

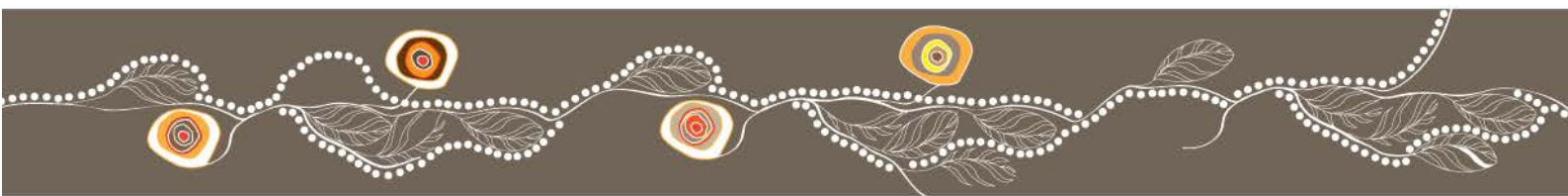


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AGENDA

Council Meeting to be held
at Darebin Civic Centre,
350 High Street Preston
on Monday, 3 July 2017
at 6.00 pm.

Public question time will
commence shortly after 6.00 pm.



ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN

Darebin City Council acknowledges the Wurundjeri people as the traditional owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and future.

Council pays respect to other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.



Italian

Questo è l'ordine del giorno della riunione del Consiglio Comunale di Darebin per la data che compare sulla prima pagina di questo documento. Se desiderate informazioni in lingua italiana sugli argomenti dell'ordine del giorno, siete pregati di chiamare la Linea Telefonica Multilingue del Comune al 8470 8888.

Greek

Αυτή είναι η ημερήσια διάταξη για τη συνεδρίαση του Δημοτικού Συμβουλίου Darebin, για την ημερομηνία που φαίνεται στο εξώφυλλο αυτού του εγγράφου. Αν θα θέλατε πληροφορίες στα Ελληνικά σχετικά με τα θέματα σ' αυτή την ημερήσια διάταξη, παρακαλούμε καλέστε την Πολυγλωσσική Τηλεφωνική Γραμμή του Δήμου στον αριθμό 8470 8888.

Chinese

這是一份戴瑞濱市議會議程表，其開會日期顯示於此文件之封面。如果您欲索取有關此議程表的中文資料，敬請致電 8470 8888 聯絡市議會的多語種電話專線。

Arabic

هذا هو جدول أعمال اجتماع مجلس بلدية داربيبن والذي سيحدد في التاريخ الوارد في الصفحة الأولى من هذه الوثيقة. إذا أردت الحصول على مزيد من المعلومات في اللغة العربية حول المواضيع المذكورة في جدول الأعمال، فيرجى الاتصال برقم هاتف البلدية المتعدد اللغات
8470 8888

Macedonian

Ова е дневниот ред за состанокот на Општината на Градот Даребин, која ќе биде на датумот покажан на предната корица од овој документ. Ако Вие сакате некои информации на Македонски јазик, за предметите на овој дневен ред, Ве молиме повикајте ја Општинската Повеќејазична Телефонска Линија на 8470 8888.

Vietnamese

Đây là nghị trình cho cuộc họp của Hội đồng Thành phố Darebin; ngày họp có ghi ở trang bìà tài liệu này. Muốn biết thêm về chương trình nghị sự bằng Việt ngữ, xin gọi cho Đường dây Điện thoại Đa Ngôn ngữ của Hội đồng Thành phố qua số 8470 8888.

Bosnian

Ovo je dnevni red za sastanak Gradske općine Darebin čiji je datum održavanja naznačen na prvoj strani ovog dokumenta. Ako želite više informacija o tačkama ovog dnevnog reda na bosanskom jeziku, molimo nazovite općinsku višjezičnu telefonsku službu na 8470 8888.

Croatian

Ovo je dnevni red sastanka u Darebin City Council za dan koji je naveden na prednjem ovitku ovog dokumenta. Ako želite informacije o tačkama ovog dnevnog reda na hrvatskom jeziku, molimo da nazovete Council Multilingual Telephone Line (Višjezičnu telefonsku liniju) na 8470 8888.

Portuguese

Esta é a pauta para a reunião da Câmara Municipal de Darebin a ser realizada na data que consta na capa deste documento. Se você deseja informação em Português sobre os itens desta pauta, por favor ligue para a Linha Telefônica Multilíngue da Câmara no 8470 8888.

Serbian

Ово је дневни ред за састанак Darebin City Council-а (Градско веће Darebin) који ће се одржати на дан који је наведен на насловној страни овог документа. Ако желите информације на српском о тачкама дневног реда, молимо вас да назовете Council Multilingual Telephone Line (Вишејезичку телефонску линију Већа), на 8470 8888.

Somali

Kuwani waa qodobada shirka lagaga wada hadli doono ee Degmada Degaanka Darebin ee taariikhda lagu xusey boga ugu sareeya ee qoraalkan. Haddii aad doonysid wararka ku saabsan qodobadan oo ku qoran Af-Somali, fadlan ka wac Khadka Taleefanka Afafka ee Golaha oo ah 8470 8888.

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Agenda

1. MEMBERSHIP

Cr. Kim Le Cerf (Mayor) (Chairperson)

Cr. Steph Amir

Cr. Gaetano Greco (Deputy Mayor)

Cr. Tim Laurence

Cr. Trent McCarthy

Cr. Lina Messina

Cr. Susanne Newton

Cr. Susan Rennie

Cr. Julie Williams

2. APOLOGIES

3. DISCLOSURES OF CONFLICTS OF INTEREST

4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

Recommendation

That the Minutes of the Ordinary Meeting of Council held on 19 June 2017 and the Special Meeting of Council held on 22 June 2017 be confirmed as a correct record of business transacted.

5. QUESTION AND SUBMISSION TIME

Members of the public can participate in ordinary Council meetings in two ways: they can lodge questions for Council to answer during Question Time or they can make a Comment or Submission prior to a specific item listed on the Agenda.

HOW TO LODGE YOUR QUESTION OR REGISTER TO MAKE A COMMENT OR SUBMISSION

Council encourages the early lodgement of Questions, to enable preparation of a considered response, and early registration if you wish to make a Comment or Submission. These may be done in the following ways:

1. Electronic Lodgement

- By sending an email to QandS@darebin.vic.gov.au; or
- By logging onto Council's website at www.darebin.vic.gov.au/questionsandsubmissions

2. In-Person Lodgement:

- At the Preston Customer Service Centre at 274 Gower Street, Preston by 3pm on the day of the Council meeting; or
- With a Council Officer between 5.45pm and 6pm on the day of the meeting at Council Chambers.

The lodgement of a question or registration to make a comment or submission should include the name, address and contact telephone number of the individual and, in the case of a submission, the agenda item to which he or she wishes to speak to. This will allow Council officers to follow up your Question, if required, and to inform the Chairperson of any registered person wishing to make a Comment or Submission in relation to specific agenda items.

Residents do not need to attend the meeting for a question to be answered. Council meetings can be viewed at the Watch Council and Planning Committee meetings page.

The Agenda for each meeting is available for viewing on Council's website at the Meeting Agendas and Minutes page by 5pm, up to 6 days prior to the date of the meeting. Copies are also available at Customer Service centres and libraries.

Further information about Question and Submission Time can be found at www.darebin.vic.gov.au/questionsandsubmissions.

6. CONSIDERATION OF REPORTS

6.1 PROGRESS REPORT - WINDOWS AND GUTTER CLEANING REIMBURSEMENT SUBSIDY PROGRAM

Author: Manager Aged and Disability

Reviewed By: Director Community Development

Report Background

This report is in response to the Council Resolution from the Council Meeting held on the 6 June 2016

Previous Council Resolution

At its meeting held on Monday 6 June 2016, Council resolved:

'That Council:

- (1) Endorse a Council subsidy to client model as detailed in this report to support window and gutter cleaning services for Commonwealth Home Support Program (CHSP) eligible clients.*
- (2) Note the window and gutter service is based on not costing more than \$240 annually.*
- (3) Endorse a level of subsidy of 50% per eligible client per annum.*
- (4) Notify all residents (in appropriate languages) that have used the service in the past and together with other eligible residents that Council has reinstated the window and gutter cleaning service.*
- (5) Receive a further report in 6 months on the uptake of the reinstated service.'*

Previous Briefing

Councillor Briefing – 27 August 2015

Council Plan Goal/Endorsed Strategy

- Goal 2 - Healthy and Connected Community
- Active and Healthy Ageing Strategy 2011-2021

Summary

The Aged and Disability department developed a program using a subsidy model to assist Commonwealth Home Support Program (CHSP) eligible residents with the cost of windows and gutter cleaning. The program commenced in November 2016. In the period since commencement to 6 June 2017, there have been 145 registered enquiries about the service and 23 claims of reimbursement. Communication was via a mail-out and direct telephone calls to inform households that were previous users of the service along with other potential CHSP eligible clients of the new subsidy program. The total of reimbursements under the program to date is \$2,466.

Recommendation

That Council:

- (1) Maintains the current model for the Window and Gutter Cleaning service.
 - (2) Notes that a 12 month post implementation review will be conducted in December 2017.
-

Introduction

A review of Darebin Council's Home and Community Care (HACC) services in 2015 in view of changes through the introduction of the Commonwealth Home Support Program (CHSP), led to the decision to discontinue the Windows and Gutter Cleaning service as the CHSP program guidelines limits property maintenance to activities that improve safety, accessibility and independence in the home. Cleaning of windows and gutters is not covered under these guidelines.

Council resolved in June 2016 to re-instate the service based on a subsidy model that is fully funded by Council.

Issues and Discussion

- The model endorsed by Council and introduced is that of a subsidy model (50%) where the client engages a contractor of their choice with Council reimbursing the client directly to an agreed level of service.
- The level of service and estimated cost of the service was based on a maximum expenditure of \$240 per individual service per annum. With a level of subsidy of 50% per client the expected cost for an individual client and Council was not greater \$120 each per annum.
- The Windows and Gutter Cleaning Reimbursement Subsidy Program was fully implemented in November 2016 matching the peak time for demand for the service in previous years. Data in this report is for the period November 2016 to June 2017.
- Council communicated by mail-out along with telephone calls to inform households that were previous users of the service of the new subsidy option program. Clients receiving other services under the CHSP program were also advised.
- From November 2016 to June 2017 there have been 145 registered enquiries and 23 claims for reimbursement.
- Of those residents making a claim, 13 were users of the previous window and gutter cleaning service and 10 were new clients. All were CHSP eligible clients.
- The total amount reimbursed to residents up to 6 June 2017 is \$2,466, an average of \$107 per client.

Options for Consideration

Data available so far about this service and its utilisation is still limited. It is recommended that a further review be conducted in December 2017 when the program has been in operation for a 12 month period.

Financial and Resource Implications

The total amount reimbursed to residents up to 6 June 2017 is \$2,466, an average of \$107 per client. This cost along with administration of the program has been absorbed within the Aged and Disability operational budget.

Risk Management

Based on the current operation and uptake of the program there is no risk to Council. An unexpected rise in the number of clients accessing the program may require a review of the financial implications of the program.

Policy Implications

Economic Development

There are no factors in this report which impact upon economic development.

Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

Human Rights, Equity and Inclusion

Aged and Disability Department will continue to support older people to access services within their local communities whether they are provided by Council or not, to ensure that clients are able to access the services that they need to maintain their independence.

Other

There are no other factors which impact on this report.

Future Actions

Based on Council's endorsed resolution:

- Continue to deliver the service in its current format; and
- Review the service 12 months post implementation in December 2017, with the outcomes of review presented to Council.

Consultation and Advocacy

- Aged and Disability Transition and Assessment Coordinator
- Aged and Disability Service Response and Planning Senior Team Leader.

Related Documents

- Council minutes – 6 June 2016 and 21 March 2016.

Attachments

Nil

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

6.2 DAREBIN KINDERGARTEN CENTRALISED WAITING LIST**Author:** Coordinator Children and Community Development**Reviewed By:** Director Community Development

Report Background

This report is in response to a Council resolution from the meeting of Council on 20 March 2017.

Previous Council Resolution

At its meeting held on *20 March 2017*, Council resolved:

'That Council:

- (1) Maintain the current priority of access criteria for the Darebin Kindergarten Centralised Waiting List system.*
- (2) Provide a report to Council in June 2017 on early years services in Darebin that:*
 - a) Identify areas of practise improvement and localised strategies to improve kindergarten participation.*
 - b) Provide specific practise improvements and strategies that will improve the participation of socio economically disadvantaged families.*
 - c) Improvements that will assist people with English language challenges to navigate the application processes*
- (3) Endorse the revised Darebin Kindergarten Centralised Waiting List Policy and Procedures attached as Appendix A to this report subject to the following changes: that Council will provide direct assistance and support regarding application on 'how to apply' procedures to socio economically disadvantaged and vulnerable families and parents with English language challenges.'*

Previous Briefing(s)

Councillor Briefing – 20 February, 2017

Council Plan Goal/Endorsed Strategy

- Goal 2 - Healthy and Connected Community
- Early Years Strategy 2011-2021
- Health and Wellbeing Plan 2013-2017

Summary

In March 2017, an updated Kindergarten Centralised Waiting List Policy and Procedure was endorsed by Council with a recommendation to work with early years services in Darebin to identify areas of practice improvement and localised strategies to improve kindergarten participation.

This report is in response to the Council resolution and provides information on projects which currently address participation specific to socio-economically disadvantaged families and people with English language challenges to navigate the application process.

This report recommends the continued work under the Darebin Early Years Strategy 2011-2021 and *Kindergarten Centralised Waiting List Policy and Procedures* to work in collaboration with key providers of early years services and programs to improve kindergarten participation in Darebin.

Recommendation

That Council:

- (1) Continues its work under the Darebin Early Years Strategy 2011-2021 to work in collaboration with key providers of early years services and programs in addressing kindergarten participation specific to socio-economically disadvantaged families and people with English language challenges, strengthening strategies and communication to engage families into services.
- (2) Services respond to the needs of individual kindergartens to identify local challenges to participation and areas of practice improvement through existing networks, reference groups and partnerships, with follow up of vulnerable families and flexibility to services supporting vulnerable families through enrolment.
- (3) Supports the promotion of kindergarten and active engagement of families through community centres, public spaces and events accessed by target audiences.
- (4) Progresses projects that remove barriers to kindergarten participation, particularly the administrative burden for families experiencing vulnerability through an online Parent Portal and high priority referral forms.

Introduction

Darebin City Council operates a Kindergarten Centralised Waiting List on behalf of 31 community not-for-profit early years services in the municipality. Council provides the Waiting List service to:

- Simplify the process of application for kindergarten for Darebin families
- Support community kindergarten providers
- Apply equity and fairness processes for families seeking kindergarten places
- Inform Council's early years services and infrastructure planning.

The Kindergarten Centralised Waiting List Policy and Procedures provides the framework for a kindergarten centralised waiting list that applies Victorian Government allocation and funding criteria that:

- Prioritises access for vulnerable children, increasing opportunities for children facing the greatest barriers to early learning.
- Promotes local community connection and continuity of learning.
- Prioritises families who are darebin residents and offers kindergarten places equitably.

As the regulatory and funding body for early years services, the Department of Education and Training provides a flexible context to how we define vulnerability, applying a broad range of factors that may prevent children from reaching their potential, for example, newly arrived migrants/refugees, culturally and linguistically diverse children, health care card holders and areas of entrenched disadvantage.

'Children and young people are considered to be experiencing vulnerability if the capacity of parents and family to effectively care, protect and provide for their long term development and wellbeing is limited.' (Victoria's Vulnerable Children - Our Shared Responsibility Strategy 2013-2022)

An updated Kindergarten Centralised Waiting List Policy and Procedures was endorsed by Council in March 2017 with a recommendation to work with early years services in Darebin to identify areas of practice improvement and localised strategies to improve kindergarten participation, particularly for children facing the greatest barriers to early learning.

Issues and Discussion

Work to improve kindergarten participation is documented in Darebin's Early Years Strategy with a commitment to "extend services to families with diverse needs and actively remove barriers to access for those who face disadvantage" (Darebin Early Years Strategy 2011-2021).

Current actions to meet this commitment and address participation specific to socio-economically disadvantaged families and people with English language challenges to navigate the application process are driven by a collaborative approach with key providers of early years services which includes Maternal and Child Health, Darebin Best Start Program, Darebin Kindergartens and Supported Playgroups.

This work is demonstrated through a range of actions, including:

Maternal and Child Health

- A Vulnerable Families Referral Process through the Maternal and Child Health Service. Currently nurses flag vulnerable families with centralised waiting list staff to ensure families are enrolled in a kindergarten program. Where families are not enrolled in a program, the nurse and centralised waiting list staff work with the family to place them directly into an available service.

Best Start Program

The Darebin Best Start program is a Department of Education and Training place-based prevention and early intervention initiative focused on strengthening early childhood services for Victorian children and families. Best Start aims to give every child the best start in life by improving and tailoring early childhood programs for families and children experiencing significant challenges.

The initiative has recently adopted an improvement approach which incorporates rapid action-reflection cycles or Plan Do Study Act (PDSA) cycles to develop, test and measure small practice changes. This improvement approach includes the use of evidence and data to more effectively identify and address barriers to participation in services, and to measure the results of the initiative.

The Darebin Best Start Logic Model 2016-2017, identifies the shared priorities for work under this program as identified by the various local partnerships within the Darebin Best Start Reference Group and Darebin Aboriginal Best Start Reference Group. The long term outcomes identified are:

- Children and families actively engage with Maternal and Child Health services, attending key ages and stages visit.
- Children engage and participate in early childhood education (kindergarten and Supported Playgroups).

Actions supporting this work include:

- Attendance at local community events promoting kindergarten and engaging families to enrol in services, providing assistance to families to complete forms. Events included the East Reservoir Community Festival, Koorie Kids Playgroup, Darebin North East Community Hub Open Day, Children's Day and the Kite Festival.

- Welcome Baby to Country event, connected families and children to local services and supports including centralised waiting list staff to inform on kindergarten application processes.
- Professional Development for early years services and educators to showcase best practise strategies in engaging vulnerable families, including culturally and linguistically diverse families and inclusive service provision.
- Promotion and advocacy of Early Start Kindergarten. The Early Start Kindergarten program provides funding for three year old Aboriginal and Torres Strait Islander children and children known to Child Protection to access two year of a four year old kindergarten program. The Best Start Program has worked with services to build their knowledge of this program and directly link children into eligible programs.

Community Engagement Programs

- A High Priority Referral Form for Kindergarten and Child Care is used by Darebin's playgroup facilitators and Family Support Services when a family is experiencing difficulties in enrolling in a kindergarten or child care program or are not enrolled in any service. The early childhood staff and centralised waiting list officer work with the family to place them directly into a suitable service.
- Bicultural Story Time provides families with current information on Darebin services including Maternal and Child Health and links families with kindergarten enrolment information. Staff assist families to complete application forms if needed.
- A range of playgroups across Darebin including a Chinese, Spanish, German and Japanese playgroup are promoted and supported by the Playgroup Officer. Kindergarten promotional material and enrolment information is distributed throughout these groups and again direct assistance provided to families if needed.

Local Kindergartens, Child Care Centres

- Each year Twilight Kindergarten and Child Care Open Evenings are offered across two nights for families. The event is widely promoted through social media and local networks. These nights are opportunities for families to visit centres and receive direct assistance in understanding the enrolment process and to complete application forms. Kindergarten and child care staff in services directly engage with families in introducing them to the service.
- Child Care and Kindergarten services offer tours to families on a regular basis to inform them on early childhood education, school readiness and how to access kindergarten and child care. As kindergarten and child care staff support families to complete application forms, discretion is made for vulnerable families and priority applications are coordinated with the centralised waiting list directly.

Darebin Centralised Waiting List

- Implementation of an online Parent Portal, providing families with greater flexibility, information and access to navigate the enrolment process online and at their convenience. The new process will eliminate many of the administrative errors families make when completing a hard copy application form and direct families to website links providing great detail where needed.
- Direct follow up is made with families who attended a Pre-Kindergarten (3yo) program who did not submit a Kindergarten (4yo) application form.

- *Have You Got a Question About Kindergarten or Child Care in Darebin* Information Sessions, delivered in accessible community spaces, including Darebin Intercultural Centre, alongside Toy Library at Keon Park Children's Hub, Northcote Family Services, Darebin North East Community Hub and Adult Migrant English Programs. The opening of the East Preston Community Centre will provide a great venue for the next round of information sessions.
- Local kindergarten participation data is examined through the Children's Services Committee of Management Network, Best Start Reference Group and Transition to Primary School Network to address local challenges to participation, including communication, marketing, fees, service models and relationship based practice. For services located in areas of low kindergarten participation and with higher numbers of socio-economically disadvantaged families, Council provide leaders of these services with the opportunity to coordinate tailored efforts to engage families and remove the administrative burden for these families. In some examples services have collected application forms on behalf of their families to ensure registration.
- Centralised Waiting List staff are engaged with agencies that work with vulnerable families to support them through the application process.
- Centralised Waiting List staff are available at Darebin Customer Services Centres during key enrolment times for families needing assistance to complete application forms, with the use of Council Language Aids and interpreters. Application forms ask families to nominate where an interpreter is required to complete the form and followed up accordingly.
- Centralised Waiting List staff attend with Immunisation Services at sessions to promote kindergarten enrolment and provide assistance to complete application forms. The Immunisation sessions is one of the major connecting services for families from socio-economically disadvantaged and culturally and linguistically diverse communities.
- Marketing and social media for early years events such as Twilight Kinder and kindergarten enrolments use plain language to ensure communication is clear to all audiences. Communication Plans are developed in consultation with Advocacy and Communication staff including the Diverse Communication and Engagement Advisor.
- *Inclusion Intentional Playspace* professional development workshop offered to early years services in September 2017 will provide current research and practical strategies for early years educators on the topic of inclusion and early years participation. The session will bring the perspectives of isolated families into the theme of engagement and service improvement.

Options for Consideration

- Continue to work in collaboration with key providers of early years services and programs, to address kindergarten participation specific to socio-economically disadvantaged families and people with English language challenges, strengthening strategies and communication to engage families into services.
- Council services respond to the needs of individual kindergartens to identify local challenges to participation and areas of practice improvement through existing networks, reference groups and partnerships, with follow up of vulnerable families and flexibility to services supporting vulnerable families through enrolment.
- The promotion of kindergarten and active engagement of families through community centres, public spaces and events accessed by target audiences.
- Council progress projects that remove barriers to kindergarten participation, particularly the administrative burden for families experiencing vulnerability through an online Parent Portal and high priority referral forms.

Financial and Resource Implications

There are no financial implications of this report. All activities are supported through allocated budgets.

Risk Management

There are no risks associated with the recommendations in this report.

Policy Implications

Economic Development

There are no factors in this report which impact upon economic development.

Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

Human Rights, Equity and Inclusion

All children benefit from a kindergarten program in the year prior to school attendance, with children of vulnerable families benefitting most. The review and update of the *Darebin Kindergarten Centralised Waiting List Policy and Procedures 2011* was on the basis of effectiveness, equity and fairness for families and their young children.

Other

There are no other factors which impact on this report.

Future Actions

- Implement actions based on the endorsed Council resolution

Consultation and Advocacy

Consultation with key providers of early years services including; Maternal and Child Health, Darebin Best Start Program, Darebin Kindergartens and Supported Playgroups is ongoing through the Darebin Early Years Strategy, local networks and reference groups.

Related Documents

- Council Minutes – 20 March 2017

Attachments

- Kindergarten Centralised Waiting List Policy and Procedure June 2017 (**Appendix A**)
[↓](#)

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.



the place
to live

KINDERGARTEN CENTRALISED WAITING LIST

Procedure
June 2017

Families, Diversity and Community



KINDERGARTEN CENTRALISED WAITING LIST POLICY & PROCEDURES

POLICY

Darebin City Council operates a Kindergarten Centralised Waiting List on behalf of kindergarten programs within the municipality. Council provides the Kindergarten Centralised Waiting List service to:

- *simplify the process of application for kindergarten for Darebin families*
- *support community managed kindergarten providers*
- *apply equity and fairness processes for families seeking kindergarten places*
- *inform Council's early years services and infrastructure planning.*

This policy & procedure provides the framework for a kindergarten centralised waiting list that applies Victorian Government allocation and funding criteria¹ that:

- *prioritises access for vulnerable children, increasing opportunities for children facing the greatest barriers to early learning*
- *promotes local community connection and continuity of learning*
- *prioritises families who are Darebin residents offers kindergarten places equitably*

Vulnerable children and families

Darebin supports the State Government policy directions which articulate that children with additional needs, Aboriginal and Torres Strait Islander background, children known to Child Protection and those eligible for fee subsidy, benefit most from being involved in early childhood programs. Families that demonstrate that they have a child in one of these categories will be allocated priority weighting.

1. PROCEDURE FOR ALLOCATION 2018

Application and Allocation Criteria

- a. Children are eligible to attend State funded kindergarten if they have turned 4 years of age by the 30 April in the year of attendance. Children are eligible to attend pre-kindergarten programs if they have turned 3 years of age by the 30 April in the year of attendance.
- b. The same application period for the Kindergarten Centralised Waiting List will apply to all Darebin families wanting placement of their child in kindergarten in the following year. Applications can be made in the year prior to kindergarten attendance between 1 February (on or after the next business working day) and 30 April (on or prior to the previous working day).
- c. Applications received within this period will be given priority. Late applications will be processed after those which are received during the stated application period.
- d. The following processes apply to kindergarten preferences:

¹ Department of Education and Training, Kindergarten Guide



- i. Up to 4 kindergarten programs can be selected in preference order 1 - 4 and will be applied in order of listing.
 - ii. If a family chooses to nominate one preference only and the nominated kindergarten is full, the child's name will remain on the Kindergarten Centralised Waiting List (even if there are vacancies at other kindergartens).
 - iii. Once the family has accepted a place the child's name cannot remain on the waiting list for allocation to any other kindergarten.
- e. Allocation preference will be made as follows:
- i. Allocation of children with additional needs and vulnerable families. This includes:
 - Where the child is Aboriginal and/or Torres Strait Islander, or the family has had contact with Child Protection (or been referred by them to Child FIRST).
 - Where the child is currently in an Out of Home Care arrangement including kinship care.
 - ii. Allocation of applications according to priority weightings and evidence provided to support:
 - Children approved by Department of Education and Training for a second year of kindergarten.
 - Children eligible for the Kindergarten Fee Subsidy as listed in the Kindergarten Funding Guidelines (see 3.2.3).
 - Families who are Darebin residents or whose child attends unregistered verified care in Darebin. Unregistered care is provided by family members, nannies or other carers who are not registered with the state authorities to provide registered care. This must be verified with a Statutory Declaration and proof of residency of the carer.
 - A child or sibling participated in the preferred kindergarten within the last two years of the application being completed.
 - Where a kindergarten is the closest to a child's home.
 - iii. The following weighting points can also be allocated for administrative reasons to distinguish a point of difference at allocation time in the electronic system.
 - Application lodged between 1 February and 30 April the year prior to attendance.
 - Where the child attended a pre-kindergarten program at their first preference kindergarten.
 - Please note that children attending a pre-kindergarten program are not automatically allocated a kindergarten place and must submit an application form as per the process for all Darebin families.
 - Where the child is a twin, triplet or quadruplet.
- f. When children on the Kindergarten Centralised Waiting List have applied within the designated time period and achieve the same points for priority weightings, allocation will be ordered according to random selection. Random selection will be made by computer generated sorting of applications.



2. HOW TO APPLY

- a. Application forms are available from:
- Early Childhood Services and Maternal and Child Health Centres in the City of Darebin
 - Darebin City Council Customer Service Centres.
 - Darebin City Council website.
- b. Council will provide direct assistance and support regarding application on 'how to apply' procedures to all families, particularly vulnerable families and parents with English language challenges.

Council staff are available at various locations and can be contacted through phone, email or in person. See section 10 of this document for options.

- c. An application requires:
- i. Completion of the Darebin City Council Kindergarten Centralised Waiting List Application Form.
 - ii. Proof of child's age such as a copy of the child's Extract of Birth Certificate, Birth Certificate or Passport
 - iii. Reports from family support services or intervention services confirming circumstances and/or disability
 - iv. If applicable, statutory declaration confirming unregistered care arrangement
 - v. A non-refundable application fee. This fee is for the administration of the Darebin Kindergarten Centralised Waiting List and does not contribute to kindergarten fees. A child who individually holds, or has a parent or guardian who holds one of the following can make application free of charge:
 - A Commonwealth Health Care Card
 - A Commonwealth Pensioner Concession Card
 - Refugee visa (subclass 200)
 - In-country Special Humanitarian visa (subclass 201)
 - Global Special Humanitarian visa (subclass 202)
 - Temporary Humanitarian Concern visa (subclass 786)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)
 - Bridging visas A-E
 - This also includes a child identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander and a child identified on their birth certificate as being a multiple birth child (triplets or more).
 - vi. Applications must be lodged with the Darebin City Council at any of the Customer Service Centres.
 - vii. Incomplete applications will be returned via post requesting the missing information. The original receipt date will not be honoured.



3. CONFIRMATION AND CHANGES TO APPLICATION

- a. Applications received by the Darebin City Council Kindergarten Centralised Waiting List will be sent a letter of confirmation within approximately four weeks of receipt of application.
- b. Any changes to details concerning a Kindergarten Centralised Waiting List application (for example: address, telephone number, kindergarten preference) are to be notified in writing to the Kindergarten Centralised Waiting List office by post or email. *Application Alteration Forms* are available on the Darebin City Council website or by contacting the Kindergarten Centralised Waiting List office. Requests for changes of kindergarten preference will be accepted up to 30 June in the year prior to the commencement of kindergarten.
- c. Cancellations can be lodged at any time in writing using an Application Alteration Form or via email: kindergartenwaitinglist@darebin.vic.gov.au. Application fees are not reimbursed.

4. TRANSFER AND PLACE RESERVATION

- a. Once a place has been allocated it is not transferable between kindergartens unless the requested kindergarten has vacancies and no other children are waiting for a kindergarten program.
- b. If a child is attending a program in the Kindergarten Centralised Waiting List and the family decide to defer the child's attendance at kindergarten to the following year, the Kindergarten Centralised Waiting List office must be notified by the end of Term 1 of the year they are attending (or as per the Department of Education Kindergarten Guide) and a new application form is to be submitted. Deferrals are not guaranteed a place at that same service the following year. Deferrals received after the 30 April will be treated as a late application.
- c. Places will be reserved for children granted a second year of funding as per the Department of Education Kindergarten Funding Criteria. Children applying for a second year of funding for the kindergarten program are not required to submit a new application form. In May each year the Early Childhood Teacher will be requested to identify the children recommended for a second year of kindergarten. Written permission from the family is required for the child to be allocated a second year of kindergarten.
- d. Only a place at the same kindergarten will be reserved for children granted a second year of funding. If a family choose to attend a different service, they will need to advise the centralised waiting list in writing. This will relinquish the reserved place and their application will join the waiting list. A place is therefore not guaranteed at the first preference kindergarten.
- e. If application for a second year of funded 4 year old kindergarten occurs after 30 June, the application will be treated with priority however the same service may not be available and/ or the family may need to wait until the following offer round.



5. ALLOCATION PROCEDURES

- a. All kindergartens are to notify the Kindergarten Centralised Waiting List office by 1 July of the number of available places for the coming year and children recommended to attend a second year of kindergarten. Written permission from the family is required for the child to be allocated a second year of kindergarten. The allocation process will normally commence from late July in the year prior to kindergarten attendance.
- b. Three rounds of offers are made.
 - i. First round offers are made to families in approximately late July of each year for 4 year old kindergarten and August of each year for 3 year old pre-kindergarten
 - ii. Second round offers are made approximately four weeks after the first round offers using available places not accepted in first round offers
 - iii. Third round offers are made approximately four weeks after second round offers using available places not accepted in second round offers. This round will continue until all places are filled.
- c. Families requesting kindergarten where the child is not eligible for a State funded kindergarten program but are willing to pay the full fees stipulated by the individual kindergarten must check the policy of their preferred kindergarten.
 - i. If the centre allows this option, applications must be made directly to the kindergarten.
 - ii. Kindergartens must then advise the Kindergarten Centralised Waiting List of one less place available at the kindergarten. Kindergartens are not allowed to allocate unfunded places unless vacancies exist and there are no children on the waiting list for this kindergarten. Please note that an unfunded child may be requested to vacate the position should a funded child require the place. The kindergarten must advise the family of this requirement when accepting the enrolment.
- d. Placement offers will be made in writing to families with a "Letter of Offer" in late July and August of each year. Families will be required to accept the place or decline the offer within two weeks by returning the "Acceptance Slip" attached to the letter of offer, in the reply paid envelope or emailing acceptance to:
kindergartenwaitinglist@darebin.vic.gov.au

Where no response to an offer of placement is received by the Kindergarten Centralised Waiting List office within the specified timeframe, a courtesy telephone call or email will be made during the following week prior to the child's place being cancelled.

- e. Families can make one of the following choices:
 - i. Accept the offer
 - ii. Decline the offer and request to remain on the Kindergarten Centralised Waiting List for another kindergarten of preference (*no guarantee that a place will be*



available). A decline will result in the application date changing to the date of decline.

- iii. If families choose not to accept a second or third preference they will remain on the waiting list of the kindergarten of first preference.
- iv. Cancel their application. Families wishing to defer their child's application to the next kindergarten year are required to cancel their application and submit a new application form for the following year. Please note that a place at the same service is not guaranteed.

6. INFORMATION PROVIDED TO KINDERGARTENS

- a. The Kindergarten Centralised Waiting List office will provide lists to kindergartens with family details following the distribution of third round preferences (4 year old kindergarten in early September and 3 year old pre-kindergarten in early October). Late applications will be forwarded to the kindergarten as they are allocated.
- b. The kindergarten will be in contact with the family and distribute their "Welcome Package" containing service specific information regarding orientation process, fees, timetable etc. Parents should note that enquiries regarding selection to particular session times and groups should be directed to the kindergarten.

7. CHILDREN WITH ADDITIONAL NEEDS

- a. Darebin City Council has a commitment to ensuring that kindergartens are accessible to all children. We recognise that every child has individual needs, abilities and interests. Children with additional needs are:
 - i. children who require additional assistance in order to fully participate in the kindergarten program
 - ii. children who require a combination of services which are individually planned
 - iii. children who have an identified specific disability or developmental delay
- b. Children with high support needs may be eligible for the Victorian Government funded Special Education Program, which provides funding for an additional assistant in the 4 year old kindergarten program only. Pre-kindergarten is not eligible for this funding. Requests for specialist funding are made to the Department of Education and Training in the year prior to commencement at 4 year old kindergarten.
- c. Darebin City Council auspices the Pre School Field Officer program as part of its commitment to support the inclusion of children with additional needs into a quality program. Pre School Field Officers are trained professionals with Special Education qualifications.

If you wish to discuss your child's needs or any of the information above please contact: Pre School Field Officer program at the City of Darebin, psfo.referral@darebin.vic.gov.au or Telephone: 8470 8114. Written permission from families is required for the involvement of the Pre School Field Officer. Confidentiality is maintained.



- d. Families of children with additional needs follow the standard enrolment process, including timelines. Families complete an application form and indicate that their child has an additional need. Supporting documentation will be required to add to your application. A separate Additional Needs Section is included with the application form. Families are strongly encouraged to complete this section to assist in the placement of their child.
- e. Children with additional needs are given consideration in relation to the following areas to ensure that a child's individual needs are accommodated and quality of care and education is not compromised for any child:
 - i. physical environment (indoor and outdoor)
 - ii. ratio of staff
 - iii. group size
 - iv. availability of Government funding (Federal or State) for additional staff.
- f. The Pre School Field Officer will contact families of children identified as having additional needs to discuss individual needs for kindergarten once they have accepted a kindergarten place. The Pre School Field Officer's with parent consent will contact other services or specialists the child is currently involved with to ensure all necessary support can be put into place prior to the child attending a 4 year old kindergarten program. When a child is already attending the service they have nominated, the Preschool Field Officer's will contact the service to discuss the child's support needs.
- g. Children with additional needs are allocated as per the Kindergarten Centralised Waiting List policy and, whenever possible, children are allocated to the kindergarten of first preference or to the kindergarten that best meets the needs of the child.

8. ADDITIONAL KINDERGARTEN YEAR

Some children may benefit from a second year of funded 4 year old kindergarten. Funding for a second year of 4 year old kindergarten requires collaboration between the kindergarten teacher and parents. The kindergarten teacher will submit an application form to the Department of Education and Training.

All requests for a second year of funded 4 year old kindergarten must be notified to the Kindergarten Centralised Waiting List office by 30 June by the kindergarten teacher. These places are subject to successful funding by the Department of Education and Training and further details can be discussed with the service. Please see section 5 for further information on reserved places.

9. FEES

Fees are set by the operator of each kindergarten and may vary. Most kindergartens will require the payment of a deposit for accepting the place in the December prior to attendance in February. Kindergartens may require fees to be paid a term in advance, and it is usual that kindergartens will not refund part-payments of fees due to absence or late enrolment. Families are advised to discuss the fees policy with their chosen kindergarten.



10. FEEDBACK

Darebin City Council welcomes your feedback whether it's a compliment, suggestion or a complaint. You can contact us in a number of ways;

Call: 8470 8888

Fax: 8470 8877

Mail: PO Box 91, Preston, Victoria 3072

Email: mailbox@darebin.vic.gov.au

Speak and Listen TTY: dial 133 677

Speak and Listen: call 1300 555 727

jprelay.com.au: enter 03 8470 8888

Multilingual Telephone Line: call 8470 8470

Visit one of our [Customer Service Centres](#):

Preston Customer Service Centre

Address: 274 Gower Street, Preston

Opening Hours: 8.30am - 5.00pm Monday to Friday

Northcote Customer Service Centre

Address: 32-38 Separation Street, Northcote

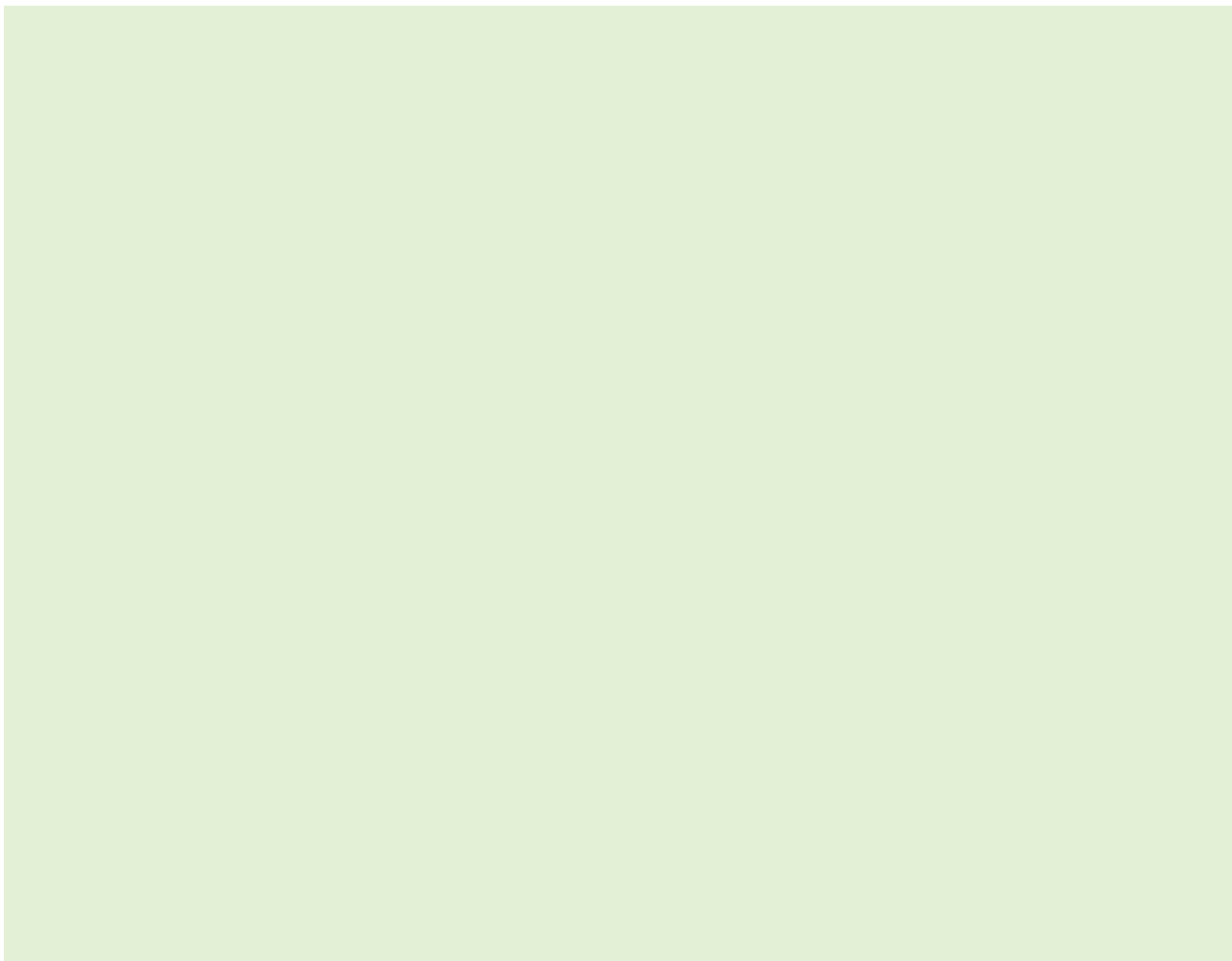
Opening Hours: 8.30am - 5.00pm Monday to Friday

Reservoir Community and Learning Centre

Address: 23 Edwardes Street, Reservoir


Opening Hours: 10am - 5.00pm Monday to Friday


You can also complete an online form which will be forwarded to an appropriate Council officer for action: <http://www.darebin.vic.gov.au/Global/ContactUs>



CONTACT US

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888
F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au


National Relay Service
TTY dial 133 677 or
Speak & Listen 1300 555 727
or relayservice.gov.au, then
enter 03 8470 8888


Speak Your Language
8470 8470

6.3 DIGITAL TRANSFORMATION STRATEGY**Author:** Chief Information Officer**Reviewed By:** Director Corporate Services

Report Background

This report outlines key 2017/2018 actions under the Digital Transformation Strategy; the strategy was presented at a recent Council Briefing.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

Councillor Briefing – Digital Transformation Strategy 22 May 2017.

Council Plan Goal/Endorsed Strategy

Goal 5 - Excellent Service

Summary

This report lists the key transformation actions to be undertaken in 2017/2018 as listed below under 'Future Actions'.

Recommendation

That Council:

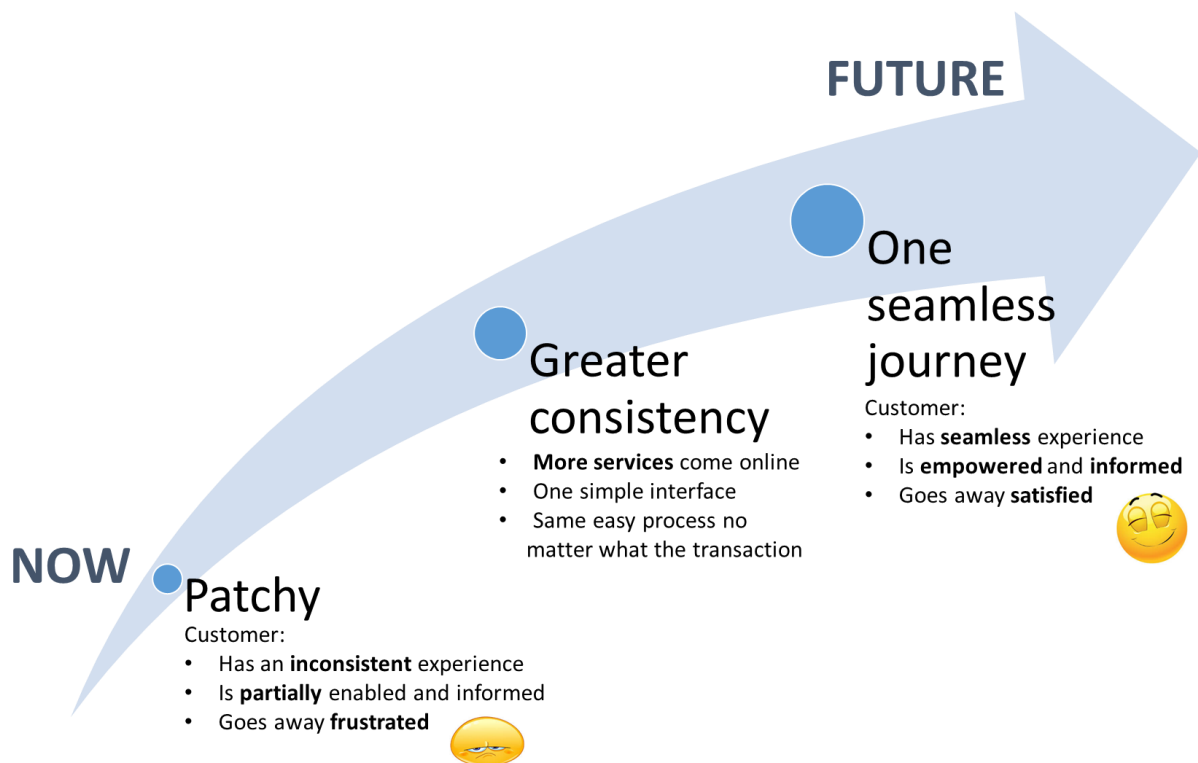
- (1) Adopts the Digital Transformation Strategy, and the key actions for 2017/2018 listed below under 'Future Actions'.
 - (2) Notes that implementation of the Strategy is necessary for the delivery of initiatives to improve customer service and experience.
 - (3) Officers include the Digital Transformation budget for Council's consideration in the financial years 2018/2019, 2019/2020, and 2020/2021.
 - (4) Officers provide Council with an annual report on the Strategy's deliverables, and an implementation plan for the following year.
-

Introduction

The Digital Transformation Strategy (the Strategy) attached as **Appendix A** articulates the challenges faced by Council from a digital business perspective.

The Strategy will pave the way through these challenges, and will provide a clear approach to overcoming the obstacles blocking Council's ability to deliver an exceptional service to the community.

Darebin’s community will enjoy a completely different experience when engaging digitally over the coming years. The following figure illustrates the community’s experience now and the future vision:



The following table provides a conceptual roadmap for the next four years to realise the vision illustrated graphically above. The actions listed under ‘Core Strengthening’ are required to build the foundations to deliver the stated community benefits.

Year number	Year	Community benefits
1.	2017/2018	<p>‘Getting the house in order’ year</p> <p>Community benefits:</p> <ul style="list-style-type: none"> • Easier access to Council’s digital services. • Faster resolution times for selected Service Request types. • Customers subscribe to processes and are informed throughout e.g. subscribe to a redevelopment or consultation sessions. <p>Core Strengthening:</p> <ul style="list-style-type: none"> • Foundation projects listed below under the ‘Future Actions’, ‘Infrastructure - Foundation projects’ section. • A new Digital Services platform. • Streamlining of internal Council processes that underpin the services.

Year number	Year	Community benefits
2.	2018/2019	<p>'Transition' year</p> <p>Community benefits:</p> <ul style="list-style-type: none"> • All Digital Services become available online. • Community becomes more informed through personalised content delivery. • Strengthening of Business-to-business partnerships through digital channels e.g. easier access to Council services for local businesses; more efficient management of Council's contractors. • Access to Climate Emergency outcomes i.e. actual measures such as increased power generation from solar. <p>Core Strengthening:</p> <ul style="list-style-type: none"> • New Internet of Things (IoT) platform. • New ERP system i.e. a replacement for the following systems used within Council: Finance; HR; Payroll; Performance and Governance. • Continual improvement of internal Council processes that underpin the services.
3.	2019/2020	<p>'Consolidation' year</p> <p>Community benefits:</p> <ul style="list-style-type: none"> • Council engages the community in ways that are meaningful to the individual or organisation, in a clear and timely manner. <p>By the end of year three: the ultimate aim is to have most of Darebin's community as positive ambassadors for Council.</p> <p>Core Strengthening:</p> <ul style="list-style-type: none"> • Replacement of all legacy systems completed.
4.	2020/2021	<p>'Reset' year</p> <p>Rewrite the Digital Strategy or equivalent, reset priorities accordingly</p>

Issues and Discussion

Refer to the Strategy which articulates the challenges faced by Council.

Options for Consideration

Council has many options when it comes to making new and improved services available to the community.

The Strategy highlights the importance of running an efficient internal operating model that enables staff to deliver high quality services to the community.

Therefore the actions and corresponding funding outlined below have been carefully designed to maximise the quality of services delivered to the community and adequate investment in internal systems that enable these services.

Financial and Resource Implications

The projects listed below under 'Future Actions' will be funded by Capital funding. The following line items are listed in the proposed budget as 'Capital works and operating projects' as tabled at a previous Council meeting.

The 'Future Actions' section below groups projects by 'Infrastructure' and 'Services' and the definitions for each are also provided. Therefore this section is also grouped accordingly for ease of use.

	(\$'000)
Infrastructure	
Carried forward from 2016/17 [#]	180
IT Infrastructure Upgrade	410
Total infrastructure	590
Services	
IT Strategy Implementation	2,000
Total services	2,000
Total	2,590

(#) A number of projects commenced in 2016/2017 but won't be completed until mid-way through the next financial year, therefore capital funds will be carried forward into 2017/2018.

From the above table the projects related to 'Services' will be funded by the 'IT Strategy Implementation' capital funding as listed in the 2017/2018 proposed budget. Thereafter for the next three years to 2020/2021 the Strategy will require an additional \$2M per year to implement.

Risk Management

Project Risk:

Recent media coverage of large scale Information Technology projects highlights the associated risks. For example Brisbane City Council's ambitious replacement of its core systems has resulted in large scale cost blow-outs and legal proceedings. This project has received national coverage resulting in severe reputational damage to both Brisbane City Council and the vendor 'Technology-One'.

Council will mitigate such risks through many dimensions; from careful contract negotiations to the use of robust project management methodology. Mitigation techniques will be applied down to each deliverable under each project.

Risks associated with organisation-wide change:

New digital technologies will require staff to work differently and learn new technologies in a relatively short period of time. The famous saying 'culture eats strategy for breakfast' is particularly pertinent. Critical will be the involvement of Human Resources and strong leadership from the Executive Leadership Team (EMT).

Expectation management and re-work:

All IT system enhancements will be placed on hold until the carefully designed roadmap brings the initiative into focus. An unplanned change will result in undesirable consequences and take away valuable resources from adding value directly to the community. Clear communication emphasising the importance of timing and subsequent expectation management will help to mitigate this risk.

Policy Implications**Economic Development**

The Strategy will support this program through various aspects, one notable example would be through the public WiFi service offering and also through partnering with the community in delivering digital transformation projects.

Environmental Sustainability

The heart of the Strategy relates to both environmental and financial sustainability. From an environmental perspective, the Internet of Things (**IoT**) platform will enable Council to measure progress against the Climate Emergency initiatives. For example measurements relating to: the spread of the tree canopy to reduce radiant heat; and the reduction in power usage resulting from the installation of solar panels.

Human Rights, Equity and Inclusion

Related Council services will be enabled by the Strategy's actions, and new community engagement channels will comply with applicable standards. For example web sites will comply with the Web Content Accessibility Guidelines (WCAG) developed through the World Wide Web Consortium (**W3C**).

Other

There are no other factors which impact on this report

Future Actions

The following actions will be initiated in 2017/2018 .

The costings are indicative at this stage due to the complexity of the projects and the interdependent nature of one project to another. The design phase will be vital in determining the most cost effective solution while ensuring a high quality service for Darebin's community. Some costs are to be confirmed (**TBC**) because many options exist – the design phase will be required to determine the best option and associated cost. Only year one (2017/2018) and year two (2018/2019) forecasts are provided.

The initiatives are grouped accordingly:

- **Services.** Includes: the services provided to the community; and internal services provided from one area of Council to another such as the Accounts Payable service. Internal services are required to both support the services to the community and for the functioning of a large organisation.
- **Infrastructure.** The backbone of the organisation that underpins Council's: business systems; communications (e.g. network and phones); and business continuity capability.

The key principles used to guide the projects below are:

- To reduce the IT Infrastructure owned by Council – thereby transitioning the funding type from Capital to Operational.
- To transfer inherent risks to partners that specialise exclusively in IT Infrastructure – thereby improving Council’s business continuity capability which includes Disaster Recovery.

Infrastructure projects are multi-year projects due to the size and complexity. Timelines are approximate because of the tight interdependencies – slippage in one project will have a ripple effect.

Infrastructure is further grouped by:

- ‘**Foundation projects**’ – mandatory projects to simply get Council up to standard.
- ‘**Enhancement projects**’ – will bring large scale benefits to the organisation.

Services

The following transformational projects are large multi-year projects; the design phase will determine the timelines along with accurate costings.

The projects are grouped by:

- **Community Services.** Services that are directly consumed by the community. Examples: planning applications; rate payments; bin replacements; dumped rubbish collections.
- **Internal services.** Underpin the delivery of services to the community. Examples: pay staff; pay invoices; manage staff; procure goods and services.

Services - Community Services

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
Community Engagement Portal Such a portal is also referred as a ‘Customer Service Request Management’ (CSRM) portal	This new platform will replace Council’s current ‘e-Services’ website . It will be designed so the community can easily access Council services from any device and be kept informed throughout the request fulfilment process. The project will be heavily reliant upon existing Council systems and the re-engineering of the many processes that enable staff to deliver services to the community.	500	350

Services - Internal Services

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
ERP Replacement The Enterprise Resource Planning (ERP) replacement in Council's context refers to the replacement of the following systems: Finance; HR; Payroll; and Governance and Performance.	Required to underpin the transactions that the community has with Council. Will result in large scale efficiency savings across Council.	1,540	600

Pre-requisites for the above Services projects are the following Infrastructure projects. Some Infrastructure projects are directly required to implement the Services projects, while other Infrastructure projects are required to enable staff to deliver services to the community.

Infrastructure - Foundation projects

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
Back-up replacement	Technology used to backup Council's information constantly fails and typically requires one person to spend half a day every day to rectify.	75	
Staff authentication to Council systems	A new authentication system is required so that Council can logon to systems that are not hosted within Council's datacentre. For example many vendors will only provide their systems on a subscription basis as 'Software as a Service' (SaaS). This also forms part of the Disaster Recovery capability.	20	
Server upgrade	Some server operating systems are 13 years old and no longer supported by Microsoft.		40
WiFi upgrade/ replacement	Upgrade the WiFi network inside Council to support a mobile workforce.	55	
Upgrade to the Public WiFi	Community access to free public WiFi		150

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
Email upgrade	The email service is hosted onsite and interruptions have been common in the past 12 months. Upgrade will result in the email service being entirely outsourced off premise and zero downtime will be expected going forward.	50	
Upgrade Microsoft Office and file shares	Upgrade Microsoft Office versions. Move shared network drives from Council's data centre to the Cloud. This also forms part of the Disaster Recovery capability.	30	
Web filtering	Replacement of current system to provide an IT environment with improved security and controlled access to online content.	20	
External name resolution	This will be moved to an Internet Service Provider (ISP) to improve security.	15	
Merge archived emails into one email account	Staff have been required to store archived email files on network drives due to limitations with the email system. This will bring all the archived files into the user's account.	20	
Upgrade the internal network hardware	Redesign and upgrade the internal network hardware and related software to increase performance.		250
Upgrade the identify database	Current version is 2008, new ways of working require this upgrade.		10
TOTAL		285	450

Infrastructure - Enhancement projects

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
'Workspace security (ASD Top 4)'	The Australian Signals Directorate (ASD) outlines the recommended cyber security controls for organisations. Council is required to meet ASD guidelines – compliance date yet to be set.	15	

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
Skype for business	Replacement of Council's legacy IP telephony system, and a new communication platform incorporating instant messaging, audio calling and video conferencing.	50	
Remote Desktop / Remote Applications	Enables a full desktop experience for staff delivering service in the field, for example the Child and Maternal Health nurses. Current mechanism will not scale to projected demands.	70	
Wide area network (WAN) upgrade	Increasing Council's internet speeds and speeds between Council sites.	70	
Disaster Recovery (DR)	Council systems would not be available if the Preston site went down as a result of a disaster; there is not a comprehensive DR capability which poses a significant risk.	70	
File management	Council has various document repositories; this project will improve Council's ability to manage corporate information within the organisation and also with the community.		100
Infrastructure as a Service (IaaS)	Council currently maintains a datacentre onsite. Many organisations have moved their datacentre into the Cloud which improves security, reliability and scalability. Costs are typically the same or reduced. This also enhances Council's business continuity capability.		TBC
SQL Standardisation	Would enable move of servers from Council's datacentre into the Cloud to improve security, availability and scalability.		50

Project	Description and Benefits	Indicative cost (\$'000) 2017/2018	Indicative cost (\$'000) 2018/2019
Robust testing environment for Council systems	Development of a fit for purpose dev-test environment that can be turned off and on as required to conserve energy. Will ensure that updates and upgrades can be properly tested prior to being rolled out ensuring less defects and less outages.		50
Modern Workspace Deployment	Modern Workspace is the combination of multiple technologies based around Windows 10. Result in a unified and consistent end user experience, allow staff to work from any location with the same experience as in office.		100
Reporting / monitoring solution	A robust and reporting and monitoring solution is required to understand the health of our infrastructure at any given time.	20	
Certificate server upgrade	An upgrade of our certificate server is required for many other projects on the roadmap	10	
TOTAL		305	TBC

Total expenditure for Infrastructure in 2017/2018 is forecast to be \$590,000.

Consultation and Advocacy

- Council
- Executive Management Group, Managers and Coordinators

Related Documents

- Nil

Attachments

- Digital Transformation Strategy (**Appendix A**) [↓](#)

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

Digital Transformation Strategy

'Tipping the balance'

Executive Summary

Council strives to provide a broad range of high quality services to the Darebin community. The business capabilities required to deliver these services include staff expertise and a variety of tools from heavy machinery to business processes and systems.

The Digital Strategy will set out a clear approach to strengthening Council's capabilities from a digital business perspective.

The strategy will pave the way through the challenges described below under the section 'current business situation', and will provide a clear approach to overcoming the obstacles blocking Council's ability to deliver an exceptional service to the community.

The underlying strategic theme of 'Tipping the balance' will ultimately improve services to the community; the following outlines the changes required to cause a larger, more transformational change.

From...	To...
Accepting the limitations of systems in how digital services are delivered i.e. being 'vendor led'.	Designing services that are customer centric using systems that are adaptable and future focused.
Staff being burdened with high administrative overheads caused by systems. Being forced to defending Council's position.	Staff being freed to serve the community through genuine two-way engagement.
Hosting and providing services in-house.	Partnering with external vendors for more efficient service delivery.
Being locked into conventional ways of working.	A mobile enabled workforce.
'Inside out' – designing services from the viewpoint of the organisation's structure and current capabilities.	'Outside in' – designing services from the viewpoint of the stakeholder ¹ .

¹ A Stakeholder includes any person or business connected with Council

The current business situation

A good strategy honestly acknowledges the challenges we face and provides an approach to overcoming them.

This section provides a preliminary assessment of the current business situation and the challenges grouped by service type².

Each identified service type was rated against the following stages of maturity referred to as ‘Business Situations’ to indicate the extent of the challenge faced:

- **Start-up:** Capabilities need to be assembled (people, financing, and technology) to get a new service or function off the ground.
- **Turnaround:** Saving a function or service widely acknowledged to be in serious trouble
- **Accelerated growth:** Managing a rapidly expanding area of business.
- **Realignment:** Reorganising a previously successful function that now faces problems.
- **Sustaining success:** The function is performing well and running as ‘business as usual’.

Service type	Business Situation	Challenge
<p>Customer e-Services</p> <p>The online channel through which citizens transact with Council.</p>	Turnaround	The online user experience could be vastly improved by a full replacement of the current portal.
<p>Customer request fulfilment</p> <p>The delivery of service requests to the community.</p>	Turnaround	Council staff use a myriad of disjointed business systems and processes to fulfil service requests and services. An opportunity exists to introduce transformational changes to streamline delivery practices and to realise significant efficiencies. Further Council does not have a single view of the stakeholder ³ .
<p>Smart Cities</p> <p>This broad area is broken down into two areas:</p> <ol style="list-style-type: none"> 1. Digital access: For example Council’s public WiFi offering for the disadvantaged in particular; OpenData initiatives to facilitate building publicly available Council information into apps. 2. Internet of Things (IoT): Council’s ability to make strategic and operational use of vast streams of information flowing from appliances in the field for a more sustainable environment. E.g. traffic flows; utility 	Accelerated growth	<p>Council is quite advanced in this area and has sensory devices operating in the field. E.g. water delivery, lighting, cameras on garbage trucks.</p> <p>An opportunity now presents to formalise and package the many current initiatives into a SmartCity agenda to multiply the effectiveness of effort.</p>

² This ongoing work commenced over three months ago and is being led by the Director of Corporate Services and the Manager of Digital and Information Services. The authors acknowledge and thank the Executive Leadership Team and Managers for their contributions.

³ Stakeholder includes any person or business connected with Council

Service type	Business Situation	Challenge
optimisation; health management; and machinery.		
Connectivity The infrastructure through which computers communicate within Council (LAN); Council's connection to the internet (WAN).	Realignment	Critical components of the network infrastructure are outdated and its capacity will not meet future demands as Council transitions into a truly digital landscape. The ageing public and private WiFi requires consolidation and renewal.
Internal systems used to serve the Darebin community	Turnaround	Council's core systems are up to ten years old, costly to maintain, and result in inefficient work practices. The lack of research and development by many of the vendors compound Council's predicament in this area.
High availability of Council services to the community Council's ability to rehearse, and then execute if required, a formalised plan to reinstate systems following a disaster.	Realignment	The current IT Infrastructure design is vulnerable with the fail over data centre only a few hundred metres from the primary data centre. An enduring Business Continuity plan requires a full redesign.

Strategic Objectives

The current business situation described above includes a diagnosis of the challenge; this section provides an overall approach to cope with obstacles identified in the short term, and to overcome in the longer term.

Each of the strategic objectives below are accompanied by a real case study to demonstrate the importance.

1. Empowered and informed Community

Provide the customer with an outstanding experience when transacting with Council.

The community will have the ability to transact with Council through digital channels⁴ that are beautifully designed and intuitive; that Darebin can be proud of. The design will be adaptable and sensitive to diverse customer groups.

The community will have easy online access to their touch points with Council such as: services provided; requests made and the status; and payment details.

Timely and relevant information will be pushed out to stakeholders based on their profile and digital footprint. For example alerts on: planned works; payments due; new relevant services; and reminders. New communication channels will facilitate fluid conversations with the community, for example community members actively help Council make decisions.

CASE STUDY

'Vehicle crossover'

Sally set out to make an online request for a vehicle crossover through Darebin's website. Unfortunately Sally could not find the form online and called Customer Service 'CS' who emailed the link to the online application form. Sally could not use the form on her mobile phone because it wasn't mobile responsive, and couldn't use the form on her PC either because it was not intuitive. Sally called CS again who asked her to go into a Customer Service Centre to lodge the application in person along with the \$105 payment.

Sally didn't hear back for some days after the payment was made, and called Customer Service again who provided the phone number of the staff member handling the case. The staff member performed a physical inspection and phoned Sally to request another payment for the permit. The payment required Sally to either submit an application online with payment, or go to the Customer Service Centre again. Sally became exasperated at the thought of having make another payment after the last experience and stated her local Councillor would be contacted.

Sally then communicated directly with the staff member handling the case through to completion.

Vision for the future:

Sally successfully lodged the request from her mobile within a few minutes, and was messaged with a link to monitor the request in real time and was also provided a time line for completion. Sally was messaged as the request progressed through to completion. Upon completion Sally was invited to provide feedback on her experience.

⁴ Channels such as: Council's website; social media; payment processes such as banks; direct debit

2. An effective organisation

Empower the organisation to deliver a seamless customer experience.

The business systems used by staff to serve the community will be designed to complete a customer request in the most efficient manner. Or from an internal perspective; empower staff to efficiently complete back-office processes.

Fragmented and disjointed systems will be updated and combined to meet current technology standards. Where feasible systems designed specifically for Local Government⁵ will be replaced with powerful systems that can be adapted.

Staff will have access to all the information required to complete the customer request effectively. Smart information management and scheduling of works will bring efficiencies; for example all tree inspection information will be captured directly into systems and resulting maintenance works will be automatically mapped geospatially.

The training needs of staff will be met through a comprehensive and formalised plan.

CASE STUDIES

'closing the loop'

Emilia in her 70s stumbled on cracked footpath outside her home and reported the matter to Council by phone. A Customer Service Request was assigned to Asset Maintenance 'AM' for action. However AM use another system 'Hanson' to manage their work and closed the request as 'completed' with the comment 'refer to Hanson'.

A few days later Emilia called Customer Service 'CS' for an update; unfortunately Emilia had to wait some time for CS to find the request - the CS system is not easily searchable by customer name. The record was finally located by using another system called 'GIS' with the comment 'refer to Hanson'. CS typically use at least 4 disconnected systems. Emilia was kept on hold for another 5 minutes whilst CS called around trying to find the status. CS had to call Emilia back with the estimated repair date, Emilia was never informed the repair was completed but did notice the repair herself.

Vision for the future:

Emilia reported the matter to Council by phone and was immediately provided with the date by which the repair would be made. Emilia received a phone call reporting the repair had been made before the due date. This outcome was made possible because one Council system was used to track Emilia's request and Council officers had seamless access to all relevant information which came in from other systems.

'family care'

Sergio was a recipient of Home Delivered Meals for many years, he passed away and his grieving family informed his care givers who put a stop on all future services. A few months later rate notices were issued to Sergio.

Vision for the future:

One 'source of truth' was updated by Sergio's care givers which rippled down into all systems such as the Rates system. This scenario did not occur.

⁵ The Local Government ICT industry is small, current such system functionality evidences little research and development.

3. A stable and secure technology environment

Provide a technology environment that is stable, secure and flexible.

Risks historically taken on by Council will be transferred to external partners that can deliver the services at a substantially lower cost due to their economies of scale – without compromising quality or security. For example the outsourcing of costly to maintain data centres will enhance Council's business continuity capability in the case of a disaster.

Similarly Cloud based systems commonly referred to as 'Software as a Service' (**SaaS**) will be utilised where feasible; eliminating the need to procure expensive systems that are costly to implement and maintain on-site.

Up-to-date technology will be available by default, whether it be a network component or system version.

Case study

'power pole down'

Early on Tuesday morning a truck hit a power pole on High St which caused a loss of power to Darebin's data centre that houses Darebin's mission critical business systems.

Thirty minutes later Darebin's website and phone system went down, along with all the systems. Calls to Council were diverted to a third party who logged the call for future action.

The back-up power generator was manually started 45 minutes later and power resumed to the data centre, however not all key system Engineers were available to restart systems. Many office-based Council staff were either sent home or worked on task not requiring systems.

The following morning all systems were available again, however a massive backlog of requests remained for a now frustrated community.

Vision for the future:

The truck incident had no impact on Council because the data centre resided at another location in Melbourne, and was managed by a provider whose sole purpose was to run Data Centres. The provider had a number of interconnected data centres around Australia – so downtime could only result if Australia lost power.

4. Mobility and the 'Internet of Things'

Enable the organisation to deliver services to the community anywhere, anytime.

A mobile enabled and collaborative workforce:

Communication models will dramatically change away from traditional voice and email. A mobile workforce will utilise collaboration and productivity tools; for example an asset inspection officer will stream video back to the depot to demonstrate the issue and arrange for the fast deployment of resources to resolve.

Connectedness:

Internet access for the public and staff will be expanded to cover the entire municipality.

The Internet of Things (IoT) will become mainstream; Council will have the ability to adjust levers to minimise Council's impact the environment. This will be achieved through a new level of sophistication in the management of appliances in the physical environment.

CASE STUDY**'water and power'**

Late on a hot summer evening Council sprinklers automatically turned on and delivered pre-determined saturation level across the many sporting facilities. Street lighting illuminated the entire city between set hours.

Vision for the future:

On a hot summer evening heavy rainfall was forecast for the early hours of the morning; there was some rain but not the amount forecasted. Council sprinklers knew about this weather prediction and waited until 4am to make a decision to turn on. Sensory information from the ground reported back that only a top up was required following the rain fall – this smart approach and decision making process based on sensory information saved several hundred thousand litres of water.

The intensity of street lighting adjusted to the volume of vehicle and foot traffic, in some city pockets the street lighting did not turned on at all. This smart design halved Council's power consumption each night.

5. Future thinking

Future proof Darebin's technology blend and related services.

Darebin's technology blend is vast; ranging from mobile devices to infrastructure that transmits and stores vast volumes of data. The technology is glued together by services provisioned in-house or through external partners.

For each component Darebin will not be locked in; but will have the ability to scale up or down, replace or decommission. This will be achieved through careful consideration and foresight at each critical juncture.

Council will favour suppliers: who invest heavily in research and development; who service other industries; whose products are supported by common skill sets on the market; and that have a track record of fairness.

One system to service the community is not an objective; rather a trusted set of partners will be motivated and incentivised to provide continual improvements that drive Darebin forward.

At the core will be enterprise work flow management that mobilises resources to deliver an outstanding customer service. This layer of resilience will hide the inner machinations of Council from stakeholders. For example considerable system changes could be made without interrupting the customer's experience.

Products and services will adapt to future internal and external influences. For example limited office space will be overcome through enabling new ways of working supported by a scalable network.

CASE STUDY

'locked in'

Bob returned from a Local Government conference where a popular rostering system 'Shift Track' was demonstrated. An invigorated Bob proceeded to procure 'Shift Track' however staff weren't so sure; they were familiar with the product's limitations and thought an existing system could be utilised.

A \$100,000 five-year contract was signed and the technology installed, however staff continued to use Excel because 'Shift Track' was not flexible enough to meet the inherent requirements. Council complied with its legal obligations and paid out the \$100,000 - the system was never used.

Vision for the future:

Bob came back and flagged the need for a rostering system. Fortunately one already existed that was used by the Leisure Centres and Libraries. When this system was procured Darebin ensured: the supplier had an innovative track record; the system could be adapted and easily connected with other Council systems.

Bob's department embraced the rostering system which was inexpensively configured to the department's requirements. The Governance controls around the procurement of technology weren't required in this case but would have prevented Bob from commissioning a new system.

6.4 RESIDENTIAL PARKING PERMIT POLICY 2017**Author:** Manager Health and Compliance**Reviewed By:** Director Civic Governance and Compliance

Report Background

This report is to seek Council's endorsement of the *Residential Parking Permit Policy 2017*.

Previous Council Resolution

This report is not subject to a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 3 - A liveable city

Summary

Historically, the issuing of parking permits has been seen as an operational function therefore the parking permit policy has not been subject to any previous Council resolution. Council has however, been responsible, through the annual budget process, to adopt the fees associated with the issuing of permits. The fees for the 2017/2018 financial year were approved by Council on 22 June 2017.

To ensure there is full transparency across policies that affect the local community, this policy was recently reviewed and is being presented to Council for consideration and endorsement.

Recommendation

That Council endorses the *Resident Parking Permit Policy 2017* attached as **Appendix A** to this report.

Introduction

In 2004, Sinclair Knight Merz (SKM) were commissioned to provide a review of the Resident Parking Scheme and to develop a new simpler scheme that is more reflective of the community needs while providing future direction of the scheme.

The "Review of the Darebin Resident Parking Permit Scheme 2004" was developed to replace the parking permit scheme in Darebin that was developed in 1997 covering the previous municipalities of Northcote and Preston.

The key objective of parking schemes is to provide on-street car parking preference for residents by restricting the ability of other road users to park their cars in the area for any length of time, or at all. In most areas it appears to be accepted that residents should have priority access to the available parking spaces.

The majority of resident parking permits schemes in Australia and elsewhere have been initiated in areas where on-street parking is a scarce resource. These areas are usually inner city (older) neighbourhoods, where the streets were not designed to accommodate large numbers of cars. The worst affected areas are generally those close to major traffic attractors, such as retail precincts, business areas, entertainment precincts or large facilities for example sports grounds.

The key objective of these parking schemes is to provide on-street car parking preference for residents by restricting the ability of other road users to park their cars in the area for any length of time, or at all. In most areas it appears to be accepted that residents should have priority access to the available parking spaces.

Issues and Discussion

Residential Parking Permits are available for eligible residents to be exempt from parking restrictions in timed parking areas, or residential permit zones. A permit allows parking in close proximity to the primary residential property, but does not guarantee a parking space nearby.

Eligibility

To be eligible for a residential parking permit the following needs to be satisfied:

- Be a resident of a property within the City of Darebin where parking restrictions apply (i.e. Permit Zone or time restrictions of one hour parking or greater)
- Provide proof that the property is the primary residence
- Make payment of the prescribed fees.

Number of Residential Parking Permits

The Policy divides properties into two zones to differentiate between shop-top and single lot dwellings (refer to Table 1 below).

Zone A incorporates all shop-top residences along defined shopping precincts and are eligible for a maximum of one permanently affixed permit where no off street parking is available.

Zone B incorporates single lot dwellings in areas with significant parking congestion and are eligible for a maximum of two permits which can be any combination of transferable or affixed permits.

Table 1

	Zone A	Zone B
Off Street Parking	0	1
No Off Street Parking	1	2
Temporary Permits	3	4

Cost of Permits

- Council charges annual fees for Residential Parking Permits as per the schedule of fees adopted annually through the Council budget. For 2017, the fee for the first permit is \$40 and \$60 for a second permit.

- New applications received after 1 October receive a 50% discount on the annual fee.
- Fees for temporary, lost and stolen permits will be set at the same rate as permit one and are not eligible for pension discount.
- Fees and charges are available from the City of Darebin, 274 Gower Street Preston or from the Darebin website www.darebin.vic.gov.au.

The following concession card holders are entitled to receive a 50% discount on the annual fee:

- Pensioner Concession Card
- Department of Veteran's Affairs (DVA) Gold Card
- Department of Veteran's Affairs (DVA) Gold Card specifying War Widow
- Department of Veteran's Affairs (DVA) Gold Card specifying TPI
- Department of Veteran's Affairs Pensioner Concession Cards

Once approved, Council does not issue fee refunds unless Council has been required to cancel the permit due to a change in a law or regulation that impacts the conditions upon which the permit was issued.

Commercial Use

Residential Parking permits are not available for properties rated as commercial or properties used for commercial purposes.

If a property is rated as commercial or mixed use and is claimed to be the primary place of residence an inspection of the property, if required, is undertaken by an authorised council officer before an application can be approved.

Commercial business operators, Boats, Caravans, Trailers and Heavy or Long Vehicles (Trucks, Buses, etc.) or unregistered vehicles, are not eligible for Residential Parking Permits.

NOTE: Parking Permits for Residents of New Developments

Parking permits are not available for any new developments including residential, mixed use, commercial or industrial developments.

A new development under this Policy is a property that:

- Was not lawfully available for occupation on 20 December 2004
- Has increased or will increase the number of dwellings, or, in the case of mixed use, industrial or commercial development, which has increased or will increase the number of separate properties on a site.

Options for Consideration

Council endorses the "*Residential Parking Permit Policy 2017*". This is the recommended option.

Council endorses the "*Residential Parking Permit Policy 2017*" with amendments. This option is not recommended.

Financial and Resource Implications

During the 2016/2017 financial year residential parking permits yielded approximately \$83,000. Previous financial years have yielded \$61,000 (2015/2016), \$59,400 (2014/2015).

Approximately one hour each day is spent by the Business Support Officer in issuing Residential Parking Permit and maintaining the associated database.

Risk Management

There are no factors in this report which impact upon risk management.

Policy Implications

Economic Development

There are no factors in this report which impact upon economic development.

Environmental Sustainability

The Resident Parking Permit Policy considers the continued development of the city and implements a mechanism whereby permits will not be available to new developments if, since 2004, they increase the occupancy on a parcel of land. This mechanism ensures the feasibility of the scheme into the future and also encourages new developments to either provide off street car parking, or be situated close to public transport.

Human Rights, Equity and Inclusion

The Resident Parking Permit Policy will supplement and support Council's overarching obligation to ensure equitable access to the limited on street parking resource around key community assets such as shopping areas around High Street and Station Street.

The Policy endeavours to provide fair access for residents to their homes in areas where parking restrictions have been implemented.

Other

There are no other factors which impact on this report

Future Actions

- The *Residential Parking Permit Policy 2017* will be made available on Council's website.
- Civic Compliance will review the Resident Parking Permit Policy every two years to ensure that the policy is achieving its goals and purpose.

Consultation and Advocacy

- Community Reference Group
- Community Survey
- Sinclair Knight Merz (SKM)
- Manager Health and Compliance
- Actin Manager Transport and Public Spaces
- Team Leader Engineering

- Team Leader Traffic Services
- Business Support Officer - Business and Performance

Related Documents

- Council meeting minutes 2004
- *Residential Parking Permit Scheme 2004*

Attachments

- Resident Parking Permit Policy 2017 (**Appendix A**)

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.



the place
to live

RESIDENT PARKING PERMIT POLICY

City of Darebin

Reviewed May 2017

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1. Introduction

1.1 Purpose

The purpose of the Resident Parking Permit Policy is to provide Council guidelines and procedures to manage the Parking Permit Scheme within the City. This policy and associated permit scheme seeks to assist in areas where there is a high need for parking, providing a fairer distribution of the limited on-street parking spaces.

This policy replaces the Parking Permit Scheme (1997) and should be read in conjunction with the "Review of the Darebin Resident Parking Permit Scheme (2004)"

1.2 Objectives

The objectives of the parking permit scheme are to:

- give residents priority access to car parking in either their street of residence or close by; and
- to reduce the intrusion of other traffic into residential streets to maintain residential amenity.

1.3 Legislation

The Local Government Act 1989 provides the provision under schedule 11 (Powers of councils Over Traffic) for Council to implement a residential parking scheme, create parking permit areas and charge fees associated with these areas.

1.4 Commencement of the Parking Permit Policy

This Policy was adopted by Council on 3 July 2017

2. Resident Parking Permit Scheme

Residential Parking Permits are available for eligible residents to be exempt from parking restrictions in timed parking areas, or residential permit zones. Permits allow you to park in close proximity to your property but do not guarantee a parking space nearby.

2.1 Types of Permits

There are three types of permits available under this Policy:

Residential Parking Permit Sticker

Resident Parking Stickers are permits issued to a vehicle which are permanently attached to the vehicle windscreen and are not transferable between vehicles. Zone A residents may only be issued one Resident Parking Sticker if eligible.

Transferable Parking Permit

Transferable Parking Permits are transferable permits that are for use by residents and their visitors and can be easily transferred between vehicles.

Temporary Permits

Residents may obtain temporary permits to allow tradespersons (employed by the resident for the purpose of minor works to the premises) or guests (visiting for a short period of time) to park for up to four weeks at the prescribed cost.

Residential Parking permits must be clearly visible in the front windscreen of your vehicle at all times to prevent receiving a Parking Infringement Notice.

2.2 Duration of Permits

Residential Parking Permits are valid for a maximum of 12 months and expire annually on 28 February.

2.3 Applying for a Residential Parking Permit

Application forms are available from the City of Darebin, 274 Gower Street Preston or from the Darebin website www.darebin.vic.gov.au. You must complete the application form and return it to Council along with two forms of evidence that the property is your primary residence and the prescribed payment.

2.4 Eligibility

To be eligible for a residential parking permit you must:

- be a resident of a property within the City of Darebin where parking restrictions apply (i.e. Permit Zone or time restrictions of one hour parking or greater),
- provide proof that the property is your primary residence,
- make payment of the prescribed fees.

Residential Parking permits are not available for properties rated as commercial or properties used for commercial purposes.

If your property is rated as commercial or mixed use and is claimed to be the primary place of residence you must be prepared to undergo an inspection of the property (if required) by an Authorised council Officer before your application can be approved.

Commercial business operators, Boats, Caravans, Trailers and Heavy or Long Vehicles (Trucks, Buses, etc.) or unregistered vehicles, are not eligible for Residential Parking Permits.

NOTE: Parking Permits for Residents of New Developments

Parking permits are not available for any new developments including residential, mixed use, commercial or industrial developments.

A new development under this Policy is a property that:

- was not lawfully available for occupation on 20 December 2004, or,
- has increased or will increase the number of dwellings, or, in the case of mixed use, industrial or commercial development, which has increased or will increase the number of separate properties on a site.

If your property is a new development for the purposes of this Policy you will not be eligible for Residential Parking Permits.

2.5 Number of Residential Parking Permits

The Policy divides properties into two zones to differentiate between shop-top and single lot dwellings.

Zone A incorporates all shop-top residences along defined shopping precincts and are eligible for a maximum of one permanently affixed permit where no off street parking is available.

Zone B incorporates single lot dwellings in areas with significant parking congestion and are eligible for a maximum of two permits which can be any combination of transferable or affixed permits.

Table 1.0

	Zone A	Zone B
Off Street Parking	0	1
No Off Street Parking	1	2
Temporary Permits	3	4

2.6 Cost of Permits

- Council charges annual fees for Residential Parking Permits as per the schedule of fees.
- Fees are reviewed annually as part of Council's budgeting process.
- New applications received after 1 October will receive a 50% discount on the annual fee.
- Once approved, Council does not issue fee refunds unless Council has been required to cancel the permit due to a change in a law or regulation that impacts the conditions upon which the permit was issued.
- Fees for temporary, lost and stolen permits will be set at the same rate as permit one and are not eligible for pension discount.
- Fees and charges are available from the City of Darebin, 274 Gower Street Preston or from the Darebin website www.darebin.vic.gov.au.

Concession card holder discounts

The following concession card holders are entitled to receive a 50% discount on the annual fee:

- Pensioner Concession Card,
- Department of Veteran's Affairs (DVA) Gold Card,
- Department of Veteran's Affairs (DVA) Gold Card specifying War Widow,
- Department of Veteran's Affairs (DVA) Gold Card specifying TPI
- Department of Veteran's Affairs Pensioner Concession Cards

2.7 Parking Restrictions

Vehicles displaying a Residential Parking Permit are exempt from parking restrictions in timed parking areas greater than 1 hour, or residential permit zones. The permit does not allow breaches of the *Road Safety Act 1986* or the *Road Safety (Road Rules) Regulations 2009*.

These exemptions do not extend to:

- Off Street Car Parks
- restrictions on arterial roads
- Clearways
- No Stopping areas
- Disability Parking Areas
- Bus Stops
- Taxi Ranks
- No Parking areas
- Loading Zones
- across driveways
- Construction Zones
- Centre Reservations
- Nature Strips and Footpaths
- any other statutory offence

Additionally the permit does not exempt the holder from restrictions in front of Commercial, Industrial or Mixed Use Areas.

2.8 Renewal of Parking Permits

Council will send current permit holders a renewal application however renewal is not automatic and it is your responsibility to renew the parking permits prior to the expiry date.

2.9 Lost or Stolen Permits

Lost or stolen Residential Parking Permits must be reported as soon as possible. A Statutory Declaration is required for lost or stolen permit and a replacement cost applies.

2.10 Permit Cancellation

Permits must not be transferred, sold to another person or duplicated. If permits are used in breach of the conditions of issue, fraudulently, or applied for with false or misleading information the City of Darebin may withdraw one or all permits issued.

A Residential Parking Permit issued under the policy may be suspended at any time by members of the Victorian Police or authorised Council Officers.

3. Definitions

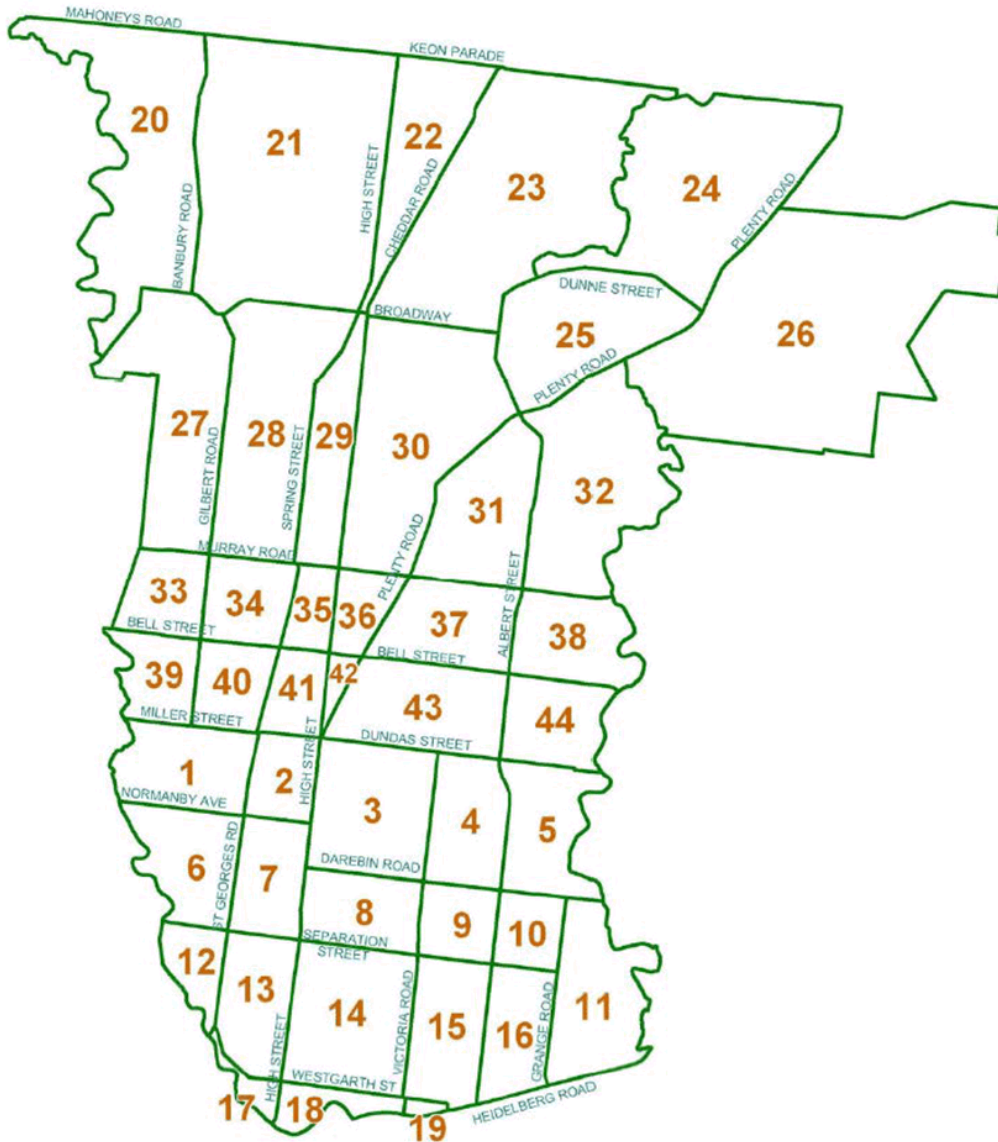
For the purpose of this policy the following definitions apply.

Terms	Definitions
Authorised Officer	A person appointed by Council under section 224 of the <i>Local Government Act 1989</i>
Commercial Property	A property that is used primarily for business activities
Mixed Use	A property that comprising of both residential and non-residential use
New development	A property constructed after 20 December 2004, (refer to 2.4)
Off Street Car Parking	Area designed for parking a vehicle, ie driveway, garage etc.
Permit Zone	Red and White parking sign with the wording "Permit Zone"
Residential Parking Permit Sticker	A permit that is permanently attached to a vehicle
Shop-top Residence	A single dwelling located about a ground floor retail property that has not been developed before 20 December 2004
Temporary Permit	A permit issued for a period of no more than 4 weeks
Transferable Parking Permit	A permit that can be used in any vehicle associated with the permit holder
Zone A properties	Shop-top or Rear of Shop properties
Zone B properties	Single residential properties with 1 dwelling on a lot that has not been developed after December 2004.

APPENDIX A:

Where you can park with a permit (LTMA)

The Resident Parking Permit Policy is based on a Local Traffic Management Area (LTMA). Residential Parking Permits are issued to an area which includes immediately adjacent and parallel streets.



**6.5 MUNICIPAL ASSOCIATION OF VICTORIA MEMBERSHIP
SUBSCRIPTION 2017/2018****Author:** Manager Governance and Corporate Information**Reviewed By:** Director Civic Governance and Compliance

Report Background

The purpose of this report is for Council to note the attached summary provided by the Municipal Association of Victoria outlining their achievements for the 2016/2017 financial year.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 - A well governed Council

Summary

The attached summary provided by MAV (**Appendix A**) outlines their achievements in 2016/2017 and also includes a summary of membership benefits.

Recommendation

That Council notes the attached summary provided by the Municipal Association of Victoria (**Appendix A**), highlighting their performance for the past financial year, as well as an overview of membership benefits.

Introduction

The MAV was formed in 1879 and is the statutory peak body for Victorian Local Government. The key role of the MAV is to represent and promote the interests of Victorian Local Government.

The MAV recently wrote to the Acting Chief Executive Officer regarding membership renewal for 2017/2018, outlining their achievement with respect to advocacy and capacity building efforts, protecting and supporting the viability of councils and promoting the role of local government. The correspondence also provides a summary of membership benefits.

Issues and Discussion

The MAV notes that Council benefits from MAV membership in four key areas:

- Access to specialised products and services;

- Access to training and tailored professional development opportunities;
- Access to information, advice and networks; and
- Opportunities to inform/influence advocacy.

The MAV Strategic Work Plan 2016-2017 identified four key objectives that drive the MAV's priority work actions to deliver outcomes to benefit members. These are:

- Help councils achieve financial sustainability;
- Improve the reputation of local government;
- Improve sector productivity and efficiency; and
- Encourage innovation and collaboration through leadership.

According to the MAV, over the past 12 months the MAV has achieved significant outcomes for members including new funding wins, signed partnership agreement, joint procurement savings and innovative projects to drive efficiency and productivity reforms within local government.

Council's MAV membership fees for 2017/2018 are \$77,568.32 including GST. Whilst the MAV has a statutory role as the peak body for local government, membership is optional.

Options for Consideration

Council renews its membership with MAV for 2017/2018.

Financial and Resource Implications

The MAV subscription fees for 2017/2018 are \$73,068.31 incl. GST, plus \$4,500.01 incl. GST for Councillor development credit points, bringing the invoice total \$77,568.32 including GST.

This fee increase is 2% in recognition of the financial constraints created by rate capping by the Victorian Government to council budgets. A provision for 2017/2018 membership is included in the Governance and Corporate Information Department's operational budget.

Risk Management

Nil

Policy Implications

Economic Development

Nil

Environmental Sustainability

Nil

Human Rights, Equity and Inclusion

Nil

Other

Nil

Future Actions

Process purchase order for the payment of the \$77,568.32.

Consultation and Advocacy

- Chief Executive Officer

Related Documents

- Nil

Attachments

- MAV membership renewal letter and summary of achievements (**Appendix A**) [↓](#)

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

APPENDIX A

MUNICIPAL ASSOCIATION OF VICTORIA

LEVEL 12, 60 COLLINS STREET MELBOURNE
GPO Box 4326 MELBOURNE VIC 3001
T 03] 9667 5555 F 03] 9667 5550
www.mav.asn.au

22 June 2017

Mr Philip Shanahan
Interim Chief Executive Officer
Darebin City Council
PO Box 91
PRESTON VIC 3072

Dear Mr Shanahan

Municipal Association of Victoria Membership Subscription 2017-18

Over the past 12 months the MAV has achieved some significant outcomes for members including new funding wins, signed partnership agreements, joint procurement savings and innovative projects to drive efficiency and productivity reforms within local government.

In the year ahead we will continue to build on this work through our advocacy, capacity building and business initiatives, and advice to protect, strengthen and support the viability of our sector.

There will also be a strong focus on the future role, directions and operation of the MAV as your peak body, through both the government's review of our guiding legislation and then followed by a comprehensive review of our rules. Member input will guide the direction of these reforms.

Our recently adopted Strategic Work Plan 2017-2019 and additional directions set by State Council will direct our ongoing priority activities to achieve four key objectives on behalf of members:

1. Help councils achieve financial sustainability
2. Improve the reputation of local government
3. Increase sector productivity and efficiency
4. Increase innovation and collaboration.

Over the coming 12 months you can expect that we will:

- Maintain a close watching brief to identify any legislative or regulatory changes that could affect the sector
- Continue our strong working relationships with government and opposition parties to inform and influence their policy positions
- Persuasively advocate on behalf of the sector to other levels of government
- Deliver innovative programs to members that reduce council costs and improve sector performance
- Provide insurance services that set the market price and drive down the sector's risk profile



- Offer free and low cost training and professional development opportunities for officers and councillors
- Always be available to provide members with tailored advice and assistance on any issues.

Please find enclosed your 2017-18 member renewal notice to continue your membership with us. The notice includes an annual adjustment of two per cent approved by the MAV Board in line with the rate cap applied by the Victorian Government to council budgets.

Also enclosed is a summary of our performance highlights for the past year, as well as an overview of how MAV financial members directly benefit from our advocacy, capacity building, networking, policy development and professional development functions. I would welcome you tabling these as a council report so the benefits of your past and continued membership can be formally noted by your council.

The MAV will continue to offer the option for councils to purchase professional development credits via your annual subscription this year. These credit points can be redeemed to participate in MAV councillor training and events, which your council manages and allocates via a secure dashboard login to our event registration system.

Councils have two options with the enclosed invoice:

1. Payment of the annual subscription renewal
2. Payment of the annual subscription renewal plus purchase of professional development credits for use by councillors during 2017-18.

I look forward to your council renewing its membership and working together again in the year ahead.

Yours sincerely



ROB SPENCE
Chief Executive Officer

*Encl: Subscription Invoice
Performance Highlights
Member Benefits
Councillor Development Credits*



New funding



1. Indexation restored to Financial Assistance Grants
2. New planning fees - estimated to raise extra \$40 million pa
3. Commonwealth funds 15 hours universal access kindergarten for 2018
4. State Government commits 50:50 funding for school crossings and responsibility for funding SES
5. State funds \$81.2m for maternal and child health, and \$87.1m for kindergartens

New innovations



1. Patchwork expands to 1,200 agents representing 271 agencies
2. Digital Transformation Taskforce roadmap developed
3. Multiple open Council Data projects underway
4. Heavy vehicle Route Assessment Tool supported by regulator for councils to assess road access
5. Procurement underway for a statewide Library Management System

New partnerships



1. HACC Tripartite Agreement signed
2. 10-Year Early Years Compact signed
3. MAV Taskforces established - LG Act Review and MA Act and Rules Review
4. MAV WorkCare self insurance mutual licence granted
5. Collaborative funding bids underway to Commonwealth Smart Cities program

New efficiencies



1. 78 councils accessed one or more of 31 active MAV Procurement contracts
2. Supporting 52 council kindergarten central enrolment plans
3. 62 councils using MCH data management system
4. 84% of councils achieve core maturity through Step Asset Management Program
5. Over 100 MAV events attended by 7,300 delegates



MAV ACHIEVEMENTS

Our **Strategic Work Plan 2016-17** identified four key objectives that drive the MAV's priority work actions to deliver outcomes of significant benefit to our members:

1. **Help councils achieve financial sustainability**
2. **Improve the reputation of local government**
3. **Improve sector productivity and efficiency**
4. **Encourage innovation and collaboration through leadership.**

In addition to the 45 high-level activities identified in our Strategic Work Plan to deliver on our core objectives, the MAV also actioned (and continues to action) more than 80 resolutions passed by members at State Council, as well as respond to urgent and emerging issues affecting councils as they arise throughout the year.

Our **key achievements** are summarised on the following pages. These will be further detailed in our 2016-17 annual report, which will include an assessment of outcomes in accordance with target measures identified in the Strategic Work Plan.

Some outcomes achieved by the MAV are of benefit to the whole local government sector, such as funding wins. However, the MAV's success in securing these wins is dependent upon the collective input and participation of our membership. Our united voice provides an essential and powerful negotiating position with other levels of government.

Many other MAV member services and opportunities provide a direct benefit to member councils who choose to get involved, such as accessing MAV group procurement, training and events; participation in working groups and committees; and providing input to MAV submissions.

These opportunities are taken up to varying degrees by councillors, CEOs and council officers from each council. The MAV has undertaken an audit to identify where some of the gaps are so we can work with members to maximise engagement and service participation opportunities.

Some member services provide a clear cost benefit or saving to participating councils, such as accessing tailored procurement contracts by harnessing the combined purchasing power of councils to drive down tender and contracts costs.

Other member benefits are more difficult to attribute a dollar value to, including:

- Access to information, networks and specialist advice including through MAV email circulars, confidential advice, surveys and research, benchmarking on sector positions, sharing of legal advice, and member-only briefings
- Participation by staff and councillors on working groups, committees and networks that inform and influence the MAV's advocacy and policy work, and also offer insights into the issues facing other councils
- Participation in a wide range of free workshops and seminars, and low-cost tailored training, events and networking activities for councillors, CEOs and council staff
- Opportunity to inform and influence the MAV's policy, advocacy, strategic directions and support activities through participation in State Council, member meetings, submissions and feedback regularly sought from members.
- Key relationships with Ministers that provides capacity to influence the design of policy reforms before they are introduced by governments
- Affiliated membership with the Australian Local Government Association (ALGA).

MAV ACHIEVEMENTS

Objective 1: Help councils achieve financial sustainability

Through our data collection and costings analysis work, direct funding requests, advocacy, submissions, meeting with Ministers and a broad range of campaign activities involving councils and the media, the MAV continued to help councils achieve financial sustainability.

Achievements in 2016-17 included:

- Actively campaigning alongside the ALGA and councils to ensure the Federal Government delivered on its promise to restore **indexation to Financial Assistance Grants** from 1 July after a three-year freeze.
- Secured Commonwealth funding for five hours' operational costs per week in 2018 to continue the national **universal access kindergarten** program. Advocacy will continue to seek long-term funding certainty through a recurrent funding commitment.
- Extension of the **Roads to Recovery Programme** until 2021 was confirmed in the Federal Budget. The initiative provides at least \$75 million direct to Victorian councils each year (with double payments in 2016-17 and 2017-18 arising from the freeze on CPI-indexation for fuel excise being lifted).
- Following extensive MAV costings analysis undertaken with 16 councils to inform a Regulatory Impact Statement review, **new planning fees** were introduced to more fairly apportion contributions from planning system users. The new fees are estimated to raise an additional \$40 million each year for local government to cover between 70 – 80 per cent of councils' costs to administer the planning system (up from 20 – 30 per cent).
- Secured \$81.2 million funding for **Maternal and Child Health services** over four years through direct MAV advocacy, to expand the enhanced service and a range of other MCH initiatives, with no co-investment required by councils.
- \$87.1 million in new State Government funding for **kindergarten services**, following MAV advocacy and a submission to the Minister, with an emphasis on supporting vulnerable families.
- Highlighted the adverse impacts on council budgets and community services arising from the State's **rate cap policy** through submissions and appearances before the rate capping Parliamentary Inquiry and the independent review of the ESC decision-making process for rate cap variations. The State also provided a second year of funding for the ESC to assess council applications following MAV advocacy.
- Extensive MAV negotiations with the Treasurer, Minister for Emergency Services and the State Emergency Service, led to the Victorian Government announcing it would assume **primary funding responsibility for the SES**, including units' operational costs and lease agreements on council-owned land.
- Secured a commitment from the Premier to restore 50:50 funding for the **school crossing supervisors** program from 1 July 2017.
- New \$5.4 million allocation for councils to manage **roadside weeds and pests**.
- Funding extended for the **Building Inclusive Communities** program to continue in 2017-18, including for 57 councils delivering RuralAccess and MetroAccess initiatives following extensive advocacy by the MAV and councils.
- Secured a commitment from the Treasurer that if a State proposal for the Valuer General to undertake **annual property valuations** proceeds, councils will not be financially worse-off after our advocacy highlighted a range of council costs and other impacts.

MAV ACHIEVEMENTS

- Widespread media coverage gained for our criticism of the government's State Budget allocation of **landfill levies** to a broad range of projects that will not reduce waste going into landfill. Our advocacy work continues to put pressure on the State to reinvest landfill levies back into local waste and resource recovery initiatives.
- Secured a commitment from the State Government to halt and reassess proposed reforms before Parliament to amend '**puppy farm**' laws governing the sale of cats and dogs, which would have imposed a significant cost impact on councils to enforce.
- Provided **26 submissions** driven by member input to various State and Federal reviews and inquiries including rate capping, emergency management, finance, infrastructure, planning, early years, disability, climate change, water management, native vegetation, biodiversity, energy, housing, gaming and liquor licensing.
- Strong MAV advocacy continues to seek a State allocation for rural and regional **local roads and bridges** following the Port of Melbourne lease, which set aside \$970 million for rural and regional infrastructure projects.

Objective 2: Improve the reputation of local government

A range of MAV activities aims to improve the reputation of local government through:

- Improvements to the MAV's own performance, governance and reputation in the interests of effectively serving Victorian local government
- Defending the sector against unfair media or government attacks, and ongoing positive media relations work to inform and influence the publication of both balanced and positive council stories
- Profiling the good work of councils that makes a positive contribution to people's everyday lives through a range of mediums to reach broad audiences
- Building relationships with State and Federal governments to improve the reputation of local government as a valued partner and respected level of government.

Some of our key achievements in 2016-17 included:

- 2016 **Stand for Council campaign** promoted the important roles of local councils, encouraged community participation in council elections and sought more diverse nominations from candidates. A comprehensive range of activities secured more than 300 free media stories and more than 100 paid advertisements across print, digital and social media led to more than 1,400 people attending 87 candidate information sessions and a 10 per cent increase in visits to our campaign website. There was also a 14 per cent increase in the number of women councillors elected.
- Commenced a major community awareness campaign to celebrate the **centenary of the Maternal and Child Health service** and shine a spotlight on councils' valuable contribution to give families the best start in life. Media stories, a Twitter week, major centenary event, videos to showcase the 'faces behind the service,' and other resource materials have been made available to all councils.
- Councils extensively shared the MAV's 2016 **rate capping video** to help explain to communities how the State's rate cap works. It has been viewed more than 2,600 times.
- 2016 **National Twitter Day** coordinated by the MAV and other state local government associations positively profiled the valuable work of councils to new audiences. A resource kit was provided to assist all councils participate and over the 24 hours of the Twitter event, 531 contributors posted 2,259 tweets reaching 1.14 million users.

MAV ACHIEVEMENTS

- **CiVic Magazine** continued to publish innovative council case studies of local initiatives making a positive difference to communities across Victoria, which were also profiled and shared through our social media channels.
- Recognised the contributions of long-serving councillors with the awarding of 50 **Councillor Service Awards** in 2016.
- Comprehensive **media relations activities** resulted in over 1,500 print and broadcast media mentions (on average four per day or 28 per week) to defend and improve the reputation of the sector, and strengthened our role as the voice of local government.
- Continued to grow and broaden our **social media** voice through a dedicated plan to positively promote the work and roles of local government. We broadened our social media reach and engagement including a 10 per cent increase in Twitter followers, and a 15 per cent rise in Facebook and LinkedIn followers.
- Commenced planning for a stand-alone web portal to profile and showcase the Victorian local government sector as part of our MAV **website redevelopment** project.
- State Government confirmed the inclusion of local government **Impact Statements in all Cabinet submissions** that directly affect the sector in line with the revised Victorian State-Local Government Agreement signed in 2014.
- **HACC Tripartite Agreement** was signed by the Commonwealth, Victorian Government and MAV on behalf of local government after extensive negotiations and input from members. It formally acknowledges, for the first time, councils' important role in planning, funding and delivering home and community care services for more than 70 years. It also provides stability for service users and funding certainty for councils until at least 2020.
- Following extensive negotiations, we signed a **10-year Early Years Compact** with the Victorian Government. This landmark agreement, together with a MCH Memorandum of Understanding, aims to strengthen collaboration between State and local government for early years' service planning, funding and delivery.
- Published a **reconciliation statement** supporting development of a treaty between the State Government and the Indigenous community, and encouraging councils to play a leadership role in unifying their communities.
- Awarded grants to 10 council primary prevention projects that support local initiatives involving 21 municipalities to **prevent violence against women**.
- Convened two member Taskforces to guide our submission responding to the State Government's **Local Government Act Review** discussion paper and inform input to the **Municipal Association Act Review**. The MA Act and Rules Review Taskforce also considered State Council resolutions relating to MAV governance and performance.
- Hosted a **Councillor Induction Day** attended by 127 councillors and a mayoral training day with 40 mayors and deputy mayors
- Conducted a comprehensive **Councillor Development Training Program** attended by more than 100 councillors to upskill them on key roles and responsibilities covering workshop topics including decision-making, meetings, council finances, land-use planning/building, public speaking, and understanding lobbying.
- Undertook a 2016 **member engagement survey** and **member communication survey** to obtain member feedback on our performance, effectiveness and what services are highly valued. Gaps identified in our performance and communications are being addressed through our next strategic work plan and internal reforms to ensure we better meet our members' needs.
- Received confirmation through an **independent review by Deloitte** that we successfully reviewed and updated our governance, procurement and performance policies and procedures as recommended in 2015 by the Victorian Auditor General; leveraged relevant best practice guidelines as recommended by VAGO; improved the strength of controls in our business processes; and implemented new policies and procedures.

MAV ACHIEVEMENTS

Objective 3: Improve sector productivity and efficiency

Our work to improve sector productivity and efficiency focused on building partnerships to improve councils' capability and capacity, and working collaboratively with members to identify cost saving and efficiency improvements.

Our achievements working with members in 2016-17 included:

- **MAV Procurement** conducted five new tenders and re-tendered four established contracts, which 55 member councils participated in 102 times during 2016/17.
- All 78 members accessed one or more of the **31 active MAV Procurement contracts**
- Thirty-six members participated in our **Procurement LEAP program** to identify cost savings, explore collaborative procurement and shared service opportunities, and develop plans. Between 45 and 60 per cent of council budgets are spent on procurement, with huge potential to improve efficiencies in this area by analysing data converted to live dashboards to drive efficiencies, savings and compliance. In 2016 the average procurement transactions for LEAP participant councils decreased by eight per cent, and the number of total suppliers used also reduced.
- Delivered **MAV Procurement and contract management training** through seven workshops attended by 57 council staff to build skills that reduce procurement risks, drive efficiencies and increase value for money outcomes. We also offered three new eLearning procurement modules for members in 2017, which attracted 33 participants and 29 councils attended our Procurement Leaders Conference.
- Following the council elections, all councillors received an induction kit from the MAV with a range of resources including a **New Councillor Resource Guide**, an updated Emergency Management Guide and a Land Use Planning Guide to assist them with their roles and responsibilities during the first few months in office.
- Assisted councils to reduce their insurance risk exposures by conducting three rounds of **MAV Insurance** best practice forums for members, as well as providing insurance legal advice accessed more than 250 times by members, and our Insurance help-desk responded to over 100 queries which were accessible to Insurance members.
- Our Insurance team reviewed 27 council **draft Road Management Plans** to provide advice on compliance with the legislation.
- **Patchwork Victoria**, our collaborative practice tool to improve coordination for health and welfare professionals working with vulnerable clients in common, received an 18 month State Government grant to continue expanding to additional public and private sector health and community services agencies. There are currently 1,200 agents representing 271 agencies and 612 clients signed up, with Patchwork also expanded to more MCH and school nurses.
- Administering roll-out of an additional \$625,500 to councils to assist with new **tobacco controls** taking effect on 1 August to ban smoking in outdoor dining areas. This funding is additional to the nearly \$1.3 million providing for councils' tobacco activity education and enforcement service agreements.
- Our **Step Asset Management program** assisted 84 per cent of councils to reach core maturity as assessed by the National Asset Management Assessment Framework.
- Conducted regional workshops with councils to identify strategies to respond to the **financial constraints of rate capping** including common services templates, 10-year asset management plans, integrated service planning and community engagement models.

MAV ACHIEVEMENTS

- Released the 2017/18 **Victorian Council Model Budget** to guide councils' budget reporting including mandatory and best practice information requirements. We also hosted an annual report writing workshop to assist councils to comply with prescribed annual reporting requirements.
- Hosted 10 CEO lunches to discuss issues relating to 2017-2021 four-year Council Plans.
- Conducted a series of engagement workshops with members across the state to inform a united sector position in response to the State's **Councils and Emergencies** Directions Paper, and assisted councils with individual submissions.
- Secured support from the National Heavy Vehicle Regulator for the **heavy vehicle Route Assessment Tool** to support councils to assess applications to access local roads.
- Our **Working Together to Deliver Program** helped 30 participant councils to build the relationship between their elected council and the CEO.
- Produced our annual **human services benchmarking report** for 51 participant councils to inform their future resource management decisions.
- Continued to support 52 councils to develop and deliver **kindergarten central enrolment** action plans, and worked with 14 councils on a specific project to strengthen and support their central enrolment schemes.
- Introduced a new streamlined event management system that allows councils to manager and allocate their **councillor credit points** directly through a live dashboard, as well as automated payment and refund processes.

Objective 4: Encourage innovation and collaboration

We are supporting sector innovation as a key opportunity for local government to foster partnerships and achieve digital business transformation.

Collaborative opportunities undertaken by the MAV in 2016-17 included:

- Our **Digital Transformation Taskforce** developed a roadmap of projects to encourage council innovation and collaboration. Initiatives being progressed alongside representatives from state and federal governments, industry and subject matter experts included completion of a sector-wide digital maturity survey; endorsing the Commonwealth's digital service standard; and developing a Council Commons Digital Transformation Knowledge Hub.
- Progressed an **Open Council Data Program** of various multi-council projects to increase the number of councils publishing open data, and case studies to demonstrate the business benefits of this work.
- **Collaborative funding bids** are underway with assistance from the MAV for councils to access the Commonwealth's Smart Cities and Suburbs Program. An application for a 'smart' road maintenance model has been scoped, which is forecast to reduce road maintenance costs by up to 37 per cent, a potential \$100 million annual cost saving for the sector. An application for a 'smart' animal management system was also identified to improve compliance and provide value add to animal owners across Victoria.
- Advanced our **Enablement Platform proof-of-concept** with four pilot councils to create a collaboration hub to increase shared innovation and service opportunities, and deliver significant cost savings.

MAV ACHIEVEMENTS

- Twenty-nine councils will participate in the **MAV Workcare self-insurance scheme** from late 2017 after WorkSafe recently granted a licence following three years of work on our business case and application. Our mutual scheme will reduce council premiums, and is expected to improve employees' health, safety and return to work outcomes.
- Procurement is underway for a **statewide Library Management System** to future-proof Victoria's public library service and provide long-term benefits to councils, libraries and library users.
- Sixty-two councils and health service providers are using our **Maternal and Child Health data management system** to centralise and improve reporting of family data, and monitor and track at-risk children.
- Hosted **workshops, briefings and provided summary papers** to inform members about government reforms including Plan Melbourne, Victorian rural drainage strategy, Water for Victoria plan, the new Integrated Water Management Framework, Smart Planning initiative, Flora and Fauna Guarantee Act review, Marine and Coastal Act review.
- Organised more than **100 events, conferences and professional development** opportunities for members that were attended by more than 7,300 people.
- Worked with councils to develop **regional freight plans** across Victoria in anticipation of the Federal Government's new needs-based road funding strategy for freight roads. The Gippsland region is one of three national pilots for this process.
- Foundation partner of the **Neighbourhood Project** which is assisting councils to become community-led in their engagement approaches. Three pilots involving Victorian councils have identified ways to give the community a stronger voice in decision-making.
- Hosted a free **sustainable buildings seminar** for members to learn more about the Council Alliance for a Sustainable Built Environment (CASBE) and offered training workshops to assist councils use the Built Environment Sustainability Scorecard tool.
- State funding enabled the MAV to appoint a Senior Water Policy Adviser, and Arts and Culture Policy Adviser to promote collaboration, implement partnership opportunities, engage councils in capacity building initiatives, and respond to State reviews.
- Four councils implemented the MAV-FutureGov **Casserole Club** initiative to coordinate local meal sharing arrangements by volunteer cooks for community members in need of assistance and social support.
- Continued to oversee improvements to **Crisisworks incident management system** to meet councils' emergency management needs.
- Supported the Northern Victoria Emergency Management Cluster, as well as **emergency management collaborations** generally through participation on the Steering Group for the EMV Collaborations project.
- Launched the joint Asset Based Community Development (ABCD) **Learning Sites Program** with the Bank of IDEAS to provide tools and strategies to help councils redress the drop in community connectedness and build social capital.



What we do

The MAV represents, protects and advances the interests of local government through our advocacy and campaigns, consultation and negotiation, research and policy advice.

Our members influence and set the strategic directions of the MAV, while our Board defines the detail of policy and strategies, and monitors and evaluates our performance.

We provide a range of sector development opportunities through member programs, projects, awards, events and professional development activities. Our core policy expertise includes asset management, economics and finance, emergency management, environment, governance, human services, Indigenous, planning, public health, transport, technology and workplace.

Procurement

We run **MAV Procurement**, a not-for-profit unit established to improve local government procurement practices and leverage the combined purchasing power of councils to achieve better value on products and services.

Insurance

We operate **MAV Insurance** to provide tailored insurance products specifically to the local government sector, together with risk management services, insurance-related legal services and specialised claims management.

WorkCare

Our **WorkCare** workers' compensation self-insurance scheme will commence operation in late 2017 with 31 founding council members to achieve improved performance and deliver safety outcomes for participant council employees.



MEMBER BENEFITS

Councillor support

The MAV provides a range of specialist services and support that is available to all councillors from our member councils.

We offer confidential councillor support and advice relating to legal, strategic, behaviour, conduct, procedural, legislative and other matters.

We provide a variety of networking and professional development opportunities for new and returning councillors, with a comprehensive program of events. We also provide scholarships, fellowships and awards to both advance and acknowledge the leadership of elected representatives.

Our three-tiered professional development pathway caters for all councillor skill levels, and includes both accredited and non-accredited options.

Level one: Elected Member Essential Skills / Knowledge Development

We provide a series of tailored workshops and sessions covering the fundamental roles and responsibilities of a councillor.

Level two: Professional Development (Intermediate)

We offer additional skills-based training pathways for councillors through tailored programs developed by the MAV in partnership with external training providers. Programs include the Company Directors' Course (Australian Institute of Company Directors); and the accredited Diploma of Local Government (BRACE Education and Training).

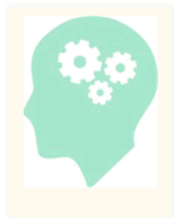
Level three: Career Pathway (Advanced)

We provide more advanced training for councillors including a customised 2.5 year part time Graduate Diploma in Management offered by Swinburne University in partnership with the MAV, and designed specifically for employees and councillors from our member councils.

We also offer a range of other leadership pathways and industry training, as well as tailored in-house sessions at the request of member councils.

MEMBER BENEFITS

Guide strategic direction



- ✓ Providing critical input to the MAV's advocacy work on behalf of the sector
- ✓ Opportunity for election to the MAV Board
- ✓ Appointment of an MAV Representative
- ✓ Participation in State Council to determine future directions and activities for the MAV including:
 - Opportunity to submit business for consideration by council representatives
 - Voting rights to determine MAV policy and activity directions
- ✓ Participation in MAV regional meetings
- ✓ Participation in annual strategy sessions to determine the MAV's strategic work plan for the coming year
- ✓ Access to the MAV's support and assistance to impact change through political and other networks
- ✓ Voting entitlement to determine the MAV Rules of Association.

Contribute to sector positions



- ✓ Submitting motions and voting rights at the Australian Local Government Association (only available to MAV members)
- ✓ Opportunity to participate in the metropolitan or rural and regional forums
- ✓ Opportunity to obtain representation on over 20 MAV internal committees and working groups
- ✓ Participation in Board advisory groups (Emergency Management, Human Services; Environment; Transport and Infrastructure; Planning; Arts and Culture; Professional Development; and Multicultural Committees)
- ✓ Invitations to nominate for appointment to external committee positions
- ✓ Participation in reference and working groups, and advisory panels
- ✓ Attend free MAV workshops, forums, seminars, briefings and meetings offered regularly to inform members of significant changes impacting local government
- ✓ Participation in a range of projects to reform council business practices through innovation, collaboration and use of economies of scale to negotiate improved arrangements
- ✓ Provide input, feedback and advice to inform MAV policy directions, advocacy, submissions, discussion papers and reports.

Tailored development and support



- ✓ Significantly reduced fees and access to the full range of MAV sector development events including:
 - Annual Conference and Dinner
 - Councillor training and development programs
 - Officer training and development programs
- ✓ Participation for councillors and/or officers in a variety of MAV groups and networks offering invaluable learning, networking and peer support opportunities
- ✓ Invitation and attendance at events, forums, workshops and meetings hosted for MAV members on a range of policy issues.

MEMBER BENEFITS

Specialist advice



- ✓ Updates and advice provided by MAV to council CEOs, mayors, councillors and officers on an as needed and regular basis
- ✓ Confidential councillor support and advice services relating to legal, strategic, behaviour, conduct, procedural, legislative and other matters
- ✓ Advice, support and training for council staff particularly governance officers, privacy officers and Freedom of Information Officers.
- ✓ Copies of MAV legal advice obtained on a wide range of issues.
- ✓ Access to specialist advice and support for all councillors and staff of member councils in areas of expertise such as:
 - Governance
 - Economics and finance
 - Social, health and community
 - Planning and building
 - Environment
 - Infrastructure and Transport
 - Procurement
 - Communications

Specialist services



- ✓ MAV Procurement
- ✓ MAV WorkCare self insurance scheme
- ✓ MAV Insurance
- ✓ Austroads
- ✓ Australian Local Government Association

Communications support



- ✓ MAV discussion papers, surveys, advice, support and written updates from MAV policy staff on a wide range of critical local government issues
- ✓ Receive access to MAV publications – general and specialist – including:
 - MAV Bulletin (weekly)
 - MAV Strategic Plan (annual)
 - From The Board Table (monthly report on MAV Board meetings)
 - Analysis of State and Federal Budgets, elections and government policy
 - MAV Emergency Management E-Bulletin (quarterly)
 - MAV Environment E-Bulletin (monthly)
 - MAV Human Services E-Bulletin (monthly)
 - MAV Workplace E-Bulletin (monthly)
 - MAV Planning E-Bulletin (monthly)
 - MAV Procurement E-Bulletin (monthly)
- ✓ Copy of President's monthly update – MAV Matters
- ✓ Provision of media, State/Federal policy announcements and other related updates and information to CEOs, MAV representatives and officers
- ✓ Access to MAV campaign materials to participate in sector advocacy.

Office resources



- ✓ Free use of MAV meeting rooms and wifi access as required
- ✓ Free technical support and backup at meetings run in MAV meeting rooms.



The offer

The MAV is offering councils the opportunity to again purchase councillor development credits with their 2017/18 MAV subscriptions. A council may, with a single action, approve the purchase of a year's worth of MAV councillor professional development and event attendance. Unused credit points will retain their value and be rolled over into the following year.

We recommend establishing your council's existing credit points balance before purchasing additional credits with your membership subscription.

Benefits

Councils that decide to take up the pre-payment offer will:

- Receive a pool of credit points to be redeemed by any or all of its councillors when they attend designated MAV workshops and events
- Be entitled to an additional 10% in professional development credits
- Eliminate the need for approvals, purchase orders, credit cards or cheques and reduce the time and effort of councillors and councillor support staff.

How it works

The number of credit points allocated to each council is recommended at the rate of 500 points per councillor, where one credit point = \$1.00 including GST.

For example, a council with nine councillors will have the following option with their MAV subscription:

Credit Points per councillor	No. of councillors	Price	Additional Credit Points (10%)	Credit Point Pool
500	9	\$4,500.00 including GST	450	4950

For further information contact MAV Events on 9667 5555 or events@mav.asn.au



COUNCILLOR CREDITS

Event registration system

The MAV event system will provide you with self-service facilities, enhanced security, a mobile-friendly interface, and automated payment and refund processes.

Executive assistants and council support officers will be given secure access to view and manage their Councillor Credit Points on behalf of their council.

Access to the online Councillor Credit Points dashboard allows you to view your council's points balance, self-manage your list of councillors, and re-allocate points. You will have the ability to allocate points to your councillors in any way you like.

Terms and Conditions

- Purchase**
Councillor Credit Points are available for purchase at the time of MAV annual subscriptions – the suggested amount will be listed on your invoice and GST is accounted for at this point.
- Non-refundable**
Councillor credit points should be used in the 2017/2018 financial year. Any unused credit points will retain their value and be rolled over into the following financial year. Credit points cannot be redeemed for cash.
- Appropriate use**
Credit points can only be used by councillors as a form of payment for designated MAV workshops and events and cannot be used by council officers. Where insufficient credit points remain in the council pool to pay for a particular workshop or event, another method of payment must be used. Our system allows part payments with councillor credit points.
- Cancellation and refund**
Credit points are treated the same as other forms of payment for MAV workshops and events, and are subject to the same cancellation and refund terms. A refund is provided if notification is received by the published date. Substitutes are welcome after this date, but cancellation after this date forfeits the 'credit point' payment.

6.6 DELEGATION OF POWERS, DUTIES AND FUNCTIONS TO CHIEF EXECUTIVE OFFICER**Author:** Coordinator Council Business**Reviewed By:** Director Civic Governance and Compliance

Report Background

The current *Instrument of Delegation* (the Delegation) of powers, duties and functions to the Chief Executive Officer (CEO) was approved by Council on 16 March 2015.

Previous Council Resolution

At its meeting held 16 March 2015, Council resolved:

'That in the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) in the attached Instrument of Delegation, Darebin City Council (Council) resolves that:

- (1) There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the Instrument of Delegation to the Chief Executive Officer attached as **Appendix A** to this report, subject to the conditions and limitations specified in that Instrument;*
- (2) The Delegation comes into force immediately the common seal of Council is affixed to the Delegation;*
- (3) On the coming into force of the Delegation the previous Delegation to the CEO, dated 18 February 2014, is revoked;*
- (4) The duties and functions set out in the Delegation must be performed, and the powers set out in the Delegation must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and*
- (5) It is noted that the Delegation includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.'*

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 - Open and Accountable Democracy

Summary

The current *Instrument of Delegation* (the Delegation) of powers, duties and functions to the Chief Executive Officer (CEO) was approved by Council on 16 March 2015.

Section 89(6) of the *Local Government Act 1989* states that a Council must review, within the period of 12 months after a general election, all delegations which are in force and have been made by the Council under subsection (1) of the Act.

Recommendation

That in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) in the attached *Instrument of Delegation*, Darebin City Council (Council) resolves that:

- (1) There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the *Instrument of Delegation to the Chief Executive Officer* attached as **Appendix A** to this report, subject to the conditions and limitations specified in that Instrument;
 - (2) The Delegation comes into force immediately the common seal of Council is affixed to the Delegation;
 - (3) On the coming into force of the Delegation the previous Delegation to the CEO, dated 17 March 2015, is revoked;
 - (4) The duties and functions set out in the Delegation must be performed, and the powers set out in the Delegation must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and
 - (5) It is noted that the Delegation includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.
-

Introduction

The current Instrument of Delegation (the Delegation) of powers, duties and functions to the Chief Executive Officer (CEO) was approved by Council on 16 March 2015.

Issues and Discussion

Instrument of Delegation to Chief Executive Officer

The format and substance of the Delegation is based on the Maddocks Lawyers model delegations used by the majority of Victorian councils.

The proposed Delegation is identical to the one approved by Council on 16 March 2015, and is being submitted for Council approval to meet legislative requirements.

Options for Consideration

There are no options associated with this information.

Financial and Resource Implications

Nil

Risk Management

If Council does not adopt this delegation Council will be in breach of section 89(6) of the *Local Government Act 1989*, where Council must review this delegation within the 12 month period after the general election.

Policy Implications

Economic Development

There are no factors in this report which impact upon economic development.

Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

Human Rights, Equity and Inclusion

There are no factors in this report which impact on human rights, equity and inclusion.

Other

The delegation of Council powers to the CEO and other members of Council staff is a long established practice facilitated and regulated by the Act to enable day-to-day operational decisions to be made. The proposed Delegation is based on the model developed by Maddocks Lawyers and used by a majority of Victorian councils.

Future Actions

- The signed copy of the Instrument of Delegation to the Chief Executive Officer is to be included in the Register of Delegations to be available for inspection by the public.

Consultation and Advocacy

- Chief Executive Officer
- Maddocks Lawyers

Related Documents

- Council Minutes 16 March 2015

Attachments

- Instrument of Delegation from Council to the Chief Executive Officer (**Appendix A**) [↓](#)

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

APPENDIX A

**INSTRUMENT OF DELEGATION****CHIEF EXECUTIVE OFFICER**

In exercise of the power conferred by Section 98(1) of the *Local Government Act 1989* (the Act), and all other powers enabling it, the Darebin 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 3 July 2017.
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 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 the Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of, or acting in the position of, Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

DATED:

The COMMON SEAL of)
 DAREBIN CITY COUNCIL)
 was affixed on)
 with the authority of the Council:)

Philip Shanahan
 Acting Chief Executive Officer

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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:

4. If the issue, action, act or thing is an issue, action, act or thing which involves:
 - 4.1 awarding a contract for the purchase of goods and services or for the carrying out of works exceeding the value of \$500,000 (including GST);
 - 4.2 awarding a contract for the purchase of goods and services or for the carrying out of works that has been requested through the Mayor to be determined by Council;
 - 4.3 making a local law under Part 5 of the Act;
 - 4.4 approval of the Council Plan under section 125 of the Act;
 - 4.5 adoption of the Strategic Resource Plan under section 126 of the Act
 - 4.6 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.7 adoption of the Auditor's report, Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.8 determining pursuant to section 37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.9 exempting a member of a special committee who is not a Councillor from submitting a return under section 81 of the Act;
 - 4.10 appointment of Councillor or community delegates or representatives to external organisations; or
 - 4.11 the return of the general valuation and any supplementary valuations;
5. 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;
6. 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;
7. 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
 - 7.1 policy; or
 - 7.2 strategyadopted by Council; or

8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. 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.

6.7 DELEGATIONS OF POWER, DUTIES AND FUNCTIONS TO COUNCIL STAFF

Author: Coordinator Council Business

Reviewed By: Director Civic Governance and Compliance

Report Background

In seeking to achieve its purposes under the *Local Government Act 1989* (Act), one of Council's objectives is to delegate decision making to appropriate levels within the organisation.

The Act allows both Council and the Chief Executive Officer to delegate to members of staff, by instrument of delegation, certain powers, duties and functions under any Act administered by Council.

Previous Council Resolution

At its meeting held on 12 December 2016, Council resolved:

'That in the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Delegation, Darebin City Council (Council) resolves that:

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

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 - Open and Accountable Democracy

Summary

In the context of local government, delegation is the giving of decision-making power by Council or the Chief Executive Officer to members of staff.

The previous *Instrument of Delegation* was approved by Council on 12 December 2016. This report takes into account recent legislation amendments and seeks approval by Council for the revised *Instrument of Delegation*.

Recommendation

That in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached *Instrument of Delegation*, Darebin City Council (Council) resolves that:

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

Introduction

Under the *Local Government Act 1989* (Act), one of Council's objectives is to delegate decision making to appropriate levels within the organisation. Councils also have a raft of powers, duties and functions under various other acts such as *Planning and Environment Act 1987*, *Road Management Act 2004*, *Domestic Animals Act 1994* and many more.

Amendments to legislation are made from time to time, therefore to ensure officers are operating and enforcing under the current legislation, all Councils are required to update delegations conferred on various positions within the organisation by Council.

Issues and Discussion**Delegations from Council to other members of Council staff**

This *Instrument of Delegation* to members of Council staff refers specifically to the delegation of (statutory) powers under various Acts and Regulations which (because of the terms of the particular legislation) require a delegation direct from the Council to the nominated members of Council staff.

The *Instrument of Delegation* describes in each case the power, duty or function being delegated, the source of power and lists the position to which the delegation is to be conferred.

The delegations provide the necessary authority for day-to-day planning, health and road management matters.

Options for Consideration

There are no options associated with this information.

Financial and Resource Implications

Nil

Risk Management

If Council does not confer updated delegation on positions within the organisation officers will not be able to fulfil the obligations of their roles especially in relation to enforcement.

Policy Implications

Economic Development

There are no factors in this report which impact upon economic development.

Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

Human Rights, Equity and Inclusion

There are no factors in this report which impact on human rights, equity and inclusion.

Other

The delegation of Council powers to the members of Council staff is a long established practice facilitated and regulated by the *Local Government Act 1989* to enable day to day statutory and operational decisions to be made. The proposed *Instrument of Delegation* is based on the model developed by Maddocks Lawyers and used by a majority of Victorian councils.

Future Actions

- The signed copy of this Instrument of Delegation to be included in the Register of Delegations available for inspection by the public.
- This Instrument of Delegation be reviewed as required to address changes in legislation.

Consultation and Advocacy

- Chief Executive Officer, relevant Directors, Managers and Coordinators
- Maddocks Lawyers

Related Documents

- Proposed Instrument of Delegation to members of Council staff – **Appendix A**
- Delegations and Authorisations Service – Maddocks Lawyers
- Council Minutes – 12 December 2016

Attachments

- Instrument of Delegation from Council to Staff (**Appendix A**) [↓](#)

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

APPENDIX A



Darebin City Council

Instrument of Delegation

to

Members of Council Staff



INSTRUMENT OF DELEGATION

MEMBERS OF COUNCIL STAFF

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

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

Acronym		Title
Admin – P&B	means	All Administration Staff – Planning and Building
BSO(B&P)	means	Business Support Officer (Business and Performance)
BSO(HP)	means	Business Support Officer (Health Protection)
CCC	means	Coordinator Civic Compliance
CEO	means	Chief Executive Officer
CEnvO	means	Coordinator Environmental Operations
CIM&S	means	Coordinator Infrastructure Maintenance and Support
CIP	means	Coordinator Infrastructure Planning
CSP	means	Coordinators Statutory Planning
DCF&A	means	Director City Futures and Assets
DCG&C	means	Director Civic Governance and Compliance
DCS	means	Director Corporate Services
DO&E	means	Director Operations and Environment
EMCP&T	means	Executive Manager City Plan and Transformation
HPO	means	Health Protection Officer
MBS	means	Municipal Building Surveyor

Instrument of Delegation to members of Council staff

Acronym		Title
MCD&SP	means	Manager City Design and Strategic Planning
MCW&C	means	Manager City Works and Contracts
ME&CO	means	Manager Environment and Community Outcomes
MH&C	means	Manager Health and Compliance
MI&CD	means	Manager Infrastructure and Capital Delivery
MP&B	means	Manager Planning and Building
MSAM	means	Manager Strategic Asset Management
MT&PP	means	Manager Transport and Public Places
PAA	means	Planning Appeals Advocate
PIO	means	Planning Investigation Officer
PSP	means	All Principal Statutory Planners
SCTM	means	Senior Coordinator Transport Management
SO	means	Subdivision Officer
SP	means	All Statutory Planners
SPA	means	Statutory Planning Assistants
SPIO	means	Senior Planning Investigation officer
SSP	means	All Senior Statutory Planners
STP	means	All Strategic Planners
Service Manager or Coordinator	means	The Manager or Coordinator responsible for Council service or facility
TLB&P	means	Team Leader Business and Performance
TLLL	means	Senior Local Laws Investigation Officer

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 3 July 2017;
and
- 3.2 the delegation:
- 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

Instrument of Delegation to members of Council staff

- 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; or
 - 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
 - (c) adopted by Council; or
 - 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, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Date: / / 2017

The COMMON SEAL of)
DAREBIN CITY COUNCIL)
was affixed on)
with the authority of the Council:)

Philip Shanahan
Acting Chief Executive Officer

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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	DCG&C, MH&C, CCC, TLLL	Council may delegate this power to an authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	Not applicable	<i>Note – Part IXB of the Act refers to septic tank systems.</i>
s.53M(4)	duty to advise an applicant that an application is not to be dealt with	Not applicable	
s.53M(5)	duty to approve plans, issue a permit or refuse a permit	Not applicable	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue a septic tank permit	Not applicable	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Not applicable	refusal must be ratified by council or it is of no effect

Instrument of Delegation to members of Council staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	MH&C, HPO	If section 19(1) applies.
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	MH&C, HPO	If section 19(1) applies.
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	MH&C	If section 19(1) applies.
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	HPO	If section 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	MH&C, HPO	If section 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).	MH&C, HPO	Where Council is the registration authority.
s.19AA(4)(c)	power to direct, in an order made under section 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Not delegated.	Note: the power to direct the matters under section 19AA (4) (a) and (b) is not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under section 19AA and give written notice of revocation, if satisfied that that order has been complied with	MH&C, HPO	Where Council is the registration authority.
s.19CB(4)(b)	power to request a copy of records	MH&C, HPO	Where Council is the registration authority.
s.19E(1)(d)	power to request a copy of the food safety program	MH&C, HPO	Where Council is the registration authority.
s.19GB	power to request a proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	MH&C, HPO	Where Council is the registration authority.
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	MH&C, HPO	Where Council is the registration authority.
s.19NA(1)	power to request food safety audit reports	MH&C, HPO	Where Council is the registration authority.
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	MH&C	

Instrument of Delegation to members of Council staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19UA	power to charge fees for conducting a food safety assessment or inspection	MH&C	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	MH&C, HPO	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	MH&C, HPO	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	MH&C, HPO	Where Council is the registration authority.
Various	power to register, renew or transfer registration	MH&C	Where Council is the registration authority. Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A {2}).
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	Not delegated.	Where Council is the registration authority. Fees are determined by Council in the annual budget process.
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	MH&C	Where Council is the registration authority.
s.38A(4)	power to request a copy of a completed food safety program template	MH&C, HPO	Where Council is the registration authority.
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	MH&C, HPO	Where Council is the registration authority.
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	MH&C, HPO	Where Council is the registration authority.
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	MH&C, HPO	Where Council is the registration authority.
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	MH&C, HPO	Where Council is the registration authority.
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	MH&C, HPO	Where Council is the registration authority.

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Instrument of Delegation to members of Council staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(3)	power to request copies of any audit reports	MH&C, HPO	Where Council is the registration authority.
s.38E(2)	power to register the food premises on a conditional basis (*)	MH&C,	Where Council is the registration authority. (*) Not exceeding the prescribed time limit defined under sub-section (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	MH&C, HPO	Where Council is the registration authority.
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	MH&C, HPO	Where Council is the registration authority.
s.39A	power to register, renew or transfer food premises despite minor defects	MH&C	Where Council is the registration authority. Only if the delegate is satisfied of matters in sub-section (2) (a) to (c).
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	MH&C	Where Council is the registration authority.
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	MH&C	Where Council is the registration authority.
s.40D(1)	power to suspend or revoke the registration of food premises	MH&C	Where Council is the registration authority. <i>In consultation with the DCF&A. Action must be ratified by Council.</i>
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	MH&C, HPO	Where Council is the registration authority.
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	MH&C, HPO	Where Council is the registration authority.
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	MH&C	Where Council is the registration authority. <i>In consultation with the MED&CC and DCF&A.</i>

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Instrument of Delegation to members of Council staff

HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	power to sub-delegate the Executive Director's functions	MP&B	Must obtain the Executive Director's written consent first. "Executive Director" means the Executive Director of Heritage Victoria.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	MP&B	If authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	DCF&A, MP&B	
s.4H	duty to make amendments to the Victoria Planning Provisions available	MP&B, MCD&SP, STP	
s.4I	duty to keep the Victoria Planning Provisions and other documents available	MP&B, MCD&SP	
s.8A(2)	power to prepare an amendment to the planning scheme where the Minister has given consent under section 8A	MP&B, MCD&SP	
s.8A(3)	power to apply to the Minister to prepare an amendment to the planning scheme	DCF&A, EMCP&T, MP&B, MCD&SP	
s.8A(5)	function of receiving notice of the Minister's decision	DCF&A, EMCP&T, MP&B	
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	MP&B, MCD&SP	

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not delegated.	
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	MP&B, MCD&SP	
s.12A(1)	duty to prepare a municipal strategic statement (including the power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	MP&B, MCD&SP	
s.12B(1)	duty to review planning scheme	MP&B, MCD&SP	
s.12B(2)	duty to review planning scheme at direction of Minister	MP&B, MCD&SP	
s.12B(5)	duty to report findings of a review of planning scheme to Minister without delay	MP&B, MCD&SP	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	MP&B, MCD&SP, CSP	
s.17(1)	duty of giving a copy of an amendment to the planning scheme	MP&B, MCD&SP, STP, Admin - P&B	
s.17(2)	duty of giving a copy of a section 173 agreement	MP&B, MCD&SP, CSP, PSP, SSP, SP, STP	
s.17(3)	duty of giving a copy of amendment, explanatory report and relevant documents to Minister within 10 business days	DCF&A, MP&B, CSP, PSP	
s.18	duty to make an amendment etc. available	MP&B, MCD&SP, STP	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	MP&B, MCD&SP	

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DCF&A, EMCP&T, MP&B, MCD&SP	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 section 19	DCF&A, EMCP&T, MP&B, MCD&SP	
s.21(2)	duty to make submissions available	MP&B, MCD&SP, STP	Relates to planning scheme amendments
s.21A(4)	duty to publish notice in accordance with section	MP&B, MCD&SP STP	
s.22	duty to consider all submissions	Not delegated.	Council/Planning Committee decision required.
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MP&B, MCD&SP	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	MP&B, MCD&SP, STP	
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	MP&B, MCD&SP, CSP, PSP, SSP, SP, STP	
s.26(1)	power to make a report available for inspection	MP&B, MCD&SP, CSP, PSP, SSP, SP, STP	
s.26(2)	duty to keep the report of panel available for inspection	MP&B, MCD&SP, STP	
s.27(2)	power to apply for exemption if the panel's report is not received	MP&B, MCD&SP,	
s.28	duty to notify the Minister if abandoning an amendment	DCF&A, EMCP&T, MP&B MCD&SP,	Note: the power to make a decision to abandon an amendment cannot be delegated.
s.30(4)(a)	duty to say if an amendment has lapsed	MP&B, MCD&SP, STP	
s.30(4)(b)	duty to provide information in writing upon request	MP&B, MCD&SP, STP	
s.32(2)	duty to give more notice if required	MP&B, MCD&SP, STP	
s.33(1)	duty to give more notice of changes to an amendment	MP&B, MCD&SP, STP	

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Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.36(2)	duty to give notice of approval of amendment	MP&B, MCD&SP, STP	
s.38(5)	duty to give notice of revocation of an amendment	MP&B, MCD&SP, STP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with a determination by VCAT	MP&B, MCD&SP, STP	
s.40(1)	function of lodging copy of approved an amendment	MP&B, MCD&SP, STP	
s.41	duty to make an approved amendment available	MP&B, MCD&SP, STP	
s.42	duty to make a copy of the planning scheme available	MP&B, MCD&SP, STP	
s.46AS(ac)	power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DCF&A, EMCP&T, MP&B, MCD&SP,	
s.46GF	duty to comply with directions issued by the Minister	DCF&A, EMCP&T, MP&B, MCD&SP	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	MP&B, CSP, SO, SSP, SP, PSP, PAA, SPA	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	MP&B	where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	MP&B, MSAM	where council is a collecting agency
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	MP&B, MSAM	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987	MP&B, MSAM	must be done in accordance with Local Government Act 1989.

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	MP&B	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	MP&B	
s46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed	MP&B	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	MP&B	
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	MP&B	where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	DCF&A, MP&B	where council is a collecting agency or development agency
s.46N(1)	duty to include a condition in a permit regarding payment of a development infrastructure levy	MP&B, CSP, PSP, SSP	
s.46N(2)(c)	function of determining the time and manner for receipt of development contributions levy	MP&B, MCD&SP, CSP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MP&B, MCD&SP, CSP	
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	MP&B, MCD&SP, CSP, MBS	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	MP&B, MCD&SP, CSP	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	MP&B, MCD&SP, CSP	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	MP&B	
s.46Q(1)	duty to keep proper accounts of levies paid	MP&B	
s.46Q(1A)	duty to forward to the development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	MP&B, CSP	
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.	MP&B, MCD&SP, CSP, MSAM, MI&CD	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	MP&B, MCD&SP, CSP, MSAM, MI&CD	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)	MP&B, CSP	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	DCF&A, EMCP&T, MP&B, MCD&SP	Must be done in accordance with Part 3.
s.46Q(4)(e)	duty to expend that amount on other works etc.	MP&B, MSAM, MI&CD	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	MP&B	
s.46QD	duty to prepare report and give a report to the Minister	DCF&A, MP&B	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	Not applicable	
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not applicable	

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Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.47	power to decide that an application for a planning permit does not comply with that Act	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.49(2)	duty to make the register available for inspection	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.50(4)	duty to amend applications	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.50(5)	power to refuse to amend an application	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.50(6)	duty to make note of an amendment to an application in the register	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.50A(1)	power to make an amendment to an application	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.50A(3)	power to require an applicant to notify the owner and make a declaration that notice has been given	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.50A(4)	duty to note an amendment to an application in the register	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin – P&B	
s.51	duty to make a copy of an application available for inspection	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin – P&B	
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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.52(3)	power to give any further notice of an application where appropriate	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.54(1)	power to require the applicant to provide more information	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.54(1B)	duty to specify the lapse date for an application	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	

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Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.55(1)	duty to give copy application, <i>together with the prescribed information</i> to every referral authority specified in the planning scheme	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MP&B, CSP, PAA, PSP	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57(5)	duty to make available for inspection a copy of all objections	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57A(4)	duty to amend an application in accordance with applicant's request, subject to section 57A(5)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.57A(5)	power to refuse to amend an application	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.57A(6)	duty to note amendments to applications in the register	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.57B(1)	duty to determine whether and to whom notice should be given	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.57C(1)	duty to give copy of an amended application to a referral authority	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.58	duty to consider every application for a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	

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Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.58A	power to request advice from the Planning Application Committee	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.60	duty to consider certain matters	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s60(1A)	power to consider certain matters	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	In accordance with Council's Planning Committee Charter. The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without the Minister's consent	Not applicable	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not applicable	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.62(1)	duty to include certain conditions in deciding to grant a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.62(2)	power to include other conditions	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	MP&B, CSP, PAA, PSP	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	This provision applies also to a decision to grant an amendment to a permit – see section 75.
s.64(3)	duty not to issue a permit until after the specified period	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	This provision applies also to a decision to grant an amendment to a permit – see section 75.
s.64(5)	duty to give each objector a copy of an exempt decision	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	This provision applies also to a decision to grant an amendment to a permit – see section 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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and <i>person who objected under section 57</i>	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to <i>relevant determining</i> referral authorities	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit.
s.69(1)	function of receiving application for extension of time of permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.69(1A)	function of receiving application for extension of time to complete development	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.69(2)	power to extend time	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.70	duty to make copy permit available for inspection	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.71(1)	power to correct certain mistakes	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.71(2)	duty to note corrections in register	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.73	power to decide to grant amendment subject to conditions	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	In accordance with Council's Planning Committee Charter.
s.74	duty to issue amended permit to applicant if no objectors	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.76A(1)	duty to give <i>relevant determining</i> referral authorities a copy of an amended permit and a copy of the notice	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	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 section 64 or 76	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	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 the Minister to issue an amended permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.83	function of being a respondent to an appeal	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.83B	duty to give or publish notice of an application for review	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	In accordance with Council's Planning Committee Charter.
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	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.84(3)	duty to tell the Principal Registrar if Council decides to grant a permit after an application is made for review of its failure to grant a permit	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	"Principal Registrar" means the Principal Registrar of VCAT.
s.84(6)	duty to issue a permit on receipt of advice within 3 working days	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.86	duty to issue a permit at order of the Tribunal within 3 working days	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	MP&B, CSP, PAA, PSP	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	MP&B, CSP, PAA, PSP, SPIO, PIO	
s.91(2)	duty to comply with the directions of VCAT	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.91(2A)	duty to issue amended permit to owner if the Tribunal so directs	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.93(2)	duty to give notice of a VCAT order to stop development	MP&B, CSP, PAA, PSP, SSP, SP, SPIO, PIO	
s.95(3)	function of referring certain applications to the Minister	DCF&A, MP&B, CSP	
s.95(4)	duty to comply with an order or direction	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Relevant Service Manager	In consultation with the DCF&A and MSAM.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Relevant Service Manager	In consultation with the DCF&A and MSAM.
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	MP&B, MCD&SP, CSP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	MP&B, MCD&SP, CSP, PAA, PSP, SSP, SP, SO, SPA	
s.96F	duty to consider the panel's report under section 96E	MP&B	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	MP&B, MCD&SP, CSP, PAA, PSP, SSP, SP, SO, SPA	
s.96H(3)	power to give notice in compliance with the Minister's direction	MP&B, MCD&SP, CSP	
s.96J	power to issue permit as directed by the Minister	MP&B, MCD&SP, CSP, PAA, PSP, SSP, SP, SO, SPA	
s.96K	duty to comply with direction of the Minister to give notice of refusal	MP&B, MCD&SP, CSP, PAA, PSP, SSP, SP, SO, SPA	
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	DCF&A, MP&B	
s.97C	power to request the Minister to decide the application	DCF&A, MP&B, CSP	
s.97D(1)	duty to comply with directions of the Minister to supply any document or assistance relating to application	MP&B, MCD&SP, CSP, PAA, PSP, SSP, SP, SO, SPA	
s.97G(3)	function of receiving from the Minister a copy of a notice of refusal to grant a permit or copy of any permit granted by the Minister	MP&B, CSP	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	MP&B, CSP, PSP, SSP, SP, PAA, SO, SPA, Admin – P&B	
s.97L	duty to include Ministerial decisions in a register kept under section 49	MP&B, CSP, PSP, SSP, SP, PAA, SO, SPA, Admin – P&B	
s.97MH	duty to provide information or assistance to the Planning Application Committee	MP&B, CSP, PSP, PAA	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	MP&B, CSP	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	MP&B, CSP, PAA, PSP, SSP, SP, SO, SPA	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.97Q(4)	duty to comply with directions of VCAT	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin - P&B	
s.98(1)&(2)	function of receiving a claim for compensation in certain circumstances	DCF&A, MP&B	The owner or occupier may claim compensation from the Planning Authority for financial loss resulting from certain planning matters.
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DCF&A, MP&B	
s.101	function of receiving a claim for expenses in conjunction with the claim	DCF&A, MP&B	
s.103	power to reject a claim for compensation in certain circumstances	DCF&A, MP&B	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.107(1)	function of receiving a claim for compensation	DCF&A, MP&B	
s.107(3)	power to agree to extend the time for making a claim	DCF&A, MP&B	
s.114(1)	power to apply to the VCAT for an enforcement order	MP&B, CSP, PAA, PSP, SSP, SP, SPIO, PIO, CHU&UP	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MP&B, CSP, PAA, PSP, SSP, SP, SPA	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	MP&B, CSP, PAA, SPIO, PIO, CHU&UP	
s.123(1)	power to carry out work required by enforcement order and recover costs	MP&B, CSP, PAA	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Not delegated.	Except Crown land. Council resolution required.
s.129	function of recovering penalties	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SPIO, PIO, Admin – P&B, MH&C, TLB&P, BSO(B&P)	
s.130(5)	power to allow person served with an infringement notice further time	MP&B, CSP, PAA, PSP, SPIO, PIO, MH&C	
s.149A(1)	power to refer a matter to the VCAT for determination	MP&B, CSP, PAA	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement	MP&B, CSP, PSP	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	MP&B, MCD&SP, STP	where Council is the relevant planning authority.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.171(2)(f)	power to carry out studies and commission reports	MP&B, MCD&SP, STP	
s.171(2)(g)	power to grant and reserve easements	MP&B, CSP	
s.173	power to enter into an agreement covering the matters set out in section 174	CEO, DCF&A, MP&B	
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	MP&B, CSP, PAA, PSP	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	MP&B, CSP, PAA, PSP	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DCF&A, MP&B	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DCF&A, MP&B	
s.178A(1)	function of receiving application to amend or end an agreement	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO, Admin – P&B	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under section 178A(1)	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178A(5)	power to propose to amend or end an agreement	MP&B, CSP, PSP, PAA, SP, SO, SPA	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178C(4)	function of determining how to give notice under section 178C(2)	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178E(1)	duty not to make a decision until after 14 days after notice has been given	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	If no objections are made under section 178D. The delegate must consider matters in section 178B.
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	If no objections are made under section 178D. The delegate must consider matters in section 78B.
s.178E(2)(c)	power to refuse to amend or end the agreement	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	If no objections are made under section 178D. The delegate must consider matters in section 178B.
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	After considering objections, submissions and matters in section 178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	After considering objections, submissions and matters in section 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	MP&B, CSP, PAA	After considering objections, submissions and matters in section 178B.
s.178E(3)(d)	power to refuse to amend or end the agreement	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	After considering objections, submissions and matters in section 178B
s.178F(1)	duty to give notice of its decision under section 178E(3)(a) or (b)	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178F(2)	duty to give notice of its decision under section 78E(2)(c) or (3)(d)	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(4)	duty not to proceed to amend or end an agreement under section 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	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178G	duty to sign an amended agreement and give a copy to each other party to the agreement	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
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	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.179(2)	duty to make available for inspection copy agreement	MP&B, CSP, PAA, PSP, SSP, SP, SPA, Admin – P&B, SO	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	MP&B, CSP, PSP, PAA, SSP, SP, SO, SPA	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	MP&B, CSP, PSP, PAA, SSP, SP, SO, SPA	
s.182	power to enforce an agreement	MP&B, CSP, PAA, PIO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	MP&B, CSP, PAA, PSP, SSP, SP, SPA, SO	
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	MP&B, CSP, PSP, PAA, SSP, SP, SO, SPA	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	MP&B, CSP, PSP, SSP, PAA, SSP, SP, SO, SPA	

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	MP&B, CSP, PSP, SSP, PAA, SSP, SP, SO, SPA	
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	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA, Admin – P&B	
s.184G(2)	duty to comply with a direction of the Tribunal	MP&B, CSP, PSP, SSP, PAA, SP, SO, SPA	
s.184G(3)	duty to give notice as directed by the Tribunal	MP&B, CSP, PSP, SSPM, PAA, SP, SO, SPA, Admin – P&B	
s.198(1)	function to receive applications for planning certificate	Not applicable	In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure.
s.199(1)	duty to give planning a certificate to the applicant	Not applicable	In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure.
s.201(1)	function of receiving an application for a declaration of underlying zoning	Not applicable	
s.201(3)	duty to make a declaration	Not applicable	
-	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	MP&B, CSP, PAA, PSP, SSP, SP, SPA	
	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	MP&B, CSP, PAA, PSP, SSP, SP, SPA	
	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	MP&B, CSP, PAA, PSP, SSP, SP, SPA	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	power to give written authorisation in accordance with a provision of a planning scheme	MP&B, CSP, PAA, PSP, SSP, SP, SPA	
s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	Not applicable.	Darebin is not in a "growth area" as defined.
s.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	Not applicable.	Darebin is not in a "growth area" as defined.

Instrument of Delegation to members of Council staff

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	duty to comply with a direction of the Safety Director under this section	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is a utility under section 3 <i>Note - Safety Director means the Director, Transport Safety within the meaning of section 3 of the Transport Integration Act 2010.</i>
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Duty of Council as a road authority under the <i>Road Management Act 2004</i> .
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is a utility under section 3.
s.34C(2)	function of entering into safety interface agreements with the rail infrastructure manager	DO&E, DCF&A,	Where Council is the relevant road authority.
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34D(2)	function of receiving written notice of opinion	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	DO&E, DCF&A	Where Council is the relevant road authority.
s.34E(1)(a)	duty to identify and assess risks to safety	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	DO&E, MCW&C, MI&CD, SCTM	Where Council is the relevant road authority.
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DO&E, MI&CD, SCTM	Where Council is the relevant road authority.
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	DO&E, MCW&C, MI&CD, SCTM	Where Council is the relevant road authority.

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RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DO&E, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34I	function of entering into safety interface agreements	DO&E, DCF&A	Where Council is the relevant road authority.
s.34J(2)	function of receiving notice from the Safety Director	DO&E, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	DO&E, DCF&A, MCW&C, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	DCF&A, MI&CD, MT&PP, SCTM	Where Council is the relevant road authority.

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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	MH&C, HPO, BSO(HP)	
s.142G(1)	duty to enter required information in the Rooming House Register for each rooming house in municipal district	MH&C, HPO, BSO(HP)	
s.142G(2)	power to enter certain information in the Rooming House Register	MH&C, HPO, BSO(HP)	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	MH&C, HPO, BSO(HP)	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	MH&C	Where Council is the landlord.
s.262(1)	power to give tenant a notice to vacate rented premises	MH&C	Where Council is the landlord.
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	MH&C, HPO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MH&C, HPO	
s.522(1)	power to give a compliance notice to a person	MH&C, HPO	<i>Note - The Act applies to caravan parks and rooming houses.</i>
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	DCG&C	
s.525(4)	duty to issue identity card to authorised officers	MH&C	
s.526(5)	duty to keep record of entry by authorised officer under section 526	MH&C, BSO(HP)	
s.526A(3)	function of receiving report of inspection	MH&C, HPO, BSO(HP)	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	MH&C	

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	DO&E, MSAM	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in the Victoria Government Gazette	Not delegated.	Council resolution required
s.11(9)(b)	duty to advise the Registrar	DO&E, MSAM	<i>Note – “Registrar” refers to the Registrar of Titles.</i>
s.11(10)	duty to inform Secretary to Department of Environment, Land Water and Planning of a declaration etc.	DO&E, MSAM	clause subject to section 11 (10A) <i>Note – “Secretary” refers to the Secretary of the Department of Transport, Planning and Local Infrastructure.</i>
s.11(10A)	duty to inform the Secretary to Department of Environment, Land Water and Planning or nominated person	DO&E, MSAM	Where Council is the coordinating road authority.
s.12(2)	power to discontinue road or part of a road	Not delegated.	Where Council is the coordinating road authority. Council resolution required.
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	DO&E, MSAM	Power of the coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.
s.12(5)	duty to consider written submissions received within 28 days of notice	DO&E, MSAM	Duty of the coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.
s.12(6)	function of hearing a person in support of their written submission	DO&E, MSAM	Function of coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.
s.12(7)	duty to fix the day, time and place of meeting under subsection (6) and to give notice	DO&E, MSAM	Duty of the coordinating road authority where it is the discontinuing body. Unless subsection (11) applies.

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Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(10)	duty to notify (*) of the decision made	DO&E, MSAM	Duty of the coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified by the regulations or given by the Minister. (*) _submitters must be notified.
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	DO&E, MSAM	Power of the coordinating road authority to obtain consent under section 13(3) and section 13(4) as appropriate.
s.14(4)	function of receiving notice from VicRoads	DCF&A, MT&PP, SCTM	
s.14(7)	power to appeal against a decision of VicRoads	DCF&A, MT&PP, SCTM	
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	DCF&A, DO&E	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DCF&A, DO&E	
s.15(2)	duty to include details of arrangement in the public roads register	DO&E, MSAM	
s.16(7)	power to enter into an arrangement under section 15	DCF&A, DO&E	
s.16(8)	duty to enter details of determination in the public roads register	DO&E, MSAM	
s.17(2)	duty to register public road in the public roads register	DO&E, MSAM	Where Council is the coordinating road authority.
s.17(3)	power to decide that a road is reasonably required for general public use	DO&E, MSAM	Where Council is the coordinating road authority.
s.17(3)	duty to register a road reasonably required for general public use in the public roads register	DO&E, MSAM	Where Council is the coordinating road authority.

Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(4)	power to decide that a road is no longer reasonably required for general public use	DO&E, MSAM	Where Council is the coordinating road authority.
s.17(4)	duty to remove road no longer reasonably required for general public use from the public roads register	DO&E, MSAM	Where Council is the coordinating road authority.
s.18(1)	power to designate ancillary area	Not delegated.	Where Council is the coordinating road authority, and obtains consent in the circumstances specified in section 18(2). Council resolution required.
s.18(3)	duty to record designations in the public roads register	DO&E, MSAM	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	DO&E, MSAM	
s.19(4)	duty to specify details of a discontinuance in the public roads register	DO&E, MSAM	
s.19(5)	duty to ensure public roads register is available for public inspection	DO&E, MSAM	
s.21	function of replying to a request for information or advice	DO&E, MSAM, CIP	The delegate must obtain consent in the circumstances specified in section 11(2).
s.22(2)	function of commenting on a proposed direction	DCF&A, DO&E	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DCF&A, DO&E	
s.22(5)	duty to give effect to a direction under this section.	DCF&A, DO&E	
s.40(1)	duty to inspect, maintain and repair a public road.	DO&E, MCW&C	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DO&E, MCW&C, MSAM	

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Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	MSAM, MCW&C	
s.42(1)	power to declare a public road as a controlled access road	DCF&A, MT&PP, SCTM	Power of the coordinating road authority. Schedule 2 also applies.
s.42(2)	power to amend or revoke a declaration by notice published in the Victoria Government Gazette	DCF&A	Power of the coordinating road authority. Schedule 2 also applies.
s.42A(3)	duty to consult with VicRoads before a road is specified	DCF&A, MT&PP, SCTM	Where Council is the coordinating road authority. If the road is a municipal road or part thereof.
s.42A(4)	power to approve the Minister's decision to specify a road as a specified freight road	Not delegated.	Where council is the coordinating road authority. If the road is a municipal road or part thereof and where the road is to be specified a freight road. <i>Council resolution required.</i>
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)	DO&E, DCF&A, MT&PP, SCTM, MCW&C	Where Council is the responsible road authority, infrastructure manager or works manager.
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	DCF&A, MT&PP, SCTM	
s.49	power to develop and publish a road management plan	Not delegated	<i>The power remains with the Council.</i>
s.51	power to determine standards by incorporating the standards in a road management plan	Not delegated	<i>The power remains with the Council.</i>
s.53(2)	power to cause notice to be published in the Victoria Government Gazette of the amendment etc of a document in the road management plan	DO&E	
s.54(2)	duty to give notice of a proposal to make a road management plan	DO&E	

Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(5)	duty to conduct a review of the road management plan at prescribed intervals	DO&E	
s.54(6)	power to amend a road management plan	DO&E	
s.54(7)	duty to incorporate the amendments into the road management plan	DO&E	
s.55(1)	duty to cause notice of a road management plan to be published in the Victoria Government Gazette and newspaper	DO&E	
s.63(1)	power to consent to the conduct of works on a road	DO&E, DCF&A, MCW&C, MI&CD	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	DO&E, DCF&A, MCW&C, MI&CD, CIM&S	Where Council is the infrastructure manager.
s.64(1)	duty to comply with clause 13 of Schedule 7	DO&E, DCF&A, MI&CD, MCW&C	Where Council is the infrastructure manager or works manager.
s.66(1)	power to consent to a structure etc	DO&E, DCF&A, MI&CD, MT&PP, SCTM	Where Council is the coordinating road authority.
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	DCF&A, DCG&C, MI&CD, MT&PP, SCTM, MH&C	Where Council is the coordinating road authority.
s.67(3)	power to request information	DCF&A, DCG&C, MI&CD, MT&PP, SCTM, MH&C	Where Council is the coordinating road authority.
s.68(2)	power to request information	DCF&A, DCG&C, MI&CD, MT&PP, SCTM, MH&C	Where Council is the coordinating road authority.
s.71(3)	power to appoint an authorised officer	CEO	

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Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.72	duty to issue an identity card to each authorised officer	EMCG&P	
s.85	function of receiving a report from an authorised officer	DCF&A, DO&E	
s.86	duty to keep a register regarding section 85 matters	DCF&A, DO&E	
s.87(1)	function of receiving complaints	DCF&A, DO&E	
s.87(2)	power to investigate complaints and provide a report	DCF&A, DO&E	
s.112(2)	power to recover damages in court	DCF&A, DO&E	
s.116	power to cause or carry out inspections	DO&E, DCF&A, MCW&C, MI&CD	Relates to inspection following notice of a proposal to commence Court proceedings in relation to an incident arising out of a public road or infrastructure.
s.119(2)	function of consulting with VicRoads	DO&E, DCF&A, MI&CD, MT&PP, SCTM	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	DO&E, DCF&A, MI&CD, MCW&C	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	DO&E, DCF&A, MI&CD, MCW&C	
s.121(1)	power to enter into an agreement in respect of works	DO&E, DCF&A, MI&CD, MCW&C, CIM&S	
s.122(1)	power to charge and recover fees	DO&E, DCF&A, MI&CD, MCW&C, CIM&S, MT&PP, SCTM	
s.123(1)	power to charge for any service	DO&E, DCF&A, MI&CD, MCW&C, CIM&S, MT&PP, SCTM	

Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	DO&E, DCF&A, MI&CD, MCW&C, CIM&S, MT&PP, SCTM	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	DCF&A, MT&PP, SCTM	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	DCF&A, MT&PP, SCTM	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	DCF&A, MT&PP, SCTM	
Schedule 2 Clause 5	duty to publish notice of a declaration	DCF&A, MT&PP, SCTM	
Schedule 7, Clause 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	DO&E, DCF&A, MI&CD, SCTM, MCW&C, MT&PP, CIM&S	Where Council is the infrastructure manager or works manager.
Schedule 7, Clause 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	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the infrastructure manager or works manager.
Schedule 7, Clause 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	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure.
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the infrastructure manager or works manager.

Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the infrastructure manager or works manager.
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 12(5)	power to recover costs	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7, Clause 13(1)	duty to notify the relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the works manager.
Schedule 7 Clause 13(2)	power to vary a notice period	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7, Clause 13(3)	duty to ensure the works manager has complied with the obligation to give notice under Schedule 7, Clause 13(1)	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the infrastructure manager.
Schedule 7 Clause 16(1)	power to consent to proposed works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.

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Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(4)	duty to consult	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority, responsible authority or infrastructure manager. The clause provides that if an application for consent is made by an infrastructure manager, the coordinating road authority must consult with the infrastructure manager and the responsible road authority before determining the application.
Schedule 7 Clause 16(5)	power to consent to proposed works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent for proposed works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 16(8)	power to include consents and conditions for proposed works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal for proposed works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 18(1)	power to enter into an agreement in relation to proposed works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.

Instrument of Delegation to members of Council staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DO&E, DCF&A, MI&CD, MT&PP, SCTM, MCW&C, CIM&S	Where Council is the coordinating road authority.
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DO&E, ME&CO	Power of the responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where the road is not an arterial road	DO&E, ME&CO	Where Council is the responsible road authority.
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where the road is a service road on an arterial road and adjacent areas	DO&E, ME&CO	Where Council is the responsible road authority.
Schedule 7A Clause (3)(1)(f),	duty to pay installation and a percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	DO&E, ME&CO	Duty of Council as the responsible road authority that installed the light (re: installation costs) and where Council is the relevant municipal council (re: operating costs).

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.	MP&B, MCD&SP, STP	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	MP&B, MCD&SP, CSP, PSP, SSP, SP, STP	
r.25(a))	duty to make copy of matter considered under section 60 (1A)(g) available for inspection free of charge	MP&B, MCD&SP, CSP, PSP, PAA, SSP, SO, SP, SPA, STP	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 for inspection free of charge	MP&B, MCD&SP, CSP, PSP, PAA, SSP, SO, SP, SPA, STP, Admin - P&B	where council is not the responsible authority but the relevant land is within Council's municipal district
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	MP&B, MCD&SP, STP	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.

Instrument of Delegation to members of Council staff

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate fee relating to an amendment to a planning scheme	MP&B, CSP	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	MP&B, CSP	
r.21	duty to record matters taken into account and which formed the basis of the decision to waive or rebate a fee under regulation 19 or 20	MP&B, CSP	

Instrument of Delegation to members of Council staff

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	MH&C, HPO	
r.11	function of receiving application for registration	MH&C, HPO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	MH&C, HPO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	MH&C, HPO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MH&C	
r.13(4) & (5)	duty to issue certificate of registration	MH&C, HPO, BSO(HP)	
r.15(1)	function of receiving notice of transfer of ownership	MH&C, HPO	
r.15(3)	power to determine where notice of transfer is displayed	MH&C, HPO	
r.16(1)	duty to transfer registration to new caravan park owner	MH&C, HPO	
r.16(2)	duty to issue a certificate of transfer of registration	MH&C, HPO, BSO(HP)	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	MH&C	
r.18	duty to keep register of caravan parks	MH&C, HPO, BSO(HP)	
r.19(4)	power to determine where the emergency contact person's details are displayed	MH&C, HPO	
r.19(6)	power to determine where certain information is displayed	MH&C, HPO	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MH&C, HPO	
r.22A(2)	Duty to consult with relevant emergency services agencies	MH&C, HPO	

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Instrument of Delegation to members of Council staff

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	MH&C, HPO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	MH&C, HPO	
r.25(3)	duty to consult with relevant floodplain management authority	MH&C, HPO	
r.26	duty to have regard to any report of the relevant fire authority	MH&C, HPO	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MH&C	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MH&C, HPO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MH&C	
r.40(4)	function of receiving installation certificate	MH&C, HPO, BSO(HP)	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MH&C	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	MH&C. HPO	

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Instrument of Delegation to members of Council staff

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of the road management plan	DO&E, MCW&C	
r.9(2)	duty to produce a written report of the review of the road management plan and make the report available	DO&E, MCW&C	
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)	DO&E, CIM&S, MCW&C	where council is the coordinating road authority
r.10	duty to give notice of an amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	DO&E, MCW&C	
r.13(1)	Duty to publish notice of amendments to road management plan	DO&E, CIM&S, MCW&C	where council is the coordinating road authority
r.13(3)	duty to record on the road management plan the substance and date of effect of any amendment	DO&E, MCW&C	
r.16(3)	power to issue a permit	MI&CD, MCW&C, CIM&S	where Council is the coordinating road authority.
r.18(1)	power to give written consent regarding damage to road	DCF&A, MT&PP, SCTM	Where Council is the coordinating road authority.
r.23(2)	power to make a submission to the Tribunal	DCF&A, DCG&C, DCS, MT&PP, SCTM, MH&C, CCC	where Council is the coordinating road authority. <i>Relates to hoardings and advertisements.</i>
r.23(4)	power to charge a fee for application under section 66(1) of the Road Management Act	DCF&A, DCG&C, DCS, MT&PP, SCTM, MH&C, CCC	where council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on a road	MCW&C, CEnvO, MH&C, CCC	where Council is the responsible road authority.
r.25(2)	power to sell or dispose of things removed from a road or part of a road (after first complying with regulation 25(3))	MCW&C, CEnvO, MH&C, CCC	Where Council is the responsible road authority.

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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(5)	power to recover in the Magistrates' Court, expenses from the person responsible	MCW&C, CEnvO, MH&C, CCC	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	MI&CD	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	MI&CD	where council is the coordinating road authority

6.8 APPOINTMENT OF EXTERNAL AUDIT COMMITTEE MEMBER**Author:** Manager Corporate Risk and Audit**Reviewed By:** Director Corporate Services

Report Background

The Audit Committee is an Advisory Committee appointed by the Council pursuant to section 139 of the *Local Government Act 1989* to assist Council in fulfilling its requirements relating to internal control mechanisms and external reporting requirements. The Committee comprises two Councillors and three external members, one of whom is a Chairperson.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 - A well governed Council

Summary

Following the cessation of Michael Said's contract to the role of External Member of the Audit Committee in April 2017, a selection process commenced to appoint his replacement. An advertisement was placed in *The Age* on 6 May and the *Preston and Northcote Leader* newspapers in the week immediately following 6 May, seeking expressions of interest for an external member appointment to the Audit Committee. A total of eleven applications of a high calibre were received.

The Mayor, Councillor Rennie and Director Corporate Services reviewed all applications and were able to meet with their preferred applicant in mid June 2017.

Recommendation

That Council endorses the appointment of Ms Janine Bush as an external member of Council's Audit Committee for a three year term (concluding July 2020) with an option of a further one year term by mutual consent (concluding July 2021).

Introduction

The Audit Committee is an Advisory Committee appointed by the Council pursuant to section 139 of the *Local Government Act 1989* to assist Council in fulfilling its requirements relating to internal control mechanisms and external reporting requirements. The Committee comprises two Councillors and three external members, one of whom is the Chairperson.

Issues and Discussion

The Audit Committee plays an important role in assisting Council with its oversight of financial management, risk management, internal controls and external reporting. It forms a key part of Council's governance framework. The external members on the Audit Committee require a high level of expertise and commitment to fulfil their role.

The Director Corporate Services commenced a selection process and, through an advertisement in The Age on 6 May 2017 and the Preston and Northcote Leader newspapers in the week immediately following 6 May 2017, sought expressions of interest for an external member appointment to the Audit Committee.

Applications were sought from suitably qualified people with skills in finance, risk management, audit committee governance and local government experience.

Eleven applications of a high calibre were received. The Mayor, Councillor Rennie and Director Corporate Services reviewed all applications against the key selection criteria, including consideration of qualifications and business and Committee/Board experience and knowledge.

Following review and shortlisting of applicants, the Mayor and Councillor Rennie met with their preferred applicant in mid June 2017 and following due consideration has recommended the appointment of Ms Janine Bush as an external member to the Audit Committee.

Ms Bush has wide ranging experience and qualification covering the areas of performance audit, governance and risk. She has diverse and extensive leadership experience as a Non-Executive Director on Boards and Committees of Management and executive roles in Parliament and statutory bodies. Ms Bush has held a role as a CEO in the community sector. She is currently a Non-Executive Director on the Board of Relationships Australia Victoria (RAV) and also Director Performance Audit at the Victorian Auditor-General's Office (VAGO).

Ms Janine Bush has a PhD – Subject: Professionalisation of social work in an emerging welfare state and a Bachelor of Arts (Hons) – majors in politics and history. She has also completed a Financial and Management Accounting Course through Governance Institute of Australia and currently completing the Company Director's Course through Australian Institute of Company Directors.

Options for Consideration

1. Council endorses the appointment of the recommended candidate, Ms Janine Bush, as an external member of Council's Audit Committee for a three year term (concluding July 2020) with an option of a further one year term by mutual consent (concluding July 2021). This is the recommended option.
2. Council endorses the appointment of the recommended candidate, Ms Janine Bush, as an external member of Council's Audit Committee for a term other than three years with an option of a further one year term by mutual consent. Not recommended.
3. Council does not endorse the appointment of the recommended candidate and asks that the selection of applicants is reconsidered. Not recommended.

Financial and Resource Implications

External Audit Committee members are currently paid an annual allowance of \$1,435 per meeting and payment will be made in accordance with Council's Budget.

Risk Management

The recommended candidate has extensive knowledge and experience in governance, audit and risk within the community sector and state government and will be able to provide additional review and knowledge within Council's management of governance, audit and risk frameworks.

Policy Implications**Economic Development**

There are no factors in this report which impact upon economic development.

Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

Human Rights, Equity and Inclusion

There are no factors in this report which impact on human rights, equity and inclusion.

Other

There are no factors in this report which impact upon environmental sustainability.

Future Actions

Once authorised, the Director Corporate Services will write to Ms Janine Bush and formally offer the position of Audit Committee external member for a three year term, with an option of a further one year term by mutual consent.

The Director Corporate Services will also acknowledge and inform all other applicants of their unsuccessful application.

The next meeting of the Audit Committee is scheduled to be held on 17 July 2017. An induction process for Ms Janine Bush will be undertaken prior to that meeting to further familiarise her with Darebin and the Audit Committee.

Consultation and Advocacy

- Mayor, Cr. Kim Le Cerf
- Councillor Susan Rennie
- Director Corporate Services

Related Documents

- Audit Committee Charter

Attachments

Nil

Disclosure of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

7. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS

Nil

8. NOTICES OF MOTION**8.1 RAISING OF WEST PAPUAN FLAG ON 1 DECEMBER 2017****Councillor: Susanne NEWTON****NoM No.: 335**

Take notice that at the Council Meeting to be held on 3 July 2017, it is my intention to move:

In support of Darebin's West Papuan community council resolves:

- (1) *To raise the West Papua flag on 1 December 2017 in solidarity with the West Papuan community.*
 - (2) *To write a statement of support to the West Papuans.*
 - (3) *To host an event on 1 December 2017 with Darebin Ethnic Communities Council with the West Papuan Community for awareness raising and community building, open to all Darebin residents to attend.*
-

Notice Received: 9 June 2017**Notice Given to Councillors 13 June 2017****Date of Meeting: 3 July 2017**

9. URGENT BUSINESS

10. GENERAL BUSINESS

Nil

11. PETITIONS

12. REPORTS OF STANDING COMMITTEES

Nil

13. RECORDS OF ASSEMBLIES OF COUNCILLORS

13.1 ASSEMBLIES OF COUNCILLORS HELD

An Assembly of Councillors is defined in section 3 of the *Local Government Act 1989* (the Act) to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

An Assembly of Councillors record was kept for:

- Aged and Care Reforms Working Group – 13 June 2017
- Councillor Briefing Session – 15 June 2017
- Councillor Briefing Session – 29 June 2017

Recommendation

That the record of the Assembly of Councillors held on 13, 15 and 29 June 2017 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

Related Documents

- *Local Government Act 1989*

Attachments

- Assemblies of Councillors - 3 July 2017 (**Appendix A**) [↓](#)



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Aged Care Reforms Working Group
	Date:	Tuesday 13 June 2017
	Location:	Conference Room, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Kim Le Cerf (Mayor), Gaetano Greco (Deputy Mayor), Cr. Susanne Newton Cr. Susan Rennie, Cr. Tim Laurence (from 4.42pm), Cr. Steph Amir (from 4.50pm)
	Council Staff:	Shadi Hanna, Robyn Mitchell, Katrina Knox
	Other:	Nil
APOLOGIES:		Nil

The Assembly commenced at 4.35pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Agenda Items <ul style="list-style-type: none"> • Update of new information received • Update of current work underway • Aged Care Road Map 	No disclosures were made.

The Assembly concluded at 5.15pm

RECORD COMPLETED BY:	Officer Name:	Katrina Knox
	Officer Title:	Director Community Development



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Thursday 15 June 2017
	Location:	Conference Room, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Kim Le Cerf (Mayor), Cr. Gaetano Greco (Deputy Mayor), Cr. Susan Rennie, Cr. Susanne Newton, Cr. Trent McCarthy, Cr. Lina Messina, Cr. Julie Williams, Cr. Tim Laurence.
	Council Staff:	Philip Shanahan, Andrew McLeod, Katrina Knox, Oliver Vido, Jacinta Stevens, Allan Cochrane, Nathan Moresi, Jim Barrett (8.55pm – 9.55pm).
	Other:	Jeanette Pope (8.55pm – 9.55pm).
APOLOGIES:		Cr. Steph Amir, Steve Hamilton.

The Assembly commenced at 8.55pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Draft Council Plan	No disclosures were made. Cr. Messina absent 9.50pm to 9.55pm.
2	Proposed Budget 2017/2018	No disclosures were made.
3	Municipal Association Act Review	No disclosures were made.

The Assembly concluded at 11.55pm

RECORD COMPLETED BY:	Officer Name:	Katrina Knox
	Officer Title:	Director Community Development



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Monday 29 May 2017
	Location:	Conference Room, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Kim Le Cerf (Mayor), Cr. Stef Amir, Cr. Susan Rennie, Cr. Julie Williams, Cr. Lina Messina, Cr. Susanne Newton, Cr. Gaetano Greco, Cr. Tim Laurence. Cr. Trent McCarthy arrived at 5.50pm.
	Council Staff:	Phil Shanahan, Steve Hamilton, Oliver Vido, Andrew McLeod, Joanna Cuscaden, Darren Rudd, Nathan Moresi, Eddy Boscarol and Ellie Mandritis.
	Other:	Nil
APOLOGIES:		Jacinta Stevens and Katrina Knox

The Assembly commenced at 5pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Darebin Animal Management Plan Update – no discussion	No disclosures were made
2	Animal Welfare and Transport – Shared Services Opportunity – no discussion	No disclosures were made
3	Reservoir Level Crossing Removal Workshop	No disclosures were made

The Assembly concluded at 6.35pm

RECORD COMPLETED BY:	Officer Name:	Steve Hamilton
	Officer Title:	Director Assets and Business Services

14. REPORTS BY MAYOR AND COUNCILLORS

Recommendation

That Council note the Reports by Mayor and Councillors.

15. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL

The Chief Executive Officer, pursuant to section 77(2)(c) of the *Local Government Act 1989* (the Act), has designated the following items to be confidential:

15.1 Installation of a Portable Classroom Building at the Merrilands Community Centre (CT201753)

This item is designated confidential because it is a contractual matter pursuant to section 89(2)(d) of the Act.

CLOSE OF MEETING**Recommendation**

That in accordance with section 89(2) of the *Local Government Act 1989*, Council resolves to close the meeting to members of the public to consider the items designated confidential by the Chief Executive Officer.

RE-OPENING OF MEETING**Recommendation**

That the meeting be re-opened to the members of the public.

16. CLOSE OF MEETING

