

AGENDA

ORDINARY MEETING OF THE
HORSHAM RURAL CITY COUNCIL

on

19 March 2018

5.30pm

at

Civic Centre

HORSHAM

COUNCILLORS are respectfully requested to attend the Ordinary Meeting of the Horsham Rural City Council to be held in the Municipal Chambers, Civic Centre, Horsham at 5.30pm on 19 March 2018.

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CLOSE



GRAEME HARRISON
Acting Chief Executive

1. READING OF PRAYER AND THE ACKNOWLEDGEMENT OF COUNTRY STATEMENT**2. WELCOME TO DISTINGUISHED GUESTS OR PERSONS IN THE PUBLIC GALLERY**

The public are advised that the Council meeting will be recorded to maintain an audio archive.

3. APOLOGIES AND REQUEST FOR LEAVE OF ABSENCE**4. CONFIRMATION OF MINUTES AND SIGNING THEREOF**

MINUTES OF AN ORDINARY MEETING OF THE HORSHAM RURAL CITY COUNCIL HELD IN THE MUNICIPAL CHAMBERS, CIVIC CENTRE, HORSHAM AT 5.30PM ON 5 March 2018

5. DISCLOSURE OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST

A Councillor who has a conflict of interest and is attending the Council meeting must make a full disclosure of that interest.

(a) by either –

- (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
- (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and

(b) classifying the type of interest that has given rise to the conflict as either –

- (i) a direct interest under 77B; or
- (ii) an indirect interest and specifying the particular kind of indirect interest under:

Section 78 – close association

Section 78A – financial interest

Section 78B – conflicting duties

Section 78C – receipt of an applicable gift

Section 78D – consequence of becoming an interested party

Section 78E – impact on residential amenity; and

(c) describing the nature of the interest; and

- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

Members of Staff

Under Section 80C of the Local Government Act 1989, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

6. PUBLIC QUESTION TIME

7. OTHER BUSINESS

7.1 RESUMPTION OF DEBATE ON THE MOTIONS FROM PREVIOUS MEETING

NIL

7.2 RECEPTION AND READING OF PETITIONS, MEMORIALS, JOINT LETTERS AND DEPUTATIONS

NIL

7.3 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

7.4 COUNCILLORS QUESTIONS WITH NOTICE

NIL

7.5 ORDERS OF THE DAY

NIL

8. OTHER REPORTS

8.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS

Council Briefing Meeting held on Tuesday 13 March, 2018 at 5.00pm in the Reception Room.

Refer to **Appendix “8.1A”**.

8.2 SEALING OF DOCUMENTS

Documents Signed and Sealed by Council under Delegation

Farm Lease, Western Highway, Burnt Creek between Horsham Rural City Council and Gavin Laurence O’Sullivan and Peter Eugene O’Sullivan

Farm Lease off Kenny Road, Horsham between Horsham Rural City Council and Geoffrey and Christine Rethus.

Recommendation

That -

1. Council note the Assembly of Councillors’ – Record of Meetings,
2. Council note the documents signed and sealed under delegation.

8.3 INWARD CORRESPONDENCE

NIL

8.4 COUNCIL COMMITTEE MINUTES

NIL

9. COUNCILLORS' REPORTS

10. OFFICERS REPORTS

10.1 ACTING CHIEF EXECUTIVE

No Reports

10.2 DIRECTOR OF CORPORATE SERVICES

10.2.1 REVIEW OF DELEGATED POWERS

G Harrison File Ref: F19/A02/000001

Purpose

To update Council's delegations to staff with changes arising from the Maddocks Delegation Service.

Background

Powers to Council are granted through Part 1A of the Act which defines the charter for Local Governments. This states the purpose of Local Government, its objectives, role, functions and powers. Under Section 3F Council's powers are defined and are essentially very wide in nature. Section 3F (1) states *"Subject to any limitations or restrictions imposed by or under this Act, a Council has the power to do all things necessary or convenient to be done in connection with the achievement of its objectives and the performance of its functions"*.

Because these powers are very wide Council cannot operate by means of passing a resolution every time that it wishes to act. So for day to day operations Council needs others to make decisions and act on its behalf.

Under Section 98 (1) a Council may by instrument of delegation delegate to members of its staff any power, duty or function of a Council under the Act "or under any other Act". Other Acts, however, may also have provisions relating to delegation also. If there is any conflict in delegation or authorisation between Acts then those relevant to the more Specific Acts will prevail over the General Acts.

Council cannot, however, delegate the following:

- the power of delegation,
- the power to declare a rate or charge,
- the power to borrow money,
- the power to approve expenditure not contained in a budget approved by Council,
- the power, duty or function of the Council under Section 223 of the Act,
- any prescribed power

Any delegation made under Section 98(1) to a member of staff or to the Chief Executive (CE) must be made by a resolution of Council.

Under Section 98(2) & (3) of the Act, the CE is specifically given the power to delegate to any member of the Council staff any power, duty or function of their office other than the power of delegation.

Delegations made by the CE to members of staff do not, however, need to be made via a resolution of Council. They do, however, need to be maintained in a register. Under Section 98 (4) of the Local Government Act 1989 (the Act), Council must keep a register of delegations to members of Council Staff. As new legislation is adopted or amendments made to existing legislation delegations will change.

Under Section 98(5) delegations may be made to individual persons or to the holder of an office or position. Council has always taken the approach to delegate to the position wherever possible rather than the individual staff member.

Section 98 (6) of the Act requires Council to review delegations within 12 months of a general election. However, regardless of this statutory requirement delegations should be made carefully and reviewed regularly to ensure:

- Decision-makers are clearly identified
- Accountability and responsibility is clearly identified
- Conditions, limitations and guidelines are well documented
- Precision in the making of decisions that will be defensible under legal scrutiny

Some Acts contain specific powers of delegation to persons other than the CE. In these cases there is a presumption that a power of delegation cannot be sub-delegated in the absence of express authority to do so, hence Council must delegate these items direct to individual staff members.

Under the Building Act 1993, Municipal Building Surveyors (MBS) may also delegate their powers to other officers. This is therefore not a delegation by Council but by the MBS to staff and is signed-off by the MBS.

Council may also delegate powers to Special Committees established under Section 86 of the Act or Section 188 of the Planning and Environment Act 1987. Each committee must have an Instrument of Delegation that clearly articulates the nature of the delegation, and any conditions or limitations under which the delegation is to be exercised.

In summary there are five delegation types:

- A. Delegations of Council:
 - 1. Council to CE
 - 2. Council to Staff
 - 3. Council to Special Committees
- B. Delegation by Others:
 - 4. CEO to staff*
 - 5. Municipal Building Surveyor to Staff

* the CEO to staff delegation also includes a section on Miscellaneous and Administrative powers which are best described as operational in nature and do not arise out of specific legislation.

Council has put in place detailed guidelines that help staff understand their obligations and responsibilities when it comes to exercising a delegated power. Each staff member receives a copy of their individual delegations and they are reminded to read and understand the guidelines for the exercising these delegated powers.

Issues

Council manages its delegations by subscribing to a service from Maddocks Lawyers which provides Council with amendments to existing legislation and updates on new legislation. These updates are usually received on a six monthly basis, and as such an update was received in December 2017 and a mini-update in February 2018.

A. DELEGATIONS OF COUNCIL

1. Delegation to the Chief Executive

The delegation to the CEO was updated in Oct 17 and there were no further updates at this point in time.

2. Delegations from Council Direct to Staff:

There is only one amendment that impacts on delegations from Council to Staff and that is the changes to the Planning and Building Legislation Amendment (Housing Affordability and Other Matters) Act 2017 which impacts on S173 (1A) of the Planning & Environment Act 1987.

Details of all of the delegations from Council to Staff are shown in **Appendix "10.2A"**. The delegation in relation to the determination of planning permit applications Section 61 (1) of the Planning and Environment Act 1987, was identified as a delegation requiring a review at a future point in time.

3. Delegation to Special Committees

There are no changes to the delegations to special committees.

B. DELEGATIONS BY OTHERS

1. Delegations from CEO to Staff

Under Section 98 (2) & (3) of the Act, the Chief Executive Officer is specifically given the power to delegate to any member of the Council staff any power, duty or function of their office other than the power of delegation. These delegations have also been updated but do not need to be made by resolution of Council, so have not been attached to this report.

The Acts/Regulations that have had some amendment are as follows:

- Planning and Building Legislation Amendment (Housing Affordability and Other matters) Act 2017
- Child Wellbeing and Safety Act 2005
- Climate Change Act 2017
- Domestic Animals Amendment (Restricted Breed Dogs) Act 2017
- Fines Reform Amendment Act 2017
- Gambling Regulations Act 2003
- Heritage Act 2017
- Infringements Act 2006 has been amended by the Fines Reform Amendment Act 2017
- Subdivision Act 1988
- Summary Offences Act 1966
- Land Legislation Amendment Act 2017 re Transfer of Land Act 1958
- A new Act commenced on December 2017, the Victorian Data Sharing Act 2017
- Freedom of Information Amendment (Office of the Victorian Information Commissioner) Act 2017 and related Acts the Freedom of Information Act 1982 and the Data Protection Act 2014
- Building Act 1993

2. Delegation Municipal Building Surveyor to Staff

There was a significant amendment of the Building Act 1993 that came in to force on 31 January 2018. This has resulted in the change that Councils can no longer appoint authorised persons under the Building Act, this is now only possible by the Municipal Building Surveyor (MBS). The MBS must ensure that the authorised person has the appropriate qualifications or has successfully completed training.

As a result of these changes a detailed review of all Authorisations will be undertaken to ensure that they comply with these changes.

Consultation/Communication

The attached delegations have been updated using the Maddocks Lawyers delegation service and with consultation with relevant Council officers.

Financial

The financial impact of the review of delegations is limited to staff time and the cost of the Maddocks Delegation Service which has been included in the 2017-18 budget.

Links To Council Plans, Strategies, Policies

Goal 4 – Governance and Business Excellence

Risks

The risk to Council of having inadequate instruments of delegation is that actions are carried out without appropriate authority and therefore are subject to be challenged in a court of law.

Also the fact that a delegation has been made does not affect the Council's powers in relation to the issue concerned. A delegate's decision (once made) is taken to be the decision of the Council itself. The Council can therefore find itself bound by a decision which it may not itself have made. This risk is mitigated by having in place appropriate policies and guidelines under which delegation should be exercised. Guideline G04/004 has been put in place to address this issue and was recently reviewed by the Executive Management Group.

Recommendation

Delegation to members of Council staff

In the exercise of the powers conferred by section 98(1) of the *Local Government Act* 1989 (the Act) and the other legislation referred to in the attached instrument of delegation (**Appendix "10.2A"**).

Horsham Rural City Council (Council) RESOLVES THAT -

- 1) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
- 2) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
- 3) On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
- 4) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

10.2.2 REVIEW OF COMMUNITY DEVELOPMENT GRANTS AND COMMUNITY DONATIONS POLICIES

S Surridge

File Ref: F20/A01/000003

Purpose

To review and update the following Council policies:

- Community Development Grants Policy
- Community Donations Policy

Background

In March 2014, Council adopted two new policies that established clear protocols for the allocation of Community Development Grants and Community Donations as part of the annual budget process. These policies are reviewed each year as part of the annual budget process.

Issues

Community Development Grants Policy

This policy provides the framework for the delivery of Council's Community Development Grants Program. The policy outlines the:

- Funding priorities
- Eligibility
- Application process
- Assessment criteria and process
- Timelines and reporting

Minor changes have been made to this policy (refer **Appendix "10.2B"** – tracked changes). These changes are as follows:

- Changes to funding priorities – to reflect new Council Plan and Health and Wellbeing Plan
- Change in title for Planning and Economic Group

Community Donations Policy

This policy provides the framework for Council's annual Community Donations program, that assist some groups with ongoing recurrent funding assistance. The policy provides the rationale for community donations, eligibility, donation requests, assessment criteria, donation approval and payment processes.

Minor changes have been made to this policy (refer **Appendix "10.2C"**) as follows:

- Change to Council Plan Goal 1 wording

- Clarification of Section 5.1 A. dealing with Recreation Reserve – maintenance of grass playing surfaces. Allocation will be made on the basis of maintaining a watered grass playing surface for competition during Summer/Winter. This ensures that funding is provided to recreation reserves with higher maintenance expenses in terms of maintaining watered infrastructure, water supply costs and mowing (refer **Appendix “10.2D”**).

Consultation/Communication

All key internal stakeholders have been consulted in the review of these Council Policies including: Director of Corporate Services, Finance Manager, Manager Recreation and Sustainability, Manager Information and Rating Services and the Risk Management Co-ordinator.

Financial

There are no overall budget implications relating to proposed policy changes. The two policies provide the framework for the allocation of community development grants and donations as part of the annual budget process.

Links To Council Plans, Strategies, Policies

Community Development Grants Policy aligns with the Council Plan and Health and Wellbeing Plan.

Recommendation

1. That Council adopt the amended Community Development Grants Policy
2. That Council adopt the amended Community Donations Policy

KERRIE BELL
Acting Director Corporate Services

10.3 DIRECTOR OF PLANNING AND ECONOMIC

10.3.1 REQUEST FOR APPROVAL OF STREET NAMES – “BRADY” AND “GRIFFIN”

S Brown

File Ref: F15/A07/000135

Purpose

To request Council approval of two street names for new streets in the subdivision at 99 Robinson Street, Horsham.

Background

Mr Tim Hopper on behalf of Crest Pty Ltd has requested Council approval for the names “Griffin Court” and “Brady Court” for the two new courts off Hamilton Street in their subdivision at 99 Robin Street, Horsham.

The street layout plan is attached as **Appendix “10.3A”**.

“Griffin” and “Brady” are on Council’s approved street naming list.

Issues

Mrs Kerrie Bell, Manager Property and Rates has provided the following comments:

Griffin:

Norm Griffin has submitted the name Griffin in honour of his father, Charles Edward Griffin. Charles worked in Horsham for many years as an Inspector for the State Rivers and Water Supply Commission. He was also President of the Horsham Homing Pigeon Club during the 1940’s and an active member of this club for many years. Charles married Alice Elizabeth Overall from Quantong in 1932 and they raised their five children in Horsham. Charles Edward Griffin died in 1954.

Brady:

Robert Henry Brady (deceased) was a returned soldier who served in the Middle East and New Guinea. Robert and his wife, Joyce Emily Brady, established their property, a soldier settlement block, at Drung Drung in 1947. Robert and Joyce raised five children. They sold the farm and moved into Horsham where Robert was employed for a period of time at Horsham City Council as a maintenance worker with the technical services department.

Consultation/Communication

Griffin and Brady are on Council’s approved street naming list.

Financial

This proposal has no financial implications.

Links to Council Plans, Strategies, Policies

Goal 2 Sustaining the Economy

2.1 Cultivate opportunities for the municipality to prosper and pursue possibilities for new developments.

Recommendation

That Council approve the street names “Griffin Court” and “Brady Court” for the two new streets off Hamilton Street in the subdivision at 99 Robinson Street, Horsham.

10.3.2 EXEMPTION FOR FARM BUILDINGS FROM REQUIREMENT TO OBTAIN A BUILDING PERMIT POLICY

A Murphy File Ref: F04/A04/000001

Purpose

To rescind the Exemption for Farm Buildings from requirement to obtain a building permit policy.

Background

The exemption for farm buildings from requirement to obtain a building permit policy was adopted by Council on 15 December 2003. This policy is now due for review. A copy of the policy is attached as **Appendix “10.3B”**

Issues

The exemption for farm buildings from requirement to obtain a building permit policy provides an exemption from certain farm buildings having to obtain a building permit.

Since the implementation of this Policy over a decade ago, the National Construction Code and Building Code of Australia has been amended, and now specifically covers Farm Buildings and Sheds in their definitions.

Building Interim Regulation 2017 - R1804 states that Council may exempt a Class 10 building on a farmland used for farming to be exempt from obtaining a building permit. This however is a conflict with the Building Code of Australia where farm buildings and sheds by definition are now classed as Class 7 and Class 8 buildings. They were previously considered to be Class 10. A description of the definitions is included in **Appendix "10.3C"**. A class 10 building is now a private garage, carport or shed.

As a result in the change of legislation, Council no longer has the power to grant this exemption, and thus, the Policy is voided.

Consultation/Communication

This Policy is no longer relevant due to a change in State Government legislation. A media release will be prepared and distributed as part of this proposed rescission of Council policy.

Financial

This proposal has no financial implications.

Links to Council Plans, Strategies, Policies

Goal 2 Sustaining the Economy

2.1 Cultivate opportunities for the municipality to prosper and pursue possibilities for new developments.

Recommendation

That Council rescind the exemption for farm buildings from requirement to obtain a building permit policy.

ANGELA MURPHY
Director Planning and Economic

10.4 DIRECTOR OF COMMUNITY SERVICES

10.4.1 DRAFT WIMMERA REGIONAL LIBRARY CORPORATION BUDGET 2018/19 AND FIVE YEAR INDICATIVE BUDGET

K O'Brien

File Ref: F11/A02/000001

Purpose

To inform Council of the proposed 2018/19 budget for the Wimmera Regional Library Corporation including Horsham Rural City Council's contribution to the library service.

Background

The Wimmera Regional Library Corporation Board considered its draft budget for 2018/19 on 18 February 2018 and requested that the budget be referred to member Councils for consideration in accordance with the Regional Library Agreement.

Issues

A copy of the draft budget is attached (see **Appendix "10.4A"**) and includes:

- Maintaining current opening hours and staffing levels at Horsham Library, and the mobile service to Laharum and Natimuk;
- Collections budget, including e-resources of \$304,986;
- Wi-Fi environment that enables patrons and visitors 24/7 internet access at Horsham Library;
- Wage increases of 2.50% as per WRLC Agreement;
- Continuation of the Swift shared library consortia arrangements; and
- Continuation of State government library grant.

Consultation/Communication

The Wimmera Regional Library Corporation Board comprises six member Council representatives who have participated in the draft budget discussions. Cr Koenig and Kevin O'Brien (Director Community Services) represent Horsham Rural City Council and are Wimmera Regional Library Corporation Board members.

Financial

The proposed Council contribution for 2018/19 is \$494,963, an increase of 0.69% from the current year's contribution of \$491,576. This proposed Council increase falls within the proposed CPI. This increase is less than the rate cap for the 2018/19 financial year.

Links to Council Plans, Strategies and Policies

2017 -2021 Health and Wellbeing Plan
2014 Early Years Plan

Recommendation

That the proposed Wimmera Regional Library Corporation Budget for 2018/19 be referred to Council's budget process, and that the Library Board be advised accordingly.

10.4.2 YMCA CONTRACT EXTENSION PROPOSAL

K O'Brien

File Ref: 55/01/0921

Purpose

To provide a report with a recommendation to finalise contract extension negotiations with the YMCA in relation to Contract 12/046: Management and Operation of Horsham Aquatic Centre.

Background

Council entered into a contract with the YMCA in July 2012 for management of the Horsham Aquatic Centre for a three-year term, with two further options, each for an additional three years. The first of these options was taken up by the YMCA, which extended the original contract until 30 June 2018.

In December 2017, the YMCA submitted an initial contract extension proposal for the second three-year option as per the conditions of the contract. Since then discussions have taken place with the YMCA regarding the proposal, in particular regarding the new contract cost and the proposal to introduce a 24/7 Gymnasium.

Negotiations have taken place with the YMCA, Acting CEO (Graeme Harrison) and Director Community Services (Kevin O'Brien) after more detailed financial information and proposed Key Performance Indicators (KPIs) were provided by the YMCA. A detailed analysis was undertaken of the gross margins associated with each of the service activities and the changes in key items of expenditure such as salaries and YMCA overheads. From that analysis it was accepted that the figures reflected a reasonable position going forward. Following these negotiations, we have reached what officers consider to be an acceptable position.

The contract documentation states the following aims:

To engage a management agency for the Horsham Aquatic Centre who will develop an effective and accountable management relationship with Council to provide sporting and recreational facilities of the highest standard that:

- Seek to cater for the needs of all sections of the local community and visitors as far as practicable;

- Are utilised for fun and enjoyment, social connection, health and fitness, education and training, relaxation and competition;
- Are innovative and creative in the range of leisure opportunities available to users;
- Encourage and support residents, local organisations and groups to participate in a range of recreational activities;
- Demonstrate sound business acumen, industry best practice and a focus on quality services;
- Deliver on Council's goals as included within the Council Plan;
- Recoup the operational cost of the facility while maintaining a high quality, affordable service; and provide an environment that is functional and safe.

Discussion

If approved by Council the YMCA contract extension proposal increases the current annual contract payment of \$100,848 to the following:

2018/19	2019/20	2020/21
\$250,000	\$255,000	\$260,100
Profit share – YMCA 100% Loss share – YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%

The YMCA has also agreed to the following conditions:

- No business changes to the current operation
- YMCA to fund a 24/7 fit out of the facility including enhanced facility surveillance systems (\$65,000 approximate upfront capital investment)
- Council will own the assets at the end of the end of the three year contract.
- Upgraded facility surveillance system
- Three-year extension period concluding 30th June 2021

The justification for the profit/loss share arrangement is that YMCA is taking the risk of the 24/7 Gym model by making the capital investment; therefore, it is fair that the YMCA should take any profit that occurs through this investment. The 100% contractor profit/loss share arrangement reduces Council financial exposure.

Issues

Increase in Local Competition

A recent shift in local competition has seen the rise of private fitness and swimming lesson providers allowing increased options at lower price points for the community. As such, the YMCA has experienced significant and unanticipated financial shortfalls over the previous three years.

On average, there have been 116 less members per month in the 2016/17 financial year compared to the average number of members in the previous three years (2012/13, 2013/14 and 2014/15 financial years). This has resulted in a loss of income. A similar story with swimming memberships with an average reduction of 117 per month in 2016/17 financial year compared to the average of the previous three years (2012/13, 2013/14 and 2014/15 financial years), which also resulted in a significant loss of income in the 2016/17 financial year.

Current Service Delivery Model

The contract extension proposal was discussed at the December and January Council Briefing. Council indicated it did not want to reduce the current service levels as per the current contract.

24/7 Gym Model

At the December Council Briefing there was a request for more information to be provided in relation to a proposed 24/7 Gym model, in particular as to whether it would bring former members back to the facility. The YMCA subsequently carried out a survey of ex members, casuals and the general community. In summary, in relation to the 24/7 Gym model, overall 58% of 327 respondents to the survey would welcome the increase in hours.

The YMCA sees the introduction of the 24/7 model as more of a membership retention strategy rather than leading to increased memberships (which may also occur). The YMCA argues that by introducing the 24/7 model it will meet the broader needs of the community, which are changing constantly requiring more flexibility in the way current services are delivered. The YMCA are willing to fund the capital amount required to set up the 24/7 Gym.

Financial Analysis

A detailed analysis was carried out of the YMCA financial model for the final contract extension period. Overheads are budgeted to increase by an average of 2.33% per annum. There is expected to be a significant increase in Aquatic Education revenue as a result of changes in the structure of the program and additional marketing. Also casual aqua aerobics, recreational swim and group fitness attendances are expected to increase

Development of new Key Performance Indicators

The YMCA has agreed to develop new KPIs, which would be reported on a monthly basis to the contract manager. Targets are to be finalised before the contract commences.

Consultation/Communication

- Monthly reports are provided to Council in relation to YMCA's performance.
- There is an Advisory Committee meeting bi-monthly that provides feedback on the operation of the facility.

- A number of meetings have been held with the YMCA in relation to the contract extension proposal.
- The YMCA has carried out a specific survey in relation to the 24/7 gym model to provide an opportunity for former members, casual members and the general community to provide feedback on current service provision.

Financial

The 2017/18 & proposed 2018/19 Budget for the overall running of the Horsham Aquatic Centre is as follows:

Item	2017/18	2018/19 (proposed)
Aquatic Centre Building Maintenance	54,000	56,000
Aquatic Centre Grounds Maintenance (Materials)	800	1,000
Aquatic Centre Grounds Maintenance (Plant Hire)	3,100	3100
Aquatic Centre Grounds Maintenance (Wages)	12,900	13,400
Aquatic Centre Major Plant Maintenance (Scheduled and Reactive)	47,000	47,000
Contractors (YMCA)	100,848	250,000
Contractors Other	9,152	9,000
Electricity	163,000	183,000
Fire Services Levy	10,500	10,000
Gas Charges	71,500	81,500
General Rates	48,000	48,000
Insurance	13,000	13,000
Materials Purchased	700	700
Other Sundry Expenses (Miscellaneous when required)	10,000	10,000
Water Charges	35,000	42,600
Outdoor Pool Maintenance	4,000	4,000
Total	\$583,500	\$772,300

The actual contract payment to the YMCA in the 2017/18 financial year is \$100,848.00. This has remained the same for the past three years. Any proposed increases in Fees and Charges are subject to approval by Council as per contract conditions.

There is a proposal to install Solar Panels at the Horsham Aquatic Centre. The timing of this is unknown at this point as are the exact expected savings. Installation would be dependent upon the receipt of a state government grant.

It also needs to be noted the YMCA's commitment to reduce energy has been highlighted in their proposal letter. As part of an ongoing commitment to the sustainable operation the Horsham Aquatic Centre, the YMCA will also commit to support council to explore energy related efficiency initiatives which can potentially reduce the level of energy consumption at the facility.

The YMCA has proposed an increase in the contract payment as follows, 2017/18 arrangements have been included for comparison purposes:

2017/18	2018/19	2019/20	2020/21
\$100,848	\$250,000	\$255,000	\$260,100
Profit share – YMCA 50%, 50% Council. Loss share –YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%

It is to be noted that the proposed 2018/19 contract figure above does not include the additional funding required to extend the outdoor pool’s hours on a trial basis in the 2018/19 season as per the recent petition to Council, the amount being \$8,609.84. This would occur through a contract variation. This amount is included in the overall budget as “contractors other” in the Financial section above.

Links To Council Plans, Strategies, Policies

- Council Plan 2017-2021
- Municipal Public Health and Wellbeing Plan 2017-2021
- Horsham Aquatic Centre Master Plan 2017
- Early Years Plan 2014

Conclusion

The additional proposed cost to the YMCA Contract is due to changes in the market because of new gym providers and competition in relation to swimming lessons.

The introduction of the 24/7 model invests in an innovative service model which will better meets community needs with no Council contribution and the possibility of generating additional memberships.

Recommendation

That Council accepts YMCA’s contract extension offer as follows:

- Contract fees

2018/19	2019/20	2020/21
\$250,000	\$255,000	\$260,100
Profit share – YMCA 100% Loss share – YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%	Profit share – YMCA 100% Loss share – YMCA 100%

- No business changes to the current operation.
- YMCA to fund a 24/7 fit out of the facility including enhanced facility surveillance systems (\$65,000 approximate upfront capital investment).
- Upgraded facility surveillance systems.
- Three-year extension period concluding 30 June 2021.

10.4.3 RURAL ACCESS PROGRAM

A Donovan

File Ref: F09/A11/000001

Recommendation

That Council refer this item to the confidential briefing part of the meeting to consider the report from the Director Community Services in accordance with Section 89(2)(d) contractual matters and Section 89 (2) (a) personnel matters, of the Local Government Act, 1989.

10.4.4 PUBLIC ART ADVISORY COMMITTEE TERMS OF REFERENCE

J Pearce / A Donovan

File Ref: F34/A06/000001

Purpose

As part of Council's Committee review process, the Public Art Advisory Committee's (PAAC) has been reviewed to ensure principles of good governance and transparency. This process has identified the following:

- Terms of Reference (ToR) are required (**Appendix "10.4B"**)
- Committee membership process needs to be revised. It is proposed that this be an Expression of Interest (EOI) (**Appendix "10.4C"**)

Background

Horsham Rural City Council established the PAAC in 2015 to act as the principle advisory body to Council on public art.

The PAAC led the development of the first draft of a *Public Art Policy*. This policy was redeveloped into the *Public Art Policy* (adopted 2013) with the most recent version reviewed and adopted in 2017.

Since its establishment, the PAAC has had a fluctuating membership. Up until now, there has been no formal membership process and/or Terms of Reference. Membership has generally comprised of Council Officers, Councillors, artists, community art organisations and interested community members.

It is timely to call for Expression of Interests to the PAAC as there are a number of vacancies as previous members have resigned and/or stepped aside.

To continue to support public art in Horsham, it is recognised that Council needs to strengthen the governance of PAAC and ensure membership represents the diversity of Horsham.

Discussion

Terms of Reference

The proposed ToR is consistent with other Council Advisory Committees and is based on current best practice.

Membership

Remaining current PAAC members will be encouraged to apply for PAAC membership.

Under the proposed ToR, Committee membership shall consist of a maximum of eight people, being single representatives unless identified otherwise, from the following groups:

- Councillor, Horsham Rural City Council
- Artist
- Representative of a community art organisation
- Community Members

In addition, up to three Ex Officio attendees, which may include the Cultural Development Officer, Community Development Manager and the Director Technical Services (or delegate).

Expression of Interest

New representatives on the PAAC will be selected through a competitive application process.

The PAAC EOI will be advertised in accordance with Council's engagement principles, and in local newspapers and on Council's website between 21 March and 4 April 2018.

Applicants will be advised within the fortnight and invited to participate in the next Public Art Advisory Committee Meeting.

If there are more suitable members than vacancies then the appointment decision will be referred to the 16 April 2018 Council meeting.

New PAAC Representatives will be supplied with a Welcome Kit that includes:

- Welcome Letter
- ToR
- Public Art Policy
- Public Art Implementation Plan

Consultation/Communication

Previous PAAC members and Community Development and Technical Services staff have been consulted on these proposed changes.

Financial

This work can be undertaken within current budget allocation.

Links to Council Plans, Strategies, Policies

The PAAC aligns with:

- Council Plan
 - 1.1 Contribute to building a vibrant, diverse and resilient community
 - 1.3 Contribute to cultural activities that enhance our community
- Health and Wellbeing Plan
 - *Support and promote advocates and events that build community resilience and social networks for all groups*
- Arts and Cultural Plan 2014-2018
 - Art in Public Places

Recommendation

That Council adopt the Public Art Advisory Committee Terms of Reference as attached as **Appendix "10.4B"**.

KEVIN O'BRIEN
Director Community Services

10.5 DIRECTOR OF TECHNICAL SERVICES

10.5.1 ROAD PROGRAM – DRAFT FOR BUDGET

John Martin

File Ref: F02/A01

Purpose

1. To present an initial draft roads program for inclusion in the 2018-19 budget estimates, and the basis on which the identified works have been prioritised.
2. To propose an engagement process about the road program.

Background

The roads program for the 2018-19 budget includes 23 categories, encompassing:

- Road construction
- Footpaths
- Drainage
- Re-seals and final seals
- Drainage
- Gravel re-sheets
- Bike paths
- Bridges
- Minor design consultancies and works
- Rural and urban areas.

The majority of these works are renewal works, i.e. where assets are re-constructed to the original construction standard. In these cases, asset management principles provide the basis for the program prioritisation, for example:

- Sealed road reconstruction and reseal priorities are based on condition ratings established through three-yearly condition assessments. The roads in the poorest condition being selected for renewal.
- Gravel re-sheets are similarly based on condition assessments, however seasonal conditions heavily influence this program, as variations in wear of gravel roads can occur based on the rainfall and traffic combinations in the actual year of works. In this case the program is more indicative, with adjustments made to the program during the season based on updated inspections as the program progresses.
- Bridge and drain programs are based on periodic condition inspections.

A small component of the program provides for upgrades of existing assets, for example widening the seal of a road from 3.7 m to 6.2 m, or conversion from an un-sealed to sealed road, or footpath upgrades. The priorities for these programs are generally based on:

- Upgrades of roads on priority freight routes. In recent years, priority roads have included:
 - The Dimboola-Minyip Road (shared boundary with Yarriambiack)
 - Longerenong Road
 - Lower Norton-Nurrabiell Road
 - Wonwondah-Dadswells Bridge Road
- For footpaths, a policy adopted by the previous Council, which includes re-instatement of some asphalt footpaths which have disappeared over time, and which had not been maintained.
- For bicycle paths, an allocation of \$50,000 per year has been made to upgrade gravel or crushed rock tracks to sealed. These have typically been in high priority areas close to the CBD which have had maintenance problems. This year's priority is the Dooen Road bike track, the subject of a recent petition. The formation of the Bicycle Advisory Committee will see that group provide advice to Council on priorities for this program.

A small component of the program provides for some other sections of roads to be upgraded. The ability to upgrade these roads is often linked to the availability of external funding. For example, the latest section of Winfields Road is being upgraded with a Local Roads to Market grant.

Discussion

Most of the program categories are funded at approximately consistent levels from year-to-year, and condition assessments are used to establish the extent of the program in each category. The broad aim with the program is to gradually reduce the renewal gap of roads funding. In simple terms, the renewal gap is the difference between the amount of depreciation in condition of our roads, and the amount that Council is spending on maintaining / renewing them to an acceptable standard.

Condition assessments form the basis of our understanding of the condition of our road assets. These reviews are undertaken each three years, with an assessment being done of about 5,000 sections of gravel and sealed roads. The assessments show how the road conditions are changing over time, and are used to identify the sections of roads due for renewal, and to provide long-term projections of our need to invest in roads to maintain them in a serviceable condition.

Prioritisation Process

As indicated above, decisions regarding the projects to be prioritised in each program are primarily based on condition ratings and other inspection programs. Generally, these coincide well with customer service requests for maintenance or upgrade of roads.

There can be some discretion in which roads might be included, in the urban and rural construction programs, at the margin of these programs. That is, some of the roads can potentially wait a year for re-construction if there is some alternative priority identified for some other non-renewal reason.

Funding

Funding for roads is drawn from rates, roads allocation from the Grants Commission funding and other grants.

Two major sources of grant funding are Roads to Recovery and ad-hoc grants.

As advised at the 20 November 2017 Council meeting, Council has been receiving the following funding from Roads to Recovery (R2R) in the past three years:

2017-18	\$1,990,890
2016-17	\$2,298,217
2015-16	\$2,843,980

For 2018-19 our allocation is \$990,000.

This coming year sees a reduced level of funding, with the reduction in R2R, and a reduced potential for other grant funding.

Proposed Program

The attached spreadsheet **Appendix "10.5A"** presents a summary of the two key programs where greater flexibility exists to influence priorities for the program. These are the rural and urban construction programs. These programs are also the most visible areas of the program.

For each of these programs, urban and rural, the program shows:

- With an un-shaded background, the projects proposed to be included in the program
- With a grey background, projects that were short-listed but are unable to be funded this year.

Consultation Program

In 2016-17 Council applied to the Essential Services Commission and was approved permission to increase rates 1% above the rate cap. In its report on this approval, the ESC indicated that for future proposals, Council would need to demonstrate a higher degree of consultation and community acceptance of proposals, to support a rate increase above the cap.

While a rate increase above the cap is not currently proposed, it is planned to commence an approach on better engagement with the community on the roads program.

Initially, this will commence with the urban and rural construction program, using the following tools:

- Use of community map to highlight the proposed program and alternatives considered
- Seeking comments via public notices and Facebook
- A media program to highlight this information and that feedback is being sought.

This consultation is planned to occur during April 2018.

Subsequently, the comments received and an evaluation of them will be presented to a Council briefing and/or meeting for final consideration as input to the 2018-19 budget process.

Provided for information of Council.

10.5.2 CITY GARDENS PETITION - UPDATE

John Martin

File Ref: F01/A01

Purpose

To report on the outcomes of a meeting with residents of City Gardens Estate, as part of the response to a petition regarding the wetland that adjoins their properties.

Background

The petition was presented to and discussed at Council's 5 February 2018 meeting. The resolution from that meeting was:

1. That the Mayor, supported by the Director Technical Services, convene a meeting with City Gardens Estate residents in late February to:
 - review the outcomes of the maintenance works on the weir
 - listen to the residents about their views in response to the actions taken.
2. That further actions be considered based on an assessment of the outcomes of the meeting.

Issues

In January 2018 the original cause of the petition was addressed, i.e. a leak in the wall that holds the pond's water level had been leaking – this was repaired. However residents also had concerns about:

- The need for slushing and cleaning
- Proliferation of a weed and algae
- Presence of an odour.

A preliminary response to the petition had indicated that the water level would not be able to be refilled after the leak was fixed. However, this position was changed, as it was considered necessary to test that the leak was in fact fixed, by filling the pond.

As a result, the water in the wetland was at its normal level at the 2 March meeting. Present at the meeting were Mayor Clarke, Cr Grimble this Director and about 20 residents of the estate.

The main points raised at the meeting were:

- That there may be a second, smaller leak, which cannot be seen when the water level in the drain beyond the wetland is high (as was the case at the time of this latest meeting).
- Frogs do not seem to be in the wetland any more – they were in the past.
- Consideration should have been given to desilting the wetland when it was at a low level in January
- It was observed that there appears to be blue-green algae in nearby Wotonga Basin – that was confirmed by this Director, who had been advised of this earlier in the afternoon of the meeting.
- Concern about fish (carp) stirring up silt in the wetland.
- There used to be 13 pelicans which frequented the wetland, but they no longer land there.
- Drainage pipes from the local stormwater system appear to be flowing poorly, potentially due to the build-up of silt within the wetland.
- Several aspects relating to the condition of the lawns and gardens surrounding the wetlands

At the meeting, this Director committed to:

- Undertaking water quality sampling in the wetland, and comparing that to water in the Wimmera River, Wotonga Basin and Police Paddock.
- Investigating the level of silt with respect to the drainage outlets into the wetland.
- Communicating with residents about the outcome of these investigations.
- Subject to these investigations, considering the drying and desilting of the wetland in the 2018-19 summer, which could also facilitate a reduction in the extent of ribbon weed.

Subsequent to the meeting, a further email was received from one of the residents. This focussed primarily on the apparent need for slushing / desilting of the wetland. The measures outlined above will provide guidance in this regard.

Consultation/Communication

This report outlines the discussions with around 20 residents, and that further communication will follow.

Financial

The cost of water sampling and investigations will be sourced from existing maintenance and operation funds.

Links To Council Plans, Strategies, Policies

Council's mission, from the Council Plan, includes the following relevant points:

Horsham Rural City Council, working with the community, will develop the municipality through ... responsive services and quality infrastructure, whilst enhancing ... our liveability and natural environment.

Maintenance and ongoing operation of the wetland is consistent with these aspects of Council's mission.

Provided for information of Council.

10.5.3 RECYCLING UPDATE

Rob Moir File Ref: F29/A03/000001

Purpose

To provide an update to Councillors on the status of Council's recycling service and the Temporary Relief Funding Arrangements to be provided by Local Government Victoria.

Background

This report adds to information presented in previous Recycling Update reports at the 19 February and 5 March 2018 Council meetings.

Since the last report details of the funding support package by the State Government has been announced, and Council has had to provide an Expression of Interest to the State Government in order to be considered for this funding.

Some key points from the funding package are:

- It is a temporary relief funding arrangement to support local government in continuing to provide recycling collection services from 1 March 2018 to 30 June 2018.
- It will cover only a portion of the cost increases associated with recycling collection services until 30 June 2018.
- The Department will prepare a Funding Agreement following the submission of the Expression of Interest form.
- The Department will allocate to the council an amount based on the estimated Recycling Forecast Tonnage at a rate anticipated to be \$55 - \$60/tonne.
- The amount will be capped.
- 50 per cent of the amount will be paid on or after 30 April 2018.
- The second and final payment will be the balance of the total eligible payment calculated on actual tonnage figures for the period reported by the council up to the capped amount. It will be paid on or after 30 June 2018.

Issues

The clarification and details on the funding support package is positive overall. The funding will assist us in managing the cost increase until 30 June 2018.

The expression of interest process application was submitted on Wednesday 14 March 2018, ahead of the deadline of 16 March 2018.

Consultation/Communication

The application was progressed internally. It was a straight forward application where estimates of monthly tonnage were provided, based on historical averages.

Financial

The funding application, if successful will result in funding of approximately \$30,000, leaving a cost increase for the period to 30 June 2018 of approximately \$50,000.

The potential remains for cost increases in Council's waste service of around \$30 - \$40 per service from 1 July 2018. The actual level of cost increase will depend on the development of alternative medium-term arrangements, which is a current focus for staff.

Links To Council Plans, Strategies, Policies

The Council Plan recognises (on p 14) that:

For the municipality to be a good place to live and preserve our natural environments we need to: "Better manage our green and hard waste and educate the community on recycling and energy efficiency."

Conclusion

A further update will be provided at the Council meeting based on any developments since the time of writing this report and Council will be updated on the progress of the submitted application when we have something to report.

Provided for information of Council.

ROB MOIR
Acting Director Technical Services

11. URGENT BUSINESS

APPENDICES

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM
ON TUESDAY 13 MARCH 2018 AT 5.00PM**

Present: Cr P Clarke, Mayor (until 6.45pm), Cr MA Radford, Cr J Koenig (until 6.10pm), Cr A Gulvin (from 5.06pm until 6.45pm), Cr D Grimble, Cr L Power, Cr J Robinson; Graeme Harrison, Acting Chief Executive; Kerrie Bell, Acting Director Corporate Services; Kevin O'Brien, Director Community Services; Rob Moir, Acting Director Technical Services; Angela Murphy, Director Planning and Economic; Lauren Coman, Regulatory Services Manager (until 5.50pm); Heather Proctor, Finance Manager (item 3 only); Zac Gorman, Management Accountant (item 3 only); Anne Donovan, Community Development Manager (items 4.1 and 4.2 only); Terry Baker, Municipal Building Surveyor (item 4.3 only)

Apology: John Martin, Director Technical Services

1. WELCOME AND INTRODUCTION

Cr Clarke welcomed everyone.

**2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989
(AS AMENDED)**

Cr Power declared a conflict of interest – item 4.7.
Cr Radford declared a conflict of interest – item 4.7.

3. FINANCE AND PERFORMANCE COMMITTEE MEETING – 5.00pm

Heather Proctor and Zac Gorman attended.

3.1 Monthly Report

Discussed.

3.2 Town Hall Report

Discussed.

3.3 Creditor Payments

Discussed.

3.4 Other Business

Nil.

4. DISCUSSIONS – 5.30pm

4.1 Public Arts Committee Terms of Reference

Discussed.

4.2 Rural Access Program

Discussed.

Cr Koenig left the meeting at 6.10pm.

4.3 Policy Review / Revocation

Discussed.

4.4 Community Grants and Donations Policies

Discussed.

4.5 Councillor Allowances

Discussed.

4.6 Western Highway Corridor Strategy

Discussed.

Crs Power and Radford left the room due to Conflict of Interest at 6.25pm.

4.7 YMCA Contract

Discussed.

Crs Power and Radford returned at 6.35pm.

4.8 Library Budget

Discussed.

4.9 Request for Approval of Street Names

Discussed.

4.10 Wimmera Machinery Field Days Summary

Discussed.

Crs Clarke and Gulvin left the meeting at 6.45pm.

4.11 HRCC New Website

Demonstrated.

4.12 Review of Delegated Powers

Discussed.

4.13 Parking

Discussed.

5. FOR INFORMATION

5.1 Emergency Management Legislation Bill 2018

Discussed.

6. CLOSE

7.15pm

Dinner after the meeting.



Maddocks Delegations and Authorisations

S6. Instrument of Delegation – Members of Staff

Horsham Rural City Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:
 - 2.1 this Instrument of Delegation is authorised by "**a resolution**" of Council passed on 19 March 2018; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL of THE MAYOR,)
COUNCILLORS AND CITIZENS OF)
THE HORSHAM RURAL CITY)
COUNCIL was hereunto affixed in the)
Presence of:)

..... Councillor

..... Acting Chief Executive Officer

SCHEDULE

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HORSHAM RURAL CITY COUNCIL

S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act			where council is a Class B cemetery trust
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions			where council is a Class B cemetery trust
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 13	duty to do anything necessary or convenient to enable it to carry out its functions			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 14	power to manage multiple public cemeteries as if they are one cemetery			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 15(4)	duty to keep records of delegations			
		DCORPS - Director Corporate Services (Acting)	4/11/2013	
s. 17(1)	power to employ any persons necessary			
		CE - Chief Executive Officer	4/11/2013	
s. 17(2)	power to engage any professional technical or other assistance considered necessary			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 17(3)	power to determine the terms and conditions of employment or engagement			subject to any guidelines or directions of the Secretary
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 18(3)	duty to comply with a direction from the Secretary			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 19	power to carry out or permit the carrying out of works			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 20(1)	duty to set aside areas for the interment of human remains			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 20(2)	power to set aside areas for the purposes of managing a public cemetery			
		ODM - Organisational Development Dept. Manager	4/11/2013	

HORSHAM RURAL CITY COUNCIL

S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 20(3)	power to set aside areas for those things in paragraphs (a) – (e)	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 40	duty to notify Secretary of fees and charges fixed under section 39	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	ODM - Organisational Development Dept. Manager	4/11/2013	report must contain the particulars listed in s.57(2)
s. 59	duty to keep records for each public cemetery	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 60(1)	duty to make information in records available to the public for historical or research purposes	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 60(2)	power to charge fees for providing information	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 64(4)	duty to comply with a direction from the Secretary under section 64(3)	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 64B(d)	power to permit interments at a reopened cemetery	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 69	duty to take reasonable steps to notify of conversion to historic cemetery park	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 70(2)	duty to make plans of existing place of interment available to the public	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	ODM - Organisational Development Dept. Manager	4/11/2013	

HORSHAM RURAL CITY COUNCIL

S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 71(2)	power to dispose of any memorial or other structure removed			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 72(2)	duty to comply with request received under section 72			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 73(1)	power to grant a right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 73(2)	power to impose conditions on the right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 75	power to grant the rights of interment set out in subsections (a) and (b)			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 76(3)	duty to allocate a piece of interment if an unallocated right is granted			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 80(1)	function of receiving notification and payment of transfer of right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 80(2)	function of recording transfer of right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 82(2)	duty to pay refund on the surrender of an unexercised right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s. 84(1)	function of receiving notice of surrendering an entitlement to a right of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	

HORSHAM RURAL CITY COUNCIL

S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry			the notice must be in writing and contain the requirements listed in s.85(2)
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 85(2)(b)	duty to notify holder of 25 year right of interment of expiration of right at lease 12 months before expiry			does not apply where right of interment relates to remains of a deceased veteran does not apply where right of interment relates to remains of a deceased veteran
		ODM - Organisational Development Dept. Manager	15/02/2016	
s. 85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.			may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment applies where Council appointed to manage cemetery as though it were a cemetery trust.
		ODM - Organisational Development Dept. Manager	15/02/2016	
s. 86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s. 86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment			
		ODM - Organisational Development Dept. Manager	3/08/2015	
s. 86(3)(a)	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment			
		ODM - Organisational Development Dept. Manager	3/08/2015	

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CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 86(3)(b)	power to remove interred cremated human remains and take further action in accordance with S.86(3)(b)	ODM - Organisational Development Dept. Manager	3/08/2015	
s. 86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	ODM - Organisational Development Dept. Manager	3/08/2015	
s. 86(5)	duty to provide notification before taking action under s.86(4)	ODM - Organisational Development Dept. Manager	3/08/2015	
s. 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	ODM - Organisational Development Dept. Manager	3/08/2015	
s. 87(3)	duty if requested to extend the right for a further 25 years or convert the right to a perpetual right of interment	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 88	function to receive applications to carry out a lift and re-position procedure at a place of interment	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 91(1)	power to cancel a right of interment in accordance with this section	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 91(3)	duty to publish notice of intention to cancel right of interment	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 98(1)	function of receiving application to establish or alter a memorial or a place of interment	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 99	power to approve or refuse an application made under section 98 or to cancel an approval	ODM - Organisational Development Dept. Manager	4/11/2013	
s. 99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	ODM - Organisational Development Dept. Manager	4/11/2013	

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CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.100(1)	power to require a person to remove memorials or places of interment			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a persons failure to comply with section 100(1)			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.100(3)	power to recover costs of taking action under section 100(2)			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.103(3)	power to recover costs of taking action under section 103(2)			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.106(2)	power to require the holder of the right of interment to provide for an examination			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.106(4)	power to repair or – with the approval of the Secretary - take down remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs			
	ODM - Organisational Development Dept. Manager		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.107(2)	power to repair or take down remove and dispose any building for ceremonies if notice under section 107(1) is not complied with			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.108	power to recover costs and expenses			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.109(1)(a)	power to open examine and repair a place of interment			where the holder of right of interment or responsible person cannot be found
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.109(1)(b)	power to repair a memorial or with the Secretarys consent take down remove and dispose of a memorial			where the holder of right of interment or responsible person cannot be found
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.109(2)	power to repair the building for ceremonies or with the consent of the Secretary take down remove and dispose of a building for ceremonies			where the holder of right of interment or responsible person cannot be found
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.110(1)	power to maintain repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.110(2)	power to maintain repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary			
		ODM - Organisational Development Dept. Manager	4/11/2013	
s.110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran			
		ODM - Organisational Development Dept. Manager	3/08/2015	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment			
		ODM - Organisational Development Dept. Manager	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.112	power to sell and supply memorials			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.116(4)	duty to notify the Secretary of an interment authorisation granted			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.116(5)	power to require an applicant to produce evidence of the right of interment holders consent to application			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.119	power to set terms and conditions for interment authorisations			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.145	duty to comply with an order made by the Magistrates Court or a coroner			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.146	power to dispose of bodily remains by a method other than interment or cremation			subject to the approval of the Secretary
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.149	duty to cease using method of disposal if approval revoked by the Secretary			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.150 + 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.151	function of receiving applications to inter or cremate body parts			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.			
	ODM - Organisational Development Dept. Manager		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 1 Cl 8(3)	power to permit members to participate in a particular meeting by telephone closed-circuit television or any other means of communication			
		ODM - Organisational Development Dept. Manager	4/11/2013	
sch 1 Cl 8(8)	power to regulate own proceedings			subject to clause 8
		ODM - Organisational Development Dept. Manager	4/11/2013	

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CEMETERIES AND CREMATORIA REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 24	duty to ensure that cemetery complies with depth of burial requirements	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 28(1)	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 28(2)	duty to ensure any fittings removed of are disposed in an appropriate manner	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 29	power to dispose of any metal substance or non-human substance recovered from a cremator	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 30(2)	power to release cremated human remains to certain persons	ODM - Organisational Development Dept. Manager	15/02/2016	subject to any order of a court
r. 31(1)	duty to make cremated human remains available for collection within 2 working days after the cremation	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	ODM - Organisational Development Dept. Manager	15/02/2016	
r. 31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	ODM - Organisational Development Dept. Manager	15/02/2016	

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CEMETERIES AND CREMATORIA REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 36	duty to provide statement that alternative vendors or supplier of monuments exist			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 40	power to approve a person to play sport within a public cemetery			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 41(1)	power to approve fishing and bathing within a public cemetery			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 42(1)	power to approve hunting within a public cemetery			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 43	power to approve camping within a public cemetery			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 45	power to approve the removal of plants within a public cemetery			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 47(3)	power to approve the use of fire in a public cemetery			
	ODM - Organisational Development Dept. Manager		15/02/2016	
r. 48(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area			
	ODM - Organisational Development Dept. Manager		15/02/2016	

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 41A(1)	power to declare a dog to be a menacing dog			Delegated to the authorised officers in this position.
	CE - Chief Executive Officer		19/03/2018	
	DPE - Director Planning & Economic		19/03/2018	
	MRS - Regulatory Services Manager		19/03/2018	

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ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.53M(3)	power to require further information			
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.53M(4)	duty to advise applicant that application is not to be dealt with			
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.53M(5)	duty to approve plans issue permit or refuse permit			refusal must be ratified by council or it is of no effect
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.53M(6)	power to refuse to issue septic tank permit			refusal must be ratified by council or it is of no effect
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)			refusal must be ratified by council or it is of no effect
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	

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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
---	power to register renew or transfer registration			where council is the registration authority, refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition			If section 19(1) applies
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
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			If section 19(1) applies
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
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 (contd)			If section 19(1) applies Only in relation to temporary food premises or mobile food premises
		EHO1 - Senior Environmental Health Officer	2/10/2017	
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with			If section 19(1) applies
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with			If section 19(1) applies
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19AA(2)	power to direct by written order that a person must take any of the actions described in (a)-(c).			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.19AA(4)(c)	power to direct in an order made under s.19AA(2) or a subsequent written order that a person must ensure that any food or class of food is not removed from the premises			Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation if satisfied that that order has been complied with			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19CB(4)(b)	power to request copy of records			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19E(1)(d)	power to request a copy of the food safety program			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19GB	power to request proprietor to provide written details of the name qualification or experience of the current food safety supervisor			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19M(4)(a) + (5)	power to conduct a food safety audit and take actions where deficiencies are identified			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19NA(1)	power to request food safety audit reports			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	EHO1 - Senior Environmental Health Officer	4/11/2013	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
		EHO2 - Environmental Health Officer	4/11/2013	
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO1 - Senior Environmental Health Officer	4/11/2013	where council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO1 - Senior Environmental Health Officer	4/11/2013	where council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
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	EHO1 - Senior Environmental Health Officer	4/11/2013	where council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
s.38A(4)	power to request a copy of a completed food safety program template	EHO1 - Senior Environmental Health Officer	4/11/2013	where council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
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	EHO1 - Senior Environmental Health Officer	4/11/2013	where council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
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)			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38D(3)	power to request copies of any audit reports			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.38E(2)	power to register the food premises on a conditional basis			where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38E(4)	duty to register the food premises when conditions are satisfied			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.39A	power to register renew or transfer food premises despite minor defects			where council is the registration authority, only if satisfied of matters in subsections (2)(a)-©
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008			
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.40D(1)	power to suspend or revoke the registration of food premises			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering transferring or renewing registration of a component of a food business			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
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			where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
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 (contd)			(contd) against the person first charged where council is the registration authority
		EHO1 - Senior Environmental Health Officer	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r.179	power to waive or rebate a fee relating to an amendment of a planning scheme			Expires October 2015
	DPE - Director Planning & Economic		2/02/2015	
	MRS - Regulatory Services Manager		2/02/2015	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme			
	DPE - Director Planning & Economic		20/02/2017	
	MRS - Regulatory Services Manager		20/02/2017	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20			Expires October 2015
	DPE - Director Planning & Economic		2/02/2015	
	MRS - Regulatory Services Manager		2/02/2015	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 4B	power to prepare an amendment to the Victorian Planning Provisions			if authorised by the Minister
	DPE - Director Planning & Economic		4/11/2013	
s. 4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
s. 4H	duty to make amendment to Victorian Planning Provisions available			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 4I	duty to keep Victorian Planning Provisions and other documents available			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A			
	DPE - Director Planning & Economic		7/04/2014	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme			
	DPE - Director Planning & Economic		4/11/2013	
s. 8A(5)	function of receiving notice of the Minister's decision			
	DPE - Director Planning & Economic		7/04/2014	
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			
	DPE - Director Planning & Economic		7/04/2014	
s. 8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district			
	DPE - Director Planning & Economic		7/04/2014	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
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			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
s. 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)			
	DPE - Director Planning & Economic		4/11/2013	
s. 12B(1)	duty to review planning scheme			
	DPE - Director Planning & Economic		4/11/2013	
s. 12B(2)	duty to review planning scheme at direction of Minister			
	DPE - Director Planning & Economic		4/11/2013	
s. 12B(5)	duty to report findings of review of planning scheme to Minister without delay			
	DPE - Director Planning & Economic		4/11/2013	
s. 14	duties of a Responsible Authority as set out in subsections (a) to (d)			
	DPE - Director Planning & Economic		4/11/2013	
s. 17(1)	duty of giving copy amendment to the planning scheme			
	DPE - Director Planning & Economic		4/11/2013	
s. 17(2)	duty of giving copy s.173 agreement			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
s. 17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days			
	DPE - Director Planning & Economic		7/04/2014	
s. 18	duty to make amendment etc. available			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 19	function of receiving notice of preparation of an amendment to a planning scheme			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
		DPE - Director Planning & Economic	7/04/2014	
		MRS - Regulatory Services Manager	7/04/2014	
		SSTP - Senior Statutory Town Planner	7/04/2014	
s. 19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme			
s. 19				
		DPE - Director Planning & Economic	7/04/2014	
		MRS - Regulatory Services Manager	7/04/2014	
		SSTP - Senior Statutory Town Planner	7/04/2014	
s. 20(1)	power to apply to Minister for exemption from the requirements of section 19			
		DPE - Director Planning & Economic	4/11/2013	
s. 21(2)	duty to make submissions available			
		SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 21A(4)	duty to publish notice in accordance with section			
		DPE - Director Planning & Economic	4/11/2013	
		MRS - Regulatory Services Manager	4/11/2013	
s. 22	duty to consider all submissions			
		DPE - Director Planning & Economic	4/11/2013	
		MRS - Regulatory Services Manager	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 23(1)(b)	duty to refer submissions which request a change to the amendment to a panel			
		DPE - Director Planning & Economic	7/04/2014	
		MRS - Regulatory Services Manager	7/04/2014	
		SSTP - Senior Statutory Town Planner	7/04/2014	
s. 23(2)	power to refer to a panel submissions which do not require a change to the amendment			
		DPE - Director Planning & Economic	7/04/2014	
s. 24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)			
		DPE - Director Planning & Economic	4/11/2013	
		MRS - Regulatory Services Manager	4/11/2013	
		SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 26(1)	power to make report available for inspection			
		SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 26(2)	duty to keep report of panel available for inspection			
		SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 27(2)	power to apply for exemption if panels report not received			
		DPE - Director Planning & Economic	4/11/2013	
s. 28	duty to notify the Minister if abandoning an amendment			Note: the power to make a decision to abandon an amendment cannot be delegated
		DPE - Director Planning & Economic	4/11/2013	
s. 30(4)(a)	duty to say if amendment has lapsed			
		DPE - Director Planning & Economic	4/11/2013	
s. 30(4)(b)	duty to provide information in writing upon request			
		DPE - Director Planning & Economic	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 32(2)	duty to give more notice if required			
	DPE - Director Planning & Economic		4/11/2013	
s. 33(1)	duty to give more notice of changes to an amendment			
	DPE - Director Planning & Economic		4/11/2013	
s. 36(2)	duty to give notice of approval of amendment			
	DPE - Director Planning & Economic		4/11/2013	
s. 38(5)	duty to give notice of revocation of an amendment			
	DPE - Director Planning & Economic		4/11/2013	
s. 39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT			
	DPE - Director Planning & Economic		4/11/2013	
s. 40(1)	function of lodging copy of approved amendment			
	DPE - Director Planning & Economic		4/11/2013	
s. 41	duty to make approved amendment available			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 42	duty to make copy of planning scheme available			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria			
	DPE - Director Planning & Economic		7/04/2014	
s. 46GF	duty to comply with directions issued by the Minister			
	DPE - Director Planning & Economic		15/02/2016	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)			
		SSTP - Senior Statutory Town Planner	15/02/2016	
		STP - Statutory Town Planner	15/02/2016	
s. 46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction			where council is a collection agency
		DPE - Director Planning & Economic	15/02/2016	
		DTS - Director Technical Services	15/02/2016	
s. 46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable			where council is a collection agency
		DPE - Director Planning & Economic	15/02/2016	
		DTS - Director Technical Services	15/02/2016	
s. 46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant			where council is a collection agency
		DPE - Director Planning & Economic	15/02/2016	
s. 46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987			must be done in accordance with <i>Local Government Act 1989</i>
		DPE - Director Planning & Economic	15/02/2016	
		FM - Finance Manager	15/02/2016	
s. 46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency			
		DPE - Director Planning & Economic	15/02/2016	
		FM - Finance Manager	15/02/2016	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)			
	DPE - Director Planning & Economic		15/02/2016	
	FM - Finance Manager		15/02/2016	
s. 46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed			
	DPE - Director Planning & Economic		15/02/2016	
s. 46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.			
	DPE - Director Planning & Economic		15/02/2016	
s. 46GL	power to recover any amount of infrastructure levy as a debt due to Council			where council is a collecting agency
	DPE - Director Planning & Economic		15/02/2016	
s. 46GM	duty to prepare report and give a report to the Minister			where council is a collecting agency or development agency
	DPE - Director Planning & Economic		15/02/2016	
s. 46N(1)	duty to include condition in permit regarding payment of development infrastructure levy			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 46N(2)(c)	function of determining time and manner for receipt of development contributions levy			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy			
	DPE - Director Planning & Economic		4/11/2013	
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			
	MBS - Relieving Building Surveyor		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46O(1)(d)+(2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy			
	DPE - Director Planning & Economic		4/11/2013	
s. 46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured			
	DPE - Director Planning & Economic		4/11/2013	
s. 46P(2)	power to accept provision of land works services or facilities in part or full payment of levy payable			
	DPE - Director Planning & Economic		4/11/2013	
s. 46Q(1)	duty to keep proper accounts of levies paid			
	FM - Finance Manager		4/11/2013	
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 preparatin costs incurred by a development agency or plan preparation costs incurred by a development agency			
	FM - Finance Manager		4/11/2013	
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			
	FM - Finance Manager		4/11/2013	
s. 46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed			only applies when levy is paid to Council as a 'development agency'
	DPE - Director Planning & Economic		4/11/2013	
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 (contd)			(contd) or facilities in an area under s.46Q(4)(a) 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
	DPE - Director Planning & Economic		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	DPE - Director Planning & Economic	4/11/2013	must be done in accordance with Part 3
s. 46Q(4)(e)	duty to expend that amount on other works etc.	DPE - Director Planning & Economic	4/11/2013	with the consent of, and in the manner approved by, the Minister
s. 46QC	power to recover any amount of levy payable under Part 3B	DPE - Director Planning & Economic	4/11/2013	
s. 46QD	duty to prepare report and give a report to the Minister	DPE - Director Planning & Economic	15/02/2016	where council is a collecting agency or development agency
s. 47	power to decide that an application for a planning permit does not comply with that Act	SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 49(1)	duty to keep a register of all applications for permits and determinations relating to permits	SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 49(2)	duty to make register available for inspection	SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 50(4)	duty to amend application	SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 50(5)	power to refuse to amend application	DPE - Director Planning & Economic	4/11/2013	
s. 50(6)	duty to make note of amendment to application in register	SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 50A(1)	power to make amendment to application			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 50A(3)	power to require applicant to notify owner and make a declaration that notice has been given			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 50A(4)	duty to note amendment to application in register			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 51	duty to make copy of application available for inspection			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 52(1)(b)	duty to give notice of the application to other municipal councils where appropriate			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 52(1)(c)	duty to give notice of the application to all persons required by the planning scheme			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
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			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 52(3)	power to give any further notice of an application where appropriate			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
s. 53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 53(1A)	power to require the applicant to give the notice under section 52(1AA)			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 54(1)	power to require the applicant to provide more information			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 54(1A)	duty to give notice in writing of information required under section 54(1)			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 54(1B)	duty to specify the lapse date for an application			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 54A(3)	power to decide to extend time or refuse to extend time to give required information			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
s. 54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 55(1)	duty to give copy application to every referral authority specified in the planning scheme			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57(2A)	power to reject objections considered made primarily for commercial advantage for the objector			
	DPE - Director Planning & Economic		4/11/2013	
s. 57(3)	function of receiving name and address of persons to whom notice of decision is to go			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57(5)	duty to make available for inspection copy of all objections			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57A(4)	duty to amend application in accordance with applicants request subject to section 57A(5)			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57A(5)	power to refuse to amend application			
	DPE - Director Planning & Economic		4/11/2013	

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s. 57A(6)	duty to note amendments to application in register			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57B(1)	duty to determine whether and to whom notice should be given			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57B(2)	duty to consider certain matters in determining whether notice should be given			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 57C(1)	duty to give copy of amended application to referral authority			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 58	duty to consider every application for a permit except for a development assessment committee application			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 58A	power to request advice from the Planning Application Committee			
	DPE - Director Planning & Economic		7/04/2014	
s. 60	duty to consider certain matters			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 60(1)(a)	power to consider certain matters before deciding on application			
	DPE - Director Planning & Economic		4/11/2013	
	MRS - Regulatory Services Manager		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect			
	DPE - Director Planning & Economic		5/09/2016	
	MRS - Regulatory Services Manager		5/09/2016	
	SSTP - Senior Statutory Town Planner		5/09/2016	
	STP - Statutory Town Planner		5/09/2016	
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			If there are two or more objectors to a permit application, the matter must be referred to Council for determination. Also the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.
	DPE - Director Planning & Economic		7/04/2014	
	MRS - Regulatory Services Manager		7/04/2014	
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit			
	DPE - Director Planning & Economic		7/04/2014	
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit			
	DPE - Director Planning & Economic		7/04/2014	
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 62(1)	duty to include certain conditions in deciding to grant a permit			
	DPE - Director Planning & Economic		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 62(2)	power to include other conditions			
	DPE - Director Planning & Economic		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 62(4)	duty to ensure conditions are consistent with paragraphs (a)(b) and (c)			
	DPE - Director Planning & Economic		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 62(5)(a)	power to include a permit condition to implement an approved development contributions plan			
	DPE - Director Planning & Economic		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement			
	DPE - Director Planning & Economic		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 63	duty to issue the permit where made a decision in favour of the application (if no one has objected)			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 64(1)	duty to give notice of decision to grant a permit to applicant and objectors			this provision applies also to a decision to grant an amendment to a permit - see section 75
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 64(3)	duty not to issue a permit until after the specified period			this provision applies also to a decision to grant an amendment to a permit - see section 75
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 64(5)	duty to give each objector a copy of an exempt decision			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			this provision applies also to a decision to grant an amendment to a permit - see section 75A
	DPE - Director Planning & Economic		7/04/2014	
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	

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s. 65(1)	duty to give notice of refusal to grant permit to applicant and objector			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 66(1)	duty to give notice under section 64 or section 65 and copy permit to referral authorities			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 66(2)	duty to give a recommending referral authority notice of its decision to grant a permit			
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit			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
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65			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
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 69(1)	function of receiving application for extension of time of permit			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 69(1A)	function of receiving application for extension of time to complete development			
	DPE - Director Planning & Economic		7/04/2014	
s. 69(2)	power to extend time			
	DPE - Director Planning & Economic		4/11/2013	

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s. 70	duty to make copy permit available for inspection			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 71(1)	power to correct certain mistakes			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 71(2)	duty to note corrections in register			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 73	power to decide to grant amendment subject to conditions			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 74	duty to issue amended permit to applicant if no objectors			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice			
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit			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
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit			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
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76			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
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 76D	duty to comply with direction of Minister to issue amended permit			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 83	function of being respondent to an appeal			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 83B	duty to give or publish notice of application for review			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 84(6)	duty to issue permit on receipt of advice within 3 working days			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 86	duty to issue a permit at order of Tribunal within 3 working days			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 87(3)	power to apply to VCAT for the cancellation or amendment of a permit			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 90(1)	function of being heard at hearing of request for cancellation or amendment of a permit			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 91(2)	duty to comply with the directions of VCAT			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 91(2A)	duty to issue amended permit to owner if Tribunal so directs			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 92	duty to give notice of cancellation-amendment of permit by VCAT to persons entitled to be heard under section 90			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 93(2)	duty to give notice of VCAT order to stop development			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 95(3)	function of referring certain applications to the Minister			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 95(4)	duty to comply with an order or direction			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 96(1)	duty to obtain a permit from the Minister to use and develop its land			
	DPE - Director Planning & Economic		4/11/2013	
s. 96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land			
	DPE - Director Planning & Economic		4/11/2013	
s. 96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment			
	DPE - Director Planning & Economic		4/11/2013	
s. 96C	power to give notice to decide not to give notice to publish notice and to exercise any other power under section 96C			
	DPE - Director Planning & Economic		4/11/2013	
s. 96F	duty to consider the panels report under section 96E			
	N/D -		4/11/2013	
s. 96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (contd))			(contd) (<i>Planning Schemes</i>) Act 1996)
	DPE - Director Planning & Economic		4/11/2013	
s. 96H(3)	power to give notice in compliance with Ministers direction			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 96J	power to issue permit as directed by the Minister			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 96K	duty to comply with direction of the Minister to give notice of refusal			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			
	DPE - Director Planning & Economic		2/02/2015	
	MRS - Regulatory Services Manager		2/02/2015	
s. 97C	power to request Minister to decide the application			
	DPE - Director Planning & Economic		4/11/2013	
s. 97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
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			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 97G(6)	duty to make a copy of permits issued under section 97F available for inspection			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 97L	duty to include Ministerial decisions in a register kept under section 49			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee			
	DPE - Director Planning & Economic		7/04/2014	

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s. 97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 97Q(4)	duty to comply with directions of VCAT			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 97R	duty to keep register of all applications for certificate of compliance and related decisions			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 98(1)+(2)	function of receiving claim for compensation in certain circumstances			
				REPORTING REQUIREMENTS: Must maintain a register and make this available to Council as required.
	DPE - Director Planning & Economic		4/11/2013	
s. 98(4)	duty to inform any person of the name of the person from whom compensation can be claimed			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.101	function of receiving claim for expenses in conjunction with claim			
	DPE - Director Planning & Economic		4/11/2013	

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s.103	power to reject a claim for compensation in certain circumstances			
	DPE - Director Planning & Economic		4/11/2013	
s.107(1)	function of receiving claim for compensation			
	DPE - Director Planning & Economic		4/11/2013	
s.107(3)	power to agree to extend time for making claim			
	DPE - Director Planning & Economic		4/11/2013	
s.114(1)	power to apply to the VCAT for an enforcement order			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.117(1)(a)	function of making a submission to the VCAT where objections are received			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.123(1)	power to carry out work required by enforcement order and recover costs			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.123(2)	power to sell buildings materials etc salvaged in carrying out work under section 123(1)			except Crown Land
	DPE - Director Planning & Economic		4/11/2013	
s.129	function of recovering penalties			
	DPE - Director Planning & Economic		4/11/2013	

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s.130(5)	power to allow person served with an infringement notice further time			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.149A(1)	power to refer a matter to the VCAT for determination			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a S.173 agreement			
	DPE - Director Planning & Economic		2/02/2015	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise (contd)			(contd) under subsection (3) and power to abandon amendment or part of it under subsection (4) where council is the relevant planning authority
	DPE - Director Planning & Economic		4/11/2013	
s.171(2)(f)	power to carry out studies and commission reports			
	DPE - Director Planning & Economic		4/11/2013	
s.171(2)(g)	power to grant and reserve easements			
	DPE - Director Planning & Economic		4/11/2013	
s.173	power to give consent on behalf of Council where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority			
	DPE - Director Planning & Economic		4/11/2013	
	DPE - Director Planning & Economic		4/11/2013	
s.173(1)	power to enter into agreement covering matters set out in section 174			
	DPE - Director Planning & Economic		4/11/2013	

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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			where council is the relevant responsible authority (comes in to force 1 June 18)
		CE - Chief Executive Officer	19/03/2018	
		DPE - Director Planning & Economic	19/03/2018	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 Part 9			
		DPE - Director Planning & Economic	7/04/2014	
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			
		DPE - Director Planning & Economic	7/04/2014	
s.178A(1)	function of receiving application to amend or end an agreement			
		DPE - Director Planning & Economic	7/04/2014	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178a(1)			
		DPE - Director Planning & Economic	7/04/2014	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal			
		DPE - Director Planning & Economic	7/04/2014	
s.178A(5)	power to propose to amend or end an agreement			
		DPE - Director Planning & Economic	7/04/2014	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement			
		DPE - Director Planning & Economic	7/04/2014	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement			
		DPE - Director Planning & Economic	7/04/2014	
s.178E(3)(d)	power to refuse to amend or end the agreement			after considering objections, submissions and matters in s.148B
		DPE - Director Planning & Economic	7/04/2014	

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s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)			
	DPE - Director Planning & Economic		7/04/2014	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)			
	DPE - Director Planning & Economic		7/04/2014	
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			
	DPE - Director Planning & Economic		7/04/2014	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement			
	DPE - Director Planning & Economic		7/04/2014	
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			
	DPE - Director Planning & Economic		7/04/2014	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land			
	DPE - Director Planning & Economic		7/04/2014	
s.179(2)	duty to make available for inspection copy agreement			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement			
	SSTP - Senior Statutory Town Planner		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	

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S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement			
		SSTP - Senior Statutory Town Planner	7/04/2014	
		STP - Statutory Town Planner	7/04/2014	
s.182	power to enforce an agreement			
		DPE - Director Planning & Economic	4/11/2013	
s.183	duty to tell Registrar of Titles of ending-amendment of agreement			
		DPE - Director Planning & Economic	4/11/2013	
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			
		N/D -	7/04/2014	
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			
		N/D -	7/04/2014	
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			
		DPE - Director Planning & Economic	7/04/2014	
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			
		DPE - Director Planning & Economic	7/04/2014	
		SSTP - Senior Statutory Town Planner	7/04/2014	
		STP - Statutory Town Planner	7/04/2014	
s.184G(2)	duty to comply with a direction of the Tribunal			
		DPE - Director Planning & Economic	7/04/2014	
s.184G(3)	duty to give notice as directed by the Tribunal			
		DPE - Director Planning & Economic	7/04/2014	

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PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.198(1)	function to receive application for planning certificate			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.199(1)	duty to give planning certificate to applicant			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.201(1)	function of receiving application for declaration of underlying zoning			
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.201(3)	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			
	DPE - Director Planning & Economic		4/11/2013	
	DPE - Director Planning & Economic		4/11/2013	
	DPE - Director Planning & Economic		4/11/2013	
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s.201UAB(1)	function of providing the Victorian Planning Authority with information relating to any land within municipal district			
	DPE - Director Planning & Economic		4/11/2013	
s.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible			
	DPE - Director Planning & Economic		4/11/2013	

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PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.224(8)	duty to provide information requested by Victorian Planning Authority under s.201UAB(1) not yet provided to Growth Area Authority to Victorian Planning Authority			
	DPE - Director Planning & Economic		2/10/2017	
s.970	duty to consider application and issue or refuse to issue certificate of compliance			
	DPE - Director Planning & Economic		4/11/2013	
	SSTP - Senior Statutory Town Planner		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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PLANNING AND ENVIRONMENT REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 2	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application			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
		DPE - Director Planning & Economic	7/04/2014	
		SSTP - Senior Statutory Town Planner	7/04/2014	
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme			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
		DPE - Director Planning & Economic	7/04/2014	
		SSTP - Senior Statutory Town Planner	7/04/2014	
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 (contd)			(contd) information provided under section 54 of the Act
		DPE - Director Planning & Economic	4/11/2013	
		SSTP - Senior Statutory Town Planner	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge			where Council is the responsible authority
		DPE - Director Planning & Economic	3/08/2015	
		SSTP - Senior Statutory Town Planner	3/08/2015	
		STP - Statutory Town Planner	3/08/2015	

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PLANNING AND ENVIRONMENT REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge			where Council is not the responsible authority but the relevant land is within Council's municipal district
		DPE - Director Planning & Economic	3/08/2015	
		SSTP - Senior Statutory Town Planner	3/08/2015	
		STP - Statutory Town Planner	3/08/2015	
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice or a permit application			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
		DPE - Director Planning & Economic	5/09/2016	
		SSTP - Senior Statutory Town Planner	5/09/2016	

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S.6 - Instrument of Delegation - To Staff - for adoption by Council 19 March 2018

RAIL SAFETY ACT (LOCAL OPERATIONS) 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.33	duty to comply with a direction of the Safety Director under this section			where council is a utility under section 3
	MO - Operations Manager		4/11/2013	
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section			duty of council as a road authority under the Road Management Act 2004
	MO - Operations Manager		4/11/2013	
s.34	duty to comply with a direction of the Safety Director to alter demolish or take away works carried out contrary to a direction under section 33(1)			where council is a utility under section 3
	MO - Operations Manager		4/11/2013	
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34D(2)	function of receiving written notice of opinion			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34D(4)	function of entering into safety interface agreement with infrastructure manager			where council is the relevant road manager
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34E(1)(a)	duty to identify and assess risks to safety			where council is the relevant road manager
	DTS - Director Technical Services		15/02/2016	
	MO - Operations Manager		4/11/2013	

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RAIL SAFETY ACT (LOCAL OPERATIONS) 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34F(1)(a)	duty to identify and assess risks to safety if written notice has been received under section 34D(2)(a)			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed if written notice has been received under section 34D(2)(a)			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager			where council is the relevant road manager
	DTS - Director Technical Services		4/11/2013	
s.34H	power to identify and assess risks to safety as required under sections 34B 34C 34D 34E or 34F in accordance with subsections (a)-(c)			where council is the relevant road manager
	MI - Infrastructure Manager		15/02/2016	
	MO - Operations Manager		4/11/2013	
s.34I	function of entering into safety interface agreements			where council is the relevant road manager
	DTS - Director Technical Services		4/11/2013	
s.34J(2)	function of receiving notice from Safety Director			where council is the relevant road manager
	DTS - Director Technical Services		4/11/2013	
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)			where council is the relevant road manager
	DTS - Director Technical Services		4/11/2013	

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RAIL SAFETY ACT (LOCAL OPERATIONS) 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)			where council is the relevant road manager
	DTS - Director Technical Services		4/11/2013	

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

r. 7	function of entering into a written agreement with a caravan park owner	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.11	function of receiving application for registration	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations.	
	DCOMS - Director Community Services	2/02/2015
	EHO1 - Senior Environmental Health Officer	2/02/2015
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.13(4) & (5)	duty to issue certificate of registration	
	EHO1 - Senior Environmental Health Officer	7/04/2014
	EHO2 - Environmental Health Officer	7/04/2014
r.15(1)	function of receiving notice of transfer of ownership	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.15(3)	power to determine where notice of transfer is displayed	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.16(1)	duty to transfer registration to new caravan park owner	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013

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

r.16(2)	duty to issue a certificate of transfer of registration	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.18	duty to keep register of caravan parks	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.19(4)	power to determine where the emergency contact persons details are displayed	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.19(6)	power to determine where certain information is displayed	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	
	EHO1 - Senior Environmental Health Officer	7/04/2014
	EHO2 - Environmental Health Officer	7/04/2014
r.22A(2)	duty to consult with relevant emergency services agencies	
	EHO1 - Senior Environmental Health Officer	7/04/2014
	EHO2 - Environmental Health Officer	7/04/2014
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013

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

r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.25(3)	duty to consult with relevant floodplain management authority	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.26	duty to have regard to any report of the relevant fire authority	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.28(c)	power to approve system for the collection removal and disposal of sewage and waste water from a movable dwelling	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.40(4)	function of receiving installation certificate	
	EHO1 - Senior Environmental Health Officer	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	
	DPE - Director Planning & Economic	4/11/2013
sch 3 Cl 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	
	MBS - Relieving Building Surveyor	4/11/2013

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RESIDENTIAL TENANCIES ACT 1997

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.142D	function of receiving notice regarding an unregistered rooming house			
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district			
	EHO1 - Senior Environmental Health Officer		7/04/2014	
	EHO2 - Environmental Health Officer		7/04/2014	
s.142G(2)	power to enter certain information in the Rooming House Register			
	EHO1 - Senior Environmental Health Officer		7/04/2014	
	EHO2 - Environmental Health Officer		7/04/2014	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry			
	EHO1 - Senior Environmental Health Officer		7/04/2014	
	EHO2 - Environmental Health Officer		7/04/2014	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies			where council is the landlord
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.262(1)	power to give tenant a notice to vacate rented premises			where council is the landlord
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council			
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements			
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	

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RESIDENTIAL TENANCIES ACT 1997

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.522(1)	power to give a compliance notice to a person			
	EHO1 - Senior Environmental Health Officer		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)			
	DCOMS - Director Community Services		4/11/2013	
s.525(4)	duty to issue identity card to authorised officers			
	ODM - Organisational Development Dept. Manager		4/11/2013	
s.526(5)	duty to keep record of entry by authorised officer under section 526			
	DCOMS - Director Community Services		4/11/2013	
s.526A(3)	function of receiving report of inspection			
	DCOMS - Director Community Services		4/11/2013	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)			
	DCOMS - Director Community Services		4/11/2013	

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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 8(1)	duty to conduct reviews of road management plan			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
r. 9(2)	duty to produce written report of review of road management plan and make report available			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
r. 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)			where council is the coordinating road authority
	DTS - Director Technical Services		5/09/2016	
	MI - Infrastructure Manager		5/09/2016	
r. 10	duty to give notice of amendment which relates to standard of construction inspection maintenance or repair under section 41 of the Act			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
r. 13(1)	Duty to publish notice of amendments to road management plan			where council is the coordinating road authority
	DTS - Director Technical Services		5/09/2016	
	MI - Infrastructure Manager		5/09/2016	
r. 13(3)	duty to record on road management plan the substance and date of effect of amendment			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
r. 16(3)	power to issue permit			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	
r. 18(1)	power to give written consent re damage to road			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	
r. 23(2)	power to make submission to Tribunal			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	

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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 23(4)	power to charge a fee for application under section 66(1) Road Management Act			where council is the coordinating road authority
	DTS - Director Technical Services		5/09/2016	
r. 25(1)	power to remove objects refuse rubbish or other material deposited or left on road			where council is the responsible road authority
	MO - Operations Manager		4/11/2013	
r. 25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))			where council is the responsible road authority
	DTS - Director Technical Services		4/11/2013	
r. 25(5)	power to recover in the Magistrates Court expenses from person responsible			
	DTS - Director Technical Services		4/11/2013	

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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works			where council is the coordinating road authority and where consent given under section 63(1) of the Act
		DTS - Director Technical Services	15/02/2016	
r. 22(2)	power to waive whole or part of fee in certain circumstances			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 11(1)	power to declare a road by publishing a notice in the Government Gazette			obtain consent in circumstances specified in section 11(2)
	DTS - Director Technical Services		4/11/2013	
s. 11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.			clause subject to section 11(10A)
	MIRS - Manager Rates & Information Services		4/11/2013	
	MIRS - Manager Rates & Information Services		4/11/2013	
s. 11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	
s. 11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette			
	CE - Chief Executive Officer		4/11/2013	
s. 11(9)(b)	duty to advise Registrar			
	MIRS - Manager Rates & Information Services		4/11/2013	
	MIRS - Manager Rates & Information Services		4/11/2013	
s. 12(10)	duty to notify of decision made			duty of coordinating road authority where it is the discontinuing body, does not apply where an exemption is specified by the regulations or given by the Minister
	DTS - Director Technical Services		4/11/2013	
s. 12(2)	power to discontinue road or part of a road			were council is the coordinating road authority
	CE - Chief Executive Officer		4/11/2013	
s. 12(4)	power to publish and provide copy notice of proposed discontinuance			power of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DTS - Director Technical Services		4/11/2013	
s. 12(5)	duty to consider written submissions received within 28 days of notice			duty of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DTS - Director Technical Services		4/11/2013	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 12(6)	function of hearing a person in support of their written submission			function of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DTS - Director Technical Services		4/11/2013	
s. 12(7)	duty to fix day time and place of meeting under subsection (6) and to give notice			duty of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DTS - Director Technical Services		4/11/2013	
s. 13(1)	power to fix the boundary of a road by publishing notice in Government Gazette			power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
	DTS - Director Technical Services		4/11/2013	
s. 14(4)	function of receiving notice from VicRoads			
	DTS - Director Technical Services		4/11/2013	
s. 15(1)	power to enter into arrangement with another road authority utility or a provider of public transport to transfer a road management function of the road authority to the other road authority utility or provider of public transport			
	DTS - Director Technical Services		4/11/2013	
s. 15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority			
	DTS - Director Technical Services		4/11/2013	
s. 15(2)	duty to include details of arrangement in public roads register			
	DTS - Director Technical Services		4/11/2013	
s. 16(7)	power to enter into an arrangement under section 15			
	DTS - Director Technical Services		4/11/2013	
s. 16(8)	duty to enter details of determination in public roads register			
	DTS - Director Technical Services		4/11/2013	
s. 17(2)	duty to register public road in public roads register			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 17(3)	power to decide that a road is reasonably required for general public use			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	
	DTS - Director Technical Services		4/11/2013	
s. 17(4)	power to decide that a road is no longer reasonably required for general public use			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	
	DTS - Director Technical Services		4/11/2013	
s. 18(1)	power to designate ancillary area			where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
	DTS - Director Technical Services		4/11/2013	
s. 18(3)	duty to record designation in public roads register			where council is the coordinating road authority
	DTS - Director Technical Services		4/11/2013	
s. 19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority			
	DTS - Director Technical Services		4/11/2013	
s. 19(4)	duty to specify details of discontinuance in public roads register			
	DTS - Director Technical Services		4/11/2013	
s. 19(5)	duty to ensure public roads register is available for public inspection			
	DTS - Director Technical Services		4/11/2013	
s. 21	function of replying to request for information or advice			obtain consent in circumstances specified in section 11(2)
	DTS - Director Technical Services		4/11/2013	
s. 22(2)	function of commenting on proposed direction			
	DTS - Director Technical Services		4/11/2013	
s. 22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.			
	DTS - Director Technical Services		4/11/2013	
s. 22(5)	duty to give effect to a direction under this section.			
	DTS - Director Technical Services		4/11/2013	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 40(1)	duty to inspect maintain and repair a public road.			
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	15/02/2016	
		MO - Operations Manager	4/11/2013	
s. 40(5)	power to inspect maintain and repair a road which is not a public road			
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	15/02/2016	
		MO - Operations Manager	4/11/2013	
s. 41(1)	power to determine the standard of construction inspection maintenance and repair			
		DTS - Director Technical Services	4/11/2013	
s. 42(1)	power to declare a public road as a controlled access road			
		DTS - Director Technical Services	4/11/2013	power of coordinating road authority and Schedule 2 also applies
s. 42(2)	power to amend or revoke declaration by notice published in Government Gazette			
		DTS - Director Technical Services	4/11/2013	power of coordinating road authority and Schedule 2 also applies
s. 42A(3)	duty to consult with VicRoads before road is specified			
		DTS - Director Technical Services	4/11/2013	where council is the coordinating road authority, if road is a municipal road or part thereof
s. 42A(4)	power to approve Ministers decision to specify a road as a specified freight road			
		DTS - Director Technical Services	4/11/2013	where council is the coordinating road authority, if road is a municipal road or part thereof and where road is to be specified a freight road
s. 48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)			
		MO - Operations Manager	4/11/2013	where council is the responsible road authority, infrastructure manager or works manager

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 49	power to develop and publish a road management plan			
	DTS - Director Technical Services		4/11/2013	
s. 51	power to determine standards by incorporating the standards in a road management plan			
	DTS - Director Technical Services		4/11/2013	
s. 53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 54(2)	duty to give notice of proposal to make a road management plan			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 54(5)	duty to conduct a review of road management plan at prescribed intervals			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 54(6)	power to amend road management plan			
	DTS - Director Technical Services		4/11/2013	
s. 54(7)	duty to incorporate the amendments into the road management plan			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper			
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 63(1)	power to consent to conduct of works on road			where council is the coordinating road authority
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 63(2)(e)	power to conduct or to authorise the conduct of works in on under or over a road in an emergency			where council is the infrastructure manager
	DTS - Director Technical Services		4/11/2013	
s. 64(1)	duty to comply with clause 13 of Schedule 7			where council is the infrastructure manager or works manager
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
	MO - Operations Manager		4/11/2013	
s. 66(1)	power to consent to structure etc			where council is the coordinating road authority
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 67(2)	function of receiving the name + address of the person responsible for distributing the sign or bill			where council is the coordinating road authority
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 67(3)	power to request information			where council is the coordinating road authority
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 68(2)	power to request information			where council is the coordinating road authority
	DTS - Director Technical Services		15/02/2016	
	MI - Infrastructure Manager		4/11/2013	
s. 71(3)	power to appoint an authorised officer			
	DTS - Director Technical Services		4/11/2013	
s. 72	duty to issue an identity card to each authorised officer			
	DTS - Director Technical Services		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 85	function of receiving report from authorised officer			
	DTS - Director Technical Services		4/11/2013	
s. 86	duty to keep register re section 85 matters			
	DTS - Director Technical Services		4/11/2013	
s. 87(1)	function of receiving complaints			
	DTS - Director Technical Services		4/11/2013	
s. 87(2)	duty to investigate complaint and provide report			
	DTS - Director Technical Services		4/11/2013	
s.112(2)	power to recover damages in court			
	DTS - Director Technical Services		4/11/2013	
s.116	power to cause or carry out inspection			
	RMC - Risk Management Co-ordinator		4/11/2013	
s.119(2)	function of consulting with VicRoads			
	DTS - Director Technical Services		4/11/2013	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)			
	DTS - Director Technical Services		4/11/2013	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)			
	DTS - Director Technical Services		4/11/2013	
s.121(1)	power to enter into an agreement in respect of works			
	DTS - Director Technical Services		4/11/2013	
s.122(1)	power to charge and recover fees			
	DTS - Director Technical Services		4/11/2013	
s.123(1)	power to charge for any service			
	DTS - Director Technical Services		4/11/2013	
sch 2 Cl 2(1)	power to make a decision in respect of controlled access roads			
	DTS - Director Technical Services		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 2 Cl 3(1)	duty to make policy about controlled access roads			
	DTS - Director Technical Services		4/11/2013	
sch 2 Cl 3(2)	power to amend revoke or substitute policy about controlled access roads			
	DTS - Director Technical Services		4/11/2013	
sch 2 Cl 4	function of receiving details of proposal from VicRoads and power to make a submission			
	DTS - Director Technical Services		4/11/2013	
sch 2 Cl 5	duty to publish notice of declaration			
	DTS - Director Technical Services		4/11/2013	
sch 7 Cl 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve			where council is the infrastructure manager or works manager
	DTS - Director Technical Services		4/11/2013	
sch 7 Cl 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road			where council is the infrastructure manager or works manager
	DTS - Director Technical Services		4/11/2013	
sch 7 Cl 9(1)	duty to comply with request for information from a coordinating road authority an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and (contd)			(contd) technical advice or assistance in conduct of works where council is the infrastructure manager or works manager responsible for non-road infrastructure
	DTS - Director Technical Services		15/02/2015	
	MI - Infrastructure Manager		4/11/2013	
	MO - Operations Manager		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 Cl 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records appear to be in an unsafe condition or appear to need maintenance			where council is the infrastructure manager or works manager
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 10(2)	where Schedule 7 Clause 10(1) applies duty to where possible conduct appropriate consultation with persons likely to be significantly affected			where council is the infrastructure manager or works manager
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 12(3)	power to take measures to ensure reinstatement works are completed			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 12(4)	duty to ensure that works are conducted by an appropriately qualified person			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 Cl 12(5)	power to recover costs			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed subject to Schedule 7 Clause 13(2)			where council is the works manager
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 13(2)	power to vary notice period			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)			where council is the infrastructure manager
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 16(1)	power to consent to proposed works			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 16(4)	duty to consult			where council is the coordinating road authority, responsible authority or infrastructure manager
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 Cl 16(5)	power to consent to proposed works			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 16(6)	power to set reasonable conditions on consent			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 16(8)	power to include consents and conditions			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 17(2)	power to refuse to give consent and duty to give reasons for refusal			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 18(1)	power to enter into an agreement			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 19(1)	power to give notice requiring rectification of works			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 Cl 19(2)+(3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7 Cl 20(1)	power to require removal relocation replacement or upgrade of existing non-road infrastructure			where council is the coordinating road authority
		DTS - Director Technical Services	15/02/2016	
		MI - Infrastructure Manager	4/11/2013	
		MO - Operations Manager	4/11/2013	
sch 7A Cl 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road			where council is the responsible road authority
		DTS - Director Technical Services	4/11/2013	
sch 7A Cl 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas			where council is the responsible road authority
		DTS - Director Technical Services	4/11/2013	
sch 7A Cl 2	power to cause street lights to be installed on roads			power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
		DTS - Director Technical Services	4/11/2013	
sch 7A Cl(3)(1)(f)	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4			duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)
		DTS - Director Technical Services	4/11/2013	

Policy No: C04/024



Community Development Grants

1. PURPOSE

Horsham Rural City Council (HRCC) Community Development Grants Program helps groups in the Horsham & district community to improve community facilities and work together for more engaged and healthy communities.

This policy provides the framework for the delivery of Council's Community Development Grants Program.

2. INTRODUCTION

The HRCC Community Development Grants Program is an annual funding program that allocates grants to local not-for-profit organisations, groups and associations every year. This policy outlines the funding priorities, eligibility, application requirements, assessment criteria, grant approval and payment processes, timelines and reporting process, and general information.

3. SCOPE

This policy is applicable to all community not-for-profit groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

4. DEFINITIONS

N/A

5. PRINCIPLES

The HRCC Community Development Grants program is an annual funding program allocated as part of Council's yearly budget process to not-for-profit community organisations.

Policy No: C04/024

5.1 Funding Priorities

The Community Development Grants Program is linked to the key priorities of the current Council Plan and Health and Wellbeing Plan. Accordingly, successful applications should support one of the following key funding priorities:

- ~~A. Social connection~~
- ~~B. Physical activity~~
- ~~C. Healthy, safe and liveable environments~~
- ~~D. Education and economic development~~
- ~~E. Public health and safety~~
- ~~F. Healthy eating~~
- ~~G. Prevention of violence against women~~
- ~~H. Disability Access~~
- Community & cultural development
- Sustaining the economy
- Asset management
- Good governance
- Natural and built environment
- Healthy eating and active living
- Reduce alcohol and drug use
- Improve mental health
- Education and economic development
- Preventing family violence
- Improving family health
- Improving early years outcomes
- Disability Access

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An application may also be lodged for any project that may not fit the key funding priorities but is linked to other Council Plans or Strategies or has a community focus.

Council may, for a particular year, add or change key funding priorities.

The maximum allocation per organisation is \$10,000 although the majority of successful applications range between \$500 and \$5,000. Council may consider a larger staged project over a number of years for an application in excess of \$10,000.

Projects which have a significant cash and/or in-kind contribution by the applicant organisation are encouraged.

Total funds made available, for a particular financial year, will be a decision of Council within the annual budget process.

Policy No: C04/024**5.2 Eligibility**

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for a community development grant.

The project must be delivered within the Horsham municipality and include direct benefits for residents of the municipality.

Who cannot apply and what projects are ineligible for funding?

- Individuals
- Those seeking funding for a commercial business
- Those groups who have not expended or reported back on a previous grant allocation
- Funding for organisational operating costs, e.g. wages and utilities
- Projects that are the responsibility of other sectors of government
- Projects that are a clear duplication of other services
- Projects that have already commenced
- Applications that are received after the closing date.

Projects are to commence after 1 July and be completed by 30 June of the following year.

5.3 Application process

Eligible groups must apply by the due date and using the form supplied on the HRCC Council website: Guidelines and templates for the Community Development Grants <http://www.hrcc.vic.gov.au/community-grants>

All applications must include:

- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over \$1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000
- Endorsement of all groups/organisations who will use or benefit from the project, including the over-arching body who auspices the group or the Section 86 Committee (if applicable)

5.4 Assessment Criteria

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Applications will be assessed using the following criteria:

- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council. Submissions from a previously unfunded group will be given a higher priority in the assessment process
- The spread of grants across community, cultural and sporting areas (including geographic spread)
- How well the project supports Council's priorities in terms of the Health & Well-being Plan and Council Plan
- Value for money – considering membership and number of users to benefit from the project
- Council may determine that one or more significant projects may have preference over several smaller projects

5.5 Assessment Process

- All applications are received by the Records Department and saved electronically.
- The Grants Officer prepares a Grants Summary which ranks applications in accordance with the assessment criteria
- Initial assessment panel consisting of:
 - Grants Officer
 - Finance Manager
 - One representative of Technical Services, Community Services and ~~Economic Development and Planning~~ **Planning and Economic**
- The initial assessment panel makes recommendations to the Executive Management Team.
- Sport & Recreation projects are referred to Council's Sport & Recreation Advisory Committee for prioritisation before final approvals are made.
- Executive Management Team endorse final grants list
- Final adoption by Council as part of the yearly budget process

Council may only allocate part funding for a project rather than the full amount requested in the application.

A grant allocation by Council does not mean any ongoing funding commitment or obligation by Council.

Applications seeking sponsorship for marketing and promotion of a local event outside the municipality are referred to Council's Tourism Events & Festival funding program and guidelines.

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8. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Grants Program – Funding Guidelines	Internet
HRCC Community Grants Program – Application template	Internet
HRCC Community Donations Policy	Internet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	3 March 2014	Council	<ul style="list-style-type: none"> • New Policy
2002	Feb 2017	Council	<ul style="list-style-type: none"> • Disability Access Criteria • Revised notification month • Inclusion of project ranking • Inclusion of Grants Information Session
<u>03</u>	<u>Feb 2018</u>	<u>Council</u>	<ul style="list-style-type: none"> • <u>Changes to funding categories</u>

Policy No: C04/025



Community Donations

1. PURPOSE

Horsham Rural City Council (HRCC) provides annual assistance to a range of community groups on a recurrent basis to support the activities of these groups within the municipality. These community donations are included in the Council Budget adopted each year.

This policy provides the framework for Council's annual Community Donations program.

2. INTRODUCTION

In each annual budget process, HRCC allocates recurrent funding assistance to support the activities of a range of community organisations that provide community facilities, services, social support and recreational opportunities for the municipality.

This policy outlines the rationale for community donations, eligibility, donation requests, assessment criteria, donation approval and payment processes.

3. SCOPE

This policy is applicable to community groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

4. DEFINITIONS

Community Donation – for the purposes of this policy a Community Donation means Horsham Rural City Council giving a cash payment or other council resources to assist the recurrent operations of community groups.

Policy No: C04/025

5. PRINCIPLES

HRCC provides a range of community donations to local community groups. Council recognises that there are many community groups who work to make our municipality a better place to 'live, work and play'. The key principle is that the donation supports recurrent operational aspects of organisations within our community that provide community facilities, services or recreational activities that benefit the health & wellbeing of residents of our municipality. The donations program supports the ~~Key Strategy Goal 1~~ of the Council Plan to "~~Enhance the development of Develop~~ Horsham and ~~surrounding areas~~the municipality as a diverse, inclusive and vibrant community".

5.1 Eligibility

Community donations are allocated under the following categories:

A. Recreation Reserve – maintenance of grass playing surfaces

This is an annual cash donation to assist recreation reserve Committees of Management maintain the standard of watered grass playing surfaces for the benefit of wider community use. Donations are based on whether a recreation reserve maintains a watered grass playing surface for competition sport during Summer and/or Winter. For example: a reserve that is watered for both Summer and Winter competition will receive two allocations. A reserve that is watered for either Summer or Winter will receive one allocation.~~a pre-determined allocation per competition sport (requiring a grass playing surface) and~~ A smaller pre-determined allocation is provided for recreations reserves with no competition sport or that have a non-watered grass playing surface.

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Recreation reserves that receive direct support and maintenance via Council recreation staff are not eligible for recurrent cash donations.

B. Kindergartens (Council owned) - annual maintenance

Council provide a general maintenance allocation to all council owned kindergartens.

Council also provide a recurrent grant to support the operations of the Horsham District Kindergarten Association.

C. Public Halls – Insurance

Council provides Industrial Special Risk (ISR) insurance for Public Halls. ISR insurance essentially provides property damage cover for buildings and in some cases contents. In addition, Council also provides public liability cover for "casual" (and some designated "regular") hirers of community halls, together with public liability

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insurance cover for the delegated activities of any Section 86 Committee of Management (noting that public liability which cover is provided through the Crown, for any Crown Land Committee of Management).

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D. Charitable retail premises - Refund of rate payments

In recognition of the outstanding community service work provided to our municipality Council refunds the rate payments levied on charitable retail premises.

E Sponsorship of prizes

Council sponsor a number of annual prizes to support the activities of schools and local events.

F. Specific other donations

Council recognise the important role that certain not-for-profit organisations play within our community to enhance the physical, recreational and/or social attributes of our municipality, through an annual cash donation.

The eligibility and amount of community donations is reviewed each year as part of Council's annual budget process. A full list of yearly community donations is included in Council's Annual Budget (available on Council's website).

Note - groups receiving a community donation may also apply under the Community Development Grants Program if they require cash support for a specific project.

5.2 Application for a Community Donation

The allocation of recurrent community donations are only made to community groups in accordance with Section 5.1. If a community group believes that they fit under one of the eligible categories for a community donation or if a current donation recipient requests a variation they may lodge a request in writing to:

The Chief Executive
Horsham Rural City Council
PO Box 511
HORSHAM VIC 3402

The request must provide details of their organisation, including current membership, and details of community facilities and services provided including public access. The

Policy No: C04/025

request must state the reasons why the organisation is seeking on-going operational support from Council.

The Chief Executive will make recommendation to Council who must approve any new community donations as part of the annual budget process.

5.3 Payment of a Community Donation

Once approved and listed in Council's adopted budget for a financial year, the grant funds will be paid in October of that year, unless an alternative payment schedule is requested and approved by Council's Finance Manager.

6. COMMUNICATION

A list of Community Donations is contained in the Operating Budget adopted by Council each year.

7. RESPONSIBILITY

Policy Owner: Grants officer

8. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Development Grants Policy	Internet/Intranet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	3 rd March 2014	Council	<ul style="list-style-type: none"> New Policy
02	Jan 2017	Council	<ul style="list-style-type: none"> Removal of refund of rate payments for service clubs as properties no longer rateable Clarification of eligibility D – refund of rates for charitable <u>retail premises</u> i.e. Opportunity shops Removal of listing of organisations – this is now noted

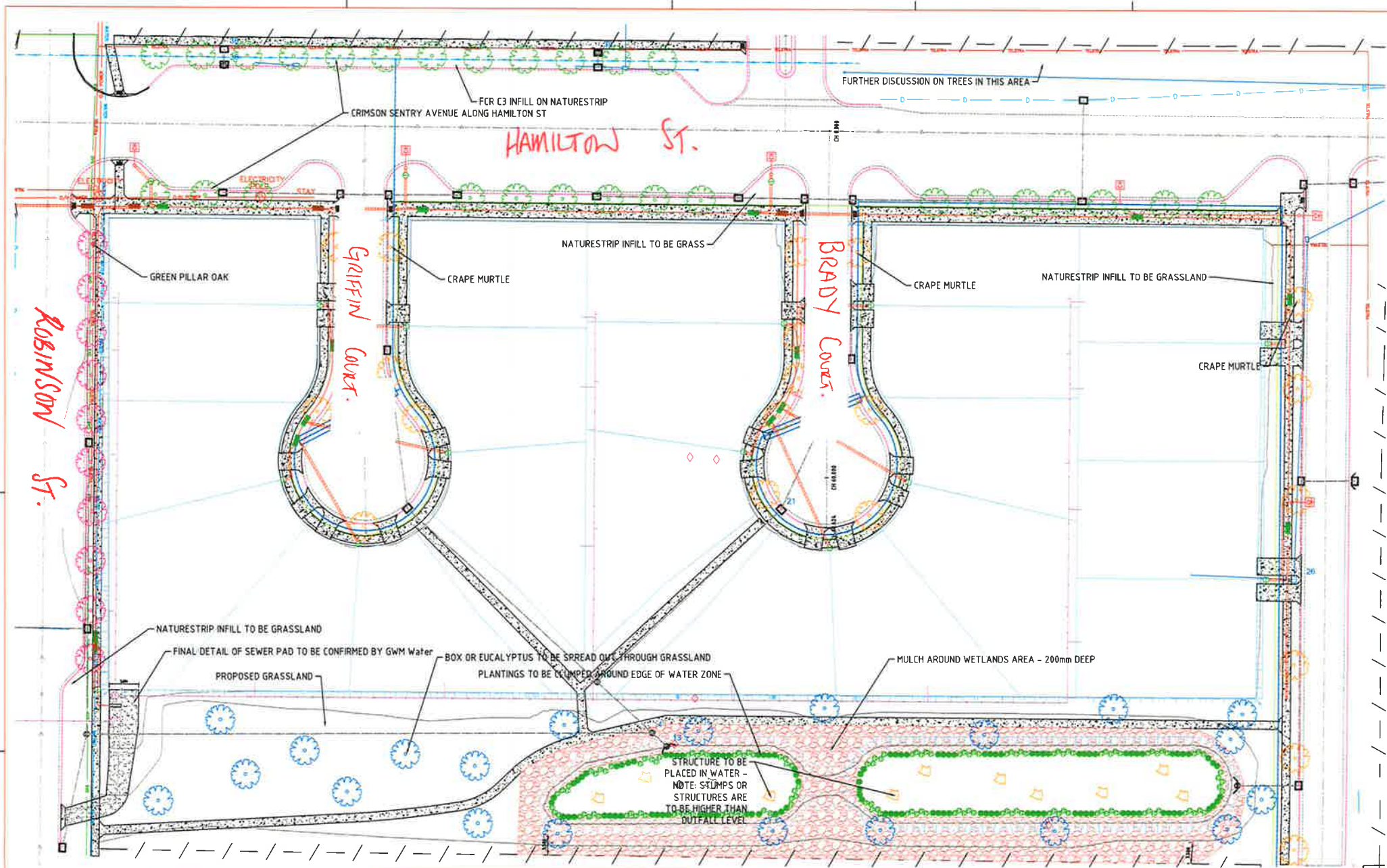
Policy No: C04/025

			as included in Council budget
<u>03</u>	<u>Feb 2018</u>	<u>Council</u>	<ul style="list-style-type: none"> • <u>Clarification of donations to watered and non-watered grass playing surfaces</u>

GRASS PLAYING SURFACES MAINTENANCE																					
Community maintained surfaces																					
Facility	Sport	Snr	Jnr	Play	train	Watered grass playing surface	Committee	Who undertakes the work	HRCC collects User fees	Current Grant 2017/2018	Proposed amount for grant 2018/2019	Comments									
Dooen	Nil					No	Dooen Recreation Reserve (DELWP)	Committee	No	\$0	\$0	No grass playing surfaces									
Dock Lake (Taylors lake)	Football Cricket	X	X	X	X	Yes	Dock Lake Reserve committee (DELWP)	Committee	No	\$11,600	\$11,800	2 sports (all year use)									
		X	?	X	X	Yes															
Laharum	Football Cricket	X	X	X	X	Yes	Laharum Sports Inc. (HRCC)	Committee	No	\$11,600	\$11,800	2 sports (all year use)									
		X	X	X	X	Yes															
Kalkee	Football	X	X	X	X	Yes	Kalkee Recreation Reserve (DELWP)	Committee	No	\$5,800	\$5,900	1 sport (partial year use)									
Pimpinio	Football	X	X	X	X	Yes	Pimpinio Recreation Reserve	Committee	No	\$5,800	\$5,900	1 sport (partial year use)									
Quantong	Football Cricket	X	X	X	X	Yes	Quantong Inc. (HRCC)	Committee	No	\$11,600	\$11,800	2 sports (all year use)									
		X		X		Yes															
Riverside (Equestrian outdoor surface)	Horses	X	X		X	No	Riverside Recreation Reserve	Committee	No	\$500	\$500										
Noradjuha	Cricket	X		X		No	Noradjuha Recreation Reserve (DELWP)	Committee	No	\$5,800	\$500	No watering of grass surface for cricket									
Natimuk Showgrounds	Football	X	X	X	X		Natimuk Committee (AandP society)	committee	No	\$5,800	\$5,900	1 sport (partial year use)									
Toolondo	Nil						Toolondo Recreation Reserve	Committee	No	\$500	\$500	No current sport									
Coughlin park	Football Cricket school	X	X	X	X		Saints (Parish)	HRCC & committee	No	\$11,600	\$11,800	2 sports (all year use) (HRCC retain funding to allocate internal staff)									
		X	X	X	X																
X	X	X	X																		

HRCC maintained surfaces																			
Facility	Sport	Snr	Jnr	Play	train		Committee	Who undertakes the work	HRCC collects User fees	Current Amount given as grant	Proposed amount for grant	Comments							
City Oval	Football	X	X	X	X		Horsham Recreation Reserve Advisory Committee	HRCC	Yes	\$0	\$0								
Dudley Cornell Park	Cricket	X		X			HRCC direct management	HRCC	Yes	\$0	\$0								
	Football				X														
	Cricket	X		X	X														
	Soccer Little Athletics		X	X	X														
Haven	School		X	X			Haven Advisory Committee (HRCC)	HRCC	yes	\$0	\$0	Council undertake all the work							
Horsham College	Football	X			X		Horsham Community COM	HRCC	Yes	\$0	\$0								
	Cricket	X	X	X	X														
	Hockey	X	X		X														
	Umpires	X			X														
Horsham Racecourse Reserve	Adhoc Training	X			X		Horsham Racecourse Advisory Committee (HRCC)	HRCC	Yes	\$0	\$0								
Sunnyside	Cricket school	X	X	X	X		Sunnyside Advisory Committee	HRCC	Yes	\$0	\$0								
X	X	X	X																

TOTALS \$70,600 \$66,400



FURTHER DISCUSSION ON TREES IN THIS AREA



WARNING
 BEWARE OF UNDERGROUND SERVICES
 THE LOCATION OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY, AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN

REV	DESCRIPTION	DATE
A	DISCUSSION	21.09.2017

WCSE

WESTYKE CIVIL STRUCTURAL ENGINEERING PTY LTD
 24 KERRY ROAD WOODHAM
 VIC 3049
 ABN 96 011 024 761
 P.O. BOX 965 WOODHAM VIC 3049

DESIGNED:	G.Liston
DATE:	October 2016
SCALE:	A1 1 : 300
CAO FILE:	

PROJECT:	Hamilton St Development - Landscape Plan	
DRAWING TITLE:	Detailed Design	
PROJECT No.:	WC10031	SHEET No.:
		LP-01
REV:		C

APPENDIX 10.3A

POLICY FILE

CATEGORY: BUILDING/TOWN PLANNING

SUBJECT: Exemption for Farm Buildings from requirement to obtain a Building Permit

NO: 5

Council at its meeting on Monday 15th December, 2003 adopted the following policy:-

POLICY:

That Council, under Regulation 1.6(2) and 1.6(3) of the Building Regulations 1993 exempt farm buildings on “farm land” from the requirement to obtain a Building Permit.

Farm buildings for the purposes of this policy are buildings which are 100% used for farming purposes and is within the “Rural Zone” and the “Rural Living Zone” of the Horsham Planning Scheme

For the purposes of this policy, “farm land” is defined in the Valuation of Land Act 1960 as follows:

“Farm Land” means any rateable land:

- a. That is not less than 2 hectares in area; **and**
- b. That is used primarily for grazing (including agistment), dairying, pig-farming, poultry-farming, fish-farming, tree-farming, bee-keeping, viticulture, horticulture, fruit-growing or the growing of crops of any kind or for any combination of those activities; **and**
- c. That is used by a business –
 - i. That has a significant and substantial commercial purpose or character; and
 - ii. That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - iii. That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

The land must be classified as “farm land” for rating purposes by Council’s Valuer

It should be noted that if the land is not so classified, no exemption will be allowed unless the Council Valuer determines it to be “farm land” on application, which must be made through the Rate Collector.

Council’s policy does not include exemption from the following:

- The owner is solely responsible to ensure that any exempt farm building meets with the minimum structural standards applicable (including any applicable Australian Standards) for the appropriate wind design speed and use of the building.
- The Horsham Planning Scheme requirements for that building and its required use, especially with respect to setback distances and the type of wall/roof cladding.

Class 4: a dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.

Class 5: an office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.

NSW Class 6

SA Class 6

Class 6: a shop or other building for the sale of goods by retail or the supply of services direct to the public, including—

- (a) an eating room, café, restaurant, milk or soft-drink bar; or
- (b) a dining room, bar area that is not an *assembly building*, shop or kiosk part of a hotel or motel; or
- (c) a hairdresser's or barber's shop, public laundry, or undertaker's establishment; or
- (d) market or sale room, showroom, or *service station*.

Class 7: a building which is—

- (a) **Class 7a** — a *carpark*; or
- (b) **Class 7b** — for storage, or display of goods or produce for sale by wholesale.

Class 8: a laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale, or gain.

Class 9: a building of a public nature—

- (a) **Class 9a** — a *health-care building*, including those parts of the building set aside as a laboratory; or
- (b) **Class 9b** — an *assembly building*, including a trade workshop, laboratory or the like in a primary or secondary *school*, but excluding any other parts of the building that are of another Class; or
- (c) **Class 9c** — an *aged care building*.

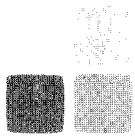
Class 10: a non-habitable building or structure—

- (a) **Class 10a** — a non-habitable building being a *private garage*, carport, shed, or the like; or
- (b) **Class 10b** — a structure being a fence, mast, antenna, retaining or free-standing wall, *swimming pool*, or the like; or
- (c) **Class 10c** — a *private bushfire shelter*.

A3.3 Multiple classification

Each part of a building must be classified separately, and—

- (a)
 - (i) where parts have different purposes — if not more than 10% of the *floor area* of a *storey*, being the minor use, is used for a purpose which is a different



**WIMMERA
REGIONAL LIBRARY
CORPORATION**

your local library

STANDARD
POST

APPENDIX 10.4A
MIBUS CENTRE, 28 McLachlan St, HORSHAM VIC 3400
Phone: (03) 5382 1777 Fax: (03) 5382 0727
Email: library@wrlc.org.au Website: www.wrlc.org.au
ABN: 18 552 238 671

BULOKE SHIRE COUNCIL
HORSHAM RURAL CITY COUNCIL
HINDMARSH SHIRE COUNCIL
NORTHERN GRAMPPIANS SHIRE COUNCIL
WEST WIMMERA SHIRE COUNCIL
YARRIAMBIACK SHIRE COUNCIL

22 February 2018

Mr Graeme Harrison
Director Corporate Services Group
Horsham Rural City Council
PO Box 511
HORSHAM 3400

HORSHAM RURAL CITY COUNCIL	
FILE No.	F18/A07/000001
REFERRED BY	GRAEME HARRISON
1 MAR 2018	
REG. No.	
COPIES	KEVIN O'BRIEN

Dear Mr Harrison,

Re: Draft Library Budget 2018-2019 and 5 year indicative budget

The Library Board considered the attached draft budget at the Board meeting on 16 February 2018 and resolved to accept it as tabled and asked that it be forward to member councils for consideration, as per clause 8.1 of the Regional Library Agreement.

The proposed contribution required from your Council for 2018-19 is \$494,963, a slight increase on the current year's contribution (\$491,576). The draft budget has taken into account the withdrawal of Buloke Shire Council as at 30 June 2018 and for the Corporation not to significantly increase member contributions to meet the shortfall.

The draft budget includes:

- Maintaining current opening hours and staffing levels at Horsham Library, and the mobile service to Laharum and Natimuk;
- Collections budget, including e-resources of \$304,986;
- Wi-Fi environment that enables patrons and visitors 24/7 internet access at Horsham Library;
- Wage increases of 2.5% as per WRLC Agreement;
- Continuation of the Swift shared library consortia arrangements; and
- Continuation of State government library grant.

I am mindful of the enormous challenges facing our member councils, particularly the implications of rate capping. With this in mind the Budget has been prepared in a most judicious manner. Please call me if you wish to discuss any aspects of the budget. If you wish to amend your council's contribution, then I would ask that you notify me in writing before Friday 6 April so that an amended budget can be prepared in time for the WRLC Board meeting to be held on Friday 20 April 2018.

Yours sincerely

Ann Twyford
Chief Executive Officer

REGIONAL OPERATIONS

AS AT 1/12/17

INCOME	Acnt Code	BUDGET FOR YEAR 2017.18	PROJECTED ACTUALS FOR 2017/18	DRAFT BUDGET FOR YEAR 2018.19	DRAFT BUDGET FOR YEAR 2019.20	DRAFT BUDGET FOR YEAR 2020.21	DRAFT BUDGET FOR YEAR 2021.22	DRAFT BUDGET FOR YEAR 2022.23
Short Story Competition	5170.1304	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recoup Public Lending Rights	81193							
Inter Library Loans		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorships & Donations Bks for Bab	81130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travelling/Accom Refunds	81119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	5170.130.220	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Total Income	5110.140.189	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
EXPENDITURE								
Salaries	5372.350.300	\$ 484,756	\$ 484,756	\$ 455,817	469,492	483,576	498,084	513,026
Staff travelling now included in training								
Additional Workcover								
Unfunded Superannuation Liability Pay	81205	\$ 30,000	\$ 30,000	\$ 17,641	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Attendance at OHS & Consult Com Mee	5374.326.	\$ 12,000	\$ 12,000	\$ 8,000	\$ 8,240	\$ 8,487	\$ 8,742	\$ 9,004
Attendance at Regional Staff Meetings	5374.352.	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,480	\$ 16,974	\$ 17,484	\$ 18,008
Salaries - Trainee	5372.350.401	\$ 17,000	\$ 17,000					
Valuation Costs	5372.350.300							\$ -
CEO Appointment Costs	812015	\$ -	\$ -	\$ -				
Fringe Benefits Tax	5374.350.630	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Postage	5374.350.600	\$ 10,000	\$ 10,000	\$ 8,958	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Photocopier	5372.350.415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease		\$ -	\$ -	\$ -				
Operating costs - maintenance	5372.350.503	\$ 4,000	\$ 4,000	\$ 1,800	\$ 1,800	\$ 2,300	\$ 2,300	\$ 2,300
Consumables	5372.350.502	\$ 1,500	\$ 1,500	\$ 1,344	\$ 1,344	\$ 1,344	\$ 1,344	\$ 1,344
Telephone	5372.350.641	\$ 13,000	\$ 13,000	\$ 10,500	\$ 13,500	\$ 14,000	\$ 14,500	\$ 15,000
Short Story Comp Expenses	5374.396.603	\$ 4,000	\$ 4,000	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333
Motor Vehicle Expense (CEO)	81251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leasing costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other costs	812511	\$ 4,000	\$ 4,000	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333
Fuel	5372.508.522	\$ 5,200	\$ 5,200	\$ 4,333	\$ 4,533	\$ 4,733	\$ 4,933	\$ 5,133
Staff Vehicle Expense	81245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other costs including maintenance	5372.507.603	\$ 1,000	\$ 1,000	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833
Fuel	5372.507.522	\$ 2,700	\$ 2,700	\$ 2,250	\$ 2,450	\$ 2,650	\$ 2,850	\$ 3,050
Registration								
Insurances	5374.350.632	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial Special Risk		\$ 10,800	\$ 10,800	\$ 10,800	\$ 11,340	\$ 11,907	\$ 12,502	\$ 13,127
Public Liability & Prof. Indemnity		\$ 3,700	\$ 3,600	\$ 3,700	\$ 3,900	\$ 4,100	\$ 4,300	\$ 4,500
Director's & Officer's Indemnity		\$ 4,500	\$ 4,100	\$ 3,750	\$ 4,250	\$ 4,750	\$ 5,250	\$ 5,750
Motor Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Stationery	5374.350.501	\$ 4,000	\$ 4,000	\$ 3,583	\$ 4,083	\$ 4,583	\$ 5,083	\$ 5,583
Printing	5374.350.501	\$ 4,000	\$ 4,000	\$ 3,583	\$ 4,083	\$ 4,583	\$ 5,083	\$ 5,583
Advertising	5374.350.602	\$ 16,000	\$ 16,000	\$ 13,333	\$ 13,833	\$ 14,333	\$ 14,833	\$ 15,333
Conferences	81258	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions & Memberships	5374.350.639	\$ 8,700	\$ 8,700	\$ 7,793	\$ 7,993	\$ 8,193	\$ 8,393	\$ 8,593
HQ Rental	5372.350.661	\$ 9,900	\$ 9,900	\$ 9,900	\$ 10,197	\$ 10,503	\$ 10,818	\$ 11,143
Bookkeeping & Financial Support	5374.361.603	\$ 36,557	\$ 36,557	\$ 37,288	\$ 38,407	\$ 39,559	\$ 40,746	\$ 41,968
Audit - External	5374.362.604	\$ 9,300	\$ 9,300	\$ 7,750	\$ 8,250	\$ 8,750	\$ 9,250	\$ 9,750
Audit - Internal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Charges	5374.380.613	\$ 250	\$ 250	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208
Legal Fees	5374.365.611	\$ 2,500	\$ 2,500	\$ 2,083	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000
Collection related expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cataloguing (MurrayLink & VicLink)	5374.393.603	\$ 7,500	\$ 7,500	\$ 7,158	\$ 7,516	\$ 7,892	\$ 8,286	\$ 8,701
Consumables - Materials & End Proc	5374.391.506	\$ 3,500	\$ 3,500	\$ 3,341	\$ 3,341	\$ 3,341	\$ 3,341	\$ 3,341
Covering - Salaries Contract	5374.390.603	\$ 6,000	\$ 6,000	\$ 2,727	\$ 2,727	\$ 2,727	\$ 2,727	\$ 2,727
End Processing	812701	\$ -	\$ -	\$ -				
Repairs	5374.392.603	\$ 1,000	\$ 1,000	\$ 954	\$ 954	\$ 954	\$ 954	\$ 954
Freight & Cartage	5374.422.412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Courier Service	5374.394.411	\$ 47,000	\$ 47,000	\$ 39,167	\$ 41,167	\$ 43,167	\$ 45,167	\$ 47,167
Inter-Library Loans	5374.389.603	\$ 100	\$ 100	\$ 96	\$ 96	\$ 96	\$ 96	\$ 96
Information Technology Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swift & Others Maintenance Fees	5374.355.638	\$ 102,000	\$ 102,000	\$ 93,236	\$ 95,236	\$ 97,236	\$ 99,236	\$ 101,236
IT Support & Mtce	5374.355.603	\$ 4,000	\$ 4,000	\$ 3,852	\$ 4,006	\$ 4,166	\$ 4,333	\$ 4,506
Additional New Software	5374.355.634	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Maint./Replacement	81283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet Costs	5372.355.642	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Gulliver Project (now in paper & peri	8129516	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equip. (Maint/Replace)	5372.529.506	\$ 2,000	\$ 2,000	\$ 1,667	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Headquarters Building Maintenance	5372.530.506	\$ 500	\$ 500	\$ 479	\$ 479	\$ 479	\$ 479	\$ 479
Debt Collection	5374.365.607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Catering	5372.350.620	\$ 2,100	\$ 2,100	\$ 1,750	\$ 1,950	\$ 2,150	\$ 2,350	\$ 2,550
Staff Training & Conferences	5374.312.646	\$ 20,500	\$ 20,500	\$ 18,888	\$ 19,832	\$ 20,824	\$ 21,865	\$ 22,958
Staff Counselling Service	5374.327.603	\$ 1,000	\$ 1,000	\$ 921	\$ 921	\$ 921	\$ 921	\$ 921
Miscellaneous	5372.350.603	\$ 2,000	\$ 2,000	\$ 1,792	\$ 1,792	\$ 1,792	\$ 1,792	\$ 1,792
Headquarter Storage	5372.350.660	\$ 2,200	\$ 2,200	\$ 2,100	\$ 2,100	\$ 2,200	\$ 2,200	\$ 2,300
Public Library Network Bushfire Expend		\$ -	\$ -	\$ -				
OHS Implementation	5374.325	\$ 7,000	\$ 7,000	\$ 6,450	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Marketing and Promotion	5374.350.601	\$ 15,000	\$ 15,000	\$ 13,436	\$ 13,000	\$ 10,000	\$ 10,000	\$ 10,000
		\$ -	\$ -	\$ -				
Total Expenditure		\$ 944,763	\$ 944,263	\$ 850,927	\$ 893,499	\$ 917,478	\$ 943,948	\$ 971,631
Net Operating Cost		-\$ 944,663	-\$ 944,163	-\$ 850,827	-\$ 893,399	-\$ 917,378	-\$ 943,848	-\$ 971,531

ALL BRANCHES

AS AT 1/12/17

INCOME	Acnt Code	BUDGET FOR YEAR 2017.18	PROJECTED ACTUALS FOR 2017/18	DRAFT BUDGET FOR YEAR 2018.19	DRAFT BUDGET FOR YEAR 2019.20	DRAFT BUDGET FOR YEAR 2020.21	DRAFT BUDGET FOR YEAR 2021.22	DRAFT BUDGET FOR YEAR 2022.23
Lost & Damaged Items		850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850
Sales (ex-collection)		1,460	\$ 1,460	\$ 1,460	\$ 1,460	\$ 1,460	\$ 1,460	\$ 1,460
Overdue Charges		4,220	\$ 4,220	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200
Replacement Cards		260	\$ 260	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
Temporary Memberships		270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270	\$ 270
Reservation Fees		-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Access Computers		950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950
Photocopying		18,650	\$ 19,150	\$ 18,650	\$ 18,650	\$ 18,650	\$ 18,650	\$ 18,650
Children's Activities		740	\$ 740	\$ 740	\$ 740	\$ 740	\$ 740	\$ 740
Sponsorship & Donations		70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70
Miscellaneous & General		200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Salary Recoup		23,175	\$ 23,175	\$ 23,175	\$ 23,870	\$ 24,586	\$ 25,324	\$ 26,084
Sub-Total (Income)		\$ 50,845	\$ 51,345	\$ 50,805	\$ 51,500	\$ 52,216	\$ 52,954	\$ 53,714
EXPENDITURE								
Salaries		\$ 728,258	\$ 728,258	\$ 725,227	\$ 746,984	\$ 769,393	\$ 792,475	\$ 816,249
Superannuation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workcover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Long Service Leave Provision		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allowances - Housebound		\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850
Allowances - Staff travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating costs - maintenance		\$ 18,600	\$ 18,600	\$ 12,100	\$ 12,100	\$ 12,100	\$ 12,100	\$ 12,100
Consumables		\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Children's Activities		\$ 11,500	\$ 11,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
Yarriambiack Mobile Library Storytime		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216
Telephone		\$ 10,650	\$ 10,650	\$ 9,750	\$ 10,600	\$ 11,450	\$ 12,400	\$ 13,350
Internet		\$ 14,900	\$ 14,900	\$ 21,800	\$ 22,350	\$ 23,500	\$ 24,650	\$ 25,800
Marketing		\$ 2,600	\$ 2,600	\$ 2,400	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
ISDN/Frame Relay rental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous		\$ 800	\$ 800	\$ 800	\$ 800	\$ 859	\$ 830	\$ 813
Sub-Total (Expenditure)		\$ 791,258	\$ 791,258	\$ 786,527	\$ 809,334	\$ 833,855	\$ 859,063	\$ 884,978
Operating deficit		-\$ 740,413	-\$ 739,913	-\$ 735,722	-\$ 757,834	-\$ 781,638	-\$ 806,109	-\$ 831,264

HORSHAM

Horsham Council

AS AT 1/12/17

INCOME	Acnt Code	BUDGET FOR YEAR 2017.18	PROJECTED ACTUALS FOR 2017/18	DRAFT BUDGET FOR YEAR 2018.19	DRAFT BUDGET FOR YEAR 2019.20	DRAFT BUDGET FOR YEAR 2020.21	DRAFT BUDGET FOR YEAR 2021.22	DRAFT BUDGET FOR YEAR 2022.23
Lost & Damaged Items	5122.110.122	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Sales (ex-collection)	5122.190.270	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Overdue Charges	5122.110.123	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
Replacement Cards	5122.110.169	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Temporary Memberships	5122.110.142	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Reservation Fees	5122.110.145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Access Computers	5122.110.146	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
Photocopying	5122.110.134	\$ 9,500	\$ 10,000	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Children's Activities	5122.130.223	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Sponsorship & Donations	5122.130.233	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Miscellaneous & General	5122.130.220	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Sub-Total (Income)		\$ 14,070	\$ 14,570	\$ 14,070	\$ 14,070	\$ 14,070	\$ 14,070	\$ 14,070
EXPENDITURE								
Salaries	5322.350.300	\$ 260,601	\$ 260,601	\$ 267,170	\$ 275,185	\$ 283,441	\$ 291,944	\$ 300,702
Superannuation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workcover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Long Service Leave Provision		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allowances - Housebound	5322.350.325	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Allowances - Staff travel	31229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	31222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease	5322.350.415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating costs - maintenance	5322.350.503	\$ 4,000	\$ 4,000	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Consumables	5322.350.502	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Children's Activities	5332.395.603	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Telephone	5322.350.641	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,350	\$ 1,500	\$ 1,750	\$ 2,000
Internet	5322.355.642	\$ 3,800	\$ 3,800	\$ 2,900	\$ 3,450	\$ 4,000	\$ 4,550	\$ 5,100
Marketing	5322.350.601	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
ADSL Relay	31278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	5322.350.603	\$ 300	\$ 300	\$ 300	\$ 300	\$ 359	\$ 330	\$ 313
Sub-Total (Expenditure)		\$ 272,101	\$ 272,101	\$ 275,870	\$ 284,585	\$ 293,600	\$ 302,874	\$ 312,415
Operating deficit		-\$ 258,031	-\$ 257,531	-\$ 261,800	-\$ 270,515	-\$ 279,530	-\$ 288,804	-\$ 298,345

WRLC DRAFT BUDGET 2018/19 WITHOUT BULOKE

MOBILE LIBRARY

AS AT 1/12/17

INCOME	Acnt Code	BUDGET FOR YEAR 2017.18	PROJECTED ACTUALS FOR 2017/18	DRAFT BUDGET FOR YEAR 2018.19	DRAFT BUDGET FOR YEAR 2019.20	DRAFT BUDGET FOR YEAR 2020.21	DRAFT BUDGET FOR YEAR 2021.22	DRAFT BUDGET FOR YEAR 2022.23
Lost & Damaged Items	5162.110.122	\$ 300	\$ 300	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Sales (ex-collection)	5162.190.270	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Overdue Charges	5162.110.123	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Replacement Cards	5162.110.169	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Temporary Memberships		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reservation Fees	71114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Access Computers	5162.110.145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	5162.110.134	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Children's Activities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship & Donations	5162.130.233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous & General	5162.130.220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals/Accom Recoup - Buloke	5162.110.138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total (Income)		\$ 590	\$ 590	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490
EXPENDITURE								
Salaries	5362.350.300	\$ 79,834	\$ 79,834	\$ 62,178	\$ 64,043	\$ 65,965	\$ 67,944	\$ 69,982
Superannuation	5362.350.327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workcover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Long Service Leave Provision		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allowances - Operator	5362.350.327	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700
Allowances - Staff travel	5362.350.308	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals & Accom.	5362.350.646	\$ 9,800	\$ 9,800	\$ 6,063	\$ 6,306	\$ 6,495	\$ 6,690	\$ 6,890
Photocopying	5362.350.502	\$ 500	\$ 500	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Children's Activities	5362.395.603	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Running Costs	71231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel	5362.509.522	\$ 11,500	\$ 11,500	\$ 8,500	\$ 9,000	\$ 10,000	\$ 11,000	\$ 12,000
Maintenance	5362.509.603	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000
Registration	5362.509.632	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,800	\$ 2,000	\$ 2,200	\$ 2,400
Insurance	5362.509.632	\$ 2,800	\$ 2,800	\$ 2,800	\$ 3,000	\$ 3,200	\$ 3,400	\$ 3,600
Power	5362.509.520	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Telephone	5362.350.641	\$ 600	\$ 600	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Internet	5362.355.642	\$ 2,500	\$ 2,500	\$ 1,300	\$ 1,500	\$ 1,700	\$ 1,900	\$ 2,100
Marketing	5362.350.601	\$ 1,400	\$ 1,400	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Miscellaneous	5362.350.603	\$ 500	\$ 500	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Mobile Collection Storage HUB	5362.421.	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Sub-Total (Expenditure)		\$ 124,734	\$ 124,734	\$ 94,841	\$ 101,549	\$ 105,759	\$ 110,033	\$ 114,372
Operating deficit		-\$ 124,144	-\$ 124,144	-\$ 94,351	-\$ 101,059	-\$ 105,269	-\$ 109,543	-\$ 113,882

**Wimmera Regional Library Corporation
2018-19 Budget
Allocation of Materials Budget**

	Mar 2016 Pop'n Per ABS	Per Capita Distribution	Capital (long-Term) Collection							Short-term Collection		
			Books Adult	Books Junior	Audio	Visual	Discretion- & Reg Fund	Identification & Security System	Total	Elect Info Services	Papers & Periodicals	Total
Buloke		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hindmarsh	5,494	11.59%	\$ 13,250	\$ 2,240	\$ 2,319	\$ 1,898	\$ 1,850	\$ -	\$ 21,557	\$ 10,593	\$ 3,189	\$ 13,782
Horsham	19,774	41.70%	\$ 47,691	\$ 8,063	\$ 8,347	\$ 6,830	\$ 6,657	\$ -	\$ 77,588	\$ 38,128	\$ 11,476	\$ 49,604
Northern Grampians	11,509	24.27%	\$ 27,758	\$ 4,693	\$ 4,858	\$ 3,975	\$ 3,874	\$ -	\$ 45,158	\$ 22,191	\$ 6,679	\$ 28,871
West Wimmera	3,879	8.18%	\$ 9,355	\$ 1,582	\$ 1,637	\$ 1,340	\$ 1,306	\$ -	\$ 15,220	\$ 7,479	\$ 2,251	\$ 9,731
Yarriambiack	6,759	14.25%	\$ 16,301	\$ 2,756	\$ 2,853	\$ 2,335	\$ 2,275	\$ -	\$ 26,520	\$ 13,032	\$ 3,923	\$ 16,955
	47,415	100%										
Amount to be distributed by per capita basis			\$ 114,356	\$ 19,334	\$ 20,015	\$ 16,377	\$ 15,962	\$ -	\$ 186,043	\$ 91,424	\$ 27,518	\$ 118,942

Note: Elect Info Services expenditure of \$27,000 now shown as part of Short Term Collection

long term collection	\$	186,043
short term collection	\$	118,942
	\$	304,986

Previous Popn	April 2014	
Buloke	2,364	4.67%
Hindmarsh	5,695	11.24%
Horsham	19,687	38.87%
Northern Grampians	11,799	23.30%
West Wimmera	4,089	8.07%
Yarriambiack	7,013	13.85%
	50,647	

5.00%	367,227	2011.12	
5.00%	385,588	2012.13	
	324,000	2013.14	
	302,980	2014.15	=6.4% DECREASE COLLECTION
2.75%	311,312	2015.16	ESTIM CPI INCREASE ONLY
2.75%	319,873	2016.17	ESTIM CPI INCREASE ONLY
1.90%	325,951	2017.18	ESTIM CPI INCREASE ONLY
	(8,875)	18.19	buloke long term collection
	(5,966)	18.19	buloke short term collection
	(6,124)	18.19	reduction paper/elect service
	311,110	18.19	static collection contribution

ABS = Australian Bureau of Statistics, Regional Population Growth 2011 Ref. 3218.0 Released March 14 Preliminary Figures

Wimmera Regional Library Corporation
2018/19 Budget Without Buloke

1/12/2017

Schedule 1

Cost Allocation Summary

(No longer includes transfers to reserves)

Description	2018/19 Budget	Allocation by Council					
		HRCC	NGSC	YSC	HSC	WWSC	BSC
Operating Revenues From:							
Static Branch Operations	\$ 50,805	\$ 14,070	\$ 8,740	\$ 1,820	\$ 24,735	\$ 1,440	\$ -
Bookmobile	\$ 490	\$ 76	\$ 32	\$ 295	\$ 87	\$ -	\$ -
Regional	\$ 38,100	\$ 15,868	\$ 9,244	\$ 5,437	\$ 4,423	\$ 3,129	\$ -
Total Operating Revenues	\$ 89,395	\$ 30,014	\$ 18,016	\$ 7,552	\$ 29,245	\$ 4,569	\$ -
Operating Expenditure For:							
Static Branch Operations	\$ 786,527	\$ 275,870	\$ 242,074	\$ 53,381	\$ 112,110	\$ 103,092	\$ -
Bookmobile	\$ 94,841	\$ 9,876	\$ 7,980	\$ 62,203	\$ 14,782	\$ -	\$ -
Regional	\$ 850,926	\$ 270,505	\$ 222,955	\$ 114,871	\$ 123,900	\$ 118,690	\$ -
Local Priorities Grant - State Govt	\$ 31,894	\$ 9,019	\$ 6,856	\$ 5,636	\$ 5,453	\$ 4,929	\$ -
Papers and Periodicals	\$ 118,942	\$ 49,604	\$ 28,871	\$ 16,955	\$ 13,782	\$ 9,731	\$ -
Total Operating Expenditures	\$ 1,883,130	\$ 614,874	\$ 508,737	\$ 253,047	\$ 270,027	\$ 236,442	\$ -
Operating Deficit	\$(1,793,735)	\$(584,860)	\$(490,721)	\$(245,495)	\$(240,782)	\$(231,873)	\$ -
Government Grants (inc. Local Priorities)	\$ 643,947	\$ 182,103	\$ 138,430	\$ 113,788	\$ 110,105	\$ 99,522	\$ -
Over (Under) Funded Before Capital Expenses	\$(1,149,788)	\$(402,757)	\$(352,291)	\$(131,707)	\$(130,677)	\$(132,352)	\$ -
Capital Expense:							
Govt Grant - IT purchases	\$ -						
Capital Equipment - IT purchases (grant fun	\$ -						
Capital Equipment - IT purchases (net)	\$ 54,350	\$ 14,727	\$ 15,771	\$ 7,105	\$ 8,950	\$ 7,797	
Capital Equipment - Prime Mover Trailer							
Capital Equipment - Grant & Trade In							
Capital Equipment - CEO Car (Net Cost)	\$ -						
Govt Grant - Premiers Reading Challenge	-\$ 26,826	\$(5,366)	\$(5,365)	\$(5,365)	\$(5,365)	\$(5,365)	
Collection Materials - Premiers Reading Ch	\$ 26,826	\$ 5,366	\$ 5,365	\$ 5,365	\$ 5,365	\$ 5,365	
Collection Materials	\$ 186,043	\$ 77,588	\$ 45,158	\$ 26,520	\$ 21,557	\$ 15,220	\$ -
Total Capital Expense	\$ 240,393	\$ 92,315	\$ 60,929	\$ 33,625	\$ 30,507	\$ 23,017	\$ -
Net Surplus (Deficit)	\$(1,390,182)	\$(495,072)	\$(413,220)	\$(165,332)	\$(161,184)	\$(155,369)	\$ -

Wimmera Regional Library Corporation
2018/19 Budget Without Buloke

1/12/2017

Schedule 2

Static Branch Allocation Summary

Account Title	BUDGET 2018/19	Allocation by Council					
		HRCC	NGSC	YSC	HSC	WWSC	BSC
Lost & Damaged Items	\$ 850	\$ 200	\$ 300	\$ 200	\$ -	\$ 150	\$ -
Sales (ex-collection)	\$ 1,460	\$ 500	\$ 170	\$ 600	\$ 40	\$ 150	\$ -
Overdue Charges	\$ 4,200	\$ 2,400	\$ 800	\$ 500	\$ 200	\$ 300	\$ -
Replacement Cards	\$ 240	\$ 150	\$ 30	\$ 20	\$ 20	\$ 20	\$ -
Temporary Memberships	\$ 270	\$ 200	\$ 70	\$ -	\$ -	\$ -	\$ -
Reservation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Access Computers	\$ 950	\$ 700	\$ 250	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ 18,650	\$ 9,500	\$ 6,600	\$ 500	\$ 1,250	\$ 800	\$ -
Children's Activities	\$ 740	\$ 200	\$ 520	\$ -	\$ -	\$ 20	\$ -
Sponsorship & Donations	\$ 70	\$ 20	\$ -	\$ -	\$ 50	\$ -	\$ -
Miscellaneous & General	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Recoup	\$ 23,175				\$ 23,175		
Operating Income	\$ 50,805	\$ 14,070	\$ 8,740	\$ 1,820	\$ 24,735	\$ 1,440	\$ -
Salaries	\$ 725,227	\$ 267,170	\$ 228,274	\$ 46,181	\$ 101,010	\$ 82,592	\$ -
Allowances - Housebound	\$ 850	\$ 200	\$ -	\$ -	\$ 450	\$ 200	\$ -
Allowances - Staff travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating costs - maintenance	\$ 12,100	\$ 2,100	\$ 3,000	\$ 1,200	\$ 2,400	\$ 3,400	\$ -
Consumables	\$ 2,100	\$ 800	\$ 700	\$ 100	\$ 250	\$ 250	\$ -
Children's Activities	\$ 10,500	\$ 1,000	\$ 2,000	\$ 1,500	\$ 2,000	\$ 4,000	\$ -
Mobile Library Storytime	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Telephone	\$ 9,750	\$ 1,200	\$ 2,400	\$ 1,200	\$ 1,600	\$ 3,350	\$ -
Internet (ISP)	\$ 21,800	\$ 2,900	\$ 4,800	\$ 2,000	\$ 4,000	\$ 8,100	\$ -
Marketing	\$ 2,400	\$ 200	\$ 400	\$ 200	\$ 400	\$ 1,200	\$ -
Miscellaneous	\$ 800	\$ 300	\$ 500	\$ -	\$ -	\$ -	\$ -
Operating Expenditure	\$ 786,527	\$ 275,870	\$ 242,074	\$ 53,381	\$ 112,110	\$ 103,092	\$ -
Operating Surplus / (Deficit)	\$(735,722)	\$(261,800)	\$(233,334)	\$(51,561)	\$(87,375)	\$(101,652)	\$ -

Wimmera Regional Library Corporation
2018/19 Budget Without Buloke

1/12/2017

Schedule 2

Static Branch Allocation Summary

Account Title	Library Branch & Member Shire											Total
	Horsham HRCC	Stawell NGSC	St. Arnaud NGSC	Warrack YSC	Nhill HSC	Dimboola HSC	Kaniva WWSC	Edenhope WWSC	Goroke WWSC	Harrow WWSC	Birchip BSC	
Lost & Damaged Items	\$ 200	\$ 200	\$ 100	\$ 200	\$ -	\$ -	\$ 30	\$ 120	\$ -	\$ -	\$ -	\$ 850
Sales (ex-collection)	\$ 500	\$ 150	\$ 20	\$ 600	\$ 20	\$ 20	\$ 30	\$ 120	\$ -	\$ -	\$ -	\$ 1,460
Overdue Charges	\$ 2,400	\$ 500	\$ 300	\$ 500	\$ 140	\$ 60	\$ 100	\$ 200	\$ -	\$ -	\$ -	\$ 4,200
Replacement Cards	\$ 150	\$ 20	\$ 10	\$ 20	\$ -	\$ 20	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 240
Temporary Memberships	\$ 200	\$ 50	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270
Reservation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Access Computers	\$ 700	\$ 100	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950
Photocopying	\$ 9,500	\$ 5,000	\$ 1,600	\$ 500	\$ 450	\$ 800	\$ 100	\$ 700	\$ -	\$ -	\$ -	\$ 18,650
Children's Activities	\$ 200	\$ 500	\$ 20	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 740
Sponsorship & Donations	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70
Miscellaneous & General	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Salary Recoup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,175
Operating Income	\$ 14,070	\$ 6,520	\$ 2,220	\$ 1,820	\$ 610	\$ 24,125	\$ 280	\$ 1,160	\$ -	\$ -	\$ -	\$ 50,805
Salaries	\$ 267,170	\$ 170,944	\$ 57,330	\$ 46,181	\$ 44,867	\$ 56,143	\$ 25,068	\$ 39,107	\$ 8,987	\$ 9,430	\$ -	\$ 725,227
Allowances - Housebound	\$ 200	\$ -	\$ -	\$ -	\$ 250	\$ 200	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 850
Allowances - Staff travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating costs - maintenance	\$ 2,100	\$ 1,700	\$ 1,300	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,000	\$ -	\$ -	\$ 12,100
Consumables	\$ 800	\$ 500	\$ 200	\$ 100	\$ 150	\$ 100	\$ 100	\$ 100	\$ 50	\$ -	\$ -	\$ 2,100
Children's Activities	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 10,500
Mobile Library Storytime	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Telephone	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 700	\$ 900	\$ 800	\$ 900	\$ 650	\$ 1,000	\$ -	\$ 9,750
Internet (ISP)	\$ 2,900	\$ 2,800	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,100	\$ -	\$ 21,800
Marketing	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 600	\$ 200	\$ 200	\$ 200	\$ -	\$ 2,400
Miscellaneous	\$ 300	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
Operating Expenditure	\$ 275,870	\$ 178,844	\$ 63,230	\$ 53,381	\$ 50,367	\$ 61,743	\$ 30,768	\$ 44,707	\$ 13,887	\$ 13,730	\$ -	\$ 786,527
Operating Surplus / (Deficit)	\$(261,800)	\$(172,324)	\$(61,010)	\$(51,561)	\$(49,757)	\$(37,618)	\$(30,488)	\$(43,547)	\$(13,887)	\$(13,730)	\$ -	\$(735,722)

Bookmobile Allocation Summary

Account Title	2018/19 Budget	Allocation Method	Allocation by Council					
			HRCC	NGSC	YSC	HSC	WWSC	BSC
Lost & Damaged Items	\$ 200	F	\$ 29	\$ 12	\$ 122	\$ 37	\$ -	\$ -
Sales (ex-collection)	\$ 20	E	\$ 10	\$ 5	\$ 3	\$ 2	\$ -	\$ -
Overdue Charges	\$ 200	F	\$ 29	\$ 12	\$ 122	\$ 37	\$ -	\$ -
Replacement Cards	\$ 20	F	\$ 3	\$ 1	\$ 12	\$ 4	\$ -	\$ -
Reservation Fees	\$ -	F	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Access Computers	\$ -	C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopying	\$ 50	C	\$ 6	\$ 2	\$ 35	\$ 7	\$ -	\$ -
Children's Activities	\$ -	n.a.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship & Donations	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous & General	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals/Accom Recoup - Buloke	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Income	\$ 490		\$ 76	\$ 32	\$ 295	\$ 87	\$ -	\$ -
Salaries	\$ 62,178	B	\$ 6,868	\$ 4,655	\$ 40,766	\$ 9,890	\$ -	\$ -
Superannuation	\$ -	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workcover	\$ -	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Long Service Leave Provision	\$ -	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allowances - Operator	\$ 2,700	B	\$ 298	\$ 202	\$ 1,770	\$ 429	\$ -	\$ -
Allowances - Staff travel	\$ -	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allowances - Meals & Accom.	\$ 6,063		\$ -	\$ -	\$ 6,063	\$ -	\$ -	\$ -
Photocopying	\$ 150	C	\$ 18	\$ 5	\$ 106	\$ 22	\$ -	\$ -
Childrens Holiday Activities	\$ 1,500	C	\$ 375	\$ 375	\$ 375	\$ 375	\$ -	\$ -
Running Costs	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel	\$ 8,500	A	\$ 743	\$ 1,327	\$ 4,763	\$ 1,667	\$ -	\$ -
Maintenance	\$ 6,000	A	\$ 524	\$ 937	\$ 3,362	\$ 1,177	\$ -	\$ -
Registration	\$ 1,600	C	\$ 190	\$ 54	\$ 1,125	\$ 231	\$ -	\$ -
Insurance	\$ 2,800	C	\$ 332	\$ 95	\$ 1,969	\$ 403	\$ -	\$ -
Power	\$ 500	C	\$ 59	\$ 17	\$ 352	\$ 72	\$ -	\$ -
Telephone	\$ 150	C	\$ 18	\$ 5	\$ 106	\$ 22	\$ -	\$ -
Internet (ISP)	\$ 1,300	C	\$ 154	\$ 44	\$ 914	\$ 187	\$ -	\$ -
Marketing	\$ 1,000	C	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ -
Miscellaneous	\$ 400	C	\$ 47	\$ 14	\$ 281	\$ 58	\$ -	\$ -
Mobile Collection Storage Hub	\$ -	C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditure	\$ 94,841		\$ 9,876	\$ 7,980	\$ 62,203	\$ 14,782	\$ -	\$ -
Operating Surplus / (Deficit)	\$ (94,351)		\$ (9,800)	\$ (7,948)	\$ (61,908)	\$ (14,695)	\$ -	\$ -

Distance Travelled	A	8.74%	15.61%	56.04%	19.61%	0.00%	0.00%
Total Time (Open & In Transit)	B	11.05%	7.49%	65.56%	15.91%	0.00%	0.00%
Hours Open	C	11.86%	3.39%	70.34%	14.41%	0.00%	0.00%
Even Distribution by Shire	D	25.00%	25.00%	25.00%	25.00%		0.00%
Council Contributions (Book Stock Ratio)	E	49.89%	24.27%	14.25%	11.59%		0.00%
Membership of mobile library	F	14.36%	6.05%	61.21%	18.39%	0.00%	0.00%

Regional Cost Allocation Summary

Account Title	BUDGET 2018/19	Allocation Method	Allocation by Council					
			HRCC	NGSC	YSC	HSC	WWSC	BSC
Interest on Investments	\$ 38,000	E	\$ 15,848	\$ 9,224	\$ 5,417	\$ 4,403	\$ 3,109	\$ -
Short Story Competition	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inter Library Loans	\$ -	F	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorships & Donations	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travelling/Accom. Refunds	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 100	A	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ -
Total Income	\$ 38,100		\$ 15,868	\$ 9,244	\$ 5,437	\$ 4,423	\$ 3,129	\$ -
Salaries	\$ 455,817	D	\$ 144,665	\$ 123,298	\$ 61,467	\$ 63,478	\$ 62,908	\$ -
Allowances - Staff travel	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional workcover	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded Superannuation Liability	\$ 17,641	D	\$ 5,599	\$ 4,772	\$ 2,379	\$ 2,457	\$ 2,435	\$ -
Attendance at OHS & Consult Com Meeting	\$ 8,000	D	\$ 2,573	\$ 2,062	\$ 1,117	\$ 1,124	\$ 1,125	\$ -
Attendance at Regional Staff Meetings	\$ 16,000	D	\$ 5,078	\$ 4,328	\$ 2,158	\$ 2,228	\$ 2,208	\$ -
Salaries Trainee	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valuation Costs	\$ -	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CEO Appointment Costs	\$ -	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits Tax	\$ 5,000	D	\$ 1,587	\$ 1,352	\$ 674	\$ 696	\$ 690	\$ -
Postage	\$ 8,958	A/B	\$ 2,799	\$ 2,193	\$ 1,395	\$ 1,336	\$ 1,235	\$ -
Photocopier	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease	\$ -	A/B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating costs - maintenance	\$ 1,800	A/B	\$ 563	\$ 441	\$ 280	\$ 268	\$ 248	\$ -
Consumables	\$ 1,344	A/B	\$ 420	\$ 329	\$ 209	\$ 200	\$ 185	\$ -
Telephone	\$ 10,500	A	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ -
Short Story Comp Expenses	\$ 3,333	A	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ -
Motor Vehicle Expense (CEO)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leasing costs	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other costs	\$ 3,333	A	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ -
Fuel	\$ 4,333	A	\$ 867	\$ 867	\$ 867	\$ 867	\$ 867	\$ -
Staff Vehicle Expense	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other costs inc. mtce	\$ 833	A	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ -
Fuel	\$ 2,250	A	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ -
Registration	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurances	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial Special Risk	\$ 10,800	C	\$ 3,473	\$ 2,783	\$ 1,508	\$ 1,517	\$ 1,518	\$ -
Public Liability & Prof. Indemnity	\$ 3,700	F	\$ 1,631	\$ 996	\$ 433	\$ 375	\$ 266	\$ -
Director's & Officer's Indemnity	\$ 3,750	A	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ -
CEO's Motor Vehicle	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Stationery	\$ 3,583	A/B	\$ 1,120	\$ 877	\$ 558	\$ 534	\$ 494	\$ -
Printing	\$ 3,583	A/B	\$ 1,120	\$ 877	\$ 558	\$ 534	\$ 494	\$ -
Advertising	\$ 13,333	A	\$ 2,667	\$ 2,667	\$ 2,667	\$ 2,667	\$ 2,667	\$ -
Conferences	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions & Memberships	\$ 7,793	A	\$ 2,435	\$ 1,908	\$ 1,214	\$ 1,162	\$ 1,074	\$ -
HQ Rental	\$ 9,900	A	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ -
Bookkeeping & Financial Support	\$ 37,288	A/B	\$ 11,653	\$ 9,129	\$ 5,807	\$ 5,560	\$ 5,139	\$ -
Audit - External	\$ 7,750	A	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ -
Audit - Internal	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Charges	\$ 208	A	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ -
Legal Fees	\$ 2,083	A	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ -
Collection related expenses	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cataloguing (MurrayLink)	\$ 7,158	E	\$ 2,985	\$ 1,737	\$ 1,020	\$ 829	\$ 586	\$ -
Consumables Materials & End Process	\$ 3,341	E	\$ 1,393	\$ 811	\$ 476	\$ 387	\$ 273	\$ -
Covering	\$ 2,727	E	\$ 1,137	\$ 662	\$ 389	\$ 316	\$ 223	\$ -
End Processing	\$ -	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ 954	E	\$ 398	\$ 232	\$ 136	\$ 111	\$ 78	\$ -
Freight & Cartage	\$ -	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Courier Service	\$ 39,167	A	\$ 7,833	\$ 7,833	\$ 7,833	\$ 7,833	\$ 7,833	\$ -
Inter-Library Loans	\$ 96	C	\$ 31	\$ 25	\$ 13	\$ 13	\$ 13	\$ -
Information Technology Expenses	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swift & Others Maintenance Fee	\$ 93,236	H	\$ 39,038	\$ 27,710	\$ 5,203	\$ 11,944	\$ 9,342	\$ -
Software Upgrades & New Releases	\$ 3,852	H	\$ 1,613	\$ 1,145	\$ 215	\$ 493	\$ 386	\$ -
Additional new software	\$ -	H	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Maint./Replacement	\$ -	G	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet Costs	\$ 10,000	H	\$ 4,187	\$ 2,972	\$ 558	\$ 1,281	\$ 1,002	\$ -
Gulliver Project	\$ -	A/B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equip. (Maint/Replace)	\$ 1,667	A	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ -
Headquarters Building Mtce	\$ 479	A	\$ 204	\$ 139	\$ 53	\$ 47	\$ 36	\$ -
Debt Collection	\$ -	A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Catering	\$ 1,750	A	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ -
Staff Training & Development	\$ 18,888	D	\$ 5,995	\$ 5,109	\$ 2,547	\$ 2,630	\$ 2,607	\$ -
Staff Counselling Service	\$ 921	D	\$ 292	\$ 249	\$ 124	\$ 128	\$ 127	\$ -
Miscellaneous	\$ 1,792	A/B	\$ 560	\$ 439	\$ 279	\$ 267	\$ 247	\$ -
Headquarter Storage	\$ 2,100	E	\$ 876	\$ 510	\$ 299	\$ 243	\$ 172	\$ -
OHS Implementation	\$ 6,450	D	\$ 2,047	\$ 1,745	\$ 870	\$ 898	\$ 890	\$ -
Marketing and Promotion	\$ 13,436	A/B	\$ 4,199	\$ 3,290	\$ 2,092	\$ 2,003	\$ 1,852	\$ -
Total Expenditure	\$ 850,927		\$ 270,506	\$ 222,955	\$ 114,871	\$ 123,900	\$ 118,690	\$ -
Regional Deficit	\$(812,827)		\$(254,638)	\$(213,712)	\$(109,435)	\$(119,477)	\$(115,562)	\$ -

Allocation Method:

Evenly Distributed by Council	A	20.00%	20.00%	20.00%	20.00%	20.00%	0.00%
Membership (As at July 2016)	B	42.50%	28.97%	11.15%	9.82%	7.56%	0.00%
50/50 Composite of A & B	A/B	31.25%	24.48%	15.57%	14.91%	13.78%	0.00%
Collection (As at June 30th 2016)	C	32.16%	25.77%	13.97%	14.05%	14.06%	0.00%
Salaries & Related Accounts	D	31.738%	27.050%	13.485%	13.926%	13.801%	0.000%
Materials Budget (2017/18)	E	41.70%	24.27%	14.25%	11.59%	8.18%	0.00%
Circulation/Loans (2015/16)	F	44.07%	26.91%	11.70%	10.14%	7.18%	0.00%
Number of Branch Based PCs	G	23.08%	23.08%	7.69%	15.38%	30.77%	0.00%
Branch Based Circulation PC Hrs (incs. Bookmobile)	H	41.87%	29.72%	5.58%	12.81%	10.02%	



Terms of Reference

HORSHAM PUBLIC ART ADVISORY COMMITTEE

1. INTRODUCTION

Horsham Rural City Council has established the Horsham Public Art Advisory Committee comprising representatives from Council, artists, community art organisations and the community to support the delivery of public art in Horsham.

2. PRINCIPLES

Underlying Principles

The Horsham Public Art Advisory Committee will act as the principle advisory body to Horsham Rural City Council on public art.

Operating Principles

The Horsham Public Art Advisory Committee will:

- review proposals/concepts of public art
- advise Council on public artwork to be commissioned, removed, relocated and de-accessioned.

3. AIM

To advise Horsham Rural City Council on strategic policy issues and support the delivery of public art with the current priorities of both the community and Council.

4. OBJECTIVES

- Review proposal and concepts of public art
- Advise Council on the commissioning of public art works
- Advise council on the removal, relocation and de-accessioning of public art
- Advise Council on public art needs and trends
- Encourage and increase the community's understanding of the role public art plays
- Provide expert input into the development of Council's Public Art program

5. OPERATIONS

The Horsham Public Art Advisory Committee will be a community based advisory committee appointed by Council. The Committee does not have the power to commit Council to any decision or action, or to direct council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee.

Membership

Committee membership shall consist of a maximum of eight people, being single representatives unless identified otherwise, from the following groups:

- Councillor, Horsham Rural City Council
- Artist
- Representative of a community art organisation
- Community Members

Ex Officio attendees

- Cultural Development Officer
- Community Development Manager
- Director Technical Services (or delegate)

Selection

Representatives of the Committee will be selected through an application process, advertised in accordance with Council's engagement principles, and in local newspapers and on Council's website.

Applications should include details of community involvement, previous experience of Committee membership, relevant skills and reasons for nominating for the Committee.

If the number of applications does not exceed the number of vacancies, the Council's Delegated Officer (Director Corporate Services) will approve nominations. In the event of more than the required number of applicants for the available positions, nominations will be forwarded to Council for determination.

Alternative Representatives

As required, an alternative representative may attend meetings on behalf of the named user groups/members. Alternative representatives are entitled to vote if the named representative is not present at the meeting.

Specialist advice

Individuals and groups may be invited to attend Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

Council Officers

Council Officers, Cultural Development Officer, Community Development Manager and Director Technical Services (or delegates) will attend all meetings. Council Officers are not members of the Advisory Committee and are not eligible to vote.

Term of Office

Membership shall generally be for a term of two years. Members may apply for re-nomination to the Committee for a second term. Maximum membership will be two terms.

Resignations

Committee members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.

If a vacancy occurs within two months of the end of the term of the Committee, the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

Meeting procedure

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

Meetings will generally be held six times each year.

Additional special meetings may be called as required. Committee members must be provided with seven days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

Electronic Meetings

Meetings of the Committee may be held through the use of a conference telephone or similar communications equipment provided that all members participating in the meeting can communicate with each other. Participation in a meeting in this way constitutes attendance at the meeting.

Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

If a member of the Committee misses three consecutive meetings without explanation the Chairperson or nominee, will contact the member to determine if they wish to continue their participation on the Committee.

If a member resigns from the Committee, their position will be filled by a representative from the same sector or group.

Quorum and Decision Making

The quorum is a minimum of four Committee members.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the Committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

6. ROLES AND RESPONSIBILITIES

Council will:

- Document minutes of each scheduled meeting and distribute
- Ensure Council officers or delegates are present at all Committee meetings, wherever possible
- Report details of public art commissions, removal, relocation and de-accessioning to the Committee
- Notify the Committee of approved Committee membership
- Provide regular reports to Council regarding Committee recommendations
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee
- Respond to requests/letters from the Committee as per Council's Customer Services Charter
- Every four years or earlier if required, review the function and purpose of the Committee and determine if the Committee should continue

The Committee will:

- Appoint a Chair and Deputy Chairperson
- Recommend a schedule of meetings and notify the Council representative
- Distribute information of relevance from the Committee to the member organisations

- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes
- Actively participate in activities that support the achievement of the purpose and responsibilities of the Committee.

Councillor report

The Responsible Councillor may choose to give a verbal report of the key issues at this meeting.

Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

Conflicts of Interest

In accord with the requirements of the *Local Government Act, 1989* members must comply with these provisions including declaration of conflicts of interest.

Reporting

The Advisory Committee shall:

- provide to Council a copy of its meeting minutes.
- provide reports to Council on its recommendations as required

Media

The Chairperson is authorised to speak to the media with the approval of the Manager Community Development.

In the absence of the Chairperson, the Manager Community Development or approved delegate is empowered to be spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Manager Community Development, or nominee.

Chairperson

All members of the Horsham Public Art Advisory Committee are eligible to be elected to the position of Chairperson.

Review

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required. The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Committee’s achievements
- The purpose and responsibilities of the Committee
- Composition of the Committee
- Whether there is a demonstrated need for the Advisory Committee to continue
- Any other relevant matter

Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee at any time, following a review of its operation or if Council Policy or strategic direction alters significantly.

7. RESPONSIBILITY

Responsible Officer: Manager Community Development

8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01		Council	• New Terms of Reference



**APPLICATION
PUBLIC ART ADVISORY COMMITTEE**

I,
 (Given Names) (Surname)
 of
 (Address)
 Phone No
 Email Address

apply for the Public art Advisory Committee.

Community involvement experience:

Previous experience of committee membership:

Reasons for interest in the committee:

Skills I bring to the committee:

Process: Application close 4th April, 2018. Applications will be assessed by Council Officers and will be advised by the 11th April, 2018 or 17 April 2018 if a council decision is required regarding membership. Acceptance on the Committee is the prerogative of Council whose decisions are final. Privacy of all applicants will be maintained.

Acceptance Statement: If accepted as a member of the Committee, I agree to disclose any conflicts of interest, maintain confidentiality within my participation and abide by the Terms of Reference of the committee and undertake my duties and responsibilities to the best of my ability.

..... Date: / /
 (Signature)

Please return the completed application form to xxx, Executive Assistant by [Insert date]:

Email: arts@hrcc.vic.gov.au
 Post: PO Box 511, Horsham, VIC, 3402

APPENDIX 10.5A

Description	From - to	Estimd. Costs	Comments		Condition Rating
Urban Road Construction					
FEDERATION AVENUE	Kalimna Ave to Drummond St	\$ 520,000			8
FECHLER AVENUE	Valentine Ave to Kalimna Ave	\$ 305,000			8
DERIMAL STREET	Banool St to End	\$ 98,000			9
FREDERICK STREET	Wavell St to seal change	\$ 170,000			8
WAVELL STREET	Kalkee Rd to Queen St	\$ 104,000			8
LAUREL STREET	Olympic St to Jackson St	\$ 106,000			7
GARDENIA STREET	Wotonga Dr to Laurel St	\$ 103,000			7.5
DON STREET	South from Hazel St	\$ 88,000		Not Funded	8
JACKSON STREET	Barnes Blvd to Landy St	\$ 180,000		Not Funded	7.5
GOLF COURSE ROAD	King St to Ballinger St on the north and Turnbull Drive to fence of 121 Golf Course Road	\$ 360,000		Not Funded	
FORSYTH AVENUE EXTENSION	To Palm Avenue	\$ 320,000		Not Funded	
Rural Road Construction					
WONWONDAH-DADSWELLS BRIDGE ROAD	Seal change to Flat Rock Road South	\$ 230,000	Application made for Local Roads to Market grant program. If successful, remaining funds will be transferred to another project		
GRAHAMS BRIDGE ROAD	Osborne Rd to Holes Rd	\$ 230,000	Renewal to remove the roughness in the road.		5
ASPLINS ROAD	Wimmera Hwy to Jahn Ave	\$ 233,000	Widen to 6.2m seal width.		5
OBREES ROAD	Remlaw Station Rd to 450m to the west including bell mouths on Remlaw Station Road 20m each side.	\$ 120,000			8
NORADJUHA TOOEN EAST ROAD	Natimul Hamilton Road to Noradjuha Silo Road	\$ 215,000	Construct to 5.6m seal and 2 m shoulders either side.		8
PLUSH HANNANS ROAD	Norton Ck Ln to Lower Norton Nurrabel Road	\$ 280,000	Construct 3.7m wide seal with 2m shoulders either side. Standard rural pavement.		
VICTORIA VALLEY ROAD	Brimpaen Laharum Rd to seal change	\$ 100,000	Slurry Seal treatment	Not Funded	8
WAIL KALKEE ROAD	Seal change to seal change (Narrow seal section)	\$ 282,000	Widen it to 6.2m wide seal. Do crest and intersection.	Not Funded	
FIELD DAYS ROAD	Intersection realignment at Longerenong Road	\$ 100,000	Intersection realignment at Longerenong Road	Not Funded	
VECTIS STATION ROAD	Wimmera Highway to Rudolph Road	\$ 240,000	Construct 3.7m wide seal with 2m shoulders either side. Standard rural pavement.	Not Funded	
ASPLINS ROAD	Jahn Ave to Lanes Ave	\$ 240,000	Widen to 6.2m seal width.	Not Funded	
LANES AVENUE	Asplins Rd to Chequers Rd	\$ 70,000	Widen to 6.2m seal width.	Not Funded	
CHEQUERS ROAD	Lanes Ave to Seal Change	\$ 20,000	Widen to 6.2m seal width.	Not Funded	