifer Rebbechi	Environmental Health Officer [EHO]
Awais Sadiq	Manager Planning and Investment [MPI]
Vacant	Principal Planner [PP]
Daniel Moloney	Senior Strategic Planner [SP1]
Jack Francis	Senior Planner [SP2]
Stephanie Glasbergen	Town Planner [TP]
Barbara Taylor	Town Planner [TP]
Leanne Carboneau	Manager Community Safety [MCS]
Shaun Langlands	Environment and Waste Coordinator [EWC]
Hassam bin Sajid	Compliance Officer [CO]
Tracey Maney	Community and Planning Compliance Officer [CPCO]
Rachael Frampton	Director Community and Planning [DCP]
Vacant	Director Sustainable Infrastructure [DSI]
Vacant	Community Safety Officer [CSO]
Vacant	Community Safety Support Officer [CSSO]

By this instrument of appointment and authorisation, Strathbogie Shire Council -

under s 242(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officers to be authorised officers for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

[SEHO, EHO, MPI, PP, SP1, SP2, TP, MCS, EWC, CO, CPCO, DCP, DSI, CSSO, CSO]

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 Strathbogie Shire Council on 17 February 2026

This Instrument is made by the Chief Executive Officer of Strathbogie Shire Council in the exercise of their authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on 17 February 2026.

Signed by Rachelle Quattrocchi the Chief)
Executive Officer of Council in the presence of:)

.....
Witness

Date:

Date: 17 February 2026

11.4.8 S6 Instrument of Delegation to Members of Staff

AUTHOR Governance Officer

RESPONSIBLE DIRECTOR Director People and Governance

EXECUTIVE SUMMARY

The *Local Government Act 2020* expressly provides for a Council to delegate power, duty or function to the Chief Executive Officer and/or Council Officers, to act on behalf of Council.

The S6 is an Instrument of Delegation from Council to members of Council staff relating to Council duties, powers and functions within various Acts and Regulations (or specific parts of those Acts or Regulations), which contain a specific power of delegation.

The S6 Instrument of Delegation delegates certain powers directly from the Council to Council staff due to the legislation referring to containing specific powers of delegation. This instrument provides for delegations that cannot be sub delegated by the Chief Executive Officer, that is, they must be directly delegated from Council to the subject matter experts.

The changes proposed in the current version reflect corrections to the officers delegated and legislative changes.

RECOMMENDATION

That Council:

In the exercise of the powers conferred by the legislation referred to in the attached S6 Instrument of Delegation to Members of Council Staff, Strathbogie Shire Council (Council) resolves that:

- 1. There is delegation to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties, and functions set out in that instrument, subject to the conditions and limitations specified in the Instrument**
- 2. The Instrument be executed by the Chief Executive Officer**
- 3. The Instrument comes into force immediately when the Chief Executive Officer executes the Instrument of Delegation**
- 4. On the coming into force of the Instrument, the Instrument endorsed at its meeting of 19 August 2025 be revoked and replaced by the 17 February 2026 Instrument**
- 5. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

PURPOSE AND BACKGROUND

The purpose of this report is to update changes to the S6 Instrument of Delegation, due to organisation and legislative changes.

ISSUES, OPTIONS AND DISCUSSION

The *Local Government Act 2020* (the Act) requires the preparation and adoption of a set of Instruments of Delegation. The various acts and regulations referred to in the instrument allow the delegation of powers from Council to members of Council staff. The Instrument before Council has been reviewed and is based on six monthly legislative updates received from Maddocks, Council's legal counsel on these matters.

This instrument provides for delegations that cannot be sub-delegated by the Chief Executive Officer, that is, they must be directly delegated from Council to the subject matter experts. The delegations cover specialised legislation such as (but not limited to) the *Planning and Environment Act 1987*, *Roads Management Act 2004*, and the *Environmental Protection Act 2017*.

The instrument before Council reflects legislative and organisational structural changes since the last update in August 2025 including:

- 1. Changes to the S6 Instrument of Delegation, Council to other Members of Council staff (S6) and removal of the related S6A Instrument**
 - 1.1. Amendments have been carried forward which were implemented late last year in the S6A Instrument, which was introduced to address specific changes to the *Planning and Environment Act 1987*. As a result of these changes, the S6A Instrument is no longer required.
 - 1.2. Councils are aware of the upcoming amendments to the *Planning and Environment Act 1987* due to the passage of the Planning Amendment (Better Decisions Made Faster) Bill 2025. As at the 30 January 2026, this Bill has passed the Legislative Council but has not yet received royal assent. The drafting of the Bill reflects that the provisions within will come into effect on a day to be proclaimed. Given that none of these events have occurred, any amendments from this Bill have not been included in the S6 Instrument of Delegation. Councils are encouraged to monitor any developments as to this Bill's implementation, as the pending amendments will affect how Council uses the S6 Instrument of Delegation.
 - 1.3. It is recommended that Council's CEO be listed as a delegate in this instrument if the intention is for them to be conferred with the powers included.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following key strategic focus areas and or actions in the 2025-2029 Council Plan:

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

Primary Legislation

- *Local Government Act 2020*
- *Planning and Environment Act 1987*
- *Roads Management Act 2004*
- *Environmental Protection Act 2017*
- *Domestic Animals Act 1994*
- *Food Act 1984*
- *Heritage Act 2017*
- *Residential Tenancies Act 1997*

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
If the delegations and authorisations are not current, the enforceability of decisions and actions taken may be compromised and there may be legal, reputational, and administrative problems for the Council.	Low	Low	Low	Legal, reputational and administrative risk is minimised by maintaining the currency of delegations and reviewing them every six months.

LEGAL CONSIDERATIONS

By not maintaining currency of the authorisation instruments can potentially impact on the enforcement of legislation and jeopardises Council's compliance with its legal obligations. A copy of the instrument will be made available to the public in accordance with the Act and regulations.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

A public register of delegations must be maintained by the CEO under the Act and Council's Public Transparency Policy, and so this instrument, once signed, will be available for inspection by the public upon request.

INNOVATION AND CONTINUOUS IMPROVEMENT

All Instruments of Delegation and Authorisation are reviewed and updated six monthly (or as required) ensuring legislative and regulatory obligations are met and Council operations are maintained efficiently.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications arising from this report.

CONCLUSION

The Instrument before Council is based on the current legislation and reflects organisation position and legislative changes that have occurred since the previous update in August 2025.

Council endorsement of instruments of authorisation enables Council to fulfil its obligations relating to the enforcement of legislative and statutory requirements.

ATTACHMENT

1. S6 Instrument of Delegation Council to Members Of Staff

S6 Instrument of Delegation – Members of Staff



Strathbogie 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
DCP	means Director Community and Planning
DPG	means Director People and Governance
DSI	means Director Sustainable Infrastructure
CFO	means Chief Financial Officer
CO	means Community Compliance Officer
CPCO	means Community and Planning Compliance Officer
CSSO	means Community Safety Support Officer
DMBS	means Deputy Municipal Building Surveyor
EHO	means Environmental Health Officer
EMO	means Emergency Management Officer
MCISP	means Manager Capital Infrastructure and Strategic Projects
MBS	means Municipal Building Surveyor
MCS	means Manager Community Safety
MFPO	means Municipal Fire Prevention Officer
MO	means Manager Operations
MPC	means Manager People and Culture
MPI	means Manager Planning and Investment
MRM	means Municipal Recovery Manager
PAO	means Planning Administration Officer
PP	means Principal Planner
SEHO	means Senior Environmental Health Officer
SP1	means Senior Strategic Planner
SP2	means Senior Planner
TP	means Town Planner

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution Council passed on 17 February 2026; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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

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

This Instrument of Delegation is made by the Chief Executive Officer of Strathbogie Shire Council in the exercise of their authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on 17 February 2026.

Signed by Rachelle Quattrocchi the Chief)
Executive Officer of Council in the presence of:)

.....
Witness

Date:

Date: 17 February 2026

SCHEDULE

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CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL

The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries		
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act		Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions		Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)		Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions		Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions		
s 14	Power to manage multiple public cemeteries as if they are one cemetery		
s 15(4)	Duty to keep records of delegations		
s 17(1)	Power to employ any persons necessary		
s 17(2)	Power to engage any professional, technical or other assistance considered necessary		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL

The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Power to determine the terms and conditions of employment or engagement		Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary		
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time		Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee		Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee		Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities		Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees		Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.		Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>		Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL

The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

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

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request		Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval		Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan		Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request		Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year		Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works		
s 20(1)	Duty to set aside areas for the interment of human remains		
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery		
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)		
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36		Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37		Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39		
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery		Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery		
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act		Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery		
s 60(1)	Duty to make information in records available to the public for historical or research purposes		
s 60(2)	Power to charge fees for providing information		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL

The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)		
s 64B(d)	Power to permit interments at a reopened cemetery		
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park		The application must include the requirements listed in s 66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park		
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed		
s 70(2)	Duty to make plans of existing place of interment available to the public		
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies		
s 71(2)	Power to dispose of any memorial or other structure removed		
s 72(2)	Duty to comply with request received under s 72		
s 73(1)	Power to grant a right of interment		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73(2)	Power to impose conditions on the right of interment		
s 74(3)	Duty to offer a perpetual right of interment		
s 75	Power to grant the rights of interment set out in s 75(a) and (b)		
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted		
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application		
s 80(1)	Function of receiving notification and payment of transfer of right of interment		
s 80(2)	Function of recording transfer of right of interment		
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment		
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment		
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment		

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

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

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)		
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment		
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment		
s 91(1)	Power to cancel a right of interment in accordance with s 91		
s 91(3)	Duty to publish notice of intention to cancel right of interment		
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment		
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment		
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval		
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 100(1)	Power to require a person to remove memorials or places of interment		
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)		
s 100(3)	Power to recover costs of taking action under s 100(2)		
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery		
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)		
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)		
s 103(1)	Power to require a person to remove a building for ceremonies		
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)		
s 103(3)	Power to recover costs of taking action under s 103(2)		
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL

The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 106(2)	Power to require the holder of the right of interment to provide for an examination		
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with		
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with		
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs		
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with		
s 108	Power to recover costs and expenses		
s 109(1)(a)	Power to open, examine and repair a place of interment		Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial		Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies		Where the holder of right of interment or responsible person cannot be found

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary		
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary		
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary		
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran		
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment		
s 112	Power to sell and supply memorials		
s 116(4)	Duty to notify the Secretary of an interment authorisation granted		
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met		
s 119	Power to set terms and conditions for interment authorisations		
s 131	Function of receiving an application for cremation authorisation		
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with		Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner		
s 146	Power to dispose of bodily remains by a method other than interment or cremation		Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation		
s 149	Duty to cease using method of disposal if approval revoked by the Secretary		
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met		

CEMETERIES AND CREMATORIA ACT 2003 – NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL

The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 151	Function of receiving applications to inter or cremate body parts		
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150		
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		
sch 1 cl 8(8)	Power to regulate own proceedings		Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings		Where Council is a Class A cemetery trust Subject to cl 8

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

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	DCP, MCS, SEHO, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	DCP, MCS, SEHO, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	DCP, MCS, SEHO, EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	DCP, MCS, SEHO, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	DCP, MCS, SEHO, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	DCP, MCS, SEHO, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DCP, MCS, SEHO, EHO	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DCP, MCS, SEHO, EHO	<p>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</p> <p>Only in relation to temporary food premises or mobile food premises</p>
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	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	DCP, MCS, SEHO, EHO	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	DCP, MCS, SEHO, EHO	<p>Where Council is the registration authority</p> <p>Subject to s 19FA(2), which requires a time limit for compliance to be specified</p>
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)	DCP, MCS, SEHO, EHO	<p>Where Council is the registration authority</p> <p>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))</p>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	DCP, MCS, SEHO, EHO	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	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DCP, MCS, SEHO, EHO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	DCP, MCS, SEHO, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	DCP, MCS, SEHO, EHO	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	DCP, MCS, SEHO, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	DCP, MCS, SEHO, EHO	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	DCP, MCS, SEHO, EHO	Where Council is the registration authority

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

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	DCP, MCS, SEHO, 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	DCP, MCS, SEHO, 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	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 39A	Power to register, or renew the registration of a food premises despite minor defects	DCP, MCS, SEHO, EHO	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	DCP, MCS, SEHO, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	DCP, MCS, SEHO, EHO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	DCP, MCS, SEHO, EHO	
s 40F	Power to cancel registration of food premises	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	DCP, MCS, SEHO, EHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	DCP, MCS, SEHO, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	DCP, MCS, SEHO, EHO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, DCP, MCS	Where Council is the registration authority

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DCP, MPI, PP, SP1, SP2	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DCP, MPI, PP, SP1, SP2	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	DCP, MPI, PP, SP1, SP2, TP, PAO	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DCP, MPI, PP, SP1, SP2, TP, PAO	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 12B(1)	Duty to review planning scheme	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 16B	<p>Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide:</p> <ul style="list-style-type: none"> - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. <p>Note: see also sections 16A, 16D, 16E and 16K.</p>	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 16C(1)	<p>Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.</p> <p>Note: The notice must contain prescribed information, and reasons if it is a refusal.</p>	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	DCP, MPI, PP, SP1, SP2, TP	
s 16F	<p>Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district.</p> <p>Note: see also sections 16G and 16K.</p>	DCP, MPI, PP, SP1, SP2, TP	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	CEO, DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	CEO, DCP, MPI, PP, SP1, SP2, TP	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	DCP, MPI, PP, SP1, SP2, TP	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	DCP, MPI, PP, SP1, SP2, TP	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 17(2)	Duty of giving copy s 173 agreement	DCP, MPI, PP, SP1, SP2, TP, PAO	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DCP, MPI, PP, SP1, SP2, TP	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DCP, MPI, PP, SP1, SP2, TP	Until the proposed amendment is approved or lapsed

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP, MPI, PP, SP1, SP2, TP	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DCP, MPI, PP, SP1, SP2, TP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, DCP, MPI, PP, SP1, SP2	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DCP, MPI, PP, SP1, SP2, TP, PAO	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DCP, MPI, PP, SP1, SP2	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, DCP, MPI, PP, SP, SSP, TP	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DCP, MPI, PP, SP1, SP2, TP	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	DCP, MPI, PP, SP1, SP2, TP	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DCP, MPI, PP, SP1, SP2, TP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DCP, MPI, PP, SP1, SP2, TP, PAO	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DCP, MPI, PP, SP1, SP2, TP, PAO	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DCP, MPI	
s 28(1) <i>(amended)</i>	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	CEO, DCP, MPI, PP, SP1, SP2, TP	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	CEO, DCP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, DCP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	DCP, MPI, PP, SP1, SP2, TP	
s 30(4)(a)	Duty to say if amendment has lapsed	DCP, MPI, PP, SP1, SP2	
s 30(4)(b)	Duty to provide information in writing upon request	DCP, MPI, PP, SP1, SP2	
s 32(2)	Duty to give more notice if required	CEO, DCP, MPI, PP, SP1, SP2	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, DCP, MPI, PP, SP1, SP2	
s 36(2)	Duty to give notice of approval of amendment	CEO, DCP, MPI, PP, SP1, SP2	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, DCP, MPI, PP, SP1, SP2	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, DCP, MPI, PP, SP1, SP2	
s 40(1)	Function of lodging copy of approved amendment	DCP, MPI, PP, SP1, SP2	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DCP, MPI, PP, SP1, SP2, TP, CO, C	
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	DCP, MPI, PP, SP1, SP2, TP, PAO	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DCP, MPI, PP, SP1, SP2, TP, PAO	
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		Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	CEO, DCP, MPI	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, DCP, MPI	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	CEO, DCP, MPI, PP, SP1, SP2, TP	Where Council is a responsible public entity

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CEO, DCP, MPI, PP, SP1, SP2, TP	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	CEO, DCP	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	CEO, DCP, DSI	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, DCP, MPI, MCISP, PP, SP1, SP2, TP	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DCP, DSI, MPI, CFO, MCISP	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DCP, DSI, MPI, MCISP	
s 46GP	Function of receiving a notice under s 46GO	CEO, DCP, DSI	Where Council is the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 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	CEO, DCP, DSI, MPI	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CEO, DCP, DSI, MPI	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, DCP, DSI, MPI	
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	CEO, DCP, DSI, MPI	
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	CEO, DCP, DSI, MPI	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, DCP, DSI, MPI	
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	CEO, DCP, DSI, MPI, MCISP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CEO, DCP, DSI, MPI, MCISP	
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	CEO, DCP, DSI, MPI, MCISP	
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	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, DCP, DSI, MPI, MCISP	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)	DCP, DSI, MPI, MCISP	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)	DCP, DSI, MPI, MCISP	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DCP, DSI, MPI, MCISP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CEO, DCP, DSI, MPI, MCISP	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	CEO, DCP, DSI, MPI, MCISP	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	CEO, DCP, DSI, MPI, MCISP	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, DCP, DSI, MPI, MCISP, CFO	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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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Function of receiving the monetary component	DCP, DSI, MPI, MCISP, CFO	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	CEO, DCP, DSI, MPI, MCISP, CFO	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	DCP, DSI, MPI, MCISP, CFO	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)	CEO, DCP, DSI, MPI, MCISP	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	CEO, DCP, DSI, MPI, MCISP	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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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	CEO, DCP, DSI, MPI, MCISP	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	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, DCP, DSI, MPI, MCISP, CFO	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4) 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	CEO, DCP, DSI, MPI, MCISP, CFO	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	CEO, DCP, DSI, MPI, MCISP, CFO	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>	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, DCP, DSI, MPI, MCISP	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	CEO, DCP, DSI, MPI, MCISP	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)	CEO, DCP, DSI, MPI, MCISP	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)	CEO, DCP, DSI, MPI, MCISP, CFO	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)	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting 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 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	CEO, DCP, DSI, MPI, MCISP, CFO	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	CEO, DCP, DSI, MPI, MCISP, CFO	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)	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	CEO, DCP, DSI, MPI, MCISP	Where Council is the 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 46GZF(3)	Function of receiving proceeds of sale	CEO, DCP, DSI, MPI	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)	CEO, DCP, DSI, MPI, CFO	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)	CEO, DCP, DSI, MPI, MCISP, CFO	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	CEO, DCP, DSI, MPI, MCISP, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, DCP, DSI, MPI, MCISP	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	CEO, DCP, DSI, MPI, MCISP	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)	CEO, DCP, DSI, MPI, MCISP, CFO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, DCP, DSI, MPI, MCISP, PP, SP1, SP2, TP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, DCP, DSI, MPI, MCISP, CFO	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DCP, DSI, MPI	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, DCP, DSI, MPI, CFO	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DCP, DSI, MPI, CFO	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, DCP, DSI, MPI, CFO	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DCP, DSI, MPI	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, DCP, DSI, MPI, CFO	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, DCP, DSI, MPI, CFO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CEO, DCP, DSI, MPI	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, DCP, DSI, MPI, CFO	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, DCP, DSI, MPI, CFO	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, DCP, DSI, MPI, MCISP	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, DCP, DSI, MPI, CFO	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, DCP, DSI, MPI, CFO	
s 46QD	Duty to prepare report and give a report to the Minister	CEO, DCP, DSI, MPI, CFO	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		

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Enviros 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		
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it		
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		
s 46Y	Duty to carry out works in conformity with the approved strategy plan		
s 47	Power to decide that an application for a planning permit does not comply with that Act	MPI, PP, SP1, SP2, TP	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	DCP, MPI, PP, SP1, SP2, TP	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	DCP, MPI, PP, SP1, SP2, TP	Where Council is the responsible authority
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	MPI, PP, SP1, SP2, TP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	MPI, PP, SP1, SP2, TP, PAO	
s 50(4)	Duty to amend application	MPI, PP, SP1, SP2, TP	
s 50(5)	Power to refuse to amend application	DCP, MPI, PP, SP1, SP2, TP	
s 50(6)	Duty to make note of amendment to application in register	MPI, PP, SP1, SP2, TP	
s 50A(1)	Power to make amendment to application	MPI, PP, SP1, SP2, TP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	MPI, PP, SP1, SP2, TP	
s 50A(4)	Duty to note amendment to application in register	MPI, PP, SP1, SP2, TP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	MPI, PP, SP1, SP2, TP, PAO	
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	MPI, PP, SP1, SP2, TP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	MPI, PP, SP1, SP2, TP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	MPI, PP, SP1, SP2, TP	
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	MPI, PP, SP1, SP2, TP	
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	MPI, PP, SP1, SP2, TP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	MPI, PP, SP1, SP2, TP	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	MPI, PP, SP1, SP2, TP	
s 52(3)	Power to give any further notice of an application where appropriate	MPI, PP, SP1, SP2, TP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	MPI, PP, SP1, SP2, TP	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	MPI, PP, SP1, SP2, TP	
s 54(1)	Power to require the applicant to provide more information	MPI, PP, SP1, SP2, TP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	MPI, PP, SP1, SP2, TP	
s 54(1B)	Duty to specify the lapse date for an application	MPI, PP, SP1, SP2, TP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	MPI, PP, SP1, SP2, TP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	MPI, PP, SP1, SP2, TP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	MPI, PP, SP1, SP2, TP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DCP, MPI	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	MPI, PP, SP1, SP2, TP	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	MPI, PP, SP1, SP2, TP, PAO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	MPI, PP, SP1, SP2, TP	
s 57A(5)	Power to refuse to amend application	DCP, MPI	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(6)	Duty to note amendments to application in register	MPI, PP, SP1, SP2, TP	
s 57B(1)	Duty to determine whether and to whom notice should be given	MPI, PP, SP1, SP2, TP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	MPI, PP, SP1, SP2, TP	
s 57C(1)	Duty to give copy of amended application to referral authority	MPI, PP, SP1, SP2, TP	
s 58	Duty to consider every application for a permit	MPI, PP, SP1, SP2, TP	
s 58A	Power to request advice from the Planning Application Committee	DCP, MPI	
s 60	Duty to consider certain matters	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 60(1A)	Duty to consider certain matters	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCP, DSI, MPI, PP, SP1, SP2, TP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DCP, DSI, MPI, PP, SP1, SP2, TP	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent		
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent		
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 62(2)	Power to include other conditions	DCP, DSI, MPI, PP, SP1, SP2, TP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DCP, DSI, MPI, MCISP, PP, SP1, SP2, TP,	
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	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DCP, DSI, MPI, PP, SP1, SP2, TP	
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)	DCP, DSI, MPI, PP, SP1, SP2, TP	
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)	DCP, DSI, MPI, PP, SP1, SP2, TP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	MPI, PP, SP1, SP2, TP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	MPI, PP, SP1, SP2, TP	This provision applies also to a decision to grant an amendment to a permit – see s 75

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(3)	Duty not to issue a permit until after the specified period	MPI, PP, SP1, SP2, TP	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	MPI, PP, SP1, SP2, TP	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	MPI, PP, SP1, SP2, TP	This provision applies also to a decision to grant an amendment to a permit – see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	MPI, PP, SP1, SP2, TP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	MPI, PP, SP1, SP2, TP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	MPI, PP, SP1, SP2, TP	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	MPI, PP, SP1, SP2, TP	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	MPI, PP, SP1, SP2, TP	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	MPI, PP, SP1, SP2, TP	
s 69(1A)	Function of receiving application for extension of time to complete development	MPI, PP, SP1, SP2, TP	
s 69(2)	Power to extend time	MPI, PP, SP1, SP2, TP	
s 70	Duty to make copy permit available in accordance with public availability requirements	MPI, PP, SP1, SP2, TP	
s 71(1)	Power to correct certain mistakes	MPI, PP, SP1, SP2, TP	
s 71(2)	Duty to note corrections in register	MPI, PP, SP1, SP2, TP	
s 73	Power to decide to grant amendment subject to conditions	MPI, PP, SP1, SP2, TP	
s 74	Duty to issue amended permit to applicant if no objectors	MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MPI, PP, SP1, SP2, TP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	MPI, PP, SP1, SP2, TP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MPI, PP, SP1, SP2, TP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	MPI, PP, SP1, SP2, TP	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	MPI, PP, SP1, SP2, TP	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	DCP, MPI, PP, SP1, SP2, TP	
s 83	Function of being respondent to an appeal	MPI, PP, SP1, SP2, TP	
s 83B	Duty to give or publish notice of application for review	MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit		
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, DCP, MPI, PP, SP1, SP2, TP	
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	MPI, PP, SP1, SP2, TP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	MPI, PP, SP1, SP2, TP	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	MPI, PP, SP1, SP2, TP	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, DCP, MPI	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCP, MPI, PP, SP1, SP2, TP	
s 91(2)	Duty to comply with the directions of VCAT	DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	MPI, PP, SP1, SP2, TP	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCP, MPI, PP, SP1, SP2, TP	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, DCP, MPI	
s 95(3)	Function of referring certain applications to the Minister	CEO, DCP, MPI	
s 95(4)	Duty to comply with an order or direction	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DCP, MPI	
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, DCP, MPI, PP, SP1, SP2, TP	
s 96A(2) <i>(amended)</i>	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DCP, MPI, PP, SP1, SP2, TP	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DCP, MPI	
s 96F	Duty to consider the panel's report under s 96E	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 96H(3)	Power to give notice in compliance with Minister's direction	MPI, PP, SP1, SP2, TP	
s 96J	Duty to issue permit as directed by the Minister	MPI, PP, SP1, SP2, TP	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	MPI, PP, SP1, SP2, TP	
s 96Z (amended)	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	DCP, MPI	
s 97C	Power to request Minister to decide the application	CEO, DCP, MPI	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCP, MPI, PP, SP1, SP2, TP	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	MPI, PP, SP1, SSP2, TP, PAO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	MPI, PP, SP1, SP2, TP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DCP, MPI	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, DCP, MPI	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCP, MPI, PP, SP1, SP2, TP	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCP, MPI, PP, SP1, SP2, TP	
s 97Q(4)	Duty to comply with directions of VCAT	DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	MPI, PP, SP1, SP2, TP, PAO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DCP, MPI, PP, SP1, SP2, TP	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DCP, MPI, PP, SP1, SP2, TP	
s 101	Function of receiving claim for expenses in conjunction with claim	DCP, MPI, PP, SP1, SP2, TP	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 107(1)	Function of receiving claim for compensation	DCP, MPI, PP, SP1, SP2, TP	
s 107(3)	Power to agree to extend time for making claim	CEO, DCP, MPI	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, DCP, MPI	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DCP, MPI, PP, SP1, SP2	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DCP, DSI, MO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DCP, DSI	Except Crown Land
s 129	Function of recovering penalties	CEO, DCP, MPI, MCS	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DCP, MPI, MCS	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DCP, MPI	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	CEO, DCP, MPI	
s 149B	Power to apply to the Tribunal for a declaration.		
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, DCP, MPI	Where Council is the relevant planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 158F	Power to make submissions in response to a directions panel	CEO, DCP, MPI, PP, SP1, SP2, TP	
s 171(2)(f)	Power to carry out studies and commission reports	CEO, DCP, MPI, PP, SP1, SP2	
s 171(2)(g)	Power to grant and reserve easements	CEO, DCP, DSI, MPI, MCISP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, DCP, DSI	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, DCP, DSI	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, DCP, DSI	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, DCP, DSI, MPI	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DCP, DSI, MPI	Where Council is the relevant responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
---	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	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DCP, DSI, MPI, TP	
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(5)	Power to propose to amend or end an agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	If no objections are made under s 178D Must consider matters in s 178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	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	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DCP, DSI, MPI, PP, SP1, SP2	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	After considering objections, submissions and matters in s 178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, DCP, DSI, MPI, PP, SP1, SP2, TP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	CEO, DCP, DSI, MPI, PP, SP1, SP2	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181	Duty to apply to the Registrar of Titles to record the agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 182	Power to enforce an agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCP, MPI, PP, SP1, SP2, TP	
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		Not delegated
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, DCP, DSI, MPI, PP, SP1, SP2	
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	DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DCP, MPI, PP, SP1, SP2, TP	
s 184G(2)	Duty to comply with a direction of the Tribunal	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCP, MPI, PP, SP1, SP2, TP	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, DCP, DSI, MPI, PP, SP1, SP2	
s 198(1)	Function to receive application for planning certificate	MPI, PP, SP1, SP2, TP, CO, CPCO	
s 199(1)	Duty to give planning certificate to applicant	MPI, PP, SP2, SP2, TP, PAO	
s 201(1)	Function of receiving application for declaration of underlying zoning	MPI, PP, SP1, SP2, TP	
s 201(3)	Duty to make declaration	DCP, MPI, PP, SP1, SP2, TP	
-	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	DCP, MPI, PP, SP1, SP2, TP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	DCP, MPI, PP, SP1, SP2, TP	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	DCP, MPI, PP, SP1, SP2, TP	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	DCP, MPI, PP, SP1, SP2, TP	
-	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	DCP, MPI, PP, SP1, SP2, TP	
-	Power to approve and or endorse 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	DCP, MPI, PP, SP1, SP2, TP	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DCP, MPI, PP, SP1, SP2, TP	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DCP, MPI, PP, SP1, SP2, TP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DCP, MPI, PP, SP1, SP2, TP	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, DCP, MCS, SEHO, EHO, MRM, EMO	
s 522(1)	Power to give a compliance notice to a person	CEO, DCP, MCS, SEHO, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	
s 525(4)	Duty to issue identity card to authorised officers	CEO, DCP, DPG, MRM	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	DCP, MCS	
s 526A(3)	Function of receiving report of inspection	DCP, MCS	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, DCP	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, DSI, MCISP	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, DSI, MCISP	
s 11(9)(b)	Duty to advise Registrar	DSI, MCISP	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DSI, MCISP	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DSI, MCISP	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	DSI, MCISP	
s 12(10)	Duty to notify of decision made	DSI, MCISP	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, DSI, MCISP	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	DSI, MCISP	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	DSI, MCISP	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, DSI	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, DSI	
s 15(2)	Duty to include details of arrangement in public roads register	DSI, MCISP	
s 16(7)	Power to enter into an arrangement under s 15	CEO, DSI	
s 16(8)	Duty to enter details of determination in public roads register	DSI, MCISP	
s 17(2)	Duty to register public road in public roads register	DSI, MCISP	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, DSI	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	DSI, MCISP	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO, DSI	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	DSI, MCISP	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, DSI	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18(3)	Duty to record designation in public roads register	DSI, MCISP	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	DSI, MCISP	
s 19(4)	Duty to specify details of discontinuance in public roads register	DSI, MCISP	
s 19(5)	Duty to ensure public roads register is available for public inspection	DSI, MCISP, PAO	
s 21	Function of replying to request for information or advice	DSI, MCISP	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DSI, MCISP	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	CEO, DSI	
s 22(5)	Duty to give effect to a direction under s 22	CEO, DSI, MCISP	
s 40(1)	Duty to inspect, maintain and repair a public road	DSI, MCISP, MO	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DSI, MCISP, MO	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DSI, MCISP, MO	

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	CEO, DSI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, DSI	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, DSI	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		Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, DSI, MCISP	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	CEO, DSI, MCISP	
s 49	Power to develop and publish a road management plan	CEO, DSI, MCISP	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, DSI, MCISP	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DSI, MCISP	

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	CEO, DSI, MCISP	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, DSI, MCISP	
s 54(6)	Power to amend road management plan	CEO, DSI, MCISP	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, DSI, MCISP	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, DSI, MCISP	
s 63(1)	Power to consent to conduct of works on road	CEO, DSI, MCISP, MO	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	CEO, DSI, MCISP, MO, MFPO, MRM, EMO	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	CEO, DSI, MCISP, MO	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, DSI, MCISP, MO	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, DSI, MCISP, MO	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, DSI, MCISP, MO	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DSI, MCISP, MO	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	CEO, DSI, DPG, MPC	
s 85	Function of receiving report from authorised officer	CEO, DSI, MCISP	
s 86	Duty to keep register re s 85 matters	DSI, MCISP	
s 87(1)	Function of receiving complaints	CEO, DSI, MCISP, MO	
s 87(2)	Duty to investigate complaint and provide report	CEO, DSI, MCISP, MO	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DSI	
s 112(2)	Power to recover damages in court	CEO, DSI	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to cause or carry out inspection	CEO, DSI, MCISP, MO	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, DSI	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CEO, DSI	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	CEO, DSI	
s 121(1)	Power to enter into an agreement in respect of works	CEO, DSI	
s 122(1)	Power to charge and recover fees	CEO, DSI	
s 123(1)	Power to charge for any service	CEO, DSI	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, DSI	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, DSI	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, DSI	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, DSI	
sch 2 cl 5	Duty to publish notice of declaration	CEO, DSI	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, DSI, MCISP	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	CEO, DSI, MCISP	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DSI, MCISP, MO	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	DSI, MCISP, MO	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	DSI, MCISP, MO	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	DSI, MCISP, MO	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DSI, MCISP, MO	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DSI, MCISP, MO	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, DSI, MCISP, MO	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	CEO, DCP, MCISP, MO	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, DSI	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)	DSI, MCISP	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CEO, DSI, MCISP, MO	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CEO, DSI	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, DSI	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, DSI	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DSI, MCISP	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	DSI, MCISP	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	DSI, MCISP	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 cl 3(2) and 4	DSI, MCISP	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2025 - NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 36	Duty to ensure that cemetery complies with depth of burial requirements		
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves		
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)		
r 39(1)	Duty to ensure that remains are interred in a coffin, casket, container or receptacle in accordance with paragraphs (a)-(c)		
r 39(2)	Duty to ensure that coffin, casket, container or receptacle is labelled.		
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)		
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)		

CEMETERIES AND CREMATORIA REGULATIONS 2025 - NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 43(2)	Power to inspect any coffin, casket, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)		
r 44(2)	Power to remove any fittings on any coffin, casket, container or other receptacle if the fittings may impede the cremation process or damage the cremator		
r 44(3)	Duty to ensure any fittings removed are disposed in an appropriate manner		
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator		
r 46(2)	Power to release cremated human remains to certain persons		Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation		
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation		
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation		

CEMETERIES AND CREMATORIA REGULATIONS 2025 - NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 47(4)	Duty to take reasonable steps to notify persons specified in r 46(2) of intention to intern or dispose of remains at expiry of 12 month period		
r 48	Power to approve certain activities under the r 57 or 58(2) if satisfied of regulation (1)(a)-(c)		
r 50	Duty to provide statement that alternative vendors or supplier of memorials exist		
r 51	Power to inspect any work that is being carried out on memorials, places of internments and buildings for ceremonies		
r 52	Power to approval the arrangement or conduct of a funeral		
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted		

CEMETERIES AND CREMATORIA REGULATIONS 2025 - NOT APPLICABLE TO STRATHBOGIE SHIRE COUNCIL			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of internment and memorials		
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial		
r 56(4)	Duty to dispose of items under r 56(3) in a manner considered appropriate		
r 57(1)	Power to approve the use of fire in a public cemetery		
r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area		
r 59	Duty to display the hours during which the public can access the cemetery		
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2		See note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DCP, MPI, PP, SP1, SP2	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	DCP, MPI, PP, S1P, SP2	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	DCP, MPI, PP, SP1, SP2, PAO	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	DCP, MPI, PP, SP1, SP2, PAO	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	DCP, MPI, PP, SP1, SP2	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DCP, MPI	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DCP, MPI	
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	DCP, MPI	

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	DCP, DSI, DPG, MCS	
r 10	Function of receiving application for registration	DCP, MCS, SEHO, EHO	
r 11	Function of receiving application for renewal of registration	DCP, MPI	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	DCP, MCS, SEHO, EHO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEO, DPC	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	DCP, MCS, SEHO, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, DCP	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	DCP, MCS, SEHO, EHO	
r 12(4) & (5)	Duty to issue certificate of registration	DCP, MCS, SEHO, EHO	
r 14(1)	Function of receiving notice of transfer of ownership	DCP, MCS, SEHO, EHO	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 14(3)	Power to determine where notice of transfer is displayed	DCP, MCS, SEHO, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	MCS, SEHO, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	MCS, SEHO, EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	MCS, SEHO, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration		
r 17	Duty to keep register of caravan parks	MCS, SEHO, 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	MCS, SEHO, EHO, EMO	
r 21(2)	Duty to consult with relevant emergency services agencies	MCS, SEHO, EHO, EMO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	MCS, SEHO, EHO, MRM, EMO	

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 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	TLC, SEHO, EHO, MRM, EMO	
r 24(2)	Power to consult with relevant floodplain management authority	MCS, SEHO, EHO, MRM	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	MCS, SEHO, EHO	
r 38	Function of receiving notice of proposed installation of unregisterable movable dwelling or rigid annexe	DCP, MCS, SEHO, EHO	
r 38(b)	Power to require notice of proposal to install unregisterable movable dwelling or rigid annexe	DCP, MCS, SEHO, EHO	
r 39(3)	Function of receiving installation certificate	DCP, MCS, SEHO, EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	MCS, SEHO, EHO, MBS, DMBS, EMO	
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	MCS, SEHO, EHO, MBS, DMBS	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	CEO, DSI, MCISP, MO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DSI, MCISP, MO,	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, DSI	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, DSI	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, DSI	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, DSI	
r 16(3)	Power to issue permit	DSI, MCISP, MO	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DSI, MCISP, MO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	DSI, MCISP, MO	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DSI, MCISP, MO	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DSI, MCISP, MO, CO, CPCO, CSSO	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, DSI, MCISP, MO	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CEO, DSI, MCISP, MO	

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	DSI, MCISP	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	DSI, MCISP	Where Council is the coordinating road authority

11.4.9 Record of Informal Meeting of Councillors December 2025 and January 2026

AUTHOR Governance Officer

RESPONSIBLE DIRECTOR Director People and Governance

EXECUTIVE SUMMARY

In accordance with Section (114) of the Strathbogie Shire Council Governance Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors
- is attended by at least one member of Council staff, and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting; these are known as Informal Meetings of Councillors.

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

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

The details of the Record of Informal Meetings of Councillors for the period 1 December 2025 to 31 January 2026 are attached to this report..

RECOMMENDATION

That Council note the Record of Informal Meetings of Councillors from 1 December 2025 to 31 January 2026.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community, this report is presented to a public Council meeting.

ATTACHMENTS

1. 20251202 Record of Informal Meetings of Councillors
2. 20251209 Record of Informal Meetings of Councillors
3. 20251216 Record of Informal Meetings of Councillors
4. 20260120 Record of Informal Meetings of Councillors
5. 20260127 Record of Informal Meetings of Councillors

Staff Only**Record of Informal Meetings of Councillors**

Meeting Details Present	Title	Councillor Briefing	
	Date	2 December 2025 at 9:00 am	
	Location	Euroa Community Conference Centre	
	Councillors	<ul style="list-style-type: none"> • Cr Jeffery • Cr Carlson • Cr Binks 	<ul style="list-style-type: none"> • Cr Holloway • Cr Stevens (online) • Cr Halsall
	Officers	<ul style="list-style-type: none"> • Rachelle Quattrocchi – Chief Executive Officer • Amanda Tingay – Director People and Governance • Rachael Frampton – Director Community and Planning • Oliver McNulty – Director Sustainable Infrastructure • Sharon Rainsbury – Executive Manager Communications, Advocacy and Customer Service • Awais Sadiq – Manager Planning and Investment • Kate Thomson – Coordinator Property and Buildings • Kerry Lynch – Governance Officer 	
	Guest Speakers		
	Apologies	Cr Ewart-Kennedy	

Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131*)

Matters Considered		Disclosures and Comments
1	Urban Growth Strategy and Rural Residential and Land Use Strategy	None
2	Essential Service Measures	None
3	Firewood Risk Report	None
4	Budget Briefing – Capital Works	None

The meeting concluded at 4:30 pm

Record completed by	Officer Name - Officer Title	Kerry Lynch – Governance Officer
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Staff Only**Record of Informal Meetings of Councillors**

Meeting Details Present	Title	Councillor Briefing	
	Date	9 December 2025 at 1:30 pm	
	Location	Euroa Community Conference Centre	
	Councillors	<ul style="list-style-type: none"> • Cr Jeffery • Cr Carlson • Cr Binks 	<ul style="list-style-type: none"> • Cr Holloway • Cr Stevens • Cr Halsall
	Officers	<ul style="list-style-type: none"> • Rachelle Quattrocchi – Chief Executive Officer • Amanda Tingay – Director People and Governance • Rachael Frampton – Director Community and Planning • Oliver McNulty – Director Sustainable Infrastructure • Sharon Rainsbury – Executive Manager Communications, Advocacy and Customer Service • Kerry Lynch – Governance Officer 	
	Guest Speakers		
	Apologies	Cr Ewart Kennedy	

Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020* - Section 131)

Matters Considered		Disclosures and Comments
1	Councillors Christmas Videos and Communications	None
2	Review of Agenda Council Meeting 9 December 2025	None

The meeting concluded at 3:30 pm

Record completed by	Officer Name - Officer Title	Kerry Lynch – Governance Officer
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Staff Only**Record of Informal Meetings of Councillors**

Meeting Details	Title	Councillor Briefing	
	Date	16 December 2025 at 9:00 am	
	Location	Euroa Community Conference Centre	
	Councillors	<ul style="list-style-type: none"> • Cr Jeffery • Cr Carlson • Cr Binks 	<ul style="list-style-type: none"> • Cr Holloway • Cr Stevens (arrived 12:00 pm)
Present	Officers	<ul style="list-style-type: none"> • Rachelle Quattrocchi – Chief Executive Officer • Amanda Tingay – Director People and Governance • Rachael Frampton – Director Community and Planning • Oliver McNulty – Director Sustainable Infrastructure • Sharon Rainsbury – Executive Manager Communications, Advocacy and Customer Service • Andrew Davis - Chief Financial Officer • Awais Sadiq – Manager Planning and Investment • Shaun Langlands – Coordinator Waste and Environment • Grace Davis – Climate Change Action Officer 	
	Guest Speakers		
	Apologies	Cr Ewart-Kennedy	

Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131*)

Matters Considered		Disclosures and Comments
1	Planning and Environment Reform Update	None
2	Budget Briefings – Waste Services and other	None
3	Climate Change Actions Update	None
4	Native Vegetation Requirements and Planning Compliance	None
5	Inland Rail Euroa site visit	None

The meeting concluded at 5:00 pm

Record completed by	Officer Name - Officer Title	Amanda Tingay – Director People and Governance
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Staff Only**Record of Informal Meetings of Councillors**

Meeting Details Present	Title	Councillor Briefing	
	Date	20 January 2026 at 12:00 pm	
	Location	Euroa Community Conference Centre	
	Councillors	<ul style="list-style-type: none"> • Cr Jeffery • Cr Carlson • Cr Binks (online) • Cr Halsall 	<ul style="list-style-type: none"> • Cr Holloway • Cr Stevens • Cr Ewart Kennedy
	Officers	<ul style="list-style-type: none"> • Rachelle Quattrocchi – Chief Executive Officer • Amanda Tingay – Director People and Governance • Gary Van Driel – Interim Director Sustainable Infrastructure • Sharon Rainsbury – Executive Manager Communications, Advocacy and Customer Service • Kerry Lynch – Governance Officer 	
	Guest Speakers		
	Apologies	Rachael Frampton – Director Community and Planning	

Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020* - Section 131)

Matters Considered		Disclosures and Comments
1	Longwood Berry Lane Fire Emergency Management Briefing	None

The meeting concluded at 1:30 pm

Record completed by	Officer Name - Officer Title	Kerry Lynch – Governance Officer
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Staff Only**Record of Informal Meetings of Councillors**

Meeting Details Present	Title	Councillor Briefing	
	Date	27 January 2026 at 9:00 am	
	Location	Euroa Community Conference Centre	
	Councillors	<ul style="list-style-type: none"> • Cr Jeffery • Cr Carlson • Cr Halsall 	<ul style="list-style-type: none"> • Cr Holloway • Cr Stevens • Cr Ewart Kennedy
	Officers	<ul style="list-style-type: none"> • Rachelle Quattrocchi – Chief Executive Officer • Amanda Tingay – Director People and Governance • Rachael Frampton – Director Community and Planning • Gary Van Driel – Interim Director Sustainable Infrastructure • Sharon Rainsbury – Executive Manager Communications, Advocacy and Customer Service • Andrew Davis - Chief Financial Officer • Sagara Gunasekara – Finance Coordinator • Kate McKernan – Municipal Recovery Manager • Kerry Lynch – Governance Officer 	
	Guest Speakers	Paul Ayton, Chair Strathbogie Council Audit and Risk Committee Towong Shire Council – Cr David Wortmann, CEO Julianna Phelps	
	Apologies	Cr Binks	

Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131*)

Matters Considered		Disclosures and Comments
1	Longwood Berry Lane Fire Management Update	None
2	Audit and Risk Committee 2025 Annual Report	None
3	2026-27 Council Plan Action Plan	None
4	Budget Preparation Update	None
5	Advocacy	None

The meeting concluded at 4:00 pm

Record completed by	Officer Name - Officer Title	Kerry Lynch – Governance Officer
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11.5 Communications, Advocacy and Customer Service

11.5.1 Advocacy Update

AUTHOR Executive Manager Communications, Engagement and Advocacy

RESPONSIBLE DIRECTOR Chief Executive Officer

EXECUTIVE SUMMARY

In 2025 Strathbogie Shire Council adopted its Advocacy Strategy 2025-2029. The overarching advocacy theme in the strategy is “Investing in Tomorrow”. The theme provides a unifying message and reflects Council’s proactive approach to economic development, infrastructure investment and community resilience.

This advocacy premise is critical in Strathbogie Shire Council’s recovery from the Longwood Berrys Lane Fire, and the Mayor, Cr Scott Jeffery, Deputy Mayor Claire Ewart-Kennedy and Councillors and Chief Executive Officer Rachelle Quattrocchi have been proactive in their efforts to advocate to State and Federal Ministers and other key stakeholders during and following the fire event in January 2026.

Council have met with and continue to meet with Federal and State Ministers and Parliamentarians and external stakeholders to ensure short-term recovery from disaster results in the long-term financial, and economic sustainability of Strathbogie Shire.

RECOMMENDATION

That Council:

Note the Ministerial visits and advocacy resulting from the Longwood Berrys Lane Fire in January 2026.

PURPOSE AND BACKGROUND

The purpose of this report is to update the community on ministerial visits and advocacy engagements resulting from the Longwood Berrys Lane Fire.

ISSUES, OPTIONS AND DISCUSSION

Advocacy for Strathbogie Shire Council exists at all levels – local, regional, state and federal. More importantly, in the current circumstances, Council also responds to urgent or emerging issues as they arise.

Strathbogie Shire Council is grateful for the backing shown by State and Federal Governments, our neighbouring and other Councils, and peak industry groups that are supporting our road to recovery.

Advocacy was pivotal in gaining support to fund and set up the pop-up Bushfire Information and Relief Hub in Euroa in January, and which moved to a permanent site in Railway Street, Euroa on 11 February 2026.

In the past month the Mayor and Chief Executive Officer have met with the following Ministers and Parliamentary Secretaries, both on site at the fire grounds, at the emergency relief centres or in Euroa:

- Treasurer, Minister for Regional Development – Jaclyn Symes MLC
- Minister for Emergency Services – Vicki Ward MLA
- Minister for Local Government – Nick Staikos MLA
- Minister for Emergency Management – Kristy McBain MP
- Member for Indi – Helen Haines MP
- Member for Nicholls – Sam Birrell MP
- Parliamentary Secretary for Emergency Services – Sheena Watt MLC
- Parliamentary Secretary for Mental Health and Suicide Prevention – Paul Edbrooke MLA

Additionally, the Mayor, Chief Executive Officer and Officers have met regularly with other key external stakeholders including (but not limited to):

- Emergency Recovery Victoria and Hume Region Emergency Recovery Victoria
- Municipal Association of Victoria
- Regional Development Victoria
- Country Fire Authority
- Agriculture Victoria
- Ausnet

Financial sustainability has always been an issue and a high risk for small councils following natural disasters.

Council supports advocacy by State and Federal peak bodies aimed to examine how funding mechanisms affect service delivery, infrastructure investment and financial sustainability.

Council will make key submissions to both the Australian Local Government Association and the Municipal Association of Victoria in the coming weeks to support their advocacy on behalf of Councils across Australia. The community will be able to read some of the detailed advocacy requests and submissions being made through peak bodies, which will be presented at the Council meetings in February and March 2026 for resolution.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective One: Connect

We are committed to enhancing access for all residents, promoting healthy living, fostering connections, and providing opportunities to thrive and participate in community life.

Objective Two: Sustain

We aim to collaborate with others to foster a sustainable environment, a thriving economy, and resilient communities.

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

Regional, State and National Plans, Policies and Legislation

This report is aligned with the following legislation, council policies and key strategic documents:

- Council Plan 2025-2029
- Advocacy Strategy 2025-2029

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Failure to have a robust Advocacy Strategy in place limits opportunities around long-term disaster recovery and rebuilding				Council adopted the Advocacy Strategy 2025-29

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community, this report is presented to a public Council meeting.

COLLABORATION

Advocacy and collaboration with our federal, state and local governments and external stakeholders is crucial if Council is to navigate the complexities of disaster recovery, and to enhance opportunities to maintain long term sustainability and service delivery.

HUMAN RIGHTS CONSIDERATIONS

The recommendation does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

"Investing in Tomorrow" acts as the umbrella for all Council's advocacy messaging. In this case, building strong relationships with all levels of government and peak bodies will enhance our opportunities to maintain strong, sustainable and resilient communities into the future.

11.5.2 Quarterly Report - Customer Service

AUTHOR Customer Service Coordinator

RESPONSIBLE DIRECTOR Executive Manager Communications, Advocacy and Customer Service

EXECUTIVE SUMMARY

The quarterly Customer Service Report summarises Council's customer service performance, key metrics and outcomes for the period 1 November 2025 to 31 January 2026. It informs Council and the community of progress in improving service quality and responsiveness.

RECOMMENDATION

That Council:

Note the Quarterly Customer Service Report from the period 1 November 2025 to 31 January 2026

PURPOSE AND BACKGROUND

For Council to note the quarterly Customer Service Report for the period 1 November 2025 to 31 January 2026.

ISSUES, OPTIONS AND DISCUSSION

The attachment to this report provides a comprehensive summary and graphical representation of core Customer Service activities undertaken between 1 November 2025 and 31 January 2026.

The summary covers key operational metrics, including customer request volumes and types, inbound calls handled by the Customer Service team, and service centre foot traffic.

In November 2025, Council implemented the Altitude Customer Request Management System, introducing separate customer contact and request-specific workflows. This should enable tracking and reporting of initial responses and overall request completion.

Due to challenges in the implementation of an automated connector, the synchronization of customer requests between the Confirm (Operations platform) to Altitude (Customer Service platform) along with delays in the delivery of the Merit (previous CRM) reference database and ongoing configuration of the Altitude Reporting module (BIS), a complete picture of all CRM data for the reporting period is not currently possible. Promised functionality with reporting is still being finalised and is expected to be available for the next quarterly report.

It is important to note that no data has been lost, rather it is not readily accessible.

In January 2026, the Longwood Berrys Lane Fire affected many parts of Strathbogie Shire and impacted the volume of activity flowing through the Customer Service Centres in Euroa and Nagambie.

Customer service staff calls increased by 30 per cent with up to 130 calls a day being recorded at peak times.

In person attendance at the Euroa office was also up by approximately 25% over the same ten days, in comparison to the equivalent time in the previous year.

The original project scope for the Altitude roll-out included an API that connected data from the new Altitude system to Confirm. Unfortunately, it was removed from the project's scope, meaning staff now must manually log requests into the two systems. This double workload is not sustainable, so funding has been identified to ensure the API build can go ahead as a priority and the two systems will be connected.

POLICY CONSIDERATIONS

Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

Objective One: Connect

We are committed to enhancing access for all residents, promoting healthy living, fostering connections, and providing opportunities to thrive and participate in community life.

Objective Two: Sustain

We aim to collaborate with others to foster a sustainable environment, a thriving economy, and resilient communities.

Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

Regional, State and National Plans, Policies and Legislation

This report is aligned with the following legislation, council policies and key strategic documents:

- Customer Service Charter
- Council Plan 2025-2029

RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Inaccurate or incomplete data could lead to misleading conclusions about service performance	Unlikely	Minimal	Low	Implement regular data validation and quality checks and ensure clear definitions and consistent recording of customer service metrics.

CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

TRANSPARENCY

In the interests of transparency and open and honest communication with our community, this report is presented to a public Council meeting.

SUSTAINABILITY CONSIDERATIONS

Economic

Analysis of customer service data supports the identification of trends and informs service improvement initiatives.

Social

Ongoing monitoring of performance metrics supports the continued effectiveness of customer service functions.

INNOVATION AND CONTINUOUS IMPROVEMENT

This Quarterly Customer Service Report presents performance to Council and the community, demonstrating an innovative approach to transparency and accountability. It supports continuous improvement by measuring outcomes and tracking progress in service quality and responsiveness.

HUMAN RIGHTS CONSIDERATIONS

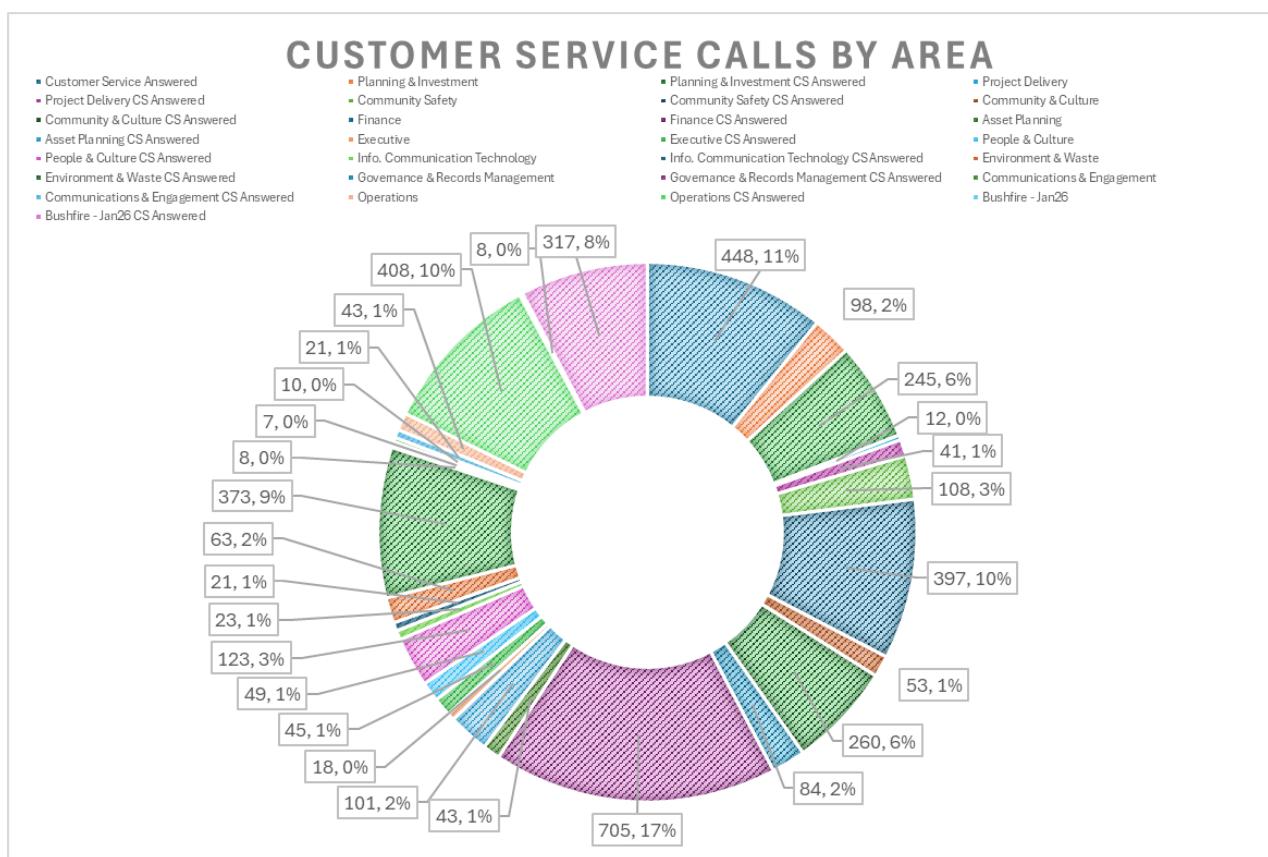
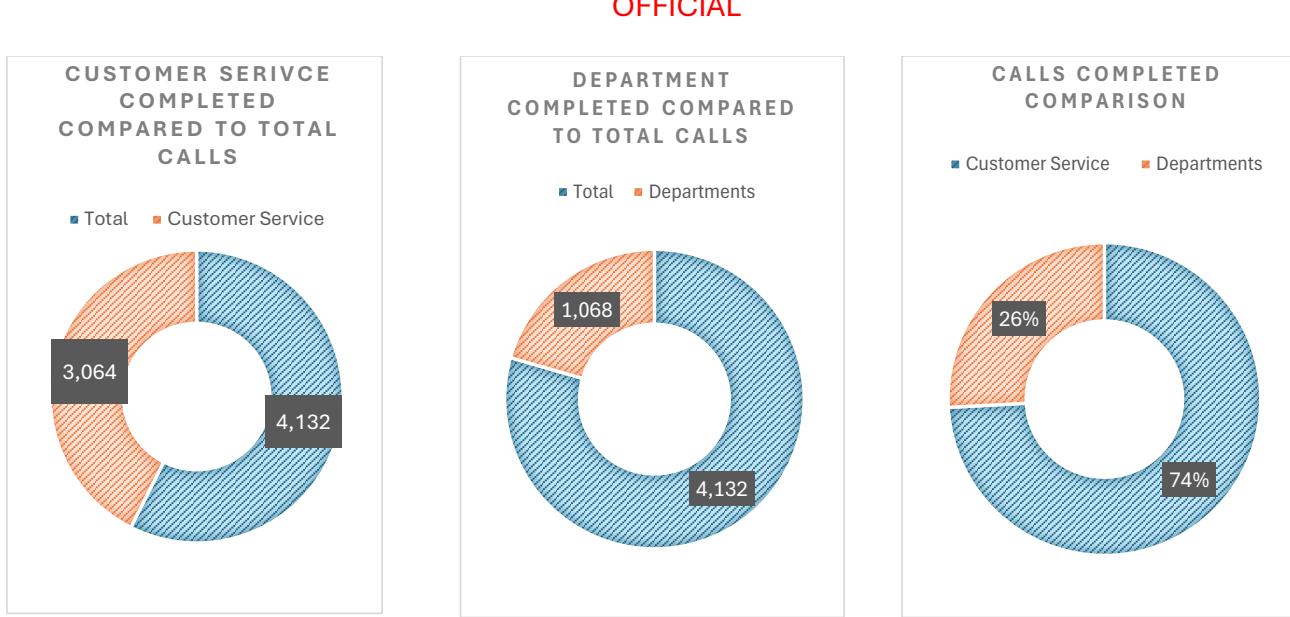
The recommendation does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

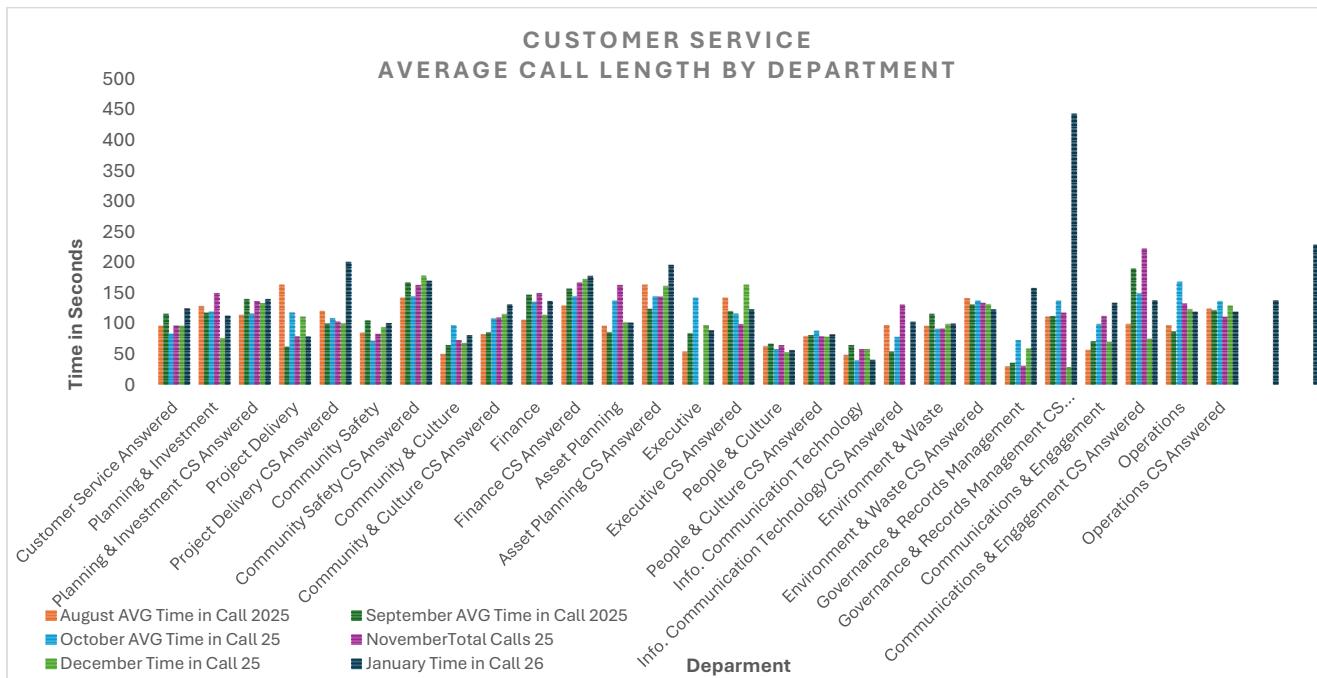
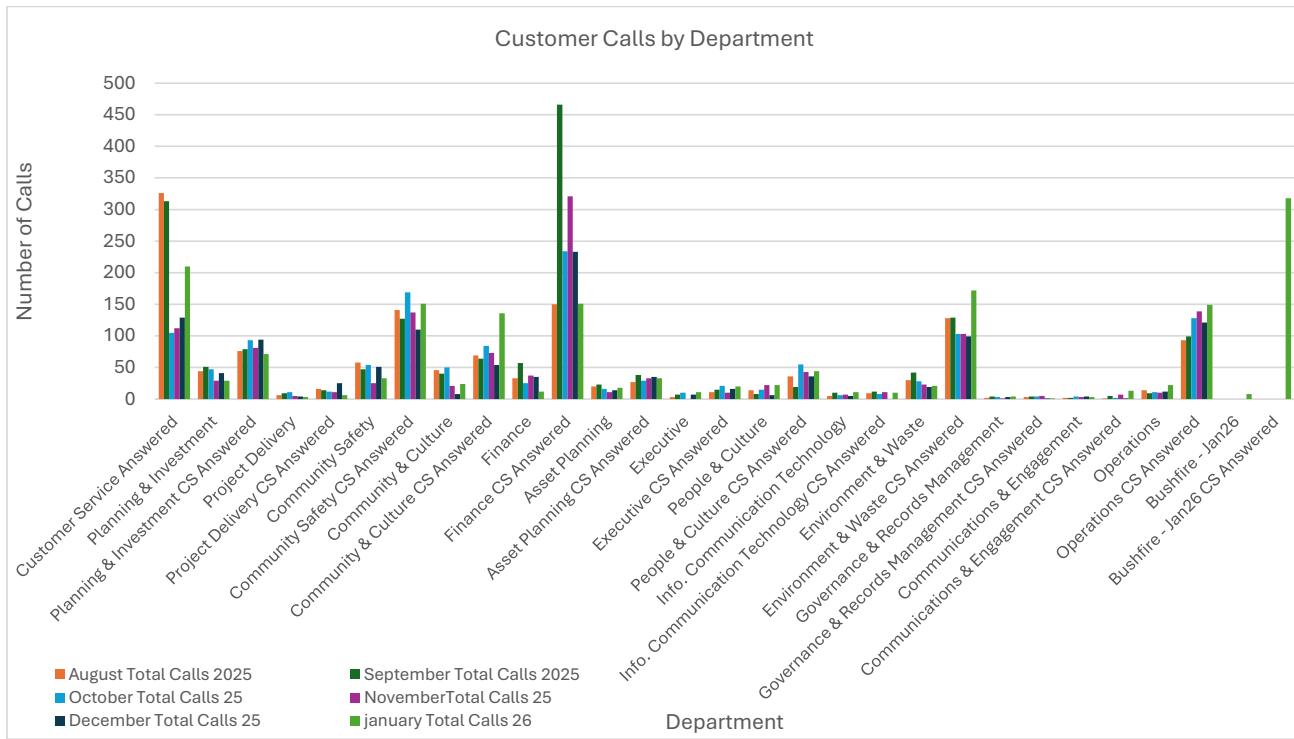
The quarterly Customer Service Report provides Council and the community with a detailed overview of customer service performance during the reporting period, performance metrics and outcomes achieved for the period 1 November 2025 to 31 January 2026.

ATTACHMENT

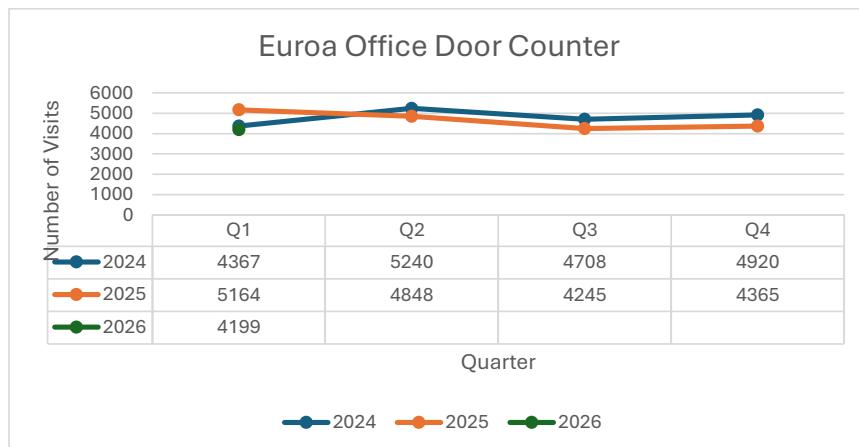
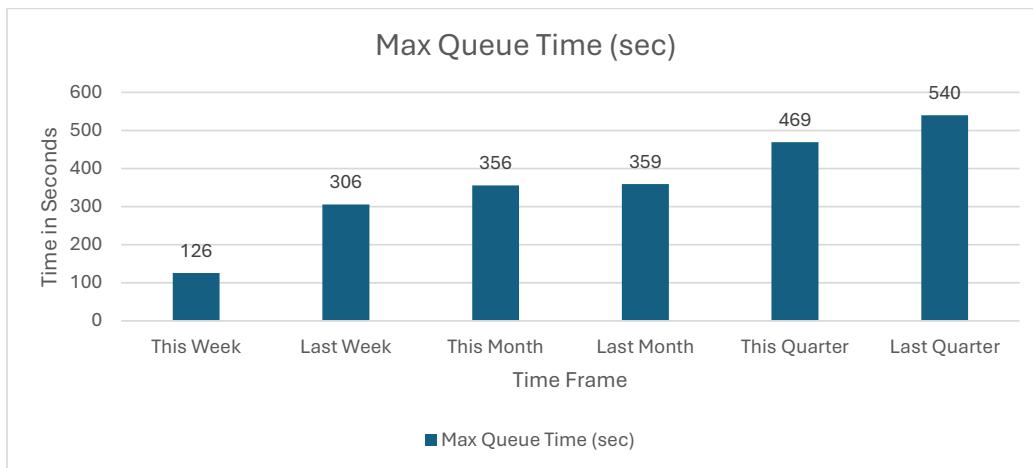
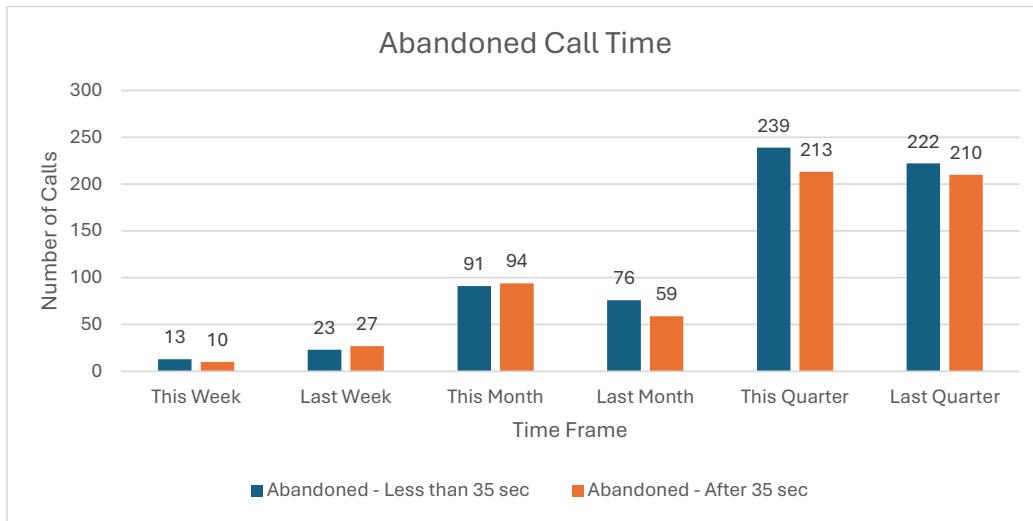
Quarterly Report – Customer Service



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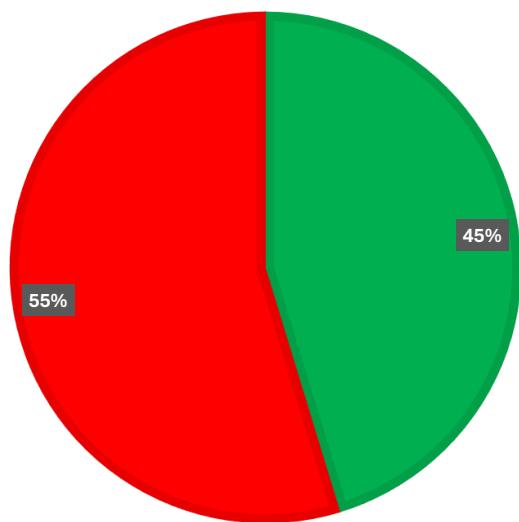
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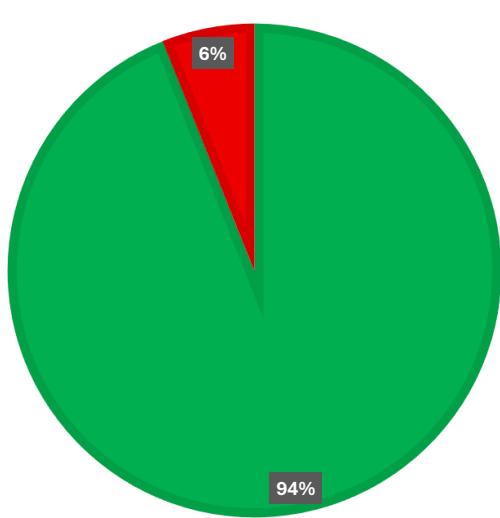
REQUESTS ACTIVITY 11/11-31/12

■ Open ■ Closed



CLOSED REQUESTS 11/11 - 31/12

■ Closed ■ Overdue



Customer Requests Total recorded: 828 (1344 Tasks)

Customer Requests Currently Open: 375 (155 Tasks)

Total Overdue (Tasks): 383

Total Intime (Tasks): 960

Total Closed (Tasks) Intime: 453

Total Closed (Tasks) Overdue: 29

12 Notice of Motion

12.1 Notice of Motion - Council Meeting 17 February 2026 - Lodged by Councillors Clark Holloway and Vicki Halsall (Notice of Motion Reference 02/2026)

A Notice of Motion has been received from Councillors Clark Holloway and Vicki Halsall.

In accordance with Section 41 of the Governance Rules, the Chief Executive Officer has accepted the motion, deeming it valid.

The motion calls for Officers to prepare an internal Councillor Briefing relating to Council's emergency management policy framework.

MOTION:

That Council requests Council Officers prepare an internal briefing to Council outlining Council's Emergency Management Policy framework, including but not limited to the Municipal Emergency Management Plan (MEMP), which provides the overarching structure for emergency prevention, preparedness, response, and recovery within Strathbogie Shire.

That the briefing includes:

1. A review of how existing emergency management policy framework was implemented during the Longwood and Berrys Lane Fire
2. An outline of Strathbogie Shire's operational response to these incidents, including coordination with emergency service, activation processes, and emergency response arrangements
3. Recommendations for strengthening Council's internal readiness, cross-agency cooperation, and community-facing emergency preparedness measures, with reference to local emergency action plans and community resilience initiatives already developed within the Shire
4. Strathbogie Shire's operational response to potential future small-scale and/or developing emergencies where emergency management is still being coordinated by local responders
5. A summary of the meeting with emergency services as a part of the Municipal Fire Prevention Sub Committee including an authorised representative from Fire Rescue Victoria

12.2 Notice of Motion - Council Meeting 17 February 2026 - Lodged by Councillors Clark Holloway and Vicki Halsall (Notice of Motion Reference 02/2026) Officer Report**Policy, Financial and Resourcing Implications of Notice of Motion – Council’s Emergency Management Policy Framework**

AUTHOR: Director People and Governance

RESPONSIBLE DIRECTOR: Chief Executive Officer

BACKGROUND

The Chief Executive Officer has received and accepted a Notice of Motion from Councillors Clark Holloway and Vicki Halsall. The Notice of Motion requests that Council Officers prepare an internal briefing to council outlining Council’s Emergency Management Policy framework, including but not limited to the Municipal Emergency Management Plan (MEMP), which provides the overarching structure for emergency prevention, preparedness, response and recovery within Strathbogie Shire.

In accordance with Clause 41.8 of the Strathbogie Shire Council Governance Rules, the notice of motion must be accompanied by an Officer report outlining the policy, financial and resourcing implications if the notice of motion is passed.

This document serves as the officer report in relation to the Notice of Motion.

POLICY IMPLICATIONS

The Notice of Motion requests that an internal briefing be provided to Councillors. In accordance with Council’s Councillor Briefing Policy, no formal decisions are made at Councillor briefings, and such briefings are not forums for endorsing the actions of staff.

Should the Notice of Motion be passed, the proposed briefing would be for information purposes only, as Council does not make formal decisions at a Councillor briefing.

Council’s current Municipal Emergency Management Plan (MEMP) has been in place since 2023 and is due to be reviewed and updated by the end of 2026.

The MEMP sets out Strathbogie Shire Council’s role at the local level in the context of regional and state recovery management planning. The Plan also sets out the roles of all relevant emergency services at this municipal level. The MEMP identifies legislated emergency management roles of Council officers and the establishment of Strathbogie Shire Council’s Critical Incident Management Team which is to be set up to coordinate recovery efforts.

The aim of this MEMP is to detail the agreed arrangements and/or operational activities that will be managed or undertaken for the prevention and mitigation of, the response to, and the recovery from, emergencies that could occur across Strathbogie Shire. The broad objectives of this MEMP are to:

- Identify and analyse the risks that pose the most significant threat to our communities
- Implement measures to prevent or reduce the causes or effects of emergencies.
- Frame all planning, preparation, response and recovery activities around the needs of the community and their ongoing continuity
- Assist the affected community to recover following an emergency.
- Complement other local, regional, and state planning arrangements.

A Municipal Emergency Management Plan (MEMP) is for the information of emergency managers and incident controllers and anyone who has an interest in emergency management in Strathbogie Shire.

The MEMP is intended to assist in protecting the Strathbogie Shire communities, visitors, businesses and environment, especially the more vulnerable and as such it holds a lot of local detail and information. The Plan also satisfies the legislative requirements of the *Emergency Management Act 2013*.

In 2020, the *Emergency Management Legislation Amendment Act 2018* amended the *Emergency Management Act 2013* to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels and it creates an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria.

Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

Each MEMPC is charged with developing and maintaining a Municipal Emergency Management Plan (MEMP). This MEMP has been prepared in accordance with and complies with the requirements of the *Emergency Management Act 2013*, including having regard to the guidelines issued under section 77, Guidelines for Preparing State, Regional and Municipal Emergency Management Plans. This Plan addresses the prevention and mitigation of, response to and recovery from emergencies within the Strathbogie Shire.

The Strathbogie Shire MEMP, along with a Statement of Assurance (including a checklist and certificate) was prepared and submitted to the Regional Emergency Management Planning Committee pursuant to the *Emergency Management Act 2013* (s60AG) and was approved by resolution of this Committee on 4 May 2023.

FINANCIAL IMPLICATIONS

This Notice of Motion is specifically requesting an internal briefing for Council staff in relation to Strathbogie Shire Council's Emergency Management Policy framework, including but not limited to the Municipal Emergency Management Plan (MEMP), which provides the overarching structure for emergency prevention, preparedness, response and recovery within Strathbogie Shire, across all agencies.

Other than the allocation of Council officer time to prepare the briefing paper, there are no anticipated financial implications arising from this Notice of Motion.

Should any recommendations emerge from the briefing in relation to strengthening internal preparedness, responsibility for their consideration and implementation would rest with the Chief Executive Officer. Operational readiness and internal management matters fall within the remit of the Chief Executive Officer and are not a strategic function of Council.

RESOURCING IMPLICATIONS

Should the Notice of Motion be passed, officer time will need to be allocated to prepare and deliver the required briefing. Given the current workload associated with the Longwood Berry Lane fire, this would necessitate diverting staff from their existing priority tasks.

Consequently, progress on other key activities may be deferred or timelines adjusted to accommodate this additional commitment. It is anticipated that a Council Briefing will be delivered prior to 30 May 2026, pending the meetings that are required to inform the briefing.

13 Notice of Rescission

Nil

14 Confidential Business

Nil

15 Urgent Business

Nil

16 Next Meeting

The next meeting of Strathbogie Shire Council will be held on 17 March 2026 commencing at 4:00 pm at Euroa Community Conference Centre.

17 Close of Meeting

There being no further business the meeting closed atpm.