



**COUNCIL MEETING OF
THE HUME CITY COUNCIL**

MONDAY, 15 APRIL 2024

7.00PM

HUME GLOBAL LEARNING CENTRE SUNBURY

OUR VISION:

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

An audio and video recording of this meeting of the Hume City Council will be published to Council's website within two (2) working days.

HUME CITY COUNCIL

**Notice of a
COUNCIL MEETING OF THE HUME CITY COUNCIL**
to be held on Monday, 15 April 2024
at 7.00pm
at the Hume Global Learning Centre Sunbury

Attendees:	a: Council	Cr Naim Kurt	Mayor
		Cr Karen Sherry	Deputy Mayor
		Cr Jarrod Bell	
		Cr Trevor Dance	
		Cr Joseph Haweil	
		Cr Chris Hollow	
		Cr Jodi Jackson	
		Cr Jack Medcraft	
		Cr Sam Misho	
		Cr Carly Moore	
		Cr Jim Overend	
	b: Officers	Ms Sheena Frost	Chief Executive Officer
		Ms Rachel Dapiran	Director City Planning and Places
		Mr Hector Gaston	Director City Services & Living
		Mr Adam McSwain	Director Infrastructure and Assets
		Mr Carl Muller	Director Customer & Strategy
		Ms Fiona Shanks	Chief People Officer
		Mr Fadi Srour	Chief Financial Officer

ORDER OF BUSINESS

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Hume City Council would like to acknowledge that we are meeting on Country for which the members and Elders of the Wurundjeri Woi-wurrung people and their forebears have been custodians for many thousands of years. The Wurundjeri Woi-wurrung, which includes the Gunung-Willam-Balluk clan, are the Traditional Custodians of this land. Hume City Council would also like to pay its respects to their Elders, past and present, and to all Aboriginal and Torres Strait Islander peoples who may be here today.

2. PRAYER

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume Interfaith Network (HIN). In recognition of the religious diversity of residents in Hume City Council has invited the HIN to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Pastor Kaysar Boutros from the Assyrian Culture Centre of Australia, on behalf of the HIN.

3. APOLOGIES**4. DISCLOSURE OF INTEREST**

Councillors' attention is drawn to the provisions of the *Local Government Act 2020* and Council's Governance Rules in relation to the disclosure of conflicts of interests. Councillors are required to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Councillors are then required to leave the Chamber during discussion and not vote on the relevant item.

5. CONGRATULATIONS AND CONDOLENCES**6. CONFIRMATION OF MINUTES**

Minutes of the Council Meeting of 25 March 2024, including Confidential Minutes.

RECOMMENDATION:

THAT the Minutes of the Council Meeting of 25 March 2024, including Confidential Minutes, be confirmed.

7. ASSEMBLIES OF COUNCIL**7.1 Summary of Council Briefing Sessions - 4 & 18 March 2024****1. COUNCIL BRIEFING SESSIONS**

Council Briefing Session which was held on the following date:

1.1 Monday 4th March 2024

1.2 Monday 18th March 2024

2. RECOMMENDATION:

That Council notes the Summary of Matters Discussed at the Council Briefing Sessions held on Monday 4th March and Monday 18th March 2024.



Summary of matters discussed at a COUNCIL BRIEFING MEETING

MEETING TITLE: COUNCIL BRIEFING SESSION

Date of Meeting: 4 March 2024

Time of Meeting: 6:30pm

Place of Meeting: In Person and Online via Zoom

The ground or grounds for any matter discussed at this meeting which was considered to be confidential is recorded in this meeting summary.

COUNCILLORS PRESENT	
Cr Naim Kurt (Mayor)	In person
Cr Karen Sherry (Deputy Mayor)	In person
Cr Jarrod Bell	Online from 7:07pm
Cr Trevor Dance	Online
Cr Joseph Haweil	In person
Cr Chris Hollow	Online
Cr Jodi Jackson	Online from approximately 6:40pm
Cr Jack Medcraft	Online
Cr Sam Misho	In person
Cr Carly Moore	Online
Cr Jim Overend	In person

OFFICERS PRESENT		MATTERS DISCUSSED
Ms Sheena Frost, Chief Executive Officer	Apology	
Mr Hector Gaston, Director City Services and Living	In person	
Mr Carl Muller, Director Customer and Strategy	In person	
Mr Adam McSwain, Director Infrastructure and Assets	In person	3.4, 3.6
Ms Rachel Dapiran, Director City Planning and Places	In person	
Mr Fadi Srour, Chief Financial Officer	In person	

NOTICE OF MEETING**ORDINARY COUNCIL MEETING OF COUNCIL**

Ms Fiona Shanks, Chief People Officer	In person	
Ms Ruth Robles McColl, Manager Strategic Projects & Places	In person	1.1,
Mr Joel Farrell, Manager Organisational Performance & Strategy	In person	1.2, 3.5
Mr Joel Kimber, Acting Manager Governance	Online	2.1, 3.1, 3.2, 3.3,
Ms Astrid Hartono, Manager Infrastructure Delivery	Online	3.7
Ms Megan Taylor, Manager City Strategy	Online	3.8

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
Items Discussed				
1.1	Homes Victoria Banksia Gardens Update			
1.2	Update on Council Plan and Budget Ideas Consultation			
2.1	Review Council Minutes prior to confirmation			
3.1	Proposed Council Meeting Schedule 1 July 2024 to 30 June 2025			
3.2	Historical Street Name Signs - Proposed Locations and Text			
3.3	Election Caretaker Period Policy 2024			
3.4	Residential Nature Strip Policy			
3.5	Local Government Performance Reporting Framework - Six Monthly Report 2023-24			
3.6	Stormwater Offsets Scheme Summary of Community Consultation			

NOTICE OF MEETING**ORDINARY COUNCIL MEETING OF COUNCIL**

3.7	Monthly Capital Project Update			
3.8	Amendment C249 – Hi Quality Spoil Processing Facility – Response to Minister for Planning			
Other matters dealt with:				
Items not dealt with:				
3.9	Ministerial Guidelines – Waste Charge			

Meeting Closed at: 9.18 PM

RECORDED BY:

Hector Gaston
Director City Services & Living



Summary of matters discussed at a COUNCIL BRIEFING MEETING

MEETING TITLE: COUNCIL BRIEFING SESSION

Date of Meeting: 18 March 2024

Time of Meeting: 6:30pm

Place of Meeting: In Person and Online via Zoom

The ground or grounds for any matter discussed at this meeting which was considered to be confidential is recorded in this meeting summary.

COUNCILLORS PRESENT	
Cr Naim Kurt (Mayor)	In person
Cr Karen Sherry (Deputy Mayor)	In person
Cr Jarrod Bell	In person from 6:41pm
Cr Trevor Dance	Online from 6:42pm
Cr Joseph Haweil	Online from 6:36pm
Cr Chris Hollow	In person
Cr Jodi Jackson	Online from 6:38
Cr Jack Medcraft	In person
Cr Sam Misho	Apology
Cr Carly Moore	Online
Cr Jim Overend	In person

OFFICERS PRESENT		MATTERS DISCUSSED
Ms Sheena Frost, Chief Executive Officer	In person	
Mr Hector Gaston, Director City Services and Living	In person	
Mr Carl Muller, Director Customer and Strategy	In person	1.1
Mr Adam McSwain, Director Infrastructure and Assets	In person	
Ms Rachel Dapiran, Director City Planning and Places	In person	
Mr Fadi Srour, Chief Financial Officer	In person	1.1, 1.2

NOTICE OF MEETING

ORDINARY COUNCIL MEETING OF COUNCIL

Ms Fiona Shanks, Chief People Officer	In person	
Ms Ruth Robles McColl, Manager Strategic Projects & Places	In person	1.3, 3.5
Ms Brooke Watson, Manager Community Health and Wellbeing	In person	2.1
Ms Nina Stephen, Social Policy Planner	In person	2.1
Mr Joel Kimber, Acting Manager Governance	Online	2.2, 2.4, 3.3
Ms Astrid Hartono, Manager Infrastructure Delivery	Online	3.7
Ms Monique Perry, Acting Manager City Strategy	Online	3.4

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?	Confidential ground of grounds
Items Discussed				
1.1	Community Budget Engagement Results			
1.2	MOU - Melbourne Airport Rates in Lieu Agreement			
1.3	Strategic Property Framework - Council Land			
2.1	Draft Partnership Framework & Guidelines			
2.2	Council Briefing Note - Upcoming Council Meeting Business Items April to June 2024			
2.3	Statutory Planning Reports (Standing Report) <i>Unit 4, 57-59 Horne Street, Sunbury -</i>			

	<i>The use of land for an indoor recreation facility, and the display of business identification and internally illuminated signage</i>			
2.4	Review Council Minutes prior to confirmation			
3.1	Community Ideas for the 2024/25			
3.3	Naming Proposal: Noogal Park (Sunbury)			
3.4	Emu Bottom Wetlands Master Plan			
3.5	Strategic Property Framework - Council Land			
3.6	Correspondence received from or sent to Government Ministers or Members of Parliament			
3.7	Monthly Capital Works Update			
3.8	Contract No. 30 24 3512 - Landfill Processing Services			
Other matters dealt with:				
	Events			
	Open Space Strategy and briefings			
Items not dealt with:				
3.2	Technology One Contract Update			

Meeting Closed at: 8:30pm PM

RECORDED BY:

Sheena Frost
Chief Executive Officer

8. PUBLIC QUESTION TIME**9. OFFICER'S REPORTS**

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper.

<u>Item No</u>	<u>Title</u>	<u>Page</u>
9.1	State of Council Assets 2023	11
9.2	Endorsement of Council's Partnership Framework and Guidelines	33
9.3	Annual Gambling Report 2022-2023	65
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10. NOTICES OF MOTION

10.1	NOM24/16 - Cr Joseph Haweil	179
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11. ITEMS TO BE TABLED**12. URGENT BUSINESS****13. DELEGATES REPORTS****14. CONFIDENTIAL ITEMS**

The Meeting may be closed to members of the public to consider confidential items.

RECOMMENDATION:

THAT Council close the meeting to the public pursuant to section 66(2) of the *Local Government Act 2020* to consider the following items:

- 14.1 Contract No. 30 21 3317 - Leo Dineen Pavilion Upgrade Contract Update**
- Item 14.1 is confidential in accordance with Section 3(1)(g(ii)) of the Local Government Act 2020 because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- The specified grounds apply because this report contains contractual matters.
- 14.2 Contract No. 30 23 3478 - Ligar Street Upgrade and Aquatic Centre Car Park, Sunbury**
- Item 14.2 is confidential in accordance with Section 3(1)(g(ii)) of the Local Government Act 2020 because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- The specified grounds apply because this report contains contractual matters.

15. CLOSURE OF MEETING

**SHEENA FROST
CHIEF EXECUTIVE OFFICER**

10/04/2024

REPORT NO:	9.1
REPORT TITLE:	State of Council Assets 2023
SOURCE:	Gary Pini, Coordinator Assessment Management
DIVISION:	Infrastructure & Assets
FILE NO:	HCC05/49
POLICY:	Asset Management Policy
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>State of Council Assets 2023</i>

1. SUMMARY OF REPORT:

- 1.1 This report outlines the state of Council assets as at 30 June 2023, with a focus on asset condition and asset replacement value.
- 1.2 The assets considered are infrastructure assets, including roads, drainage, buildings, footpaths, open space and bridges.
- 1.3 The total replacement value of these assets is \$3.87 billion.
- 1.4 The overall condition of these assets is very reasonable with 82% in excellent or very good condition and only 3% in fair or poor condition.
- 1.5 Not included in this report are non-infrastructure assets such as fleet, plant and equipment, trees and land.

2. RECOMMENDATION:

- 2.1 That the report be noted.

3. LEGISLATIVE POWERS:

- 3.1 The Local Government Act 2020 requires councils to develop and keep in force an Asset Plan covering information on our assets. Although the Act limits itself to the Asset Plan, in order to achieve the Plan’s requirements, a policy, a strategy and other documents are also necessary. This State of Council Assets Report is one such document.

4. FINANCIAL IMPLICATIONS:

- 4.1 Council is responsible for assets with a total replacement value in excess of \$3.8 billion. The renewal of these assets is funded through our capital works program.
- 4.2 Councils renewal expenditure in 22/23 was \$28.6 million.
- 4.3 Ongoing funding of asset renewal in line with asset condition is critical to ensure that Councils assets meet the needs of the community.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There are no direct implications for environmental sustainability resulting from this report.

REPORT NO: 9.1 (cont.)

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no direct implications for climate change adaptation resulting from this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 This report has no impact on any aspect of the Charter of Human Rights.

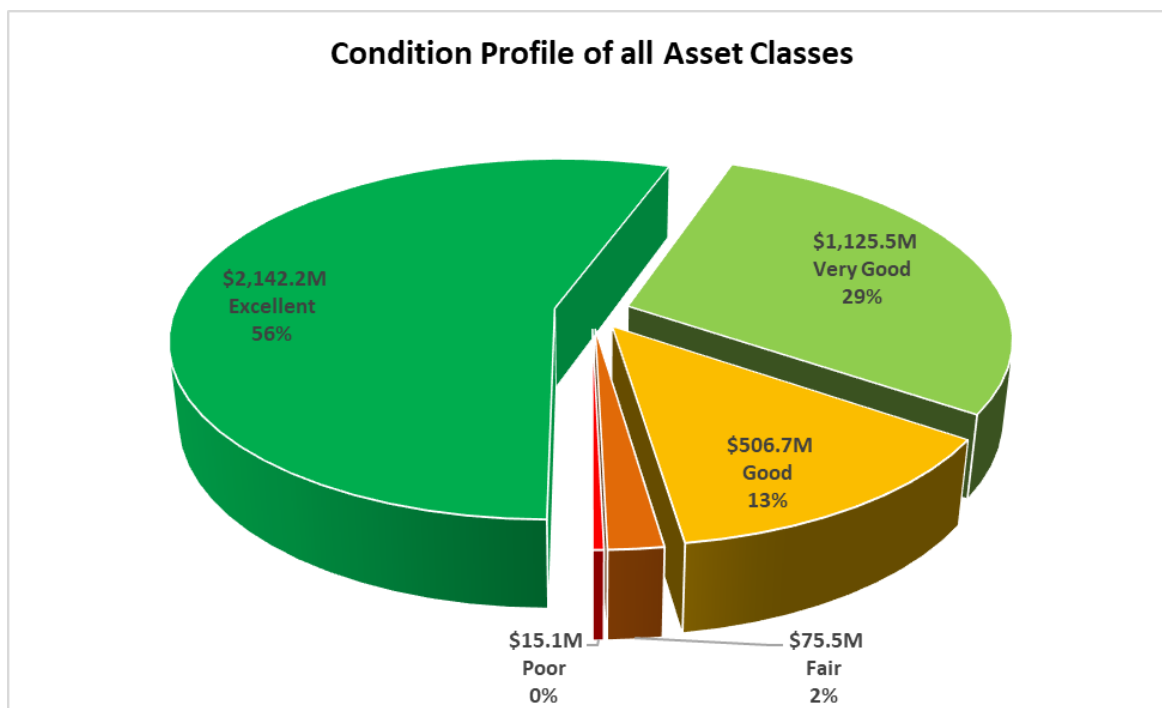
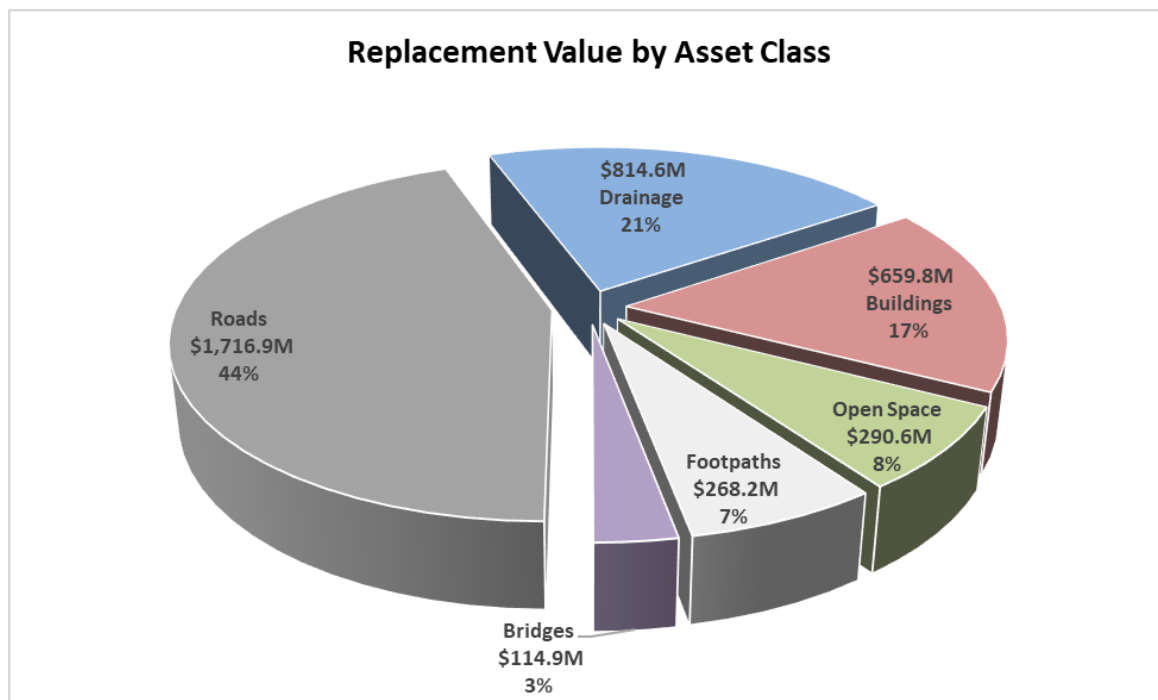
8. COMMUNITY CONSULTATION:

- 8.1 There is no requirement for community consultation regarding this report. Consultation in terms of asset management was undertaken as part of the development of the Asset Plan, which has a wider scope including levels of service.

9. DISCUSSION:

- 9.1 An action from the Asset Management Strategy 2020, is to produce an annual State of Council Assets Report. The intention is for Council to be provided with a snapshot of the replacement value and condition of assets.
- 9.2 The State of Council Assets Report is part of a suite of asset management documents including the Asset Plan, Asset Management Policy, Asset Management Strategy, Asset Management Plans for each asset class and the Road Management Plan. The State of Council Assets Report helps to evaluate Council’s performance in renewing assets.
- 9.3 The following pie charts show the replacement value of each asset class and the condition profile of all asset classes combined:
- 9.3.1 Total replacement value of all infrastructure assets is \$3.87 billion.
- 9.3.2 82 percent of assets have a condition rating of either excellent or very good.
- 9.3.3 15 percent are in good condition and only 3 percent are in fair or poor condition.
- 9.3.4 This condition profile puts Council in a very comfortable position. It can mainly be attributed to the fact that most of our assets have a long service life, combined with them being relatively new. The municipality is undergoing high levels of development at this point in time, resulting in a lot of new assets.

REPORT NO: 9.1 (cont.)

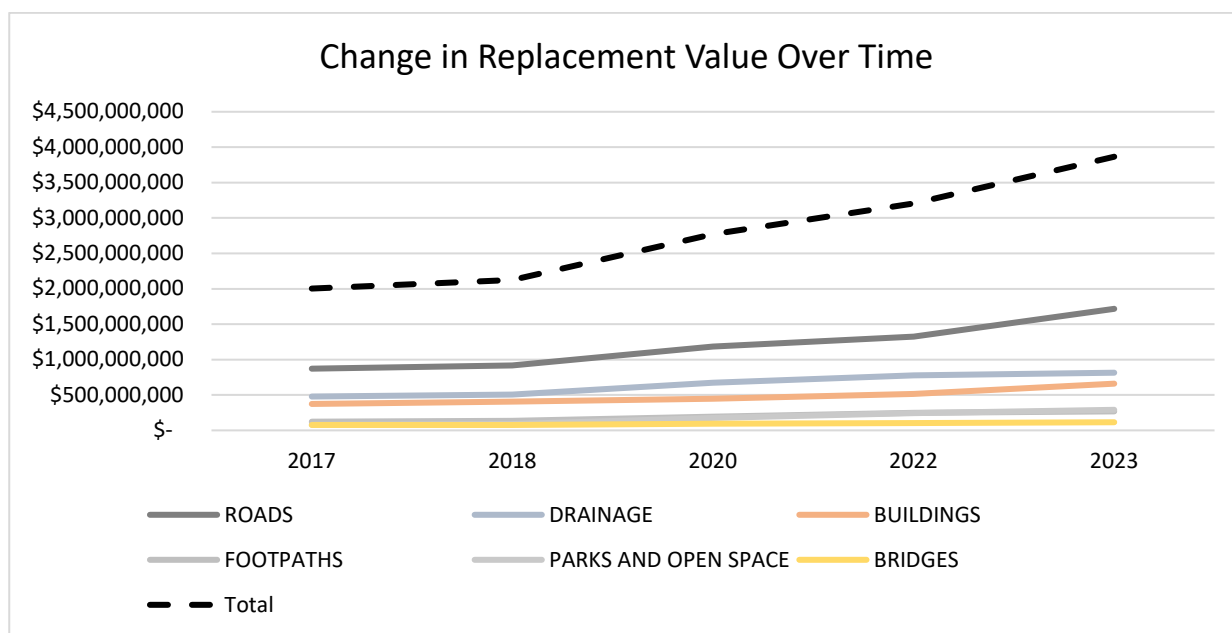


9.4 The value of Council’s assets changes from one year to the next due to inflation, depreciation of individual assets, internal capital works for growth and renewals, and developer works. From the previous State of Council Assets Report (2022), there has been an increase in asset replacement value of \$658 million. When broken down into the various asset classes the following can be observed:

9.4.1 Roads – increased by \$393 million, but only \$56 million of this was due to new assets, mainly from developer funded works. The remaining increase is due to inflation.

REPORT NO: 9.1 (cont.)

- 9.4.2 Drainage – increased by \$38 million, of which \$24 million was due to new assets, mainly from developer funded works. The remaining increase is due to inflation.
- 9.4.3 Buildings – increased by \$146 million, of which \$8 million was due to new assets, and the remainder from a revaluation.
- 9.4.4 Footpaths – increased by \$22 million, with \$12 million due to new assets, mainly from developer funded works. The remaining increase is due to inflation.
- 9.4.5 Parks and Open Space – increased by \$49 million, with \$26 million due to new assets, mainly from developer funded works. The remaining increase is due to inflation.
- 9.4.6 Bridges – increased by \$10 million, due to a combination of capital works renewals and inflation.
- 9.4.7 The graph below shows this trend over time.

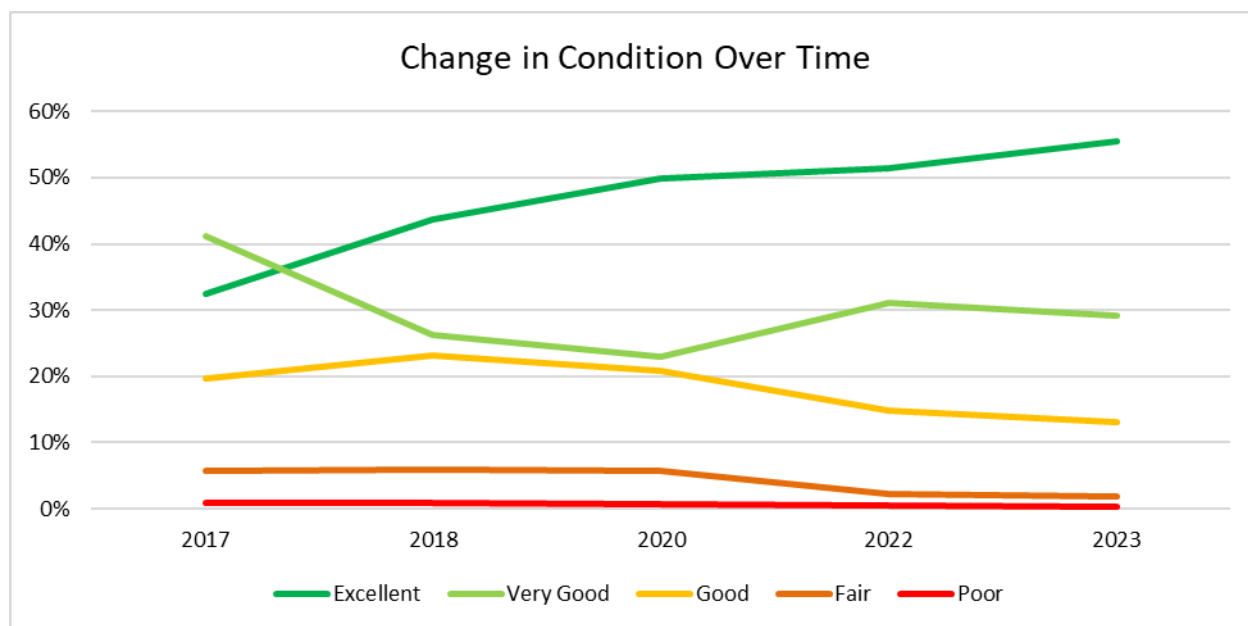


- 9.5 With the condition of Council’s assets, it is generally expected that there would be an increase in the percentage of assets that are excellent or very good, no material change in those considered good, fair or poor.
- 9.5.1 For excellent to very good condition assets, the improvement, or increase in percentage of assets, is due to the number of new assets being created and the renewal of existing assets. Between 2022 and 2023, the percentage change in condition for excellent and very good assets was + 4% and - 2% respectively.
- 9.5.2 The level of good condition assets would be expected to remain stable, with some very good assets deteriorating to good, and a corresponding number of good assets deteriorating to fair. Between 2022 and 2023, the percentage change in condition for good assets was - 2%.

REPORT NO: 9.1 (cont.)

9.5.3 For fair to poor condition assets, although there is a deterioration in condition over time, there is also renewals investment, most of which occurs on these assets. If our renewal investment is satisfactory, the net effect should be that, as a minimum, the percentage of fair to poor assets remains relatively stable. There may also be an improvement or decrease in the percentage of assets that are in this condition. Between 2022 and 2023 the percentage change in condition for fair and poor assets was 0% and 0% respectively.

9.5.4 The graph below shows this trend over time.



9.6 In 2022/23 the depreciation on infrastructure assets was \$56.7 million. Total renewals expenditure was \$28.6 million for the same period. In simplest terms, renewals expenditure should match depreciation, but it is currently just over half.

9.6.1 The State of Council Assets Report discusses the reasons for this, primarily that the bulk of our assets are relatively new when compared to their total useful life. When assets are new there is little need for renewal.

9.6.2 In the coming years, as new development subsides and Council’s assets age, this situation will reverse. Renewals expenditure will need to increase and at some point, renewal needs will exceed depreciation.

10. CONCLUSION:

10.1 The preparation of a State of Council Assets Report enables a simple comparison of how the value and condition profile of Council’s assets changes over time.

10.2 The total replacement value of Council’s infrastructure assets is increasing year on year and is currently \$3.87 billion.

10.3 The overall condition of these assets is very reasonable with 82% in excellent or very good condition and only 3% in fair or poor condition.

10.4 Current expenditure on renewals is well below depreciation. However, given Council’s assets are relatively new compared to their total useful lives, this situation is understandable.

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STATE OF COUNCIL ASSETS REPORT 2023



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1. INTRODUCTION

This report provides an overview of Council assets as at 30 June 2023. It summarises infrastructure assets only and therefore excludes; fleet, plant and equipment, trees and land assets. A list of the asset classes covered can be found in Table 1.

Council first adopted a State of Council Assets Report in 2017. Reporting is now prepared annually in line with the Asset Management Strategy 2020.

The financial summaries provided within the report are valued using the greenfield replacement costs which were adopted by Council's finance department in the last valuation (ending 30 June 2023). However, the value of assets in poor condition is not an accurate indication of the amount that needs to be spent on renewals and capital works. To get a more accurate indication of capital expenditure requirements, brownfield unit rates would need to be used for all assets. Brownfield rates consider additional costs such as the cost of removing existing assets, working in a built-up area, the need to manage vehicle and pedestrian traffic and consideration of existing underground assets belonging to other authorities.

Where an actual asset condition audit has not been done for particular asset type, an age-based condition rating has been used. This applies to; drainage assets, park assets, assets on roadsides, etc.

ASSET CLASS	DESCRIPTION
Roads	Sealed and gravel roads, road surface, pavement and base, kerb & channel and shoulders, carparks, roundabouts, road islands, crash barriers and traffic management devices.
Footpaths	Footpaths, bike paths and shared paths, paths alongside local roads and state highways, and paths within parks.
Bridges	Road bridges, major culverts, pedestrian bridges and jetties.
Drainage	Pits, pipes, pipe culverts, gross pollutant traps, end and head walls, rain gardens, wetlands, retarding basis and dams.
Parks and Open Space	Parks, lawn areas, gardens and sports fields, gazebos, pergolas and shelters, seats, tables, BBQs, drinking fountains and artwork, basketball, netball, and tennis courts, playgrounds and exercise equipment.
Buildings	Offices, depots, libraries halls and community facilities, aquatic centres, sports pavilions and toilets, maternal & child health centres and preschools.

Table 1: Summary of Infrastructure Asset Classes

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2. FINANCIAL INDICATORS

One of the tenets of asset management is to enable the prudent financial management of an organisation. An obvious example of this is the determination of when assets are to be renewed and the corresponding renewals budgets.

Depreciation is an accounting method used to allocate the cost of an asset over its useful life. In other words, it estimates the reduction in the value of an asset over time, due in particular to wear and tear. At Hume City Council, depreciation is calculated using the straight line method, where an assets value is reduced in equal amounts for each year of its useful life.

Depreciation could be used as a method of determining if capital expenditure on renewals is sufficient. However, this fails to consider the difference in the need for renewal between young and old assets. Wear and tear has less impact on the usefulness of a young asset, than it does on an older asset. Therefore, other financial indicators are used to help determine if renewals expenditure is sufficient.

Capital replacement ratio compares annual capital expenditure to depreciation. As an indicator it shows whether our spending on capital works has kept pace with the consumption (depreciation) of our assets. A description of the range for capital replacement ration is below.

More than 1.5	Low risk of insufficient spending on asset base
Between 1.0-1.5	May indicate insufficient spending on renewal of existing assets.
Less than 1.0	Spending on capital works has not kept pace with consumption of assets

For this ratio, capital works includes new assets, upgraded assets and growth assets, as well as renewals, which explains why the target range is greater than 1.0.

Hume City Council’s capital replacement ratio in the 2022/23 financial year was 1.58, which indicates that there has been sufficient spending on renewals of existing assets.

The renewal gap ratio compares renewal expenditure to depreciation. In this case, only renewal expenditure is considered and therefore the target value is 1.0. Hume City Council’s renewal gap ratio was 0.50 for the 2022/23 financial year. This indicates that not enough is being spent on renewals.

The two ratios give contradictory indications on Council’s renewals expenditure. Both ratios are based on depreciation, which is calculated at a consistent rate over the useful life of an asset and as mentioned earlier, does not consider the differences between new and old assets. In addition, there is no consideration for other parameters such as condition, capacity and utilisation.

Given Hume is a growth area, on average most of our assets are relatively young and therefore do not yet require much renewal funding. Therefore, our renewal requirement can be less than depreciation. The capital replacement ratio and renewal gap ratio may not be reliable indicators for Hume. In the coming decades growth will ease and the asset base will age. At that time renewal expenditure will need to increase to a level where it outweighs depreciation.

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Table 2 below shows the capital replacement ratio and the renewal gap ratio, both overall and broken down into the various asset classes.

Asset Class	Annual Depreciation (\$M)	Annual Capital Expenditure* (\$M)	Annual Renewals Expenditure* (\$M)	Capital Replacement Ratio	Renewal Gap Ratio
Roads, Footpaths, Bridges and Carparks	31.1	32.0	17.1	1.03	0.55
Drainage	8.31	1.12	0.763	0.13	0.09
Parks and Open Space	8.61	22.0	2.04	2.56	0.24
Buildings	8.63	34.2	8.68	3.97	1.01
Total	56.7	89.3	28.6	1.58	0.50

Table 2: Summary of Financial Indicators per Asset Class

* Does not include salaries and general ledger capitalisation

Figure 1 below shows the replacement value of our infrastructure assets, broken down into the various asset classes. Total replacement value of these assets is \$3.87 billion.

Replacement Value by Asset Class

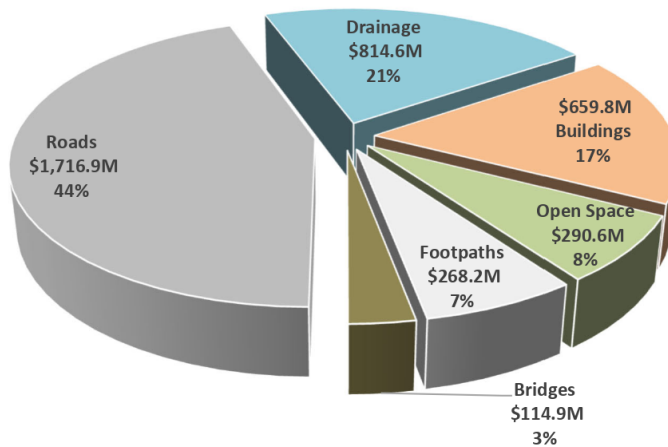


Figure 1: Summary of Asset Replacement Value by Asset Class

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3. CONDITION OF INFRASTRUCTURE ASSETS

We use a five-point condition rating system to assess the condition of Council's assets. These are summarised in Table 3.

CONDITION GRADING SCALE	DESCRIPTION OF CONDITION RATING
1	Excellent: Assets in as new condition
2	Very Good: Only planned maintenance required
3	Good: Minor maintenance required plus planned maintenance
4	Fair: Significant maintenance required
5	Poor: Significant renewal/rehabilitation required

Table 3: Condition Rating Definition

Condition data is captured and stored in the asset register, which is updated following regular condition audits. These audits are conducted approximately every four to five years for most asset classes. Drainage assets are the exception to this, with most condition ratings based on the age of the asset. There are some that are determined from actual inspection, but due to the high cost of inspecting pipes using closed circuit television (CCTV), these inspections are generally only done where there are problems that require investigation.

Using the condition data, a condition profile has been calculated, based on the current asset value. This condition profile is shown in Figure 2 and depicts the overall condition rating of all asset classes. As can be seen, less than 1% of our infrastructure assets are in poor condition.

Condition Profile of all Asset Classes

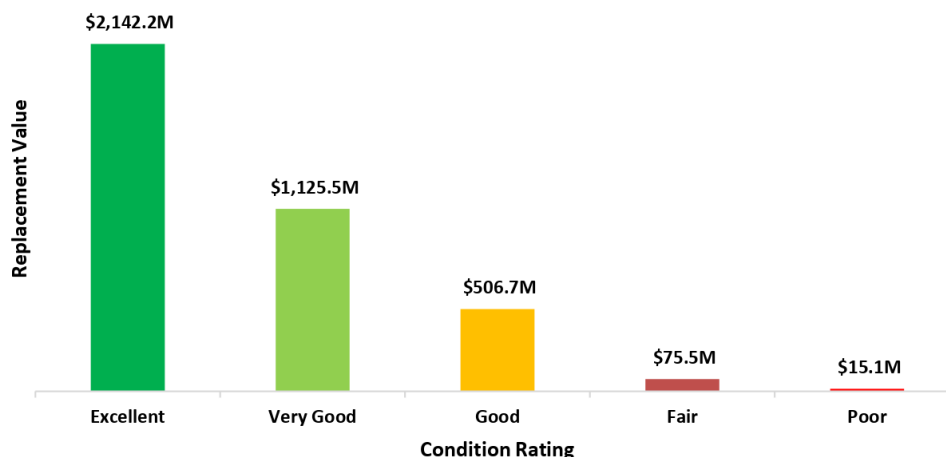


Figure 2: Condition Profile of all Asset Classes

A condition profile, and detailed description of condition, for each asset class can be found in Appendix 1.

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4. RISK MANAGEMENT

Council’s Risk Management Framework has been established to systematically improve and embed risk management practices throughout the organisation. The asset management system forms an integral part of our overall management of risk.

Table 4 is taken from the risk register and shows those corporate and departmental risks that are directly relevant to asset management. These risks broadly cover:

- Governance and regulatory compliance
- Forward planning for assets
- Project management of new assets
- Management systems.

ID	Risk Description	Category	Residual Risk Rating
Corporate Risks			
1054	Risk of inappropriate Governance Arrangements	Corporate Governance	Low
1059	Risk of inadequate service planning practices	Strategic Management	Moderate
1158	Inadequate management of Major Projects	Finance	Moderate
1183	Risk of failing to comply with statutory and regulatory requirements	Compliance / Regulatory	Moderate
1188	Risk of not Managing Growth	Finance	Moderate
High and Significant Departmental Risks			
1013	Inadequate asset management systems	Asset Management	High

Table 4: Asset Management Risks (from HCC-CM22/229)

As can be seen, “Inadequate asset management systems” carries a high residual risk and therefore requires a detailed action plan to be developed and implemented. This is achieved through the Asset Management Strategy and the various asset management plans.

Council’s risk management practices related to infrastructure assets are as follows.

4.1 Critical Assets

Critical assets are those that, if they fail, have the potential to cause loss or significant reduction of service. Their criticality relates to the high consequence of their failure. Council’s larger drains are an example of a critical asset, the failure of which can cause property flooding.

The risks arising from critical assets are managed by implementation of our asset management plans. These have been developed to identify risks particular to the asset class and also to document relevant practices that mitigate these risks. The asset management plans are:

- Road Asset Management Plan
- Drainage Asset Management Plan
- Building Asset Management Plan
- Parks and Open Space Asset Management Plan

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4.2 Road Management Act 2004

In addition to the Road Asset Management Plan, road related risks are also managed through the Road Management Plan, which is a separate document specifically required by the Road Management Act 2004. These two documents are complementary, with;

- the Road Asset Management Plan focussing on the road assets and lifecycle management of those assets, and
- the Road Management Plan focussing on Council’s obligations as a Road Authority to inspect and repair roads in line with defined standards (including asset management).

The current Road Management Plan was adopted by Council in October 2021 and came into operation in November of that year.

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5. CONTINUOUS IMPROVEMENT

5.1 Asset Management Steering Committee

The Asset Management Steering Committee was established to;

- Provide oversight to Council’s Asset Management Policy.
- Monitor implementation of the Asset Management Strategy.
- Guide the ongoing development of asset management practices.

Made up of senior staff from across the organisation, the committee provides input from a range of perspectives. This ensures asset management meets the needs of Council services and complies with all reporting, regulatory and legislative requirements. The committee first met in May 2023.

5.2 Internal Audit

Council’s Audit and Risk Committee assists Council in fulfilling its oversight responsibilities including; financial management, workplace health and safety, risk, privacy and governance. The Committee commissioned an audit into the asset management system, which was conducted over December 2022 and January 2023. The results were reported to the Committee in May 2023. The audit concluded that Council has adequate and appropriate systems, processes and controls in place over asset management related activities. However, opportunities for improvement were identified. Some opportunities have been implemented and the remainder are underway.

5.3 Asset Management Strategy and Asset Management Plans

Council has previously participated in the Municipal Association of Victoria’s (MAV) STEP program, which reviewed our asset management practices and maturity. The program consisted of a series of questions on all aspects of asset management, known as the National Asset Management Assessment Framework (NAMAF). Asset management improvements identified by NAMAF have been incorporated into the Asset Management Strategy and form the asset management improvement program.

A review on progress of the improvement program was conducted by the Asset Management Steering Committee in September 2023. A number of these improvements are ongoing, some have been completed and others are yet to be fully implemented. Those yet to be implemented form the basis of our continuous improvement.

Similarly, our asset management plans have a section on asset management improvements specific to their asset class. Implementation of these improvements also forms the basis of our continuous improvement in asset management.

5.4 National Assessment Framework

MAVs STEP program and the NAMAF are no longer available. An alternative is offered by the Institute of Public Works Engineering Australasia (IPEWA). Known as the National Assessment Framework (NAF), this too would provide a means of determining our asset management maturity and result in a series of improvement actions. This framework will be considered in the lead up to a review of the Asset Management Strategy, due in the latter half of 2024.

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APPENDIX 1: Condition Profile of Individual Asset Classes

Roads

The Department of Transport and Planning manages arterial roads, highways and freeways, a number of which surround or run through the municipality. Council manages local roads, whose makeup is described above in Table 1: Summary of Infrastructure Asset Classes. There are 1,484km of local roads within the municipality, with a total replacement value of \$1,716.9 million.

The estimated useful life of the major road components, ranges from:

- 20 years for a crash barrier
- 25 years for an asphalt road surface
- 60 years for kerb and channel
- 75 years for a roundabout

Council undertakes a condition audit of its road network every four years. The last condition audit was completed in March 2021 and the next is due to begin in 2024. Based on the previous condition survey and on-going monitoring by officers, the overall condition of road assets is very good, with less than one percent in poor condition. Assets in poor condition are mainly brick paved parking bays in older suburbs such as Meadow Heights.

However, due to the floods and heavy rainfall in late 2022, there are other roads whose condition has rapidly deteriorated. Another cause for the rapid deterioration of roads recently is due to rural roads used as alternative routes during major road closures (i.e., Craigieburn Road due to its duplication). Council officers are aware of these impacts to the road network and factor them into upcoming capital works programs.

Figure 3 depicts the overall condition of road assets.

Condition Profile - Roads

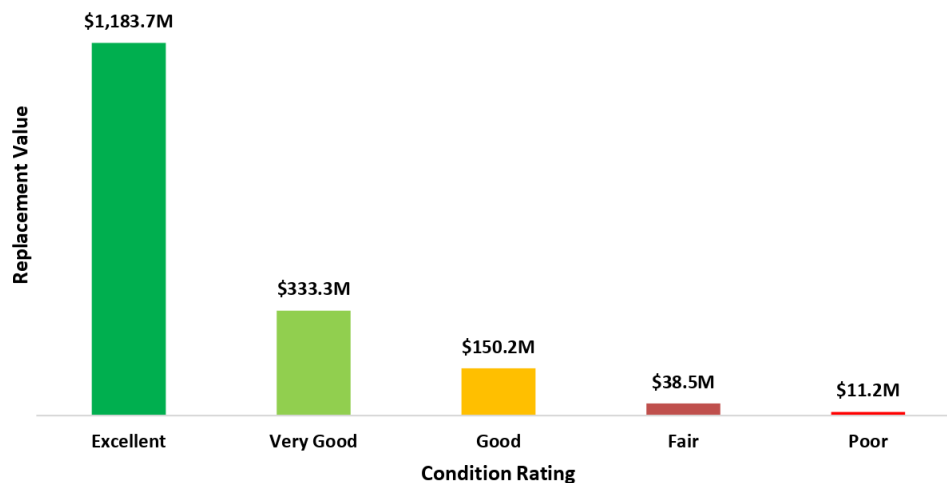


Figure 3: Condition of Roads

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Footpaths

Council is responsible for managing 2,124 kilometres of roadside and park footpaths, with a total replacement value of \$268.2 million. The estimated useful life of a concrete footpath is 75 years.

Footpaths are inspected according to the Inspection Program specified in the Road Management Plan (RMP), and necessary maintenance works have been carried out when footpaths reach the intervention level for defects.

A Separate condition audit for the footpath network has not been undertaken in recent years, as the renewal program has been developed on the basis of the RMP inspections. Age based condition ratings, the RMP inspections and the impact of recent capital works (renewals) have been utilised in the assessment of condition. This shows that most of the footpath network is in very good condition. Less than one percent of the network is in poor condition and these are typically paths that are more than 45 years old.

Although condition inspections and age assessments have been utilised recently to determine condition, footpaths will be incorporated into the road network condition audit due to commence in 2024.

A significant portion of the renewal budget has recently been spent on footpaths in newly developed areas. We are investigating ways to better control the damage that occurs during the housing construction phase in new areas. The remaining renewals budget has been used where footpaths have reached the defect intervention levels specified in the Road Management Plan.

Figure 4 shows the overall condition of footpaths.

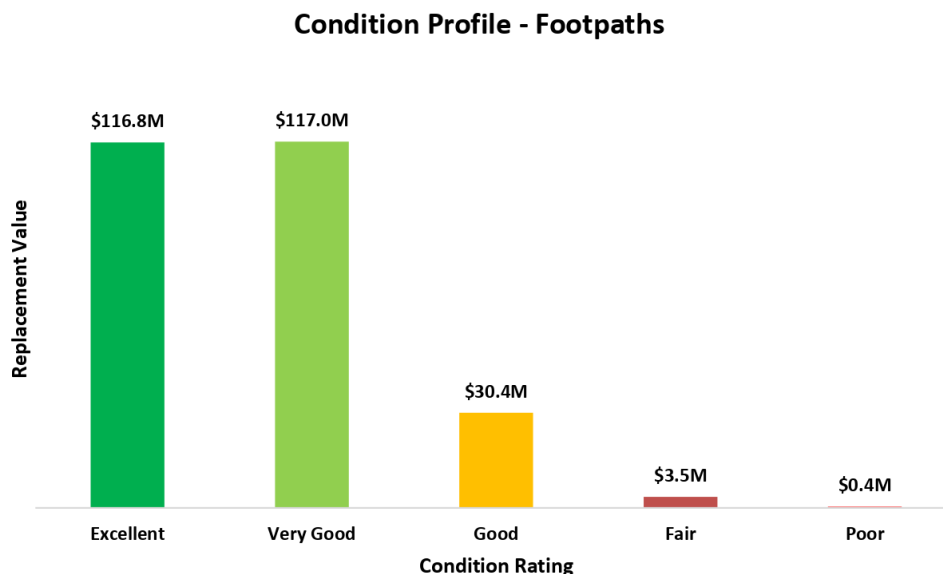


Figure 4: Condition of Footpaths

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Bridges

Council is responsible for managing 176 bridges, with a total replacement value of \$114.9 million. This includes road bridges, pedestrian bridges, major culverts, and jetties. Each bridge receives a Level 2 Structure Condition inspection every two years. These inspections are carried out to assess condition, highlight defects and identify maintenance needs.

The estimated useful life of a depends on the type of bridge, and ranges from:

- 50 years for a pedestrian bridge or jetty
- 100 years for a road bridge or major culvert

Figure 5 shows the condition profile of bridges, based on their Level 2 Structure Condition inspections. It indicates that most bridges are in excellent condition and only one bridge is in poor condition (i.e. Malcolm Street Bridge in Kalkallo).

Condition Profile - Bridges



Figure 5: Condition of Bridges

Drainage

Council manages a drainage network comprising mainly of pipes and pits, as well as a smaller number of gross pollutant traps (GPT), minor culverts, wetlands and rain gardens. There are 2,020km of pipes in the network and over 73,300 pits. These, combined with other drainage assets, have a total replacement value of \$814.6 million.

The estimated useful life of drainage assets ranges from:

- 30 years for wetlands and rain gardens
- 100 years for pipes, pits and GPTs

Figure 6 shows the overall condition of all drainage assets. Condition ratings for drainage assets are mainly derived from the age of the assets with a useful life of 100 years. CCTV inspections are undertaken annually for selected pipes; generally, where problems have been identified and to determine the actual defects for consideration in the renewal program.

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Condition Profile - Drainage

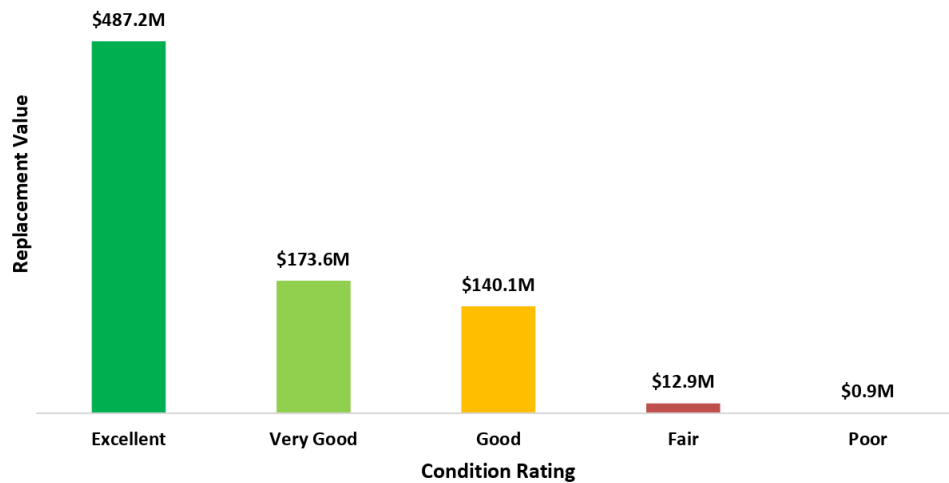


Figure 6: Condition of Drainage

According to the condition rating based solely on age, Council would not have any pipes in poor condition. However, CCTV inspections have identified that there are some pipes in poor condition. A very small percentage of pipe are inspected each year, but these pipes are not a representative sample of the entire pipe network, given that CCTV is targeted at drainage lines where problems have been identified.

If wetlands and rain gardens were considered separately, their condition profile would be worse than for drainage overall. This is because these are typically shorter life assets which deteriorate much faster than other drainage assets. The consequences of failure of these assets is also generally lower, as they are aimed at improving water quality rather than protection from stormwater and extreme weather events.

Therefore, the condition profile in Figure 6 utilises data from CCTV inspections where available, with the balance based on age. Apart from the pipes where problems have been identified and Water Sensitive Urban Design (WSUD) assets which have a much shorter life, most of the drainage assets are in excellent or very good condition, with less than 1% of assets in poor condition.

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Parks and Open Space

Council is responsible for managing 2,020 Open Space Reserves and Streetscapes. Assets within these reserves have a replacement value of \$290.6 million. This excludes green assets, such as trees and gardens.

The estimated useful life of assets within the reserves ranges from:

- 15 years for furniture
- 20 years for playgrounds
- 30 years for sports fields
- 50 years for retaining walls

Figure 7 shows the overall condition of open space assets. Less than 1% of these assets are in poor condition.

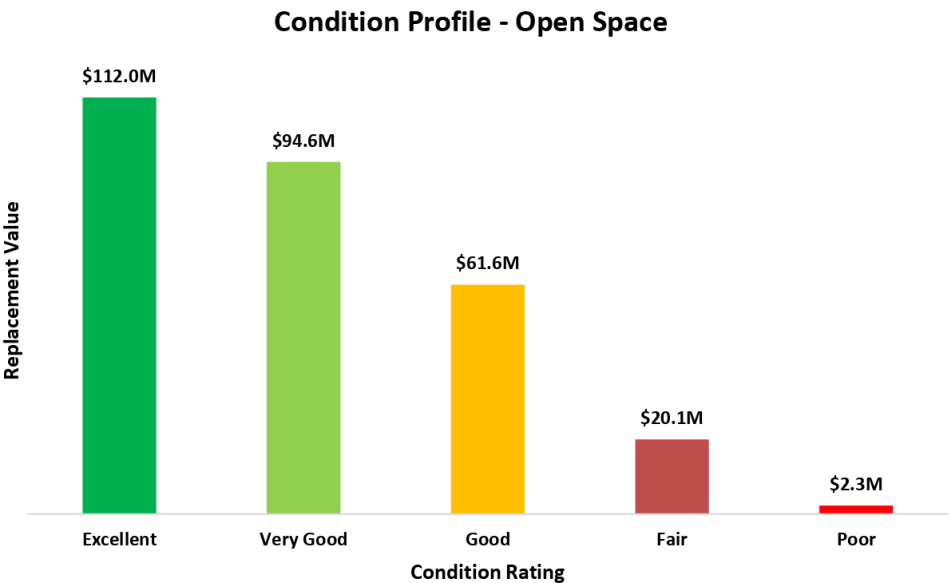


Figure 7: Condition of Parks and Open Space

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Buildings

Council owns 280 buildings and is responsible for maintaining or managing many more. These range from multi-story / multi-purpose complexes to individual toilet blocks. The total replacement value of Council owned buildings is \$659.8 million.

The estimated useful life of buildings ranges from:

- 20 years for sheds and toilets
- 50 years for sports pavilions, offices and depots

The last condition audit was completed in 2021 and the next is scheduled to commence in 2024. The condition profile from the 2021 audit was used in this report.

Last year four buildings from the Jacksons Hill precinct in Sunbury were included in the State of Council Assets Report. At that time it was intended these buildings would be managed by Council, but we weren't yet responsible for their maintenance. At the time of writing this report, we are still not responsible for them and therefore they are not considered assets from a financial perspective. These buildings have been excluded from this year's report and their value is the cause of the significant drop in fair condition assets, when compared to last year.

Figure 8 shows the overall condition of buildings. None of our buildings are in poor condition.

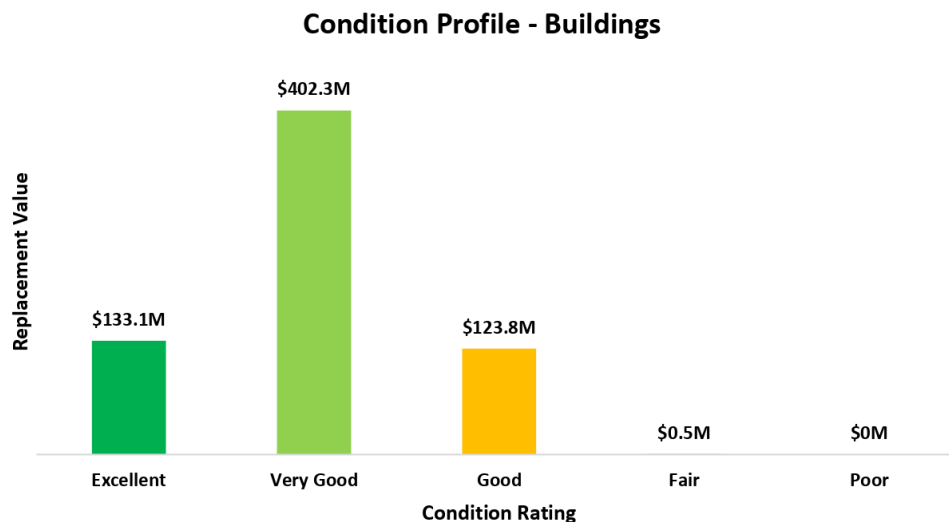


Figure 8: Condition of Buildings

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REPORT NO:	9.2
REPORT TITLE:	Endorsement of Council's Partnership Framework and Guidelines
SOURCE:	Nina Stephen, Social Policy Planner
DIVISION:	City Services & Living
FILE NO:	HCC24/236
POLICY:	-
STRATEGIC OBJECTIVE:	3.3 Advance organisational high-performance through innovation and partnerships
ATTACHMENT:	1. <i>HCC Partnership Framework & Guidelines</i>

1. SUMMARY OF REPORT:

- 1.1 The 2023 – 2024 Council Plan Action 3.3.3 stipulates “facilitate regional outcomes for the benefit of Hume City’s community through innovative partnerships, shared procurement and actively contributing to strategic networks and alliances”.
- 1.2 This report presents Council with its first Partnership Framework and Guidelines, (the Framework), developed to effectively address the evolving needs of the Hume community to secure regional outcomes.

2. RECOMMENDATION:

That Council endorses the Partnership Framework and Guidelines as a tool to secure long term social and economic benefit for its residents.

3. LEGISLATIVE POWERS:

- 3.1 Council’s Partnership Framework and Guidelines align with the overarching governance principles outlined in the *Local Government Act 2020 – Section 9*:
 - 3.1.1 2 (f): collaboration with other Councils and Governments and statutory bodies is to be sought.
 - 3.1.2 2 (h): regional, state and national plans and policies are to be taken into account in strategic planning and decision making
- 3.2 The project also aligns with *Section 110 (1) of the LG Act 2020*, underscoring Council’s commitment to advancing high performance through innovation, partnerships, and philanthropy for beneficial enterprise.

4. FINANCIAL IMPLICATIONS:

- 4.1 A budget of \$25,000 was allocated to the development of the Framework and Guidelines.
- 4.2 Any subsequent stages of implementation will require further resourcing by Council.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

REPORT NO: 9.2 (cont.)

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in the *Victorian Charter of Human Rights and Responsibilities Act 2006* have been considered in this report. The Act states that Local Government has a legal obligation to act compatibly with human rights in the way it goes about its responsibilities and the delivery of its services. In practice, this means that Local Government must:

- 7.1 Consider human rights when making decisions.
- 7.2 Ensure that actions, policies and services are compatible with human rights.
- 7.3 Interpret and apply local laws consistently with human rights; and
- 7.4 Interpret that people who work on their behalf, including third parties, do so in a way that considers human rights.

8. COMMUNITY CONSULTATION:

Development of the Partnership Framework and Guidelines was informed by interviews with nine external stakeholder organisations who shared their insights into the benefits and challenges associated with working in Partnership to reach mutually agreed upon goals.

9. DISCUSSION:

- 9.1 The establishment of a Partnership Framework provides Council an opportunity to drive substantial social impact while addressing community needs and aspirations.
- 9.2 Crucially, the Framework recognises the imperative to leverage Hume as a significant powerhouse of economic activity that is unique to the municipality. It urges major multinational companies based in Hume to draw on their social and corporate responsibility for community benefit.
- 9.3 In developing the Framework, the partnership model developed by the Western Australian Council of Social Services (WACOSS) was used as reference point. This model assisted the project to distinguish between Council’s current ways of working with stakeholders via collaboration, communication, coordination and consultation, from the formation of formal Partnerships.
- 9.4 The objectives of the Framework are:
 - 9.4.1 To establish Council’s Partnership Vision and Guiding Principles.
 - 9.4.2 To establish organisational-wide commitment to forming Partnerships.
 - 9.4.3 To enhance Council’s partnership capacity.
 - 9.4.4 To strengthen Council’s commitment to strategic partnerships and philanthropic activities that deliver benefits and opportunities to Hume’s diverse communities.
 - 9.4.5 To develop an organisation-wide tool that supports Council to build, sustain and measure effective partnerships.
- 9.5 A key focus of the Framework is to strengthen the entire partnership lifecycle, from creation to maintenance and evaluation. Central to this effort is the inclusion of a sunset clause, ensuring partnerships are continuously evaluated and adapted to meet the evolving needs of the Hume community.
- 9.6 The Victorian Gender Equality Act 2020 requires all Councils to undertake Gender Impact Assessments (GIAs) when developing or reviewing any policy, program or service that has a direct and significant impact on the public. A GIA Project Initiation was undertaken on the Framework’s development which determined no impact to community. However, the process identified that a GIA should be conducted on a

REPORT NO: 9.2 (cont.)

potential partnership during the ‘Establish’ stage of the Partnership Framework and Guidelines. This is to consider the partnership’s impact on gender and intersectionality attributes such as Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation.

10. CONCLUSION:

- 10.1 It is recommended that Council endorses the attached *Partnership Framework and Guidelines*
- 10.2 The Partnership Framework and Guidelines were developed in response to the 2023 – 2024 Council Plan Action 3.3.3 “facilitate regional outcomes for the benefit of Hume City’s community through innovative partnerships, shared procurement and actively contributing to strategic networks and alliances”.
- 10.3 The Framework seeks to address the evolving needs of the Hume community by drawing on the social and corporate responsibility of major multinational companies located in Hume. The Framework guides the formation of formal Partnerships with these corporations to secure long-term impact and regional outcomes for Hume City.


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HUME CITY COUNCIL Partnership Framework & Guidelines

hume.vic.gov.au



Acknowledgement of Traditional Owners

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to Elders past, present and future.

In the spirit of reconciliation Council acknowledges the role past federal and state government policies have played in the social, cultural and economic dispossession of Aboriginal and Torres Strait Islander peoples, the ongoing intergenerational trauma experienced by many Aboriginal and Torres Strait Islander people as a result of this, the impact of racism on this trauma and the ways in which these forces combine to reinforce entrenched disadvantage, poor health outcomes, increased contact with the justice system and economic disadvantage.

Council acknowledges the importance of self-determination, meaning that Aboriginal and Torres Strait Islander peoples hold the knowledge and expertise about what is best for themselves, their families and their communities, and have the right to freely pursue their economic, social and cultural development.

Council plays a role in healing and building positive relationships between Council and Aboriginal and Torres Strait Islander communities, as well as educating the broader public about the significance of Aboriginal and Torres Strait Islander languages, cultures and history.



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Introduction

The concept of Partnership can be traced back to ancient times. The Greek Philosopher Aristotle (335-323BC), is attributed to have said, *“Every State is as we see, a sort of Partnership and every Partnership is formed with a view to (do) some good.”* Aristotle was addressing the leaders who were forming the governments of the day. Today Partnerships are prevalent in the public, charitable, philanthropic and private sectors and heralded as both a ‘necessity’ and ‘best practice’.

Partnerships can lead to maximising a return on investment and to keeping abreast of change. Partnerships in the Local Government context enable the leveraging of additional resources; (e.g., specialised expertise, technical knowledge, financial contributions) to address presenting or anticipated significant challenges faced by the people and communities they serve.

The responsibilities of Local Government, whilst often referred to as *roads, rates and rubbish*, far exceed this description and in the broadest definition – Local Government has a responsibility for the *‘wellbeing of all the people and communities within the municipal district’*. A very broad charter! and one that exceeds the mission of any other individual organisation situated within the municipality.

The capacity to respond to the many and varied community needs often exceeds the resources available to Council. This presents the impetus to consider working in partnership, to address the most significant social, economic and environmental challenges. If Aristotle was present today, it is likely, he would be addressing the *leaders of government, business, not for profits, charities and philanthropy, encouraging them to “work in partnership to do some good”*.

Council has expressed a strong desire to build upon the learning’s drawn from successful partnerships, including current and past experiences of working with the corporate, philanthropic and not for profit sector to address the significant challenges that people and communities of Hume City face. Council is seeking to form partnerships with organisations who can and will, contribute to redressing the entrenched disadvantage that arises from significant social, economic or environmental challenges.

In combining resources (e.g., financial, human skills, expert knowledge and physical assets)

Council believes, significant progress can be achieved, returning mutual benefits to the partnering organisations as well as delivering a tangible and beneficial dividend to the people and communities of Hume City.

Today the successful partnerships illustrated by; The Hume Multiversity, the Victoria University Partnership, BSL Partnership and the Community Hubs in Schools, point to significant progress in; improved school readiness, increased participation in early learning, increased completion of year 12 and significant increases in applications by Hume City students to enrol in courses of study in the Tafe and University sectors. In early 2000, and via the development of the first HCC Social Justice Charter, educational achievement was identified as significantly low among parts of the Hume population.

Improving educational participation levels was identified as a key strategy to redress the systemic disadvantages that arise from poor education outcomes. Multiple partnerships with different education sectors, Philanthropy and charitable organisations were established and continue today, to encourage and support educational endeavour and consequently contribute to improving the prosperity of the people and communities of Hume City.

To support the development of new strategic partnerships, a **Partnership Framework and supporting Guidelines** have been developed to **assist Council Staff** foster and build upon the achievements of current or past Partnerships. This document has been prepared drawing from the contributions of members of a Project Working Group and a Project Control Group (PCG), who together, comprise of approximately twenty Council staff including senior and middle managers, program coordinators representing a cross section of Council Directorates.

In addition, nine external stakeholder organisations generously shared their insights into the benefits and challenges associated with working in Partnership, of note is the unsolicited compliments expressed by the Interviewees conveying the positive and valued working relationships they held with Hume City Council.

To begin thinking about fostering new strategic partnerships it is important to define what is intended by the term Partnership. The following definition was formulated following a staff workshop and drawing upon their ‘lived experience’ of working in Partnership.

This **Partnership Framework and Guidelines** applies the following definition of Partnership.

Partnerships are purposefully developed by parties who share strategic aspirations and identify mutual benefits in working together. Partnerships are established when clear goals and governance arrangements support collective decision making and the contribution of resources, by all partners, enable the partnership mission to be implemented. Partnerships will progress when trust, accountability and evaluation practices are evident. Successful Partnerships include a sunset clause.

(December 2023 – HCC Project Working Group).

The development of this definition included consideration of the questions - *What is not a Partnership and when is it appropriate to develop a formal Partnership*. The Project Working Group (PWG) noted that Council works with many different organisations from, government departments, other local Councils, service agencies, schools and a myriad of community organisations. Considerable collaborative activity occurs however not all constitute a formal Partnership.

A careful and detailed review of the Western Australian Council of Social Service (WACOSS) *Planning for Partnerships (2022)* provided a helpful description of different ways of working together distinguishing the following four categories; *communicating, consulting, coordinating and collaborating* from formal Partnerships. The table below presents a summary of the different ways of working co-operatively, illustrated with Hume activities.

Ways Of Working Together ¹	Examples of current Hume City Council activities that illustrate Ways Of Working Together
Communication Information sharing as required and appropriate.	Circulation of information about Council Grants, Community Services, Sporting, and other Community Activities.
Consultation Actively seeking feedback of others to inform decision-making or design.	Invitations to the Hume community to comment on draft Council policies, strategies, or service reviews.
Coordination Aligning activities towards a shared discrete purpose.	The centralised kindergarten enrolment system supports the delivery of both Council and other kindergarten service providers.
Collaboration Working together with other people or organisations towards a shared common goal.	HCC participates in several high-level advocacy bodies (e.g., Growth Area Alliance, Interface Councils Group, Mayoral Aviation Committee) to advocate on infrastructure and other issues that are relevant beyond one municipal boundary.
Partnership Partners engage in joint activities and decision-making to progress a shared goal.	The Hume Multiversity is a shared vision by the member organisations to improve access to tertiary education for Hume Citizens.

¹ E.Perroni (2022) Planning for Partnerships, A framework for establishing and measuring partnership and collaboration for the Sustainable Health Review.

West Australian Council of Social Services (WACOSS), Perth Australia.

Please note this Partnership Framework and supporting Guidelines has been developed to **apply to formal Partnerships (only)**. Helpful guidance on the other Ways of Working Together can be found in the published WACOSS material.

The audience for the Partnership Framework and supporting Guidelines is Council staff who share responsibility to foster, support and evaluate formal Partnerships. Partnerships that drive the strategic *Council Plan* Goals, guided by the *Hume Community Vision* for “a sustainable and thriving community with great health, education, employment, infrastructure and a sense of belonging.”

There are two parts to this document.

1. The **Framework** which provides a succinct expression of Council’s desire to form strategic and formal Partnerships that directly, contribute to the pursuit of the Community Vision and the goals expressed in the Council Plan.
2. The **Supporting Guidelines** are structured and follow a Partnership Lifecycle comprising five stages. Each stage is explained and includes guidance on the factors to consider and the activities to be undertaken. The Guidelines provide a ‘**road map**’ with additional published resources listed at the end

of the document. Please note that the Supporting **Guidelines** provide broad guidance only, as each Partnership will be different, presenting with a unique set of circumstances. Officers are encouraged to adapt the use of the Guidelines to reflect the Partnership needs.

Formal partnerships – Key Learnings

A review of past and current Council Partnerships that have, and continue to address significant challenges, point to the following learnings.

1. Large corporates, charities and philanthropic organisations are interested in assisting with the **significant social, economic or environmental challenges** when they contribute to defining a shared vision and the part they can play.
2. Engage and utilise local leaders to leverage and build strategic relationships.
3. Involve the local community in the journey.
4. Create the impetus for shared investment and cultivate a culture of partnership and philanthropy.
5. Take the ‘long-view’ when defining community aspirations and measuring community outcomes.





Partnership Framework

Vision

To work with organisations who have the same or complimentary strategic goals, express a commitment to shared social, environmental, or economic outcomes and are willing to work collaboratively to support the people and communities in Hume City.

Purpose

This Partnership Framework expresses Hume City Council's commitment to working with organisations who:

1. share strategic goals that contribute to the prosperity of Hume City,
2. are willing to leverage upon their investment to return a dividend to the people and communities of Hume City, and
3. commit to working collaboratively to achieve agreed goals.

Guiding Principles

Hume City Council believe an effective partnership will be achieved when the partnering organisations:

- a. develop and agree on clear goals,
- b. develop and abide by governance arrangements including shared decision making,
- c. contribute resources required to achieve the defined goals,
- d. behave in a manner that is respectful to all parties and contributes to building trust between members of the partnership and,
- e. establish agreed milestones, mediation protocols and a sunset clause to the Partnership.



Invitation to Partner

Hume City Council will initiate **Partnership Proposals** or respond to **Invitations to Partner** with organisations that have the capacity and interest in advancing the *Hume Community Vision* for

“a sustainable and thriving community with great health, education, employment, infrastructure and a sense of belonging.”

Council is committed to exploring partnerships with organisations who align with the strategic objectives expressed in the Hume City Council Plan².

Council will pursue strategic partnerships with organisations³ who are willing to dedicate resources to strengthen Hume City as a “sustainable and thriving” municipality.

Hume City Council will seek out organisations with capacity and willingness to address significant social, economic or environmental challenges, and through combining resources, enable greater achievements, and beneficial outcomes for the people and communities of Hume City.

² HCC Council Plan 2021- 2025, includes the following strategic objectives: -

1. A Community that is resilient, inclusive and thriving.
 2. A City that cares about our planet, is appealing and connected.
 3. A Council that inspires leadership, is accountable and puts the community first.
- Every four years, Council reviews and updates the Council Plan.

³ Consider targeting medium to large organisations, including national or multi-national company's who rely on Hume City residents, as employees and customers and benefit from the Hume City location and infrastructure.

Why establish a Partnership – the Hume City Context

Partnerships are a feature of effective organisations and particularly relevant to the public sector. With multiple demands upon resources, Local Government is required to identify, monitor and respond to the diverse needs of its community, prioritising the best use of available resources. The size and demographic profile of Hume City places a broad range of demands upon Council to respond to a rapidly growing municipality⁴, predicted to grow to 389,000 residents by 2041.

Located to the north-west of Melbourne, Hume City has two residential growth corridors, a large

industrial and commercial base and some of the most significant environmentally sensitive land, proximate to Melbourne's CBD. Each of these factors presents opportunities for partnering with local, regional, and national organisations; public, philanthropic and private, who share common goals.

This Partnership Framework is a clear statement of Hume City Council's commitment to work in partnership, to leverage and build upon investments by other organisations for the benefit of the people and communities of Hume City.

⁴ Hume City Council is one of Australia's fastest growing and culturally diverse communities and is home to almost 260,000 residents (Hume City population forecast for 30 June 2023). By 2041, it is forecast that approximately 389,000 people will call Hume home. www.hume.vic.gov.au – City Profile- population projections.



To support the development and strengthening of Partnerships, a model to guide the lifecycle of Partnerships has been established.

The Five 'E' Hume City Council Partnership Model *Caddick M, 2024*



⁵ P.P.O. is a Potential Partner Organisation

Guidelines & Supporting Tools

These guidelines and supporting documents offer a guide to the formation, the operation and evaluation of partnerships, providing **Council Officers** with the tools to underpin their understanding of, and the practice in, *formal partnering*.

The following guidelines assist with:

1. Determining whether a partnership is warranted or an alternate ‘way of working’ with others is appropriate.
2. Assessing the suitability of a potential partner organisation.
3. Establishing a partnership.
4. Sustaining a partnership.
5. Evaluating a partnership.
6. Concluding a partnership.

Each section includes key questions to be considered, some helpful tools and references to other resources that may be helpful.

These guidelines have been designed to assist with navigating a Partnership, when it is determined that a formal Partnership is warranted.

Introduction to Partnerships

Formal partnerships will deliver greater outcomes than could otherwise be achieved when working solo. However, Partnerships also presents challenges. The following Guidelines share insights from those who have worked in Partnership arrangements within Hume City, including Council staff and staff from external stakeholder organisations.

The following definition of Partnership was formulated with input from Council staff. This definition has informed the development of these Guidelines and should be applied by staff who are considering formal Partnership Proposals.

This **Partnership Framework and Guidelines** applies the following definition of Partnership.

Partnerships are purposefully developed by parties who share strategic aspirations and identify mutual benefits in working together. Partnerships are established when clear goals and governance arrangements support collective decision making and the contribution of resources, by all partners enable the partnership mission to be implemented. Partnerships will progress when trust, accountability and evaluation practices are evident. Successful Partnerships include a sunset clause.

(December 2023 – HCC Project Working Group).

These guidelines differentiate Partnerships, from other co-operative working arrangements. The publication titled “Ways of Working Together”⁶ is helpful in differentiating co-operative activities from a formal Partnership.

These guidelines step through the ‘lifecycle’ of a Partnership; from commencement to conclusion, providing advice that is distilled from ‘lived experiences’ to inform practices that build formal partnerships.

The following diagram depicts the lifecycle of a Partnership, comprising five distinct stages including identifying when alternate ways of working may be appropriate. The following Guidelines are structured to follow this Partnership Lifecycle model.



⁶ E.Perroni (2022) Planning for Partnerships, A framework for establishing and measuring partnership and collaboration for the Sustainable Health Review. West Australian Council of Social Services (WACOSS), Perth Australia.

Partnerships Lifecycle

The Five 'E' Hume City Council Partnership Model Caddick M, 2024

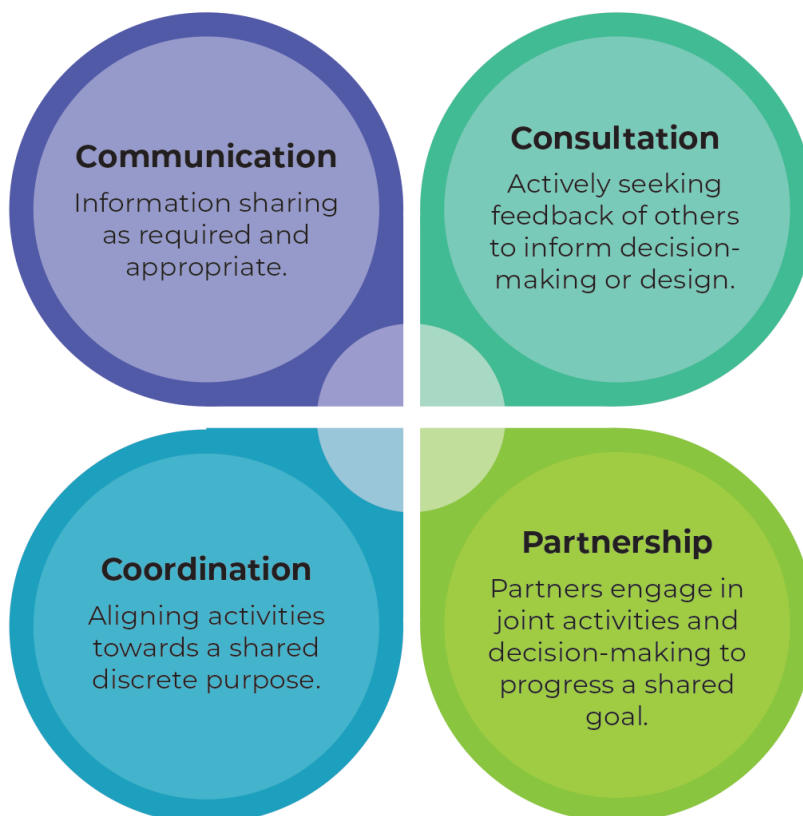
The following material provides a guide to the activities required at each of the five stages of formal Partnership.



Alternate Ways Of Working Together

If the definition of Partnership does not fit the desired cooperative activity consider the suitability of one of the four 'C's in the WACOSS model.

West Australian Council of Social Services (WACOSS)



Explore – Assessing the suitability of a Partnership

The decision to form a Partnership is significant and one that should be informed through exploring the synergies between Council and Potential Partnering Organisation/s (P.P.O.). The aim in the ‘Explore’ stage is to gather available information and address two critical questions:

- Q.1 *Is a Partnership approach the best option? And if so,*
Q.2 *Who is a desirable Partner?*

To consider the first question – “Is a Partnership approach warranted” undertake the following:

- Assess and define the scale of the community needs, including the key problems to be addressed through a Partnership. Identify the links between the identified community needs/problems and the Community vision and strategic goals expressed in the current Hume Council Plan.
- Review the definition of Partnership⁷ and the alternate “Ways of Working Together”⁸ (WACOSS, 2022) and check that the proposal meets the Hume City Council definition of a formal Partnership.
- Test the idea of a Partnership approach by preparing a preliminary proposal and present to your manager asking for approval to proceed to the next step.

When preliminary approval is received,

- Draft clear goals and objectives⁹ that convey the purpose of the proposed Partnership.
- Draft the milestones (e.g.: for Year 1 & 2) that the Partnership should accomplish. This activity will assist in sharpening the draft goals and objectives.

- Scope the required resources (financial, physical, human skills and expertise) to determine if what is required, exceeds current resources. Identify what Council may be able to contribute.

Identifying suitable Potential Partner Organisation (P.P.O.’s) requires an assessment of the *strategic goals and organisational values* of the respective organisation/s. Look to find alignment between the expressed strategic goals of the potential partner organisation with:

- HCC’s Plans and Strategies.
- Council’s values as expressed in the “Social Justice Charter”, Human Rights Charter, Environmental Strategy, and other principal policy positions.
- Council’s statutory obligations, ensuring no conflict would arise from the Partnership proposal.
- If strategic alignment, via shared or complementary goals are identified, progress to exploring the organisational structure and governance arrangements of the prospective partner organisation.



⁷ See page 10 for definition of Partnership.

⁸ Refer to page 5 for alternate ‘Ways of Working Together’ (WACOSS, 2022)

⁹ These goals and objectives are developed from available research, presenting significant problems that point to the need for a shared Council, government, business, philanthropic and community response.



Consider the Staff capacity (i.e.: skills/ expertise) of the P.P.O's:

- Do they have complementary skill sets to support the Partnership activity?
- Review their **Annual Statement of Accounts** (if available) and identify charitable donations or research orientated investment. This information will assist in building a deeper understanding of the interest and values of the Potential Partner Organisation (P.P.O.).
- Review the organisational chart and their Annual Report (if available) to identify who are the **decision-makers** in the P.P.O.
- Identify any **potential areas that may trigger a conflict** with Council values or present 'conflicts of interest' for Councillors. Consider how such conflicts could be addressed.

Based on this 'desktop' research, and the identification of common strategic goals, consider the following question:

"What benefit could the P.P.O derive from the proposed Partnership?"

The response to this question will provide **"the pitch"** to be made to the P.P.O. Communicating shared goals and mutual benefits is the starting point to commencing discussions with the P.P.O.

Introducing a Partnership opportunity to a P.P.O. is ideally undertaken at a senior level,

that is, at a level in the organisation, where the officers have a breath of organisational oversight and can provide an informed response to the initial proposal. Initial contact with the P.P.O. may be assisted by an introduction from a mutual connection. If such an introduction is possible, be sure it is via a 'respected source' with no conflict of interest, associated with the introduction.

The 'Explore' stage outlined above can also be applied to an invitation received from an external organisation, inviting HCC to join a Partnership. Apply the same desktop research to the organisation that has extended the invitation.

The 'Explore' stage provides the opportunity to:

- Undertake preliminary research on the P.P.O. and to assess compatibility,
- Test and refine the Partnership proposal, including identifying mutual benefits.
- Prepare a preliminary assessment of the required resources, including what Council may be able to contribute.
- Confirm that a Partnership approach is the 'best option'. It is at this point that one of the alternative **Ways of Working Together** is identified as more suitable than pursuing a formal Partnership.

Subject to internal HCC approval, move to the "Establish" stage.

Establish – Building a Partnership

With the ‘in principle’ agreement to develop a Partnership, HCC together with the Interested Partnership Organisation/s (I.P.O.) can begin developing the parameters of the Partnership. Included in this ‘Establish’ stage will be the:

1. Refinement of agreed **Partnership Goals**, including proposed ‘outputs’ and ‘outcomes’, that support the Hume community, and the mutual benefits to the Partner organisation/s.
2. Development of an **Action Plan**, including, timeframes and reporting milestones, and allocation of Partner responsibilities.

During this step, undertake any required internal HCC organisation assessments e.g.: Gender Impact Assessment¹⁰, to ensure compliance can be achieved by the proposed Partnership activity.
3. Development of a **Resources Plan** and operational budget, including Council and Partner contributions. Resources may include: -
 - a. Financial grants/contributions from the Partners.
 - b. Staff Time and Expertise (e.g. Secretariat support, Design skills, Fund Holder and Account Keeping.)
 - c. Access to Facilities.
 - d. Physical Assets (land, equipment).
 - e. Joint Funding Application, or Invitations to ‘others’ to co-invest in the Partnership.
4. Development of a **Workforce Plan** and Structure to implement the ‘Action Plan’. This may be achieved through secondment or recruitment.

5. Development of a **Governance Framework**, including:
 - a. Guiding principles and Partnerships values (e.g.: respect, resilience, accountability, and transparency) to be evident in Partnership behaviour and working relationships among Partners.
 - b. Decision-making structure and associated Authority: e.g.: Committee of Management, Board or Board of Directors; Working Groups.
 - c. Reporting Arrangements to Council¹¹ and Partner Organisations.
 - d. Periodic Reporting of Milestones (e.g.: Quarterly Progress Reports, Annual Milestones, Evaluation Findings).
6. Development of a **Partnership Evaluation Plan**, to include:
 - a. Review of Partnership Goals and their ‘currency’.
 - b. Impact of Outputs and Outcomes on the Hume Community and their alignment with Partnership Goals. Identify early milestones and plan to celebrate, when achieved.
 - c. Review of Partnership Relations – are they supporting the Partnership to achieve its goals?
 - d. Review of the Governance Structure – does it need any amendments?
 - e. A Sunset Clause with triggers to conclude the Partnership.

¹⁰ HCC Gender Impact and Assessment tools and templates are available on the HCC Intranet. Further support is available by contacting the [Council Planning and Reporting Team](#).

¹¹ Where possible, align Partnership reporting arrangements with current organizational reporting systems.

Throughout the discussions to establish the working arrangements for the Partnership, an awareness of the ‘power-balance’ among Partners representatives is an important factor. Sensitivity to a ‘fair sharing’ of “Power”, should be a point for discussion, that leads to practices and behaviours that reflect:

1. Equity in decision-making.
2. Respectful conversations that value the respective contributions by Partners. Transparent decision-making and periodic reporting will support a respectful Partnership culture.

If any of the details outlined above cannot be resolved, proceeding with the Partnership is not recommended. It may become evident that the Partnership will not work or that more time is required to address the elements described above.

Provide internal progress reports on the Partnership development to ensure the parameters of the Partnership remain aligned with the in-principle approvals. Ensure that the key stages of the Partnership development are presented for formal approval to comply with organisation protocols.

The ‘Establish’ stage is often reflected in written agreements that may include one of the following:

- Memorandum of Understanding
- Articles of Association
- Partnership Agreement

The conversations that inform these written documents are as important as the signed Agreements. It is through these conversations that the ‘working relationship’ establishes strong foundations that will enable the Partnership to progress, trust to develop and the challenges that inevitably arise, to be met with joint commitment to resolve.

The signing of formal Agreements between the Partners is an opportunity to mark this milestone with a celebration and to involve the Elected Council and Executive with the leaders of the Partnering organisation/s.

The public announcement of the Partnership is an important step in building commitment to the Partnership and affirming the working relationships required across and within each Partner organisation. Post the formalities, the work of the Partnership begins.



Energise – Partnership in Practice

Following the mutual and formal endorsement of the Partnership, the practical work can begin! The ‘Energise’ stage focuses on implementing the ‘Project’ or ‘Programs’ that are required to achieve the Partnership Goals.



The Foundation Year

Guided by the “Action Plan” (developed in the Establish stage), the work of the Governance Group beings. The members of this Group and any associated committees, need to bring their skills/expertise and enthusiasm to the Partnership, providing the necessary leadership and energy to achieve the Partnership Goals.

In the initial activation (Year 1) of the Partnership, the following activities are common:

- a. Appointment of staff/contractors to undertake associated work.
- b. Establishment of meeting schedules, protocols, and reporting timelines.
- c. Building ‘rapport’ between Committee members, staff, and contractors.
- d. Developing ‘work plans’ for the staff and the Governance Group. It is helpful to collectively develop 3-, 6- and 12-month milestones, in the first year of Partnership activity, to ensure the Project is action-oriented, remains focussed and has some early tangible achievements. This will assist in building confidence between the Parties. Applying the ‘SMART’¹² approach to framing the milestones can help in scoping some “quick wins”.

Trust

Developing trust between all members of the Governance Group in the first year of the Partnership is central to the longer-term effectiveness of the Partnership. Expectations of each Partner to be engaged (physically and emotionally) in:

1. Driving the Partnership Goals.
2. Working collaboratively; and
3. Building a respectful culture and reflecting the values of HCC and the other partners.

Should be included on the Governance Group meeting Agendas. This will assist in addressing the factors that often lead to Partnership failure.

Intra-Partnership Relations

The effectiveness of a Partnership is shaped by the participants who represent the member organisations. Building constructive and respectful interpersonal relationships between the Partner organisations will strengthen the Partnership. Building workable relationships takes time, intent, and commitment from the respective officers at varying levels within the member organisations.

Partnerships where there are:

- CEO to CEO connections
- Working relationships between Senior Leaders; and
- Officer to Officer working relationships.

Will enable timely and helpful responses to the challenges that arise.

The appointment of a ‘Relationship Manager’ from each Partner organisation is reported as a practical approach when working with large and complex organisations such as Hume City Council.

¹² SMART Milestones include the following characteristics: Specific, Measurable, Achievable, Relevant and time-based. For further guidance see www.atlassian.com



Changes in People

The benefits of building solid working relations within a Partnership can be quickly diminished when changes to staff arise. The common cry ... “we had to start again when xxx moved to another job”, can impede progress.

Strategies to reduce the negative impacts of people changes include:

1. Having a deputy or more than one representative on the governance group.
2. An awareness of the Partnership and an appreciation of its value understood across the organisation.
3. Reporting/documenting milestone achievements.
4. Regular periodic reports on Partnership progress.
5. Records of Partnership Meetings.

These types of records form an important part of the Partnership’s accountability to the member organisations as well as providing reference materials to support the induction of new staff appointments or new partner representatives.

Establishing goals, implementing action plans, and reviewing the impact of the Partnership, forms a cycle of activity throughout the life of the Partnership. To ensure the Partnership responds to its goals and the relevance of these goals to the Hume communities remains clear, evaluation activities should be developed and implemented at the end of Year 1 and in subsequent years. The Evaluation Plan will guide ‘Reflective Practice’ and support a culture of continuous improvement.

Celebrating early milestones

Plan to celebrate the achievement of early milestones, including those identified in the Year 1 Action Plan, as well as any other Partnership achievements. Acknowledging progress and recognising constructive Partnership practices will assist in embedding the foundations of an effective Partnership.

Reflective Practice

Introducing and applying Reflective Practice as a standard operating protocol for the governance group as well as the partnership staff, will assist in creating the values¹³ identified as important to effective partnering.

Identifying the importance of these values provides a guide to reflecting on the practice of the Partnership measured by the application of these values. Over time the Partnership may identify other values that are required to achieve the Partnership Goals.

The practice of reflection once embedded will provide, a sound basis for evaluation of outcomes and support the partnership maintain a strategic focus.

Energising the Partnership is an ongoing process, one which can be reviewed and renewed through continuous reflection and structured evaluation. Throughout the life of the Partnership support and sustain a cycle of ‘energise’ and ‘evaluate’ activities, until the Partnership Goals are accomplished or concluded.

¹³ Honesty, Transparency, Accountability and Respect were identified by project participants as the values that contribute to working successfully in a Partnership.

Evaluate – Partnership Evaluation

The ‘Evaluate’ stage of Partnership has two parts:

1. Progressive reporting on outputs/achievements and
2. Evaluation of outcomes

Partnership Achievements and Records

Monitoring and reporting on the Partnership achievements (i.e., the tangible outputs) is an integral part of the ‘Energise’ stage and central to public sector accountability. Generally, preparing these types of reports do not present too many difficulties and are readily prepared by Partnership staff.

A commitment among Partners to capture the achievements and progress of the Partnership will enable the development of helpful records to assist with reducing the negative consequences of changes to staff appointments or members of the Partnership Governance Group.

Monitoring and reporting Outcomes

The evaluation of outcomes requires a structured research approach to support the design and implementation of the evaluation plans.

The HCC Multiversity Logic model (refer to Economic Development Department) reflects an approach to reporting on both outputs and outcomes. The model logic structures the evaluation of short, medium and long-term goals. This is a helpful approach and assists with planning structured and progressive evaluation.

Periodic evaluation of the Partnership performance should be scheduled to occur:

- At the end of Year 1, and subsequently at agreed time intervals e.g.: once every 2-3 years. The timing will depend on the Project Milestones, and their anticipated development timeframes.
- Evaluation of the Partnership should include an assessment of:
 - a. Achievement of the Partnership Goals.
 - b. The impact of the Partnership Goals on the Hume Community.

- c. The ongoing relevance of the Partnership Goals to the Hume Community or elements of the community.
 - d. The effectiveness of the Partnership to work harmoniously and respectfully.
 - e. Review of the sunset clause and the embedded timeframe.
- To ensure objectivity is achieved independent/impartial research services should be secured to work with the Partnership. Impartiality of the evaluation assessment needs to be evident.
 - The Partnership Governance Committee should recruit the independent researchers and contribute to the design of the Evaluation Plan.
 - All or parts of the Evaluation Plan may be activated earlier, if the Partnership activity stalls.

The outcome from the Evaluation activities may include one or more of the following:

- a. An endorsement of Partnership activities and confirmation of the appropriateness of the Partnership Goals.
- b. Members of the Partnership, affirming their commitment to continuing to support the Partnership.
- c. New or amended Partnership Goals and associated programs or projects.
- d. Amendments to ‘governance practice’, to address concerns with leadership or relationship management by member of the Partnership.
- e. Recommendations to strengthen the Partnership.

Exit – Concluding a Partnership

Preparing for the closure of the Partnership is as important as the planning undertaken to activate the Partnership. During the ‘Establish’ stage, consideration of the anticipated ‘timeline’ of the Partnership will have been discussed and a Sunset Clause included in the formal Agreement.

Sunset Clause

The Sunset Clause invites members of the Partnership to consider:

- Revising the proposed date for closure.
- Recognising the Partnership has met its goals, and the Partnership can now be disbanded; or
- The Partnership expresses interest in continuing and developing a new set of goals that address significant social, economic, or environmental challenges.

Partnership Evolution

If it is resolved to continue the Partnership, the reasons for this should be documented:

e.g.: The goals have not yet been achieved and more time or resources are required.

If this is the reason, set a new Sunset Clause, with a date for conclusion and seek Partner re-affirmation of continuing to support the Partnership and if required, a commitment to contribute to the additional resources.

e.g.: The Partnership has identified new goals and there is a collective commitment to pursuing these new goals and committing/ finding the required resources.

If this is the reason, revisit the ‘Establish’ stage, working up new Strategic Goals, Action Plans and a resource plan/budget. It is important to document the ‘new focus’, review the Governance arrangements and the values underpinning the Partnership practices.

This review will enable refinement of practices that lead to a stronger and energised Partnership. It may also be desirable to bring in additional members to the Partnership, increase resources, relevant to pursuing the ‘new goals’.

Celebrating Partner Achievements

If the Partnership resolves to conclude its operations, this is time to formally acknowledge Partnership achievements and recognise the member organisation for their contributions.

The Partnership should determine how it wishes to celebrate its achievements. This may include:

- A civic function
- Letters of Appreciation
- Publication that captures the Partnership legacy.

Partnership Records

A final task is to determine how the Partnership records are collated and stored.





Additional Resources

Partnership Stage	Topic	Reference	Notes	Web Reference
Explore	Partnerships	E.Perroni (2022) <i>Planning for Partnerships, A framework for establishing and measuring partnership and collaboration for the Sustainable Health Review</i> . West Australian Council of Social Services (WACOSS), Perth Australia.	The Model – Ways of Working Together, (p.9). A helpful model to assist in differentiating partnerships from other cooperative approaches.	www.wacoss.org.au
		Vic Health (2011) <i>Partnership Checklist</i> . Government of Victoria.	This is a 2-page survey designed to help assess the suitability of potential partner organisations. The tool could also be used to evaluate a partnership if it has become stuck.	www.vichealth.vic.gov.au
		Qu, David (Nov, 2021), <i>How to evaluate and execute strategic Partnerships and Alliances</i> . Forbes Business Council.	This brief article includes questions to assist in exploring the strategic alignment of potential partner organisations.	www.forbes.com 2021/11/08
	Organisational Analysis	A Guidance Paper <i>Collaboration and Partnerships between Councils (2007)</i> Department of Local Government, NSW.	A comprehensive report highlighting lived partnerships between LGA's and Regional Bodies in NSW. The report includes tips and questions to consider, when exploring and establishing a Partnership. The case study examples include significant investment with shared strategic outcomes beneficial to Communities covering vast geography and large populations.	www.olg.nsw.gov.au

Partnership Stage	Topic	Reference	Notes	Web Reference
Establish	Goal setting	ATLASSIAN - THE WORKSTREAM	Atlassian materials are accessible via an online platform. The tools can be easily reviewed, offering helpful templates that can be customised. Templates cover, goal setting, decision making, building a team and remote collaboration. Some of the resources are free and some need to be purchased.	www.atlassian.com/solutions/work-management
		E.Perroni (2022) <i>Planning for Partnerships, A framework for establishing and measuring partnership and collaboration for the Sustainable Health Review</i> . West Australian Council of Social Services (WACOSS), Perth Australia.	The materials published by WACOSS offer some helpful prompts. Stage 1 and stage 2 (pgs.: 11 – 27) provide an overview of the issues to consider in the 'Establish' phase of the Partnership development.	www.wacoss.org.au
	Establishing Performance Measures	<i>Measuring the outcomes of community organisations. Australian Research Alliance for Children and Youth (ARACY).</i>	This comprehensive paper presents a summary of research into the use and effectiveness of outcomes' measurement frameworks for Community Organisations. Developing performance measures at this stage will assist in sharpening the partnership strategic goals, inform future project/program evaluation and progress reports.	www.aracy.org.au
		'Guide to Evaluating and Sustaining Community Partnerships' (2009), Centre for Community Child Health at the Royal Childrens Hospital.	This short guide presents practical, easy to follow guidelines to support operating and evaluating community-based Partnerships. The guide advocates the establishment of Evaluation Goals, early in the formation of a Partnership.	www.communityhubs.org.au

ADDITIONAL RESOURCES

Partnership Stage	Topic	Reference	Notes	Web Reference
Establish Cont.	Action Plan	ATLASSIAN - THE WORKSTREAM Understanding project management phases	See Comment above.	www.atlassian.com/solutions/work
	Governance	<i>Develop an effective governance structure.</i> (2021) Australian Government Public Service Commission	This short 4 pager highlights the key issues to consider when establishing a governance structure. The paper has links to examples of governance roles and structures.	www.apsc.gov.au-taskforce/toolkit-governance
	Decision making	ATLASSIAN	See comment above	www.atlassian.com/team-playbook/plays/daci
	Power sharing	'Use Power in Partnership', 2023. New South Wales (NSW) Health (2023)	A short guide that raises questions and offers tips on how to engage others in partnership.	www.health.nsw.gov.au
		Human Impact Partners (HIP) 'Resources for Collaboration and Power Sharing' (2002)	A practical guide that focuses on empowering health consumers to influence change.	www.humanimpact.org

Partnership Stage	Topic	Reference	Notes	Web Reference
Energise	Team Building	ATLASSIAN TEAM PLAYBOOK Exercises for building a legendary team.	See comment above	www.atlassian.com/solutions/work
		E.Perroni (2022) <i>Planning for Partnerships, A framework for establishing and measuring partnership and collaboration for the Sustainable Health Review.</i> West Australian Council of Social Services (WACOSS), Perth Australia.	Stage 3 (pgs: 29-35) of the Guidelines include a focus on implementation, governance and communication.	www.wacoss.org.au
	Culture and Values	Human Synergistics (2009) 'Transforming leadership and culture; the state of the nations': Human Synergistics International	This workbook is a supplement to facilitated training licensed to Human Synergistics NZ and Australia. The training was previously delivered to Hume City Council (HCC) staff in the past (2014-2015). Section 1 and 4 of the workbook offer an overview to organisational culture and practical tools to aid development and evaluation of culture.	www.human-synergistics.com.au/researchandpublications
	Conflict Management & Negotiation	'Everyone Can Win' (1993) "Getting to Yes" (1989) Cornelius, H, & Faire, S. (Book)	Practical and easy to read, these books offer a guide on how to work through conflict and arrive at outcomes where all can move forward in a positive way.	www.crnhq.org
		Conflict Resolution – 5 styles the Thomas Kilmann TKI method	A conflict-style inventory is a tool that offers insight into different responses to resolve conflict.	www.kilmanniagnostics.com/overview-thomas-kilmann-conflict-mode-instrument-tki/

ADDITIONAL RESOURCES

Partnership Stage	Topic	Reference	Notes	Web Reference
Evaluate	Evaluation Planning and Implementation	Wadsworth, Y (2011) 'Everyday Evaluation on the Run' (3 rd edition) (Book)	A practical overview of evaluation activities, illustrated with real examples of project evaluations. This book is designed for those working in community settings and the Government sector, who are required to report on project outcomes.	www.taylorfrancis.com



Acknowledgements

The following persons are thanked for their contribution to the development of this Partnership Framework and Guidelines.

Project Control Group

Oversighting the Project and providing guidance and support.
Hector Gaston, Director, City Services and Living
Brooke Watson, Manager, Community Health and Wellbeing
Cathy Marshall, Executive Officer, City Services and Living
Nina Stephen, Social Policy Planner
Roukaya Hassoun, Social Policy and Planning Officer

HCC Staff Team – Project Working Group

Who participated in three workshops sharing their understanding of working collaboratively and assisting in defining formal Partnership from other Ways of Working Together.

Staff	Department	Staff	Department
Megan Taylor	City Strategy	Silvia Amici	Community Hubs
Kristen Cherry	City Lifestyle	Carmen Frawley	Strategic Communications & Advocacy
Astrid Hartono	Infrastructure Delivery	Karen Curson	Integrated Planning and Reporting
Claire Taylor	Grants and Projects	James Weston	Active Living
Pauline Kondos	Property and Leasing	David Frickle	Assets
Maria Dimitriou	Economic Development	Liz Turner	Sustainability Engagement
Narda Shanley	Community Capacity Building	Cassandra Borg	Sustainability Engagement

External Stakeholders

Who generously gave their time to participate in an interview, sharing their insights into the ways of working effectively and in Partnership.

External Stakeholder Organisation	Officer
Northern Councils Alliance	Melissa Atallah
Victoria University	Falih Erol Tuncer
Brotherhood of St Laurence	Courtney Green
NorthLink	Chris James
Hume Whittlesea LLEN	Kim Stadtmiller
Distinctive Options	Ernie Metcalf
Community Hubs Australia	Hiranthi Perera
Victoria Planning Authority	Tony Marks
Coonawarra Neighbourhood House	Isabella Rosinsky

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REPORT NO:	9.3
REPORT TITLE:	Annual Gambling Report 2022-2023
SOURCE:	Nina Stephen, Social Policy Planner Jamad Ahmed, Social Policy & Planning Officer
DIVISION:	City Services & Living
FILE NO:	HCC05/437-06
POLICY:	Hume Gambling Harm Minimisation Policy
STRATEGIC OBJECTIVE:	1.3: Promote a healthy, inclusive and respectful community that fosters community pride and safety
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 In 2019, Council endorsed and adopted its *Gambling Harm Minimisation Policy*.
Under that policy, Council made a commitment to presenting an annual report to Council to highlight electronic gaming machines (EGMs) losses in Hume City and other gambling-related matters affecting the Hume community.
- 1.2 This report will highlight a range of gambling-related matters, including EGM losses, a summary of the 2022/23 Community Benefits Statements, Council’s Community Gambling Attitudinal Survey, and other actions undertaken by Council under its Gambling Harm Minimisation Policy during 2022/2023.

2. RECOMMENDATION:

- 2.1 That Council notes the contents of this annual report on gambling in Hume City.**

3. LEGISLATIVE POWERS:

- 3.1 The Planning and Environment Act 1987 and Local Planning Schemes provide Local Government with the authority and responsibility to assess planning permits related to electronic gaming machines (EGMs) and gaming venues.
- 3.2 The Gambling Regulation Act 2003 (sections 3.36 and 3.4.19) enables Local Government as the Responsible Authority to undertake social and economic impact assessments on gaming license applications and to submit them to the Victorian Gambling and Casino Control Commission (VGCCC), which is the decision-making authority to grant or refuse the gaming licence application.
- 3.3 In accordance with the Local Government Act 2020, Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.
- 3.4 The Victorian Public Health and Wellbeing Act 2008 requires Local Government to initiate and manage public health planning, develop, and implement public health policies and programs, and facilitate and support local community health agencies to protect and enhance communities’ health and wellbeing within their municipalities.

4. FINANCIAL IMPLICATIONS:

- 4.1 There are no financial implications associated with the development of this Annual Gambling Report.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There are no environmental implications associated with the development of this Annual Gambling Report.

REPORT NO: 9.3 (cont.)

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no climate change implications associated with the development of this Annual Gambling Report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The Victorian Charter of Human Rights and Responsibilities Act 2006 states that Local Government has a legal obligation to act compatibly with human rights in the way it goes about its responsibilities and the delivery of its services. In practice, this means that local Government must:

7.1.1 Consider human rights when making decisions

7.1.2 Ensure that actions, policies and services are compatible with human rights

7.1.3 Interpret and apply local laws consistently with human rights; and

7.1.4 Interpret that people who work on their behalf, including third parties, do so in a way that considers human rights.

8. COMMUNITY CONSULTATION:

- 8.1 A significant portion of the report’s development involved desk-top research. In addition, collaborations and partnership projects have also contributed to the report’s content.
- 8.2 Community consultations and participation in gambling-related workshops have also provided insights to inform the content of this report.

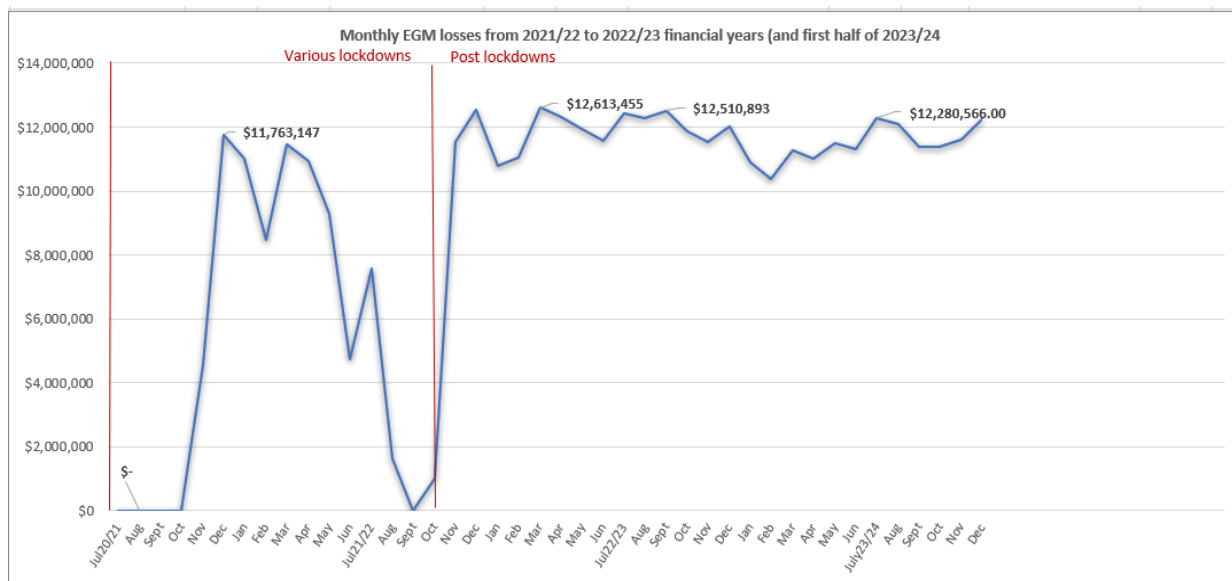
9. DISCUSSION:

9.1 Electronic Gaming Machine Losses For 2022/23

- 9.1.1 As the previous Annual Gambling Report 2021/2022 demonstrated, 104,550,477 was lost to EGMs in Hume City for the 2021/22 financial year. This indicated an increase of \$32,350,846 (44.77%) compared to the 2020/21 financial year, where losses equated to \$72,199,631. Please note that the 2020/21 and 2021/22 figures are impacted by COVID-19 lockdown periods.
- 9.1.2 Total EGM losses in Hume City for the 2022/2023 financial year was \$139,030,851, the highest recorded loss to EGMs for our community to date, and the fourth highest EGM loss across the State. This equated to a daily loss of \$380,900 and an annual average loss per adult of \$744 in Hume City.
- 9.1.3 Compared to the 2018/19 financial year, which held the previous highest recorded EGM losses of \$111,696,844, in 2022/23 there was an annual loss increase of \$27,334,957 (24.44%) and approximately \$74,884 (24.43%) daily loss increase.
- 9.1.4 A total of \$71 million has been lost to EGMs in Hume for the first half of the 2023/24 financial year.
- 9.1.5 The graph below has been provided to highlight the monthly EGM losses and changes at gaming venues located in Hume City over the last three years and the current financial year.

REPORT NO: 9.3 (cont.)

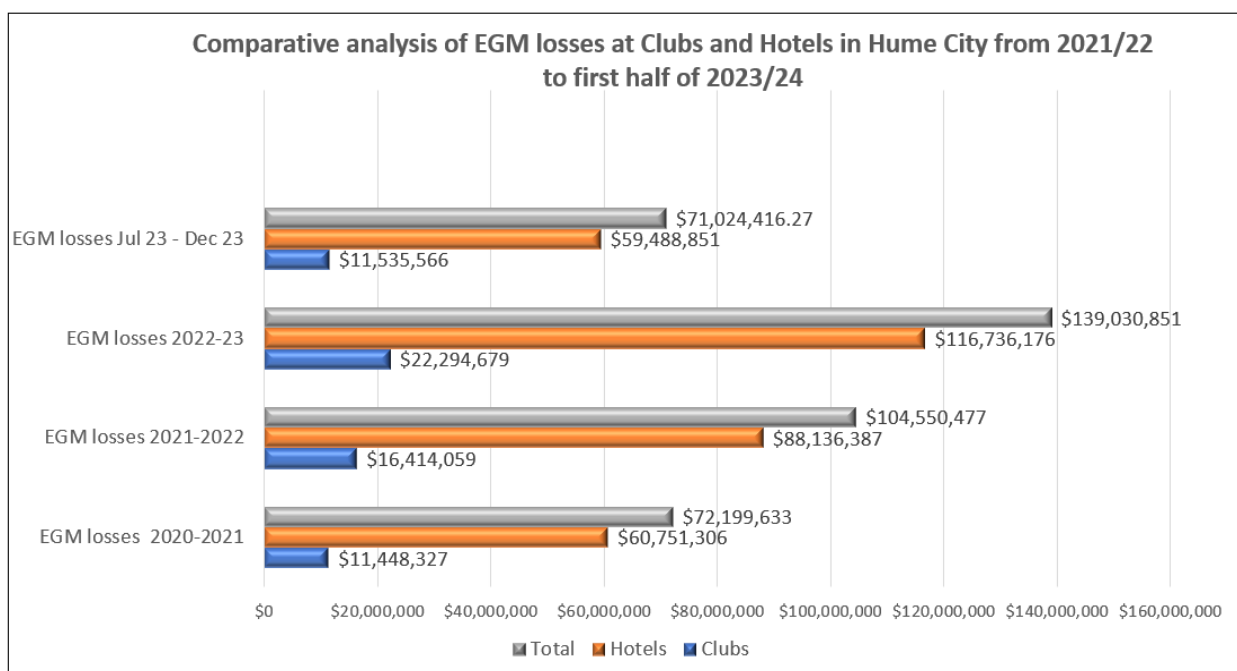
Source:



VGCCC website

9.2 EGM losses according to venue type in Hume City

9.2.1 As the graph below indicates, EGM losses are significantly higher in Hotels than Clubs in Hume City, with 84% of EGM losses generated from Hotels and 16% in Clubs in the 2022/23 financial year. The EGM loss distributions between Hotels and Clubs continues to remain moderately stable over the financial years under review.



Source: VGCCC website

9.2.2 Of the 14 venues located in Hume City, three venues feature in the top 20 EGM venue losses in Victoria for the 2022/23 financial year:

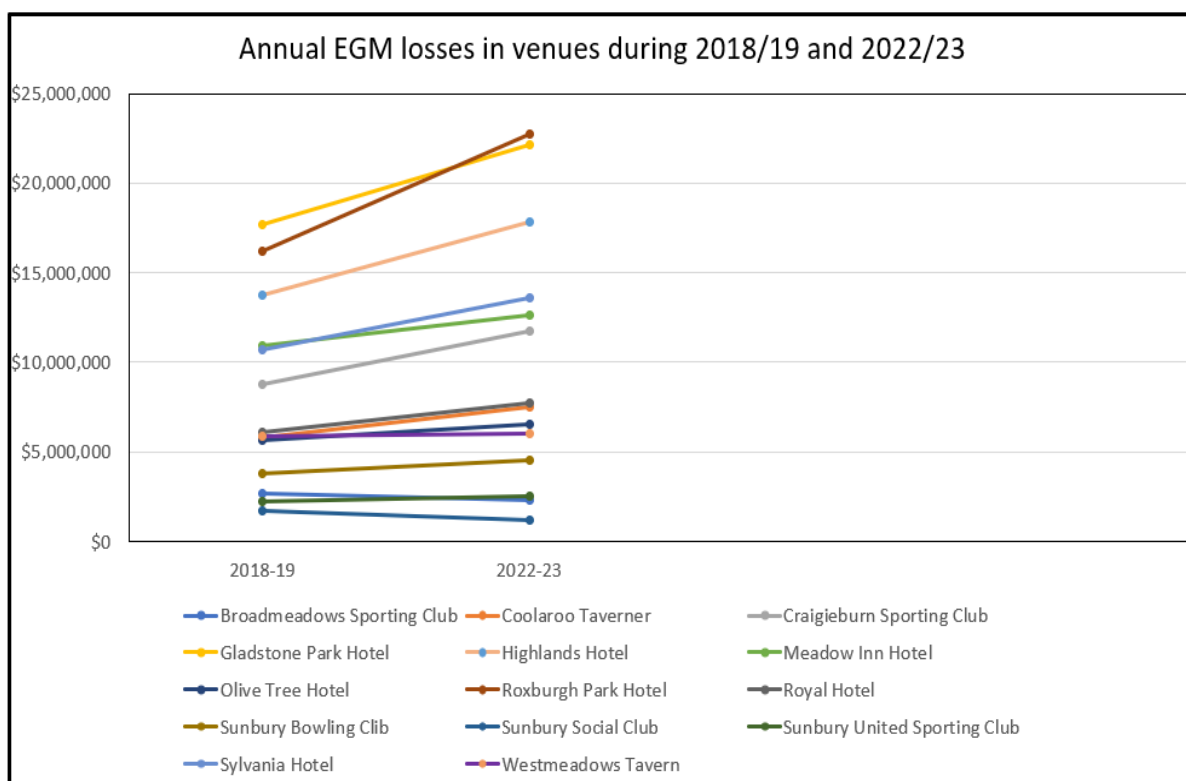
- \$22,143,409 was lost at Gladstone Park Hotel, ranking as the ninth highest venue for losses.
- \$17,850,100 was lost at Highlands Hotel, ranking as the 17th highest venue for losses.

REPORT NO: 9.3 (cont.)

- \$11,957,590 was lost at the Roxburgh Park Hotel, ranking as the 18th highest venue for losses.

The Socio-economic indexes for areas (SEIFA) measure the relative level of socio-economic disadvantage and/or advantage based on a range of indicators. The 2021 SEIFA index reveals that higher levels of socio-economic disadvantage exist in the suburbs where the abovementioned venues are located in.

- 9.2.3 The following graph demonstrates EGM venue losses between the two highest annual loss years of 2018/19 and 2022/23. All venues with EGMs in Hume City, except for Broadmeadows Sporting Club and Sunbury Social Club, experienced an increase in expenditure in 2022/23 compared to 2018/19.



Source: VGCCC website

- 9.2.4 Venues which had the highest percentage decrease in EGM losses in 2022/23 compared to 2018/19 include:

- Sunbury Social Club with a 30.97% decrease (-\$520,069)
- Broadmeadows Sporting Club with a 12.53% decrease (-\$333,429)

- 9.2.5 Venues with the highest percentage increase in EGM losses in 2022/23 compared to 2018/19 include:

- Roxburgh Park Hotel with a 40.13% increase (+\$6,503,965)
- Gladstone Park Hotel with a 25.17% increase (+\$4,453,102)
- Highlands Hotel with a 29.87% increase (+\$4,105,873)

9.3 Community Benefit Statements and Contributions 2022/23

- 9.3.1 Under Ministerial Order, Club EGM venue operators are required to prepare and lodge an annual audited Community Benefit Statement (CBS) with the Victorian Gambling & Casino Control Commission (VGCCC). A CBS verifies

REPORT NO: 9.3 (cont.)

whether the community benefit provided by the Club is equal to at least 8.33 per cent of its net gaming machine revenue, as Clubs are taxed at a lesser rate than Hotels. Consequently, Clubs are required to demonstrate that this difference in tax rate is invested in community benefits.

- 9.3.2 The following table summaries CBS claims made by each of the five Clubs within the Hume City municipality for the 2022/23 financial year.

Community Benefit claims by Clubs in the Hume City municipality for the 2022-23 financial year:				
Venue	Class A	Class B	Class C	CBS Total (Class A+B+C)
Broadmeadows Sporting Club	\$116,037 (16.8%)	\$570,731 (83.1%)	\$0	\$686,768
Craigieburn Sporting Club	\$993,697 (47.4%)	\$1,099,433 (52.4%)	\$3,000 (0.14%)	\$2,096,130
Sunbury Bowling Club	\$38,616 (1.70%)	\$2,222,301 (98.2%)	\$500 (0.02)	\$2,261,417
Sunbury Social Club	\$0	\$758,464 (99.8%)	\$1,143 (0.15%)	\$759,607
Sunbury United Sporting Club	\$81,478 (13.6%)	\$512,880 (86.2%)	\$600 (0.10%)	\$594,958
Total	\$1,229,828 (19.2%)	\$5,163,809 (80.6%)	\$5,243 (0.08%)	\$6,398,880

Note: Classification Definitions:

Class A: Generally direct community benefits that includes donations, gifts, sponsorships (including cash, goods, and services), meals subsidies as well as the costs of providing and maintaining sporting facilities for Club members.

Class B: Indirect community benefits that includes items that are effectively operating costs. This includes claims like employment costs, management fees, rent, security, rates, cleaning, repairs, and maintenance.

Class C: Miscellaneous items that include expenses associated with provision of responsible gambling measures and activities but exclude those required by law. The reimbursement of expenses reasonably incurred by volunteers and CBS auditing expenses are included in this category.

- 9.3.3 As the above table indicates, approximately 19.2% of the total community benefits claimed fall under the Class A category. The majority of claims under the Class A category went towards the “cost of providing and maintaining sporting facilities for use by club members”, sub-class A (b), to the sum of \$690,985, equating to 56.1% of the total costs in the Class A category. Direct donations, gifts, and sponsorships under Class A (a) totaled \$344,440, equating to 28% of the total costs in the Class A category.
- 9.3.4 Most of the community benefits claimed by the Clubs were made against the Class B category, equating to 80.6% of the total amounts claimed as community benefits. Sub Class B (e), namely operating costs, comprised the

REPORT NO: 9.3 (cont.)

largest number of claims within any of the three categories, equaling \$5,062,888 (98.04%), with most claims being made against wages and salaries.

- 9.3.5 A nominal amount was claimed against Class C, noting that none of the Clubs claimed against Class C (a), “the provision of responsible gambling measure and activities but excluding those required by law”.
- 9.3.6 The review of the 2022/23 Community Benefit Statements once again demonstrates that the majority of 'direct benefits' go to the Club's operating costs and members and are not being reinvested into the communities where monies were drawn from.
- 9.3.7 Review of the Community Benefit Statements is a key gambling advocacy priority for Council. In June 2023, a letter was sent to the Minister for Casino, Gaming and Liquor Regulation, calling for the urgent review of the redistribution mechanisms that apply to the CBS. This was further reiterated in Council’s submission into the Public Accounts and Estimates Committee (PAEC) follow-up inquiry into the Victorian Auditor-General’s reports no.218, Reducing the Harm Caused by Gambling. Additionally, Council put forth a Notice of Motion to the Municipal Association of Victoria (MAV) October 2023 State Council, calling on the state government to review the redistribution mechanisms of the CBS to ensure that losses from EGMs are directly invested back into community and community-led initiatives.

9.4 Community Attitudinal Gambling Survey (2023)

- 9.4.1 The Community Gambling Survey was conducted from May to June 2023. Council periodically conducts a community attitudinal survey on gambling to formally capture the views of Hume City residents in relation to gambling. The aim of the survey was to better understand residents’ participation in various gambling activities and their attitudes towards gambling, with a particular focus on EGMs.
- 9.4.2 A total of 752 valid responses were received from residents, the highest number of recorded responses of any community gambling surveys conducted by Council. In addition, over 300 respondents provided comments and feedback about gambling in Hume City. A brief outline of some of the findings are presented below:

Participation in gambling activities in the last 12 months:

- 1 in 3 people in Hume City have gambled in the last 12 months.
- Males are more likely to gamble than females.
- Buying lotto tickets is the most common gambling activity, followed by using EGMs.
- 1 in 3 people who have gambled over the last 12 months have spent more money than they wanted to spend when using pokies.

Effects of gambling:

- 1 in 7 people have been personally affected by another person’s gambling, most often a family member or a friend.
- Financial impacts/loss, stress, emotional impacts, and stealing, borrowing money are the most common effects experienced by gambling.

REPORT NO: 9.3 (cont.)

- Of the Hume City residents who have gambled in the last 12 months, 1 in 5 are at moderate risk or higher of gambling harm (according to the Problem Gambling Severity Index).

Attitude towards gambling:

- Community members expressed concern about the availability of gambling and its impact on society.
- Community members believe that electronic gaming machines are too widely accessible and that there should be ‘more non-pokie venues in Hume City’.

9.5 Community Service Provider Workshop on Gambling Harm

9.5.1 In June 2023, Council hosted a workshop on gambling harm with service providers who work in the gambling harm space. Representatives from seven service providers who provide services in Hume attended the workshop. The session was designed to understand the types of harm being experienced by gamblers and affected others, the extrinsic factors that scaffold gambling, and the industry-wide changes service providers would like to see.

9.5.2 A brief outline of some of the findings are presented below:

Top 3 types of gambling that community service providers are seeing:

- Sports betting
- Electronic Gaming Machines
- Trackside, horses, TAB/phone betting and lotto (came in as equal third)

Top 5 gambling harms and impacts that community service providers are seeing:

- Financial stress/debt
- Family breakdown/family violence
- Shame and stigmatization
- Mental health and wellbeing impacts
- Relationship breakdowns

9.5.3 The consultation findings of both the attitudinal survey and the service provider workshop will be used to inform the review of the Gambling Harm Minimisation Policy. Council will continue to carry out several community consultations to support the review of the Gambling Harm Minimisation Policy, scheduled for 2024/25.

9.6 Reduction in EGM license capacity for Sunbury United Sporting Club

9.6.1 In February 2024, Council provided Sunbury United Sporting Club (SUSC) owners consent to undertake proposed renovation works that will see the Club add a new children’s play area and additional space for social gatherings and events subject to entering into a new lease.

9.6.2 Currently, the Club operates 40 Electronic Gaming Machines but is licensed by the Victorian Gambling and Casino Control Commission (VGCCC) to operate a further 10 machines, at a total capacity of 50 licensed EGMs.

9.6.3 As part of the proposed renovations work, the Club has pursued to reduce their EGM license capacity via provisions in the *Gambling Regulation Act*

REPORT NO: 9.3 (cont.)

2003. Through an application to the VGCCC, the Club has requested to decrease its gaming machine license capacity from 50 to 40 machines. If approved by the VGCCC, the Club’s electronic gaming machines will be capped at the existing 40, thereby preventing the additional 10 electronic gaming licenses from being utilised and machines installed.

- 9.6.4 This initiative is the first for the Hume municipality and is in accordance with Council’s Gambling Harm Minimisation Policy clause 6.10 on divestment:

“Council will investigate opportunities with interested gaming venues on Council owned and/or managed land that express an interest to transition towards their divestment from electronic gaming machines”.

9.7 Changing Nature of Gambling

9.7.1 Landmark reforms to reduce gambling related harm.

In July 2023, the state government announced landmark reforms to reduce gambling-related harm at Clubs and Hotels that operate EGMs. These reforms included:

- All gaming machines in Victoria will require mandatory pre-commitment limits and carded play.
- Load-up limits (how much money can be inserted into a gaming machine at a time) will be capped at \$100 instead of \$1000.
- Mandatory closure periods will be enforced at all EGM venues, except the casino, between 4am to 10am.
- All new electronic gaming machines will be mandated to spin at a rate of three seconds per game instead of the 2.14 seconds.

To commence the first steps in implementing the proposed reforms, the Gambling Regulation Legislation Amendment Bill was introduced to Parliament in October 2023, which will enforce mandatory closure periods for all gaming machine areas in venues except for casinos between 4am to 10am. The mandatory closure periods are anticipated to be effective by mid-2024. To further support the proposed reforms, Council made a submission to the state government consultation on the implementation of the abovementioned reforms, advocating for immediate prioritisation of the proposed reforms and accompanying legislative frameworks.

9.7.2 Changes to the Victorian Responsible Gambling Foundation

In July 2023, the Victorian Government announced its intention to transfer the functions of the Victorian Responsible Gambling Foundation to other parts of government. The Department of Justice and Community Safety (DJCS) has consulted with a range of Foundation partners and other stakeholders. This consultation process has led to the development of a new operational model for the Foundation’s functions. The new model has now been confirmed by Government, and will see:

- Client facing prevention, early intervention, treatment, and support services, including the Gambler’s Help system transferred to the Department of Health’s Mental Health and Wellbeing division.
- Policy, research, and evaluation functions, including the important work of the Foundation’s Lived Experience Advisory Committee, transferred to the Department of Justice and Community Safety. This will support cross-portfolio coordination and reporting.
- Gambling harm public health awareness activities including campaigns, transferred to the Victorian Gambling and Casino Control Commission.

REPORT NO: 9.3 (cont.)

The regulator’s enhanced focus on gambling harm and oversight of the Responsible Codes of Conduct for gambling licensees will align with future opportunities to prevent gambling harm and raise awareness of support available.

Following a process of detailed transition planning, it is anticipated that the arrangements will be in place by 30 June 2024 ([Victorian Responsible Gambling Foundation](#), 2024).

9.7.3 **Gambling advertising**

New research published by the Australian Communications and Media Authority (ACMA) using Nielsen Ad Intel data provides a snapshot of the volume and spend on gambling advertising in Australia between May 2022 to April 2023.

The findings found that over one million gambling ads aired on free-to-air-TV, with 22% of gambling ads shown on free-to-air TV aired between 7pm to 10pm. The hour between 9pm to 10pm saw the highest number of ads airing in both metro and regional TV markets ([ACMA, 2023](#)).

9.7.4 **State and Federal inquiries into Gambling**

The Public Accounts and Estimates Committee (PAEC) conducted a follow-up inquiry into the Victorian Auditor-General’s reports no.218, Reducing the Harm Caused by Gambling, which was tabled on 18 March 2021. A total of 54 submissions were accepted by the Committee in response to the inquiry, including Council’s submission dated June 2023.

The outcome of the inquiry culminated in 96 findings and 61 recommendations made by PAEC following its eight-month review of the three Victorian Auditor-General’s reports. The report was released in November 2023 and includes aspects of Council’s submission, specifically Council’s ongoing advocacy on reviewing the Community Benefit Statement arrangements, EGM density/losses, and Hume City’s SEIFA Index. Following the release of the PAEC report, Council passed a Notice of Motion in February 2024 to write to the Minister for Casino, Gaming & Liquor Regulation, urging the state government to endorse the adoption of all 61 recommendations.

The House of Representatives Standing Committee on Social Policy and Legal Affairs adopted an inquiry into online gambling and its impacts on those experiencing gambling harm. The report ‘You win some, you lose more’ was tabled by the committee in June 2023. The report made 31 recommendations that apply a public health lens to online gambling to reduce harm to Australians. This includes the Australian Government developing and implementing a comprehensive national strategy on online gambling harm reduction, supported by national regulation, an online gambling ombudsman, a harm reduction levy on online wagering service providers (WSPs), a public education campaign, more independent research, and improved data collection (Parliament of Australia, 2023). At present, the Federal Government has yet to commit to implementing all the 31 recommendations.

9.8 **Council Advocacy Actions under its Gambling Harm Minimisation Policy 2019:**

- 9.8.1 **Gambling Harm Symposium 2023:** Council hosted its first inaugural Gambling Harm Symposium. The event brought together distinguished keynote speakers, including the VGCCC Chair, Fran Thorn, academics Charles Livingstone and Lauren Gurrieri, and those with lived experience of gambling harm, to address the challenges and solutions in tackling this issue.

REPORT NO: 9.3 (cont.)

Approximately 100 people attended the event, representing various local governments, community service providers, state departments, statutory authorities, sporting clubs, and community members. In addition, the symposium was featured in the VGCCC October edition of its monthly newsletter ‘Industry News’, highlighting the significance of the symposium by the Commission.

- 9.8.2 **Member of the Alliance for Gambling Reform and Networks:** Hume City Council remains a lead member of the Alliance for Gambling Reform and continues to engage in collaboration amongst members on various gambling networks, including the Local Government Working Group on Gambling, facilitated by the Victorian Local Government Association (VLGA).
- 9.8.3 **Gambling Harm Awareness Week (GHAW):** GHAW takes place annually for a week during the month of October. Council ran an online initiative in acknowledgement of GHAW in October 2023, aimed at highlighting Council’s advocacy work as well as sharing insights from the Community Gambling Survey and workshop undertaken.
- 9.8.4 **Research:** Hume City Council, alongside nine other councils, was invited by Deakin University to partner and participate in a research study titled *“Empowering older adults through involvement in citizen science and public health advocacy for gambling reform”*. The study, which is being presented to the Ian Potter Foundation for funding, aims to involve older adults from different local government areas to advocate for gambling reform, foster community participation, establish support networks, and empower older adults as active agents for change. Council has provided formal support to Deakin University for the funding application, which is pending an outcome.
- 9.8.5 **Community Awareness:** Council prepared various media releases for local and national newspapers in 2023, highlighting Council’s serious concerns about the rise of losses to EGMs impacting the Hume community, calling for the review of the Community Benefit Statements, and the need for stronger reforms on gambling.

9.9 Next Steps

- 9.9.1 **Gambling Harm Minimisation Policy Review:** Council Officers have commenced reviewing the Gambling Harm Minimisation Policy. This review will be informed by various research and engagement methods including desk-top research, policy benchmarking and community consultation.
- 9.9.2 **Continued Networking:** Council will continue to be represented at local government gambling networks and will partner with community organisations and peak bodies to support joint advocacy efforts to minimise risks and harms from gambling within the Hume municipality and across Victoria.
- 9.9.3 **Divestment of EGMS:** Council will, in its capacity as landlord/licensor, aim to continue to investigate opportunities with interested gaming venues on Council owned or managed land to divest themselves from EGMs and for their removal from the Hume municipality over the medium to long term.

10. CONCLUSION:

- 10.1.1 Council accepts that residents visit gaming venues for reasons that include social participation, recreation, and entertainment, and not solely for gambling activities. However, Council also recognises the harms associated with all

REPORT NO: 9.3 (cont.)

forms of gambling that cause significant negative health, social, and economic impacts on individuals, families, and communities across Hume City.

- 10.1.2 In the 2022/23 financial year, the Hume community encountered the highest recorded losses on EGMs. Projections from this financial year indicate that losses for 2023/24 will surpass those of the previous year, signifying a sustained and ongoing increase in EGM losses within our communities, which are already experiencing various forms of gambling harm.
- 10.1.3 Council will continue implementing its Gambling Harm Minimisation Policy in response to EGM losses and gambling harm in Hume City, aiming to strengthen its Policy through its review and redevelopment. Council remains steadfast in creating a city that supports its community’s health and wellbeing.

REPORT NO: 9.3 (cont.)

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REPORT NO:	9.4
REPORT TITLE:	Review of Instrument of Delegation to Members of Council Staff
SOURCE:	Joanne Grindrod, Senior Governance Officer
DIVISION:	Finance & Governance
FILE NO:	HCC04/638-02
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>S6 Instrument of Delegations Members of Council Staff</i>

1. SUMMARY OF REPORT:

This report presents Council with its *Instrument of Delegation to Members of Council Staff* (Attachment 1), which has been updated with the proposed amendments, for review and adoption.

2. RECOMMENDATION:

- 2.1 THAT Council’s existing *Instrument of Delegation to Members of Council Staff*, which was adopted on 10 July 2023, be revoked.**
- 2.2 THAT Council approves the signing and sealing of the attached *Instrument of Delegation to Members of Council Staff* (Attachment 1).**

3. LEGISLATIVE POWERS:

The *Instrument of Delegation to Members of Council Staff* relies on specific powers of delegation contained within each Act or Regulation that is included in this delegation.

4. FINANCIAL IMPLICATIONS:

There are no financial implications associated with the recommendations made in this report.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in *The Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in the recommendations made in this report.

8. COMMUNITY CONSULTATION:

Community consultation is not required prior to Council considering the recommendations made in this report.

9. DISCUSSION:

- 9.1** The effective functioning of local government at an operational level is achieved by Council delegating to staff the powers that are conferred to it through various pieces of legislation and regulations. In many cases there are conditions and limitations placed on Council officers in the exercising of a delegated power.

REPORT NO: 9.4 (cont.)

- 9.2 The decision of a delegate of Council is deemed to be a decision by Council.
- 9.3 Council delegates powers directly to individual officers via their position titles through the *Instrument of Delegation to Members of Council Staff*. These powers cannot be delegated to the Chief Executive Officer and then sub-delegated to staff, however, this instrument also delegates these same powers to the Chief Executive Officer to prevent any member of Council staff from having a delegated power not also delegated to the Chief Executive Officer.
- 9.4 Council subscribes to a legislative update service provided by Maddocks. This service advises Council officers of changes to legislation that affects Council. The amendments proposed in this report to the *Instrument of Delegation to Members of Council Staff* to amendments proposed to the *Planning and Environment Act 1987* are recommended by Council officers.
- 9.5 The amendments proposed to Council’s Instrument of Delegation to Members of Council Staff, as attached, are as follows:
- 9.5.1 Addition of Municipal Building Surveyor (MBS) to Schedule 1.
- (a) Council officers recommend the role of Municipal Building Surveyor (MBS) be included in Schedule 1.
- 9.5.2 Update to position titles in Schedule 1.
- (a) The role of CGAI Coordinator Growth & Improvement replaces CSTPB Coordinator Streamlining (Planning & Building). CGAI has replaced CSTPB in provisions within the Planning and Environment Act 1987. This position title has been updated due to a recent organisation structure review.
- (b) Planning and Environment Act 1987
- i. New provision s 125(1) - Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order – delegated to:
- DCPP - Director City Planning & Places,
 - MPLAD - Manager Planning & Development,
 - CSTAP - Coordinator Statutory Planning,
 - CGAI - Coordinator Growth & Improvement
 - CENVPC -Coordinator Environmental Planning & Compliance.
- (c) New provision s 148B – Power to apply to the Tribunal for a declaration – delegated to:
- DCPP - Director City Planning & Places,
 - MPLAD - Manager Planning & Development,
 - CSTAP - Coordinator Statutory Planning,
 - CGAI - Coordinator Growth & Improvement
 - CENVPC -Coordinator Environmental Planning & Compliance.
- 9.5.3 Section s 173(1) - Power to enter into agreement covering matters set out in s 174.

REPORT NO: 9.4 (cont.)

- (a) This section of the Planning and Environment Act 1987 (the Act) refers to the power to sign off on S173 agreements on land. Specifically, this change is related to proposals to build over council easements.
 - (i) The current conditions and limitations for s173(1) of the Act are recommended to be removed as these matters are not required to be reported to Council and create unnecessary administrative requirements on staff. Further, a benchmarking exercise was undertaken, and neighbouring Councils do not require this condition.
 - (ii) It is recommended that the s 173(1) power to enter into agreement covering matters set out in s 174 include delegation to the Municipal Building Surveyor (MBS).
- (b) The changes sought supersede a previous decision of Council from 30 April 2012 that authorised the MBS to sign these agreements under a separate resolution of Council without including the authority in the formal delegations. This change is seen as administrative to bring this delegated authority in line in other delegated decision-making processes.

10. CONCLUSION:

It is recommended that Council reviews and adopts the attached *Instrument of Delegation to Members of Council Staff*.

REPORT NO: 9.4 (cont.)

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Instrument of Delegation

to

Members of Council Staff

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Instrument of Delegation

In exercise of the power of delegation conferred by each of the Acts referred to in Schedule 1 (attached), the Council:

1. delegates each power described in column 1 of Schedule 1 (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 power in column 3 of Schedule 1;
2. also delegates each power described in column 1 of Schedule 1 (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the position of Chief Executive Officer except where specific qualifications are required by the delegate;
3. records that a reference in Schedule 1 to:

Acronym		Title
All City Strategy	means	All staff within the City Strategy Department
CCITL	means	Coordinator City Laws
CENVPC	means	Coordinator Environmental Planning and Compliance
CEO	means	Chief Executive Officer
CFO	means	Chief Financial Officer
CGOV	means	Coordinator Governance
CGROA	means	Coordinator Growth Area Planning
CSPP	means	Coordinator Strategic Planning Policy
CSPPR	means	Coordinator Strategic Planning Projects
CPUBH	means	Coordinator Public Health
CSTAP	means	Coordinator Statutory Planning
CGAI	means	Coordinator Growth & Improvement
CTECS	means	Coordinator Technical Services
DCPP	means	Director City Planning & Places
DCSL	means	Director City Services & Living
DIA	means	Director Infrastructure & Assets
EHO	means	Environmental Health Officer
EPO	means	Environmental Planning Officer
MASS	means	Manager Assets
MBS	Means	Municipal Building Surveyor
MCITS	means	Manager City Safety
MGOV	means	Manager Governance
MINFD	means	Manager Infrastructure Delivery
MPLAD	means	Manager Planning and Development
MCSTR	means	Manager City Strategy
MWASS	means	Manager Waste & Sustainability
PRIPL	means	Principal Planner
SLUP	means	Strategic Land Use Planner
SPIO	means	Senior Planning Investigations Officer
SPO	means	Statutory Planning Officers
PSTRP	Means	Principal Strategic Planner
SEPO	means	Senior Environmental Planning Officer
SSUBO	means	Senior Subdivisions Officer
STOWP	means	Senior Town Planner
STRP	means	Strategic Planner
SUBO	means	Subdivisions Officer
TLEPO	means	Team Leader Environmental Planning Officer
TLPIO	means	Team Leader Planning Investigations
TPLAN	means	Town Planner

4. declares that:
- 4.1 this Instrument of Delegation is authorised by a resolution of Council passed on **15 April 2024** and
- 4.2 the delegation:
- 4.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation;
- 4.2.2 remains in force until varied or revoked;
- 4.2.3 is subject to any conditions and limitations set out in sub-paragraph 4.3, and Schedule 1; and
- 4.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
- 4.3 the delegate must not determine the issue, take the action or do the act or thing:
- 4.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
- 4.3.2 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 policy; or strategy adopted by Council; or
- 4.3.3 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
- 4.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL of HUME CITY COUNCIL

was hereto affixed on the
in the presence of

COUNCILLOR

CHIEF EXECUTIVE OFFICER

**SCHEDULE
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CEMETERIES AND CREMATORIA ACT 2003				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s.99	Power to approve or refuse an application made under s98, or to cancel an approval	CFO/MGOV/CGOV	An application can be made under s98 to establish or alter a memorial or a place of interment. This power is limited to applications received to alter a memorial at the Will Will Rook Pioneers Cemetery.	

DOMESTIC ANIMALS ACT 1994				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s.41A(1)	Power to declare a dog to be a menacing dog	DCSL/MCITS/CCITL	Council may delegate this power to an authorised officer	

FOOD ACT 1984				
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	CPUBH/EHO	If section 19(1) applies	
s.19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CPUBH/EHO	If section 19(1) applies	
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CPUBH/EHO	if section 19(1) applies Only in relation to temporary food premises or mobile food premises	
s.19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b): <ul style="list-style-type: none"> be affixed to a conspicuous part of the premises; and inform the public by notice in a published newspaper or otherwise 	CPUBH/EHO	If section 19(1) applies	

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a) to (c)	CPUBH/EHO	Where Council is the registration authority.
s.19AA(4)(c)	Power to direct, in an order made under section 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	CPUBH/EHO	Note: the power to direct the matters under section 19AA(4)(a) and (b) are not capable of delegation and so such directions must be made by a Council resolution
s.19CB(4)(b)	Power to request a copy of records	CPUBH/EHO	Where Council is the registration authority
s.19E(1)(d)	Power to request a copy of the food safety program	CPUBH/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	CPUBH/EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	CPUBH/EHO	Where Council is the registration authority
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Not applicable	Where Council is the registration authority Note – the section refers to contractors who conduct food safety audits of food premises. Council staff do not conduct food safety audits
s.19NA(1)	Power to request food safety audit reports	CPUBH/EHO	Where Council is the registration authority

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not applicable	Note – the section refers to contractors who conduct food safety audits of food premises. Council staff do not conduct food safety audits
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	CPUBH/EHO	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CPUBH/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	CPUBH/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	CPUBH/EHO	Where Council is the registration authority
Various	Power to register or renew the registration of a food premises	CPUBH	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 Section 58A(2))

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36A	Power to accept an application for registration or notification using online portal	CPUBH/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	CPUBH/EHO	Where Council is the registration authority
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1) s 38AB(1)	CPUBH	Where Council is the registration authority The fees are approved by Council as part of Council annual budget
s.38A(4)	Power to request a copy of a completed food safety program template	CPUBH/EHO	Where Council is the registration authority
s.38D(3)	Power to request copies of any audit reports	CPUBH/EHO	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	CPUBH	Where Council is the registration authority Not exceeding the prescribed time limit defined under subsection (5)
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CPUBH/EHO	Where Council is the registration authority

Instrument of Delegation to Members of Council Staff – April 2024

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FOOD ACT 1984				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CPUBH/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	CPUBH/EHO	Where Council is the registration authority	
s.39A	Power to register, or renew the registration of a food premises despite minor defects	CPUBH	Where Council is the registration authority Only if satisfied of matters in subsections (2)(a)-(c)	
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CPUBH		
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than one year	CPUBH	Where Council is the registration authority	
s.40D(1)	Power to suspend or revoke the registration of food premises	CPUBH	Where Council is the registration authority	
s 40F	Power to cancel registration of food premises	CPUBH	Where Council is the registration authority	

FOOD ACT 1984				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CPUBH	Where Council is the registration authority.	
s.45AC	Power to bring proceedings	CPUBH/EHO		
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	CPUBH	Where Council is the registration authority	

HERITAGE ACT 1995				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s 116	Power to sub-delegate functions, duties or powers	Executive Director's	NOT DELEGATED	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	NOT DELEGATED	The Chief Executive Officer cannot delegate this power to another person.	
s 185L(4)	Power to declare and levy a cladding rectification charge	NOT DELEGATED	The Chief Executive Officer cannot delegate this power to another person.	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	NOT DELEGATED	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	ALL CITY STRATEGY	
s 4H	Duty to make amendment to Victorian Planning Provisions available	ALL CITY STRATEGY	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available	ALL CITY STRATEGY	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DCPP/MCSTR/CGROA /CSPP/PSTRP /STRP/SLUP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DCPP/MCSTR	Only in relation to amendments which seek to correct an anomaly or error in the planning scheme
s 8A(5)	Function of receiving notice of the Minister's decision	ALL CITY STRATEGY	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DCPP/MCSTR/CGROA /CSPP/PSTRP /STRP/SLUP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DCPP/MCSTR	
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	DCPP/MCSTR	
s 12B(1)	Duty to review planning scheme	ALL CITY STRATEGY	
s 12B(2)	Duty to review planning scheme at direction of Minister	ALL CITY STRATEGY	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	ALL CITY STRATEGY	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	ALL CITY STRATEGY	
s 17(1)	Duty of giving copy amendment to the planning scheme	ALL CITY STRATEGY	
s 17(2)	Duty of giving copy s 173 agreement	ALL CITY STRATEGY	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	ALL CITY STRATEGY	
s 18	Duty to make amendment etc. available	ALL CITY STRATEGY	Until the proposed amendment is approved or lapsed

PLANNING AND ENVIRONMENT ACT 1987			
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	DCPP/MCSTR	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DCPP/MCSTR	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	NOT DELEGATED	Where Council is a planning authority
s 21(2)	Duty to make submissions available	ALL CITY STRATEGY	<u>Until the end of 2 months after the amendment comes into operation or lapses</u>
s 21A(4)	Duty to publish notice	ALL CITY STRATEGY	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	ALL CITY STRATEGY	Except submissions which request a change to the items in s 22(5)(a) and (b)

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	ALL CITY STRATEGY	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	ALL CITY STRATEGY	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	ALL CITY STRATEGY	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DCPP/MCSTR/STOWP /CGROA/CSPP /PSTRP/STRP/SLUP /CSTAP/PRIPL	
s 26(1)	Power to make report available for inspection	DCPP/MCSTR /CGROA/CSPP	
s 26(2)	Duty to keep report of panel available for inspection	ALL CITY STRATEGY	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	NOT DELEGATED	
s 28(1)	Duty to notify the Minister if abandoning an amendment	ALL CITY STRATEGY	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(b)	Duty to provide information in writing upon request	ALL CITY STRATEGY	
s 32(2)	Duty to give more notice if required	ALL CITY STRATEGY	
s 33(1)	Duty to give more notice of changes to an amendment	ALL CITY STRATEGY	
s 36(2)	Duty to give notice of approval of amendment	ALL CITY STRATEGY	
s 38(5)	Duty to give notice of revocation of an amendment	ALL CITY STRATEGY	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	ALL CITY STRATEGY	
s 40(1)	Function of lodging copy of approved amendment	ALL CITY STRATEGY	
s 41(1)	Duty to make approved amendment available	ALL CITY STRATEGY	
s 42	Duty to make copy of planning scheme available	ALL CITY STRATEGY	
s 46AW	Function of being consulted by the Minister	ALL CITY STRATEGY	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	ALL CITY STRATEGY NOT DELEGATED	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	ALL CITY STRATEGY	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	ALL CITY STRATEGY	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	DCPP	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	DCPP/MCSTR/CGROA	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DCPP/MCSTR/CGROA	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GP	Function of receiving a notice under s 46GO	ALL CITY STRATEGY	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	ALL CITY STRATEGY	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DCPP	
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	DCPP/MCSTR	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DCPP/MCSTR/CGROA /CSPP/PSTRP	
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	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DCPP/MCSTR/CGROA /CINTP/PSTRP	
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	DCPP/MCSTR/CGROA /CSPP/PSTRP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCPP/MCSTR/CGROA /CSPP/PSTRP DCPP/MCSTR/CGROA /CSPP	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DCPP/MCSTR	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)	DCPP/MCSTR/CGROA /CSPP/PSTRP	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)	DCPP/MCSTR/CGROA /CSPP/PSTRP	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	DCPP/MCSTR/CGROA /CSPP/PSTRP /CCI/CSPP/CSPP /STP/TP/MIPI /SSUBOO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987				
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	DCPP/MCSTR /CGROA/CSPP	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	DCPP/MCSTR	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	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency	
s 46GY(1)	Duty to keep proper and separate accounts and records	DCPP/MCSTR /CGROA/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>	DCPP/MCSTR /CGROA/CFO	Where Council is the collecting agency	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	DCPP/MCSTR /CGROA/CSPP /PSTRP	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	DCPP/MCSTR /CGROA/CSPP /PSTRP	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

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(b)	Function of receiving the monetary component	DCPP/MCSTR /CGROA/CSPP /PSTRP	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)	DCPP/MCSTR /CGROA/CINTP /PSTRP	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	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DCPP/MCSTR /CGROA/CSPP /PSTRP	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

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DCPP/MCSTR /CGROA/CSPP /PSTRP	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	DCPP/MCSTR /CGROA/CSPP /PSTRP	<p>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)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	DCPP/MCSTR /CGROA/CSPP /PSTRP	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(1)	Duty to keep proper and separate accounts and records	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	ALL CITY STRATEGY	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)	DCPP/MCSTR /CGROA/CSPP /PSTRP	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	DCPP/MCSTR /CGROA/CSPP /PSTRP	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

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DCPP/MCSTR /CGROA/CSPP	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)	DCPP/MCSTR /CGROA/CSPP	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)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DCPP/MCSTR /CGROA/CSPP/PSTRP	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)	DCPP/MCSTR /CGROA/CSPP	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	DCPP/MCSTR /CGROA/CSPP	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)	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	DCPP/MCSTR /CGROA/CSPP/PSTRP	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DCPP/MCSTR /CGROA/CSPP	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)	DCPP/MCSTR /CGROA/CSPP	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	DCPP/MCSTR /CGROA/CSPP	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	DCPP/MCSTR /CGROA/CSPP /PSTRP	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	DCPP/MCSTR /CGROA/CSPP	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)	ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DCPP/MCSTR /CGAI/CSTAP /STOWP/TPLAN/PRIP /SSUBO/SUBO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DCPP/MCSTR /CGROA/CSPP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DCPP/MPLAD/MCSTR/ CGROA/CSPP/CSTAP	
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	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	Conditional upon the agreement being a requirement of the planning scheme amendment.
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	Note – payment can be in the form of a bank guarantee
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	NOT DELEGATED	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(1)	Duty to keep proper accounts of levies paid	ALL CITY STRATEGY	
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	DCPP/MCSTR/CGROA /CSPP	
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	DCPP/MCSTR/CGROA /CSPP	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DCPP/MCSTR	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)	DCPP/MCSTR/CGROA /CSPP	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	DCPP/MCSTR/CGROA /CSPP/PSTRP	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DCPP/MCSTR/CGROA /CSPP	With the consent of, and in the manner approved by, the Minister

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PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46QC	Power to recover any amount of levy payable under Part 3B	DCPP/MCSTR	
s 46QD	Duty to prepare report and give a report to the Minister	DCPP/MCSTR/CGROA /CSPP/PSTRP	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	ALL CITY STRATEGY	
s 46V(4)	Duty to make copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	ALL CITY STRATEGY	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	ALL CITY STRATEGY	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public availability requirements	ALL CITY STRATEGY	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	ALL CITY STRATEGY SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 47	Power to decide that an application for a planning permit does not comply with that Act	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	SPO	
s 49(2)	Duty to make register available for inspection	SPO	
s 50(4)	Duty to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 50(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 50(6)	Duty to make note of amendment to application in register	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(1)	Power to make amendment to application	DCPP/MPLAD/CGAI/ CSTAP/STOWP/TPLAN/P RIPL/SSUBO/SUBO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 50A(4)	Duty to note amendment to application in register	SPO	
s 51	Duty to make copy of application available for inspection	SPO	
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	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
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	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
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	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
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	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 52(3)	Power to give any further notice of an application where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 53(1A)	Power to require the applicant to give the notice under s.52(1AA)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1)	Power to require the applicant to provide more information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 54(1B)	Duty to specify the lapse date for an application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL /SSUBO/SUBO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	SPO	
s 57(5)	Duty to make available for inspection copy of all objections	SPO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI/ CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 57A(6)	Duty to note amendments to application in register	SPO	
s 57B(1)	Duty to determine whether and to whom notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 57C(1)	Duty to give copy of amended application to referral authority	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 58	Duty to consider every application for a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 58A	Power to request advice from the Planning Application Committee	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 60	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 60(1A)	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
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	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Power to decide to grant a permit, or grant a permit with conditions, is only if 5 or less objections are received – if more than 5 objections are received or where at least 3 Councillors request DCPP and/or MPLAD in writing, the matter is to be reported to Council.</p> <p>No limitation for decisions to refuse a permit application.</p>

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister’s consent	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister’s consent	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCPP/MPLAD/CGAI/CGROA/CSTAP/STOWP/TPLAN/PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 62(2)	Power to include other conditions	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO /CENV/EP/EN/PO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a), (b) and (c)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO/ CENV/PC/TLEPO/SEPO/ EPO	
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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
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)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(3)	Duty not to issue a permit until after the specified period	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(1)	Function of receiving application for extension of time of permit	SPO	
s 69(1A)	Function of receiving application for extension of time to complete development	SPO	
s 69(2)	Power to extend time	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	The responsible authority may extend the time within which the use or development or any stage of it is to be started or the development or any stage of it is to be completed or within which a plan under the <i>Subdivision Act 1988</i> is to be certified.
s 70	Duty to make copy permit available for inspection	SPO	
s 71(1)	Power to correct certain mistakes	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 71(2)	Duty to note corrections in register	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73	Power to decide to grant amendment subject to conditions	DCPP/MPLAD/CGAI /CGROA/CSTAP/STOWP /TPLAN/PRIPL/SSUBO/S UBO	
s 74	Duty to issue amended permit to applicant if no objectors	DCPP/MPLAD/CGAI/CGR OA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	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	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83	Function of being respondent to an appeal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO ALL CITY STRATEGY	
s 83B	Duty to give or publish notice of application for review	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO	
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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

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PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DCPP/MPLAD/CGAI/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 84AB	Power to agree to confining a review by the Tribunal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO ALL CITY STRATEGY	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO ALL CITY STRATEGY	
s 91(2)	Duty to comply with the directions of VCAT	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /SSUBO/SUBO ALL CITY STRATEGY	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 93(2)	Duty to give notice of VCAT order to stop development	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO /SPIO/TLPIO/CENVPC/ TLEPO/SEPO/EPO	
s 95(3)	Function of referring certain applications to the Minister	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 95(4)	Duty to comply with an order or direction	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DCPP/MPLAD/CGAI /CGROA/CSTAP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DCPP/MPLAD/CGAI /CGROA/CSTAP /MCSTR/CSPP	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL /MCSTR/CSPP	
s 96F	Duty to consider the panel's report under s 96E	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL /MCSTR/CSPP	
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>)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL /MCSTR/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96H(3)	Power to give notice in compliance with Minister's direction	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96J	Duty to issue permit as directed by the Minister	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	SPO	
s 97C	Power to request Minister to decide the application	NOT DELEGATED	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
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	SPO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	SPO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	SPO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO /MCSTR/CSPP/SLUP /PSTRP/STRP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DCPP/MPLAD/MCSTR	

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PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCPP/MPLAD/CGAI /CGROA/CSTRP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 97Q(4)	Duty to comply with directions of VCAT	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/SSUBO/SUBO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	SPO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	SPO CFO	

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PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	SPO CFO	
s 101	Function of receiving claim for expenses in conjunction with claim	SPO CFO	
s 103	Power to reject a claim for compensation in certain circumstances	DCPP/MPLAD/MCSTR /CFO	Note – refers to small claims, ie: a) \$500 or any greater amount prescribed by the Regulations; b) or 0.1% of the value that the land would have had if the land had not been affected by any circumstance set out in section 98(1) or (2) or 107.
s 107(1)	Function of receiving claim for compensation	SPO CFO	
s 107(3)	Power to agree to extend time for making claim	DCPP/MPLAD/MCSTR /CFO	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes		

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 114(1)	Power to apply to the VCAT for an enforcement order	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL /TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL /TPLAN/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DCPP/MPLAD/CGAI /CGROA/CSTAP/ TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DCPP/MPLAD/CGAI /CSTAP/CENVPC	

PLANNING AND ENVIRONMENT ACT 1987				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DCPP/DIA/MPLAD	Except Crown Land	
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	DCPP/MPLAD/CSSTAP/ CGAI/CENVPC	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.	
s 129	Function of recovering penalties	SPO		
s 130(5)	Power to allow person served with an infringement notice further time	DCPP/MPLAD/CGAI /CGROA/CSSTAP /STOWP/PRIP/L TLPIO/SPIO/CENVPC/TL EPO/SEPO/EPO		
s 148B	Power to apply to the Tribunal for a declaration.	DCPP/MPLAD/CSSTAP/ CGAI/CENVPC		
s 149A(1)	Power to refer a matter to the VCAT for determination	DCPP/MPLAD/CGAI/CSSTAP/ AP/CENVPC	Note – Part 6 of the Act refers to enforcement and legal proceedings	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DCPP/MPLAD/CGAI /CGROA/CSTAP/ CENVPC ALL CITY STRATEGY	
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)	DCPP/MPLAD/MCSTR	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DCPP/MPLAD/CGAI /TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	Subject to budgetary provision
s 171(2)(g)	Power to grant and reserve easements	DCPP/MPLAD/CGAI /CGROA/CSTAP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCPP/MPLAD/MCSTR	Where Council is a development agency specified in an approved infrastructure contributions plan. This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.
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)	DCPP/MPLAD/MCSTR	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)	DCPP/MPLAD/MCSTR	Where Council is the development agency specified in an approved infrastructure contributions plan. This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 173(1)	Power to enter into agreement covering matters set out in s 174	DCPP/MPLAD/CGAI /CGROA/CSTAP /MCSTR/CSPP/CENVPC/ MBS	
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	DCPP/MPLAD/CGAI //CSTAP /MCSTR/CGROA /CSPP	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /MCSTR/CGROA /CSPP/CENVPC	
---	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	DCPP/MCSTR/CGAI /CTOWP/STOWP /PRIPL/MCSTR/CGROA /CSPP/CENVPC	

PLANNING AND ENVIRONMENT ACT 1987				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP		
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	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	Note - section 178 provides: “An agreement may, with the approval of the Minister, be amended by agreement between the responsible authority and all persons who are bound by any covenant in the agreement”.	
s 178A(1)	Function of receiving application to amend or end an agreement	SPO ALL CITY STRATEGY		
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /STOWP/TPLAN /SSUBO/SUBO /MCSTR/CGROA /CSPP		

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /STOWP/TPLAN /SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178A(5)	Power to propose to amend or end an agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
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	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SPO ALL CITY STRATEGY	

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PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	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	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	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	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/SSUBO /SUBO/MCSTR /CGROA/CSPP	

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PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/SSUBO /SUBO/MCSTR /CGROA/CSPP	
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	SPO ALL CITY STRATEGY	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
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	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 179(2)	Duty to make available for inspection copy agreement	SPO ALL CITY STRATEGY	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement.	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 182	Power to enforce an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
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	DCPP/MPLAD/MCSTR	
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	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
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	SPO ALL CITY STRATEGY	
s 184G(2)	Duty to comply with a direction of the Tribunal	SPO ALL CITY STRATEGY	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCPP/MPLAD/CGAI / CSTAP/STOWP/PRIPL/ TPLAN/SSUBO/SUBO/ MCSTR/CGROA/CSPP	
s 198(1)	Function to receive application for planning certificate	SPO	
s 199(1)	Duty to give planning certificate to applicant	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO	
s 201(1)	Function of receiving application for declaration of underlying zoning	SPO	
s 201(3)	Duty to make declaration	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO/ TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	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	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA/ CSPP/TLPIO/SPIO/ CENV/PC/TLEPO/SEPO/ EPO	
-	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	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA/CSPP/ TLPIO/SPIO/ CENV/PC/TLEPO/SEPO/ EPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO/ MCSTR/CGROA /CSPP/TLPIO/SPIO/ CENV/PC/TLEPO/SEPO/ EPO	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP/TLPIO/SPIO/ CENV/PC/TLEPO/SEPO/ EPOF	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	SPO ALL CITY STRATEGY	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	SPO ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT REGULATIONS 2015				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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.	ALL CITY STRATEGY SPO	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	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TPLAN/SSUBO/SUBO		
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements.	SPO	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.	SPO	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	ALLCITY STRATEGY SPO	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or	

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PLANNING AND ENVIRONMENT REGULATIONS 2015			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.19	Power to waive or rebate fee relating to amendment of a planning scheme	DCPP/MCSTR/CGROA /CSPP	<p>Where Council is the planning authority</p> <p>Note – the grounds for waiving or rebating a fee include:</p> <ul style="list-style-type: none"> a) the request has been withdrawn and a new request submitted in its place; or b) the amendment combines separate items from more than one request for an amendment to a planning scheme into one amendment; or c) in the opinion of the planning authority or the Minister— <ul style="list-style-type: none"> (i) the request imposes on the planning authority or the Minister (as the case may be) no appreciable burden or a lesser burden than usual for supplying d) that service; or (ii) the primary intention of the

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.19 <i>continued</i>			<p>amendment is to substantially assist in the implementation of State, regional or local policy; or</p> <p>(iii) the primary intention of the amendment is to upgrade and improve the planning scheme in the public interest; or</p> <p>(iv) the amendment implements a review of the planning scheme completed under section 12B of the Act; or</p> <p>(v) the amendment rewrites and restructures the planning scheme so that it may be more readily understood, without changing the planning policy; or</p> <p>(vi) the primary intention of the amendment is to make the planning scheme consistent in form and content with the directions or guidelines issued by the Minister under section 7 of the Act; or</p> <p>(vii) the primary intention of the amendment is to remove errors or anomalies in the planning scheme; or</p> <p>(viii) the request has been made by a person or group of persons standing to gain no financial benefit from the amendment; or</p> <p>(ix) the amendment is not intended to financially benefit an owner or group</p>

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.20	Power to waive or rebate fee other than a fee relating to an amendment to a planning scheme	DCPP/MPLAD/MCSTR /CGROA/CSPP/CSTAP /CGAI	of owners of land. Where Council is the responsible authority Note – the grounds for waiving or rebating a fee include: (a) <i>an application is withdrawn and a new application is submitted in its place; or</i> (b) <i>in the opinion of the responsible authority or the Minister the payment of the fee is not warranted because—</i> <i>(i) of the minor nature of the consideration of the matter decided or to be decided; or</i> <i>(ii) the requested service imposes on the responsible authority or the Minister (as the case may be) no appreciable burden or a lesser burden than usual for supplying that service; or;</i> (c) <i>in the opinion of the responsible authority or the Minister (as the case may be) the application or determination assists—</i> <i>(i) the proper development of the State, region or municipal district; or</i> <i>(ii) the proper development of part of the State, region or municipal district; or</i> <i>(iii) the preservation of buildings or places in the State, region or</i>
r.20 <i>continued</i>			

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
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	ALLCITY STRATEGY SPO	<i>municipal district which are of historical or environmental interest; or (d) the application relates to land used exclusively for charitable purposes.</i>	

RESIDENTIAL TENANCIES ACT 1997				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s.518F	Power to issue a notice to a caravan park operator regarding the emergency management plan if it is determined that the plan does not comply with the requirements	CPUBH		
s.522(1)	Power to give a compliance notice to a person	CPUBH		
s.525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CPUBH		
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CPUBH		

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	CPUBH/EHO	
r. 12 (1) r. 12 (2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with the Regulations	DCSL/MCITS/CPUBH	
r. 14(3)	Power to determine where a notice of transfer is displayed	CPUBH/EHO	
r. 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	NOT DELEGATED	Fee must be determined and approved by Council as part of the Council annual budget
r. 18(4)	Power to determine where the emergency contact person's details are displayed	CPUBH/EHO	
r. 18(6)	Power to determine where certain information is displayed	CPUBH/EHO	
r.23	Power to determine places in which the caravan park owner must display a copy of emergency procedures	CPUBH/EHO	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
r.24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CPUBH/EHO		
r.28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CPUBH/EHO		
r. 40(b)	Power to require notice of proposal to install un-registrable movable dwelling or rigid annexe	CPUBH/EHO		
r. 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CPUBH/EHO		
Schedule 3 – clause 4(3)	Power to approve the removal of wheels and axles from un-registrable movable dwelling	CPUBH/EHO		

ROAD MANAGEMENT ACT 2004				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
s.11(1)	Power to declare a road by publishing a notice in the Victoria Government Gazette	NOT DELEGATED	Obtain consent in circumstances specified in 11(2)	
s.11(8)	Power to name a road or change the name of a road by publishing a notice in the Government Gazette	NOT DELEGATED		
s.12(2)	Power to discontinue a road or part of a road	NOT DELEGATED		
s12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	DIA/MASS	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies	
s13(1)	Power to fix a boundary road by publishing notice in the Government Gazette	DIA	Power of the coordinating road authority and obtain consent under s13(3) and section 13(4)	
s14(7)	Power to appeal against decision of the Head, Transport for Victoria	DIA/MASS/DCSS/IMPLAD		
s15(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	DIA	Must be ratified by Council	

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s15(1A)	Power to enter into an arrangement with a utility to transfer a road management function of the utility to the road authority	DIA	Must be ratified by Council
s16(7)	Power to enter into an arrangement under section 15	DIA	Must be ratified by Council
s.17(3)	Power to decide that a road is reasonably required for general public use	NOT DELEGATED	Note – a public road includes a road declared pursuant to section 204(1) of the <i>Local Government Act 1989</i>
s.17(4)	Power to decide that a road is no longer reasonably required for general public use	NOT DELEGATED	
s.18(1)	Power to designate an ancillary area	NOT DELEGATED	Where Council is the coordinating road authority, and obtains consent in circumstances specified in section 18(2)
s.21	Power to reply to a request for information or advice from the Minister or relevant Minister	DIA/MASS/DCSS/MPLAD	Obtain consent in the circumstances specified in section 11(2)
s.22(2)	Power to comment on a proposed Ministerial direction	DIA/MASS	

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	NOT DELEGATED	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DIA/MASS/CTECS	
s.42(1)	Power to declare a public road as a controlled access road	NOT DELEGATED	Power of the coordinating road authority and Schedule 2 also applies Note “controlled access road” means a public road in respect of which a declaration is in force under section 42
s.42(2)	Power to amend or revoke a declaration by notice published in the Government Gazette	NOT DELEGATED	Power of the coordinating road authority - Schedule 2 also applies
s.42A(4)	Power to approve the Minister's decision to specify a road as a specified freight road	DIA/MASS	Power of the coordinating road authority If the road is a municipal road or part thereof and where the road is to be specified a freight road
s.49	Power to develop and publish a road management plan	NOT DELEGATED	
s.51	Power to determine standards by incorporating the standards in a road management plan	NOT DELEGATED	

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s53(2)	Power to cause notice to be published in the Government Gazette of an amendment etc. of a document in a road management plan	DIA/MASS	
s.54(6)	Power to amend a road management plan	NOT DELEGATED	
s.63(1)	Power to consent to conduct of works on a road	DIA/MASS/DCSS/CTECS /MINFD/MPLAD	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	DIA/MASS/MWASS/MINFD /DCSS/MPLAD	Where council is the infrastructure manager
s.66(1)	Power to consent to structure etc	DIA/MASS	Where Council is the coordinating road authority
s.67(3)	Power to request information relating to the person responsible for distributing a sign or bill on a road	DIA/MASS/CTECS	Where Council is the coordinating road authority
s.68(2)	Power to request information relating to the person responsible for depositing a sign or bill on a road	DIA/MASS/CTECS	Where Council is the coordinating road authority
s.71(3)	Power to appoint an authorised officer	NOT DELEGATED	

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.87(2)	Duty to investigate complaint and provide report	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	
s.96	Power to authorise a person for the purpose of instituting legal proceedings	DIA/MASS/MINFD/CTECS	
s.112(2)	Power to recover damages in court	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	
s.116	Power to cause or carry out an inspection where a notice of an incident arising out of the condition of a public road has been received	DIA/MASS/MINFD/DCSS /MPLAD	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of The Head, Transport for Victoria)	DIA/MASS/MWASS/MINFD /DCSS/MPLAD	
s.121(1)	Power to enter into an agreement in respect of works	DIA/MASS/MWASS/MINFD /DCSS/MPLAD	
s.122(1)	Power to charge and recover fees	DIA	Note – fees may be charged if authorised under the Road Management (General) Regulations 2005. The Regulations express the fees in terms of “fee units” which are indexed annually. In 2014/15, a fee unit is \$13.24.

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.123(1)	Power to charge for any service	DIA	Note – the charge can include costs relating to: a) supplying a service, product or commodity; or b) giving information.
Schedule 2 – Clause 2(1)	Power to make a decision in respect of controlled access roads	DIA/MASS/MINFD	Note – controlled access road means a public road in respect of which a declaration is in force under section 42.
Schedule 2 – Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NOT DELEGATED	See above
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager of another authority to conduct reinstatement works	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	DIA/MASS/CTECS/MINFD /DCSS/IMPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs incurred in sub clause 12(3)	DIA/MASS/CTECS/MINFD /DCSS/IMPLAD	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 13(2)	Power to vary a notice period	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
Schedule 7 Clause 16(1)	Power to consent to proposed works	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(5)	Power to consent to proposed works	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority

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ROAD MANAGEMENT ACT 2004				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
Schedule 7 Clause 18(1)	Power to enter into an agreement in relation to proposed roadworks	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority	
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	Where Council is the coordinating road authority	
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	Where Council is the coordinating road authority	
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	Where Council is the coordinating road authority	
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.16(3)	Power to issue a permit	DIA/MASS/MINFD/DCSS	Where Council is the coordinating road authority
r.18(1)	Power to give written consent re damage to road	DIA/MASS/MINFD	Where Council is the coordinating road authority
r.23(2)	Power to make a submission to the tribunal.	DIA/MASS	Where Council is the coordinating road authority Note “tribunal” refers to the Victorian Civil and Administrative Tribunal
r.23(4)	Power to charge a fee for application under section 66(1) Road Management Act	NOT DELEGATED	Where Council is the coordinating road authority
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on a road	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
r.25(2)	Power to sell or dispose of things removed from a road or part of road (after first complying with regulation 25(3))	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
r.25(5)	Power to recover in the Magistrates’ Court expenses from the person responsible	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015				
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	
r.15	power to exempt a person from requirement under clause 13(1) of schedule 7 to the Act to give notice as to the completion of those works	DIA/MASS/MINFD/DCSS /MPLAD	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	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority	

REPORT NO:	10.1
REPORT TITLE:	NOM24/16 - Cr Joseph Haweil
SOURCE:	Ruth Robles McColl, Manager Strategic Projects & Places
DIVISION:	City Planning & Places
FILE NO:	HCC24/688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

Background Information:

In 2021, there were 1,561 social housing dwellings in the Hume City municipality comprising of single/stand-alone houses (1,045), semi-detached or terrace homes (295) and flats and apartments (226).

Hume City Council fields a significant number of community complaints relating to the state and condition of social housing properties located across the municipality.

Alongside these complaints received from community members, properties are also identified by Council officers during field-based patrols and works. This includes properties with long grass/excessive vegetation, litter and dumped items, and in a significant state of disrepair.

Aside from the obvious amenity impacts of these properties, some also present real health and safety hazards such as fire risks, odour nuisances, vermin, and unstable structures.

Council has several enforcement powers available to address these concerns across the broader community, such as local laws, or fire prevention notices/infringements issued under the Country Fire Authority Act. The Victorian State Government is, in large part, exempt from these enforcement powers including statutory notices, directions and/or other penalties issued by Council.

As a result, Council's response is primarily limited to referring identified properties to the Department of Families Fairness and Housing (DFFH) local housing office for attention and response. It is estimated that approximately 20-30 of these referrals are made every year.

Council's referrals to the Department's local housing office often go unacknowledged, and Council receives little to no information regarding the proposed course of action, timelines, or outcomes in response to these referrals.

There are several examples of the same property being referred to the local housing office multiple times, over a protracted period, with no apparent action or response. This places Council and its staff in an untenable position when responding to the legitimate amenity and safety concerns of residents.

Council's concerns regarding the condition and state of social housing properties generally, and complaint escalation and management pathways for unsightly and dilapidated properties, has been raised with the department on multiple occasions – including with the DFFH Hume Merri-bek Executive Team. Despite these efforts, Council has not seen meaningful improvement on these issues.

REPORT NO: 10.1 (cont.)

1. RECOMMENDATION:

That Council:

Writes to the Victorian Minister of Housing, The Hon. Harriet Shing MP and the State Members for Broadmeadows and Greenvale:

- 1. Expressing Council's concern about the condition and state of social housing stock across the municipality.**
- 2. Calling on the Department to develop a clear and timely response pathway for unsightly and dilapidated properties owned or managed by the Department, ensuring Council and its residents are kept informed of progress and outcomes.**
- 3. Seeking the implementation of a proactive inspection and maintenance program for social housing properties to ensure they do not pose safety or amenity impacts for Hume City residents.**

2. OFFICER COMMENTS

The majority of Hume's social housing is over 30 years old and falls short of the liveability our residents deserve. Hume City Council is committed to supporting an increase in supply and the quality of social housing stock in Hume.

The proposed NOM is therefore supported by Council Officers. We support writing to the Minister of Housing, The Hon. Harriet Shing MP and the State Members for Broadmeadows and Greenvale.

REPORT NO:	10.2
REPORT TITLE:	NOM24/17 - Cr Trevor Dance
SOURCE:	Robert Costa, Manager Finance
DIVISION:	Finance & Governance
FILE NO:	HCC24/688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

Background Information:

To ensure Councillors have the full budget details and not just an overview. Councillors need to be well informed when making decisions in council and the responsibility falls onto Councillors for making decisions. Currently council will not provide and in fact refuses to provide Councillors with the full budget line by line. Any councillor who keeps on voting for Hume Council budgets is doing so without being fully informed.

RECOMMENDATION:

That Council provide the full financial information line by line to all Councillors who want the full details of the Council budget. The information will be for every single itemised line entry. This should include the details of the item and the dollar amount for each budget line listing. This should be provided in an excel document or similar.

1. OFFICER COMMENTS

NOM23/029 requesting similar information was presented at the Council meeting of 13 November 2023 but was not supported.

As in past years, the budget pack provided to Councillors includes a line-by-line summary of each account description for each Directors and Managers areas of responsibility. Additionally, where Councillors have specific questions, this information has and will continue to be provided via the Councillor portal.

Should Councillors agree to provide this level of detail, it is recommended that no further detail beyond what is currently made available be provided for employee costs, previous year amounts and that a materiality threshold such as \$50,000 be set which will help balance the time and effort of officers spent responding to matters relating to the 2024/25 budget only. If agreed, the information will be provided in PDF format.

REPORT NO: 10.2 (cont.)

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REPORT NO:	10.3
REPORT TITLE:	NOM24/18 - Cr Trevor Dance
SOURCE:	Trent Williams, Manager Strategic Communications and Advocacy
DIVISION:	Customer & Strategy
FILE NO:	HCC24/688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

Background Information:

Sunbury Railway Station has no lifts to be used. There is a current long ramp and staircase only

1. RECOMMENDATION:

That Council writes to the Minister responsible and to the local Member Josh Bull asking for details of when a lift system will be installed at the Sunbury Railway station so that the elderly and the disabled can actually go from one side of the station to the other side that currently they cannot do physically or even safely.

2. OFFICER COMMENTS

Hume City Council is committed to providing fit-for-purpose and community-centric places, infrastructure, and services. It is a central premise of our advocacy approach that we identify and advocate for projects that will enable our community members to benefit by living within Hume.

The proposed NOM is therefore supported by Council Officers. We support writing to the Victorian Minister for Public and Active Transport, the Honourable Gabrielle Williams and the State Member for Sunbury, the Honourable Josh Bull, to notify them of the issue and advocate for a lift to be installed at Sunbury railway Station.

REPORT NO: 10.3 (cont.)

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REPORT NO:	10.4
REPORT TITLE:	NOM24/19 - Cr Naim Kurt
SOURCE:	Kristen Cherry, Manager City Life
DIVISION:	City Services & Living
FILE NO:	HCC24/688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

Background Information:

1. Carols by Candlelight events are popular community events across Hume City. This is seen in the number of people who attend Council's annual Carols by Candlelight event in Craigieburn, as well as the community hosted Carols events held across the City each December, notably the Carols events organised by the Combined Churches in Sunbury and the Bulla CFA's very successful Carols event that was delivered in 2023 using funding from the Sunbury and Bulla Neighbourhood fund.

Prior to 2016, Council Carols were regularly hosted in Broadmeadows in the southern part of Hume, but since the establishment of Anzac Park, Council's Carols events have been moved to Craigieburn. The last Council Carols to be held in Broadmeadows was in 2014. The purpose of this motion is to investigate options and opportunities for the return of a Carols event to the Southern part of Hume for the first time in 10 years and how Council could support such an event. The intent would not be to duplicate the Craigieburn Carols, but for a smaller community carols event to be run at a local sporting oval in old Broady (Westmeadows) in a similar nature to the successful community carols event that was held in Bulla in late 2023.

2. **RECOMMENDATION:**

That Council notes the success of local Carols by Candlelight events that are held across the City each year.

Directs officers to explore options for hosting or funding a small-scale Carols by Candlelight event in Westmeadows, including engagement and opportunities with local schools and emergency services, and provide a briefing report back to Council on the findings.

3. **OFFICER COMMENTS**

Carols by Candlelight events are popular in Hume City, with the annual attendance at Council's Carols by Candlelight event estimated to be 10,000 people.

The Event Grants program currently provides one avenue for community groups to apply for funding to host local Carols by Candlelight events. The Combined Churches in Sunbury regularly apply for funding for this purpose, and in 2023/24 were successful in obtaining \$15,000 to deliver their annual event.

In response to this Notice of Motion, Officers will explore options for a local Carols by Candlelight event in Westmeadows, including determining community interest in such an event. Once completed, Officers will provide a briefing report back to Council on the findings.