

Horsham Rural City Council



ANNUAL PERFORMANCE STATEMENT

For the Year Ended 30 June 2025

Draft

Performance Statement

For the year ended 30 June 2025

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Certification of the Performance Statement

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

Belinda Johnson, CPA, BComm

Chief Financial Officer

Dated : xx September 2025

Horsham

In our opinion, the accompanying performance statement of the Horsham Rural City Council for the year ended 30 June 2025 presents fairly the result of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

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

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

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

Cr Ian Ross

Councillor

Dated : xx September 2025

Horsham

Cr Angela Munn

Councillor

Dated : xx September 2025

Horsham

Gail Gatt

Chief Executive Officer

Dated : xx September 2025

Horsham

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Performance Statement

For the year ended 30 June 2025

Section 1 - Description of municipality

Horsham Rural City is a regional city in the Wimmera Southern Mallee region of Western Victoria. The Wimmera Southern Mallee encompasses 20 percent of the area of Victoria and only 1 percent of the population. Horsham Rural City Council has an estimated residential population of 20,429 people (2021). Approximately three quarters of residents live within the urban area of Horsham.

Horsham is a hub in the Wimmera for health care, niche retail, community services and arts and culture opportunities. A dryland and broad acre agricultural municipality, Horsham is home to the Grains Innovation Park (a nationally acclaimed agricultural research centre) and quality educational facilities including private and public secondary colleges, a university and an agricultural college.

The municipality also has a rich indigenous history and an abundance of diverse natural assets including recreational lakes, wetlands, the Wimmera River, Mount Arapiles and the Wartook Valley with the Grampians National Park nearby.

At the 2021 Census, Aboriginal and/or Torres Strait Islander people made up 2.2 percent of the population and 90.9 percent of the population were born in Australia. India, England, Philippines, New Zealand and Italy were the most common countries of birth outside Australia.

Localities covered with the authority boundaries include:

Arapiles	Grass Flat	McKenzie Creek	Telangatuk East
Blackheath	Haven	Mitre	Tooan
Brimpaen	Jilpanger	Mockinya	Toolondo
Bungalally	Jung	Murra Warra	Vectis
Clear Lake	Kalkee	Noradjuha	Wail
Dadswells Bridge	Kanagulk	Nurrabel	Wartook
Dooen	Kewell	Pimpinio	Wonwondah
Douglas	Laharum	Quantong	
Drung	Longerenong	Riverside	
Duchembegarra	Lower Norton	St Helen's Plains	

Section 2 - Service Performance Indicators

		Results				
	2022	2023	2024	2025		Comment
Service / Indicator / Measure [Formula]	Actual	Actual	Actual	Target as per budget	Actual	
Aquatic Facilities Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	4.17%	5.05%	5.18%	6.00%	6.14%	Utilisation of Aquatic facilities has been steadily increasing over the past number of years as a result of program changes and improved marketing.
Animal Management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	0.00%	0.00%	0.00%	100.00%	100.00%	One case has been undertaken and was successful.
Food Safety Health and safety <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	70.00%	100.00%	59.50%	100.00%	57.45%	
Governance Consultation and engagement <i>Satisfaction with community consultation and engagement</i> [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	53	43	43	47	48	There has been an increase in community consultation and engagement following the election of a new Council and a resultant increase in community satisfaction.
Libraries Participation <i>Library membership</i> [Number of registered library members / Population] x100	#N/A	#N/A	19.10%	21.00%	19.89%	Membership has seen a slight increase this year after trending downwards the previous 5 years. Open Access and other initiatives seek to reduce barriers to membership in 2025-26.
Maternal and Child Health (MCH) Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	85.91%	90.58%	88.56%	95.00%	86.95%	
<i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	89.13%	93.55%	90.91%	95.00%	91.67%	
Roads Condition <i>Sealed local roads maintained to condition standards</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	99.55%	100.00%	98.71%	90.29%	99.83%	
Statutory Planning Service standard <i>Planning applications decided within required time frames</i> [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	100.00%	100.00%	93.51%	95.00%	89.89%	
Waste Management Waste diversion <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	19.07%	25.90%	48.63%	50.00%	43.62%	Council continues to identify actions which can be taken to divert waste from landfill.

Section 3 - Financial Performance Indicators

	Results				Forecasts					
	2022	2023	2024	2025		2026	2027	2028	2029	Material Variations and Comments
Dimension / Indicator / Measure [Formula]	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
Efficiency Expenditure level <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$4,339.08	\$4,579.62	\$5,322.08	\$4,908.00	\$4,965.87	\$4,818.66	\$4,911.39	\$5,056.42	\$5,165.45	
Revenue level <i>Average rate per property assessment</i> [Sum of all general rates and municipal charges / Number of property assessments]	\$1,965.38	\$2,032.15	\$2,123.23	\$2,631.00	\$2,228.10	\$2,299.25	\$2,363.23	\$2,428.93	\$2,496.49	
Liquidity Working capital <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	228.96%	270.71%	238.28%	150.00%	254.20%	220.23%	295.65%	265.47%	283.73%	
Unrestricted cash <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	-32.14%	79.66%	29.68%	56.00%	73.27%	43.58%	69.08%	43.79%	66.27%	Council continues to maintain cash holdings to mitigate current liabilities. Council also received prepayment of Financial Assistance grants in late 2024/25 which will be spent in 2025/26. Council also maintains low liabilities in its longer term financial plan.
Obligations Loans and borrowings <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	14.46%	13.94%	13.21%	13.00%	12.69%	0.00%	0.00%	4.03%	6.74%	
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	1.05%	0.55%	0.52%	1.00%	0.50%	12.83%	0.00%	0.04%	0.54%	
Indebtedness <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	26.80%	22.29%	20.25%	11.00%	11.05%	9.75%	13.34%	15.75%	17.34%	Council will repay a loan in 2025/26 which has seen it move from non current liabilities to current liabilities. This has significantly impacted this ratio in a positive manner.
Asset renewal and upgrade <i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and asset upgrade expense / Asset depreciation] x100	79.22%	71.15%	92.87%	101.00%	63.00%	69.60%	72.61%	65.42%	59.35%	The classification of asset expenses is broadly classified at the time of setting the target, whereas the end of year measure if scrutinised more carefully. Some larger renewal projects were also deferred during the year.
Operating position Adjusted underlying result <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	-11.15%	-5.01%	-34.77%	-7.80%	7.10%	1.12%	-4.44%	-4.62%	-4.57%	The adjusted underlying surplus has been impacted significantly due to the prepayment of Financial Assistance grants in late 2024/25 which will be spent in 2025/26.
Stability Rates concentration <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	58.67%	54.46%	63.47%	58.00%	49.47%	55.79%	59.51%	59.60%	60.02%	The adjusted underlying surplus has been impacted significantly due to the prepayment of Financial Assistance grants in late 2024/25 which will be spent in 2025/26.
Rates effort <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.56%	0.42%	0.40%	37.00%	0.37%	0.38%	0.39%	0.40%	0.41%	

Section 4 - Sustainable Capacity Indicators

		Results				Comment
Indicator / Measure [Formula]		2022 Actual	2023 Actual	2024 Actual	2025 Actual	
C1	Population <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$2,825.91	\$2,928.86	\$3,405.71	\$3,127.31	
C2	<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$26,502.28	\$28,796.77	\$30,344.43	\$32,709.61	
C3	<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	6.69	6.81	6.80	6.81	
C4	Own-source revenue <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,918.44	\$2,045.98	\$2,217.47	\$2,313.60	
C5	Recurrent grants <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$559.94	\$626.31	\$175.19	\$902.73	Grant revenue has been impacted significantly due to the prepayment of Financial Assistance grants in late 2024/25 which will be spent in 2025/26.
C6	Disadvantage <i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	4.00	4.00	4.00	4.00	
C7	Workforce turnover <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	22.0%	15.2%	14.7%	17.1%	

Section 5.1 - Basis of preparation

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

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

The performance statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by the *Local Government (Planning and Reporting) Regulations 2020*. Additionally, for the prescribed financial performance indicators and measures, the performance statement includes the target budget for the current year and the results forecast for the period 2025-26 to 2028-29 by the council's financial plan/adopted budget.

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

Section 5.2 - Definitions

Key term	Definition
Aboriginal children	means a child who is an Aboriginal person
Aboriginal person	has the same meaning as in the <i>Aboriginal Heritage Act 2006</i>
adjusted underlying revenue	means total income other than:
	· non-recurrent grants used to fund capital expenditure; and
	· non-monetary asset contributions; and
	· contributions to fund capital expenditure from sources other than those referred to above
adjusted underlying surplus (or deficit)	means adjusted underlying revenue less total expenditure
annual report	means an annual report prepared by a council under section 98 of the Act
asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
asset upgrade expenditure	means expenditure that— (a) enhances an existing asset to provide a higher level of service; or (b) extends the life of the asset beyond its original life
critical non-compliance outcome notification	means a notification received by council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
current assets	has the same meaning as in the Australian Accounting Standards
current liabilities	has the same meaning as in the Australian Accounting Standards
food premises	has the same meaning as in the <i>Food Act 1984</i>
intervention level	means the level set for the condition of a road beyond which a council will not allow the road to deteriorate and will need to intervene
local road	means a sealed or unsealed road for which the council is the responsible road authority under the <i>Road Management Act 2004</i>
major non-compliance outcome notification	means a notification received by a council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
MCH	means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
non-current liabilities	means all liabilities other than current liabilities
own-source revenue	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
population	means the resident population estimated by council
rate revenue	means revenue from general rates, municipal charges, service rates and service charges
relative socio-economic disadvantage	in relation to a municipal district, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipal district is located according to the Index of Relative Socio-Economic Disadvantage of SEIFA
restricted cash	means cash, cash equivalents and financial assets, within the meaning of the Australian Accounting Standards, not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
SEIFA	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet site
unrestricted cash	means all cash and cash equivalents other than restricted cash

Section 5.3 - Other Matters

There were no significant overarching events impacting the performance statement, however Council has completed significant work reviewing its Council Vision and preparing for a new Financial Plan. For this reason, the forecast indicators have been taken from the 2025/26 Budget adopted on 23 June 2025 rather than the 2022/23-2031/32 Financial Plan which contains outdated statements and forecasts.

Horsham Rural City Council



Draft

ANNUAL FINANCIAL REPORT

For the Year Ended 30 June 2025

Horsham Rural City Council

Financial Report

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Horsham Rural City Council

Financial Report

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Certification of the Financial Statements

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

Belinda J Johnson, CPA, B Comm
Chief Financial Officer

Dated : <Date>
Horsham

In our opinion, the accompanying financial statements present fairly the financial transactions of the Horsham Rural City Council for the year ended 30 June 2025 and the financial position of the Council as at that date.

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

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

Cr Ian Ross
Councillor
Dated :
Horsham

<Date>

Cr Angela Munn
Councillor
Dated :
Horsham

<Date>

Gail Gatt
Chief Executive Officer
Dated :
Horsham

<Date>

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Comprehensive Income Statement For the Year Ended 30 June 2025

	Note	2025 \$'000	2024 \$'000
Income / Revenue			
Rates and charges	3.1	33,931	32,584
Statutory fees and fines	3.2	1,197	1,164
User fees	3.3	6,386	6,692
Grants - operating	3.4	15,178	4,848
Grants - capital	3.4	6,105	11,881
Contributions - monetary	3.5	874	401
Contributions - non monetary	3.5	1,609	1,815
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	416	636
Fair value adjustments for investment property	6.4	50	95
Other income	3.7	5,162	3,877
Total income / revenue		70,908	63,993
Expenses			
Employee costs	4.1	24,016	23,163
Materials and services	4.2	20,999	25,977
Depreciation	4.3	16,818	16,317
Amortisation - intangible assets	4.4	330	330
Depreciation - right of use assets	4.5	67	55
Allowance for impairment losses	4.6	129	123
Borrowing costs	4.7	170	172
Finance costs - leases	4.8	12	8
Share of net loss of associates and joint ventures	6.3	-	63
Written down value of assets disposed	3.6	823	2,582
Other expenses	4.9	358	397
Total expenses		63,722	69,187
Surplus/(deficit) for the year		7,186	(5,194)
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation gain/(loss)	6.2	4,284	22,813
Net impairment of revalued assets increment/(decrement)	6.2	-	7,673
Total other comprehensive income		4,284	30,486
Total comprehensive result		11,470	25,292

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet As at 30 June 2025

	Note	2025 \$'000	2024 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	13,239	4,566
Trade and other receivables	5.1	3,944	6,868
Other financial assets	5.1	24,000	21,000
Inventories	5.2	344	217
Prepayments	5.2	343	468
Non-current assets classified as held for sale	6.1	3,490	79
Other assets	5.2	571	3,459
Total current assets		45,931	36,657
Non-current assets			
Trade and other receivables	5.1	363	418
Investments in associates, joint arrangements and subsidiaries	6.3	1,022	1,022
Property, infrastructure, plant and equipment	6.2	666,491	665,493
Right-of-use assets	5.8	492	219
Investment property	6.4	2,700	2,650
Intangible assets	5.2	723	1,020
Total non-current assets		671,791	670,822
Total assets		717,722	707,479
Liabilities			
Current liabilities			
Trade and other payables	5.3	6,486	7,016
Trust funds and deposits	5.3	813	823
Contract and other liabilities	5.3	89	892
Provisions	5.5	6,297	6,597
Interest-bearing liabilities	5.4	4,305	-
Lease liabilities	5.8	79	56
Total current liabilities		18,069	15,384
Non-current liabilities			
Provisions	5.5	4,781	4,639
Interest-bearing liabilities	5.4	-	4,305
Lease liabilities	5.8	430	179
Total non-current liabilities		5,211	9,123
Total liabilities		23,280	24,507
Net assets		694,442	682,972
Equity			
Accumulated surplus		248,554	244,106
Discretionary Reserves	9.1	21,667	18,929
Reserves	9.1	424,221	419,937
Total Equity		694,442	682,972

The above balance sheet should be read in conjunction with the accompanying notes.

2024/2025

Statement of Changes in Equity For the Year Ended 30 June 2025

	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025					
Balance at beginning of the financial year		682,972	244,106	419,937	18,929
Surplus/(deficit) for the year		7,186	7,186	-	-
Net asset revaluation gain/(loss)	6.2	4,284	-	4,284	-
Transfers to other reserves	9.1	-	4,240	-	(4,240)
Transfers from other reserves	9.1	-	(6,978)	-	6,978
		694,442	248,554	424,221	21,667
Balance at end of the financial year		694,442	248,554	424,221	21,667

		Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Discretionary Reserves \$'000
2024					
Balance at beginning of the financial year		657,679	250,225	389,450	18,004
Surplus/(deficit) for the year		(5,194)	(5,194)	-	-
Net asset revaluation gain/(loss)	6.2	30,487	-	30,487	-
Transfers to other reserves	9.1	-	3,166	-	(3,166)
Transfers from other reserves	9.1	-	(4,091)	-	4,091
		682,972	244,106	419,937	18,929
Balance at end of the financial year		682,972	244,106	419,937	18,929

The above statement of changes in equity should be read in conjunction with the accompanying notes.

2024/2025

Statement of Cash Flows

For the Year Ended 30 June 2025

		2025	2024
		Inflows/ (Outflows)	Inflows/ (Outflows)
	Note	\$'000	\$'000
Cash flows from operating activities			
Rates and charges		33,778	32,204
Statutory fees and fines		1,000	973
User fees		7,200	6,185
Grants - operating		16,645	1,134
Grants - capital		9,147	6,864
Contributions - monetary		945	408
Interest received		1,423	72
Trust funds and deposits taken			130
Other receipts		3,681	2,874
Employee costs		(23,912)	(22,679)
Materials and services		(21,451)	(23,528)
Trust funds and deposits repaid		(10)	-
Other payments		(439)	(449)
Net cash provided by/(used in) operating activities		28,007	4,188
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(16,965)	(19,306)
Proceeds from sale of property, infrastructure, plant and equipment		880	1,065
Payments for investments		(3,000)	-
Proceeds from sale of investments		-	6,000
Net cash provided by/(used in) investing activities		(19,085)	(12,241)
Cash flows from financing activities			
Finance costs		(171)	(171)
Interest paid - lease liability		(11)	(8)
Repayment of lease liabilities		(67)	(55)
Net cash provided by/(used in) financing activities		(249)	(234)
Net increase (decrease) in cash and cash equivalents		8,673	(8,287)
Cash and cash equivalents at the beginning of the financial year		4,566	12,853
Cash and cash equivalents at the end of the financial year		13,239	4,566

Financing arrangements

5.6

The above statement of cash flows should be read in conjunction with the accompanying notes.

2024/2025

Statement of Capital Works For the Year Ended 30 June 2025

	Note	2025 \$'000	2024 \$'000
Property			
Land		313	-
Works in Progress		-	-
Total land		313	-
Buildings		2,325	1,916
Works in Progress		1,944	2,682
Total buildings		4,269	4,598
Total property		4,582	4,598
Plant and equipment			
Plant, machinery and equipment		1,691	2,274
Fixtures, fittings and furniture		285	78
Art Collection		77	9
Library books		104	81
Work in Progress		1	39
Total plant and equipment		2,158	2,481
Infrastructure			
Roads		7,628	7,569
Bridges		-	-
Footpaths and cycleways		207	475
Drainage		204	130
Recreational, leisure and community facilities		152	1,198
Waste management		17	452
Parks, open space and streetscapes		614	473
Aerodromes		7	31
Off street car parks		23	53
Other infrastructure		96	160
Work in Progress		1,186	1,623
Total infrastructure		10,134	12,164
Total capital works expenditure		16,874	19,243
Represented by:			
New asset expenditure		5,720	4,090
Asset renewal expenditure		10,596	12,993
Asset upgrade expenditure		558	2,160
Total capital works expenditure		16,874	19,243

The above statement of capital works should be read in conjunction with the accompanying notes.

Notes to the Financial Report For the Year Ended 30 June 2025

Note 1 OVERVIEW

Introduction

The Horsham Rural City Council was established by an Order of the Governor in Council on 20th January 1995 and is a body corporate. The Council's main office is located at 18 Roberts Avenue Horsham.

Statement of compliance

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

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

Accounting policy information

1.1 Basis of accounting

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

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

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

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

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

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

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not AASB 1059 Service Concession Arrangements: Grantors is applicable
- other areas requiring judgements

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

Goods and Services Tax (GST)

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

1.2 Impact of emergencies and natural disasters

During 2024-25 no emergencies or natural disasters have impacted Council's operations.

Notes to the Financial Report For the Year Ended 30 June 2025

Note 2 ANALYSIS OF OUR RESULTS

2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of 10 percent and \$400,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

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

2.1.1 Income / Revenue and expenditure

	Budget 2025 \$'000	Actual 2025 \$'000	Variance \$'000	Variance %	Ref
Income / Revenue					
Rates and charges	33,687	33,931	244	0.72%	
Statutory fees and fines	1,036	1,197	161	15.54%	
User fees	6,086	6,386	300	4.93%	
Grants - operating	10,966	15,178	4,212	38.41%	1
Grants - capital	7,889	6,105	(1,784)	-22.61%	2
Contributions - monetary	586	874	288	49.15%	
Contributions - non monetary	25	1,609	1,584	6336.00%	3
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	394	416	22	5.58%	
Fair value adjustments for investment property	-	50	50	-	
Share of net profits/(losses) of associates and joint ventures	-	-	-	-	
Other income	4,277	5,162	885	20.69%	4
Total income / revenue	64,946	70,908	5,962	9.18%	
Expenses					
Employee costs	23,778	24,016	(238)	-1.00%	
Materials and services	22,592	20,999	1,593	7.05%	
Depreciation	15,719	16,818	(1,099)	-6.99%	
Amortisation - intangible assets	330	330	-	0.00%	
Depreciation - right of use assets	55	67	(12)	-21.82%	
Allowance for impairment losses	-	129	(129)	-	
Borrowing costs	171	170	1	0.58%	
Finance costs - leases	-	12	(12)	-	
Other expenses	437	358	79	18.08%	
Written down value of assets disposed	-	823	(823)	-	
Total expenses	63,082	63,722	(640)	-1.01%	
Surplus/(deficit) for the year	1,864	7,186	5,322	285.52%	

Notes to the Financial Report For the Year Ended 30 June 2025

(i) Explanation of material variations

Variance Ref	Explanation
1	Financial Assistance Grants which ostensibly relate to the 2025/26 financial year were received late in the 2024/25 year (\$4.323m). This is offset by library funding which was originally budgeted as a grant, however actually recognised as a contribution to operations (\$113k). Other variances are of a minor nature.
2	Grants were budgeted but not received for the following projects: City Oval Clubroom \$937k, Local Roads & Community Infrastructure Program \$494k, Noradjuha-Tooan East Road \$769k, Gross Bridge Load modelling and Retrofitting \$272k, Wesley PAC Major Refurbishment \$250k and Polkemmet Bridge renewal \$250. Some of these were timing issues and will be received in future years. Additional grants were received for Dadswell Bridge Pedestrian Bridge replacement \$305k and Horsham Lubeck Road improvements \$473k.
3	Donated assets were received from various bodies and included assets in the following classes: Waterways and Drainage \$1,276k, Roads and land under roads \$184k, Footpaths \$10k, Aerodrome \$9k, Open Spaces \$5k, Library lending materials \$6k and Works of Art \$120k.
4	Additional interest revenue of \$621k was received. Workers compensation and insurance reimbursements were \$140k more than anticipated. External works income was \$152 less than anticipated. Of the remaining difference of \$ 229k, \$138k was an adjustment to landfill provisions and an accumulation of some minor variances(\$91k).

Notes to the Financial Report For the Year Ended 30 June 2025

2.1.2 Capital works

	Budget 2025 \$'000	Actual 2025 \$'000	Variance \$'000	Variance %	Ref
Property					
Land	2,165	313	(1,852)	-85.54%	5
Total land	2,165	313	(1,852)	-85.54%	
Buildings	7,878	2,325	(5,553)	-70.49%	6
Works in Progress	-	1,944	1,944	-	
Total buildings	7,878	4,269	(3,609)	-45.81%	
Total property	10,043	4,582	(5,461)	-54.38%	
Plant and equipment					
Plant, machinery and equipment	2,082	1,691	(391)	-18.78%	
Fixtures, fittings and furniture	352	285	(67)	-19.03%	
Art Collection	-	77	77	-	
Library books	111	104	(7)	-6.31%	
Works in Progress	-	1	1	-	
Total plant and equipment	2,545	2,158	(387)	-15.21%	
Infrastructure					
Roads	9,121	7,628	(1,493)	-16.37%	7
Bridges	1,309	-	(1,309)	-100.00%	8
Footpaths and cycleways	467	207	(260)	-55.67%	
Drainage	40	204	164	410.00%	
Recreational, leisure and community facilities	199	152	(47)	-23.62%	
Waste management	527	17	(510)	-96.77%	9
Parks, open space and streetscapes	840	614	(226)	-26.90%	
Aerodromes	80	7	(73)	-91.25%	
Off street car parks	-	23	23	-	
Other infrastructure	1,090	96	(994)	-91.19%	10
Works in Progress		1,186	1,186	-	
Total infrastructure	13,673	10,134	(3,539)	-25.88%	
Total capital works expenditure	26,261	16,874	(9,387)	-35.74%	
Represented by:					
New asset expenditure	10,430	5,720	(4,710)	-45.16%	
Asset renewal expenditure	14,823	10,596	(4,227)	-28.52%	
Asset upgrade expenditure	1,008	558	(450)	-44.64%	
Total capital works expenditure	26,261	16,874	(9,387)	-35.75%	

Notes to the Financial Report For the Year Ended 30 June 2025

(i) Explanation of material variations

Variance	Explanation
Ref	
5	Special Purpose land purchases were budgeted at \$2m, however these did not proceed. The \$313k spent relates to the land component of the purchase of a Plumpton Road building purchased during the year.
6	Council budgeted to spend \$7.9m on buildings. Of this amount \$3.2m of works were delayed (Depot relocation \$1.4m, City Oval Netball Court Clubrooms \$1.2m, Wesley PAC \$600k). The purchase of a Plumpton Road property was budgeted at \$1.8m with the purchase being split between buildings \$1.5m and Land \$300k. Works amounting to \$1.944m were not completed at year end and were transferred to Works In Progress. These will be transferred to the buildings asset class when ready for their intended purpose.
7	Of the \$9.121m to be spend on roads, \$7.628m of this was achieved. Council does amend priorities throughout the year if specific roads need attention. Works to the value of \$1.493 were reprioritised or incomplete at 30 June 2025. These included Mathoura street reconstruction \$352k, Enterprise Estate Stage 1 Roads & Drainage \$330k, Burnt Creek Industrial Estate Development Roads & Drainage \$180k and Urban Microsurfacing works of \$393k.
8	Works were commenced on Gross' Road Bridge (\$205k) and Riverside Road Bridge (\$453k), however works were not complete so these amounts were transferred to Works in Progress. \$314k of works were re-prioritised to future years.
9	Minor works valuing \$33k were partially completed and transferred to Work in Progress. Design works at both the Dooen Landfill and Transfer Station did not proceed (\$191k). Rehabilitation funds of \$100k were not used and upgrade works at the transfer station were only partially completed (\$10k out of \$150k budget).
10	Works completed under the Council Flood Support Fund \$347k and Depot Fuel tank remediation works were not considered capital expenses and therefore not transferred to asset classes. The works at Apex (Adventure) Island of \$170k were delayed along with works at the livestock exchange (\$50k). Other works totally \$230 at various estates were transferred to Works in Progress.

Notes to the Financial Report For the Year Ended 30 June 2025

2.2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

Communities and Place Directorate

Communities and Place Directorate provides community care, family services, emergency management, arts and culture, performance and events, recreation and open space planning. The directorate also provides planning and building services, health and community safety, investment and attraction services, commercial operations, tourism and events.

Corporate Services Directorate

Corporate Services provides administration, management and governance of the municipality including financial services, revenue services (rates), information technology, human resource management, payroll, governance, communications, customer service and information and knowledge.

Infrastructure Directorate

Infrastructure is responsible for the maintenance and construction of new infrastructure across the municipality. This includes capital works, engineering services, project management, environmental and water, parks and gardens, emergency management, facilities management and strategic asset management.

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

2025

Communities and Place
Corporate Services
Infrastructure

Income / Revenue	Expenses	Surplus/ (Deficit)	Grants included in income / revenue	Total assets
\$'000	\$'000	\$'000	\$'000	\$'000
6,224	(14,868)	(8,644)	1,846	57,470
39,750	(13,151)	26,599	8,709	44,777
24,934	(35,703)	(10,769)	10,728	615,475
70,908	(63,722)	7,186	21,283	717,722

2024

Communities and Place
Corporate Services
Infrastructure

Income / Revenue	Expenses	Surplus/ (Deficit)	Grants included in income / revenue	Total assets
\$'000	\$'000	\$'000	\$'000	\$'000
7,240	(15,813)	(8,573)	2,454	40,220
33,615	(12,222)	21,393	3,572	39,309
23,138	(41,152)	(18,014)	10,703	627,950
63,993	(69,187)	(5,194)	16,729	707,479

Notes to the Financial Report For the Year Ended 30 June 2025

Note 3 FUNDING FOR THE DELIVERY OF OUR SERVICES

3.1 Rates and charges 2025 2024

\$'000 \$'000

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of the land and all its improvements.
The valuation base used to calculate general rates for 2024/25 was \$9,176 million (2023/24 \$8,078 million).

General rates	26,290	25,303
Municipal charge	2,301	2,299
Waste Management Charge	4,974	4,656
Interest on rates and charges	65	35
Revenue in lieu of rates	301	291
Total rates and charges	33,931	32,584

The date of the general revaluation of land for rating purposes within the municipal district was 1 January 2024 and the valuation was first applied in the rating year commencing 1 July 2024.
Annual rates and charges are recognised as income when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Infringements and costs	317	307
Court recoveries	72	96
Land information certificates	34	26
Local Laws - permits & licences	44	38
Town planning fees	181	191
Building fees	93	64
Health registrations	133	130
Animal registrations	323	312
Total statutory fees and fines	1,197	1,164

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

3.3 User fees

Administration charges	66	203
Animal control	39	33
Building fees & other charges	67	126
Fees - parking meters	61	190
Performance ticket sales*	1,129	1,364
Sporting and recreation facilities	49	58
Supervision of private subdivisions	29	143
Plan checking fees & other charges	13	43
Aerodrome	5	4
Saleyards	654	606
Wimmera business centre income	10	11
Rural revegetation scheme	-	10
Waste management fees	3,883	3,656
Fire hazards grass removal	20	16
Library	201	173
Other user fees	160	56
Total user fees	6,386	6,692

User fees by timing of revenue recognition

User fees recognised over time	1,129	1,364
User fees recognised at a point in time	5,257	5,328
Total user fees	6,386	6,692

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms. *Ticket income consists of ticket sales through Horsham Town Hall.

Notes to the Financial Report
For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
3.4 Funding from other levels of government		
Grants were received in respect of the following:		
Summary of grants		
Commonwealth funded grants	18,394	5,252
State funded grants	2,890	11,478
Total grants received	21,284	16,730
(a) Operating Grants		
<i>Recurrent - Commonwealth Government</i>		
Commonwealth Government family and children	7	7
Financial Assistance Grant - general purpose	7,897	223
Financial Assistance Grant - local roads	4,461	123
<i>Recurrent - State Government</i>		
School crossing supervisors	63	61
Community services	243	243
Maternal and child health	707	779
Youth services	92	116
Library	199	311
Arts and art gallery	170	170
Environmental and landcare grants	85	85
Total recurrent operating grants	13,924	2,118
<i>Non-recurrent - Commonwealth Government</i>		
Australia Day grants	10	10
Employment schemes	3	15
<i>Non-recurrent - State Government</i>		
Rural Councils Corporate Collaboration Project	802	2,193
Community services and safety	24	48
Fire Support	19	-
Family and children	10	-
Public and community health	175	119
Youth services	23	36
Recreation	10	57
Arts and art gallery	86	80
Economic development	-	39
Environmental and landcare grants	67	60
Employment schemes	9	3
Road Safety	16	10
Covid 19 grants	-	60
Total non-recurrent operating grants	1,254	2,730
Total operating grants	15,178	4,848

Notes to the Financial Report
For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
(b) Capital Grants		
Recurrent - Commonwealth Government		
Roads to recovery	1,500	1,428
Recurrent - State Government		
Premiers Reading Challenge	7	13
Total recurrent capital grants	1,507	1,441
Non-recurrent - Commonwealth Government		
Local Roads and Community Infrastructure	901	1,364
Physical Services	3,615	2,079
Non-recurrent - State Government		
Outdoor recreation	-	2,161
Indoor recreation	39	-
Halls, historic buildings & monuments	41	64
Youth services	-	114
Local roads & ancillary assets	2	302
Flood recovery	-	4,022
Recycling and waste grants	-	334
Total non-recurrent capital grants	4,598	10,440
Total capital grants	6,105	11,881

(c) Recognition of grant income

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

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

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

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

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

General purpose	12,358	346
Specific purpose grants to acquire non-financial assets	6,105	11,881
Revenue recognised under AASB 15 Revenue from Contracts with Customers		
Specific purpose grants	2,820	4,503
	21,283	16,730

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

Operating		
Balance at start of year	1,796	9,067
Received during the financial year and remained unspent at balance date	2,599	737
Received in prior years and spent during the financial year	(1,507)	(8,008)
Balance at year end	2,888	1,796
Capital		
Balance at start of year	921	291
Received during the financial year and remained unspent at balance date	654	1,310
Received in prior years and spent during the financial year	(697)	(680)
Balance at year end	878	921

Unspent grants are determined and disclosed on a cash basis.

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
3.5 Contributions		
Monetary	874	401
Non-Monetary	1,609	1,815
Total contributions	2,483	2,216

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

Land	3	15
Library Books	6	8
Art Collection	119	26
Roads	181	815
Footpaths and cycleways	10	216
Drainage	1,276	735
Parks open space and streetscapes	5	-
Aerodromes	9	-
Total non-monetary contributions	1,609	1,815

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

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

Proceeds of sale	880	1,065
Written down value of assets disposed	(464)	(429)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	416	636

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

Written down value of assets written off	(823)	(2,582)
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3.7 Other income

Interest	1,521	1,421
External works	443	190
Road maintenance/works	-	4
Main roads maintenance VicRoads	289	507
Art gallery	2	6
Information office	41	34
Children's hub rent	51	10
Theatre rent	7	11
Mibus centre rent	4	3
Commercial properties rent	450	430
Caravan park rent	76	73
Adjustment to landfill provision	138	545
Insurance Settlement	1,526	-
Other	614	643
Total other income	5,162	3,877

Interest is recognised as it is earned.

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

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
Note 4 THE COST OF DELIVERING SERVICES		
4.1 (a) Employee costs		
Wages and salaries	21,604	21,231
WorkCover	727	440
Superannuation *	2,375	2,132
Fringe benefits tax	85	105
Less Labour costs capitalised in non-current assets constructed by Council	(775)	(745)
Total employee costs	24,016	23,163

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super) and other funds	125	81
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Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super) and other funds	2,250	2,050
Employer contributions payable at reporting date.	169	156

Contributions made exclude amounts accrued at balance date. Refer to note 9.3 for further information relating to Council's superannuation obligations.

*Superannuation includes deemed contributions for eligible contractors.

4.2 Materials and services

Contract payments (by department)		
Arts, Culture & Recreation	639	539
Community Services & Safety	232	230
Assets & Engineering	652	85
Finance	-	1
Governance & Information	119	107
Investment, Attraction & Growth	635	701
Management	127	52
Roads & Facilities	754	5,928
Waste & Environment	2,195	2,237
People & Safety	42	144
Administration expenses	2,589	2,174
Utility expenses	1,228	888
Contract cleaning	589	564
Advertising	245	237
Agency staff - temporary	1,138	918
Consumables	2,505	2,931
Insurance	948	841
Donations	339	323
Legal costs	221	259
Maintenance & operating expenses	4,479	5,079
WSMD membership	235	232
Rural Councils Corporate Collaboration	923	1,507
Municipal Monitor	165	-
Total materials and services	20,999	25,977

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

4.3 Depreciation

Property	1,419	1,373
Plant and equipment	1,722	1,607
Infrastructure	13,677	13,337
Total depreciation	16,818	16,317

Refer to note 5.2(c), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
4.4 Amortisation - Intangible assets		
Landfill Airspace	330	330
Total Amortisation - Intangible assets	330	330
4.5 Depreciation - Right of use assets		
Property	67	55
Total Depreciation - Right of use assets	67	55
4.6 Allowance for impairment losses		
Parking fine debtors	(9)	2
Animal fine debtors	69	83
Other debtors	69	38
Total allowance for impairment losses	129	123
Movement in allowance for impairment losses in respect of debtors		
Balance at the beginning of the year	585	515
New allowances recognised during the year	129	123
Amounts already allowed for and written off as uncollectible	(49)	(53)
Amounts allowed for but recovered during the year	(33)	-
Balance at end of year	632	585
An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.		
4.7 Borrowing costs		
Interest - Borrowings	170	172
Total borrowing costs	170	172
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.		
4.8 Finance Costs - Leases		
Interest - Lease Liabilities	12	8
Total finance costs	12	8
4.9 Other expenses		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	58	55
Auditors' remuneration - Internal Audit	6	39
Councillors' allowances	294	303
Total other expenses	358	397

Notes to the Financial Report For the Year Ended 30 June 2025

Note 5 INVESTING IN AND FINANCING OUR OPERATIONS

	2025	2024
	\$'000	\$'000
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	5	5
Cash at bank	13,234	4,561
Total cash and cash equivalents	13,239	4,566
 (b) Other financial assets		
Current		
Term deposits	24,000	21,000
Total other financial assets	24,000	21,000
Total cash and cash equivalents and other financial assets	37,239	25,566

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

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

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

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
(c) Trade and other receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	1,946	1,684
Parking infringement debtors	166	167
Other infringement debtors	864	666
Allowance for expected credit loss - infringements	(613)	(551)
Net GST receivable	377	595
<i>Non statutory receivables</i>		
Loans and advances to community organisations	71	11
Other debtors	1,153	4,331
Allowance for expected credit loss - other debtors	(20)	(35)
Total current trade and other receivables	3,944	6,868
Non-current		
<i>Non statutory receivables</i>		
Loans and advances to community organisations	287	358
Deferred property debts receivable	76	60
Total non-current trade and other receivables	363	418
Total trade and other receivables	4,307	7,286

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

(d) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	707	2,720
Past due by up to 30 days	484	1,556
Past due between 31 and 180 days	2	6
Past due between 181 and 365 days	5	3
Past due by more than 1 year	26	57
Total trade and other receivables	1,224	4,342

(e) Ageing of individually impaired Receivables

At balance date, other debtors representing financial assets with a nominal value of \$520K (2024: \$585K) were impaired. The amount of the allowance raised against these debtors was \$520K (2024: \$585K). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	88	48
Past due between 181 and 365 days	57	97
Past due by more than 1 year	488	440
Total trade & other receivables	633	585

Notes to the Financial Report For the Year Ended 30 June 2025

5.2 Non-financial assets

	2025	2024
(a) Inventories	\$'000	\$'000
Inventories held for distribution	344	217
Total inventories	344	217

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Prepayments	343	468
Accrued income	571	3,459
Total other assets	914	3,927

(c) Intangible assets

Library eAudiobooks	393	360
Landfill air space	1,320	1,320
less amortisation	(990)	(660)
Total intangible assets	723	1,020

Gross carrying amount

	Library \$'000	Landfill \$'000	Total \$'000
Balance at 1 July 2024	360	1,320	1,680
Other additions	33	-	33
Balance at 30 June 2025	393	1,320	1,713

Accumulated amortisation and impairment

Balance at 1 July 2024	-	(660)	(660)
Amortisation expense	-	(330)	(330)
Balance at 30 June 2025	-	(990)	(990)

Net book value at 30 June 2024	360	660	1,020
Net book value at 30 June 2025	393	330	723

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

Notes to the Financial Report For the Year Ended 30 June 2025

5.3 Payables, trust funds and deposits and contract and other liabilities

(a) Trade and other payables	2025	2024
Current	\$'000	\$'000
<i>Non-statutory payables</i>		
Trade payables	5,835	6,836
Accrued expenses	489	3
<i>Statutory payables</i>	162	177
Total current trade and other payables	6,486	7,016

(b) Trust funds and deposits

Current		
Refundable deposits	81	75
Trust funds held for other bodies	414	325
Retention amounts	126	143
Other refundable deposits	193	280
Total current trust funds and deposits	813	823

(c) Contract and other liabilities

Contract liabilities

Current		
Grants received in advance - operating	-	802
Grants received in advance - capital	-	-
Other	89	90
Total contract liabilities	89	892

Trust funds and deposits

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

Contract liabilities

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

Purpose and nature of items

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

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

Horsham Rural City Council has received monies as agent for the following: Art Gallery Trust Fund, Mack Jost Trust Fund, Con Kroker Trust Fund, Wimmera Southern Mallee Development (previously Wimmera Development Association) (23-24 year only) and Horsham Cemetery Trust. Horsham Rural City Council performs only a custodial role in respect of these monies, and the monies cannot be used for council purposes, so they are not brought to account in the financial statements.

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

5.4 Interest-bearing liabilities	2025	2024
	\$'000	\$'000
Current		
Borrowings - secured	4,305	-
Total current interest-bearing liabilities	4,305	-
Non-Current		
Borrowings - secured	-	4,305
Total non-current interest-bearing liabilities	-	4,305
Total	4,305	4,305

Borrowings are secured by way of mortgage over the general rates of Council

(a) The maturity profile for Council's borrowings is:

Not later than one year	4,305	-
Later than one year and not later than five years	-	4,305
	4,305	4,305

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

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

In classifying borrowings as current or non-current Council considers whether at balance date it has the right to defer settlement of the liability for at least twelve months after the reporting period. Council's loan arrangements include covenants based on Council's financial performance and position at the end of the reporting period. These covenants are assessed for compliance after the reporting period based on specified financial ratios.

5.5 Provisions

	Employee	Landfill restoration	Total
	\$ '000	\$ '000	\$ '000
2025			
Balance at beginning of the financial year	5,695	5,541	11,236
Additional provisions	2,384	(138)	2,246
Amounts used	(2,404)	(2)	(2,406)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	2	2
Balance at the end of the financial year	5,675	5,403	11,078
<i>Provisions - current</i>	4,882	1,415	6,297
<i>Provisions - non-current</i>	793	3,988	4,781
2024			
Balance at beginning of the financial year	5,145	6,085	11,230
Additional provisions	2,740	(545)	2,195
Amounts used	(2,190)	34	(2,156)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(33)	(33)
Balance at the end of the financial year	5,695	5,541	11,236
<i>Provisions - current</i>	5,111	1,486	6,597
<i>Provisions - non-current</i>	584	4,055	4,639

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	1,402	1,449
Long service leave	175	114
Sick Leave Gratuity	28	28
	1,605	1,591
Current provisions expected to be wholly settled after 12 months		
Annual leave	350	362
Long service leave	2,677	2,905
Sick Leave Gratuity	250	253
	3,277	3,520
Total current employee provisions	4,882	5,111
Non-Current		
Long service leave	598	450
Sick Leave Gratuity	195	134
Total non-current employee provisions	793	584
Aggregate carrying amount of employee provisions:		
Current	4,882	5,111
Non-current	793	584
Total aggregate carrying amount of employee provisions	5,675	5,695

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

Annual leave

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

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

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

Long service leave

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

Key assumptions:	2025	2024
- discount rate	4.20%	4.35%
- index rate	4.25%	4.45%

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

	2025	2024
	\$'000	\$'000
(b) Landfill restoration		
Current	1,415	1,486
Non-Current	3,988	4,055
	5,403	5,541

Council is obligated to restore the Dooen site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs. Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

Key assumptions:	2025	2024
- discount rate	4.20%	4.35%
- index rate	4.25%	4.45%

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2025.

Bank overdraft	1,000	1,000
Credit card facilities	350	350
Other facilities	4,305	4,305
Total facilities	5,655	5,655
Used facilities	4,363	4,364
Unused facilities	1,292	1,291

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

5.7 Commitments

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

(a) Commitments for expenditure

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2025					
Operating					
Maintenance & Management of Facilities	705	719	-	-	1,424
Professional Services	709	412	150	-	1,271
Information Technology	61	-	-	-	61
Roadworks/Infrastructure	1,122	1,144	3,450	-	5,716
Waste Management	998	1,028	3,272	-	5,298
Total	3,594	3,304	6,872	-	13,770
Capital					
Buildings	1,216	-	-	-	1,216
Plant	376	-	-	-	376
Roadworks/Infrastructure	3,745	1,885	3,600	-	9,230
Total	5,337	1,885	3,600	-	10,822
	8,931	5,189	10,472	-	24,592
2024					
Operating					
Maintenance & Management of Facilities	541	272	272	-	1,085
Professional Services	370	370	-	-	740
Information Technology	808	376	659	-	1,843
Waste Management	913	913	2,248	615	4,689
Total	2,632	1,931	3,179	615	8,357
Capital					
Buildings	2,798	-	-	-	2,798
Plant	1,557	-	-	-	1,557
Roadworks/Infrastructure	1,399	-	-	-	1,399
Total	5,754	-	-	-	5,754
	8,386	1,931	3,179	615	14,111

(b) Operating lease receivables

Operating lease receivables

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold shops, a caravan park and a racing centre. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 13 years. All leases either include a CPI based revision or market review of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

	2025	2024
	\$'000	\$'000
Not later than one year	595	530
Later than one year and not later than five years	1,610	711
Later than five years	2,052	1,413
	4,257	2,654

Notes to the Financial Report For the Year Ended 30 June 2025

5.8 Leases

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

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

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

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

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

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

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

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

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

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

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

Right-of-Use Assets

	Property \$'000
Balance at 1 July 2024	219
Additions	340
Depreciation charge	(67)
Balance at 30 June 2025	<u>492</u>

Lease Liabilities

	2025 \$'000	2024 \$'000
Maturity analysis - contractual undiscounted cash flows		
Less than one year	67	55
One to five years	342	251
More than five years	246	-
Total undiscounted lease liabilities as at 30 June:	<u>654</u>	<u>306</u>

Lease liabilities included in the Balance Sheet at 30 June:

Current	79	56
Non-current	430	179
Total lease liabilities	<u>509</u>	<u>235</u>

Short-term and low value leases

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

Notes to the Financial Report For the Year Ended 30 June 2025

Note 6 ASSETS WE MANAGE

6.1 Non current assets classified as held for sale

	2025	2024
	\$'000	\$'000
Industrial land held for sale - at fair value	3,490	79
Total non current assets classified as held for sale	3,490	79

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Notes to the Financial Report For the Year Ended 30 June 2025

6.2 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT

Summary of property, infrastructure, plant and equipment

	Carrying amount 30 June 2024								Carrying amount 30 June 2025
	\$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Write-off \$'000	Transfers \$'000	\$'000
Property	118,652	2,638	3	-	(1,419)	(293)	-	(284)	119,297
Plant and equipment	19,304	2,157	125	-	(1,722)	(331)	-	26	19,559
Infrastructure	521,966	8,948	1,481	1,894	(13,677)	(525)	-	3,323	523,410
Work in progress	5,571	3,131	-	-	-	-	(312)	(4,165)	4,225
	665,493	16,874	1,609	1,894	(16,818)	(1,149)	(312)	(1,100)	666,491

Summary of Work in Progress

	Opening WIP \$'000	Additions \$'000	Write-off \$'000	Transfers \$'000	Closing WIP \$'000
Property	3,662	1,944	(206)	(2,805)	2,595
Plant and equipment	39	1	-	(26)	14
Infrastructure	1,870	1,186	(106)	(1,334)	1,616
Total	5,571	3,131	(312)	(4,165)	4,225

**Notes to the Financial Report
For the Year Ended 30 June 2025**

(a) Property

	Land - specialised \$'000	Land - non specialised \$'000	Land improvements \$'000	Total Land & Land Improvements \$'000	Buildings - non specialised \$'000	Total Buildings \$'000	Work In Progress \$'000	Total Property \$'000
At fair value 1 July 2024	1,205	47,841	-	49,046	98,226	98,226	3,662	150,934
Accumulated depreciation at 1 July 2024	-	-	-	-	(28,620)	(28,620)	-	(28,620)
	1,205	47,841	-	49,046	69,606	69,606	3,662	122,314
Movements in fair value								
Additions	-	313	-	313	2,325	2,325	1,944	4,582
Contributions	3	-	-	3	-	-	-	3
Disposal	-	-	-	-	(371)	(371)	-	(371)
Write-off	-	-	-	-	-	-	(206)	(206)
Transfers	-	(900)	-	(900)	616	616	(2,805)	(3,089)
	3	(587)	-	(584)	2,570	2,570	(1,067)	919
Movements in accumulated depreciation								
Depreciation and amortisation	-	-	-	-	(1,419)	(1,419)	-	(1,419)
Accumulated depreciation of disposals	-	-	-	-	78	78	-	78
	-	-	-	-	(1,341)	(1,341)	-	(1,341)
At fair value 30 June 2025	1,208	47,254	-	48,462	100,796	100,796	2,595	151,853
Accumulated depreciation at 30 June 2025	-	-	-	-	(29,961)	(29,961)	-	(29,961)
Carrying amount	1,208	47,254	-	48,462	70,835	70,835	2,595	121,892

Notes to the Financial Report For the Year Ended 30 June 2025

(b) Plant and Equipment

	Plant machinery and equipment \$'000	Fixtures fittings and furniture \$'000	Art Collection \$'000	Public Art \$'000	Library Books \$'000	Work In Progress \$'000	Total plant and equipment \$'000
At fair value 1 July 2024	21,050	3,550	5,001	879	1,702	39	32,221
Accumulated depreciation at 1 July 2024	(8,841)	(2,828)	-	-	(1,209)	-	(12,878)
	12,209	722	5,001	879	493	39	19,343
Movements in fair value							
Additions	1,691	285	20	57	104	1	2,158
Contributions	-	-	119	-	6	-	125
Disposal	(830)	(356)	-	-	(142)	-	(1,328)
Transfers	4	-	-	-	22	(26)	-
	865	(71)	139	57	(10)	(25)	955
Movements in accumulated depreciation							
Depreciation and amortisation	(1,364)	(253)	-	-	(105)	-	(1,722)
Accumulated depreciation of disposals	504	352	-	-	141	-	997
	(860)	99	-	-	36	-	(725)
At fair value 30 June 2025	21,915	3,479	5,140	936	1,692	14	33,176
Accumulated depreciation at 30 June 2025	(9,701)	(2,729)	-	-	(1,173)	-	(13,603)
Carrying amount	12,214	750	5,140	936	519	14	19,573

Notes to the Financial Report For the Year Ended 30 June 2025

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Recreational, leisure and community facilities	Waste Management	Parks open space and streetscapes	Aerodromes	Off street car parks	Other Infrastructure	Work In Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2024	428,335	42,294	40,817	87,618	14,214	9,230	20,686	3,773	5,109	49,493	1,870	703,439
Accumulated depreciation at 1 July 2024	(93,659)	(10,362)	(14,276)	(26,852)	(5,472)	(5,354)	(5,497)	(1,636)	(1,748)	(14,747)	-	(179,603)
	334,676	31,932	26,541	60,766	8,742	3,876	15,189	2,137	3,361	34,746	1,870	523,836
Movements in fair value												
Additions	7,628	-	207	204	152	17	614	7	23	96	1,186	10,134
Contributions	181	-	10	1,276	-	-	5	9	-	-	-	1,481
Revaluation	1,786	-	-	-	-	-	-	-	6	-	-	1,792
Disposal	(815)	-	(43)	-	(7)	-	-	-	-	-	-	(865)
Write-off	-	-	-	-	-	-	-	-	-	-	(106)	(106)
Transfers	1,071	-	-	147	1,999	-	88	-	-	18	(1,334)	1,989
	9,851	-	174	1,627	2,144	17	707	16	29	114	(254)	14,425
Movements in accumulated depreciation												
Depreciation and amortisation	(8,389)	(423)	(623)	(899)	(481)	(1,073)	(702)	(103)	(110)	(874)	-	(13,677)
Accumulated depreciation of disposals	323	-	15	-	2	-	-	-	-	-	-	340
Revaluation	102	-	-	-	-	-	-	-	-	-	-	102
	(7,964)	(423)	(608)	(899)	(479)	(1,073)	(702)	(103)	(110)	(874)	-	(13,235)
At fair value 30 June 2025	438,186	42,294	40,991	89,245	16,358	9,247	21,393	3,789	5,138	49,607	1,616	717,864
Accumulated depreciation at 30 June 2025	(101,623)	(10,785)	(14,884)	(27,751)	(5,951)	(6,427)	(6,199)	(1,739)	(1,858)	(15,621)	-	(192,838)
Carrying amount	336,563	31,509	26,107	61,494	10,407	2,820	15,194	2,050	3,280	33,986	1,616	525,026

Notes to the Financial Report For the Year Ended 30 June 2025

Acquisition

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

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

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

	Depreciation Period	Threshold Limit
		\$'000
<i>Asset recognition thresholds and depreciation periods</i>		
Land & land improvements		
Land	N/A	-
Land improvements	10 - 100 years	5,000
Buildings		
Buildings	7 - 100 years	5,000
Plant and Equipment		
Plant, machinery and equipment	3 - 30 years	5,000
Office furniture and equipment	2 - 20 years	1,000
Library Books	10 years	-
Art purchases	N/A	-
Infrastructure		
Road pavements and seals	2 - 90 years	5,000
Road formation and earthworks	100 years	5,000
Road kerb, channel and minor culverts	15 - 117 years	5,000
Bridges substructure	110 years	5,000
Footpaths and cycleways	15 - 70 years	5,000
Drainage	10 - 150 years	5,000
Recreation, leisure and community facilities	5 - 100 years	5,000
Waste management	4 - 150 years	5,000
Parks, open space and streetscapes	5 - 100 years	5,000
Aerodromes	9 - 100 years	5,000
Off street car parks	5 - 100 years	5,000
Other Infrastructure	10 - 150 years	5,000
Intangible assets		
Landfill Airspace	4 years	5,000
Library eAudio Books	N/A	-

Land under roads

Council recognises land under roads it controls at fair value.

Depreciation and amortisation

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

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

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

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

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

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Notes to the Financial Report For the Year Ended 30 June 2025

Valuation of buildings

Valuation of buildings were undertaken by a qualified independent company, AGIS Australian Geographic Information Systems. The valuation of buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Valuation of land

Valuation of land was undertaken by a qualified independent valuer, Ben Sawyer, Certified Practising Valuer of Preston Rowe Paterson Reg No. 63163. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

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

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

The date and type of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2025 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation	Type of Valuation
Land	-	47,254	-	Jun-22	full
Specialised land	-	-	1,208	n/a	n/a
Buildings	-	-	70,835	Jul-20	full
Total	-	47,254	72,043		

Valuation of infrastructure

Valuation of road, footpaths and cycleways and off street car park assets have been determined in accordance with an in-house valuation undertaken by Krishna Shrestha, Manager Strategic Asset Management, BEng (Civil), MEng (Structural), PhD(Bridge), MBA MIEAust CPEng NER RPEQ EA ID 3506525 Victorian Professional Engineer Registration No PE0009434.

Valuation of other infrastructure classes were undertaken by a qualified independent company, AGIS Australian Geographic Information Systems.

The date and type of the current valuation is detailed in the following table.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2025 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation	Type of Valuation
Roads	-	-	311,732	Jul-22	full
Kerbs and minor culverts	-	-	24,831	Jul-23	full
Bridges	-	-	31,509	Jul-21	full
Footpaths and cycleways	-	-	26,107	Jul-23	full
Drainage	-	-	61,494	Jul-21	full
Recreational, leisure and community facilities	-	-	10,407	Jun-21	full
Waste management	-	-	2,820	Jun-21	full
Parks, open space and streetscapes	-	-	15,194	Jun-21	full
Aerodromes	-	-	2,050	Jun-21	full
Off street car parks	-	-	3,280	Jul-23	full
Other infrastructure	-	-	33,986	Jun-21	full
Total	-	-	523,410		

Notes to the Financial Report For the Year Ended 30 June 2025

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$750 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$1 to \$6,460 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 7 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2025	2024
	\$'000	\$'000
Reconciliation of specialised land		
Land under roads	1,207	1,204
Total specialised land	1,207	1,204

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
6.3 Investments in associates, joint arrangements and subsidiaries		
(a) Investments in associates		
Council's interest in Equity	-	-
Investment in the Wimmera Regional Library - Expires 30 June 2023	-	-
Fair value of Council's investment in Wimmera Regional Library	-	-
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus(deficit) at start of year	-	693
Change in equity share apportionment	-	-
Reported surplus(deficit) for year	-	-
Transfers (to) from reserves	-	-
Distributions for the year	-	(693)
Council's share of accumulated surplus(deficit) at end of year	-	-
Council's share of reserves		
Council's share of reserves at start of year	-	161
Change in equity share apportionment	-	-
Transfers (to) from reserves	-	-
Distributions for the year	-	(161)
Council's share of reserves at end of year	-	-
Movement in carrying value of specific investment		
Carrying value of investment at start of year	-	854
Change in equity share apportionment	-	-
Share of surplus(deficit) for year	-	-
Distributions received	-	(854)
Carrying value of investment at end of year	-	-
Council's share of expenditure commitments	Nil	Nil
Council's share of contingent liabilities and contingent assets	Nil	Nil

Significant restrictions

The Wimmera Regional Library Corporation entered liquidation on 30 June 2023. As of 1 July 2023, Horsham Rural City Council assumed direct management of library services and a service level agreement was entered into with West Wimmera Shire Council to provide services to them.

Notes to the Financial Report For the Year Ended 30 June 2025

	2025 \$'000	2024 \$'000
(b) Investments in associates		
Council's interest in Equity		42.73%
Investment in the Wimmera Southern Mallee Development (previously Wimmera Development Association)	1,022	1,022
Fair value of Council's investment in Wimmera Southern Mallee Development	<u>1,022</u>	<u>1,022</u>
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus(deficit) at start of year	858	869
Change in equity share apportionment		(97)
Reported surplus(deficit) for year		59
Transfers (to) from reserves		27
Council's share of accumulated surplus(deficit) at end of year	<u>858</u>	<u>858</u>
Council's share of reserves		
Council's share of reserves at start of year	164	216
Change in equity share apportionment		(25)
Transfers (to) from reserves	-	(27)
Council's share of reserves at end of year	<u>164</u>	<u>164</u>
Movement in carrying value of specific investment		
Carrying value of investment at start of year	1022	1,085
Change in equity share apportionment	-	(122)
Share of surplus(deficit) for year	-	59
Carrying value of investment at end of year	<u>1,022</u>	<u>1,022</u>
Council's share of expenditure commitments	Nil	Nil
Council's share of contingent liabilities and contingent assets	Nil	Nil

Significant restrictions

Council has given notice of its intention to resign as a member of Wimmera Southern Mallee Development effective 26 August 2025.

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Notes to the Financial Report For the Year Ended 30 June 2025

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2025, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity.

Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

(c) Community Asset Committee

All entities controlled by Council that have material income, expenses, assets or liabilities, such as community asset committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

	2025 \$'000	2024 \$'000
6.4 Investment property		
Balance at beginning of financial year	2,650	2,520
Additions	-	35
Fair value adjustments	50	95
Balance at end of financial year	2,700	2,650

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation by Ben Sawyer, Certified Practicing Valuer of Preston Rowe Paterson who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

Note 7 PEOPLE AND RELATIONSHIPS

7.1 Council and key management remuneration

(a) Related Parties

Parent entity

Horsham Rural City Council is the parent entity.

Subsidiaries and Associates

Interests in subsidiaries and associates are detailed in Note 6.3.

(b) Key Management Personnel

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

Details of KMP at any time during the year are:

		2025 No.	2024 No.
Councillors	Councillor R. Gulline - Mayor	1	1
	Councillor D. Bowe	1	1
	Councillor P. Flynn	1	1
	Councillor C. Haenel	1	1
	Councillor L.V. Power	1	1
	Councillor R. Redden	1	1
	Councillor I. Ross - Mayor	1	1
	Councillor B. Klowss	1	-
	Councillor C. McDonald	1	-
	Councillor A. Munn	1	-
	Councillor D. O'Loughlin	1	-
	Councillor R. Sluggett	1	-
	Councillor T. Wilson	1	-
	Chief Executive Officer - S. Bhalla	1	1
	Chief Executive Officer - C. Niemann (Interim)	1	-
	Chief Executive Officer - G. Gatt	1	-
	Director - Communities and Place - K. O'Brien	1	1
	Director - Corporate Services - K. Hargreaves	1	1
	Director - Infrastructure - J. Martin	1	1
Total Number of Councillors		13	7
Total of Chief Executive Officer and other Key Management Personnel		6	4
Total Number of Key Management Personnel		19	11

(c) Remuneration of Key Management Personnel

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

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

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

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

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

	2025 \$	2024 \$
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	1,586	1,257
Other long-term employee benefits	17	23
Post-employment benefits	108	102
Termination benefits	241	-
Total	1,952	1,382

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

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

	2025	2024
	No.	No.
\$1,000 - \$9,999	2	-
\$10,000 - \$19,999	3	-
\$20,000 - \$29,999	5	1
\$30,000 - \$39,999	3	4
\$40,000 - \$49,999	-	1
\$80,000 - \$89,999	1	-
\$100,000 - \$109,999	-	1
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	1	2
\$250,000 - \$259,999	1	-
\$260,000 - \$269,999	1	-
\$340,000 - \$349,999	-	1
\$590,000 - \$599,999	1	-
	19	11

(d) Remuneration of other senior staff

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

	2025	2024
	\$	\$
Total remuneration of other senior staff was as follows:		
Short-term employee benefits	478	197
Other long-term employee benefits	5	1
Post-employment benefits	53	21
Termination benefits	-	-
Total	536	219

The number of other senior staff are shown below in their relevant income bands:

	2025	2024
	No.	No.
Income Range:		
\$170,000 - \$179,999	2	-
\$180,000 - \$189,999	1	-
\$210,000 - \$219,999	-	1
	3	1

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

Fees and charges charged to associates is nil. (2023/24 nil).

Fees and charges charged to entities controlled by key management personnel is nil. (2023/24 nil).

Infrastructure contributions from entities controlled by key management personnel is nil. (2023/24 nil).

Purchase of materials and services from entities controlled by key management personnel is nil. (2023/24 nil).

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties is nil. (2023/24 nil).

(c) Loans to/from related parties

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party is nil. (2023/24 nil).

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party is nil. (2023/24 nil).

Notes to the Financial Report For the Year Ended 30 June 2025

Note 8 MANAGING UNCERTAINTIES

8.1 Contingent assets and liabilities

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

(a) Contingent assets

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

At balance date the Council are not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

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

Superannuation

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

Landfill

Council operates a landfill. Council will have to carry out site rehabilitation works in the future. At balance date Council is unable to accurately assess the financial implications of such works.

Liability Mutual Insurance

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

MAV Workcare

Council was a participant of the MAV WorkCare Scheme. The MAV WorkCare Scheme provided workers compensation insurance. MAV WorkCare commenced business on 1 November 2017 and the last day the Scheme operated as a self-insurer was 30 June 2021. In accordance with the Workplace Injury Rehabilitation and Compensation Act 2013, there is a six-year liability period following the cessation of the Scheme (to 30 June 2027). At the end of the liability period, an adjustment payment may be required (or received). The determination of any adjustment payment is dependent upon revised actuarial assessments of the Scheme's tail claims liabilities as undertaken by Work Safe Victoria. Council has received a claim for \$243k in the 2024/25 financial year which has been taken up as an accrued expense.

Contaminated Soil

Continued progress has been achieved with soil remediation at the Horsham Depot site during 2024-25. The most recent testing has indicated that some further extraction of groundwater is required. A reliable cost estimate for this extraction and subsequent monitoring has not yet been provided. An indicative estimate of less than \$100,000 is assumed based on preliminary information from the consultants.

Pedestrian Bridge

Following a bushfire event at Dadswells Bridge in February 2024, a pedestrian bridge has been deemed not suitable for use. The bridge is an important link for foot traffic in the area, to avoid pedestrians needing to walk on the Western Highway across a road bridge. The bridge is partially located on Parks Victoria land and privately owned land and was not recognised on Council's asset register. Council has received funds to reconstruct this bridge and will assume control of the asset once constructed.

(c) Guarantees for loans to other entities

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

Notes to the Financial Report

For the Year Ended 30 June 2025

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council assesses the impact of these new standards. As at 30 June 2025 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2025 that are expected to impact Council.

In September 2024 the Australian Accounting Standards Board (AASB) issued two Australian Sustainability Reporting Standards (ASRS). This followed Commonwealth legislation establishing Australia's sustainability reporting framework. Relevant entities will be required to undertake mandatory reporting of climate-related disclosures in future financial years. Public sector application issues remain under consideration and Council will continue to monitor developments and potential implications for future financial years.

8.3 Financial instruments

(a) Objectives and policies

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

(b) Market risk

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

Interest rate risk

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

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

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

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

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

Notes to the Financial Report For the Year Ended 30 June 2025

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

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

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

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

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

(d) Liquidity risk

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

To help reduce these risks Council:

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

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

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

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1.00% and -1.25% in market interest rates (AUD) from year-end rates of 4.65%.

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

Notes to the Financial Report For the Year Ended 30 June 2025

8.4 Fair value measurement

Fair value hierarchy

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

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

Council has considered the amendments to AASB 13 Fair Value Measurement that apply for the 2024-25 financial year as a result of AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities. For assets, where the Council adopts a current replacement cost approach to determine fair value, the Council now considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation.

The AASB 13 amendments have not resulted in any material impacts to Council's financial statements.

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

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

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

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

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

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

Revaluation

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

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis every 5 years. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Asset class	Revaluation frequency
Land	5 years
Buildings	5 years
Art Collection	5 years
Library Books	5 years
Roads	5 years
Bridges	5 years
Footpaths and cycleways	5 years
Drainage	5 years
Recreational, leisure and community facilities	5 years
Waste management	5 years
Parks, open space and streetscapes	5 years
Aerodromes	5 years
Off street car parks	5 years
Other infrastructure	5 years

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

Impairment of assets

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

8.5 Events occurring after balance date

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

Notes to the Financial Report For the Year Ended 30 June 2025

Note 9 OTHER MATTERS

9.1 Reserves

(a) Asset revaluation reserves

2025

Property

Land and land improvements
Buildings

Plant and Equipment

Works of Art

Infrastructure

Roads
Bridges
Footpaths and cycleways
Kerb and Channel
Drainage
Other infrastructure

Other

Land held for sale

Total asset revaluation reserves

2024

Property

Land and land improvements
Buildings

Plant and Equipment

Work of Art

Infrastructure

Roads
Bridges
Footpaths and cycleways
Kerb and Channel
Drainage
Other infrastructure

Other

Land held for sale

Total asset revaluation reserves

	Balance at beginning of reporting period \$'000	Increase (decrease) \$'000	Balance at end of reporting period \$'000
2025			
Property			
Land and land improvements	38,136	-	38,136
Buildings	30,873	-	30,873
	69,009	-	69,009
Plant and Equipment			
Works of Art	2,259	-	2,259
	2,259	-	2,259
Infrastructure			
Roads	209,309	1,888	211,197
Bridges	22,272	-	22,272
Footpaths and cycleways	23,255	-	23,255
Kerb and Channel	20,591	-	20,591
Drainage	34,802	-	34,802
Other infrastructure	37,097	6	37,103
	347,326	1,894	349,220
Other			
Land held for sale	1,343	2,390	3,733
	1,343	2,390	3,733
Total asset revaluation reserves	419,937	4,284	424,221
2024			
Property			
Land and land improvements	38,136	-	38,136
Buildings	30,873	-	30,873
	69,009	-	69,009
Plant and Equipment			
Work of Art	2,259	-	2,259
	2,259	-	2,259
Infrastructure			
Roads	201,607	7,702	209,309
Bridges	22,272	-	22,272
Footpaths and cycleways	10,857	12,398	23,255
Kerb and Channel	11,351	9,240	20,591
Drainage	34,802	-	34,802
Other infrastructure	35,950	1,147	37,097
	316,839	30,487	347,326
Other			
Land held for sale	1,343	-	1,343
	1,343	-	1,343
Total asset revaluation reserves	389,450	30,487	419,937

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

2024/2025

Notes to the Financial Report For the Year Ended 30 June 2025

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(b) Other reserves				
2025				
CBD Development Reserve	1,104	-	(75)	1,029
Industrial Reserves	3,686	382	(1,139)	2,929
Internal Loan Reserve	(1,727)	190	-	(1,537)
Loan Funds Reserve	3,710	595	-	4,305
Major Capex Reserve	5,283	255	(1,091)	4,447
Open Space Reserve	480	51	(23)	508
Plant Reserve	821	1,533	(769)	1,585
Small Projects Reserve	2,147	345	(496)	1,996
Waste Reserve	3,425	3,627	(647)	6,405
Total Other reserves	18,929	6,978	(4,240)	21,667
2024				
CBD Development Reserve	1,380	65	(341)	1,104
Industrial Reserves	3,187	681	(182)	3,686
Internal Loan Reserve	(1,917)	190	-	(1,727)
Loan Funds Reserve	3,710	-	-	3,710
Major Capex Reserve	5,277	180	(174)	5,283
Open Space Reserve	455	35	(10)	480
Plant Reserve	1,825	930	(1,934)	821
Small Projects Reserve	1,959	402	(214)	2,147
Waste Reserve	2,128	1,608	(311)	3,425
Total Other reserves	18,004	4,091	(3,166)	18,929

The above Discretionary Reserves represent an appropriation of funds for the future funding of operational or capital projects.

Loan Funds Reserve are held for the final loan repayment to the Department of Treasury and Finance for an interest only loan.

Internal Loan Reserves intended use is to borrow from Council's discretionary cash reserves rather than obtain an external loan.

The Waste reserves factors in over or under expenditure, which is then used to offset future waste charges or rehabilitation costs.

Notes to the Financial Report For the Year Ended 30 June 2025

	2025	2024
	\$'000	\$'000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	7,186	(5,194)
<i>Non-cash adjustments:</i>		
Depreciation and Amortisation	16,817	16,317
Profit/(loss) on disposal of property, infrastructure, plant and equipment	718	3,223
Fair value adjustments for investment property	(50)	(95)
Contributions - Non-monetary assets	(1,609)	(1,815)
Other	182	329
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	2,979	(5,147)
(Increase)/decrease in accrued income	2,888	(2,022)
(Increase)/decrease in prepayments	124	(149)
Increase/(decrease) in trade and other payables and other liabilities	(1,342)	(979)
(Decrease)/increase in contract and other liabilities	330	309
(Decrease)/increase in assets held for resale		(577)
(Increase)/decrease in inventories	(126)	33
(Decrease)/increase in provisions	(157)	(100)
(Decrease) in lease liabilities		-
Decrease in right-of-use assets	67	55
Net cash provided by/(used in) operating activities	28,007	4,188

9.3 Superannuation

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

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2025, this was 11.5% as required under Superannuation Guarantee (SG) legislation (2024: 11.0%)).

Defined Benefit

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

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

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. As at 30 June 2024, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2024 (of which Council is a contributing employer) was 105.4%. The financial assumptions used to calculate the VBI were:

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

As at 30 June 2025, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2025.

Vision super has advised that the VBI at 30 June 2025 was 110.5%. Council was notified of the 30 June 2025 VBI during August 2025 (2024: August 2024). The financial assumptions used to calculate this VBI were

Net investment returns 5.7% pa
Salary information 3.5% pa
Price inflation (CPI) 2.6% pa

Notes to the Financial Report For the Year Ended 30 June 2025

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2024 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(a) Regular contributions

On the basis of the results of the 2024 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2025, this rate was 11.5% of members' salaries (11.0% in 2023/24). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

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

(b) Funding calls

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

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

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

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

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

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

The 2024 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2024 while a full investigation was conducted as at 30 June 2023.

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

	2024 (Interim) \$m	2023 (Triennial) \$m
- A VBI Surplus	108.4	85.7
- A total service liability surplus	141.4	123.6
- A discounted accrued benefits surplus	156.7	141.9

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2024.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2024.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2024.

Notes to the Financial Report For the Year Ended 30 June 2025

The 2025 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2025 as the Fund provides lifetime pensions in the Defined Benefit category

Vision Super has advised that the VBI at 30 June 2025 was 110.5%. [Employer name] was notified of the 30 June 2025 VBI during August 2025 (2024: August 2024). The financial assumptions used to calculate this VBI were

Net investment returns 5.7% pa

Salary information 3.5% pa

Price inflation (CPI) 2.6% pa

It is anticipated that this actuarial investigation will be completed by October 2025.

The 2023 triennial investigation

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

	2023 Triennial investigation	2020 Triennial investigation
Net investment return	5.7% pa	5.6% pa
Salary inflation	3.50% pa	2.5% pa for two years and 2.75% pa thereafter
Price inflation	2.8% pa	2.0% pa

Superannuation contributions

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

Scheme	Type of Scheme	Rate	2025 \$'000	2024 \$'000
Vision super	Defined benefits	11.5% (2024:11.0%)	125	81
Vision super	Accumulation	11.5% (2024:11.0%)	2,250	2,050

Council has not paid any unfunded liability payments to Vision Super in 2024/25 or in 2023/24.

There were \$168,500 contributions outstanding and no loans issued from or to the above schemes as at 30 June 2025.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2026 is \$86,000.

**Notes to the Financial Report
For the Year Ended 30 June 2025**

Note 10 CHANGE IN ACCOUNTING POLICY

There have been no changes to accounting policies in the 2024-25 year.

S5 Instrument of Delegation to Chief Executive Officer



Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Horsham Rural City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on ##date;
2. the delegation
 - 2.1 comes into force immediately when signed by the Chief Executive Officer and Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

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

.....
Witness

Date:

Signed by the Mayor in the presence of:)
)

.....
Witness

Date:

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

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

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract exceeding the value of \$275,000 (incl GST);
 - 1.2 making any expenditure that exceeds \$275,000 (incl GST) unless it is;
 - 1.2.1 expenditure made under a contract already entered into; or
 - 1.2.2 expenditure that has been approved by a resolution of Council; or
 - 1.2.3 expenditure which relates to statutory charges required to make such as superannuation, taxation, ~~fire services property levy~~emergency services and volunteers fund levy or expenditure which relates to Council's necessary insurances
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 electing a Mayor or Deputy Mayor;
 - 1.5 granting a reasonable request for leave under s 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approving the Budget or Revised Budget;
 - 1.13 approving the borrowing of money;
 - 1.14 adopting the Community Vision;

- 1.15 adopting the Financial Plan;
- 1.16 adopting the Asset Plan;
- 1.17 adopting the Revenue and Rating Plan; or
- 1.18 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
- 2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- 3. 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;
- 4. 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
 - 4.1 policy; or
 - 4.2 strategy
 adopted by Council;
- 5. 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 s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
- 6. 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.

S6 Instrument of Delegation — Members of Staff



Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

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

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

Abbreviation	Position
CEO	Chief Executive Officer
CFO	Chief Financial Officer
Coord Assets	Co-ordinator Assets
Coord Civil Wrks	Co-ordinator Civil Works
Coord Envir Health	Co-ordinator Environmental Health
Coord PL Bldg Pln & Dev Lead	Co-ordinator Statutory Planning & Building Planning & Development Lead
Coord Strat PL	Co-ordinator Strategic Planning
Dir Com Plc	Director Communities and Place
Dir Corp Ser	Director Corporate Services
Dir Infra	Director Infrastructure
EHO	Environmental Health Officer
HR Lead	Human Resources Lead

Abbreviation	Position
Mgr A&E	Manager Assets & Engineering
Mgr Com Serv	Manager Community Services & Safety
Mgr Inv Attrct	Manager Investment Attraction & Growth
Mgr R&F	Manager Roads & Facilities
Mgr W&E	Manager Waste & Environment
MBS	Municipal Building Surveyor
N/A	Not Applicable
N/D	Not Delegated
Snr OHS & HR	Senior OHS and HR Officer
Snr Rates	Senior Rates Officer
Snr Stat Plnrr	Senior Statutory Town Planner
Strat PL	Strategic Planner
TL Stat Pln	Team Leader Statutory Planning
TL Urban Infra	Team Leader Urban Infrastructure

3. declares that:

3.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on ##**date** and

3.2 the delegation:

- 3.2.1 comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

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

.....
 Witness

Date:

SCHEDULE

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Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	Coord Envir Health, EHO	
r 10	Function of receiving application for registration	Coord Envir Health, EHO	
r 11	Function of receiving application for renewal of registration	Coord Envir Health, EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coord Envir Health, EHO	
r 12(1)	Power to refuse to renew <u>grant</u> the registration if not satisfied that the caravan park complies with these regulations	Coord Envir Health, Dir Com Plc, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coord Envir Health, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park	Coord Envir Health,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	complies with these regulations	EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Coord Envir Health, EHO	
r 12(4) & (5)	Duty to issue certificate of registration	Coord Envir Health, EHO	
r 14(1)	Function of receiving notice of transfer of ownership.	Coord Envir Health, EHO	
r 14(3)	Power to determine where notice of transfer is displayed	Coord Envir Health, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	Coord Envir Health, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	Coord Envir Health, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coord Envir Health, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coord Envir Health, EHO	
r 17	Duty to keep register of caravan parks	Coord Envir Health, EHO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coord Envir Health, EHO	
r 21(2)	Duty to consult with relevant emergency services agencies	Coord Envir Health, EHO	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coord Envir Health, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public	Coord Envir Health,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	emergency warnings	EHO	
r 24(2)	Power to consult with relevant floodplain management authority	Coord Envir Health, EHO	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Coord Envir Health, EHO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coord Envir Health, EHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coord Envir Health, EHO	
r 39(3)	Function of receiving installation certificate	Coord Envir Health, EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Coord Envir Health, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Coord Envir Health, EHO	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	HR Lead	Where Council is a Class B cemetery trust
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	HR Lead	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Snr Rates, HR Lead, Coord Civil Wrks, TL Urban	Where Council is a Class B cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Infra	
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	Snr Rates, HR Lead, Coord Civil Wrks, TL Urban InfraN/A	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	Snr Rates, HR Lead, Coord Civil Wrks, TL Urban InfraN/A	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	HR Lead	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	HR Lead	
s 15(4)	Duty to keep records of delegations	Dir Corp Ser	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	HR Lead	
s 17(3)	Power to determine the terms and conditions of employment or engagement	HR Lead	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	HR Lead	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	N/A	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	N/A	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	each calendar year		
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	N/A	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	N/A	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	N/A	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	N/A	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	N/A	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	N/A	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	N/A	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Power to carry out or permit the carrying out of works	HR Lead	
s 20(1)	Duty to set aside areas for the interment of human remains	HR Lead	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	HR Lead	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	HR Lead	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	HR Lead	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Dir Corp Ser	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Dir Corp Ser	Subject to the Minister approving the purpose

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40	Duty to notify Secretary of fees and charges fixed under s 39	HR Lead	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Dir Corp Ser	Provided the street was constructed pursuant to the Local Government Act 1989
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	Dir Corp Ser	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Dir Corp Ser	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	HR Lead	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60(2)	Power to charge fees for providing information	HR Lead	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	HR Lead	
s 64B(d)	Power to permit interments at a reopened cemetery	HR Lead	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	HR Lead	
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	HR Lead	
s 70(2)	Duty to make plans of existing place of interment available to the public	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	HR Lead	
s 71(2)	Power to dispose of any memorial or other structure removed	HR Lead	
s 72(2)	Duty to comply with request received under s 72	HR Lead	
s 73(1)	Power to grant a right of interment	HR Lead	
s 73(2)	Power to impose conditions on the right of interment	HR Lead	
s 74(3)	Duty to offer a perpetual right of interment	HR Lead	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	HR Lead	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	HR Lead	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	HR Lead	
s 80(2)	Function of recording transfer of right of interment	HR Lead	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	HR Lead	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	HR Lead	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	HR Lead	
s 84(1)	Function of receiving notice of surrendering an entitlement	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	to a right of interment		
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	HR Lead	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	HR Lead	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	HR Lead	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	HR Lead	
s 84I(6)(a)	Power to remove any memorial on the place of interment	HR Lead	
s 84I(6)(b)	Power to grant right of interment under s 73	HR Lead	
s.85(1)	Duty to notify holder of 25 year right of interment of	HR Lead	The notice must be in writing and contain the

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	expiration at least 12 months before expiry		requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	HR Lead	Does not apply where right of interment relates to remains of a deceased veteran.
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.	HR Lead	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	HR Lead	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	HR Lead	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	HR Lead	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	HR Lead	
s.86(5)	duty to provide notification before taking action under s.86(4)	HR Lead	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	HR Lead	
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	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	HR Lead	
s 91(1)	Power to cancel a right of interment in accordance with s 91	HR Lead	
s 91(3)	Duty to publish notice of intention to cancel right of interment	HR Lead	
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	HR Lead	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	HR Lead	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	HR Lead	
s 99(4)	Duty to make a decision on an application under s 98 within	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	45 days after receipt of the application or within 45 days of receiving further information where requested		
s 100(1)	Power to require a person to remove memorials or places of interment	HR Lead	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	HR Lead	
s 100(3)	Power to recover costs of taking action under s 100(2)	HR Lead	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	HR Lead	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	HR Lead	
s 102(2) &	Power to set terms and conditions in respect of, or to	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
(3)	cancel, an approval granted under s 102(1)		
s 103(1)	Power to require a person to remove a building for ceremonies	Dir Corp Ser	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	Dir Corp Ser	
s 103(3)	Power to recover costs of taking action under s 103(2)	HR Lead	
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	HR Lead	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	HR Lead	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	HR Lead	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	HR Lead	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	HR Lead	
s 108	Power to recover costs and expenses	HR Lead	
s 109(1)(a)	Power to open, examine and repair a place of interment	HR Lead	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	HR Lead	Where the holder of right of interment or responsible person cannot be found

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	HR Lead	Where the holder of right of interment or responsible person cannot be found
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	HR Lead	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	HR Lead	
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	HR Lead	
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	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	HR Lead	
s 112	Power to sell and supply memorials	HR Lead	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	HR Lead	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	HR Lead	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	HR Lead	
s 119	Power to set terms and conditions for interment authorisations	HR Lead	
s 131	Function of receiving an application for cremation authorisation	N/A	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	N/A	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	HR Lead	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	HR Lead	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	HR Lead	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	HR Lead	
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	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 151	Function of receiving applications to inter or cremate body parts	HR Lead	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	HR Lead	
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	HR Lead	
sch 1 cl 8(8)	Power to regulate own proceedings	HR Lead	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CEO, Dir Com Plc, Mgr Com Serv	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Coord Envir Health, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coord Envir Health, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the	Coord Envir Health	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process		Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Coord Envir Health	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Coord Envir Health, EHO	If s 19(1) applies
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	Coord Envir Health, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Coord Envir Health, EHO	Where Council is the registration authority
s	Power to direct, in an order made under s 19AA(2) or a subsequent	Coord Envir	Note: the power to direct the matters under s

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
19AA(4)(c)	written order, that a person must ensure that any food or class of food is not removed from the premises	Health, EHO	19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Coord Envir Health, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coord Envir Health, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coord Envir Health, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Coord Envir Health, EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements	Coord Envir	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	specified in the food safety program	Health, EHO	Only in relation to temporary food premises or mobile food premises Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coord Envir Health, EHO	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coord Envir Health, EHO	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coord Envir Health, EHO	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coord Envir Health, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Coord Envir Health, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Coord Envir Health, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Coord Envir Health, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Coord Envir Health, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Coord Envir Health, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coord Envir Health, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coord Envir Health, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coord Envir Health, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coord Envir Health, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coord Envir Health, EHO	Where Council is the registration authority
	Power to register or renew the registration of a food premises	Coord Envir Health, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Coord Envir Health, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Coord Envir Health, EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coord Envir Health, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coord Envir Health, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Coord Envir Health, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coord Envir Health, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Coord Envir Health, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Coord Envir Health, EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Coord Envir Health, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Coord Envir Health, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Coord Envir Health, EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Coord Envir	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Health, EHO	not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Coord Envir Health, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coord Envir Health, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Coord Envir Health, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Coord Envir Health, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Coord Envir Health, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Coord Envir Health, EHO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Coord Envir Health, EHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Coord Envir Health, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Coord Envir Health, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Coord Envir Health, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period	Coord Envir	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	of less than 1 year	Health, EHO	
s 40D(1)	Power to suspend or revoke the registration of food premises	Coord Envir Health, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	Coord Envir Health, EHO	
s 40F	Power to cancel registration of food premises	Coord Envir Health, EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	Coord Envir Health, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Coord Envir Health, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coord Envir Health, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Coord Envir Health, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coord Envir Health, EHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Snr Stat Plnr, Coord PL Bldg Pln & Dev Lead TL Stat Pln	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate is the CEO

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Dir Com Plc	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Dir Com Plc, Mgr Inv Attrct	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Snr Stat Plnrr, Coord Strat PL, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Snr Stat Plnrr, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Coord Strat PL, Dir Com Plc, Coord PL Bldg Pln & Dev Lead	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Dir Com Plc	
s 8A(5)	Function of receiving notice of the Minister's decision	Dir Com Plc	
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	Dir Com Plc	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct, Strat PL TL Stat Pln	
s 12B(1)	Duty to review planning scheme	Dir Com Plc	
s 12B(2)	Duty to review planning scheme at direction of Minister	Dir Com Plc	
s.12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Dir Com Plc	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Dir Com Plc	
s 17(1)	Duty of giving copy amendment to the planning scheme	Coord Strat PL, Dir Com Plc, Strat PL TL Stat Pln	
s 17(2)	Duty of giving copy s 173 agreement	Coord Strat PL, Dir	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Com Plc, Mgr Inv Attrct, Strat PL -TL Stat Pln	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Coord Strat PL, Dir Com Plc, Strat PL TL Stat Pln	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Snr Stat Pln r, Coord Strat PL, Coord PL -Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Pln & Dev Lead	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	N/D	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Snr Stat Plnr, Coord Strat PL, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	Until the end of 2 months after the amendment comes into operation or lapses

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Coord Strat PL, Dir Com Plc, Mgr Inv	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Attrct, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Dir Com Plc	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Snr Stat Plnr, Coord Strat PL, Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Snr Stat Plnr, Coord Strat PL, Coord PL Bldg, Strat PL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Pln & Dev Lead, TL Stat Pln	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Snr Stat Plnr, Coord Strat PL, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Dir Com Plc	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Dir Com Plc	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Coord Strat PL, Dir Com Plc, Strat PL TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Coord Strat PL, Dir Com Plc, Strat PL TL Stat Pln	
s 30(4)(a)	Duty to say if amendment has lapsed	Coord Strat PL, Dir Com Plc	
s 30(4)(b)	Duty to provide information in writing upon request	Coord Strat PL, Dir Com Plc	
s 32(2)	Duty to give more notice if required	Coord Strat PL, Dir Com Plc	
s 33(1)	Duty to give more notice of changes to an amendment	Coord Strat PL, Dir Com Plc	
s 36(2)	Duty to give notice of approval of amendment	Coord Strat PL, Dir Com Plc, Strat PL TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38(5)	Duty to give notice of revocation of an amendment	Coord Strat PL, Dir Com Plc	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Dir Com Plc	
s 40(1)	Function of lodging copy of approved amendment	Coord Strat PL, Dir Com Plc, Strat PL TL Stat Pln	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Snr Stat Plnrr, Coord Strat PL, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with	Snr Stat Plnrr, Coord Strat PL,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the requirements set out in s 197B of the Act after the inspection period ends	Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Snr Stat Plnr, Coord Strat PL, Coord PL Bldg, Strat PL Pln & Dev Lead, TL Stat Pln	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Dir Com Plc	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Coord Strat PL, Dir Com Plc	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Coord Strat PL, Dir Com Plc	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Coord Strat PL, Dir Com Plc	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Coord Strat PL, Dir Com Plc	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Coord Strat PL, Dir Com Plc	
s 46GP	Function of receiving a notice under s 46GO	Coord Strat PL, Dir Com Plc	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Coord Strat PL, Dir Com Plc, Mgr Inv	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Attrct	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution	Snr Stat Plnr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to specify the manner in which the payment is to be made		
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Snr Stat Plnrr , Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Dir Infra	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Dir Infra	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(1)	Duty to keep proper and separate accounts and records	CFO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	CFO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CFO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CFO	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	CFO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Function of receiving the monetary component	CFO	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Mgr Inv Attrct, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Mgr Inv Attrct, CFO	Where Council is the development agency specified in the approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Dir Com Plc, Mgr Inv Attrct	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	Dir Com Plc, Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Coord Strat PL, Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Dir Com Plc, Mgr Inv Attrct	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Coord Strat PL, Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Dir Com Plc	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Dir Com Plc, Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Dir Com Plc, Mgr	Where Council is the collection agency under an

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Inv Attrct	approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Dir Com Plc	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Coord Strat PL, Mgr Inv Attrct	Where Council is a collecting agency or development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Dir Com Plc	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Coord Strat PL, Mgr Inv Attrct	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Dir Com Plc	
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	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Dir Com Plc	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Dir Com Plc	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Dir Com Plc	
s 46Q(1)	Duty to keep proper accounts of levies paid	CFO	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for	CFO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency		
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	CFO	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Dir Com Plc	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Dir Com Plc	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Dir Com Plc	Must be done in accordance with Part 3

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	Dir Com Plc	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	Dir Com Plc	
s 46QD	Duty to prepare report and give a report to the Minister	Dir Com Plc	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	N/A	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	N/A	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating	N/A	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	all amendments to it		
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, Dir Com Plc, Dir Infra, Dir Corp Ser	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 50(4)	Duty to amend application	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 50(5)	Power to refuse to amend application	Dir Com Plc, Coord PL Bldg Pln & Dev Lead	
s 50(6)	Duty to make note of amendment to application in register	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(1)	Power to make amendment to application	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 50A(4)	Duty to note amendment to application in register	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 52(3)	Power to give any further notice of an application where appropriate	Snr Stat Plnrr, Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Pln & Dev Lead, TL Stat Pln	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 54(1)	Power to require the applicant to provide more information	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 54(1A)	Duty to give notice in writing of information required under s	Snr Stat Plnrr,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	54(1)	Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 54(1B)	Duty to specify the lapse date for an application	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Snr Stat Plnrr, Dir Com Plc, Mgr Com Serv , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		TL Stat Pln	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Snr Stat Plnrr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57(5)	Duty to make a copy of all objections available in accordance with	Snr Stat Plnrr,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the public availability requirements	Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57A(5)	Power to refuse to amend application	Snr Stat Plnrr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57A(6)	Duty to note amendments to application in register	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57B(1)	Duty to determine whether and to whom notice should be given	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 57C(1)	Duty to give copy of amended application to referral authority	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 58	Duty to consider every application for a permit	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58A	Power to request advice from the Planning Application Committee	Dir Com Plc	
s 60	Duty to consider certain matters	Snr Stat Plnrr , Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 60(1A)	Duty to consider certain matters	Snr Stat Plnrr , Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Snr Stat Plnrr , Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Snr Stat Plnrr , Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 <hr/> If there are two or more objectors to a permit application, the matter must be referred to Council for determination
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	N/A	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 62(2)	Power to include other conditions	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Stat Pln	
s 64(3)	Duty not to issue a permit until after the specified period	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, Strat	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<u>PL</u>	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice	Snr Stat Plnrr, Coord PL Bldg Pln	If the recommending referral authority did not object to the grant of the permit or the

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	given under s 64 or 65	& Dev Lead, TL Stat Pln	recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	Snr Stat Plnr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 69(1A)	Function of receiving application for extension of time to complete development	Snr Stat Plnr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 69(2)	Power to extend time	Snr Stat Plnr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 70	Duty to make copy permit available for inspection in accordance	Snr Stat Plnr,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	with the public availability requirements	Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 71(1)	Power to correct certain mistakes	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 71(2)	Duty to note corrections in register	Snr Stat Plnr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 73	Power to decide to grant amendment subject to conditions	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 74	Duty to issue amended permit to applicant if no objectors	Snr Stat Plnr , Dir	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 83	Function of being respondent to an appeal	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 83B	Duty to give or publish notice of application for review	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 84AB	Power to agree to confining a review by the Tribunal	Snr Stat Plnr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 91(2)	Duty to comply with the directions of VCAT	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Stat Pln	
s 93(2)	Duty to give notice of VCAT order to stop development	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 95(3)	Function of referring certain applications to the Minister	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 95(4)	Duty to comply with an order or direction	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Dir Com Plc	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Dir Com Plc	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Dir Com Plc	
s 96F	Duty to consider the panel's report under s 96E	N/D	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	Dir Com Plc	
s 96H(3)	Power to give notice in compliance with Minister's direction	Snr Stat Plnr,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 96J	Duty to issue permit as directed by the Minister	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg Pln & Dev Lead	
s 97C	Power to request Minister to decide the application	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Dir Com Plc	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Snr Stat Plnrr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Snr Stat Plnrr, Dir Com Plc, Coord PL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Bldg Pln & Dev Lead, TL Stat Pln	
s 97Q(4)	Duty to comply with directions of VCAT	Snr Stat Plnr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Snr Stat Plnr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Dir Com Plc	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Snr Stat Plnr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving claim for expenses in conjunction with claim	Dir Com Plc	
s 103	Power to reject a claim for compensation in certain circumstances	Dir Com Plc	
s.107(1)	function of receiving claim for compensation	Dir Com Plc	
s 107(3)	Power to agree to extend time for making claim	Dir Com Plc	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Dir Com Plc	
s 114(1)	Power to apply to the VCAT for an enforcement order	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Dir Com Plc	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	CEO	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 129	Function of recovering penalties	Dir Com Plc	
s 130(5)	Power to allow person served with an infringement notice further time	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 149A(1)	Power to refer a matter to the VCAT for determination	Snr Stat Plnrr , Dir Com Plc, Strat PL Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 149B	Power to apply to the Tribunal for a declaration.	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Dir Com Plc	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Dir Com Plc	
s 171(2)(g)	Power to grant and reserve easements	Dir Com Plc	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	N/D	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	N/D	Where Council is a collecting agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	N/D	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	Dir Com Plc	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, Dir Com Plc	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Dir Com Plc	
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	Dir Com Plc	
s 178A(1)	Function of receiving application to amend or end an agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Snr Stat Plnrr , Dir Com Plc, Coord PL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Bldg Pln & Dev Lead, TL Stat Pln	
s 178A(5)	Power to propose to amend or end an agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision	Snr Stat Plnrr , Coord PL Bldg Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	to amend or end	& Dev Lead, TL Stat Pln	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Snr Stat Plnr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Snr Stat Plnr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Dir Com Plc	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Dir Com Plc	If no objections are made under s 178D Must consider matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, Dir Com Plc	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Dir Com Plc	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Dir Com Plc	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	N/D	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Dir Com Plc	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Snr Stat Plnr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Snr Stat Pln , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	Snr Stat Pln , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Dir Com Plc	
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	Snr Stat Pln , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 181	Duty to apply to the Registrar of Titles to record the agreement	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Snr Stat Plnrr , Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 182	Power to enforce an agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
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	
s 184F(2)	Duty not to amend or end the agreement or give notice of the	N/D	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	decision after an application is made to VCAT for review of a failure to amend or end an agreement		
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	Dir Com Plc	
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	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 184G(2)	Duty to comply with a direction of the Tribunal	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 184G(3)	Duty to give notice as directed by the Tribunal	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Snr Stat Plnrr, Coord Strat PL, Mgr Inv Attrct, Coord PL Bldg, Strat PL-Pln & Dev Lead, TL Stat Pln	
s 198(1)	Function to receive application for planning certificate	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 199(1)	Duty to give planning certificate to applicant	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(1)	Function of receiving application for declaration of underlying zoning	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 201(3)	Duty to make declaration	Snr Stat Plnrr, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Snr Stat Plnrr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
	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	Snr Stat Plnrr, Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
	Power to give written authorisation in accordance with a provision of a planning scheme	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Dir Com Plc	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Coord Envir Health, EHO	
s 522(1)	Power to give a compliance notice to a person	Coord Envir Health, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Dir Com Plc	
s 525(4)	Duty to issue identity card to authorised officers	HR Lead	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Dir Com Plc	
s 526A(3)	Function of receiving report of inspection	Dir Com Plc	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Dir Com Plc	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Dir Infra	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	N/D	
s 11(9)(b)	Duty to advise Registrar	Coord Assets, Mgr A&E	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Coord Assets, Mgr A&E	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Dir Infra	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Dir Infra	Where Council is the coordinating road authority
s 12(10)	Duty to notify of decision made	Dir Infra	Duty of coordinating road authority where it is

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>the discontinuing body</p> <p>Does not apply where an exemption is specified by the regulations or given by the Minister</p>
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	N/D	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Dir Infra	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	N/D	
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	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Dir Infra	
s 15(2)	Duty to include details of arrangement in public roads register	Dir Infra Mgr A&E	
s 16(7)	Power to enter into an arrangement under s 15	Dir Infra	
s 16(8)	Duty to enter details of determination in public roads register	Dir Infra	
s 17(2)	Duty to register public road in public roads register	Dir Infra	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Dir Infra, Mgr A&E	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Dir Infra, Mgr A&E	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	N/D	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	N/D	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Dir Infra	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Dir Infra Mgr A&E	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Dir Infra	
s 19(4)	Duty to specify details of discontinuance in public roads register	Dir Infra	
s 19(5)	Duty to ensure public roads register is available for public inspection	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21	Function of replying to request for information or advice	Dir Infra	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Dir Infra	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Dir Infra	
s 22(5)	Duty to give effect to a direction under s 22	Dir Infra	
s 40(1)	Duty to inspect, maintain and repair a public road.	Mgr R&F, Dir Infra, Mgr A&E	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Mgr R&F, Dir Infra, Mgr A&E	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	Dir Infra	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Dir Infra	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Dir Infra	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Dir Infra	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)	Mgr R&F, Mgr A&E	Where Council is the responsible road authority, infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Mgr R&F, Dir Infra, Mgr A&E	
s 49	Power to develop and publish a road management plan	Dir Infra	
s 51	Power to determine standards by incorporating the standards in a road management plan	Dir Infra	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Dir Infra, Mgr A&E	
s 54(2)	Duty to give notice of proposal to make a road management plan	Dir Infra, Mgr A&E	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Dir Infra, Mgr A&E	
s 54(6)	Power to amend road management plan	Dir Infra, Mgr A&E <u>EN/D</u>	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(7)	Duty to incorporate the amendments into the road management plan	Dir Infra, Mgr A&E	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Dir Infra, Mgr A&E	
s 63(1)	Power to consent to conduct of works on road	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Mgr R&F, Dir Infra, Mgr A&E, <u>Mgr W&E</u>	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the coordinating road authority
s 67(3)	Power to request information	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the coordinating road authority
s 68(2)	Power to request information	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Dir Infra	
s 72	Duty to issue an identity card to each authorised officer	Dir Infra	
s 85	Function of receiving report from authorised officer	Dir Infra	
s 86	Duty to keep register re s 85 matters	Dir Infra	
s 87(1)	Function of receiving complaints	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(2)	Duty to investigate complaint and provide report	Dir Infra	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Dir Infra	
s 112(2)	Power to recover damages in court	Dir Infra	
s 116	Power to cause or carry out inspection	Mgr R&F, Snr OHS & HR, Dir Infra, Mgr A&E, Mgr W&E	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Dir Infra, Mgr A&E	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Dir Infra	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	road management functions before exercising power in s 120(1)		
s 121(1)	Power to enter into an agreement in respect of works	Dir Infra	
s 122(1)	Power to charge and recover fees	Dir Infra	
s 123(1)	Power to charge for any service	Dir Infra	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Dir Infra	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Dir Infra	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Dir Infra	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	Dir Infra	
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	Dir Infra	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Dir Infra	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	appear to need maintenance		
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Mgr R&F, Dir Infra, Mgr A&E,	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Mgr W&E	
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority, responsible authority or infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(5)	Power to consent to proposed works	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch7 cl 19(1)	Power to give notice requiring rectification of works	Mgr R&F, Dir Infra, Mgr A&E, <u>Mgr W&E</u>	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Mgr R&F, Dir Infra, Mgr A&E, <u>Mgr W&E</u>	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Dir Infra, <u>Mgr A&E</u>	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Dir Infra	Where Council is the responsible road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Dir Infra	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Dir Infra	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 2436	Duty to ensure that cemetery complies with depth of burial requirements	HR Lead	
r 2537	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	HR Lead	

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 27 43(2)	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	HR Lead	
r 28(1) 44(2)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	HR Lead	
r 28(2) 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	HR Lead	
r 29 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	HR Lead	
r 30(2) 46(2)	Power to release cremated human remains to certain persons	HR Lead	Subject to any order of a court
r 31(1) 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	HR Lead	
r	Duty to hold cremated human remains for at least 12 months from the date of cremation	HR Lead	

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
31(2) 47(2)			
r 31(3) 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	HR Lead	
r 31(4) 47(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	HR Lead	
r-32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a) - (d)	HR Lead	
r-33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a) - (c)	HR Lead	
r-33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a) - (b)	HR Lead	
r-34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a) - (b)	HR Lead	
r-36	Duty to provide statement that alternative vendors or supplier of monuments exist	HR Lead	

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	HR Lead	
r 39(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	HR Lead	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.	HR Lead	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	HR Lead	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	HR Lead	
r 40	Power to approve a person to play sport within a public cemetery	HR Lead	
r 41(1)	Power to approve fishing and bathing within a public cemetery	HR Lead	
r 42(1)	Power to approve hunting within a public cemetery	HR Lead	
r 43	Power to approve camping within a public cemetery	HR Lead	

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 45(1)	Power to approve the removal of plants within a public cemetery	HR Lead	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	HR Lead	
r 47(3)	Power to approve the use of fire in a public cemetery	HR Lead	
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	HR Lead	
<u>r 50</u>	<u>Duty to provide statement that alternative vendors or supplier of memorials exist</u>	<u>HR Lead</u>	
<u>r 51</u>	<u>Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies</u>	<u>HR Lead</u>	
<u>r 52</u>	<u>Power to approval the arrangement or conduct of a funeral</u>	<u>HR Lead</u>	
<u>r 53(1)</u>	<u>Power to give written direction regarding the manner in which a funeral is to be conducted</u>	<u>HR Lead</u>	

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials	HR Lead	
r 56(3)	Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial	HR Lead	
r 56(4)	Duty to dispute items under r 56(3) in a manner considered appropriate	HR Lead	
r 59	Duty to display the hours during which the public can access the cemetery	HR Lead	
	Note: Schedule sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	HR Lead	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5, 7, 8, 9, 10, 11, 12, 15, 16, 17 and 18 of sch 2	HR Lead	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	HR Lead	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	HR Lead	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	HR Lead	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	HR Lead	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	HR Lead	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	HR Lead	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	HR Lead	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and	HR Lead	See note above regarding model

Cemeteries and Crematoria Regulations 2015 2025			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	buildings for ceremonies		rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	HR Lead	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	HR Lead	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	HR Lead	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	HR Lead	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Coord Strat PL, Dir Com Plc, Coord PL Bldg Pln & Dev Lead	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.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev Lead, TL Stat Pln	where Council is the responsible authority
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 in accordance with the public availability requirements	Snr Stat Plnrr , Dir Com Plc, Coord PL Bldg Pln & Dev	where Council is not the responsible authority but the relevant land is within Council's municipal district

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Stat Pln	
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 of a permit application	Coord Strat PL, Dir Com Plc, Coord PL Bldg Pln & Dev Lead	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Dir Com Plc, Mgr Inv Attrct	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Dir Com Plc, Mgr Inv Attrct	
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	Dir Com Plc, Mgr Inv Attrct	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Dir Infra, Mgr A&E	
r 9(2)	Duty to produce written report of review of road management plan and make	Dir Infra, Mgr A&E	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	report available		
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)	Dir Infra, Mgr A&E	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Dir Infra, Mgr A&E	
r 13(1)	Duty to publish notice of amendments to road management plan	Dir Infra, Mgr A&E	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Dir Infra, Mgr A&E	
r 16(3)	Power to issue permit	Mgr R&F, Dir Infra, Mgr A&E	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Mgr R&F, Dir Infra, Mgr A&E, Mgr W&E	Where Council is the coordinating road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(2)	Power to make submission to Tribunal	Dir Infra	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Dir Infra	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Mgr R&F, Mgr A&E, Mgr W&E	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Dir Infra	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Dir Infra	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Dir Infra	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Dir Infra	Where Council is the coordinating road authority

1. PURPOSE

- 1.1 To establish procedures for addressing alleged breaches of the Model Councillor Code of Conduct by Councillors including a process for councillors dealing with an alleged breach to:
 - 1.1.1 attempt to resolve the matter through informal discussions between themselves; and
 - 1.1.2 attempt to resolve the matter through conciliations with the support of the Mayor or other nominated third party.

2. INTRODUCTION

- 2.1 The *Local Government (Governance and Integrity) Regulations 2020* provide that “a Council must implement and adopt an internal resolution procedure that may be followed by Councillors to deal with alleged breaches of the Model Councillor Code of Conduct.”
- 2.2 This procedure sets out the steps to be followed by councillors following behaviour alleged to be contrary to the Model Councillor Code of Conduct. These steps include a conciliation process that is to be conducted by the Mayor, Deputy Mayor or a conciliator.
- 2.3 Before an application can be made to the Principal Councillor Conduct Registrar for an internal arbitration process either the steps in this procedure must be followed, or an explanation must be provided to the Registrar explaining why the matter should be heard despite the procedure not having been followed.
- 2.4 The *Local Government Act 2020* establishes a councillor conduct framework that provides a clear hierarchy for the management of councillor conduct issues. If the internal resolution process has not resolved the complaint, or it is considered not appropriate to be followed.
 - 2.4.1 Complaints of **misconduct** by a councillor are heard and determined under the council’s internal arbitration process by an independent arbiter.
 - 2.4.2 Complaints of **serious misconduct** by a councillor are heard and determined by councillor conduct panels.
 - 2.4.3 Allegations of **gross misconduct** are dealt with by the Victorian Civil and Administrative Tribunal (VCAT).
- 2.5 Additionally, the *Local Government (Governance and Integrity) Regulations 2020* has set obligations for professional development for councillors across four-year term. Each year councillors should be provided with training that builds their skills in good governance, ethical and responsible conduct, and conflict resolution. Council officers should also receive support and training on the management, roles and responsibilities in the implementation of this procedure.

3. SCOPE

This procedure applies to all Councillors of Horsham Rural City Council.

4. COUNCILLOR OBLIGATIONS

- 4.1 Councillors have an obligation to act in accordance with the Model Councillor Code of Conduct.
- 4.2 Councillors hold a leadership role and are expected to model behaviour that the municipal community would expect of their elected representative. Councillors shall take personal responsibility for their conduct, and be willing to:
 - 4.2.1 seek to resolve disputes regarding an allegation made against another councillor as quickly and with as little formality as possible;
 - 4.2.2 participate in internal resolution procedures relating to allegations made against them in a spirit of courtesy and respect; and
 - 4.2.3 place the best interests of the municipal community at the heart of their decision making.
- 4.3 The role of the Mayor includes obligations to promote behaviour among councillors that is consistent with the Model Councillor Code and to assist councillors to understand their role.
- 4.4 The role of the Deputy Mayor is to assume the obligations of the Mayor if the Mayor is incapable of performing their duties for whatever reason, including in circumstances where the Mayor is either a complainant or a respondent in respect of an alleged breach of the Model Councillor Code of Conduct.
- 4.5 To avoid doubt, reasonable steps taken by a Mayor or Deputy Mayor carried out in a reasonable manner to promote behaviour among councillors that is consistent with the Model Councillor Code of Conduct and to assist councillors to understand their behaviour is not bullying.

5. RESOLUTION OF ALLEGATIONS

- 5.1 Allegations can only be made:
 - 5.1.1 by a councillor;
 - 5.1.2 about conduct that is alleged to be contrary to the Model Councillor Code of Conduct; and
 - 5.1.3 within the timeframes provided for by this procedure.
- 5.2 The informal mechanisms provided for by this procedure are:
 - 5.2.1 an informal discussion between the parties; or
 - 5.2.2 a conciliation with the assistance of the Mayor, Deputy Mayor or an independent mediator.

5.3 Where multiple related allegations are made at the same or similar time, the process in this procedure may be adjusted to enable the allegations to be considered together, subject to agreement of all the parties. This may include circumstances where:

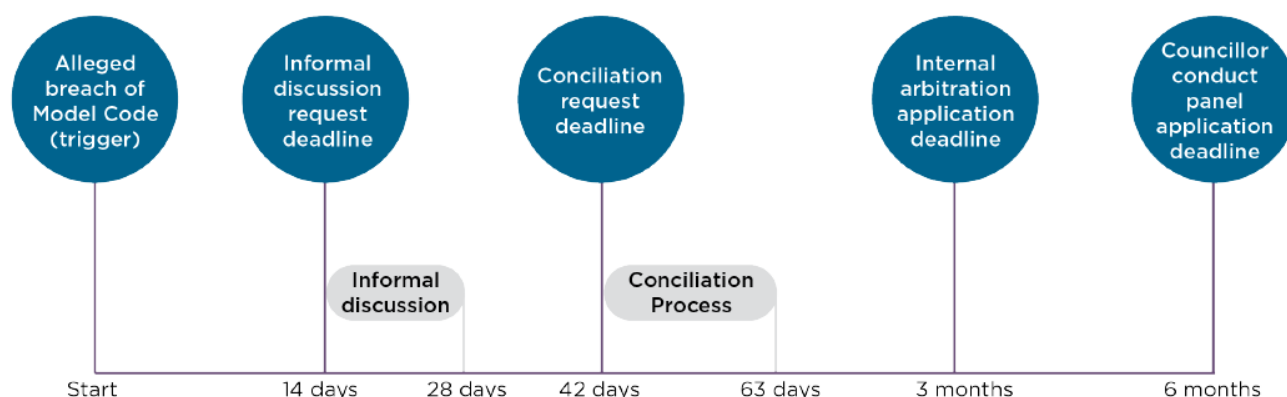
- 5.3.1 a complainant makes more than one allegation about the same respondent;
- 5.3.2 a complainant makes an allegation about more than one respondent;
- 5.3.3 Councillors make related allegations about each other;
- 5.3.4 more than one complainant makes an allegation about the same matter.

6. CONCILIATION PROCESS TIMELINES

6.1 Dispute resolution processes have a greater prospect of success where they are undertaken in a timely manner.

6.2 In order to address allegations of a breach of the Model Councillor Code of Conduct in a timely fashion, as well as to ensure that they can be completed ahead of the legislative deadline for applications for an internal resolution process, Councillors should seek to adhere to these timelines below.

Timeline overview



Timeline detail

Milestone	Description	Timeframe
Alleged breach of the Model Councillor Code of Conduct	The date of the conduct alleged to contravene the Model Councillor Code of Conduct	
Informal discussion request deadline	The making of a request for an informal discussion in accordance with section 7.4.	Within 14 days of the alleged breach
Informal discussion	Informal discussions between the parties to an allegation.	Within 14 days of the informal discussion request
Conciliation request	The making of a request for a conciliation in accordance with section 8.4.	Within 42 days of alleged breach
Conciliation	Conciliation with the parties to an allegation.	Within 21 days of the conciliation request
Internal arbitration request	An application to the Principal Councillor Conduct Registrar for an internal arbitration process in respect of an allegation of	Within 3 months of the alleged breach

	misconduct, as defined in section 3 of the <i>Local Government Act 2020</i> .	
Internal arbitration	The conduct by an arbiter of an internal arbitration process.	In accordance with section 143 of the <i>Local Government Act 2020</i>
Councillor conduct panel request	An application to the Principal Councillor Conduct Registrar for a Councillor Conduct Panel process in respect of an allegation of serious misconduct as defined in section 3 of the <i>Local Government Act 2020</i> .	In accordance with section 154 of the <i>Local Government Act 2020</i> .

7. STEP ONE – INFORMAL DISCUSSION

7.1 A councillor may make an informal discussion request when:

7.1.1 they allege that a Councillor has acted or behaved in a manner contrary to the Model Councillor Code of Conduct; and

7.1.2 they reasonably believe that an informal discussion may result in the resolution of an allegation.

7.2 An informal discussion request must be made within 14 days (two weeks) of the date that the alleged actions or behaviours that occurred.

7.3 Where an allegation relates to a matter which has occurred over multiple occasions (such as a bullying complaint), then the date of the most recent incident is to be used in determining whether it has occurred within the previous 14 days.

7.4 An informal discussion request must be made in writing to the respondent and must include:

7.4.1 the name of the complainant;

7.4.2 the name of the respondent; and

7.4.3 details of the allegation, with specific reference to the Model Councillor Code of Conduct provisions which are alleged to have been contravened.

7.5 Upon receipt of an informal discussion request, a respondent has the opportunity to participate in an informal discussion with a view to resolving the allegation to the satisfaction of both parties.

7.6 The arrangements for the informal discussion, including the timing and manner in which it is conducted and who may participate in the discussion is to be agreed between the parties.

7.7 The allegation is considered resolved when:

7.7.1 it has been withdrawn by the complainant; or

7.7.2 it has been resolved to the satisfaction of the complainant.

7.8 The informal discussion is considered concluded at whichever of the following occurs first:

7.8.1 the allegation is resolved;

7.8.2 either party indicates or otherwise demonstrates that they are unable or unwilling to participate or continue to participate in the informal discussion; or

7.8.3 fourteen days have elapsed since the making of the informal discussion request.

Note - participation in an informal discussion is voluntary.

8. STEP TWO – CONCILIATION

8.1 A councillor may make a conciliation request when:

8.1.1 they allege that a councillor has behaved or acted in a manner contrary to the Model Councillor Code of Conduct;

8.1.2 they have reasonable grounds to believe that an informal discussion would not result in the resolution of the allegation, or an informal discussion has concluded without the resolution of the allegation; and

8.1.3 they reasonably believe that a conciliation may result in the resolution of an allegation.

8.2 A conciliation request must be made within 42 days (six weeks) of the date that the alleged actions or behaviours that occurred.

8.3 Where an allegation relates to a matter which has occurred over multiple occasions (such as a bullying complaint), then the date of the most recent incident is to be used in determining whether it has occurred within the previous 42 days.

8.4 A conciliation request must be made in writing to the Councillor Conduct Officer and must include:

8.4.1 the name of the complainant;

8.4.2 the name of the respondent;

8.4.3 details of the allegation, with specific reference to the Model Councillor Code of Conduct provisions which are alleged to have been contravened; and

8.4.4 any evidence to support the allegation.

8.5 Upon receipt of a conciliation request, the Councillor Conduct Officer must:

8.5.1 acknowledge receipt of the request;

8.5.2 provide a copy of the request to the respondent; and

8.5.3 provide a copy of the request to the Chief Executive Officer.

8.6 Upon receipt of a conciliation request, the Chief Executive Officer must appoint as a conciliator:

8.6.1 the Mayor;

8.6.2 the Deputy Mayor, only where the Mayor is a party to the allegation or unable to conduct the process for any other reason; or

8.6.3 an independent mediator, where:

I. either party requests it;

- II. both the Mayor and Deputy Mayor are party to the allegation; or
- III. the Chief Executive Officer is of the view that the assistance of an independent mediator is warranted.

8.7 Upon receipt of a conciliation request, the conciliator shall invite the parties to participate in a conciliation with a view to resolving the allegation to the satisfaction of both parties.

8.8 The arrangements for the conciliation, including the timing and manner in which it is conducted and who may participate in the discussion is to be proposed by the conciliator and agreed between the parties.

8.9 The allegation is considered resolved when:

- 8.9.1 it has been withdrawn by the complainant; or
- 8.9.2 it has been resolved to the satisfaction of the complainant.

8.10 The conciliation is considered concluded at whichever of the following occurs first:

- 8.10.1 the allegation is resolved;
- 8.10.2 either party indicates or otherwise demonstrates that they are unable or unwilling to participate or continue to participate in the conciliation; or
- 8.10.3 twenty-one days have elapsed since the making of the conciliation request.

8.11 The Chief Executive Officer shall provide any necessary support reasonably requested by the conciliator to support the conciliation process.

8.12 The conciliator shall keep records of conciliations, including the written conciliation request, any subsequent correspondence in relation to the conciliation request and a record of any outcome reached through the process and provide those records to the Councillor Conduct Officer at the conclusion of the process.

Note - participation in a conciliation is voluntary.

9. STEP THREE – INTERNAL ARBITRATION

9.1 An application for an internal arbitration process may be made regardless of the outcome of the internal resolution procedure set out in this procedure.

9.2 An application for an internal arbitration process may be made by a councillor, group of councillors or by the council at any time within three months of the date that the alleged actions or behaviours that occurred.

9.3 An application for an internal arbitration process must be made in accordance with the process set out at section 143 of the *Local Government Act (Vic) 2020*.

10. ALLEGATIONS OF SERIOUS MISCONDUCT

Serious misconduct by a Councillor is defined in section 3 of the Local Government Act 2020 to mean any of the following:

- a) the failure by a Councillor to comply with the Council's internal arbitration process;*

- b) the failure by a Councillor to comply with a direction given to the Councillor by an arbiter under section 147;*
- c) the failure of a Councillor to attend a Councillor Conduct Panel hearing in respect of that Councillor;*
- d) the failure of a Councillor to comply with a direction of a Councillor Conduct Panel;*
- e) continued or repeated misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by an arbiter or by a Councillor Conduct Panel under section 167(1)(b);*
- f) bullying by a Councillor of another Councillor or a member of Council staff;*
- g) conduct by a Councillor that is conduct of the type that is sexual harassment of a Councillor or a member of Council staff;*
- h) the disclosure by a Councillor of information the Councillor knows, or should reasonably know, is confidential information;*
- i) conduct by a Councillor that contravenes the requirement that a Councillor must not direct, or seek to direct, a member of Council staff; or*
- j) the failure by a Councillor to disclose a conflict of interest and to exclude themselves from the decision making process when required to do so in accordance with this Act.*

10.1 An application for a Councillor Conduct Panel to consider an allegation of serious misconduct of a Councillor may be made regardless of the outcome of the internal resolution procedure set out in this procedure.

10.2 An application for a Councillor Conduct Panel may be made by:

10.2.1 the Council following a resolution to make application to a Councillor Conduct Panel in respect of a Councillor's conduct;

10.2.2 a Councillor or a group of Councillors; or

10.2.3 the Chief Municipal Inspector.

10.3 An application for a Councillor Conduct Panel must be made in accordance with the process set out in section 154 of the *Local Government Act 2020*.

11. COMMUNICATION

This procedure will be available on the Councillor Portal. It will also be discussed at Council Briefing meetings and will form part of the induction training for new Councillors with refresher training provided as required.

12. RESPONSIBILITY

Procedure Owner: Chief Executive Officer

This Procedure will be reviewed every 4 years or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

13. DEFINITIONS

Term	Meaning
Allegation	means a complaint about behaviour or an action by a councillor that is alleged to be contrary to the Model Councillor Code of Conduct.
Complainant	means a councillor who has made an allegation.
Conciliator	means the person appointed to facilitate a conciliation and will either be the Mayor, Deputy Mayor or an independent conciliator.
Councillor Conduct Officer	has the same meaning as at section 3 of the <i>Local Government Act (Vic) 2020</i> .
Model Councillor Code of Conduct	has the same meaning as at section 3 of the <i>Local Government Act (Vic) 2020</i> .
Parties	means both the complainant and respondent in relation to an allegation.
Respondent	means a councillor about whom an allegation has been made.

14. SUPPORTING DOCUMENTS

Document	Location
Model Councillor Code of Conduct	Website, Councillor Portal
<i>Local Government Act 2020</i>	Internet
<i>Local Government (Governance and Integrity) Regulations 2020</i>	Internet

15. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	(insert date approved)	Council	<ul style="list-style-type: none"> New procedure 	Review date (4yrs from date of adoption)

It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Council and Administrative Policies. Where an update does not materially alter the document such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.

1. PURPOSE

- 1.1 To set out the arrangements for supporting councillor professional development and compliance with the induction and professional development obligations of the *Local Government Act 2020*.
- 1.2 To strengthen good governance across councils through high quality learning and development programs for councillors
- 1.3 To encourage the professional leadership development of councillors and improve individual knowledge and skills

2. INTRODUCTION

- 2.1 Councils benefit from ensuring councillors are well trained in their legislative obligations, principles of good governance, compliance with codes of conduct, conflicts of interest and other transparency disclosures and accountabilities.
- 2.2 Councillor professional development commences prior to nomination and continues throughout the four-year term as an elected representative, with a combination of mandatory training prescribed by legislation and discretionary training identified as necessary to the council or councillor.
- 2.3 The *Local Government Act 2020* requires that all councillors undertake candidate training prior to election (s256(7)), induction training upon their election (see s32) and ongoing professional development training throughout their term (see s33A). Further, the mayor and deputy mayor are required to undertake additional training upon their appointment to that role (see s27A).
- 2.4 The *Local Government (Governance and Integrity) Regulations 2020* prescribe the matters that must be included in this training.
- 2.5 For the mayor and deputy mayor, the prescribed matters are:
 - 2.5.1 roles and responsibilities;
 - 2.5.2 chairing meetings;
 - 2.5.3 engagement and advocacy;
 - 2.5.4 leadership; and
 - 2.5.5 any other matter relating to the role of the mayor which the chief executive officer has determined should be addressed.
- 2.6 For all councillors (for both induction and ongoing professional development), the prescribed matters are:
 - 2.6.1 working together in a council;
 - 2.6.2 decision making, integrity and accountability;
 - 2.6.3 community representation;
 - 2.6.4 strategic planning and financial management;

- 2.6.5 conduct;
- 2.6.6 land use planning; and
- 2.6.7 any other matter relating to the role of a councillor which the chief executive officer has determined should be addressed

3. SCOPE

This procedure applies to all Councillors of Horsham Rural City Council.

4. MAYORAL INDUCTION PROGRAM

- 4.1 Upon election to the office of mayor or deputy mayor, the chief executive officer shall provide the mayor and deputy mayor with a program of professional development activities which, if completed within four months of taking the oath or affirmation, will satisfy each councillor's obligation under section 27A(1) of the *Local Government Act 2020*.
- 4.2 The mayoral induction program may be the same for both councillors, or may differ between councillors depending on identified learning needs.
- 4.3 The mayoral induction program is subject to change and may be altered by the chief executive officer with reasonable notice provided to councillors.
- 4.4 Participation in the mayoral induction program is mandatory for the mayor and deputy mayor.

5. MAYORAL CANDIDATE TRAINING

- 5.1 Prior to the opening of nominations for local council elections, the Chief Executive Officer will ensure information is provided on the council website about the process of nomination for election as a councillor, including the requirement all candidates undertake mandatory candidate training prior to nomination.
- 5.2 The completion of mandatory candidate training is a prescribed requirement under s 256(7) of the *Local Government Act 2020*.
- 5.3 Mandatory candidate training is developed and delivered by Local Government Victoria via an online module.
- 5.4 All candidates must provide proof of completion of the training to be eligible for nomination.

6. CANDIDATE SUPPORT PROGRAM

- 6.1 Councils may provide a candidate support program to assist new and potential candidates in developing an introductory understanding of the following matters:
 - 6.1.1 The local government election process
 - 6.1.2 processes and procedures of nomination
 - 6.1.3 Local government legislative and policy fundamentals

- 6.1.4 Codes of Conduct and other forms of accountability
- 6.1.5 Professional Development Mandatory Training requirements
- 6.1.6 Day to day life as a councillor

6.2 Councils may determine that to encourage candidate diversity and inclusion, that special measures are taken to provide tailored candidate support training to people under-represented on councils including but not limited to:

- 6.2.1 Aboriginal and Torres Strait Islander people
- 6.2.2 Culturally and Linguistically Diverse people
- 6.2.3 LGBTIQA+ people
- 6.2.4 People with Disabilities
- 6.2.5 Women and non-binary people
- 6.2.6 Young people

7. COUNCILLOR INDUCTION PROGRAM

- 7.1 Upon election, the Chief Executive Officer shall provide all councillors with a program of professional development activities which, if completed within four months of taking the oath or affirmation, will satisfy each councillor's obligation under section 32(1) of the *Local Government Act 2020*.
- 7.2 The councillor induction program may be the same for all councillors or may differ between councillors depending on identified learning needs.
- 7.3 The councillor induction program is subject to change and may be altered by the Chief Executive Officer with reasonable notice provided to councillors.
- 7.4 Participation in the councillor induction program is mandatory.

8. REGULAR COUNCILLOR PROFESSIONAL DEVELOPMENT PROGRAM

- 8.1 Early in each calendar year, the Chief Executive Officer shall provide all councillors with a program of professional development activities which, if completed during that calendar year, will satisfy each councillor's obligation under section 33A(1) of the *Local Government Act 2020*.
- 8.2 The councillor professional development program must include:
 - 8.2.1 Any training that is outlined under the Act as mandatory
 - 8.2.2 At the discretion of the Chief Executive Officer any additional professional development training or activities that they determine to be relevant and important to the professional development needs of their individual council.
- 8.3 The councillor professional development program must include:
 - 8.3.1 training on the matters prescribed at r6A(a) to (f) of the *Local Government (Governance and Integrity) Regulations 2020*; and

8.3.2 any matters determined by the chief executive officer under r6A(g) of the *Local Government (Governance and Integrity) Regulations 2020*.

8.4 The councillor professional development program may be delivered by:

8.4.1 in-house training to a councillor group (by an external subject matter expert, training provider or by a council officer who is a subject matter expert in that area);

8.4.2 completion of online training modules;

8.4.3 self-directed learning by way of webinars, videos, podcasts or similar.

8.4.4 attendance at an external training event, seminar or conference;

8.4.5 completion of a recognised qualification; and/or

8.4.6 other activities deemed suitable by the Chief Executive Officer.

8.5 The councillor professional development program may be the same for all councillors or may differ between councillors depending on identified learning needs.

8.6 The councillor professional development program is subject to change and may be altered by the Chief Executive Officer with reasonable notice provided to councillors.

9. RESOURCING COUNCILLOR PROFESSIONAL DEVELOPMENT

9.1 The councillor professional development plan will be funded within the council's annually adopted Budget.

10. COUNCILLOR PARTICIPATION

10.1 Participation by councillors in the mayoral induction program, councillor induction program and councillor professional development program is required to satisfy sections 27A(1), 32(1) and 33A(1) of the *Local Government Act 2020* respectively. Every effort shall be made by councillors to participate in the training programs.

10.2 the Chief Executive Officer must provide reasonable assistance to a councillor to enable them to access the training programs.

10.3 Councillors shall notify the Chief Executive Officer without delay if they are unable to participate in any component of the training programs. The Chief Executive Officer will, to the extent practicable, make alternative arrangements to enable the training program to be completed (for example, by arranging a make-up training session to be offered to that councillor).

11. CERTIFICATION

11.1 Following each training program, the Chief Executive Officer will prepare a training certification statement which sets out the training undertaken by each councillor during that calendar year. The statement shall include for each element of the training program:

11.1.1 the date(s) the training was undertaken;

11.1.2 the prescribed matters included, with reference to regulation 4A, 6 or 6A(2) of the *Local Government (Governance and Integrity) Regulations 2020*;

11.1.3 the detailed matters addressed; and

11.1.4 11.1.4 the manner of delivery.

11.2 If the training certification statement shows that all required elements have been completed, it shall be presented to each councillor for certification. The councillor must then make a written declaration that they have completed the training program by signing and dating the training certification statement in the presence of the Chief Executive Officer.

11.3 If the training certification statement shows that not all required elements have been completed, it may not be presented to the councillor for certification until such time as the outstanding elements are completed.

11.4 If a councillor fails to make the written declaration by:

11.4.1 for the councillor induction program, four months from the taking of the oath or affirmation of office (subject to s32(4A) of the *Local Government Act 2020*);

11.4.2 for the mayoral induction program, one month from election as mayor or deputy mayor; or

11.4.3 for the councillor professional development program, 31 December each year except for an election year when it must be completed by 1 September (subject to s33A(6) of the *Local Government Act 2020*);

the Chief Executive Officer shall withhold the payment of the Mayoral, Deputy Mayoral or councillor allowance (until such time as both the training program has been completed and the written declaration has been made.)

11.5 The failure to make the written declaration by the deadline for any of the applicable training programs results in the withholding of the entire mayoral, deputy mayoral or councillor allowance (ie.– a mayor who fails to complete the mayoral induction declaration but does complete the councillor induction and councillor professional development declarations will have their full allowance withheld – they do not ‘revert’ to receiving the councillor allowance.

11.6 Upon the completion of the training program and the making of the declaration, payment of allowances shall resume, and any amounts withheld shall be paid.

12. COMMUNICATION

This policy will be available on the Councillor Portal. It will also be discussed at Council Briefing meetings and will form part of the induction training for new Councillors with refresher training provided as required.

13. RESPONSIBILITY

Policy Owner: Chief Executive Officer

This Procedure will be reviewed every 4 years or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

14. DEFINITIONS

Term	Meaning
Candidate support program	means a program of preliminary training designed to educate potential local government candidates about council election processes, local government legislative and policy fundamentals and life as a councillor
Councillor induction program	means the program of professional development activities provided to all councillors upon election under Part 5 of this policy
Councillor professional development program	means the program of professional development activities provided annually to all councillors under Part 6 of this policy
Mandatory candidate training	means the course developed and delivered online by Local Government Victoria which is a pre-requisite for nomination as a councillor
Mayoral induction program	means the program of professional development activities provided to the mayor and deputy mayor under Part 4 of this policy.
Training certification statement	means the statement prepared by the chief executive officer and presented to councillors for signing under Part 7 of this policy
Training program	means the mayoral induction program, councillor induction program and/or councillor professional development program

15. SUPPORTING DOCUMENTS

Document	Location
Councillor Expenses Policy	Website, Councillor Portal
Local Government Act 2020	Internet
Local Government (Governance and Integrity) Regulations 2020	Internet

16. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	(insert date approved)	Council	<ul style="list-style-type: none"> New policy 	Review date (4 years after adoption)

It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Council and Administrative Policies. Where an update does not materially alter a Procedure, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.



HORSHAM
Rural City Council

**DRAFT DOMESTIC
ANIMAL
MANAGEMENT PLAN
2026-2029**



If you would like to receive this publication in another format, please contact reception at the Civic Centre Municipal Office on telephone (03) 5382 9777 or email council@hrcc.vic.gov.au.

If you require an interpreter service, please contact the Translating and Interpreter Service (TIS National) on 131 450 and ask them to contact Horsham Rural City Council Reception on telephone (03) 5382 9777. Our business hours are 8.30am to 5.00 pm Monday to Friday.

Horsham Rural City Council acknowledges the five Traditional Owner groups of this land: the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people. We recognize the important and ongoing place that all Indigenous people hold in our community.

We pay our respects to the Elders, both past and present, and commit to working together in the spirit of mutual understanding and respect for the benefit of the broader community and future generations.

Horsham Rural City Council
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Website: www.hrcc.vic.gov.au



MAYORS MESSAGE

I'm pleased to share with you our 2026-29 Domestic Animal Management Plan, which builds upon the solid foundation of previous years supporting our community with pet ownership. Our goal is to create a safe and supportive environment where both people and pets can thrive together.

Drawing from the growing expertise in animal management across Victoria and our deep understanding of local needs, we have developed a strategic action plan to guide our efforts from 2026 to 2029. This plan aligns with the Domestic Animals Act 1994 Part 5 A 68A(1).

The Domestic Animal Management Plan serves as our framework for the next four years, focusing on promoting responsible pet ownership, safeguarding animal welfare, and highlighting the many benefits pets bring to our lives. Public education and open communication are at the heart of this plan, ensuring that the community understands their responsibilities as pet owners, and they contribute to the well-being of both animals and our broader community.

Council acknowledges that pet ownership provides a wide range of physical, emotional, social and practical benefits for individuals, families, and communities. There are also significant benefits of working dogs within the agricultural sector which include efficiency and productivity, cost effectiveness, livestock welfare, environmental benefits and farmer wellbeing and safety.

The key objectives of the plan include enhancing public safety, creating an environment that encourages responsible pet ownership, and minimising nuisances caused by pets, such as noise or environmental impacts. Additionally, we are committed to providing innovative and effective dog and cat management services to meet our community's needs.

This plan closely aligns with our broader strategic planning framework, ensuring that our animal management efforts contribute to our overall vision for the community.

Together, we can continue to create a safe, responsible, and pet-friendly environment for everyone.



Cr Ian Ross

Mayor

Horsham Rural City Council



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OUR VISION

The Horsham Rural City Council encourages an environment of responsible domestic animal ownership, where people and animals can coexist in harmony. Horsham Rural City Council strives to implement effective animal management practices that balance the needs of the community, the agriculture sector, and the environment.

The benefits of pet ownership for people's health and wellbeing are well established. Whilst Domestic Animal Management Plans are concerned primarily with the management of dogs and cats within the community, it is important to note that pet ownership has a range of positive outcomes for the ongoing physical and mental health of community members, including companionship, reducing loneliness and isolation.





About the Plan

Under Section 68A of the *Domestic Animals Act 1994 (the Act)*, every Council must prepare a Domestic Animal Management Plan (DAMP), as follows:

Legislative Obligations

Councils to prepare Domestic Animal Management Plans

- 1) Subject to subsection (1.a), each Council must, in consultation with the Secretary, prepare a Domestic Animal Management Plan on 4 December 2025 and at the end of each period of 4 years after that day.
 - a. A Council may apply to the Secretary for an extension of time within which to prepare a Domestic Animal Management Plan.
 - b. The Secretary may grant an extension of time under subsection (1A) if the Secretary believes that special circumstances exist that warrant the granting of an extension.
- 2) A Domestic Animal Management Plan prepared by a Council must-
 - a. set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this *Act* and the *Domestic Animal Regulations 2015* (Regulations); and
 - b. outline programs for the training of Authorised Officers to ensure that they can properly administer and enforce the requirements of this *Act* in the Council's municipal district; and
 - c. outline programs, services and strategies which the Council intends to pursue in its municipal district-
 - i. to promote and encourage the responsible ownership of dogs and cats; and
 - ii. to ensure that people comply with this *Act*, the regulations and any related legislation; and
 - iii. to minimize the risk of attacks by dogs on people and animals; and
 - iv. to address any over-population and high euthanasia rates for dogs and cats; and
 - v. to encourage the registration and identification of dogs and cats; and
 - vi. to minimize the potential for dogs and cats to create a nuisance; and
 - vii. to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this *Act* and the regulations; and
 - d. provide for the review of existing orders made under this *Act* and Local Laws (Period) that relate to the Council's municipal district with a view to determining whether further orders dealing with the management of dogs and cats in the municipal district are desirable; and future considerations for the review of the updated Local Law.
 - e. provide for the review of any other matters related to the management of dogs and cats in Council's municipal district that it thinks necessary; and
 - f. provide for the periodic evaluation of any program, service, strategy, or review outlined under the plan.
- 3) Every Council must
 - a. review its domestic animal management plan annually and, if appropriate, amend the plan; and
 - b. provide the Secretary with a copy of the plan and any amendments to the plan; and
 - c. publish an evaluation of its implementation of the plan in its annual report.



Introduction

The Domestic Animal Management Plan (DAMP) caters for the needs of companion animals, their owners and addresses the concerns of the public in an equitable and compassionate manner.

The aim of this Plan is to facilitate co-existence of pets, pet owners and the general population whilst addressing the welfare and legislative issues relating to animal management. This Plan also aims to promote responsible pet ownership and enhance the experience of animal ownership within the community.

The preparation of the Plan is in line with the *Domestic Animals Act 1994* (The Act) which requires all Victorian councils to have a four-year plan in place for the management of dogs and cats within their municipality.

It is well recognized by the community and governments alike that there is more to animal management than the collection of stray dogs and cats and enforcing offences against the laws. It is not well recognized by the community the role local government plays in protecting and promoting responsible animal ownership in the community and the environment, both essential to maintaining sustainable communities and a healthy environment.

This plan is designed to improve the provision of animal management services by maintaining the traditional local government role whilst expanding upon council's capacity to respond to new and emerging animal management issues and implementing identified treatments.

The Plan integrates the developing expertise in domestic animal management within Victoria. Furthermore, the Plan incorporates Council's understanding of its own local needs to produce a program of action to be undertaken over the next four years (2026-2029). Relevant issues include those prescribed under relevant legislation and local laws as well as responsible pet ownership.

The Aim of the Plan

The principal aim of this plan is to create an environment where people and pets can peacefully and safely co-exist within the community and where pet owner's activities and those of their pets do not adversely affect the rest of the community or environment.

- Encourage statutory compliance and promote responsible pet ownership through education and enforcement.
- Support and facilitate the benefits of animal ownership and companionship.
- Increase public safety and general amenity by reducing nuisances caused by dogs and cats.
- Increase public safety by ensuring compliance by owners of declared dangerous, menacing, and restricted breed dogs.
- Provide for the welfare of cats and dogs.
- Reduce the number of unwanted animals bred and euthanised; and
- Ensure that Council fulfils its legislative responsibility.

Benefits of pet ownership

Pet ownership delivers wide-ranging benefits to individuals and communities, including:

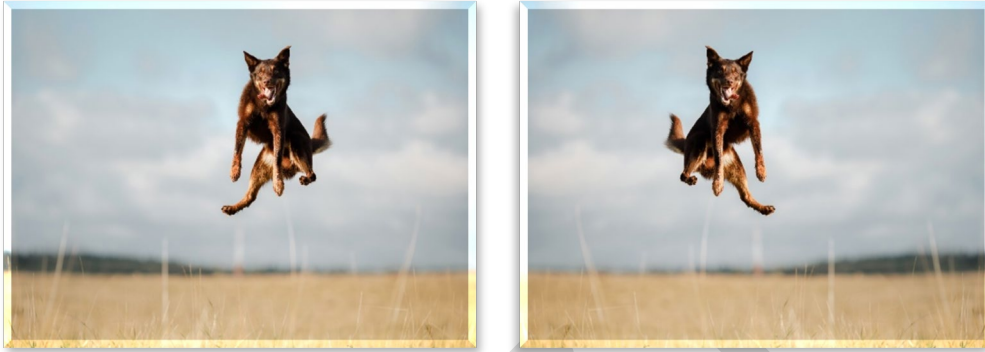
- **Health & Wellbeing:** Encourages physical activity, lowers stress and blood pressure, and supports mental health—especially for people living alone or with disability.
- **Social Connection:** Promotes social interaction, teaches empathy and responsibility in children, and supports therapy in aged care and disability settings.
- **Safety & Security:** Dogs can deter intruders and alert owners to potential hazards, enhancing home safety



Working breed dogs in the Agriculture sector

Working dogs are essential to rural operations, offering:

- **Productivity Gains:** Improve livestock handling efficiency and reduce labour needs.
- **Cost & Environmental Benefits:** Lower operational costs and reduce reliance on vehicles, preserving land.
- **Animal Welfare & Farmer Safety:** Minimise livestock stress and support safer, solo farming practices.



Victorian Legislation

- Domestic Animals Act 1994 and associated Codes of Practice
- Domestic Animals Amendment (Restricted Breeds) Act 2017
- Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017
- Domestic Animals Amendment (Reuniting Pets and other Matters) Act 2022
- Domestic Animals Regulations 2015
- Prevention of Cruelty to Animals Act 1986
- Prevention of Cruelty to Animals Regulations 2019

Victorian Guidelines & Standards

- Code of Practice for the Management of Dogs and Cats in Shelters and Pounds (Revision 1)
- Code reporting - Mandatory reporting of animal fate data
- Code of Practice for the Operation of Boarding Establishments
- Code of Practice for the Operation of Breeding and Rearing Businesses (2014)
- Code of Practice for the Operation of Dog Training Establishments
- Code of Practice for the Operation of Pet Shops
- Code of Practice for the Keeping of Racing Greyhounds

Other Council Plans

- This plan is consistent with the Horsham Rural City Council Strategic Plan 2021-2025
www.hrcc.vic.gov.au/Our-Council/About-Us/Council-Plan
- This plan is linked to the Municipal Emergency Management Plan
www.hrcc.vic.gov.au/files/assets/public/document-resources/emergency-management/documents/hrcc_memp_version_1.1_december_2015_1.pdf
- This plan is linked to the Animal Emergency Management Sub-Plan



Process Applied in Developing the Domestic Animal Management Plan

Horsham Rural City Council's Domestic Animal Management Plan was developed through extensive community and stakeholder engagement to ensure that it identified and addressed specific animal management issues across the municipality.

In addition to engagement with community members and stakeholders, the DAMP has been developed following review and best practice frameworks.

Community Consultation

A detailed community engagement program was delivered to encourage the community of Horsham Rural City Council to have their say on domestic animal management issues. The engagement gathered feedback from a wide cross section of the diverse areas across Horsham. Approximately 139 people provided feedback. The consultation methods included:

Stage one of the community consultation was conducted from 19 May 2025 to 16 June 2025.

- Intercept surveys conducted at – Weir Park, Langlands Park, Lions Park and Central Dog Park.
- Online surveys with promotion through council's website and social media campaigns.
- Consultation / engagement at key community locations.
- Council sought input from special interest groups along with key stakeholders to help inform actions and priorities to be included in the draft plan.

DAMP Community Engagement Summary – Key Insights (2025)

Demographics & Reach

- Total Responses: 139 (143 excluding 4 test results).
- Primary Postcodes: 3400 (Horsham) dominated with 110 responses.
- Highest response rates age groups indicate strong feedback from working age adult pet owners.



Pet Ownership Trends

- Dogs 82% of respondents own at least one dog.
- Cats 42% own at least one cat.
- Pet-Free Homes 10 reported.

Pet Acquisition Sources (138 responses)

- Breeders (41%) and adoptions (17%) most common.
- Found/dumped animals (5%) remain an issue.

Registration & Microchipping

- Registered with HRCC: 85%
- Desexing & Microchipping Status (135 responses)
- Dogs 92% are desexed and/or microchipped.
- Cats 68% are desexed and microchipped.



Barriers to Registration

- Cost is the most cited deterrent 13% say it's too expensive.
- Confusion with microchipping remains 1.5%.

Ideas to Improve Registration Rates (116 responses)

- Reduce costs or offer lifetime registration.
- Better education and awareness (especially social media).
- Partner with vets for on-the-spot registration.
- Financial incentives (e.g. pet food vouchers, welcome packs).
- Transparency about what fees support.
- Consider registration amnesties, microchip and registration days or reimbursements when pets die or are desexed post-registration.
- Concerns over ranger trust and pet recovery efforts.

Dog Parks Use & Feedback

- Awareness 57.7% aware and use dog parks at least sometimes.
- Non-users 42% do not use them.

Common Suggestions (81 responses)

- More shade, seating, and dog play equipment.
- Better fencing (especially for small dogs).
- Improve water access and cleanliness.
- Separate areas for small and large dogs.
- More patrols, bins, and dog etiquette education.
- Desire for additional parks, particularly in Natimuk.

Cat Management (59 responses)

- Curfew Awareness 77% aware of the sunset-to-sunrise rule.
- Indoor-only cats 42.4%
- Indoor/outdoor 55.9%
- Outdoor only 1.7%

Suggestions for Improved Cat Management (82 responses)

- 24-hour curfew.
- Free/cheaper desexing programs, especially for low-income earners.
- Increase visibility and presence of rangers.
- Stricter laws, penalties, and incentive-based education.
- Support for building cat runs and subsidising rescue efforts.
- Concerns about feral cat populations and wildlife impact.

Top Animal-Related Issues Identified (128 responses)

- Dog faeces not picked up (95)
- Dogs wandering at large (72)
- Cats roaming outside curfew (70)
- Wandering cats on private property (62)
- Barking dogs (58)



Ideas to Improve Animal Management Services (85 responses)

Education & Communication

- Community talks, school visits, ranger Q&As.
- More info on social media about pound operations and outcomes.

Infrastructure & Resources

- Increased dog park maintenance.
- Dog poo bag dispensers and more bins.
- Lighting in dog parks and safe fencing.

Ranger Services

- Better after-hours response.
- Patrolling problem areas (e.g. river paths, Baillie Street).

Enforcement

- On-the-spot fines, better tracking of unregistered pets.
- Tougher responses to aggressive animals and backyard breeding.

Opportunities Moving Forward

Education & Transparency	Clear messaging on the <i>why</i> behind registration and ranger roles
Incentive Programs	Discounts, free registration days, or pet packs
Partnerships	With vets and rescues to streamline microchipping, desexing, and registration
Targeted Enforcement	Patrol problem zones and improve after-hours accessibility
Pet Infrastructure	Improve parks, increase bins, build more fenced areas
Feral Animal Control	Tackle stray cat populations with funding, visibility, and humane practices

These themes help shape the plan's objectives and activities in the relevant area of focus, with some themes crossing over into more than one focus area.





Demographic

Horsham Rural City Council Is a vibrant, diverse community situated approximately 300 kilometers north-west of Melbourne and North of the Grampians National Park, in the heart of the Wimmera region of Victoria. The municipality has a population of 20,315 and covers an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community, and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university, and an agricultural college. The Grains Innovation Park, a nationally acclaimed agricultural research centre, is also based in Horsham.

The Municipality has a diverse array of natural assets including recreational lakes, wetlands, the Wimmera River, Mount Arapiles, the Wartook Valley, and the Grampians National Park is nearby.

Horsham Rural City Council includes the major centres of Horsham and Natimuk, and the localities of Arapiles, Blackheath, Brimpaen, Bungalally, Clear Lake, Dadswells Bridge, Dooen, Douglas, Drung, Duchembegarra, Grass Flat, Green Lake, Greenland Dam, Haven, Jilpanger, Jung, Kalkee, Kanagulk, Kewell, Laharum, Longerenong, Lower Norton, McKenzie Creek, Mitre, Mockinya, Mount Talbot, Murra Warra, Noradjuha, Nurrabel, Pimpinio, Quantong, Riverside, St Helen's Plains, Telangatuk East, Tooan, Toolondo, Vectis, Wail, Wartook and Wonwondah.

(Animal Registration Year data- 10 April - 9 April)	2022	2023	2024	2025
Domestic Animal Population (Registered Pets)	5518	5902	5835	5653
# of registered dogs	3766	4082	4094	3948
# of registered cats	1752	1820	1741	1705
# of unpaid animal registrations	128	227	288	150
# of Domestic Animal Businesses	3	3	4	4
Animal Requests Received				
Dog attack	39	44	39	36
Barking dog	102	114	97	93
Dog lost and found	383	337	241	359
Dog General	343	443	227	155
Cat- request for cat cage	96	66	129	147
Cat General	147	190	97	67
Cat Lost and Found	164	144	103	203
# of Dogs impounded	306	326	289	245
# of dogs surrendered to council	51	53	65	42
# of dogs released to owner	243	261	206	165
# of dogs rehoused	42	46	47	54
# of dogs euthanised	21	18	34	19
# of impounded cats	253	242	153	211
# of cats surrendered to Council	56	70	30	41
# of cats rehoused	112	85	56	83
# of cats released to owner	43	41	41	51
# of cats euthanised inc Feral & DOA	98	113	54	69



Summary of Domestic Animal Statistics (2022–2025)

Registration and Population

- The estimated domestic animal population remained relatively stable, ranging from 5,518 to 5,902.
- Registered dogs decreased slightly from a peak of 4,094 in 2024 to 3,948 in 2025.
- Registered cats also declined from 1,820 in 2023 to 1,705 in 2025.
- Unpaid registrations peaked at 288 in 2024 but reduced to 150 in 2025, reflecting improved compliance.
- The number of registered Domestic Animal Businesses increased from 3 in 2022 to 4 in 2024 and 2025.

Animal Management Requests

- Dog-related complaints (e.g. barking, general, and lost & found) declined overall, though lost and found cases rose again in 2025.
- Cat-related requests fluctuated, with a significant increase in lost and found reports and cage hire requests in 2025, indicating a rise in roaming or stray cats.

Impoundments and Outcomes

- Dog impoundments and surrenders declined steadily, while rehousing numbers improved.
- Return-to-owner rates for dogs dropped from 261 in 2023 to 165 in 2025.
- Cat impoundments fell in 2024 but increased again in 2025. Rehousing and return-to-owner outcomes improved.
- Euthanasia of cats, including feral and deceased-on-arrival, declined from 113 in 2023 to 69 in 2025.

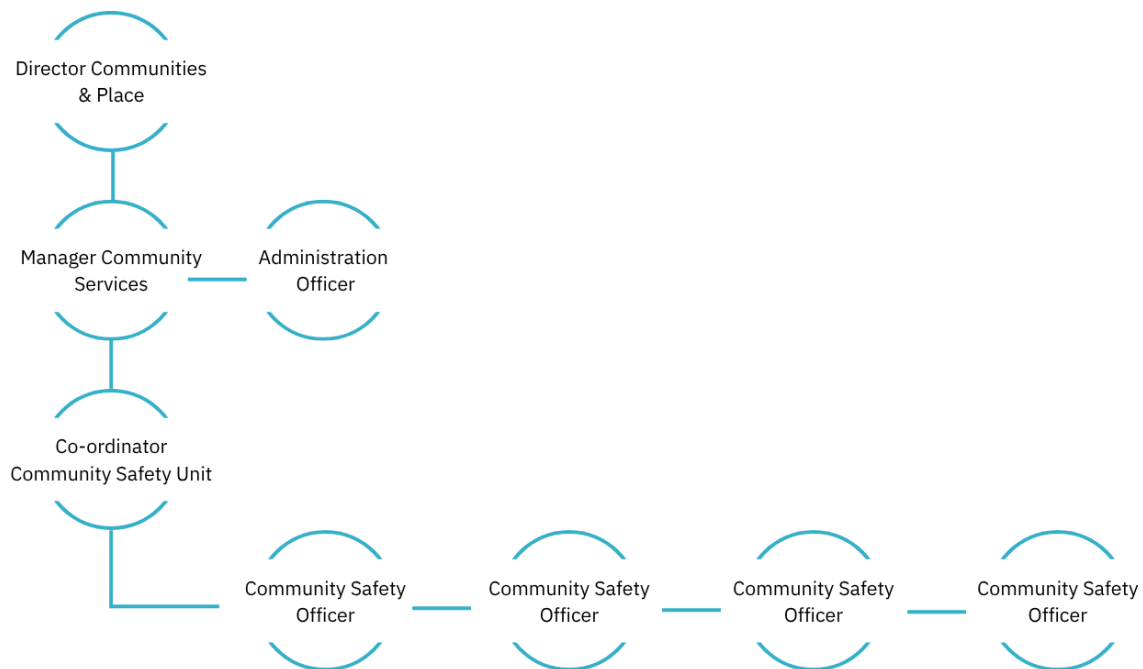
This data highlights the importance of continued focus on:

- Increasing animal registration and microchipping (particularly for cats).
- Promoting responsible pet ownership.
- Supporting desexing and containment initiatives to reduce impoundments and euthanasia.





Animal Management Staffing and Operational Structure



1. Training of Authorised Officers

Domestic Animals Act 1994 – Section 68A(2)(b)

This section outlines Council's programs for the training of authorised officers to ensure they are equipped to administer and enforce the requirements of the Domestic Animals Act 1994 within the Horsham Rural City Council municipal district.

Context and Current Practice

The **Community Safety Unit** comprises four Community Safety Officers, one Community Safety Coordinator, and one part time Administration Officer. Officers are multi-skilled and perform duties across a range of disciplines including local laws, parking enforcement, and animal management. Each officer is appointed as an Authorised Officer under the relevant Acts and is empowered to enforce the following legislation:

- Local Government Act 1989 (s224(1)) and Local Government Act 2020
- Horsham Rural City Council Community Local Law 2021
- Road Safety (Traffic Management) Regulations 2019
- Road Safety (General) Regulations 2019
- Emergency Management Act 2013
- Impounding of Livestock Act 1994
- Environment Protection Act 2017
- Country Fire Authority Act 1958
- Summary Offences Act 1966
- Domestic Animals Act 1994
- Graffiti Prevention Act 2007
- Road Management Act 2004
- Road Safety Act 1986
- Land Act 1958

All officers have access to Council's operational procedures via the document management system, which provides guidance and compliance expectations in line with legislative and organisational requirements.

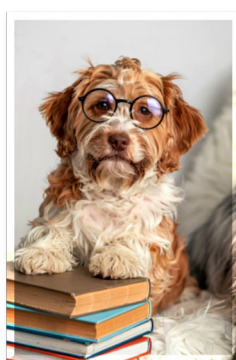


Staff Development Commitment

Horsham Rural City Council is committed to maintaining a highly skilled and knowledgeable workforce. All employees are provided with regular opportunities for training and professional development, tailored to both individual needs and organisational objectives. Training needs are identified through annual performance appraisals and supported by internal and external development opportunities.

Authorised Officer Training Matrix

Training / Qualification	Who Completed	Notes
Certificate IV in Animal Control and Regulation	Community Safety Coordinator	Formal qualification
Certificate IV in Government (Statutory Compliance)	Community Safety Coordinator	Formal qualification
Online Induction Compliance Training (OH&S, Privacy, Fraud, Child Safety)	All Officers	Completed during induction
Council Policies, Manual Handling, Bullying & Harassment	All Officers	Induction + regular updates
Microchip Implantation Training	Community Safety Coordinator	Specialist training- explore options for other officers to complete training.
Aggressive Dog Handling Training	All Officers	Refresher as required
Occupational Violence & De-escalation Training	All Officers	Refresher as required
CAIT – Canine Anatomy Identification Training	All Officers	Restricted breed identification (Ag Vic approved)
Statement Taking and Brief Preparation	All Officers	Refresher training as needed
Computer Skills – Altitude, Microsoft Office	All Officers	Internal training or on-the-job support
DEDJTR / Agriculture Victoria Seminars	All Officers (rotating attendance)	State training and updates
Mandatory / Role-Specific / Individual Training	All Officers	Identified annually via performance reviews
Joint Training with Neighbouring Councils	All Officers	As available – strengthens regional collaboration





2. Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation

This section outlines the programs, services, and strategies Horsham Rural City Council will pursue to promote and encourage the responsible ownership of dogs and cats, in accordance with Section 68A(2)(c)(i) of the *Domestic Animals Act 1994*.

Council recognises that education, promotion, and enforcement activities are essential to improving responsible pet ownership and community compliance with domestic animal legislation. The following initiatives and current activities reflect community feedback and Council's commitment to continuous improvement in this space.

Current Programs and Activities

Community Safety Officers educate and engage with the public during proactive patrols and interactions in the community.

Distribution of Animal Welfare Victoria educational materials promoting responsible pet ownership and compliance with legislation.

Targeted patrols in areas identified as hotspots for off-leash dog activity.

Provision of free cat traps and facilitated collection of trapped nuisance cats during business hours.

Thorough investigation of all complaints received, with enforcement of relevant legislation as required.

Collaboration with the RSPCA to investigate reports of animal cruelty.

Multiple methods used to encourage registration compliance including registration renewals via mail, text messages, final reminders, and follow-up phone calls.

Enforcement using Notices to Comply, infringement notices, Animal Management Agreements, and court prosecution when necessary.

Annual social media awareness campaign and vehicle magnets promoting registration renewal deadlines.

Implementation of a targeted cat desexing program, funded through a grant from the Department of Energy, Environment and Climate Action (DEECA), aimed at reducing semi-owned cat populations.

Impoundment of stray or wandering animals.



Future Strategic Actions

Initiative / Program	Purpose / Description	Lead Stakeholder	Timeframe
Targeted Social Media Campaigns	Promote key messages on desexing, leash laws, registration, microchipping, and curfews to improve compliance and community awareness.	Council	Year 1–3
Distribution of Educational Materials	Include pet ownership information with infringement notices, ranger engagements, and community mailouts.	Council	Year 1–3
Review and Upgrade Off-Leash Area Signage	Ensure leash/off-leash signage is clear, accurate, and visible to reduce non-compliance in designated areas.	Council	Year 1
‘On Leash’ Ground Stencils	Improve compliance in high-traffic areas by painting visual leash law reminders along walking paths.	Council	Year 1-3
Increased Ranger Patrols in Priority Areas	Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.	Council	Year 1–3
Bike Patrols in River Precinct	Address off-leash dog concerns and increase compliance with leash laws in river and shared-use areas.	Council	Year 1–3
Pop-Up Educational Stations at Events	Provide on-the-spot information and support at local festivals, markets, and Council events.	Council	Year 1–3
Promotion of Cat Curfew & Trapping Services	Educate the public on curfew rules and the availability of Council’s free trap hire service for managing roaming/nuisance cats.	Council	Year 1–3
Collection of Resident Statements for Enforcement	Support compliance action in cases of ongoing curfew breaches and nuisance cat complaints.	Council	Year 1–3
Pursue Government Funding for Cat Desexing Expansion	Secure additional resources to extend existing subsidised desexing programs in response to community demand.	Council + State Govt	Year 1–3



Success Indicators



Reduction in reported dog attacks



Fewer animal-related complaints received



Increase in annual dog and cat registration rates



Decrease in overdue or unpaid registration renewals



Reduction in off-leash dog incidents



Fewer reports of roaming cats



Increased uptake of desexing programs

These combined efforts reflect Horsham Rural City Council's commitment to promoting safe, responsible, and informed pet ownership practices across the municipality.





3. Programs to Address Over-Population Rates & Euthanasia Rates

The overpopulation of dogs and cats within the Horsham Rural City Council municipality presents a range of complex and persistent challenges. These include negative impacts on native wildlife, public health concerns, and significant animal welfare issues. A particular concern is the growing population of unowned or semi-owned cats, many of which are feral, malnourished, or diseased. These animals contribute to the spread of illness, the growth of unsocialised litters, and environmental degradation.

This situation places additional pressure on Council's pound facility, increasing intake numbers and, in some cases, requiring euthanasia of animals unsuitable for rehoming due to behavioural or health concerns. Horsham Rural City Council is committed to minimising these outcomes and prioritising the welfare of lost, stray, and surrendered animals by promoting responsible pet ownership and improving reunification and rehoming rates.

Between 2022 and 2025 statistics show:

- Dog impoundments and surrenders declined steadily, while rehousing numbers improved.
- Return-to-owner rates for dogs dropped from 261 in 2023 to 165 in 2025.
- Cat impoundments fell in 2024 but increased again in 2025. Rehousing and return-to-owner outcomes improved.
- Euthanasia of cats, including feral and deceased-on-arrival, declined from 113 in 2023 to 69 in 2025.

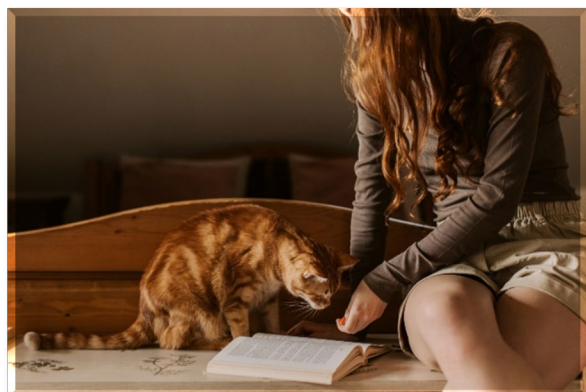
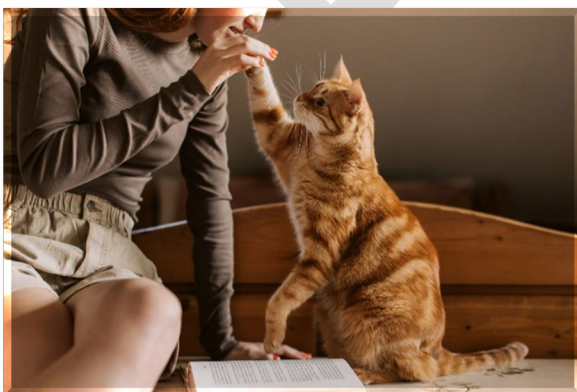
The Importance of Responsible Pet Ownership

Responsible pet ownership underpins all aspects of effective domestic animal management. Council continues to promote the following core responsibilities:

- **Desexing** to prevent unwanted litters and reduce the overall animal population
- **Microchipping** to support identification and prompt reunification with owners
- **Registration with Council** to ensure traceability, compliance, and community safety

Failing to desex or contain pets, particularly cats, leads to uncontrolled breeding, disease transmission, and threats to biodiversity. Similarly, untrained, and uncontained dogs may exhibit nuisance or aggressive behaviours, posing risks to public safety and animal welfare. In extreme cases, such animals may be subject to seizure and euthanasia.

Council's approach balances education, enforcement, and support services to encourage responsible behaviours among pet owners.





Current Programs and Activities

Regular campaigns are delivered to raise awareness about responsible pet ownership, the importance of registration, and compliance with microchipping requirements.

Council maintains s84Y agreements with local rescue organisations, including Phoenix Animal Rescue and Horsham PAWS, to support rehoming and reduce euthanasia rates.

Supported by government grant funding, this program aims to reduce unwanted litters and relieve pressure on Council's pound and local rescue groups.

Officers investigate reports of animal cruelty, hoarding, and illegal breeding to ensure compliance with animal welfare legislation and standards.

Online and printed media are monitored to detect unregistered or illegal breeders, improving enforcement and compliance.

Infringement notices are issued to owners of roaming cats and dogs to reinforce containment responsibilities and reduce nuisance-related incidents.

Images and information about found animals are published via Council's social media platforms and community newsletters to assist in reuniting pets with their owners.

Council enforces registration requirements for breeders with three or more fertile females, supporting ethical breeding practices and consumer protection.

A free, humane cat trap hire service is available to residents to assist in managing stray, feral, or nuisance cats.

Requests for excess animal permits are assessed and monitored to ensure responsible pet ownership and adherence to local regulations.

Unidentified animals impounded by Council are microchipped on-site once owners are identified to facilitate faster reunification with their owners.





Future Strategic Actions & Initiatives

Year 1-3 Council Goals

Microchipping & Registration Drive. Improve awareness and compliance through community events and vet partnerships.

Targeted Cat Desexing (Government-Funded). Specific government-supported desexing initiative to reduce unwanted litters and pound pressure.

Education Campaigns. Raise awareness on registration, benefits of desexing, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&As.

Partnerships with Rescue Groups (Phoenix, PAWS). Formal s84Y agreements to support rescue rehoming and reduce euthanasia.

Enforcement of DAB Registration. Ensure breeding operations with 3+ fertile females register as Domestic Animal Businesses.

Breeder Regulation. Develop and enforce licensing for breeders, focusing on backyard breeding reduction.



Ongoing Council Goals

Publication of Found Animal Images. Promote return-to-owner through social media and newsletters, improving visibility and transparency.

Free Cat Trap Hire Service. Assist residents in humanely managing nuisance or stray cats, particularly in curfew or complaint zones.

Monitoring of Online/Print Advertising. Track and investigate illegal or unregistered breeders advertising animals for sale.

Cruelty, Hoarding & Breeder Investigations. Respond to community complaints and enforce animal welfare regulations.



4. Registration & Identification

Legislative Requirements

Under the *Domestic Animals Act 1994*, all dogs and cats over the age of three (3) months must be:

- **Implanted with a microchip**, and
- **Registered** with the municipal council in which they reside.

Animal registrations must be renewed **annually by 10 April**. The Act also requires that councils outline, within their Domestic Animal Management Plan, the programs, services, and strategies they will implement to:

- Promote and encourage responsible pet ownership, and
- Increase the registration and identification of dogs and cats within their municipality.

Purpose and Importance of Registration

Animal registration plays a critical role in promoting responsible pet ownership and enabling effective animal management services. Most importantly, registration and microchipping ensure that lost pets can be quickly reunited with their owners—reducing stress, minimising safety risks, and decreasing the burden on Council resources.

Unfortunately, many impounded animals each year are found without current registration. In particular, **cat registration remains significantly lower than dog registration**, which contributes to lower reclaim rates for cats. While many impounded cats are sociable and friendly, they are often not reclaimed by their owners and must be transferred to rescue organisations. Increasing the registration and identification of cats remains a key focus for Council.

Current Registration Data (2025)

Animals Registered 2025- 2026



- The estimated domestic animal population remained relatively stable, ranging from 5,518 to 5,902.
- Registered **dogs** decreased slightly from a peak of 4,094 in 2024 to 3,948 in 2025.
- Registered **cats** also declined from 1,820 in 2023 to 1,705 in 2025.
- **Unpaid registrations** peaked at 288 in 2024 but reduced to 150 in 2025, reflecting improved compliance.
- The number of registered **Domestic Animal Businesses** increased from 3 in 2022 to 4 in 2024 and 2025.

It is acknowledged that actual pet ownership numbers are likely to be higher, as not all pets are registered.



Council Pound Facility

Horsham Rural City Council operates a dedicated pound facility for dogs and cats that are found wandering at large or are surrendered. Complies with the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds (Revision 1). The facility can accommodate:

- **10 dogs, and**
- **20 cats.**

The facility provides:

- Indoor enclosures for dogs overnight and outdoor enclosures during the day
- Raised bedding and enrichment items
- Air conditioning to ensure animal comfort during warmer months

Maintaining Accurate Records

To support efficient management and communication, it is essential that pet owners notify Council of any changes, such as:

- Change of address or contact details
- Transfer of pet ownership
- Deceased animals

This ensures that renewal notices are issued correctly and helps prevent unnecessary infringements for non-renewal.





Current Programs and Activities

Horsham Rural City Council undertakes a range of proactive and reactive measures to promote animal registration and compliance, including:

Community Safety Officers play an active role in addressing non-compliance and engaging with the community.

Education-first enforcement approach, with officers providing verbal advice and referring residents to official Department of Agriculture literature.

Microchip scanning and mobile checks carried out by authorised officers during patrols.

Free registration transfers for pets moving from another Victorian municipality

Mandatory microchipping and registration of all impounded animals before release.

Excess animal permits are monitored and recorded in Council's Greenlight system and Altitude CRM.

Follow-up on registration compliance for animals purchased through Domestic Animal Businesses.

Animal registration magnets are displayed on Community Safety Officer vehicles from February to May.

Enforcement actions such as notices to comply, infringement notices, and prosecution when required.

Timely database updates when notified of address changes or deceased animals.

Pro rata refunds for desexed animals when desexed before October following full registration

Routine registration checks when investigating other animal-related complaints.

Use of Council social media and newsletters to help reunite unregistered pets with owners.

Application of the State Government levy on all animal registrations as required.

Multi-channel education and promotion, including Council's website, social media, and printed materials.

Half-price registration for new applicants between 10th October and 1st March



Future Strategic Directions

To enhance pet identification and registration across the municipality, Council will implement the following strategic actions:

Strategic Action	Responsible Team	Timeline
Host informal community engagement events (e.g. 'Tea with an Officer') to promote responsible pet ownership which includes registration and microchipping and hear feedback from the community.	Community Safety	Ongoing from 2025
Conduct annual door knock and communications campaign to identify unregistered animals	Community Safety	Pilot in 2026, review annually
Undertake targeted patrols in public areas to address non-compliance	Community Safety	Quarterly from 2025
Continue multi-step renewal communications process (mail, SMS, phone calls)	Local Laws Admin	Annually
Continue and promote 'First Ride Home Free' program- Continue the program allowing the first impound release at no charge for animals who were registered at the time of the offence and no previous history of wandering	Pound Operations	Ongoing
Investigate low-cost registration/microchipping days	Community Safety	Develop proposal by mid-2026
Attend community events to provide education on pet ownership and registration	Community Safety	Ongoing
Launch welcome pack for newly registered animals	Local Laws & Communications	Q1 2026





5. Nuisance

The Domestic Animals Act 1994 requires that the Domestic Animal Management Plan outlines programs services and strategies to minimize the potential for dogs and cats to create a nuisance.

According to the Domestic Animals Act 1994 a dog or cat is regarded as a nuisance: if it injures or endangers the health of any person; or if it creates a noise e.g. barking which persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience for any person in any other premises.

Community feedback demonstrated several key nuisance themes particularly relating to cat impacts on wildlife and roaming, owners not complying with cat curfew order, owners not picking up dog excrement and owners not having their dog on leash where required. Council has a role in protecting the community from unnecessary nuisance from dogs and cats through their services and community education.

Council Off leash dog parks

Pursuant to Section 26 of the Domestic Animals Act 1994. Designated the following reserves or parks thereof, as off leash reserves.

Langlands Park- Houston Street

Jenkinson Reserve Baillie Street (Unfenced/ beside a school-does not meet the requirements of an effective dog park- Council to investigate deregistering)

Central Park -Natimuk Road

Weir Park – Barnes Boulevard

Lion Park- Plant Avenue

Owners' obligations utilising off leash dog parks

- A dog may be exercised off a chain, cord, or leash in a designated off leash area provided the owner:
- Carries a chain, cord, or leash, sufficient to bring the dog under effective control if the dog behaves in a manner which threatens any person or animal.
- Remains in effective voice or hand control of the dog and within constant sight of the dog to be able to promptly place the dog on a chain, cord or leash if that becomes necessary; and
- Do not allow the dog to worry, cause a nuisance or threaten any person or animal.

Strategic importance of dog parks in the Horsham Rural City Council urban area

Dog parks are essential community infrastructure that support animal welfare, public safety, and social cohesion. Council's Recreation and Open Space Planning team is responsible for the strategic planning of dog parks. Effective planning seeks to identify the balance between amenity, safety, open space, and community well-being outcomes.

Dog parks serve multiple roles: they provide dedicated off-leash areas that promote physical and mental wellbeing for dogs, offer social opportunities for pet owners, and reduce conflict in shared spaces by providing appropriate and approved options for off-leash activity. By directing off-leash activity to designated areas, Councils can better manage risk, promote compliance, and support the needs of both pet owners and non-pet-owning community members.



Policies/ Procedures

Council has standard operating procedures for investigating nuisance complaints. Current compliance activities include:

- Investigating nuisance complaints and issuing notice to comply or infringement notices and when required filing charges for prosecution regarding management of dogs and cats.
- Officers actively work with other agencies including Agriculture Victoria, Municipal Association of Victoria (MAV) and Victoria Police on broader nuisance issues.
- Providing signage relating to dog control placed in dog parks.
- Providing information and advice on methods for resolving nuisances in the community.
- Encouraging complainants to speak to the owner of the animal causing the nuisance directly.
- Conducting Park patrols and educating the community on Local Laws.
- Providing dog waste bags and bins at known walking tracks and parks to encourage dog owners to comply with requirements to pick up and safely dispose of dog excrement in public places.
- Reasons why dogs bark and make available barking dog diaries for residents to download, receive by email or post and complete for a minimum 7 days.
- Provide free cat traps to residents for the trapping of cats causing a nuisance and trespassing on their property.
- Record all nuisance complaints on council's customer complaint management (CRM) system to track resolutions, repeat offenders and ensure officers follow set tasks and procedures.
- Investigate all reported alleged nuisance complaints within specified timeframes.
- Ensure nuisance investigation timeframes are as short as possible to reduce complainants' frustration.
- Provide educational resources, e.g. Agriculture Victoria literature to residents when requested and when investigating complaints.

Strategic Action

Trial bike park patrols which allow officers to access areas frequented by dogs being walked off leash. Look into what training needs to be provided to officers to engage in bike patrols.

Increase number of patrols in dog off leash areas, educate and where repeated behaviors occur issue infringement notices.

Issue infringements for roaming dogs and cats to Reinforce containment responsibilities.

Promote community training on responsible pet ownership and developing necessary resources.

Provide community education on how to report animal related nuisance complaints and build awareness of Council's investigation process.

Audit signage and the availability of dog waste bins in public places to encourage cleaning up after dogs and to ensure effective control.

Pet confinement advocacy, promote containment of pets to private property to reduce and protect wildlife.



Educational Actions Required

Provide information on Council's website, social media outlets and newsletters on:

- The requirements of dogs being confined to their owner's property.
- The requirement of all dogs to be on leash throughout the municipality unless in an area designated and signed as off leash.
- How to prevent and avoid dog attacks.
- Promote various resources available to ensure the correct choice of pet such as 'Choosing a Pet' program to assist prospective dog owners to choose an appropriate dog or cat to meet their lifestyle and circumstances: <https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/choosing-a-pet>





6. Dog Attacks

The prevention of dog attacks on people and animals is a critical component of Council's commitment to public safety and responsible pet ownership. Council's authorised officers are empowered under relevant legislation to investigate all reported incidents of dog attacks or aggressive behaviour occurring within the municipality.

Minimising the risk of dog attacks remains a key strategic priority, as the safety and wellbeing of all community members—both human and animal—is of paramount importance. Council is dedicated to improving community safety outcomes through a combination of education, enforcement, and strategic intervention.

Dog Attack Statistics Summary

Over the past four reporting periods, the number of reported dog attacks has remained relatively consistent, indicating an ongoing concern that requires sustained attention and intervention. The recorded incidents were as follows:

- Year 1: 39 reports
- Year 2: 44 reports
- Year 3: 39 reports
- Year 4: 36 reports

While there has been a **slight decrease** in the most recent reporting period (from 44 to 36), the overall figures reflect a **persistent trend of approximately 40 incidents annually**. This consistency suggests that while educational and enforcement efforts may be having some effect, further targeted actions are required to significantly reduce the frequency of dog attacks.

Key contributing factors commonly associated with dog attacks include:

- Dogs wandering at large or not adequately confined to properties.
- Lack of responsible pet ownership, including failure to socialise or train animals.
- Repeat incidents involving known aggressive animals.

The data reinforces the importance of continued investment in:

- **Public education campaigns** on responsible dog ownership.
 - **Proactive ranger patrols** and after-hours responses.
 - **Stronger enforcement** around dog containment and declared dangerous dogs.
 - **Supportive programs** that encourage training and behavioural interventions for at-risk animals.
- Future strategies should also focus on **improving community reporting mechanisms**, increasing the visibility of enforcement actions, and evaluating the effectiveness of current interventions.

Operational Response and Investigation Protocols

Council officers respond to reports of dog attacks, rush incidents, and aggressive or wandering dogs 24 hours a day, seven days a week. All reported attacks are investigated thoroughly, with officers trained to collect and compile evidence necessary to support enforcement and legal proceedings. This includes:

- Obtaining formal statements from witnesses and victims;
- Capturing photographic and video evidence;
- Requesting veterinary and/or medical reports;
- Preparing comprehensive investigation briefs in accordance with legal requirements.

Initial contact is made on the same day a report is received to triage the situation, assess immediate risks, and determine the appropriate operational response.



Contributing Factors and Risk Analysis

Data and officer experience indicate a strong correlation between inadequate containment of dogs and the likelihood of attacks. The majority of reported dog attacks occur when a dog is not securely confined to its property. In many instances, owners advise that their dog had not previously exhibited aggressive behaviour, highlighting the importance of proactive containment measures.

Education and Community Engagement

Council recognises that education is a vital component of reducing the incidence of dog attacks. Current initiatives include:

- Community education campaigns on dog confinement and control, delivered through social media, Council's website, and printed materials;
- Promotion of responsible pet ownership practices, including the importance of secure fencing and appropriate supervision of dogs in public spaces.

Compliance and Enforcement Activities

Council undertakes the following compliance activities to mitigate risk and respond to incidents:

- Timely response to all reports of stray, wandering, or unsecured dogs;
- After-hours response capability for incidents involving aggression or attacks;
- Thorough investigation of all reported dog attacks and rush incidents;
- Immediate seizure or secure confinement of suspected attacking dogs during investigation and/or prosecution;
- Issuance of infringement notices for non-compliance, particularly in cases involving unsecured or wandering dogs;
- Prosecution of dog owners in serious cases, and application for formal declarations of dogs as menacing or dangerous where appropriate.

Future Strategic Directions

Council will continue to strengthen its approach to dog attack prevention through the following strategic actions:

- Promotion of prosecution outcomes and declared dog notices to act as a general deterrent;
- Ongoing pursuit of court action and formal declarations for serious or repeat incidents of aggression, rushing, or attack;
- Review and enhancement of educational materials and communication strategies to improve community awareness and compliance.





7. Dangerous, Menacing & Restricted Breed Dogs

As of the current reporting period, Council has one declared dangerous dog registered within the municipality. There are no declared menacing dogs or restricted breed dogs registered at this time.

Definitions and Legal Framework

Under the *Domestic Animals Act 1994*, dogs may be declared as menacing, dangerous, or identified as a restricted breed based on specific criteria and behaviours.

Menacing Dogs

A dog may be declared menacing by Council if it:

- Causes a non-serious bite injury to a person or animal, or;
- Rushes at or chases a person in a menacing or aggressive manner.

Owner obligations for menacing dogs include:

- Ensuring the dog is muzzled and securely leashed whenever it is outside the owner's property.

Dangerous Dogs

A dog may be declared dangerous by Council if it:

- Bites or attacks a person or animal, causing serious injury;
- Was previously declared menacing and the owner has failed to comply with the associated conditions on two or more occasions;
- Is kept for the purpose of guarding non-residential premises.

Owner obligations for dangerous dogs include:

- Housing the dog in a secure, compliant enclosure;
- Displaying prescribed warning signage on the premises;
- Ensuring the dog wears the prescribed dangerous dog collar at all times;
- Ensuring the dog is muzzled and leashed when in public.

Council undertakes a rigorous risk assessment process before declaring any dog menacing or dangerous, taking into account the nature of the incident(s), the severity of the harm caused, and the risk the dog may pose to the community.

Registration fees for declared menacing and dangerous dogs are significantly higher than standard dog registration fees, in recognition of the increased risks and regulatory oversight required.



Current Compliance Activities

Council's Community Safety Officers undertake a comprehensive suite of compliance actions to manage risks associated with a declared dog including:

All authorised officers are currently enrolled in the Minister's approved Canine Anatomy and Identification Training (CAIT), required for the identification and investigation of suspected restricted breed dogs.

Issuance of declarations for dogs where appropriate, to ensure ongoing community safety.

Annual inspections of properties housing declared dogs to ensure full compliance with containment and control requirements.

Enforcement action, including infringement notices and prosecution, for breaches of declaration conditions.

Investigation of complaints involving menacing, dangerous, or suspected restricted breed dogs.

Registration of all declared dogs on the Victorian Declared Dog Registry.

Prompt investigation and response to all reported dog attacks.

Future Strategic Directions

To enhance Council's proactive management of high-risk dogs, the following strategic actions are planned:

Proactive engagement with owners of declared dangerous dogs to support compliance with legal obligations and improve education around containment and control.

Annual auditing of the Victorian Declared Dog Registry to ensure records are accurate, current, and reflective of any changes in dog status or ownership.



8. Domestic Animal Businesses

Horsham Rural City Council is committed to ensuring that all Domestic Animal Businesses (DABs) operating within the municipality are compliant with the *Domestic Animals Act 1994* and relevant Mandatory Codes of Practice. Council recognises that appropriate regulation and support of these businesses are essential to promoting animal welfare and responsible pet ownership in the community.

Current Profile of Registered Domestic Animal Businesses

As of 2025, there are five registered Domestic Animal Businesses operating within the Horsham municipality:

- Two (2) Pet Shops
- Two (2) Boarding Establishments
- One (1) Pound

All Domestic Animal Businesses are required to register with Council. Upon application, businesses are subject to an inspection and audit to assess compliance with the applicable Mandatory Code of Practice. Where compliance is demonstrated, a Certificate of Registration is issued.

Compliance and Enforcement Activities

Council undertakes a range of activities to ensure the ongoing compliance of registered Domestic Animal Businesses. These include:

Annual Audits - All registered DABs are subject to annual audits. Findings are recorded in a dedicated compliance register to support transparency and accountability.

Provision of Codes of Practice - Council supplies all proprietors and staff of existing and proposed DABs with the relevant Mandatory Code of Practice applicable to their business type.

Stakeholder Engagement - Council ensures proprietors are informed of and involved in any reviews or updates to the applicable Codes of Practice.

Comprehensive Registration Oversight - Council actively monitors and registers all eligible Domestic Animal Businesses within the municipality, including:

- Breeding and Rearing Establishments
- Pet Shops
- Animal Shelters and Pounds
- Boarding Establishments
- Dog Training Establishments

Response to Non-Compliance - In instances of non-compliance, proprietors are issued with written directions outlining required actions and specified timeframes. Follow-up inspections are conducted to confirm resolution, and where necessary, matters may be escalated to prosecution.

Complaint Investigation - All complaints relating to the operation of Domestic Animal Businesses are investigated promptly and appropriate enforcement action is taken where required.

Unscheduled Inspections - Council may undertake unannounced inspections in response to complaints or concerns about compliance with legislative obligations or registration conditions.



Future Strategic Directions

To strengthen its oversight and support of Domestic Animal Businesses, Council will pursue the following strategic initiatives:

Identification of Unregistered Businesses - Council will proactively monitor online platforms, social media, and local advertising channels to identify businesses that may be operating without the required registration and take appropriate enforcement action.

Community Education on the Pet Exchange Register - Council will raise community awareness of the *Pet Exchange Register* and reinforce the requirement for a valid source number when advertising, selling, or giving away cats and dogs.





9. Other Matters

Municipal Orders:



Cat Curfew. Adopted 12 December 1995 and reaffirmed 16 May 2006, requires cats to be confined to their owner's property between sunset and sunrise (s25(2)).

www.hrcc.vic.gov.au/Residents/Pets-and-animals/Pet-ownership-Section-3



Botanical Gardens Dog Ban. Introduced 4 April 2016 under s26(2)(a), prohibiting dogs in the gardens, with exceptions for guide and assistance dogs. An order of Council was passed on 4 April 2016 'That Council retain the no dog status of the Botanic Gardens noting that guide dogs and assistance dogs are an exception to this and are allowed in the Botanic Gardens'.

Horsham Rural City Council Policies & Local Laws

Community Local Law 2021 www.hrcc.vic.gov.au/Our-Council/Local-Laws

- **Section 62**
Requires pet owners to remove and lawfully dispose of excrement and keep dogs under effective control unless in a designated off-leash area.
- **Section 63**
Requires dogs to be muzzled when near or within the livestock exchange.
- **Section 66**
Regulates the number and types of animals permitted based on property zoning and land use classification.
- **Section 72**
Requires secure fencing to confine animals to their property.





10. Annual Review of Plan & Annual Reporting

In accordance with Section 68A(3) of the Domestic Animals Act 1994, Council is required to:

- a) Review the Domestic Animal Management Plan (DAMP) annually and amend the plan as necessary to reflect changes in policy, operations, or community needs.
- b) Provide a copy of the plan to the Secretary of Agriculture Victoria by December 2025, including any amendments made during the life of the plan.
- c) Publish an evaluation of the implementation of the plan in Council's Annual Report, ensuring transparency and accountability.

Plan Review Cycle and Community Engagement

Council will undertake a comprehensive review of the DAMP every three years, with interim annual reviews to monitor progress and assess whether any amendments are required.

Prior to formal adoption, community consultation will be undertaken to ensure that the plan aligns with the expectations and values of the local community. This may include surveys, stakeholder workshops, online engagement, and targeted outreach to key community groups and industry stakeholders.

Continuous Improvement and Service Alignment

As part of the review process, Council will evaluate the effectiveness of current strategies and determine whether specific activities should be continued, modified, or discontinued. This approach ensures that Council's animal management services remain responsive to community needs, evidence-based, and aligned with best practice standards.

Expected Outcomes of Successful Implementation

Successful implementation of the Domestic Animal Management Plan should result in the following outcomes:

- Improved community safety through effective management of dangerous, menacing, and stray animals.
- Increased rates of pet registration and microchipping, supporting responsible pet ownership and reuniting lost pets.
- Enhanced animal welfare through education, enforcement, and access to appropriate services.
- Reduction in nuisance complaints relating to barking, roaming, and dog attacks.
- Stronger community engagement and awareness around responsible pet ownership.
- Greater compliance with local laws and state legislation related to domestic animals.
- Efficient and consistent enforcement and compliance activities supported by trained, accredited staff.
- Strengthened partnerships with veterinary clinics, rescue groups, and other stakeholders.
- Regular evaluation and continuous improvement of services and strategies aligned with community expectations.

APPENDIX 9.4B

DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Training of Authorised Officers	Local animal control does not call if lost pet is found	Not a DAMP initiative but an Internal procedure - raised in CSU meetings/ Toolbox sessions	10
	Making public aware of receiving a fine if animal caught at large	Not a DAMP initiative but an Internal procedure- raised in CSU meetings/ toolbox sessions	8, 11
Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation	<p>Education about Council services in relation to animals in the pound, what the ranger's job is. Number of animals a person can keep.</p> <p>Educate owners that they require to carry receptacle for picking up dog excrement- issue a warning then infringements.</p> <p>Educate owners about how to care for their pets. Using Newspaper and radio.</p> <p>Education around Local Laws and expectations.</p> <p>Reward cat owners if they keep their cats indoors only.</p> <p>Educate community using statistics about numbers of animals impounded and outcome/ fate.</p>	<p>Community Safety Officers educate and engage with the public during proactive patrols.</p> <p>Distribute Animal welfare Victoria educational materials promoting responsible pet ownership and compliance with legislation.</p> <p>Thorough investigation of all complaints received, with enforcement of relevant legislation.</p> <p>Annual Social media awareness campaign regarding registration requirements,</p> <p>Registration reminder magnets on Community Safety Vehicles.</p> <p>Promote key messages on desexing, leash laws, registration, microchipping, and curfews to improve compliance and community awareness.</p> <p>Provide on-the-spot information and support at local festivals, markets, and Council events.</p> <p>Microchipping & Registration drive, to improve awareness and compliance through community events and vet partnerships.</p> <p>Educate the public on curfew rules and availability of Council's free trap hire service for managing roaming/ nuisance cats.</p> <p>Regular campaigns are delivered to raise awareness about responsible pet ownership, the importance of registration, and compliance with microchip requirements.</p> <p>Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.</p>	6, 8, 11, 15, 38, 45, 50, 81, 88, 95, 99, 117, 134,

APPENDIX 9.4B

DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation	Public awareness of fines if animal caught at large, stricter penalties.	Through education on Council social media outlets. Penalties are set by Government.	8, 123,
	Issues with dog faeces left on ground.	<p>Trial Bike patrols - more ranger presence to educate and issue infringement notices to dog owners who do not remove excrement.</p> <p>Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.</p> <p>Address off-leash dog concerns and increase compliance with leash laws in river and shared-use areas.</p>	5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 35, 36, 37, 38, 41, 43, 44, 45, 46, 47, 48, 49, 50, 52, 53, 54, 56, 57, 60, 61, 62, 63, 64, 65, 67, 68, 69, 71, 72, 73, 75, 78, 79, 80, 81, 82, 85, 87, 88, 90, 91, 92, 95, 96, 99, 101, 104, 105, 106, 107, 108, 109, 111, 112, 115, 116, 117, 118, 119, 120, 122, 123, 124, 125, 126, 128, 129, 133, 134, 140, 142,
	Issues with dogs annoying other dogs and people	<p>Enforcement using Notices to Comply. Infringement notices, and court prosecutions when necessary.</p> <p>Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.</p>	5, 6, 7, 8, 9, 15, 17, 23, 24, 33, 36, 40, 44, 47, 48, 50, 53, 63, 68, 69, 71, 75, 77, 92, 96, 99, 104, 105, 107, 109, 111, 112, 115, 119, 120, 122, 123, 124, 125, 126, 134, 142,

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DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation	<p>Issues with dogs wandering at large/ walked off leash.</p> <p>More signs for dogs on leash near Peppertree Lane, along river and Petrie Lane to equestrian centre.</p>	<p>Targeted patrols in areas identified as hotspots for off leash activity.</p> <p>Enforcement using Notices to Comply. Infringement notices, and court prosecutions when necessary.</p> <p>Impoundment of stray and roaming animals.</p> <p>Ensure leash/ off leash signage is clear, accurate and visible to reduce non-compliance in designated areas.</p> <p>Improve compliance in high traffic areas by painting visual leash law reminders along walking paths. (Stencils)</p> <p>Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.</p> <p>Address off-leash dog concerns and increase compliance with leash laws in river and shared-use areas.</p> <p>Trial bike patrols.</p> <p>Infringements for roaming pets. To issue fines for wandering cats and dogs to reinforce containment responsibilities.</p>	<p>5, 7, 8, 9, 10, 11, 15, 16, 20, 23, 24, 25, 26, 27, 31, 33, 34, 35, 36, 37, 38, 40, 41, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 61, 63, 64, 68, 69, 71, 72, 75, 76, 79, 81, 86, 87, 88, 90, 92, 93, 96, 97, 98, 99, 101, 103, 104, 105, 106, 107, 109, 111, 112, 115, 116, 118, 119, 120, 122, 123, 124, 126, 128, 129, 131, 132, 134, 140, 142,</p>
	Dogs in Childrens Playgrounds	<p>Targeted patrols in areas identified as hotspots.</p> <p>To be addressed in next Local Law review.</p> <p>Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.</p>	<p>5, 7, 9, 24, 68, 69, 71, 77, 112, 115,</p>
	<p>Cats wandering outside curfew times, recommendation for 24-hour cat curfew.</p> <p>Cats roaming day and night, not enough education. Increase fines for cats roaming.</p> <p>Make cat owners aware of their responsibility.</p>	<p>Provision of free cat traps and facilitated collection of trapped nuisance animals during business hours.</p> <p>Impoundment of stray and roaming animals with enforcement for breaches of legislation.</p> <p>Educate the public on curfew rules and availability of Council's free trap hire service for managing roaming/ nuisance cats.</p> <p>Support compliance action in cases of ongoing curfew breaches and nuisance cat complaints.</p>	<p>5, 6, 7, 8, 9, 12, 13, 15, 18, 21, 22, 24, 26, 27, 28, 29, 32, 33, 35, 36, 37, 39, 43, 44, 45, 46, 48, 49, 50, 51, 52, 54, 57, 58, 63, 64, 67, 68, 71, 73, 74, 78, 80, 81, 82, 87, 88, 92, 93, 94, 95, 96,</p>

DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation	Owners of cats could use a cat pen outdoors.	Targeted cat desexing (Government-Funded). Specific government-supported desexing initiative to reduce unwanted litters and pound pressure.	99, 102, 104, 105, 106, 107, 109, 111, 112, 114, 115, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 130, 132, 133, 134, 135, 136, 137, 139, 142,
	Make the process of obtaining cat cages easier.	Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.	
	Free cage cages.	Infringements for roaming pets. To issue fines for wandering cats and dogs to reinforce containment responsibilities.	
	Need stricter penalties.		
	Bike patrols of the river - education about dogs on leads.	Trial bike patrols – using two existing bikes.	5, 40, 49, 53, 68, 120, 142,
	More presence along Major Mitchell Drive/ the Weir/ River front/ Ballie Street near Racecourse- Patrols.	Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.	
	Better surveillance of off lead dogs, and those not picking up after them.	Address off-leash dog concerns and increase compliance with leash laws in river and shared-use areas.	
	More awareness about responsible pet ownership	Provide on-the-spot information and support at local festivals, markets, and Council events.	5, 7, 18, 32, 43, 57, 112,
		Microchipping & Registration drive, to improve awareness and compliance through community events and vet partnerships.	
		Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.	

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DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation	<p>A ranger for a day in the Plaza answering questions/ talks to schools/ kindergartens.</p> <p>Council does not seem approachable to ask questions (what other people have told person).</p>	<p>Provide on-the-spot information and support at local festivals, markets, and Council events.</p> <p>Microchipping & Registration drive, to improve awareness and compliance through community events and vet partnerships.</p> <p>Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.</p>	7, 45, 63,
	Compulsory cat desexing/ Tougher penalties for animal cruelty and cat owners.	Enforcement activities are legislated under Domestic Animals Act and Prevention of Cruelty to Animals Act. Collaboration with RSPCA to investigate reports of animal cruelty.	15, 46, 126, 133,
	Help people with cats in the community to get their cats desexed and microchipped especially low-income earners/ pensioners.	<p>Implementation of a targeted cat desexing program, funded through a grants program from Department of Energy, Environment and Climate Action (DEECA).</p> <p>Targeted cat desexing (Government-Funded). Specific government-supported desexing initiative to reduce unwanted litters and pound pressure.</p> <p>Secure additional resources to extend existing subsidised desexing programs in response to community demand.</p>	16, 28, 32, 59, 61, 65, 67, 69, 74, 85, 88, 93, 94,
	More desexing programs open to non- health care card holders/ desexing stray cats to prevent further litters.	<p>Obtain Governments Grants where available to offer desexing programs.</p> <p>Secure additional resources to extend existing subsidised desexing programs in response to community demand.</p> <p>Targeted cat desexing (Government-Funded). Specific government-supported desexing initiative to reduce unwanted litters and pound pressure.</p>	17, 32, 57, 61, 65, 69, 85 88, 93, 94,
	Need government grants for cat runs		77
	Dogs for sale ads not complying with regulation- no source number or microchip listed.	<p>Enforcement using Notices to Comply, Infringements and court prosecution when necessary.</p> <p>Investigate backyard breeding, issue infringement notices for breaches.</p>	69

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DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Programs to Promote & Encourage Responsible Pet Ownership & Compliance with Legislation	Not everyone can afford release fees at the pound. Reduce pound release fees. Reduce pound infringements. Residents not claiming lost pets due to fines.		69, 100, 110, 111, 113, 135,
	Repeat offenders for dogs roaming should face consequences.	Enforcement using Notices to Comply, Infringements and court prosecution when necessary.	69
	Make courses/ classes available covering basic dog behaviour. Owners should pass a responsible owner course to cover animal control, management. Then reward owner for completing.	Can investigate dog group on basic obedience classes with local dog trainers open to community members who may wish to attend.	36 74,
	Really like how animals found are placed on Councils social media		32
	Have noticed a reduction in the number of cat roaming		47, 48
	People living in Haven believe they can walk their dogs off leash- needs further education.		47
	Increase the number of animals allowed on properties from 2 to 4 to avoid excess animal fees.	Addressed by Councils Local Law	51
	Issue fines for anyone feeding stray cats	Can be considered through the next Local Law review.	63,
	Increase infringements for cat issues/ More cat trapping.	Enforcement using Notices to Comply, Infringements and court prosecution when necessary. More education about Council free cat trap hire service. All cats found in traps during curfew hours receive an infringement if evidence is collected by way of statement from trap holder.	114, 124, 125,

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DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Programs to Address Over-Population Rates & Euthanasia Rates	Not inspect homes if extra animals are housed	Excess Animal Permits are addressed by Council procedures and Local Law requirements.	59
	Assist Community with Cat desexing and microchipping programs	Targeted cat desexing (Government-Funded). Specific government-supported desexing initiative to reduce unwanted litters and pound pressure. (also increases Council registration numbers).	16, 17, 28, 32, 59, 63, 67, 85,
		Partnerships with Rescue groups (Phoenix Animal Rescue and Horsham Paws). Formal S84Y agreement to support rescue and reduce euthanasia.	
	More issues with dog breeding than cat breeding- Horsham Plaza Notice board has ads for pups for sale.	Enforcement using Notices to Comply, Infringements and court prosecution when necessary.	69, 75, 125
		Breeder regulation- focusing on backyard breeders- enforce and enforce licensing- ensure all properties with 3 or more fertile females are registered as Domestic Animal Business, Recreational breeders etc.	
		Monitoring online and print advertising and investigate illegal or unregistered breeders advertising animals for sale.	
		Free cat trap hire service. Assist residents in humanely manage nuisance or stray cats, particularly in curfew or complaint zones. (Unowned, semi-owned and feral cat will be trapped and the breeding cycle ends reducing further euthanasia of the offspring).	
		Unidentified Lost and Found dog and cat images posted on Council's social media outlet to assist reuniting animals with their owners.	
	More funding for rescue groups to assist help reduce dog and cat numbers in the pound.	Council offers grants for not-for-profit organisations.	77, 125, 131,
	Restrict numbers of animals to 2 in urban areas. Not allow people to house 15 animals.	Cruelty, Hoarding and Breeder investigations. Respond to community complaints and enforce animal welfare regulations.	107
		Requests for Excess animal permits are assessed and monitored to ensure responsible pet ownership and adherence to local regulations and councils Local Laws.	
	HRCC to support rescue groups with cat desexing programs. HRCC could also run cat desexing programs to alleviate pressure on rescue groups. Use Government money. Use	Implementation of a targeted cat desexing program, funded through a grants program from Department of Energy, Environment and Climate Action (DEECA).	117

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	desexing programs to educate about registration.	Targeted cat desexing (Government-Funded). Specific government-supported desexing initiative to reduce unwanted litters and pound pressure.	
DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Registration & Identification	Council should take dogs and puppies off people/ away from their homes- desex the adult dogs and return the adult dogs to owners and puppies be given to rescue groups.	Council has no delegated authority to action this request.	118.
	More awareness of requirement on social media. Offer registration papers at vet clinics and send a copy to every household with registered pets yearly in case they have adopted more animals. Reducing the registration rate, too expensive. Have an amnesty every few years.	Council to benchmark registration fees. (Registration fees to be addressed in January 2026 before next budget period). Will not be addressed in the DAMP. Multiple methods used to encourage registration compliance including registration renewals by mail, text messages final reminders and follow up phone calls, then the issuing of infringements for failing to renew. Enforcement using Notices to Comply, Infringements and court prosecution when necessary. Annual Social media awareness campaign, Registration reminder magnets on Community Safety Vehicles. Provide on-the-spot information and support at local festivals, markets, and Council events. Microchipping & Registration drive, to improve awareness and compliance through community events and vet partnerships. Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.	5, 43, 47, 57, 76, 80, 85, 107, 117,122, 6, 7, 9, 13, 17, 21, 22, 23, 24, 28, 31, 35, 37, 39, 40, 41, 45, 53,55, 56, 59, 65, 66, 69, 70, 71, 78, 79, 81, 83, 84, 85, 88, 89, 95, 99, 100, 101, 103, 113, 114, 115, 122, 128, 129, 130, 133,
	Rangers need to door knock	Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.	67, 74, 91, 104, 122, 124,
	Send drones over properties to identify unregistered animals/ digital scanning of chips.	Council has no delegation or authority to address this suggestion.	92

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	Offering payment plans for registrations for entire animals.	Registration is a statutory requirement for 10 April annually.	8, 80,
	Accept Health care cards for discounts.		61, 94,
DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Registration & Identification	Thought microchipping was Council registration.	Can be addressed in council's social media educational posts- requirements of animal registration and a FAQ section	9,
	Thought when adopting an animal included registration. Should be included and subsidised.		97
	Offer reduced desexing rate for entire animals up until 2 years of age (Early desexing affects animals health and growth).	Council already offers a desexing refund process to address this.	9, 24, 93,
	Registration refund/ transfer when animals are desexed or if animal dies.	Council offers refund of registration fees when animals are desexed before October of that registration financial year.	26,
	Consider lifetime registration.	Not financially sustainable for Council	9, 53, 65,
	Bigger fines for not registering/ People should pay a fine within 3 business days if dog is not registered.	Infringements are legislated by the Domestic Animals Act 1994.	48, 67, 73, 119,
	More education regarding what the benefits are.	Education Campaigns, Raise awareness on registration, microchipping, ranger roles, and curfews. Delivered via social media, schools, and public Q&A's.	50,
	Make Registration mandatory when adopting or released from the pound	Under The Domestic Animals Act 1994 (the Act) all animals are registered before release from Councils pound facility.	52,
	Provide an incentive/ Offer vouchers for those owners who are responsible.	Council offers a reduction in registration fees for animals that are desexed and microchipped.	54, 56, 118,
	Free Microchip and registration days.	Can be addressed/ discussed as an initiative through Council process.	112
Nuisance			
	Introduce 24-hour cat curfew.	We currently have a cat curfew from sunset to sunrise. An increase to 24 hour curfew would require council approval, community consultation, and would require a significant budget increase to enforce with the collection of cats 24 hours a day 7 days a week, paying officer wages to cover this option. Officer burnout a high risk.	5, 56
	Dogs barking and causing a nuisance	Enforcement using Notices to Comply, Infringements and court prosecution when necessary. Legislated under Domestic Animals Act what the	6, 7, 8, 9, 11, 13, 15, 16, 17, 19, 20, 23, 24, 25, 26, 33, 40, 44, 47, 48, 49,

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		requirements are for investigation. Eg- evidence by way of barking dog diaries to investigate the nuisance.	51, 52, 55, 57, 61, 67, 68, 69, 71, 77, 81, 88, 90, 92, 95, 101, 104, 106, 107, 111, 112, 117, 119, 122, 123, 124, 126, 128, 129, 132, 133, 134, 142,
DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Nuisance	Recommendation of use of barking dog devices to record barking dogs, instead of barking dog diaries.	(This service is available via a company call Noise Net. Due to the high cost to Council – these would only be considered if the matter progressed to prosecution stage). Officers normally resolve barking matters before the matter would reach this stage.	19
	Easier to raise a complaint of nuisance dog if anonymous, fear of neighbour knowing that customer complained.	With anonymous complaints there is no way of following up with the customer and evidence to support the claim can not be obtained.	55
Dog Attacks	Dogs should be always on leash- Does not approve of dog parks.		71
	Dogs wandering at large. Resident reports being attacked twice by dogs walked off leash.	<p>(Dogs walked off lead or not securely confined to their property cause most dog attacks in our community).</p> <p>Targeted patrols in areas identified as hotspots for off leash activity.</p> <p>Enforcement using Notices to Comply, Infringements and court prosecution when necessary.</p> <p>Promote visible enforcement and engage directly with the community in areas with high rates of dog-related complaints.</p> <p>Address off-leash dog concerns and increase compliance with leash laws in river and shared-use areas.</p> <p>Enforcement using Notices to Comply, Infringements and court prosecution when necessary.</p> <p>Officers respond to reports of dog attacks 24/7 as a matter of priority.</p>	5, 7, 8, 9, 10, 11, 16, 20, 23, 24, 25, 26, 27, 31, 33, 34, 35, 36, 37, 38, 40, 41, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 61, 63, 68, 69, 71, 72, 75, 76, 79, 81, 86, 87, 88, 90, 92, 93, 96, 97, 98, 99, 101, 103, 104, 105, 106, 107, 109, 111, 112, 115, 116, 118, 119, 120, 122, 123, 124, 126, 128, 129, 131, 132, 134, 140, 142,
Dangerous, Menacing & Restricted Breed Dogs		Ongoing pursuit of court action and formal declarations for serious or repeated incidents of aggression, rushing or attack. Legislated under Domestic Animals Act. HRCC currently has 1 registered dangerous dog.	

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Domestic Animal Businesses	There are more issues with dogs than cats in Horsham, Community board at the Plaza- there is always puppies for sale. More frequent unannounced inspections of DAB's.	Enforcement using Notices to Comply, Infringements and court prosecution when necessary. Enforcement of DAB registration, ensure breeding operations with 3 or more fertile females register as a DAB. Legislated under Domestic Animals Act.	69, 143
	Monitor backyard breeders.	Enforcement of DAB registration, ensure breeding operations with 3 or more fertile females register as a DAB. Legislated under Domestic Animals Act. Council currently has 5 Registered Domestic Animal Businesses- 2 Pet shops, 2 Boarding Establishments and 1 Pound.	75
Other Matters			
	Botanical Gardens needs to be opened to dogs	A Municipal Order was introduced by HRCC on 4 April 2016 under s26(2)(a), prohibiting dogs in the gardens, with exceptions for guide and assistance dogs.	67,
Annual Review of Plan & Annual Reporting		In accordance with Section 68A(3) of the Domestic Animals Act 1994, Council is required to: Review the DAMP annually and amend the plan as necessary to reflect changes in policy, operations or community needs. Provide a copy of the plan to the Secretary of Agriculture Victoria by 4 December 2025. Publish an evaluation of the implementation of the plan in Council's Annual report, ensuring transparency and accountability.	
DAMP Heading (Statutory)	Community Survey Response	How the feedback has been considered/ included.	Submission #
Other reported Matters	Improvements in dog parks- having an exit at the other end of the dog park, more shade, seats, play equipment, better fences, fences too low. water access in Weir Park, separate areas for large and small dogs. More dog parks. Ambiguous signs at Weir Park. Install lighting.	Collaborate with Recreation team about park improvements that can be included in future park upgrades in the budget.	8, 9, 11, 18, 21, 24, 31, 41, 49, 62, 81, 83, 87,

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	More Rubbish bins around Weir Park and other locations, so do not need to walk too far.		14, 40
	Baillie Street dog park unsafe - no fences.	Dog park does not meet the criteria – Council to discuss deregistering as a designated off leash dog park. Is unsafe with no fencing and beside a school	30, 61,
	Rangers to collect Strays after hours, including cats. Increase to 24/7 for lost and stray animals.	Council operates an afterhours service to collect contained dogs Monday to Friday 5pm-7pm Saturdays and Sunday 9-4pm. Injured dogs and cats, dog attacks, livestock roaming are 24/7. The collection of cats would need to see an increase in the CSU budget as trapped cats would be requested afterhours and the cost to afterhours Veterinary services would also increase. (Currently feral cats are managed in house - if this service would be introduced the feral cats would need to be taken to the vet- Afterhours vet fees are too expensive) – not cost effective. Officer burnout is a risk.	32, 38, 42, 50, 72
	Employ HRPC as a contractor to capture stray trapped cats and take to the pound.	Not managed under the DAMP.	39
	Would like an off-lead walking track.	Not managed under the DAMP	42
	A lot of bird droppings along rivers edge between sound shell and Water Park.	Not managed by the DAMP	49
	Animals at the pound need better living conditions, dogs sitting on concrete floor.	CSU have installed raised dog beds in all outside cages in 2024, animals now have access to bedding. Long term dogs (seized for serious dog attack) have enrichment toys.	67
	Separate dog park areas for unsocialised dogs.	Not managed by the DAMP but can be discussed with Recreation and Open Spaces department.	92

1. PURPOSE

The committee, on behalf of the Horsham Rural City Council (Council) is to:

- a) Co-ordinate, manage and develop for community benefit, council owned halls identified within these Terms of Reference.
- b) Encourage the use of the halls by the local community and to promote the role played by the hall in enabling engaged participation in community life.
- c) Raise and contribute funds for and towards the expenses of the halls.
- d) Advise and liaise with Council and council staff in relation to the achievement of the foregoing objectives and in the planning of works and programs

2. INTRODUCTION

2.1 Through this Terms of Reference authorised by a resolution of Council passed on [insert date], Horsham Rural City Council (Council) formally establishes the Halls Community Asset Committee (Committee) under section 65 of the *Local Government Act 2020* (the Act). The Committee is appointed to manage the community halls assets known as:

1.	Dadswells Bridge Hall	Dadswells Bridge VIC 3385
2.	Hamilton Lamb Memorial Hall	Horsham VIC 3400
3.	Jung Hall	Jung VIC 3399
4.	Laharum Hall	Laharum VIC 3401
5.	Mitre Hall	Mitre VIC 3409
6.	Natimuk Community Centre (NC2)	Natimuk VIC 3409
7.	Natimuk and District Soldier's Memorial Hall	Natimuk VIC 3409
8.	Sailors Home Hall	Murra Warra VIC 3401
9.	Taylor's Lake Hall	St Helens Plains VIC 3401
10.	Telangatuk East Hall	Telangatuk East VIC 3401

2.2 Members of the Committee exercise the powers, duties and functions delegated to them by the Chief Executive Officer under section 47(1)(b) of the Act, as outlined in the C7 Instrument of Delegation by CEO to Community Asset Committee and these Terms of Reference. These Terms of Reference define the framework within which the Committee operates on behalf of Council.

3. COMMITTEE MEMBERSHIP

3.1 The committee shall comprise of:

- 3.1.1 Up to 10 community members representing each of the designated halls and will be comprised of members with a direct interest and involvement with the relevant hall.

- 3.1.2 One Council Officer (Ex-Officio) Director Communities and Place or Delegate (Manager).
- 3.1.3 Ex officio secretariat support from Recreation and Open Space team. The Council officer will liaise with;
 - 3.1.3.1.1 the committee for the planning and delivery of the Annual meeting.
 - 3.1.3.1.2 the Chief Executive Officer in the development of the Halls Community Asset Committee annual report to Council.
- 3.1.4 As required, Council Officers from various departments may attend annual meetings for information and communication purposes,
- 3.1.5 All members of the Administrative sub-committees may attend Committee meetings, however only the named Committee representative from each Administrative sub-committee shall have voting rights,
- 3.1.6 The Council may from time to time remove from the Committee any member and appoint another person in place thereof,
- 3.1.7 The Council shall, in filling a casual vacancy in the Committee, maintain the representation of interests referred to in Section 3.1,
- 3.1.8 The Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which the Annual Meeting referred to in Section 5.1 is held,
- 3.1.9 Administrative sub-committees will be formed under the direction of the Committee and will be comprised of members with a direct interest and involvement with the relevant hall.

3.2 Selection

- 3.2.1 Following a general election and the conclusion of the Committee's term, Council may fill vacancies by reappointing existing members or through an expression of interest process. This process may include public notices, Council's website, social media channels, or other appropriate means.
- 3.2.2 Applicants will be required to demonstrate direct involvement with the activities of the particular hall and/or the community surrounding the vicinity of the hall.
- 3.2.3 Members will be appointed to the Committee in name, by Council resolution for a Council term.

- 3.2.4 A nominated representative must not take office until appointed by a Council resolution.
- 3.2.5 Membership will aim to achieve a gender balance. Membership should also aim to include a diverse representation of age, experience of disability and cultural and linguistic backgrounds.
- 3.2.6 In the event that there are more applications than available positions, the Council officer or delegate at 3.1.2 will assess the applications and recommend appointments, subject to the requirements of 3.1 being met.
- 3.2.7 Council staff are not eligible to be members of the Halls Community Asset Committee.

3.3 Alternative Representatives

If an appointed member from the Administrative sub-committee is not able to attend a meeting, they can request prior to the meeting via email or in writing, Director Communities and Place that a proxy representative be entitled to vote at the meeting.

3.4 Council endorsement of nominations

Recommendations regarding the filling of any vacancies of the Halls Community Asset Committee will be submitted to Council for approval, subject to the requirements of 3.1 being met.

3.5 Council Officer

Council Officers who attend the meetings of the Committee are to provide advice and support to the Committee and are not considered Committee members and do not have voting rights.

3.6 Term of Office

- 3.6.1 Membership shall be for a Council Term.
- 3.6.2 The appointment of committee members must occur by 30 June following a general election.
- 3.6.3 Members may apply for re-appointment to the Halls Community Asset Committee for a second or subsequent term.

3.7 Resignations

- 3.7.1 Members who resign prior to the end of their appointment should submit their resignation in writing to the Chairperson.
- 3.7.2 Where a vacancy occurs the Committee may submit nominations to the Council for appointment to fill the vacancy for the duration of the remaining term of the Committee.

- 3.7.3 If a vacancy occurs within three months of the end of the term, the vacancy will not be filled. In all other instances, the vacancy may be filled, subject to the requirements of 3.1 and 3.2 being met.

4. ROLES AND RESPONSIBILITIES

4.1 Council will:

1. Support the Chairperson with the annual meeting in accordance with section 5.1
2. Agenda preparation, minutes, and reporting will be managed by the Council officer in accordance with section 3.1.3.
3. Ensure attendance by appropriate staff representatives so that relevant information can be provided to the Committee.
4. Prepare and present a comprehensive annual report to Council, summarising key outcomes, decisions, and recommendations arising from the Committee's annual meeting.
5. Ensure a Council officer or delegate is present at the committee's annual meeting.
6. Fully consider the advice of the Committee and provide members with updates on how their advice and recommendations have been used.

4.2 Committee

The role of the Halls Community Asset Committee is to:

1. Oversee the effective operation of the halls.
2. Manage bookings for the halls.
3. Identify maintenance needs and register requests through the HRCC Lodge a Service request system.
4. Be responsible for specific maintenance of the Halls and grounds as outlined in the Property Maintenance Schedule.
5. Be responsible for payment of utilities expenses associated with the operation of the Hall.
6. Ensure that Council is made aware of any matters that could have an impact on the Hall or its users.
7. Exercise the duties and functions, in accordance with these Terms of Reference and as permitted by the *Instrument of Delegation by CEO to Community Asset Committee*.

4.3 Land and Building, Plant and Equipment

- 4.3.1 Council retains the right to access the halls.
- 4.3.2 The Committee through the Administrative sub-committees shall be responsible for the maintenance and operation of buildings, plant and equipment, as per Property Maintenance Schedule.
- 4.3.3 Where equipment or the building is damaged, the Committee through the specific Administrative sub-committee, will notify the HRCC Facilities team of the damage and

advise the hirer they will be liable for costs as per the conditions of the hire agreement.

4.3.4 The Committee through each Administrative sub-committee and in association with council staff shall conduct annual risk assessments of the halls and surrounding grounds.

4.3.5 The Committee will submit to council staff recommendations for alterations or additional buildings or for improvements to the halls generally.

4.4 Reporting

The Committee is responsible for ensuring the following:

4.4.1 A copy of the draft unsigned, minutes is forwarded to the Chief Executive Officer within 14 days after each annual meeting and in accordance with section 4.8.

4.4.2 The Committee shall submit at its annual meeting a report including recommended fees and charges for hire of the halls. The Chairperson is responsible for ensuring that the report is lodged with the Chief Executive Officer by 30 November each year, so that the Chief Executive Officer can complete an annual report to Council.

4.4.3 The Committee shall ensure that before the annual meeting each Administrative sub-committee provides a summary of accounts for the previous financial year.

4.4.4 The Committee through the Administrative sub-committees will maintain a personal injury and loss/damage register and advise council officers as soon as practical of any incidents which might give rise to legal proceedings.

4.4.5 The Committee through the Administrative sub-committees shall, as soon as practical, report to council officers any accidental and/or intentional damage to the halls.

4.4.6 The Committee through the Administrative sub-committees shall, as soon as practical, report to council officers any attempted and/or successful break-ins into halls.

4.5 Confidentiality

As per HRCC Volunteer Handbook.

4.6 Conflicts of Interest

As per HRCC Volunteer Handbook.

4.7 Media

The Committee or any of the Administrative sub-committees shall not issue any media releases relating to funding announcement without the approval of the Chief Executive Officer and shall not issue any media releases critical of Council.

4.8 Chair

A Chair will be elected annually from and by the committee members who are eligible to vote and endorsed by Council by a Council resolution.

The responsibilities of the Chair include:

- Provide leadership to the committee and encourage respectful, inclusive participation.
- Chair committee meetings in a fair, orderly and productive manner.
- Ensure the agenda is followed and that all members have the opportunity to contribute.
- Work with the Council Officer to ensure meeting agendas and minutes are prepared and distributed on time.
- Liaise with the Council Officer to ensure a copy of the draft minutes of the annual meeting is provided to the CEO within 14 days of the annual meeting.

4.9 Code of Conduct

- 4.9.1 All members will abide by the Volunteer handbook and other relevant policies, procedures and work instructions.
- 4.9.2 All members shall refrain from any form of conduct which may cause any member unwarranted offence or embarrassment. Members are expected to act honestly, treat others with respect and be considerate of the diversity of opinions and experiences of committee members.
- 4.9.3 Behaviours that encourage or support bullying, discrimination, sexism or sexual harassment will not be tolerated. Offensive or bad language will not be tolerated.
- 4.9.4 If any behaviours breach the code of conduct, the Chair or Chief Executive Officer should be notified immediately. This member may be directed to step down.

5. MEETINGS

5.1 Annual Meeting

- 5.1.1 Council shall give notice of an annual meeting at least 21 days prior to the proposed meeting day. Council will insert a notice in a local newspaper and on Council website at least 14 days prior to the meeting.
- 5.1.2 The Committee will hold an annual meeting between 1 July and 30 November each year on a date fixed by the Committee. At the annual meeting the Committee will;
 - 5.1.2.1.1 Receive reports from members regarding the activities of the previous year for each of the halls and the program of activities proposed for the coming year.
 - 5.1.2.1.2 Receive an annual financial summary of the operation of each of the community halls.
 - 5.1.2.1.3 Recommend fees and charges for the hire of halls for the next financial year of operation
 - 5.1.2.1.4 Receive the minutes of the previous annual meeting.
 - 5.1.2.1.5 At the end of each Council term, receive nominations for membership on the Committee and forward these nominations to Council for appointment.

5.2 Office Bearers

- 5.2.1 The Committee shall elect a member to undertake the role of Chairperson and forward this to Council referred to in 4.8.
- 5.2.2 The Council Officer (Ex-Officio secretariat support) will be the minute taker and provide administrative support to the Committee.

5.3 Ordinary Meetings

- 5.3.1 The Committee shall hold ordinary meetings during the year as deemed necessary.
- 5.3.2 The Council Officer (Ex-Officio) will liaise with the Chairperson in the calling of meetings and will give reasonable notice of the meeting to all members at least seven days prior to the meeting.
- 5.3.3 If a member fails to attend at least two consecutive meetings of the Committee without tendering an apology, or without having had a proxy attend in accordance with section 3.3 the Committee may refer the absence to the Chief Executive Officer.

5.4 Administrative Sub-Committee Meetings

- 5.4.1 Administrative sub-committee meetings will be determined by the Chairperson of the subcommittee and at least 7 days' notice will be given to the members.
- 5.4.2 The number of meetings held each year is at the discretion of each of the Administrative subcommittees.

5.5 Meeting Procedures

- 5.5.1 Meeting procedures should follow Council's "Meeting Procedure" as set out in Council's Governance Rules.
- 5.5.2 Voting will be by a majority votes by show of hands. Only members (or member delegates) in attendance are entitled to vote.
- 5.5.3 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.

5.6 Quorum and Decision Making

- 5.6.1 The quorum at any Committee or Administrative Sub-committee meeting will be half of the members plus one.
- 5.6.2 No business will be conducted by the Committee or Administrative sub-committee unless a quorum exists.
 - 5.6.2.1.1 If a quorum is not present, a vote may occur within 24 hours to provide all members with the opportunity to participate. This will occur via email.
- 5.6.3 If there is an equal division of votes, the Chairperson shall have a second or casting vote.

6. USE OF COMMUNITY HALLS

- 6.1** Community halls may be used for appropriate recreation, leisure or sporting activities, exhibitions and entertainment, which are approved by the Administrative sub-committees, if each user pays the charges fixed in Section 9 of this Instrument.
- 6.2** Administrative sub-committees will ensure there is equitable allocation of use of their particular hall.
- 6.3** Administrative sub-committees may for good cause and in accordance with Council policies, recommend that a particular group be prohibited from using the relevant hall.
- 6.4** Use of community halls must be via a Facility booking application

6.5 Hire of community halls is subject to the Conditions of Hire agreement available via HRCC's website

7. LICENSING PROVISIONS

7.1 The sale and supply of alcoholic beverages must comply with relevant liquor Licencing requirements, and be in accordance with any rules laid down by the Committee and/or Council.

8. INSURANCE

8.1 Public Liability Insurance shall be provided by Council to members of Administrative subcommittees to cover the sub-committee's activities in managing the halls. Public liability insurance applies while sub-committee members are acting within the scope of their duties for and on behalf of Council, subject at all times to the terms and conditions of Council's Liability policy.

8.2 Building insurance shall be provided by Council under Council's Industrial Special Risk Insurance Policy.

8.3 HRCC will provide details of activities and events covered by Council's insurance

8.4 Insurance of contents owned or provided by the Administrative sub-committees, shall be the responsibility of, and managed through the Administrative sub-committees. User groups are responsible for insuring their own contents.

8.5 Administrative sub-committees shall ensure each user group not included by Council's insurance provides evidence of Public Liability insurance cover. Bookings will not be confirmed unless insurance requirements are met.

8.6 Administrative sub-committee will ensure casual users not covered under Council's occasional use policy, provide evidence of Public Liability insurance cover. Council may provide Public Liability insurance upon request at a nominal fee.

9. HALL CHARGES

9.1 The Committee shall at the annual meeting recommend to Council a scale of charges for the use of the community halls.

10. EVALUATION AND REVIEW

10.1 The composition, activities, Instrument of Delegation and Terms of Reference of the Committee will be reviewed every four years by 30 June following a general election, or as required.

10.1.1 The review will consider and evaluate both the existence and purpose of the Committee and the existence and purpose of the Administrative sub-committees and the subsequent detail of the Instrument.

11. DISSOLUTION

11.1 The Committee or Administrative sub-committee may separately disband. This would occur by either each member of relevant Administrative sub-committee resigning or by members of the Community Halls Asset Committee resigning. Resignation is by written notice provided to the Chief Executive Officer.

11.2 In the event of dissolution, the Chairperson of the relevant Administrative sub-committee shall, no later than the date upon which such dissolution would become effective, arrange for:

11.2.1 A financial statement to be prepared, audited and presented to the Chief Executive Officer.

11.2.2 The Administrative sub-committee's bank account to be closed and the balance paid to council.

11.2.3 All contents owned by the Administrative sub-committee to be removed from the community hall.

11.2.4 All keys to the hall to be handed back to council.

11.3 The Committee must be formally dissolved by a resolution of Council.

12. COMMUNICATION AND CONTACT PROTOCOLS

Unless otherwise stated, all correspondence with the Chief Executive Officer or other council officers is via council@hrcc.vic.gov.au

12.1 Resignations

To advise of a resignation from the Committee, please contact the Chief Executive Officer via council@hrcc.vic.gov.au

12.2 Governance Matters

For matters relating to the *Instrument of Delegation* or to update Committee member details, please contact the Governance Team, Corporate Services via council@hrcc.vic.gov.au

12.3 Committee and Administrative Sub-Committees

To update contact details of a member of the Committee or Administrative Sub-Committee, contact the Director Communities and Place via council@hrcc.vic.gov.au

12.4 General Enquiries

For all other matters, please lodge a Service Request via Council's website:

12.5 Council commitments to the committee

Council will:

- Respond to Committee correspondence within 10 working days;
- Advise the Committee of the outcomes of maintenance inspections;
- Communicate decisions relating to maintenance and capital works;
- Notify the Committee within 24 hours of any decisions that restrict or affect use of facilities.

12.6 Escalating concerns

If the Committee is dissatisfied with Council communications, concerns may be raised with the Director Communities and Place on (03) 5382 9777.

If the matter remains unresolved, a written submission may be directed to:

Chief Executive Officer
Horsham Rural City Council
PO Box 511
HORSHAM VIC, 3402.

13. COMMUNICATION

These Terms of Reference will be distributed to all Committee members and available on Council's Website.

14. RESPONSIBILITY

Responsible Officer: Director, Communities and Place

These Terms of Reference will be reviewed every 4 years or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

15. SUPPORTING DOCUMENTS

Document	Location
C7 Instrument of Delegation by CEO to Community Asset Committee	Website
Committee Framework Policy	Website
HRCC Volunteer Handbook	Website
<i>Local Government Act 2020</i>	Internet

16. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	TBD	Council	<ul style="list-style-type: none">New ToR extracted from 2021 Instrument of Delegation by CEO	TBD

It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Terms of Reference (ToR). Where an update does not materially alter a ToR, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.



**Instrument of Delegation
by the Chief Executive Officer
to the Halls Community Asset Committee**

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020* (**Act**), I, as Chief Executive Officer of Horsham Rural City Council, by this Instrument of Sub-Delegation –

1. delegate to each person who is from time to time appointed as a member of the Community Asset Committee, established by resolution of Council passed on **##insert date** and known as Halls Community Asset Committee (**Community Asset Committee**), each power and/or function and/or duty set out in the Schedule;
2. declare that a delegate can only exercise the delegations contained in this Instrument of Sub-Delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee;
3. declare that this Instrument of Sub-Delegation:
 - 3.1 comes into force immediately upon its execution,
 - 3.2 remains into force until varied or revoked, and
 - 3.3 is subject to the conditions and limitations set out in paragraph 4 and 5, and in the Schedule,
4. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the Community Asset Committee,
5. declare that the delegate must not determine the issue, take action or do the act or thing 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 s 47 of the Act or otherwise.

This Instrument of Sub-Delegation is dated **##date** and is made by the Chief Executive Officer.

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

.....
Witness

Powers and functions

To manage the following community assets: (*Appendix 1*)

1. Dadswell's Bridge Hall	5820 Western Highway, Dadswells Bridge VIC 3385
2. Hamilton Lamb Memorial Hall	13 Kalkee Rd, Horsham VIC 3400
3. Jung Hall	51 Baker Street, Jung VIC 3399
4. Laharum Hall	1586 Northern Grampians Rd, Laharum VIC 3401
5. Mitre Hall	1429 Natimuk Frances Rd, Mitre VIC 3409
6. Natimuk Community Centre (NC2)	60 Main Street, Natimuk VIC 3409
7. Natimuk and District Soldier's Memorial Hall	101 Main St, Natimuk VIC 3409
8. Sailor's Hoe Hall	2472 Blue Ribbon Rd, Murra Warra VIC 3401
9. Taylor's lake Hall	2032 Horsham-Lubeck Rd, St Helen's Plains VIC 3401
10. Telangatuk East Hall	278 Dunstan's Rd, Telangatuk East VIC 3401

And for that purpose:

The Committee shall be empowered on behalf of the Council to:

- 5.1 Establish Administrative sub-committees from the elected Committee, for the purpose of managing the day-to-day operations and requirements of each of the community halls as defined in *Powers and Functions* and as depicted in Terms of Reference: Halls Community Asset Committee,
- 5.2 Enter into contracts, not exceeding the value of \$10,000 and incur expenditure, for the specific purpose of maintaining the community halls and their related operations,
- 5.3 Establish individual bank accounts for each of the Administrative sub-committees,
- 5.4 Act as a forum for the sharing of information, ideas and knowledge regarding the management of community halls,
- 5.5 Develop and present an annual plan of desired improvements for each of the community halls and proposed usage charges, for input to council's budget process,
- 5.6 Liaise and consult with designated council officers and staff to provide strategic input into the usage and development of community halls,
- 5.7 To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers,
6. The Administrative sub-committees shall be empowered on behalf of the Committee to:
 - 6.1 Implement Council or Community Asset Committee recommendations regarding the hire, usage and maintenance of each community hall,
 - 6.2 Receive applications for the use of the community hall under the management of the relevant Administrative sub-committee and allocate times for the use of such halls amongst the member organisations, individuals or individual organisations,
 - 6.3 Undertake maintenance of its community hall in accordance with Appendix 2 – *Property Maintenance Schedule*,
 - 6.4 Adhere to Council's policies that include but are not limited to use of Council facilities, Human Rights, Records Management and Occupational Health and Safety,
 - 6.5 Raise funds, receive rental fees, admission charges, donations and any other contributions and expend same to carry out the objectives listed above,
 - 6.6 Prepare and distribute publicity, promotional material or guidance and advice for the improved use of the community hall,

Requirements

APPENDIX 9.5B

The members of the Community Asset Committee must, when exercising the powers, functions and duties delegated to them:

7. comply with the following governance requirements:
 - 7.1 Council's Meeting Procedure as set out in Council's Governance Rules,
 - 7.2 Council's Volunteer Handbook,
 - 7.3 Terms of Reference: Halls Community Asset Committee,
8. Monitor and report on its activities and performance at least in accordance with the following:
 - 8.1 In accordance with section 4.4 of Terms of Reference: Halls Community Asset Committee
 - 8.2 Finance
 - 8.2.1 The Committee will adopt 1 July to 30 June in each year as the financial year and all accounting functions will conform with applicable Accounting Standards, the *Local Government Act 2020* and relevant regulations made under that Act,
 - 8.2.2 Each year, the financial accounts of the Administrative sub-committees will be audited by council,
 - 8.2.3 All money received by any Administrative sub-committee will be promptly deposited into the Administrative sub-committee's bank account,
 - 8.2.4 Payments made by the Administrative sub-committees shall be authorised with a minimum of two signatories,
 - 8.2.5 All money received by the Administrative sub-committees will be used for the maintenance and operations of the respective community hall and any other expenses incurred by the Administrative sub-committee in its management of the hall,
 - 8.2.6 Administrative sub-committees may obtain an Australian Business Number (ABN),
 - 8.2.7 Individual Administrative sub-committees shall determine if they wish to register for the Goods and Services Tax (GST). The Administrative sub-committees must meet its own GST obligations and shall not purchase items in the name of Horsham Rural City Council,
 - 8.2.8 Administrative sub-committees may use funds in accordance with the responsibilities outlined in *Appendix 2 Property Maintenance Schedule*. The funds may be used for the following purposes with respect to the relevant community hall:
 - (a) purchase of plant, equipment, fittings and furniture for the hall,
 - (b) implementing programs and services as appropriate with the objectives of the hall,
 - (c) general administrative expenses of the Administrative sub-committee,
 - (d) such other purposes as may from time to time be approved by the Administrative sub-committee in meeting its objectives,
 - (e) The Committee shall as required, make its minutes and all other papers or documents available for inspection or audit by the council's auditor, or other municipal officers authorised by council,
 - (f) Committee members representing Administrative sub-committees shall ensure that a financial report is presented at the annual meeting of the Committee.

9. Exceptions, conditions and limitations

9.1 The Community Asset Committee or any of the Administrative sub-committees are not authorised by this Instrument to:

APPENDIX 9.5B

9.1.1 Borrow money external to Council (including the issue of debentures and promissory notes),

9.1.2 Incur any bank overdraft; or

9.1.3 Carry out, or permit to be carried out, any act which would or would likely to render Council's insurance policies invalid.

9.2 The Committee or any of the Administrative sub-committees are not empowered to do any of the following things without the written approval of the Council:

9.2.1 Enter into a contract with a value exceeding \$10,000,

9.2.2 Incur expenditure for an amount which exceeds the approved budget,

9.2.3 Make alterations or additions to the Hall.

9.3 Staff

9.3.1 The Committee shall not employ staff without written approval of the Council's Chief Executive Officer. Should approval be granted, the Committee will be responsible for payment of all overheads associated with such employment, including all appropriate insurances,

9.3.2 Administrative sub-committees cannot employ staff.

10. Review

10.1 The composition, activities, Instrument of Delegation and Terms of Reference of the Committee will be reviewed every four years by 30 June following a general election, or as required.

11. Revocation

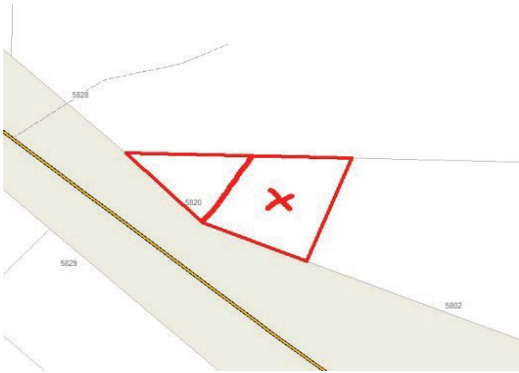
11.1 Notwithstanding Clause 11, this Instrument of Delegation may be revoked at any time by the Chief Executive Officer. Factors relevant to the issue of revocation include whether, in the view of Chief Executive Officer, the Committee is managing the halls in the best interest of user groups, the community and the Council, or if Council policy or strategic direction alters significantly.

11.2 In the event of revocation, the Chief Executive Officer shall, no later than the date upon which revocation takes effect, arrange for:

11.2.1 A report to Council detailing why the Committee has been revoked and if applicable, recommending an alternate governance arrangement

Appendix 1

1. Dadswell's Bridge Hall 5820 Western highway, Dadswells Bridge VIC 3385

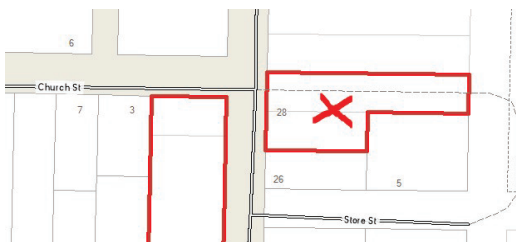


Note: Committee responsibility is for the section marked as X of the identified area

2. Hamilton Lamb Memorial Hall 13 Kalkee Rd, Horsham VIC 3400



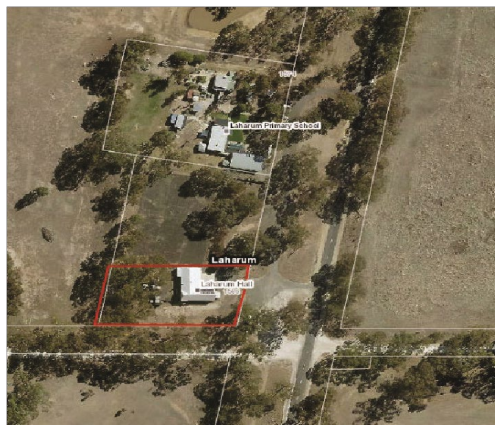
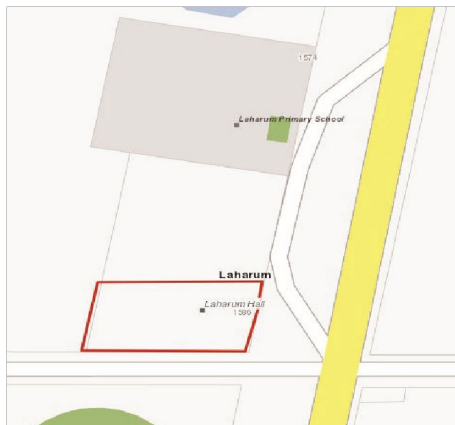
3. Jung Hall 51 Baker Street, Jung VIC 3399



Note: Committee responsibility is for the section marked as X of the identified area but not the park

4. Laharum Hall

1586 Northern Grampians Rd, Laharum VIC 3409



5. Mitre Hall

1429 Natimuk Frances Rd, Mitre VIC 3409



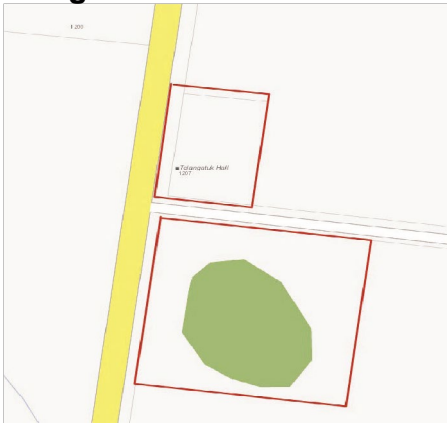
6. Natimuk Community Centre (NC2)

60 Main Street, Natimuk VIC 3409



7. Natimuk and District Soldier's Memorial Hall 101 Main St, Natimuk VIC 3409 APPENDIX 9.5B





Note: The Hall committee is responsible for both blocks of land

Appendix 2 Property Maintenance Schedule

The maintenance schedule relates to the relevant space, and is only applicable to shared space where specified in the comments.

DEFINITIONS:

Maintain Involves operational and functional checks, servicing, repairing or replacing if necessary

Replace Replace with new or of equivalent condition.

Undertake Carry out a specific activity.

N/A Not applicable to this location

Qualifications:

1. Prior to commencing any building works, a representative of the Committee must contact the Facilities Maintenance Unit via phone: 5382 9777 (if urgent) or by lodging a service request via www.hrcc.vic.gov.au
2. No major works are to be undertaken without the written approval of Council.
3. Work undertaken by the Committee must be in accordance with Australian Standards and where required, completed by a registered tradesperson.
4. Misuse by users would require them to rectify and undertake the repair at their expense.
5. Unless otherwise stated, this document refers only to Council fixtures and fittings.
6. Items marked as maintain/replace by Council will be subject to Council's preventative, statutory, and condition-based maintenance works schedules and our Building Condition Assessment program. Reactive (unplanned) maintenance will be completed at Council's discretion over the immediate, medium, and long term, as required.

Instrument of Delegation – Maintenance Schedule

ASPECT	LICENSEE	COUNCIL	COMMENTS
STRUCTURAL			
External Wall Frames		Maintain / Replace	
Internal Wall Frames		Maintain / Replace	
Sub-Floor		Maintain / Replace	
Roof Frame		Maintain / Replace	
ROOFING			
Cladding		Maintain / Replace	
Guttering		Maintain / Replace	Includes cleaning
Downpipes		Maintain / Replace	
WALL CLADDING			
External Cladding		Maintain / Replace	

Internal Cladding	Maintain	Replace	Includes painting, replacing damaged tiles, woodwork, plaster, etc.
CEILING			
Plaster		Maintain / Replace	
Suspended Ceiling		Maintain / Replace	
Acoustic Tiles		Maintain / Replace	
WINDOWS			
External – Frames	Maintain	Replace	
External - Glazing	Replace	Replace	Licensee to replace any windows broken by user groups, including private hires. Council responsible for other repairs.
External – Flywire Screens	Maintain / Replace		
Internal – Frames	Maintain	Replace	
Internal - Glazing	Replace		
DOORS			
External – Door Integrity		Maintain / Replace	
External – Locks / Keys		Maintain / Replace	Licensee shall be issued two keys. Further keys may be requested and will charged rate set by Council. All locks must be on Council's Master system.
Internal – Door Integrity	Maintain	Maintain / Replace	
Internal – Locks / Keys		Maintain / Replace	All locks must be on Council's Master system.
WATER			
Main to Meter		Maintain / Replace	
Meter to within Building		Maintain / Replace	

ASPECT	LICENSEE	COUNCIL	COMMENTS
Usage Charges	Undertake		All costs for internal use in buildings – see also re grounds
Backflow Prevention Servicing		Maintain / Replace	
Water Tanks / Pumps		Maintain / Replace	
Minor Fixtures	Maintain	Replace	Such as taps, washes, etc.
Major Fixtures	Maintain	Replace	Such as toilet suites, basins etc.
Stormwater	Maintain	Replace	To point of legal discharge.
Septic / Treatment System		Maintain / Replace	Includes servicing
Wastewater		Maintain / Replace	
ELECTRICITY / COMMUNICATION			
Supply Mains		Maintain / Replace	
Electricity Meters		Maintain / Replace	
Distribution Board		Maintain / Replace	
Internal Wiring		Maintain / Replace	

Telephone Line to Building		Undertake	APPENDIX 9.5B
GPO Outlets		Maintain / Replace	Copies of all Certificates of Electrical Safety must be provided to Council
Usage Charges	Undertake		
Testing and Tagging		Undertake	Council Owned
Testing and Tagging	Undertake		Licensee Owned
GAS			
Supply Mains (Natural Gas)		Maintain / Replace	
Supply (LPG)	Maintain Replace		
Usage Charges	Undertake		
LIGHTING			
Internal – Fixture		Maintain / Replace	
Internal - Lamp Replacement		Replace	
Internal – New	Undertake		Council approval required
External – Fixture		Maintain / Replace	Attached to building.
External - Lamp Replacement		Replace	Licensee to report any lights out to Council.
External – New		Undertake	
Carpark and Surrounds		Maintain / Replace	Licensee to report lights out to Council.
ESSENTIAL SAFETY MEASURES (ESM)			
Annual Compliance Audit		Undertake	
Path of Egress Inspections		Undertake	Ensure that all paths to an exit are kept clear at all times. Ongoing
Fire Extinguishers		Maintain / Replace	Annual inspection and replacement
Fire Blankets		Maintain / Replace	

ASPECT	LICENSEE	COUNCIL	COMMENTS
Hose reels		Maintain / Replace	
Emergency Exit Signs		Maintain / Replace	Report globe replacement
Fire and Smoke Detectors		Maintain / Replace	Hard wired only
Security System		Maintain / Replace	If system already installed.
Asbestos Audits		Undertake	
MECHANICAL PLANT			
Air Conditioner - Split System		Maintain / Replace	
Air Conditioner – Wall		Maintain / Replace	
Heaters		Maintain / Replace	
Ceiling Fans		Replace	
Hot Water Systems		Maintain / Replace	
FLOOR COVERINGS			
Carpet	Maintain	Replace	
Vinyl	Maintain	Replace	

Timber	Maintain	Replace	
Tiles	Maintain	Replace	APPENDIX 9.5B
WINDOW COVERINGS			
Curtains / Drapes / Blinds	Maintain	Replace	
Roller Shutters	Maintain	Replace	
External Awnings	Maintain	Replace	
PAINTING			
External	Maintain	Undertake	Council to repaint as per asset management cycle
Internal	Maintain / Undertake		Council to repaint as per asset management cycle
CLEANING			
External Walls	Undertake		
External Windows	Undertake		
Internal Windows	Undertake		
Internal Floor Coverings	Undertake		
Cleaning of Toilets / Buildings	Undertake		Contribute to cleaning of shared spaces
Litter	Undertake		
Graffiti – External		Undertake	For example, extensive spray painting
Graffiti – Internal	Undertake		
Rubbish Removal	Undertake	Undertake	Licensee to place in appropriate receptacle and position for pick up by Council.
PEST CONTROL			

ASPECT	LICENSEE	COUNCIL	COMMENTS
Termites		Undertake	Annual inspection
Termites		Undertake	Annual treatment
Rodents	Undertake		For example, mice and rats
Any other pests	Undertake		For example, ants, possums, spiders, bees
FIT OUT			
Fixtures / Fittings	Maintain	Replace	Kitchen appliances
Internal Cupboards	Maintain	Replace	
SIGNAGE			
Council Corporate Signage		Maintain / Replace	
Site Specific Signage	Maintain / Replace		Must be approved by Council.



MISCELLANEOUS			
Public Liability (\$20,000,000)	Undertake		Council must be named as an interested party. APPENDIX 9.5B
Insurance - Buildings		Undertake	
Contents Insurance		Undertake	Council's equipment, fixtures, and fittings.
Contents Insurance	Undertake		Licensee's equipment, fixtures, and fittings.
Site Inspection	Undertake		Complete inspection checklist provided and report to Council every year.
Fencing	Maintain	Replace	
Shade Structures	Maintain	Replace	
Shade Structures		Undertake	Annual Safety Inspection
GARDEN AREAS (Associated with Buildings)			
Maintain Garden	Undertake		
Water Charges	Undertake		
Lawn Maintenance / Mowing	Undertake		
Dangerous Tree Inspection / Removal		Undertake	Committee to report any tree they reasonably consider to be dangerous to Council.
Driveways / Parking Areas	Undertake		
SPORTS PLAYING FIELDS			

ASPECT	LICENSEE	COUNCIL	COMMENTS
Lawn Mowing / Ground Maintenance	Undertake		Council will provide an annual allocation to assist with these costs.
Water Charges	Undertake		Council will provide an annual allocation to assist with these costs.
Fixtures and Equipment	Maintain / Replace		Tennis Nets, Netball Poles/ Rings, Nets, Fencing around facilities.
Playing Surface – General Maintenance	Undertake		Line-marking, surface patching, etc
Playing Surface - Renewal	Undertake	Undertake	Joint responsibility
Playing Fields – Lighting Maintenance		Maintain / Replace	
Playing Fields Lighting renewal / upgrade	Undertake	Undertake	Joint responsibility, Council approval required
Playground Equipment	Maintain		
Barbecues - Installation	Undertake	Undertake	Joint responsibility, Council approval required
Barbecue - Maintenance	Maintain		

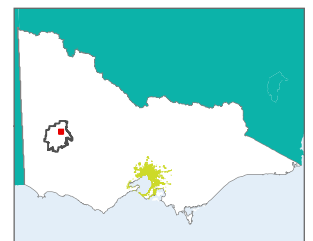
Version	Approval Date	Approval By	Amendment
01	1 December 2018	Coordinator Facilities Management	New Policy
02	1 February 2019	Coordinator Facilities Management	Modified
03	1 August 2020	Coordinator Facilities Management	Modified



LEGEND

-  LSIO1 - Land Subject to Inundation Overlay - Schedule 1
-  Local Government Area

Part of Planning Scheme Map 11LSIO-FO

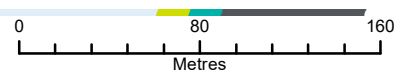


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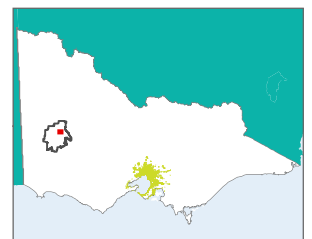
Department
of Transport
and Planning



LEGEND

-  LSIO1 - Land Subject to Inundation Overlay - Schedule 1
-  Local Government Area

Part of Planning Scheme Map 13LSIO-FO

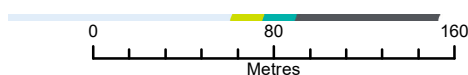


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Amendment Version: 1



VICTORIA
State Government

Department
of Transport
and Planning



Australian Government
National Food Security Strategy: discussion paper

Submission by Horsham Rural City Council

September 2025

1. Executive Overview

Horsham Rural City Council (**HRCC**) welcomes the opportunity to make a submission to the Australian Government's *National Food Security Strategy: discussion paper* (**Discussion Paper**).

The Discussion Paper, including feedback, will help to shape the future scope of *Feeding Australia: National Food Security Strategy* (the **Strategy**). At a time of increased demand on our resources globally, our ability to meet basic needs of good quality, affordable and healthy food should be a major priority. The development of a strategy is a vital step.

Horsham Rural City is a vibrant and diverse community located approximately 300 kilometres north-west of Melbourne, in the heart of the Wimmera region of Victoria. Covering an area of 4,267 square kilometres, HRCC has a population of over 20,000 residents, with Horsham serving as the major regional centre. The municipality is characterised by its strong agricultural base, particularly in dryland and broadacre farming and is a key producer of Australia's cereal and pulse crops. It is also home to nationally significant institutions such as the Grains Innovation Park and internationally significant grains and chemical research companies leading innovation globally, producing market leading practices and products for Australians producers.

HRCC represents a community with a strong agricultural heritage and a critical role in one of Australia's key food production landscapes.

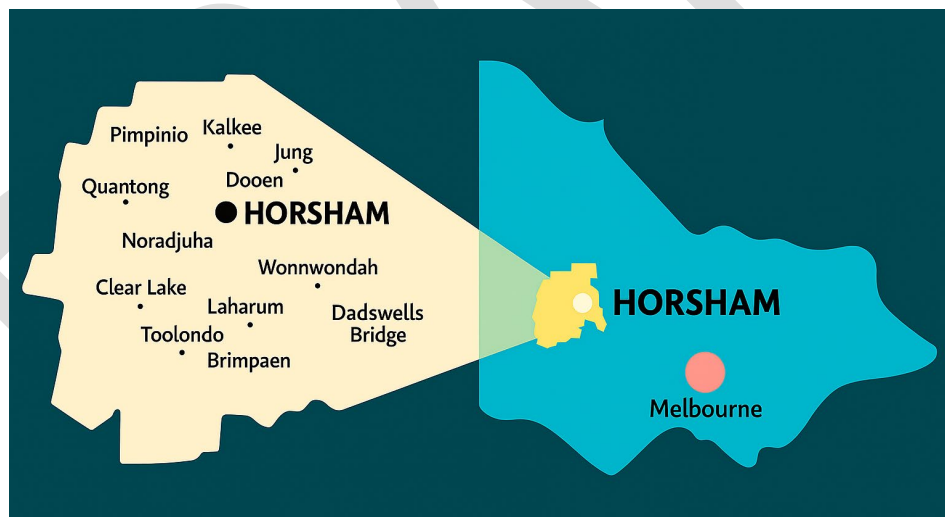


Figure 1- Horsham and its region in a Victorian context.

This submission reflects HRCC's commitment to ensuring that rural and regional voices shape national strategies that impact the future of food security, our economic future, and the lives of people in our community.

HRCC urges the Strategy to adopt a regional approach that empowers defined food-producing areas, such as the Wimmera, through protection of high-quality agricultural land, tailored

investment, integrated strategy and planning, and long-term support to address the systemic challenges that impact productivity, workforce attraction, and a strong circular economy. Food security is the resilience and strength of the whole food system that supports the growing, processing and distribution and must include a major focus on the communities built around it that must thrive into the future.

To be effective, HRCC recommend that the Strategy:

- Ensure cross-sectoral coordination to avoid land use conflicts with agriculture.
- Establish a national resource prioritisation framework to protect productive agricultural land.
- Empower regional food-producing regions through tailored, place-based strategies.
- Invest in regional infrastructure, housing, and services to support workforce attraction and retention.
- Promote strong regional cities at the heart of food producing regions that are the heartbeat around which food producing economies and their communities thrive and prosper.

2. Response to Principles

2.1. The Discussion Paper

The Discussion Paper proposes four guiding principles to shape the development of the future Strategy. They are:

- **Whole of food system:** Consider all parts of the food system and their interconnections.
- **Collaborative:** Involve all stakeholders across government, industry, and community.
- **Ambitious and forward-looking:** Anticipate future challenges and build resilience.
- **Outcomes-based and practical:** Focus on real-world impacts and shared responsibility.

2.2. HRCC response to the principles

HRCC considers the principles outlined in the Discussion Paper to be sufficiently broad and flexible, while appropriately recognising the inherent complexities, connections, and interdependencies across disciplinary boundaries. The principle of **Collaboration** rightly acknowledges that food system stakeholders, including primary industries, community, business, research providers, and investment partners, all have important roles to play.

HRCC cautions against developing the Strategy solely through a ‘food system’ lens. Food security is influenced by a wide range of competing Federal and State Government strategies and plans, many of which sit outside the food sector but have direct implications for land use, infrastructure, and regional development. These must be identified, mapped, and reconciled to ensure that nationally significant natural resources (e.g. agricultural land, minerals, timber, water and biodiversity habitat) are clearly understood, prioritised, and coordinated. They cannot be played off against one another.

A recent example of the current sectoral disconnect was the Draft Victorian Transmission Plan (VTP), May 2025 by VicGrid¹. This undertook its own independent assessment of productive agricultural land when identifying potential locations for renewable energy zones (REZs). This assessment was conducted within the narrow scope of the project’s overall objectives and without the benefit of a nationally or even state-agreed methodology or framework for the identification and protection of valuable agricultural land. 7.9% of Victoria’s land was included in the draft energy zones with a higher percentage initially under consideration.

Community consultation on the Draft VTP concluded prior to the release of a report titled ‘*Agricultural Land and Renewables: Assessing Compatibility and Production Potential*,’ July 2025 by RMCG on behalf of VicGrid (**RMCG Report**). It was released following widespread feedback surrounding the lack of transparency about the assessment of agricultural land. The VTP was finalised in August without further consultation, despite the RMCG report citing a significant

¹ The State Government agency responsible for Victoria’s renewable energy transition.

number of limitations in its work and need for further engagement². For example, the report had no regard to the future of farming, technologies, or emerging practices to consider how agricultural productivity could or might be improved (i.e. turning good agricultural land into highly productive land). This highlights the risk of siloed processes undermining long-term food security.

Similar conflicts with mining and minerals have occurred regionally with the expected approval of a number of mineral sands mines in the region and the recent release of the Victorian Critical Mineral Road Map which identifies ‘a generation opportunity for Victoria.’ It is heavily focused on the delivery of minerals to support renewable energy infrastructure and harnessing the jobs and economic activity. It identifies significant opportunities within the Mallee and Wimmera Southern Mallee regions and recognises there is currently no guidance of how earth resources and agriculture should interact. Whilst the following objective included in the roadmap is admirable, it furthers the risk of siloed strategic plans and decisions:

‘To support the co-existence and collaboration between stakeholders in the earth resources, renewable energy and agriculture industries, government will consider developing a co-existence policy for these industries.’

In the Victorian Parliamentary Inquiry³ Final Report ‘Securing the Victorian food supply’ (November 2024), *Recommendation 1* was (in summary) to prepare a whole-of-government Food System Strategy that, amongst other matters should:

- *Map major food producing regions and protect all agricultural land from inappropriate development.*

The State Government’s 2025 response⁴ was non-committal, labelled ‘under review’. Meanwhile, mining, renewable energy and other competing agendas such as housing and urban sprawl (changes to farming zones to commercial, industrial and residential), continue to highlight the need to establish a nationally significant agricultural land strategy as part of a coordinated cross-sectoral resource prioritisation framework.

Dryland farming is indispensable but often left out of national planning conversations. It is imperative that agricultural land is not industrialised or treated as a commodity that is traded casually or incrementally to meet short term objectives outside agriculture. Soil is a national asset. It has to be managed, nurtured and protected to maintain its health, value and food producing capacity to the nation.

² See for example Section 2.5.1 or Section 4 (Assumptions and Limitations) of the RMCG Report.

³ Legislative Assembly Planning and Environment Committee.

⁴ See

<https://www.parliament.vic.gov.au/4a2004/contentassets/d9499a431d5c40cba7d45f4434bc024b/attachment-1---victorian-government-response-to-inquiry-into-securing-the-victorian-food-supply.pdf>

Regional strength and empowering Australia's regional economic regions

HRCC emphasises that Australia's regional food-producing areas each have distinct identities, opportunities, and challenges. The Strategy must prioritise regional empowerment that ensures tailored support, investment, and holistic decision-making capacity for each region and its rural communities and economies. This will better balance the siloed approach that a sectoral approach, often driven by centralised Government Departments, adopts.

To provide an important foundation for the Strategy, HRCC recommends the inclusion of the following additional principles:

- **National land prioritisation framework** - Establish a nationally agreed hierarchy of land use priorities to reduce conflict between competing sectors and permanently identify and safeguard productive agricultural land.
- **Regional empowerment** - Ensure tailored support, investment, and decision-making authority for major food-producing regions, based on local knowledge, practices, and community-led planning.
- **Integrated governance** - Embed mechanisms to coordinate across portfolios and jurisdictions, ensuring food security is not compromised by, for example, competing infrastructure, energy, or housing agendas.
- **Place-based liveability** - Recognise that to create and maintain vibrant food producing regions across Australia means attracting and retaining skilled agricultural workers and this will depend on creating vibrant, liveable regional communities - not just job or investment opportunities.

3. Response to Key Priority Areas

The following provides a short response under the Key Priority Areas outlined in the Discussion Paper.

3.1. Resilient Supply Chains

HRCC supports investment in regional transport infrastructure, including freight and intermodal hubs. The strategy should identify key major regional supply chain infrastructure. This should include the **Wimmera Intermodal Freight Terminal (WIFT)** and the **Wimmera Agriculture and Logistics Hub (Wal-Hub)** precinct to support and prioritise investment and further development of the efficient movement of agricultural goods and food production and logistics. It should also include the **Horsham Livestock Exchange**, Victoria's fourth-largest sheep and lamb market and is the major livestock selling centre in the Wimmera, attracting vendors from as far afield as the South Australian border and southern-New South Wales.

The Strategy should also identify and support key enabling infrastructure, notably a long-identified **Horsham bypass** and proposed **alternative truck routes** as part of a National Key Freight Route network to improve connectivity, efficient movement and to unlock further investment opportunities in the agricultural supply chain network in the Wimmera Southern Mallee region. A second and improved crossing of the Wimmera River (the bypass) is also essential to provide security to the movement network in the event of increased frequency of natural events due to climate change (notably flooding or bushfire).

Upgrades to digital infrastructure are essential to enable precision agriculture and supply chain traceability. Localised storage, processing, and distribution facilities should be supported to reduce reliance on long-haul logistics and improve regional food system resilience.

3.2. Productivity, Innovation and Economic Growth

The Discussion Paper acknowledges the value of agriculture and agri-business to the Australian economy. It is a vital part of the Wimmera Southern Mallee's heritage and identity and integral to our future prosperity. A slowdown in agricultural productivity, as highlighted in the Paper, remains a concern but also presents an opportunity to prioritise growth, innovation, and diversification in farming practice and food production.

HRCC highlights the importance of an engaged, skilled, and available workforce, equipped with modern agricultural knowledge in science, technology, research and development, and contemporary and emerging farming practices. The ability to pursue new production pathways, aided by technology, is vital to an engaged farming community capable of delivering an upturn in productivity.

The **Grains Innovation Park** and **Longerenong Agricultural College** are two major regional assets that promote innovation, education, and applied research. The *AgTIDE Demonstration of Agricultural Technology Applications (DATA) Farm Project* hosted by Longerenong is a leading example of how digital agriculture and smart farming can be harnessed to improve productivity and sustainability. Support for free or low-cost TAFE and vocational training in agricultural technology and business is essential to build a future-focused workforce.

People, place and thriving, resilient communities

For agriculture and agri-business to thrive and to attract and retain younger, skilled people with confidence in the sector, a whole-of-regional economy approach should be adopted by the Strategy. This approach must be tailored to the unique opportunities and challenges of each major food-producing region. This is also closely related to Section 3.2 (People) of the Discussion Paper.

The Strategy must also connect to broader national challenges that underpin economic participation and productivity. This includes the availability and affordability of good-quality housing in regional and remote parts of Australia for key workers and their families. Alongside

this, access to healthcare, education, transport, digital connectivity, and social infrastructure is essential to support vibrant rural cities and community life.

People remain central to food production and our economy. We must reverse the trend of ageing rural communities and the loss of agricultural knowledge and skills. We must continue to attract a new generation of rural professionals and workers who bring innovation, energy, passion, and a vision for a prosperous future in regional Australia.

Self-sustaining, vibrant regional cities with strong circular economies must become destinations, places where people choose to live, work, and invest. These cities should be the heartbeat around which our food production systems are built. Creating the right foundational conditions that encourage people to build lives in our region, rather than a focus on job creation or economic output, is essential. This must focus on liveability and creating a community and a culture that creates a sense of belonging.

In turn, this will help to set the right conditions and create confidence in the future that will support investment in agriculture, agri-business, and the broader supply chain.

This requires a coordinated and deliberate re-prioritisation of investment in major food-producing regional centres across Australia. Too often, dominant state capital cities consume the focus of policy and funding, including through large-scale infrastructure projects such as the extravagant and unproven Suburban Rail Loop in Victoria or the Melbourne-focused 'Plan for Victoria.' A more balanced approach is needed - one that recognises the strategic importance of regional Australia to national food security and economic resilience.

Siloed policy and investment approaches that target one sector are failing to recognise that a joined-up approach is required to address the complex and interwoven economic conditions upon which our food producing regional economies are built.

In summary, HRCC recommend:

- Support regionally tailored strategies to boost agricultural productivity and innovation.
- Invest in agricultural education, training, and technology, including free or low-cost TAFE.
- Prioritise housing, healthcare, and infrastructure for key workers in regional food-producing areas.
- Support the development of thriving, vibrant, self-sustaining regional cities as destinations for living, working, and investing - focusing on liveability, community, and culture to attract and retain skilled agricultural workers e.g. Regional City Deals.
- Rebalance national investment to include major food-producing regional centres.
- Ensure cross-portfolio coordination to avoid land use conflicts with agriculture.

3.3. Competition and Cost of Living

HRCC welcomes action to address supermarket monopolies and to ensure fair market access for regional producers. Ensuring fair deals for food producing businesses that puts more money into local businesses and encourages further investment (people, skills, production, innovation etc) should be a major priority ahead of the vast profit margins of major supermarket duopolies currently dominating food production via final consumer retail destination practices. This must also come with a focus on reducing the cost to the consumer and overall cost-of-living (see health and nutrition also).

Support for local food systems and cooperatives can improve affordability and access in rural areas. Transparency in pricing and supply chains is critical to reduce food insecurity.

4. Whole-of-System Considerations

4.1. Climate Change and Sustainability

HRCC advocates for increased funding for climate adaptation research and extension services tailored to dryland farming systems. Incentives for carbon-smart farming and sustainable land management practices are essential.

Clear policy guidance is needed to manage land use conflicts between agriculture, renewable energy, and carbon offset projects.

4.2. People

See discussion under Section 3.2 (*People, place and thriving, resilient communities*) above.

Place-based food initiatives such as community-supported agriculture and food cooperatives should be promoted to improve access and empower communities.

4.3. Health and Nutrition

HRCC recommends support for local food initiatives that provide fresh, nutritious food at affordable prices. Education campaigns and incentives for healthy eating, such as free school lunches, should be targeted at vulnerable populations.

Soil health and sustainable farming practices are essential for nutrient-rich food production. The value of self-mulching grey clays in our region for pulse crops is important for maintaining a balanced diet for humans. The ability to grow lentils and chickpeas is a key output. The capacity of such soils must be identified and protected, as requested at Section 2.2 of this response.

4.4. Trade and Market Access

HRCC supports maintaining open markets and robust biosecurity systems. Trade agreements should ensure stability and access to critical inputs required by regional food production businesses. Australia's role in global food security must be balanced with domestic needs.

4.5. National and Regional Security

HRCC recommends regional preparedness plans to ensure food access during crises. Investment in local food systems and infrastructure can enhance resilience and social cohesion, in order to avoid the sort of global shocks and inflationary outcomes recently experienced during and following the COVID pandemic.

5. Response to 'Have Your Say' Questions

Generally, the response to the 'Have your Say questions' in the Paper are included in the above sections.

An outstanding question is included below along with its response.

What timeframe should the strategy work towards – short (1 to 2 years), medium (5 to 10 years) or long (10-plus years) term, and why?

HRCC supports a long-term (10-plus years) strategy with medium-term milestones to ensure sustainable planning and infrastructure investment. This will provide a stable platform with an ability to align to long-term goals that can deliver meaningful change. It is important that shorter to medium term milestones are included to ensure momentum and progress is maintained and the strategy delivers on its actions.

6. Conclusion

Horsham Rural City Council welcomes the development of a National Food Security Strategy and strongly supports a long-term approach that recognises the unique strengths and challenges of Australia's food-producing regions.

To be effective, the Strategy must:

- Prioritise regional empowerment (including setting strategic priorities, decision making) and tailored investment.
- Protect productive agricultural land through a nationally consistent framework.
- Coordinate across government portfolios to avoid land use conflicts.
- Invest in the infrastructure, services, and liveability that underpin a resilient agricultural workforce and economy.

HRCC looks forward to continued engagement in shaping a Strategy and providing a strong regional voice into it. HRCC also welcomes the opportunity to deliver a strategy that delivers enduring food security outcomes for all Australians, anchored in the strength, innovation, and potential of regional communities like our own to build a prosperous, robust, and self-sustaining food producing economy.

June 12, 2025

Dear Mayor and Councillors

Horsham Rural City Council

RE: Street Tree Planting in Mardon Drive, Horsham

Following receipt of letter dated 30 May, 2025, from HRCC in relation to Street Tree Planning in Mardon Drive Horsham and discussions held with residents, we are contacting you to express our concerns with this matter.

We believe there has been individual addresses have lodged requests also.

All property owners in the street have been contacted except for those away and uncontactable.

We have read the HRCC Greater Greening Horsham Strategy.

All residents contactable have advised they do not want the trees for various reasons as noted below:

- Existing and ongoing safety concerns with Mardon Drive being a winding road. Many residents struggle to exit their driveways safely. Additional trees will further impact on their safe car access to the road.
- Due to the established services and structures, planting of additional trees now will be on an adhoc basis impacting the streetscape character the council is trying to achieve.
- Danger to the proximity to services.
- Estate was designed and developed 25+ years ago with no footpath planned along north side of Mardon Drive, therefore no need for canopy cover as there is no path.
- Residents have spent thousands of dollars on architectural designed buildings and gardens to capture views. Planting of trees after the event will impact existing landscaping and potentially buildings

The residents of Mardon Drive request an urgent meeting on site with Senior Council Staff and/or Councillors.

Attached petition evidences 100% of contactable landowners in Mardon Drive disputing the planned planting of trees in said location.


Please respond with details of meeting prior to the commencement of planting of Trees in Mardon Drive.

From

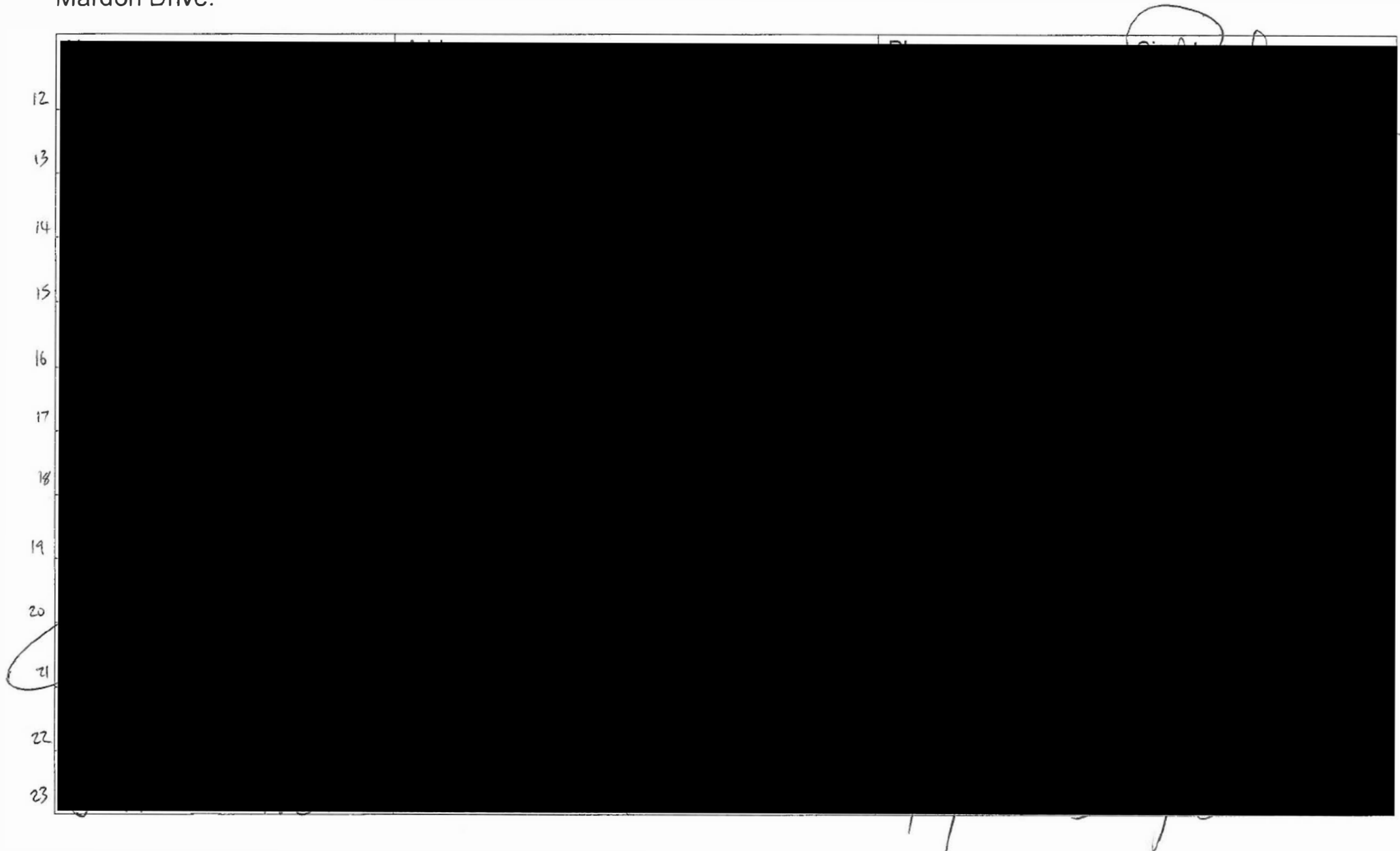
The Residents of Mardon Drive

[REDACTED]
[REDACTED]

The residents of Mardon Drive, Horsham that are against the planting of trees by Horsham Rural City Council on Mardon Drive.

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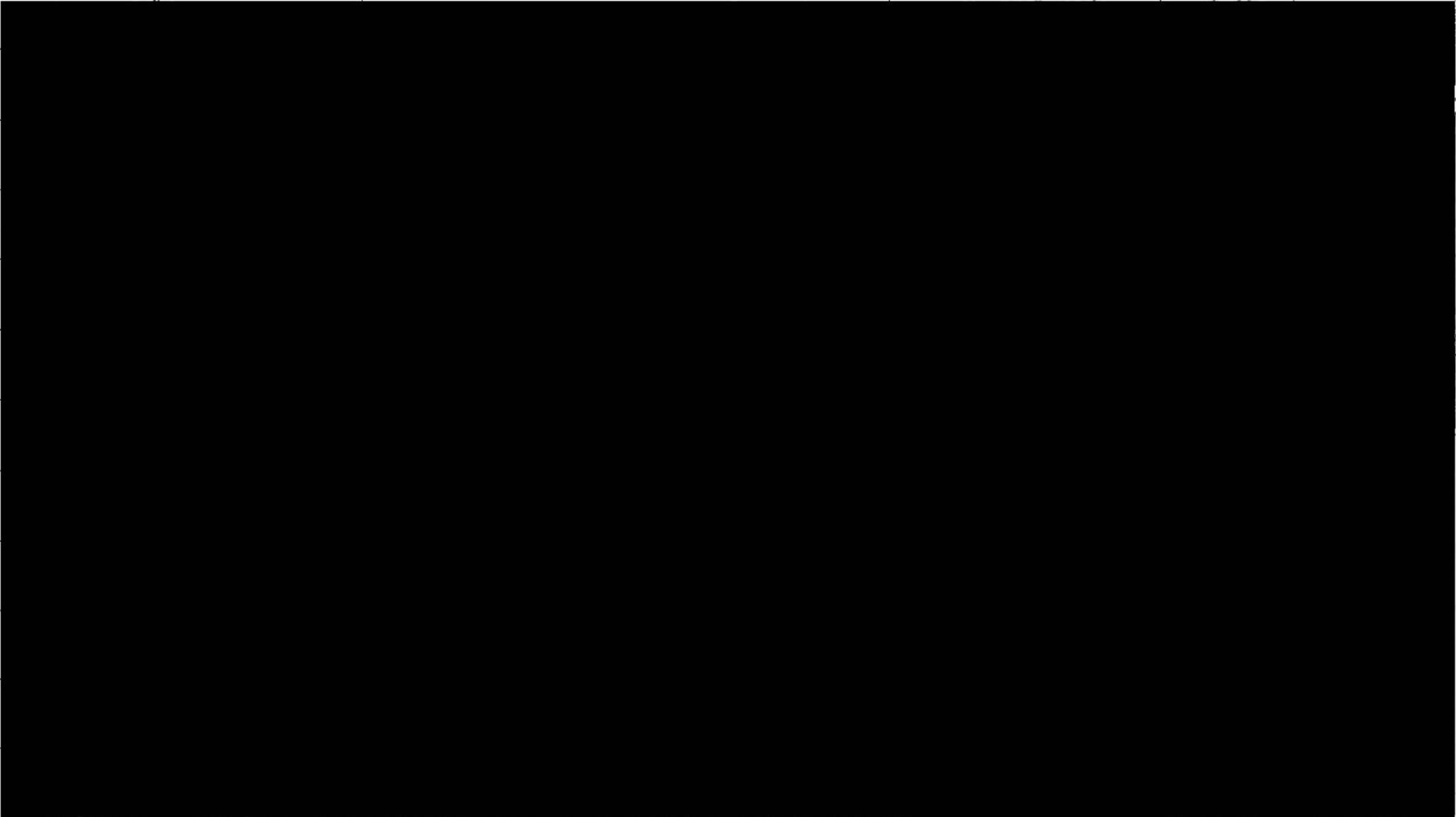
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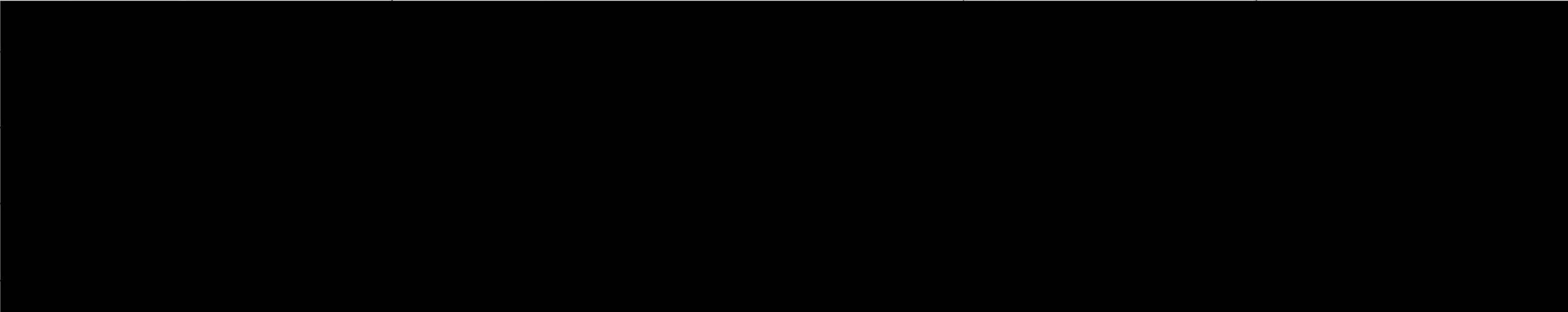
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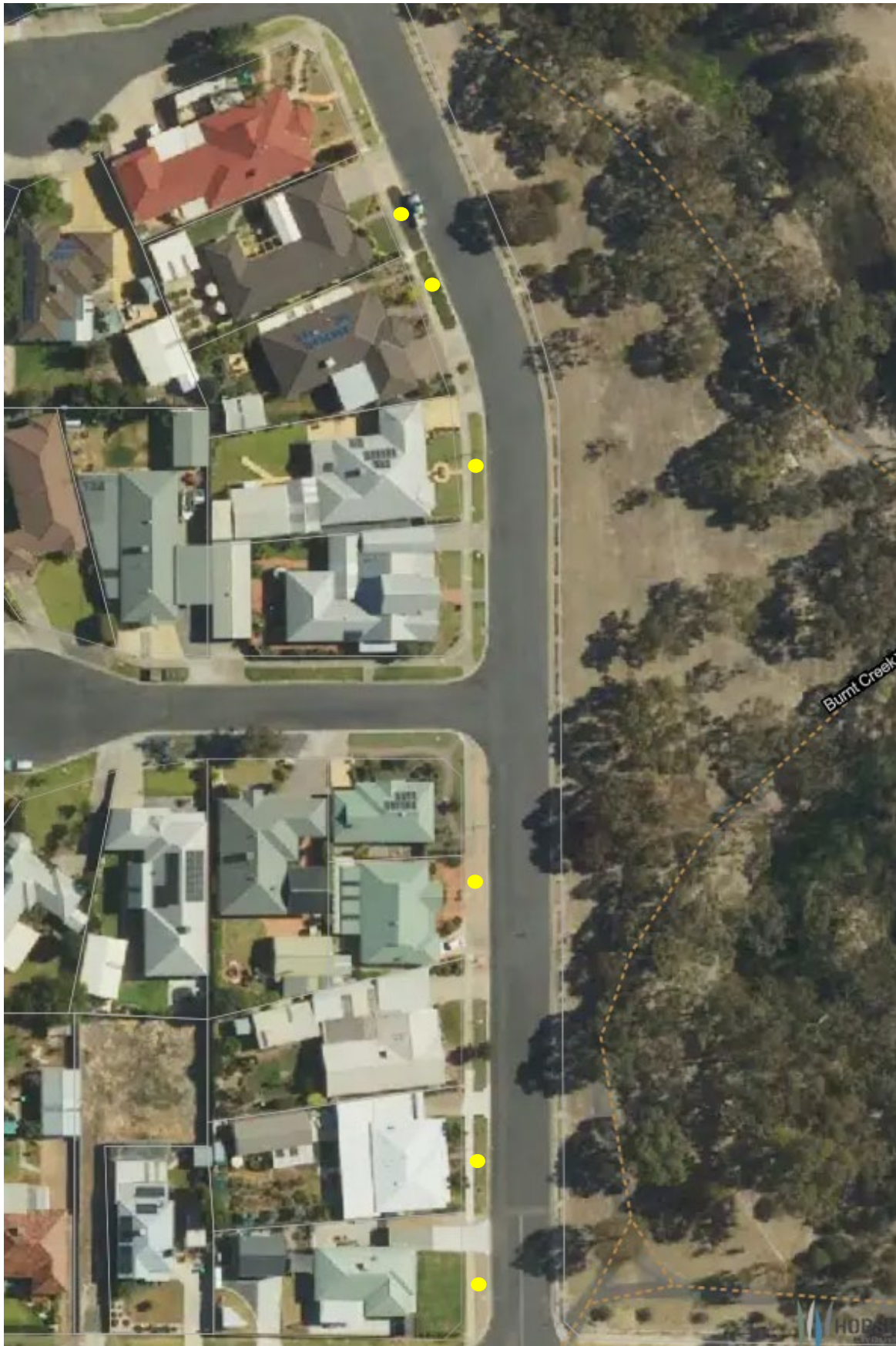
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The residents of Mardon Drive, Horsham that are against the planting of trees by Horsham Rural City Council on Mardon Drive.

Name	Address	Phone	Signature
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Proposed Street Tree Planting – Mardon Drive







Appendix 9.9A - PUBLIC QUESTION FROM JACK FLYNN OF HORSHAM

Question 1

Cr McDonald convened a Listening Post at Horsham West primary School on 6 May 2025, community members raised significant concerns about traffic management, pedestrian safety, parking issues and child welfare around the school precinct.

Four specific motions were unanimously supported by attendees.

1. Land Acquisition: Purchase the 8 Blocks on the western boundary of the Horsham West Primary School, with HRCC decision by Term 3 2025.
2. Expedite the development and implementation of a comprehensive traffic and pedestrian management plan before the start of the 2026 school year'
3. Construct a car park and bus hub facility on the acquired land.
4. Develop a meeting place and playground for young families on the land purchased.

Would HRCC please provide a comprehensive progress update to parents and residents regarding:

1. Steps taken to address the community feedback received during the Listening Post.
2. Status of each motion and associated timelines.

This update would demonstrate Council's commitment to the community engagement process and provide transparency on how resident concerns are being addressed.

Response from John Martin, Director Infrastructure

Staff have been preparing a plan to address safety concerns in the vicinity of the Horsham West Primary School. The initial focus of this planning relates to pedestrian and vehicle safety, which aligns with point 2 of the requested actions.

The remaining points 1, 3 and 4, are much longer-term actions, which involve not just Council but also the Education Department, and will require significant advocacy and funding to enable them to proceed.

These aspects, along with the pedestrian safety measures, will be considered in a report to be presented to Council by September 2025.

APPENDIX 9.9B: Horsham West Primary School / Kirwood St Road and Pedestrian Safety Measures

[Attachment to Council Report]

Purpose

To address ongoing safety, congestion and parking issues at Kirwood Street during school pickup times and propose infrastructure changes to improve traffic flow and pedestrian safety.

Summary

Kirwood Street experiences significant congestion during school pickup times due to limited on-site school parking. Parents occupy residential parking on the neighbouring streets, leading to traffic delays and community complaints. There are also issues in ensuring pedestrian safety in amongst the higher level of vehicle traffic at these times.

Proposed Short-Term Solutions: -

Installation of pedestrian crossings, including wombat crossings where appropriate, to reduce the speed of traffic on Kirwood Street.

Rostering a regular presence by enforcement officers to ensure conformance with the existing parking time limits.

Long-Term Options: -

- Converting Kirwood Street to one-way eastbound,
- Replacing existing parallel parking with 45° angled parking.
- Reducing the speed limit to 30 km/h (or potentially lower) during school time.
- Formalising the off-street parking on Hillary Street.

These interventions aim to increase parking capacity and improve safety for students and residents.

Proposed Next Steps

- Consult with the community on the short-term solutions considering the safety of students.
- Further investigate converting Kirwood Street to a one-way street eastbound towards Hillary Street and reducing the speed limit to 30 km/h during school time.
- Convert existing parallel parking to angled parking along Kirwood Street.
- Recommend to the school management to formalise the existing off-street parking on Hillary Street.

Background

Council has received repeated concerns from residents regarding traffic congestion and safety during school pickup times at Horsham West Primary School. During the Council Listening Post on 6 May 2025, residents and parents raised their concerns related to the traffic condition around the school precinct.

The existing on-site school staff parking is inadequate, resulting in overflow onto Kirwood Street and neighbouring residential streets. Officers have inspected the site and identified opportunities to increase parking and manage traffic flow. During the school pick-up and drop-off times, Kirwood street changes from two-way to one-way street.

Current Traffic Condition and Parking Usage Patterns

Parking along the street is parallel, i.e. aligned with the adjacent kerb. During morning hours, vehicle turnover is relatively high as parents briefly stop to drop off children before continuing to work or other commitments. This results in a consistent but fluid use of available bays, minimising congestion.

The following pages present some observations of traffic and parking patterns.

Traffic Situation during drop-off (morning)**At 8:30 a.m.**

Kirwood Street



Hillary Street

**At 8:45 a.m.**

Kirwood Street



Hillary Street



By 9 a.m. parents have dropped off their children and left, resulting in all parking spaces around the school becoming vacant.

However, in the afternoon, the pattern shifts notably. Parents are more likely to linger for extended periods during pickup, either waiting in their vehicles or accompanying children, which reduces turnover and often leads to a shortage of available parking. These practices contribute to increased pressure on the surrounding street network during pickup periods.

Traffic Situation during pick-up (afternoon)

At 14:55 p.m.

Kirwood Street



Hillary Street



McIntyre Street



At 15:00 p.m.

Kirwood Street



Hillary Street



At 15:15 p.m.
Kirwood Street



Hillary Street



At 15:25 p.m.
Kirwood Street



Hillary Street



By 15:25 p.m., the majority of parents have picked up their children and begin to leave gradually, and by **15:30 p.m.**, the entire area is clear.

Discussion

The combination of limited parking and high pedestrian activity during peak school periods creates safety concerns and inconvenience to nearby residents. Council officers have reviewed the on-ground conditions and identified some proposed short-term and long-term solutions.

Short-Term Solution

A short-term solution is considered relatively straightforward to implement, and aims to reduce the traffic speed. For this combination of pin-down speed humps can be installed temporarily on Kirwood street until the permanent solution is adopted. The locations of hump will be finalised based on detailed survey.

Long-Term Solution

To mitigate safety risks and address parking issues not only along the streets immediately adjacent to the school boundary but also in the surrounding vicinity, the following treatments have been considered for Kirwood Street:

- 1) Converting Kirwood Street to a permanent one-way street travelling eastbound towards Hillary Street.
- 2) Replacing parallel parking on Kirwood Street with angled parking to increase capacity (estimated increase to be confirmed during design).
- 3) Speed limit of Kirwood Street during school time to be reduced to 30 km/h.



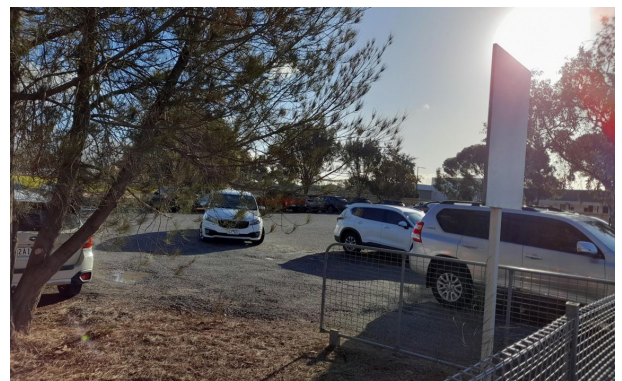
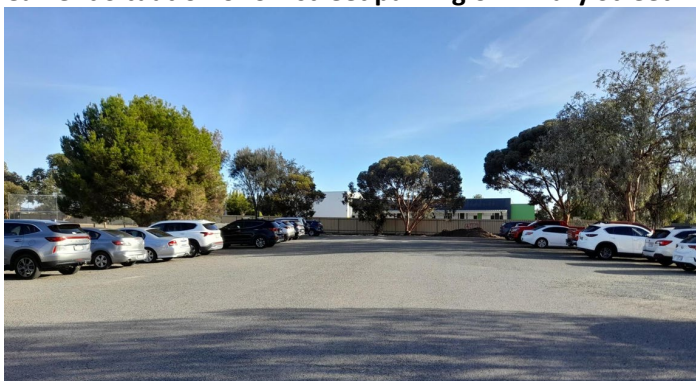
The proposed reconfiguration of on-street parking along Kirwood Street—shifting from parallel to 45 degree angled parking—will significantly enhance parking capacity within the available kerb space. This adjustment is expected to increase the number of available bays from the current 21 to approximately 34, representing a net gain of 13 additional parking spaces.

The revised layout will better accommodate the short-duration, high-turnover nature of morning school drop-offs, while also alleviating congestion during the afternoon pick-up period, when vehicle dwell times tend to be longer. This change will support improved traffic flow and user convenience without compromising road safety or access. Reducing the speed limit along Kirwood Street during school hours to enhance safety.

These measures are expected to relieve pressure on residential streets, improve traffic circulation, and increase pedestrian safety. Conversion of Kirwood Street into one-way street and reduced carriageway width as a result of angled parking will also address the concerns of unauthorised use of Kooyong Street by buses.

In addition to the proposed on-street parking reconfiguration along Kirwood Street, an upgrade to the off-street parking area adjacent to Hillary Street (alongside the school) is also proposed. The works will involve spray sealing and formal line marking of the existing informal parking area. These works would be a decision of the School and at its cost.

Current Situation of off-street parking on Hillary Street



Proposed upgrade:

Additional Off-Street Parking Proposal – Hillary Street (Adjacent to School)

The new configuration introduces a structured, one-way circulation layout with angled (90 degree) parking bays, significantly improving both order and capacity. This will provide additional 19 bays (approx.) at the site. Vehicles will be able to park in a clearly defined and efficient manner, enhancing traffic flow and safety during peak school periods.

Key outcomes of this proposal include:

- Additional 13 parking spaces (approx.) on Kirwood Street for pick-up and drop-off.
- Reduction in speed limit during school pickup and drop-off hours will mitigate the risk of fatal injuries.
- Kirwood Street to be converted into one-way street.
- A total of approximately 64 formal off-street parking spaces on Hillary Street; 19 additional bays created in the central section through improved spatial utilisation.
- This off-street parking enhancement complements the on-street angled parking upgrade along Kirwood Street and, together, both initiatives aim to ease congestion, improve traffic flow, and provide safer, more organised parking options for school drop-off and pick-up periods.

Options to Consider

- Maintain existing layout (no change): Not recommended due to ongoing congestion and resident concerns.
- Implement temporary traffic controls during pickup hours: Operationally complex and not a long-term solution.
- Proceed with proposed design changes: Aligns with best-practice urban design and road safety principles.

Sustainability Implications

Nil

Community Engagement

Engagement with residents, school leadership and the broader community will be undertaken after initial consideration by Council.

Innovation and Continuous Improvement

The proposed changes represent an innovative redesign of the streetscape to accommodate increasing school-related traffic while improving safety outcomes.

Collaboration

Council staff will work with the School to assist in finalising a design suited to their needs.

Financial Implications

Costs associated with detailed design and implementation of the proposed changes will be identified in future budget processes. Initial concept design and traffic analysis have been undertaken within existing operational budgets.

Regional, State and National Plans and Policies

N/A

Council Plans, Strategies and Policies

The project aligns with the theme Accessibility under long-term Strategic Objectives of the Council Plan. The Horsham Urban Transport Plan recommended investigations into safety improvements in the vicinity of schools.

Risk Implications

Key risks with these works include:

- The existing risk to pedestrian safety.
- Construction risks. These are generally able to be managed. The works will be undertaken during the school holidays to avoid operational risks.

Conclusion

The proposed measures are considered appropriate to improve safety in the vicinity of the Horsham West Primary School.



MINUTES OF INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING MEETING HELD IN THE COUNCIL CHAMBERS
ON MONDAY 1 SEPTEMBER 2025 AT 6:30PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald, Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Gail Gatt, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; John Martin, Director Infrastructure; Kevin O'Brien, Director Communities and Place

APOLOGIES: NIL

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

NIL

3. PRESENTATIONS

- 3.1 Alternative Truck Route / Bypass – next steps
- 3.2 Living Libraries Funding

4. COUNCIL MEETING REPORTS FOR DISCUSSION

- 4.1 Asset Plan

5. REPORTS FOR INFORMATION ONLY

- 5.1 Road Safety TAC Funding
- 5.2 2024-25 Customer Service Report

6. GENERAL DISCUSSION (Gail Gatt)

7. COUNCILLOR ONLY TIME

DINNER

8. CLOSE

The meeting closed at 9:00pm.

GAIL GATT
Chief Executive Officer



MINUTES OF INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING MEETING HELD IN THE COUNCIL CHAMBERS
ON THURSDAY 4 SEPTEMBER 2025 AT 5:45PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald, Cr Angie Munn, Cr Dean O'Loughlin, Cr Todd Wilson, Gail Gatt, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure

APOLOGIES: Cr Bec Sluggett

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

3. COUNCILLOR ONLY TIME

4. PRESENTATION

4.1 Capex Project Workshop

5. GENERAL DISCUSSION (Gail)

6. CLOSE

The meeting closed at 7:47pm.

DINNER

GAIL GATT
Chief Executive Officer



MINUTES OF INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING MEETING HELD IN THE COUNCIL CHAMBERS
ON MONDAY 8 SEPTEMBER 2025 AT 5:30PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald, Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Gail Gatt, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure

APOLOGIES: NIL

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

NIL

3. PRESENTATIONS

3.1 Long-Term Financial Plan

4. COUNCIL MEETING REPORTS FOR DISCUSSION

- 4.1 Community Facilities Strategy
- 4.2 C88 Flood Mapping Amendment – Corrections
- 4.3 VCAT, Building and Planning Permit Report and Proposed Refusals
- 4.4 Railway Corridor Landscape Plan (incl Palk St purchase)

5. PRESENTATIONS CONT.

- 5.1 Advocacy Priorities - prep for workshop
- 5.2 Victorian Freight Plan

DINNER – 8:25pm

6. CONFIDENTIAL COUNCILLOR/ CEO ONLY TIME

6.1 First 3 Months Update

7. GENERAL DISCUSSION (Gail Gatt) 15mins

8. CLOSE

The meeting closed at 10:14pm.

GAIL GATT
Chief Executive Officer



MINUTES OF INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING MEETING HELD IN THE COUNCIL CHAMBERS
ON MONDAY 15 SEPTEMBER 2025 AT 5:30PM

ATTENDED: Cr Brian Klowss (Acting Mayor), Cr Cam McDonald, Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Gail Gatt, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure

APOLOGIES: Cr Ian Ross (Mayor), Cr Todd Wilson

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

NIL

3. PRESENTATIONS

- 3.1 Domestic Animal Management Plan (engagement then adoption)
- 3.2 Local Sports Infrastructure Fund – Options

4. COUNCIL MEETING REPORTS FOR DISCUSSION

- 4.1 Internal resolution procedure (VLGA)
- 4.2 Professional Development policy (VLGA)
- 4.3 Delegations update
- 4.4 Halls Community Asset Committee
- 4.5 Fencing Supply Panel Contract (facilitates Farm Frites)
- 4.6 Kirwood St
- 4.7 O'Callaghans Pde roadworks tender
- 4.8 Finance and Performance Statements
- 4.9 National Food Security Strategy

5. CONFIDENTIAL REPORTS

- 5.1 HRMS procurement

6. INFORMATION ONLY

- 6.1 Long-term Financial Plan

7. GENERAL DISCUSSION (Gail Gatt)

8. CLOSE

The meeting closed at 8:15pm.

DINNER

GAIL GATT
Chief Executive Officer