



GANNAWARRA
Shire Council

ATTACHMENTS

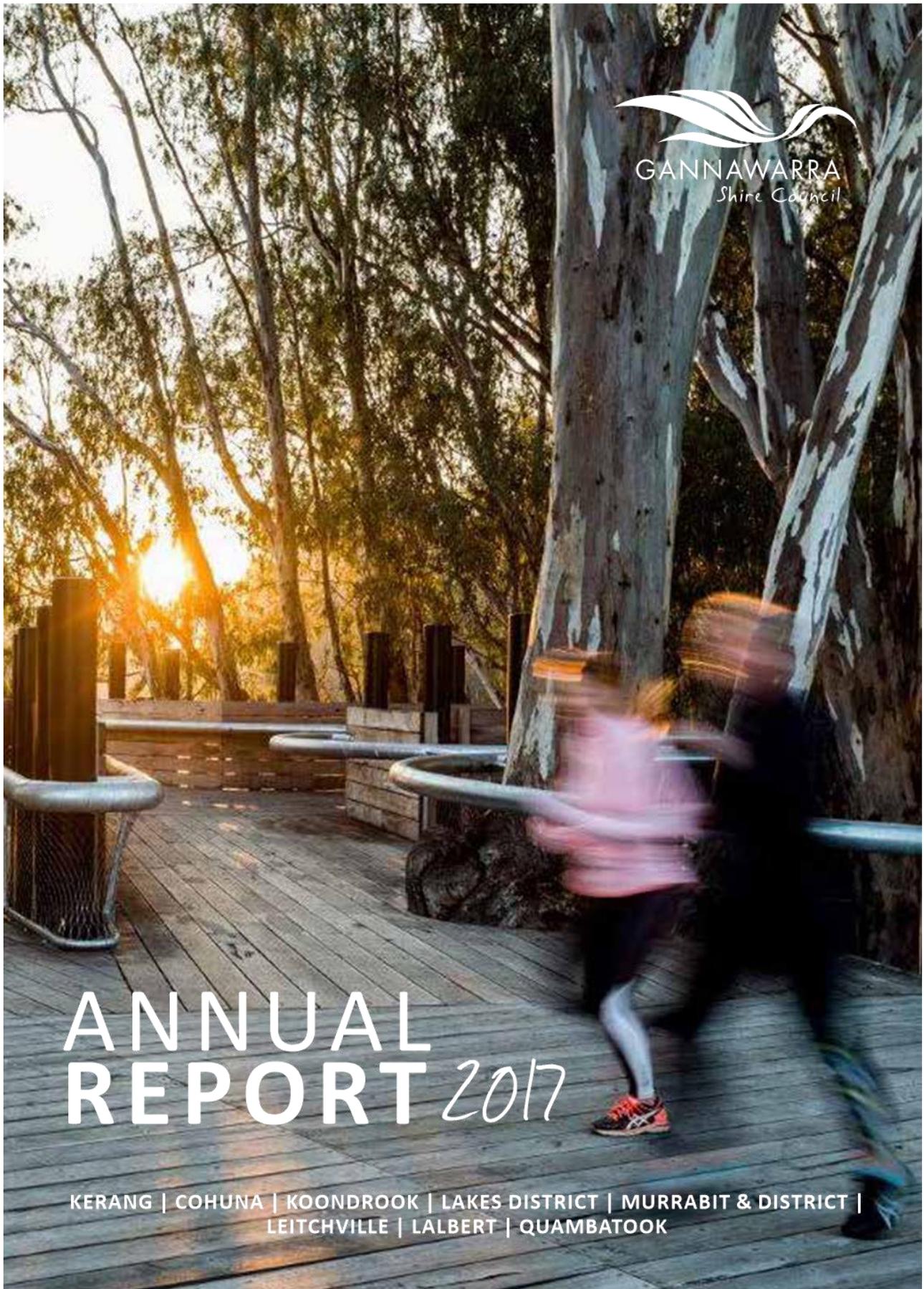
UNDER SEPARATE COVER

Ordinary Council Meeting

20 September 2017

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WELCOME TO GANNAWARRA SHIRE COUNCIL'S ANNUAL REPORT 2016/17

Gannawarra Shire Council's Annual Report provides our community with comprehensive and transparent information on Council's operational, financial, environmental and social performance during the 2016/17 year.

All councils are required by the *Local Government Act 1989* to prepare an Annual Report each financial year which is compliant with the Local Government Performance Reporting Framework (LGPRF).

This Annual Report documents Council's highlights, our achievements and our response to emerging challenges.

NEED AN EXTRA COPY?

Additional copies of the Annual Report can be obtained by:

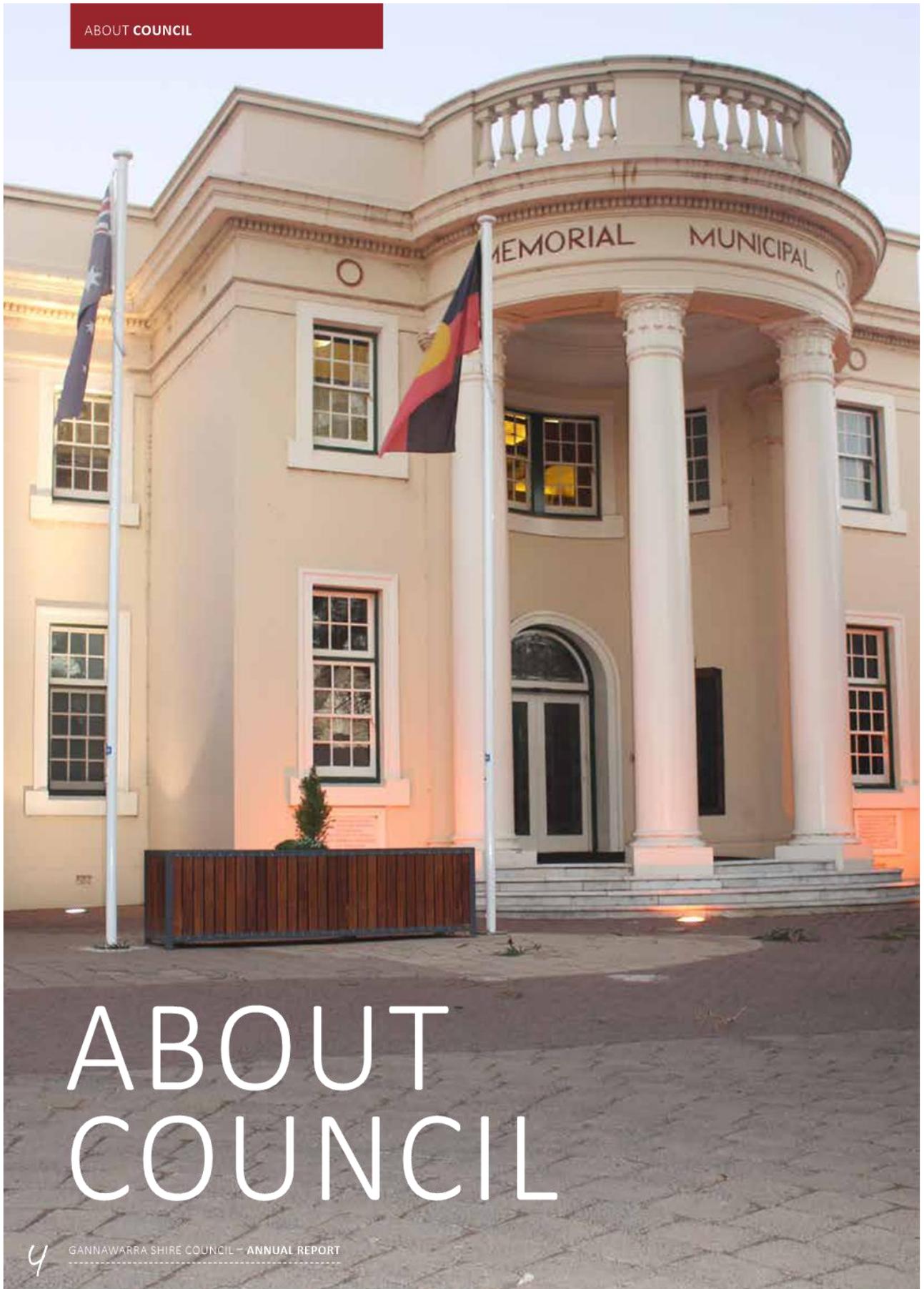
- Visiting our website www.gsc.vic.gov.au
- Calling us on (03) 5450 9333
- Visiting one of our Customer Service Centres (See Contact Council section for locations)
- Emailing: council@gannawarra.vic.gov.au
- Writing to Gannawarra Shire Council at PO Box 287, Kerang 3579

FEEDBACK

We welcome feedback regarding the production of our Annual Report. Feedback provides us with the opportunity to continuously improve our methods for communicating the information contained within this report. If you would like to provide feedback please contact us via the details provided in the Contact Council section of this report.



ABOUT COUNCIL



ABOUT COUNCIL



GANNAWARRA SHIRE COUNCIL – ANNUAL REPORT

VISION

Building upon our strengths of people, place and pride to inspire a positive future together.

MISSION

Together with our community we will capitalise on our natural assets, support our business and agricultural sector and deliver quality services to our community.



VALUES

BE COLLABORATIVE

We will work closely with our community using our collective skills and knowledge to build a positive future. Together with our partners we will deliver great things to our community.

BE RESOURCEFUL

We will be resourceful and resilient, employing creative problem solving to our challenges. We will plan and be prepared for when opportunities present.

BE INNOVATIVE

We will embrace new ideas and technology to deliver quality services to our community at a lower cost. We will make time to consider the big issues and actively seek creative solutions.

... AND WE WILL LISTEN

We will listen to our community and use our collective knowledge and sound judgement to respond and close the loop.

Gannawarra Shire Council acknowledges the traditional custodians of the land and pays its respect to Elders past and present.

ABOUT COUNCIL

WHO IS GANNAWARRA?

Gannawarra is a region loaded with natural features, rivers, lakes, wetlands and forests. It is a perfect destination for relaxing on the riverbank, water skiing with friends or just soaking up the ambience of the majestic red gum forests.

We are a three hour drive from Melbourne and around one hour from the neighbouring centres of Swan Hill, Echuca and Bendigo. Visitors can choose from the many freshwater lakes, the Murray River or the Gunbower Creek to enjoy the natural qualities that Gannawarra has to offer.

Gannawarra has many attractions such as beautiful golf courses, red gum sawmills, national parks, wetlands, diverse shopping centres and special places of interest.

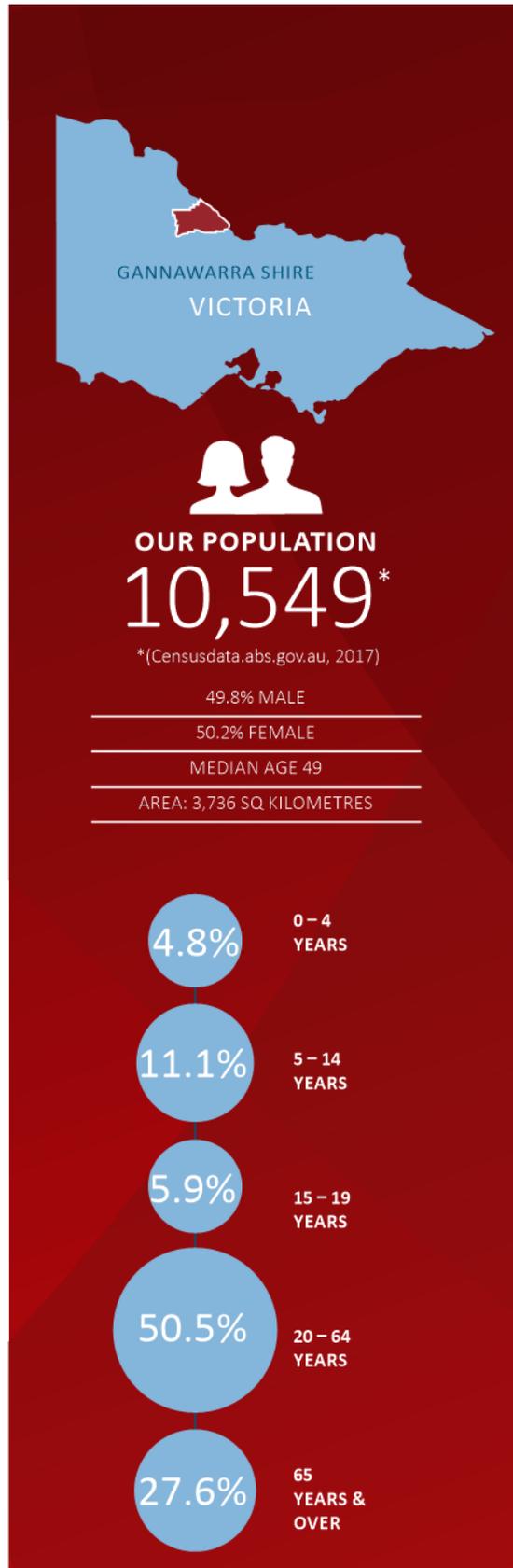
Our primary centres are Kerang, Cohuna and Koondrook. Smaller outlying communities include Leitchville, Quambatook, Murrabit, Lake Charm, Lalbert, Macorna and Mystic Park.

WHO ARE OUR PEOPLE?

Gannawarra’s population is spread across a number of communities, each with a unique identity.

Our communities are:

- Vibrant
- Supportive
- Innovative
- Creative
- Proud



GANNAWARRA QUICK STATS 2016/17



SOCIAL MEDIA

- Gannawarra Shire Council main page
- 1 June 2016: 1,096 likes
- 30 June 2017: 1,951 likes
- Gannawarra Library Services
- 225 likes
- Gannawarra Healthy Lifestyles
- 250 likes
- Gannawarra Youth Council
- 548 likes
- Gannawarra Children's Centre
- 372 likes
- Gannawarra Twitter
- 649 followers



CHILDREN'S SERVICES

- 2,031 hours of Long Day Care a week
- 1,650 hours of 4 year old kindergarten a week
- 1,795 hours of Family Day Care a week



COMMUNITY GRANTS

- \$70,246 provided to 21 groups through the Community Grants Program



ROADS

- 3.5kms of sealed roads rehabilitation
- 860m of footpath replacement/installation
- 5kms of sealed roads, shoulder re-sheeting
- 38kms of gravel roads re-sheeting
- 220,000sqm of sealed roads, resealing
- 1,600kms of roads graded



LIBRARY

- There have been over 3,000 computer bookings at our libraries so far this financial year
- Ancestry.com is our most utilised online resource. Ancestry has been accessed over 10,000 times in 2016/17
- Almost 4,000 inter library loans from other libraries
- Over 7,800 inter library loans to other libraries
- 474 new members
- 76,028 books and DVDs loaned through the library service
- Over 3,000 new titles added
- 888 tourism enquiries answered
- 268 programs attended by 4,708 people



COMMUNITY CARE

- 3,730 social meals provided
- 11,457 meals on wheels delivered
- 11,408 hours of domestic care
- 1,616 hours of transport to medical appointments (GNETS)



LOCAL LAWS

- 114 animals re-housed

ABOUT COUNCIL



TOURISM

- 25% of visitors to the Gateway to Gannawarra Centre are from interstate
- 1% are international travellers
- Council received \$800,000 State Government funding to develop the Nature Based Tourism Hub in Koondrook
- Murray River Adventures secures property in Cohuna to develop kayaking, bushwalking and cycling activities
- 8,256 visitors to Gannawarra visitor centres in 2016/17
- 2,627 visits to the Gannawarra Tourism Website by 2,000 users
- 5,876 pages were viewed
- average website time per user on the site was 2 minutes 31 seconds
- 10% of website sessions were made from outside of Australia.



CUSTOMER SERVICE

- 28,406 incoming calls
- 83% first call resolution
- 205 live chats since its launch in September 2016



L2P PROGRAM

- 5 Learner drivers obtained their P Plates
- 482 hours of driving was logged by Learner Drivers



COMMUNITY HEALTH

- Overall 94.41% of children under 63 months living in the Gannawarra Shire as at 30 June 2017 were fully immunised compared to the Victorian average of 93.13% and Loddon Mallee region of 94.12%
- 1,795 vaccinations were administered to 1,209 people
- 47 vaccination sessions held
- 575 flu shots administered as part of the 2017 Influenza program with 39 workplaces participating
- 95.24% of children aged 60-63 months were fully immunised (State average 94.50%, Loddon Mallee average 95.76%, Australian average 93.90%)



MATERNAL CHILD HEALTH

- 93 babies born
- 33 families experienced the birth of their first baby
- 915 Key Ages and Stages consultations completed
- 100 referrals made for additional support with the top four reasons for referral being communication, hearing, hips and vision



ECONOMIC DEVELOPMENT

ENERGY

- Four solar planning permits have been issued for a total of 410MW valued at \$600,000
- Edify Energy approved construction in June 2017
- Council identified a total of 9 large scale solar projects seeking to develop

AGRICULTURE

- Kinross farms visited Cohuna in 2017 to inspect land for two poultry breeding facilities and a poultry hatchery
- An application was received to develop a free range egg farm at Beauchamp west of Kerang





YEAR IN REVIEW

YEAR IN REVIEW

GANNAWARRA SHIRE COUNCIL - ANNUAL REPORT

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YEAR IN REVIEW

THE YEAR IN REVIEW



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GANNAWARRA SHIRE COUNCIL – ANNUAL REPORT

YEAR IN REVIEW

JULY

- Creative Arts and Activation Strategy endorsed
- Positive Ageing Strategy 2016-2020 endorsed
- Rural Engaging Communities in Oral Health project, Professor Mark Gussy from LaTrobe Rural Health School visited Kerang
- A new playgroup Kerang Family Play established at Gannawarra Children’s Centre

AUGUST

- Council approved a new corporate logo
- Mystic Melodies program launched in the Lakes district
- Domestic Animal Management Plan endorsed
- Small Business Victoria partnered with Council to deliver a range of workshops for local businesses
- Roadside Pest and Weed Program - \$53,739 to assist in the control and management of roadside pests and weeds

SEPTEMBER

- Minor flooding event
- Bright Futures for Young Victorians grant, received \$50,000 ‘Wired into the Warra’ for a virtual youth space to be developed with the Youth Council
- ‘ReSpark the Park’ funding received- \$9,000
- Refurbishment works started at the Kerang library. The library was closed for 2 weeks

- Royal Flying Doctor Dental Clinic visited Cohuna, Kerang and Koondrook
- Kerang declared as an RV Friendly Town
- Kerang Splash Park completed
- \$27,149 awarded through the first round of Community Grants for 2016/2017
- Gannawarra Shire Council named a finalist in the state-wide Heart Foundation Local Government Awards
- Live Chat went live on the Council website

OCTOBER

- Pop Up Playgroup held in Koondrook as part of National Children’s Week
- Roving Youth Centre held in Cohuna
- Seniors Festival held
- The Murray Explored event held in Gannawarra
- VicHealth Walk to School program delivered across Gannawarra
- Advised to commence Mosquito Control and Management program in October, one month earlier than usual, due to high mosquito numbers caused by receding floodwaters
- Youth Council members completed Food Hygiene training
- Youth Councillors attended the Rural Southern Mallee Youth Forum in Swan Hill
- New Council declared on the Council Chambers steps
- Active Travel Statements launched at local primary schools

NOVEMBER

- New Council sworn in and Mayor Cr Brian Gibson and Deputy Mayor Cr Charlie Gillingham elected
- Opening of the Koondrook Wharf
- Volunteers lunch
- Opening of the Kerang Splash Park
- Beat the Bite Mosquito program in local primary schools
- ReSpark the Park
- Local dentist Dr Amari visits local primary schools to promote oral health

DECEMBER

- Kerang CBD Plans adopted
- 2017 – 2021 Council Plan consultation commenced
- Patchell Plaza toilets renovated
- International Day of People with a Disability celebrated
- Launch of Big Bash cricket in partnership with Cricket Victoria
- Council participates in Victoria against Violence 16 Days of Activism

JANUARY

- Australia Day celebrations across the Shire
- Gannawarra Shire Council Australia Day awards announced
- Minister Pulford visits Koondrook
- Kerang Swimming Pool movie screening



YEAR IN REVIEW

- FEBRUARY**
- Sustainable Water grant received- \$50,000
 - Australia Will Be There exhibition opened
 - Cobden Street upgrade in Quambatook commenced
 - Summer Reading Club announcement
 - Richmond Football Club community visit
 - Be Cool in Gannawarra heat health media clip launched

- MAY**
- Round 2 Community Grants awarded
 - HART award finalist
 - Funding announced for Koondrook Based Tourism Hub
 - Reconciliation Week activities
 - School Transition booklet distributed to schools and kindergartens
 - Hello Beautiful held at Lake Charm Hall



- MARCH**
- Announcement that Queen's Baton Relay will be visiting Kerang and Murrabit in February 2018
 - Stolen Generation Plaque unveiled
 - Harmony Day celebrations
 - International Women's Day
 - Stop, Look, Listen, Think footpath stencilling undertaken for Walk Safely to School Day

- JUNE**
- Victoria Street works commenced
 - World Elder Abuse Awareness Day at Kerang Library
 - Rosalie Ham author visit
 - Mayor and CEO attend National General Assembly of Local Government
 - Maternal and Child Health Centenary celebrations
 - Council presents at National Arbovirus/Mosquito Symposium called by the Chief Health Officer



- APRIL**
- 2017 – 2021 Council Plan on public exhibition
 - Koondrook amenities block completed
 - Wells Bridge Opening by Federal Member Andrew Broad
 - Carpe Diem performance at Kerang Memorial Hall

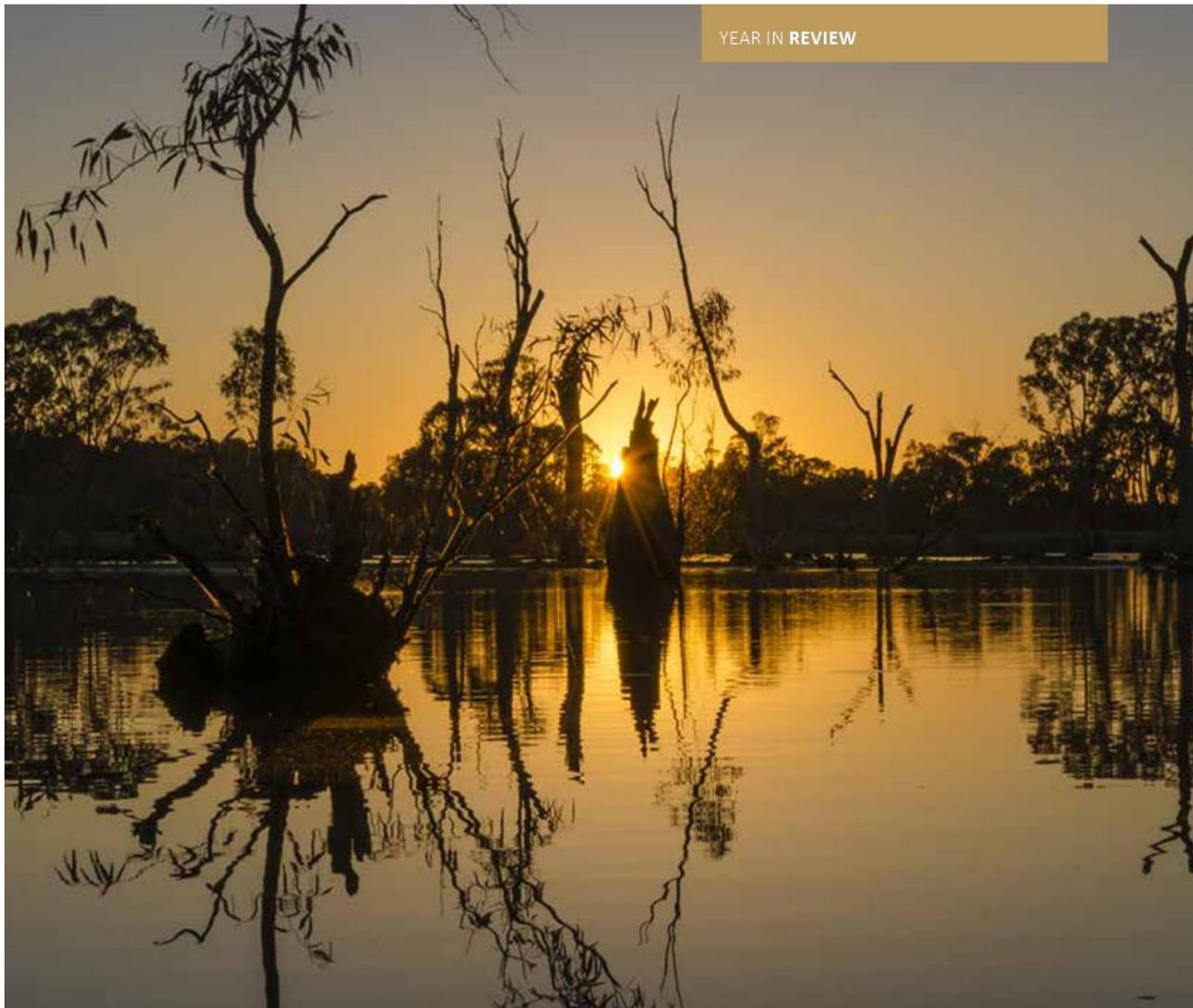
- CEO, Mayor and community attend the Mallee Regional Assembly in Swan Hill



YEAR IN REVIEW







CHALLENGES

- Declining population
- Ageing population
- Low educational attainment
- Transport
- Poorer health outcomes
- Climate variability
- Ongoing rural change
- Rate capping
- Balancing community expectations

OPPORTUNITIES

- Murray River and waterways
- Redgum forests
- Agriculture
- Affordable housing
- Safe and liveable environments
- Partnerships for growth
- Renewable energy

YEAR IN REVIEW

MAYOR'S MESSAGE

This Annual Report details Gannawarra Shire Council's achievements against the 2013 – 2017 Council Plan strategic objectives. The role of Council includes:

- Acting as a representative government by taking into account the diverse needs of the local community in decision making.
- Providing leadership by establishing strategic objectives and monitoring their achievement.
- Maintaining the viability of Council by ensuring that resources are managed in a responsible and accountable manner.
- Advocating the interests of the local community to other communities and governments.
- Acting as a responsible partner in government by taking into account the needs of other communities.
- Fostering community cohesion and encouraging active participation in civic life.

HIGHLIGHTS

2016/17 saw the completion of Gannawarra Shire's major capital works project, the \$2.4 million Koondrook Wharf. The wharf, completed in September 2016, is a regionally significant strategic project and one which has alignment to the Ports of the Murray initiative along with our fellow Murray River councils; Mildura, Swan Hill and Campaspe.

Wells Bridge at Benjeroop received a welcome upgrade with the \$1.6 million bridge replacement project completed in April 2017. Having this critical transport link upgraded to a two-lane concrete bridge is a significant improvement on the previous structure.

Sport and Recreation plays a huge part in our community life and Council was pleased to partner with local sporting clubs to upgrade facilities across the shire. Wandella Football Netball Club saw their netball courts and lighting upgraded and Cohuna Football Netball Club received funding for new netball change rooms at their courts. Both are important projects that will deliver benefits into the future.

The Sir John Gorton library underwent a facelift this past year, improving the functionality of the space dramatically. New lighting and carpet have also given the facility a breath of fresh air. Since the works were undertaken, we have hosted large groups of people for author visits and children's activities with the ability to increase the floor space available.

Our Arts and Culture scene has experienced increased patronage over the past 12 months, with a community partnership model developed reaping benefits across the entire shire. From Silo Cinemas at Quambatook to Mystic Melodies at Lake Charm, there has been something for everyone this year. The program for 2017, 2018 and 2019 is already booked up and looking fantastic.

YEAR IN REVIEW

ADVOCACY AND ENGAGEMENT

Council are pleased to present three motions to the Municipal Association of Victoria (MAV) State Council meeting in May 2017. Especially rewarding was that one motion – Country Fire Authority (CFA) Permits to Burn – was passed to be presented to State Government. Gannawarra moved that MAV work with the State Government to ensure sufficient funding is provided to the CFA for its administration of Permits to Burn.

The Chief Executive Officer and I attended the annual Australian Local Government Association National General Assembly in Canberra where we had the opportunity to meet with Members of Parliament and discuss key topics for Gannawarra Shire, including Connectivity, Federal Assistance Grants and the Black Spot program.

Council is committed to engaging effectively with our communities on decisions that affect them. We are continually looking to improve the process for engagement through our Communications and Community Engagement Strategy and welcome and appreciate the community providing its thoughts on issues and projects.

THANK YOU

Overall, this year we have delivered positively on our Council Plan commitments and I would like to thank my fellow Councillors for their commitment and ongoing efforts on behalf of residents. I also thank businesses, members of community groups and council officers for their contribution to improving the liveability and amenity of our shire.

CR BRIAN GIBSON
MAYOR





YEAR IN REVIEW

CEO MESSAGE

On behalf of Gannawarra Shire Council it is a great pleasure to present Council's Annual Report for the year 2016/17. It has been another year of significant achievements which has seen the Gannawarra Shire further develop as a vibrant, connected and strong community.

A significant highlight during the past year has been the completion of some high profile capital works projects, including the Koondrook Wharf, Wells Bridge and the Koondrook Caravan Park public amenities. These projects provide opportunities for further development into the future.

YEAR IN REVIEW

HIGHLIGHTS

The past year has seen the introduction of a new Council and the adoption of a new Council Plan which sets the framework for the next four years. The Key Focus Areas of Connectivity; Economic Diversity, Growth and Prosperity; Sustainable Natural and Built Environments; Good Governance and a Healthy Organisation and Strong Healthy Communities provides Council with the strategic platforms in which to deliver quality services to our community.

As CEO, I sit on the Mallee Regional Partnerships Board and represent the Gannawarra region. The Mallee Regional Partnership actively delivers key recommendations straight into the heart of government. Through this process, the Victorian Government has listened and begun to deliver on local priorities through the 2017/18 Victorian State Budget.

ORGANISATIONAL PERFORMANCE

At the end of June 2017, Council's financial position remains sound with more than \$187.51 million of community assets under Council's stewardship.

Operating expenditure for 2016/17 was tightly controlled and Council achieved a surplus of \$5.83 million. Council's Strategic Resource Plan projects that surpluses will continue to be achieved over the next 4 years, providing a sustainable level of funding for the refurbishment and replacement of community assets at an average of \$8.15 million per annum.

In June 2017 the Victorian Grants Commission paid in advance 50% of the allocation for 2017/2018 (\$2.6 million),

the advance payment has had a positive effect on the operating surplus for 2016/17 while having a negative effect on the projected surplus for 2017/18.

The results of the 2017 Local Government Community Satisfaction Survey showed that Council is performing well in the areas of Appearance of Public Areas, Elderly Support Services and Recreational Facilities which was pleasing to see.

Overall, our results for 2017 were largely stable compared with the 2016 results and once again showed Council rating higher than the Small Rural Shires and State-wide averages in most categories. The 2017 results do highlight service areas that Council need to focus on in the future, including the condition of sealed roads, lobbying, consultation and engagement and making community decisions. The new four year Council Plan will go some way in allowing Council to address its vision and future prospects and improvements for our community.

I would like to acknowledge the Council, staff and community members who have contributed towards making Gannawarra Shire a positive and proud region.

ERIC BRASLIS
CHIEF EXECUTIVE OFFICER



YEAR IN REVIEW

COMMUNITY SATISFACTION

2017 COMMUNITY SATISFACTION SURVEY

Each year Local Government Victoria (LGV) coordinates a State-wide Local Government Community Satisfaction Survey throughout Victorian local government areas. The main objectives of the survey are to assess the performance of Gannawarra Shire Council across a range of measures and to seek insight into ways to provide improved or more efficient service delivery.

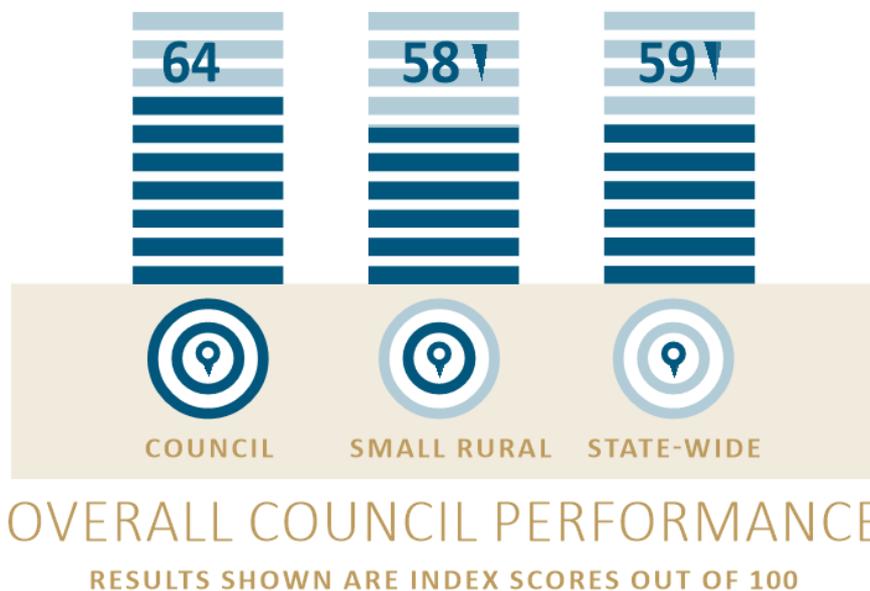
In 2017 Gannawarra Shire Council once again maintained its high performance over the last 12 months with performance on all five core measures significantly higher than Small Rural Shires and State-wide averages.

- overall job performance,
- community consultation,
- customer service,
- advocacy and
- overall Council direction



YEAR IN REVIEW

PERFORMANCE MEASURES	GANNAWARRA 2017	GANNAWARRA 2016	SMALL RURAL 2017	STATE-WIDE 2017
OVERALL PERFORMANCE	64	63	58	59
COMMUNITY CONSULTATION (Community consultation and engagement)	60	60	55	55
ADVOCACY (Lobbying on behalf of the community)	58	57	55	54
MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community)	60	59	55	54
SEALED LOCAL ROADS (Condition of sealed local roads)	51	54	50	53
CUSTOMER SERVICE	72	73	69	69
OVERALL COUNCIL DIRECTION	57	54	52	53



YEAR IN REVIEW

FINANCE MESSAGE

TO BE INCLUDED FOLLOWING COUNCIL APPROVAL 'IN-PRINCIPLE' OF THE FINANCIAL INFORMATION

TOTAL REVENUE

TOTAL EXPENDITURE

SURPLUS

TOTAL ASSETS

TOTAL LIABILITIES

EQUITY

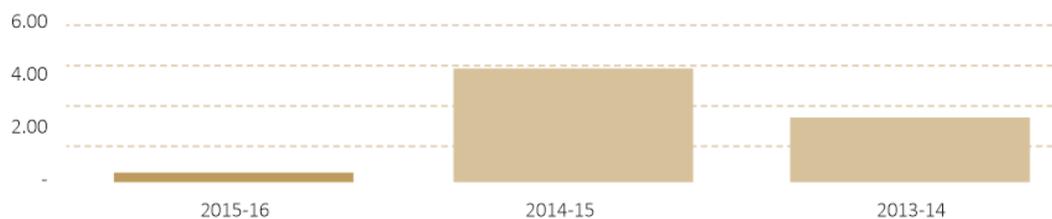
NET CASH FROM OPERATION ACTIVITIES

DEBT COMMITMENT RATIO

OPERATING POSITION

CAPITAL WORKS

SURPLUS





YEAR IN REVIEW

DESCRIPTION OF OPERATIONS

MAJOR CAPITAL WORKS

Koondrook Wharf \$2,468,749 (\$1.5m State and Federal Government Funding, \$968,749 Gannawarra Shire Council)

Completed in September 2016, the Koondrook Wharf development is a regionally significant strategic project for Gannawarra Shire and surrounding regions. This project aims to stimulate the visitor economy of the Loddon Mallee Region whilst also complementing other investments promoted under the Ports of the Murray initiative.

The Wharf was designed and developed to include mooring facilities, casual access to the Murray River foreshore, interpretation of the original wharf, deck access to support events and activities and Indigenous artwork included on and around the tramway turntable.

The Koondrook Wharf project was officially opened in November 2016.

Koondrook Caravan Park amenities \$275,000 fully funded by Gannawarra Shire Council

The fully renovated Koondrook Caravan Park amenities now have the ability to cater for double the amount of people it was previously able to. The previous amenities block was 48 years old and well overdue for a facelift.

The new block is all abilities accessible and includes a laundry and wash sinks, male and female toilets and showers, as well as ambulant facilities. Landscaping and irrigation works were also completed surrounding the new facility.

Kerang library upgrade \$136,000

The Sir John Gorton library received a facelift thanks to Victorian Government funding through the Living Libraries Program.

The library was closed to the public for a period of two weeks during the works.

The works undertaken included new carpet, lighting, painting and the installation of new shelving.

Wandella Netball Courts and lighting upgrade \$137,939 (\$82,419 Sport and Recreation Victoria, \$45,480 Wandella Football Netball Club, \$10,040 Gannawarra Shire Council)

This project extended the total surface area of two netball courts at Wandella Recreation Reserve to ensure compliance with Netball Victoria standards and provide competition level lighting to both courts.

The project was completed in March 2017 and officially opened on 16 March 2017.

Wells Bridge \$1,707,323 (\$838,000 Bridges Renewal Program, \$869,323 Gannawarra Shire Council)

This project replaced the previous single lane timber and steel bridge with a two-lane concrete bridge capable of withstanding higher mass limits.

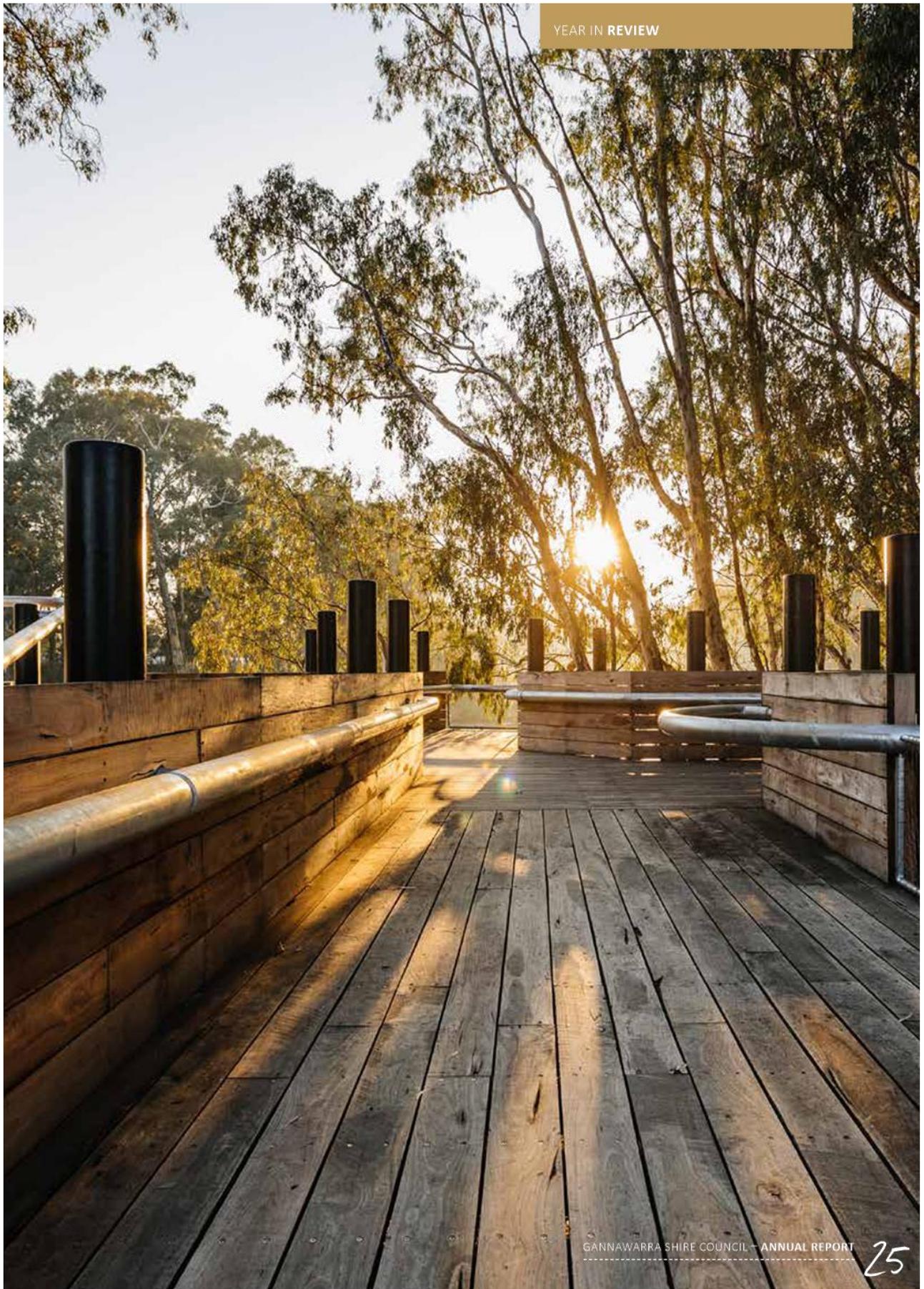


Wandella Netball Courts and lighting upgrade



Koondrook Caravan Park amenities upgrade





YEAR IN REVIEW

MAJOR GRANTS RECEIVED AND AWARD RECOGNITION IN 2016/17

PROGRAM/PROJECT	AMOUNT
Roadside Pest and Weeds program	\$53,739
Bright Futures for Young Victorians	\$50,000
ReSpark the Park	\$9,000
Sustainable Water grant for the Sir John Gorton precinct	\$50,000
Koondrook Nature Based Tourism Hub	\$800,000
Quambatook Recreation Reserve Building Improvements	\$100,000
Be Cool in Gannawarra	\$10,000
Access Upgrade of Quambatook Grain Receiving	\$240,900
Fire Access Road Subsidy Scheme	\$15,246
Leitchville Library Refurbishment	\$13,600
Local Roads to Market	\$83,000
Mystic Melodies	\$12,968
New Energy Jobs Fund (joint proposal with other LGA's)	\$45,500
Tech Savvy Seniors	\$4,000
Tobacco Reforms Assistance	\$6,325
Walk to School	\$10,000
Mosquito funding	\$144,943

AWARD RECOGNITION 2016/17

- Bronze award in the 2017 Australasian Reporting Awards
- Top four finalist in the Total Facilities Best Bathroom award
- Finalist in the prestigious 2017 Community HART awards (Helping Achieve Reconciliation Together) for the Stolen Generation plaque
- Council's Coordinator Community Health Kelsey Corrie was awarded the Environmental Health Professional's Australia Young Environmental Health Officer of the Year (photo)
- Finalist in the Parks and Leisure Australia VIC/TAS Awards of Excellence in the Park of the Year category
- Nominee in the 2016 Victorian Sports Awards in the Local Government Initiative of the Year category
- Finalist in the Heart Foundation Local Government Awards 2016





YEAR IN REVIEW

SANBARTONSHIRE COUNCIL - ANNUAL REPORT

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YEAR IN REVIEW

COUNCIL DELIVERED/PARTNERED WITH THE COMMUNITY ON THESE EVENTS

JULY

- Citizenship Ceremony

AUGUST

- Small Business workshops
- Mystic Melodies Opening

SEPTEMBER

- Citizenship Ceremony
- School Holiday program

OCTOBER

- The Murray Explored History Day
- The Murray Explored Mates Hotel Night
- The Murray Explored Schools Visit
- The Flying Bookworm
- Walk to School with 11 primary schools and 5 pre schools; a total of 27 events held during the month
- Pop-up Playgroup Koondrook
- Carers Support Luncheon
- Seniors Week
- Sam Dalley Exhibition, Kerang Library

NOVEMBER

- Volunteer Event
- Paste Up Workshop
- ReSpark the Park
- Koondrook Wharf Opening
- Splash Park Opening
- Skate Park League Grand Final, Kerang
- Victoria Against Violence campaign

DECEMBER

- Disability Day
- Citizenship Ceremony
- Stiletto Sisters
- Murray Marathon
- Kerang Boxing Day Races

JANUARY

- Australia Day community celebrations
- Australia Day Citizenship Ceremony
- Ski Racing competitions throughout summer

FEBRUARY

- Australia Will Be There Exhibition
- Pool movie night
- Quambatook Silo Cinema

MARCH

- Stolen Generation Event
- Heat Health Launch
- Bridge to Bridge
- Harmony Day, Kerang and Cohuna
- Wandella Netball Courts opening
- Riverdaze
- International Women's Day
- Small business workshops

APRIL

- Wells Bridge Opening
- Citizenship Ceremony
- Carpe Diem
- Small Business Workshops
- Pop-Up Playgroup Koondrook
- Business Workshop
- Show and Shine

MAY

- Simultaneous Story Time
- Golden Memories Karaoke
- Hello Beautiful, Lake Charm Hall

JUNE

- L2P Community BBQ
- Rosalie Ham Library Visit
- Reconciliation activities in Kerang, Cohuna and Koondrook
- World Elder Abuse Awareness Day

YEAR IN REVIEW



OUR COUNCIL

OUR COUNCIL

GANNAWARRA SHIRE COUNCIL IS DIVIDED INTO FOUR WARDS

AVOCA
including Lake Charm, Lalbert, Benjeroop, Mystic Park and Quambatook

MURRAY
including Koondrook, Myall and Murrabit

PATCHELL
including Kerang, Mead and Macorna

YARRAN
including Cohuna, Leitchville and Horfield



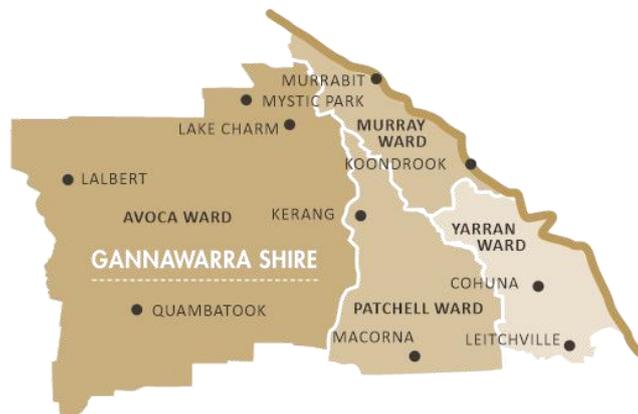
CR BRIAN GIBSON - MAYOR

First elected October 2012 (Patchell Ward)

Brian is a police officer residing in Kerang with his family.

Supporting the community is a passion for Brian, as well as his family and sport.

During his four year term, Brian will focus on ensuring that members of the Gannawarra community are heard and develop community interaction into decision making for specific projects. Brian will also focus on growth within the tourism industry.



OUR COUNCIL



CR MARK ARIANS

First elected October 2012
(Patchell Ward)

Mark is a project officer with Goulburn-Murray Water, who previously served as a police officer in Cohuna.

Having lived and worked in rural locations throughout Victoria, Mark recognises the shire's attributes and is keen to assist the area reach its full potential.

Mark is passionate about our environment, tourism and economic development and regards the maintenance of our environmental assets as key to the future of the region.



CR JODIE BASILE

First elected October 2016
(Patchell Ward)

Jodie is a real estate receptionist working and residing in Kerang with her family. Jodie has lived in the Kerang community for the past 30 years and is actively involved on school boards and in the Kerang Football Netball Club.

Jodie has a background in business, health administration and local government.

Jodie is dedicated and passionate about the Gannawarra community and seeing the community grow into the future with stability.

Over her four year term Jodie will focus on listening to the community whilst promoting our lakes, waterways and natural assets, looking for tourism opportunities and advocating to improve rail services and transport options within the Gannawarra Shire.



CR LORRAINE LEARMONTH

First elected October 2012
(Yarran Ward)

Lorraine will focus on the health and wellbeing of our Shire, including childcare and upgrade of pools. Lorraine is an advocate for further tourism developments of the natural assets of our shire, including Gunbower Island, the rivers and our lakes.

Lorraine will continue to investigate ways our communities can further reduce kerbside waste entering our land fill, including industrial and agricultural.

Lorraine is keen to see further developments in our successful arts and culture sector.

Lorraine's vision is to empower our communities to reach their full potential, and advocate for a better deal for rural communities. Lorraine will always be available to listen to our communities concerns.



OUR COUNCIL

OUR COUNCIL



CR SONIA WRIGHT
First elected October 2016
(Yarran Ward)

Sonia returned to Cohuna in 1990 to raise her family with honest country values and secure the same upbringing that she was afforded growing up here. Sonia has owned and operated a range of business ventures, including beauty therapy, furniture retail store, dairy farm and veterinary clinics.

Sonia's desire is to see our region prosper and to ensure that the opportunities that her parents and herself were afforded, are then present and expanded for the next generation. Sonia wants business opportunities created and thriving tourism, which will bring with it a lively culture in the community. Sonia is buzzing with ideas and enthusiasm to start to make positive change.




CR STEVEN TASKER
First elected October 2016
(Murray Ward)

Steven has lived in Koondrook for over 30 years and has a background in mechanics and teaching along with volunteering for the State Emergency Service (SES). Steven has a passion for the environment and enjoys camping and fishing.

During his term, Steven will focus on improving access to services for the elderly and access to recreation in parks for those in wheelchairs. Steven will also focus on tourism growth.



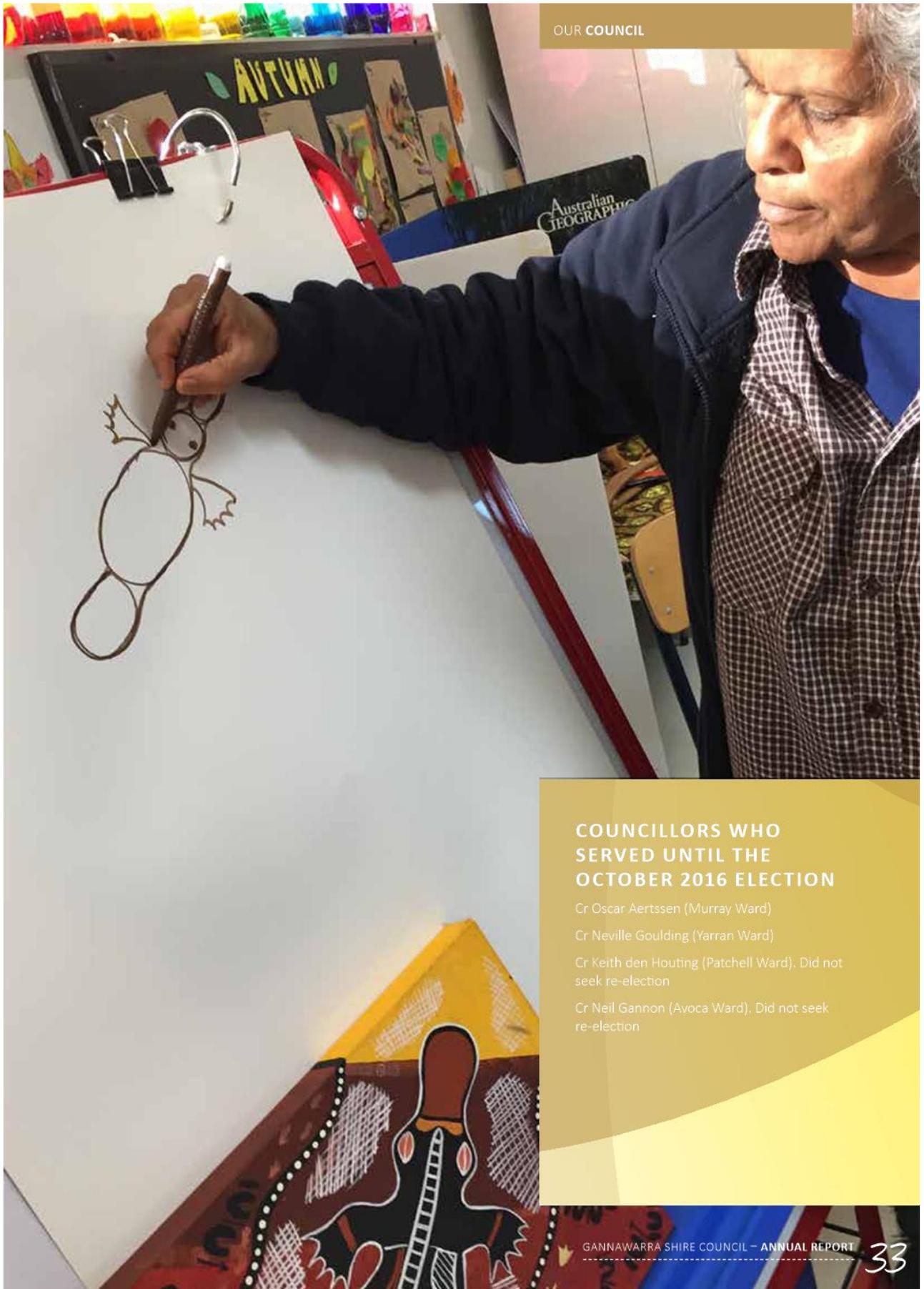

CR CHARLIE GILLINGHAM - DEPUTY MAYOR
First elected October 2016
(Avoca Ward)

Charlie has lived in the area for over 50 years and operates a family farm at Lake Charm.

Charlie has an interest in local environmental, health, irrigation, social and sporting groups, and believes that the area we live in is very dynamic and has huge potential for innovative agricultural pursuits, further tourism opportunities, new industry and greater residential development around our lakes and waterways.

Charlie believes that with a common sense approach we can achieve all these goals and continue to make the Gannawarra Shire a fantastic place for all.





OUR COUNCIL

COUNCILLORS WHO SERVED UNTIL THE OCTOBER 2016 ELECTION

- Cr Oscar Aertssen (Murray Ward)
- Cr Neville Goulding (Yarran Ward)
- Cr Keith den Houting (Patchell Ward). Did not seek re-election
- Cr Neil Gannon (Avoca Ward). Did not seek re-election

OUR COUNCIL

EXECUTIVE LEADERSHIP TEAM



ERIC BRASLIS

Chief Executive Officer

Eric joined Council in July 2015. His qualifications include a Bachelor of Applied Arts, Urban and Regional Planning from Ryerson Polytechnic University (Toronto, Canada) and a Masters of Business Administration from Deakin University. Eric has also completed an Executive Leadership program at Harvard University (Boston USA). Eric is presently a sitting member on the Victorian Building Authority, a director on Murray Regional Tourism, Institute of Public Work Engineers Australasia (Vic) and the Deputy Chair of PINARC Disability Services. He has previously held the positions of General Manager City Infrastructure and Director of Growth and Development at Ballarat City Council, General Manager of Planning and Development at Stonnington City Council and Director Planning and Environment and Director of Community Services at Hobsons Bay City Council.

Areas of responsibility:

Human Resources, Council Planning and Performance and Councillor Support, Economic Development and Tourism.



MANDY HUTCHINSON

Director Community Wellbeing

Mandy joined Council in May 2009 taking on the role of Community Care Coordinator. Mandy became Manager Community Care and Children's Services in June 2012, and Executive Manager Community Wellbeing in June 2013, before being appointed to Director Community Wellbeing in October 2015. Prior to working with Council, Mandy was employed as a Case Manager and Client Services Coordinator with Bendigo Health for 15 years. Mandy has a Post Graduate Certificate in Case Management and a Diploma in Management. Mandy is on the Boards of the Southern Mallee Primary Care Partnership and Cohuna District Hospital.

Areas of responsibility:

Community Care Services, Maternal Child Health, Community Health, Children and Youth Services, Immunisation, Community Transport, Libraries, Arts, Culture, Community Sustainability, Environmental Health, Community Engagement and Communications.



TOM O'REILLY

Director Corporate Services

Tom joined Council in the role of Director Corporate Services in March 2016. Prior to this, he was an Associate with the CT Management Consulting Group and undertook local government engagements with the Buloke Shire, Latrobe City Council and King Island Council. Tom was employed with the Greater Shepparton City Council for 11 years including 6 years as Director Business and Finance. He has also worked in the private sector with 4 years as CEO of Metzke+Allen Chartered Accountants based in Shepparton. His career in Northern Victoria is extensive given he also worked with Goulburn-Murray Water for 11 years along with 7 years with Goulburn Valley Water.

Tom has a Bachelor of Business (Accounting) and is a Certified Practising Accountant (CPA). He has attained the status of Fellow of CPA Australia and also a Fairley Fellow graduate of the Goulburn Murray Community Leadership Program Inc.

Tom is a current Board member of Northern District Community Health.

Areas of responsibility:

Finance and Budget, Audit, Rating and Valuation, Strategic Asset Management, Information Communications and Technology (ICT), Customer Service, Governance, Records Management and Emergency Management.



GEOFF ROLLINSON

Director Infrastructure and Development

Geoff's earliest qualifications and experience are in agriculture. He gained extensive experience in Local Government and local knowledge when working with both the former Borough and Shire of Kerang and then the Gannawarra Shire upon amalgamation in 1995. He has a diploma of Civil Engineering and held the positions of Works Engineer and Manager of Operational Services with Gannawarra Shire from 1995 until he started in his current role in 2011.

Areas of responsibility:

Major Projects, Operational Services, Engineering, Waste Management, Landfill and Transfer Stations, Local Laws, Flood and Fire Management, Building, Planning, Aquatic Facilities, Recreation.

OUR COUNCIL

MAJOR CHANGES

In September 2016, following the departure of Chris White, Director Strategic Development, Council decided to allocate the responsibility of the Strategic Development directorate across other directorates.

GANNAWARRA SHIRE COUNCIL – ANNUAL REPORT

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OUR WORKPLACE

OUR WORKPLACE

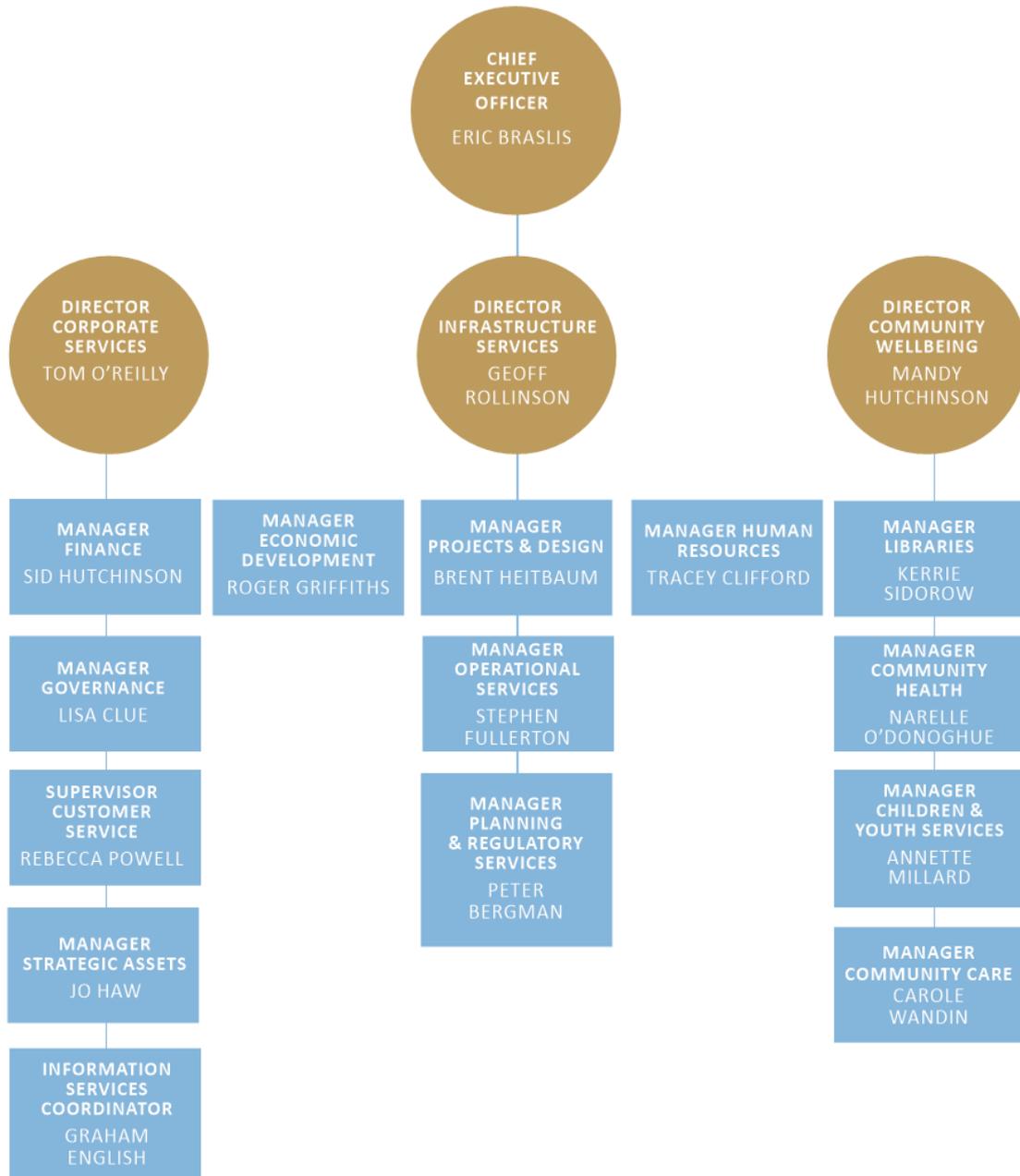
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GANNAWARRA SHIRE COUNCIL ANNUAL REPORT

OUR STRUCTURE

OUR WORKPLACE

Council has three directorates reporting to the Chief Executive Officer. The directorates are; Community Wellbeing, Corporate Services and Infrastructure and Development. Each of these directorates is made up of individual units, each led by a senior officer. The Chief Executive Officer is directly accountable to the Mayor and Councillors, who are elected by Gannawarra Shire ratepayers.





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ORDINARY COUNCIL MEETING ATTACHMENTS - ANNUAL REPORT

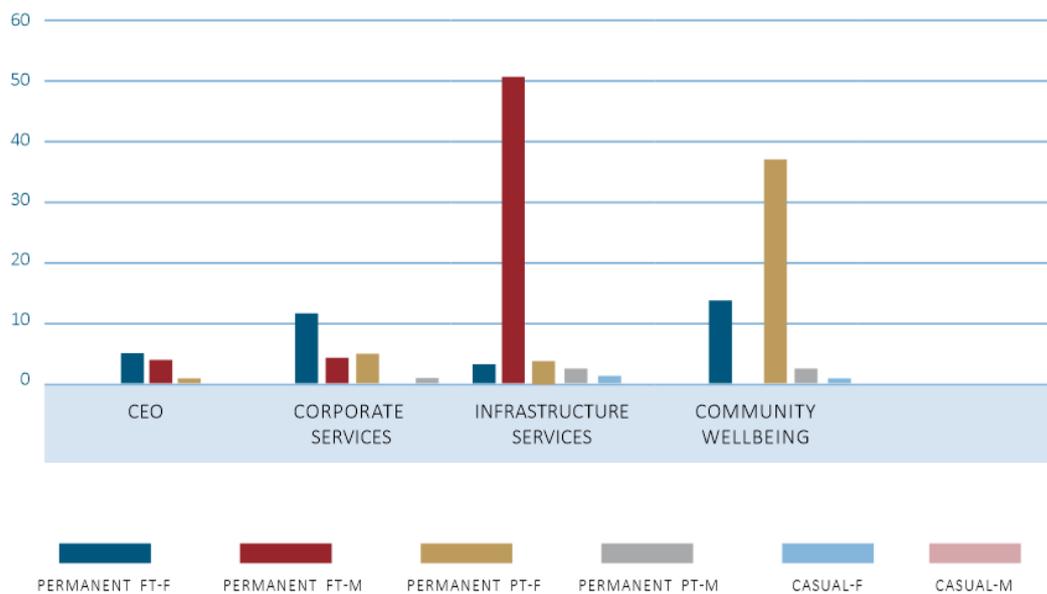
OUR WORKPLACE

OUR WORKPLACE

Below is a summary of full time equivalent Council staff by organisation structure, employment type and gender.

COUNCIL STAFF

EMPLOYMENT TYPE/ GENDER	CEO FTE	CORPORATE SERVICES FTE	INFRASTRUCTURE SERVICES FTE	COMMUNITY WELLBEING FTE
PERMANENT FT – F	4	12	3	14
PERMANENT FT – M	3	4	52	0
PERMANENT PT – F	1	4.86	4.6	37.38
PERMANENT PT – M	0	0	1.42	1.45
CASUAL – F	0	0.54	0.77	0.27
CASUAL – M	0	0	0	0
TOTAL	8	21.40	61.79	53.10

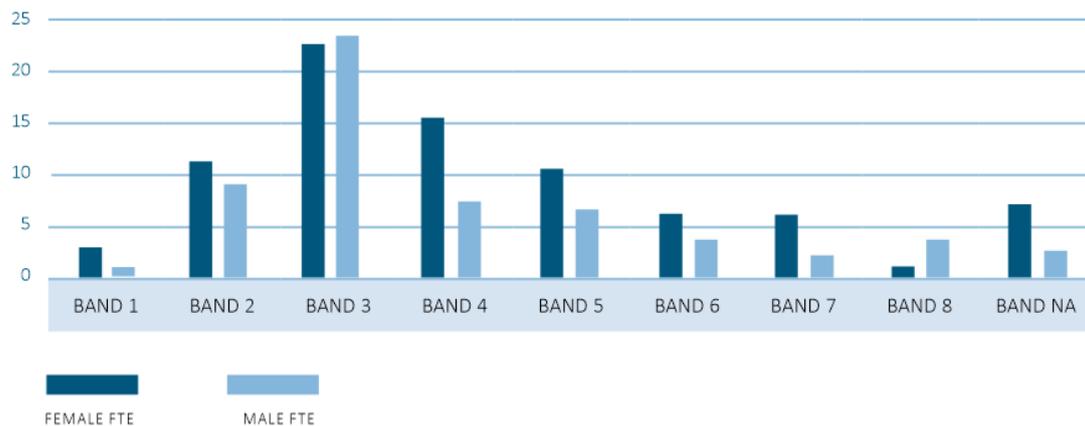


OUR WORKPLACE

A summary of the number of full time equivalent staff categorised by employment classification and gender is provided below.

COUNCIL STAFF

EMPLOYMENT CLASSIFICATION	FEMALE FTE	MALE FTE	TOTAL EFT
BAND 1	4.25	1	5.25
BAND 2	10.63	9.45	20.08
BAND 3	22.38	23.42	45.80
BAND 4	15.33	8	23.33
BAND 5	10.56	7	17.56
BAND 6	5.95	4	9.95
BAND 7	5.84	2	7.84
BAND 8	1	4	5
BAND NA	6.48	3	9.48
TOTAL	82.42	61.87	144.29



OUR WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Council is committed to the principles of equal employment opportunity and will ensure that all workplace employment matters reflect this.

Supported by a number of policies, new staff inductions and targeted training, Council ensures that the work environment is respectful and free from discrimination, harassment and bullying.

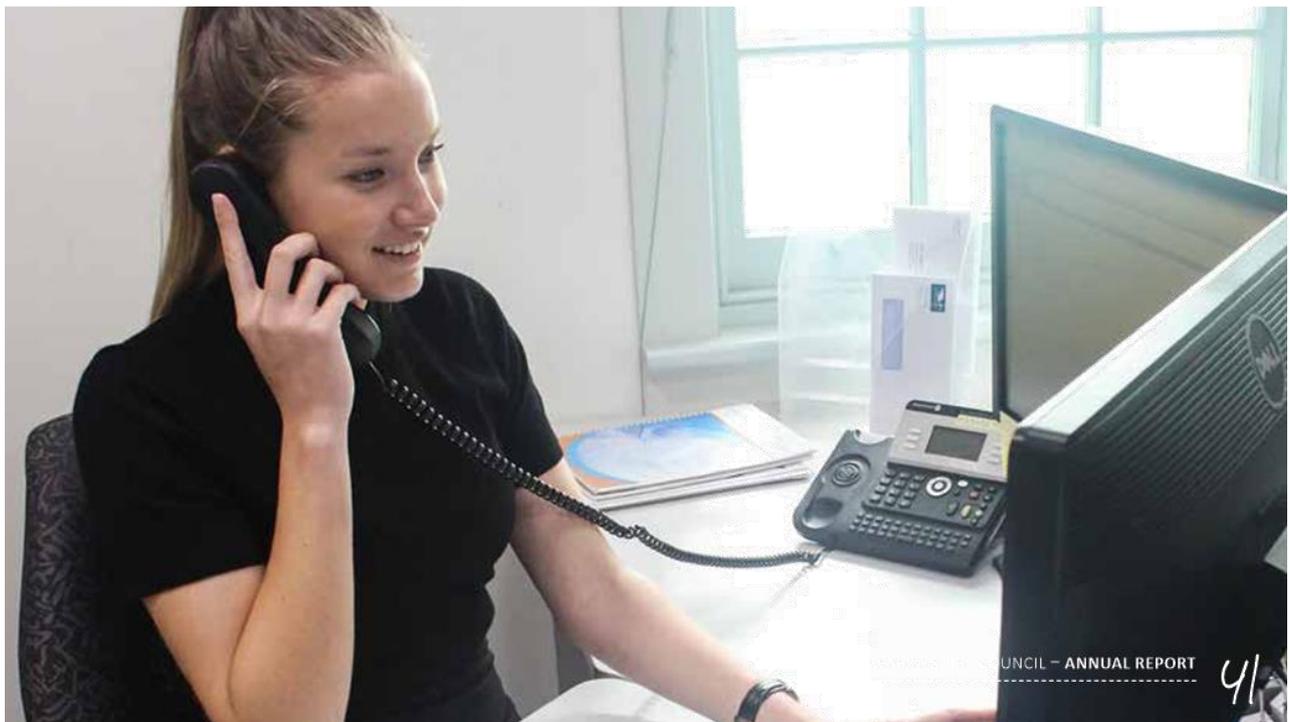
PROFESSIONAL DEVELOPMENT

Council’s workforce plays a vital role in ensuring that Council meets current and future business needs. Council is committed to continually developing and improving the skills and capacity of its staff by providing access to a range of professional development opportunities. This year there was a focus on computer training allowing staff to gain new knowledge and improved skills with both existing software programs and new Council systems. Staff also continued to attend a range of training, conference and forum opportunities to ensure currency in their field of expertise.

Council supports pathways for local students by providing work experience and traineeships. This year Council again offered a number of traineeships in the areas of Finance, Administration, Childcare and Parks and Gardens. Council’s work experience programs allow students from across the municipality to experience working in a variety of Council departments. This allows young people to see the many career opportunities available in local government and also increases awareness of Council’s operations.

ENTERPRISE BARGAINING AGREEMENT

In December 2015, an Enterprise Bargaining Committee comprising management representatives, nominated workplace union delegates and union industrial officers was established to negotiate a new Enterprise Agreement for Council employees. Following a protracted negotiation process, a new Enterprise Agreement was successfully negotiated and approved by Fair Work Australia, with an operative date of 6 February 2017 for a period until 1 March 2019.



OUR WORKPLACE

HEALTH AND SAFETY

Council is committed to providing its employees, volunteers, contractors and visitors with a healthy and safe work environment. Council's Occupational Health and Safety Committee continued to work to make the organisation a safer place for all staff.

Both elected and management representatives continued to carry out ongoing tasks and also set objectives for the next 12 months which will include working closely with the health and wellbeing team to implement the Healthy Together Victoria Achievement Program for workplaces.

Council has continued its proactive approach to encourage Council staff to protect themselves and others from influenza. Council provides free vaccination against influenza to its workforce on an annual basis with 41.6% of staff, including casual employees, taking the opportunity to be immunised against influenza in 2016/17.

Council has continued its involvement in the Healthy Together Victoria Achievement Program for Workplaces. This is a statewide health promotion program that encourages best practice in workplaces around Mental Health and Wellbeing, Healthy Eating, Physical Activity, Smoking and Alcohol.

Council has received recognition under the program as well as being awarded under the Mental Health and Wellbeing priority area.

The following staff programs have been conducted during the year in support of the Healthy Together Victoria Achievement Program in the 2016/17 year:

- Healthy Snack Trial completed 31 July 2016
- Healthy Snacks continued at Kerang Office and Kerang Depot
- 10,000 Step Challenge held October 2016
- ALERT Mental Health and Suicide Prevention Training held December 2016
- Participation in the Victoria against Violence 16 Days of Activism campaign across all worksites in December 2016.
- Let's Stop it at the Start Family Violence training held March 2017
- Workplace Team 'Gannawarra Healthy Mates' participated in the Premier's Active Challenge April 2017
- Be Bold for Change theme for International Women's Day across all Council worksites in March 2017
- Men's Health Week Healthy Breakfasts at Kerang Office and Kerang Depot June 2017
- A chilled water tap was installed in the Kerang Office to increase consumption of water in June 2017
- Staff participated in the LGBTI Equality Roadshow in Kerang on 22 and 23 June 2017



OUR PERFORMANCE

REPORT OF OPERATIONS - OUR PERFORMANCE

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OUR PERFORMANCE

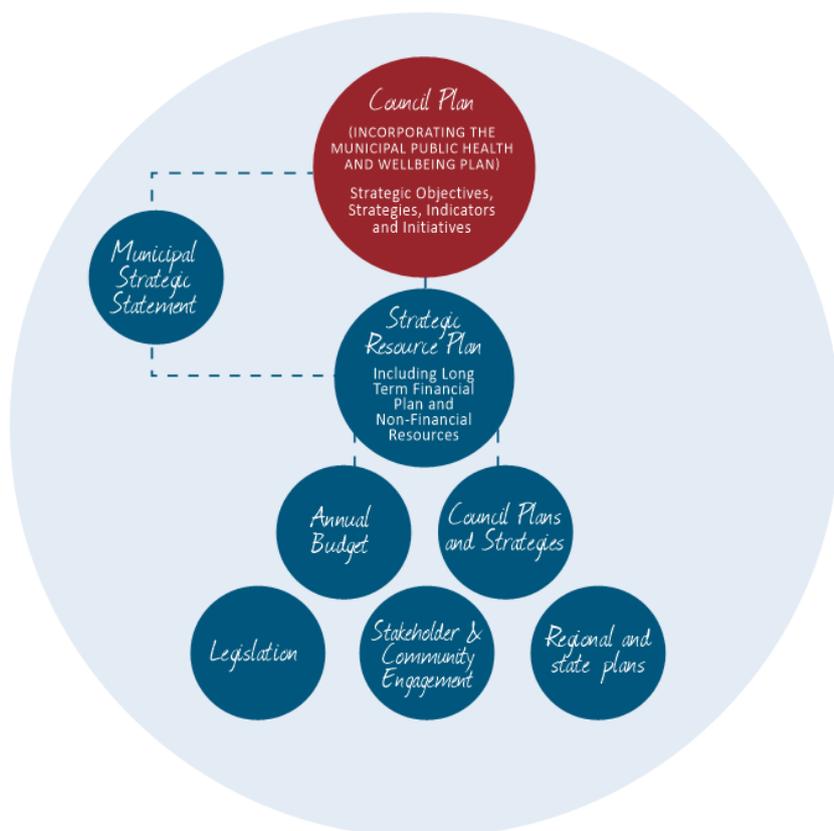
PLANNING AND ACCOUNTABILITY FRAMEWORK

The Planning and Accountability Framework is found in part 6 of the *Local Government Act 1989*. The Act requires councils to prepare the following planning and reporting documents:

- A Council Plan within the six months after each general election or by 30 June, whichever is later
- A Strategic Resource Plan for a period of at least four years and include this in the Council Plan
- A budget for each financial year
- An Annual Report in respect of each financial year

The following diagram shows the relationships between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.

GANNAWARRA SHIRE COUNCIL CORPORATE PLANNING AND REPORTING FRAMEWORK



COUNCIL PLAN

Gannawarra Shire Council Plan 2013 – 2017 includes four priorities, which comprise the main focus areas for Council. Each priority has a commitment, a series of strategic objectives, strategies for achieving these for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan.

The following are the four priorities as detailed in the Council Plan:

Strong and Diverse Economy – To create an environment supportive of economic growth, stability and prosperity

Sustainable Environments – Through our operations and advocacy, achieve outcomes which protect and enhance our environment

Healthy Liveable Communities – To protect, promote and enhance the health and wellbeing of our community

Effective Leadership and Management – To ensure responsible management of Council’s resources through effective and transparent governance, visionary leadership and full accountability

PERFORMANCE

Council’s performance for the 2016-17 year has been reported against each priority area to demonstrate how Council is performing in achieving the 2013 – 2017 Council Plan. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council Plan
- Progress in relation to the major initiatives identified in the budget
- Services funded in the budget and the persons of or (not of) sections of the community who are provided those services
- Results against the prescribed service performance indicators and measures (Local Government Reporting Framework)



OUR PERFORMANCE

PRIORITY AREA 1: STRONG AND DIVERSE ECONOMY

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GANNAWARRA SHIRE COUNCIL - ANNUAL REPORT

**OUR COMMITMENT:
TO CREATE AN
ENVIRONMENT
SUPPORTIVE
OF ECONOMIC
GROWTH, STABILITY
AND PROSPERITY...**

STRATEGIC OBJECTIVES

- Focus economic development resources on areas where a competitive advantage exists
- Develop an entrepreneurial and creative business culture
- Identify, encourage and incentivise inward investment
- Promote a proactive planning environment supportive of new business development
- Facilitate and lobby for appropriate infrastructure to support economic growth

HIGHLIGHTS

- Nine solar projects proposed, four with permits issued, for the area surrounding Kerang and Council is considering other energy related partnerships with private sector business and Government
- Koondrook Wharf project completed
- Successful cotton harvest at Reedy Lake
- A series of workshops, seminars and webinars were undertaken with a focus on customer service, tourism and hospitality
- On-ground works commenced on a large scale solar farm just out of Kerang
- Murray Explored project in partnership with Museums Victoria completed
- Participation in the Murray Regional Tourism meetings and events
- Wells Bridge upgrade completed
- Patchell Plaza and Cohuna public toilets completed and shortlisted as finalists in the Best Bathroom awards
- State Government funding announced for the Koondrook Nature Based Tourism Hub
- Industrial Estate developments
- Plans developed for the Koondrook Railway Goods Shed'

**SERVICES TO OUR
COMMUNITY**

Economic Development

To influence appropriate investment and business development in line with Council goals and facilitate an environment conducive for business, investment and economic growth

Strategic Future Planning

To identify future projects which are likely to improve the liveability and sustainability of the community

Tourism

To create high quality visitor experiences and to promote further growth within the local tourism industry

Community Facilities Management

To provide safe, clean, attractive and accessible recreational facilities which facilitate a range of social, recreational and leisure activities

Building

To administer and enforce building legislation to ensure that buildings meet relevant building and safety standards for owners, occupiers and the general public

Planning

To provide the strategic framework for appropriate land use planning, urban design and development to achieve high quality outcomes for the community through the implementation of the Gannawarra Planning Scheme.

OUR PERFORMANCE

PRIORITY AREA 1: STRONG AND DIVERSE ECONOMY

SERVICE PERFORMANCE INDICATORS				
Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Roads				
<i>Satisfaction of use</i>				
Sealed local road requests	19.84	12.77	16.26	The number of customer requests relating to sealed local roads has increased from 64 in 2015/16 to 82 in 2016/17. This may be attributed to the increased grain harvest for the 2016/17 growing year, causing an impact on Council's sealed road network, particularly in the west of the Shire as these are predominantly the main carriers to the grain receival sites.
[Number of sealed local road requests / Kilometres of sealed local roads] x100				
<i>Condition</i>				
Sealed local roads maintained to condition standards	97.00%	94.53%	94.98%	The condition of Council's road network has remained relatively stable thanks to the continued maintenance and asset renewal.
[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100				
<i>Service cost</i>				
Cost of sealed local road reconstruction	\$25.03	\$28.90	\$31.76	Transport of material and location of construction site from Council's Quarry has contributed to a small increase in the cost of sealed local road reconstruction.
[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]				

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Service cost				
Cost of sealed local road resealing	\$5.45	\$4.29	\$3.66	Gannawarra Shire Council's 2016/17 local road reseal program targeted large continuous sections of reseal therefore a reduced contractual rate was applied allowing a 14.65% reduction in costs.

[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]

Satisfaction				
Satisfaction with sealed local roads	58.00	54.00	51.00	Results for community satisfaction with sealed local roads has seen a decrease of three points from 54 in 2016 to 51 in 2017. Whilst results indicate Council's road network is relatively maintained to condition standards, Council is aware that many residents find it difficult to ascertain a council maintained road compared to roads maintained by other authorities.

[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]

Statutory Planning				
Timeliness				
Time taken to decide planning applications	42.00	42.00	41.00	The median time taken to decide planning applications has remained steady during the 2016/17 year.

[The median number of days between receipt of a planning application and a decision on the application]

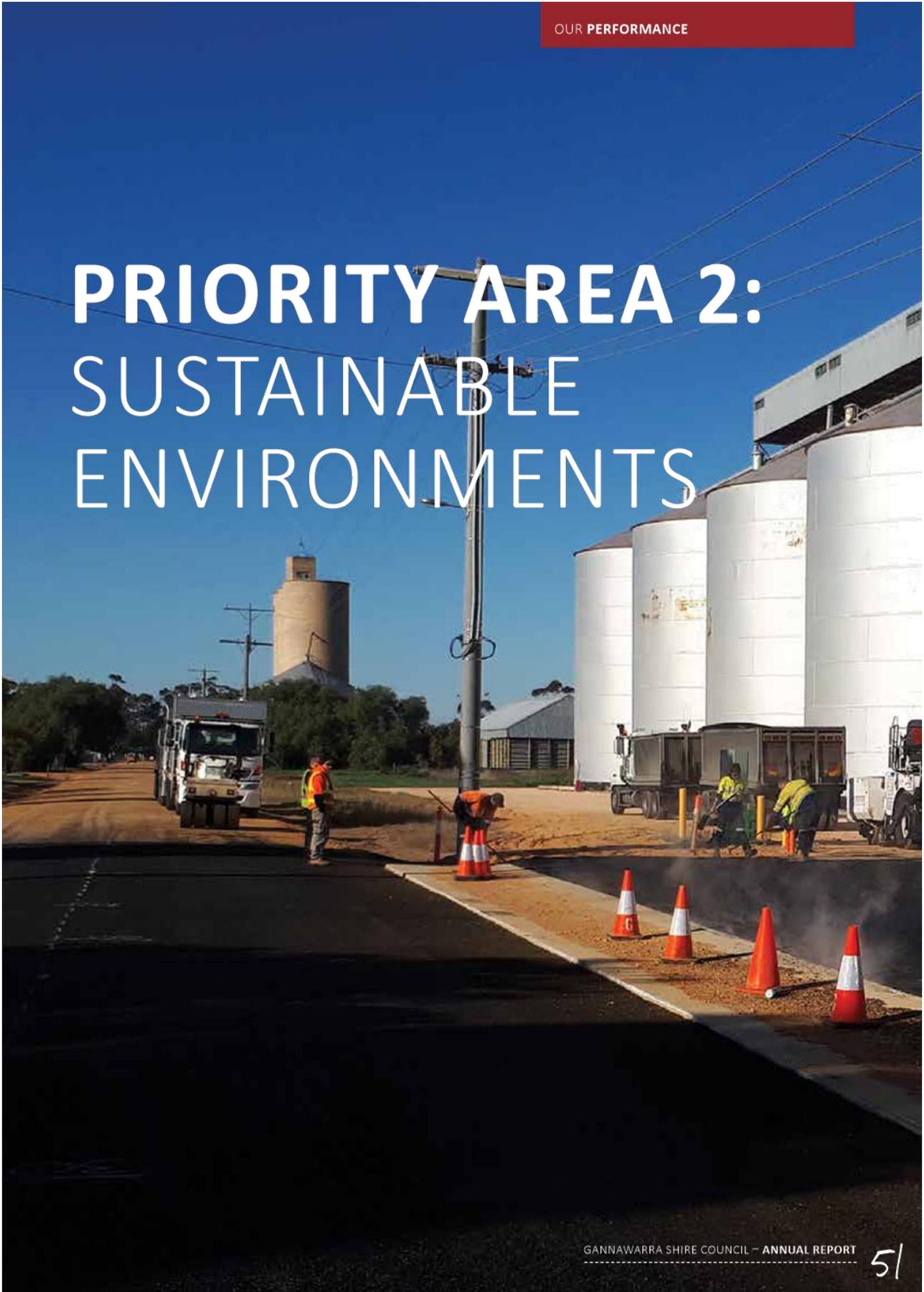
OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Service standard				
Planning applications decided within required time frames	85.00%	93.98%	86.05%	From 1 July 2016 this indicator will be updated to include VicSmart planning applications which should be assessed within 10 days. This may result in some variances year on year. A number of applications were required to be referred to Council for resolution, whilst a number of applications received a late response from referral authorities resulting in delayed decisions.
[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100				
Service cost				
Cost of statutory planning service	\$1,585.68	\$1,995.78	\$1,975.01	A decrease in the cost of the statutory planning service is related to a short term reduction in resources.
[Direct cost of the statutory planning service / Number of planning applications received]				
Decision making				
Council planning decisions upheld at VCAT	33.00%	0.00%	100.00%	One matter decided by VCAT resulted in Gannawarra Shire Council's decision being upheld with a slight amendment.
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100				

OUR PERFORMANCE

PRIORITY AREA 2: SUSTAINABLE ENVIRONMENTS



GANNAWARRA SHIRE COUNCIL – ANNUAL REPORT

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OUR PERFORMANCE

PRIORITY AREA 2: SUSTAINABLE ENVIRONMENTS

**OUR COMMITMENT:
THROUGH OUR
OPERATIONS
AND ADVOCACY,
ACHIEVE
OUTCOMES WHICH
PROTECT AND
ENHANCE OUR
ENVIRONMENT...**

STRATEGIC OBJECTIVES

- Promote innovation through the implementation of energy efficient programs and support for sustainable energy industries
- In partnership, promote the efficient use of water in our community and raise broader recreational and environmental awareness of the Shire wetlands
- Take action to improve waste management practices and encourage resource efficiency
- Adopt appropriate planning mechanisms to support sustainable land use and development
- Conserve and promote heritage and culture as drivers for change

HIGHLIGHTS

- Council undertook a trial stage of a new waste application
- Green Waste service now implemented in Kerang, Cohuna and Koondrook with 646 services taken up across Kerang and Cohuna and 102 in Koondrook
- Roadside Weeds and Pests Program continues with Council working with landholders and agencies to eradicate weeds and pests
- Funding announced for the Koondrook Nature Based Tourism Hub

SERVICES TO OUR COMMUNITY

Local Laws

To create a healthy and safe environment for residents and visitors to our municipality

Environmental Sustainability

Council oversees a number of environmental sustainability services including waste management, landfill rehabilitation, weeds and rabbits program and resource efficiencies

Operations

To provide, maintain and develop Council assets and infrastructure for the ongoing benefit and enjoyment of users

Engineering

To provide, maintain and coordinate Council's infrastructure and ensure that public roads and related infrastructure are maintained to a high standard

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS				
Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Waste Collection				
Satisfaction				
Kerbside bin collection requests	16.98	35.31	31.65	Results relating to kerbside bin collection requests show a reduction of 17 requests for replacement or repairs.
[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000				
Service standard				
Kerbside collection bins missed	1.08	1.02	0.78	Council received and acted on 31 requests relating to missed services in the 2016/17 reporting period, a decrease of nine requests from the 2015/16 reporting period.
[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000				
Service cost				
Cost of kerbside garbage bin collection service	\$51.61	\$52.38	\$53.97	A small rise in the cost of the kerbside garbage bin collection service is due to an increase in services as well as CPI increase.
[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]				
Service cost				
Cost of kerbside recyclables collection service	\$35.07	\$35.61	\$39.69	An increase in the cost of Gannawarra Shire Council's kerbside recyclables collection services is attributed to a significant increase in the uptake of kerbside recycling. Whilst the direct increase in cost is in the delivery of this service, more product and higher volumes of recycling equals a positive result for the environment.
[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]				

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
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Waste diversion				
Kerbside collection waste diverted from landfill	33.00%	43.70%	44.21%	Council's diversion rate has increased as a result of the availability of a greenwaste service across three townships within the Gannawarra Shire.

[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

Animal Management

Timeliness

Time taken to action animal management requests	0.00	1.61	2.41	Whilst there has been an increase in the time taken to action animal management requests due to a temporary reduction in resources, all animal management requests were responded to within the required timeframe bound by Council's Customer Service Charter.
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[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]

Service standard

Animals reclaimed	30.00%	55.78%	81.20%	Throughout the 2016/17 year, 117 cats and dogs were collected with 95 of those reclaimed. A significant increase in the result is attributed to greater compliance by animal owners through community education.
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[Number of animals reclaimed / Number of animals collected] x100

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

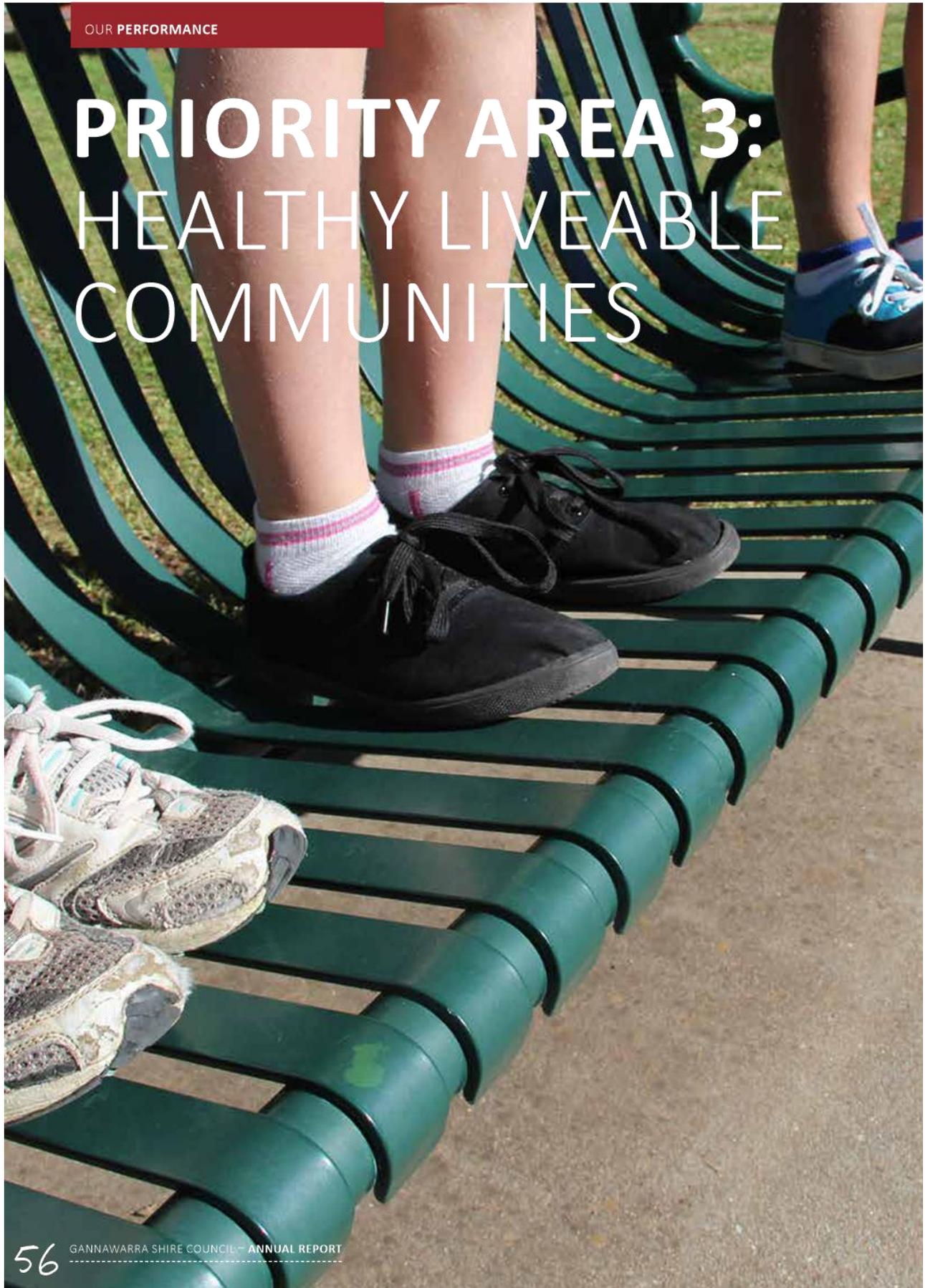
Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Service cost				
Cost of animal management service	\$43.04	\$35.75	\$35.26	A small decrease in the cost of the animal management service in 2016/17 is attributed to a temporary reduction in resources.
[Direct cost of the animal management service / Number of registered animals]				
Health and safety				
Animal management prosecutions	25.00	7.00	0.00	A decrease in the number of animal management prosecutions is attributed to greater compliance by animal owners through community education.
[Number of successful animal management prosecutions]				



Funding announcement of \$800,000 from the State Government for the Koondrook Nature Based Tourism Hub

OUR PERFORMANCE

PRIORITY AREA 3: HEALTHY LIVEABLE COMMUNITIES



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GANNAWARRA SHIRE COUNCIL - ANNUAL REPORT

PRIORITY AREA 3: HEALTHY LIVEABLE COMMUNITIES

OUR COMMITMENT: TO PROTECT, PROMOTE AND ENHANCE THE HEALTH AND WELLBEING OF OUR COMMUNITY...

STRATEGIC OBJECTIVES

- Lead the way on local planning efforts to improve health and wellbeing outcomes for the community
- Our community has access to a range of facilities and opportunities that promote active lifestyles
- Our community feels supported to make decisions that help them determine their own health and wellbeing
- Our community feels that they can contribute to community decision making processes
- Our community feels safe and is prepared for an emergency event

HIGHLIGHTS

- Gannawarra Children’s Centre and Pre-schools were recognised under the Smiles4Miles program and now qualify as a recognition point in the Healthy Together Victoria program for healthy eating/oral health
- Gannawarra Shire was a finalist in the Heart Foundation Award September 2016 for applying Heart Foundation Healthy by Design principles to Early Childhood services and the Gannawarra Walk to School program
- Council participated in the Victoria Against Violence Campaign
- Coordination of Dental Health Week promotion and activity in August 2016 with Professor Mark Gussy, Child Oral Health Specialist
- Hosted Royal Flying Doctor’s Service visits to Kerang, Koondrook and Cohuna between October 2016 and January 2017 to improve access to public dental services
- 105 children participated in the Summer Reading Challenge
- Gannawarra Creative Arts and Activation Strategy and Children and Youth Strategy adopted by Council
- VicHealth Walk to School program coordinated with 11 local primary schools and over 700 children participating
- VicHealth Bright Futures ‘Wired into the Warra’ project completed, including the internship program for young people held in January 2017
- Early implementation of the 2016-17 Arbovirus Disease Management and Prevention program due to flooding and high mosquito numbers

SERVICES TO OUR COMMUNITY

Health Promotion

Council seeks to protect, improve and promote public health and wellbeing by creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health.

The majority of services delivered under health promotion are done in partnership with the Gannawarra Local Agency Meeting (GLAM), including Council, Northern District Community Health, Cohuna Hospital, Kerang District Health, Victoria Police, Mallee District Aboriginal Service and supported by the Southern Mallee Primary Care Partnership.

Children’s Services

There are a range of services, programs and activities within the Gannawarra Shire Children’s Services that provide support to families with the growth and development of their children. This includes kindergarten programs, long day care, family day care, and toy library. The services are licensed by the Department of Education and Training and are registered with the Australian Children’s Education and Care Quality Authority.

OUR PERFORMANCE

Environmental Health

Under the Public Health and Wellbeing Act 2008, the function of Council is to seek to protect, improve and promote public health and wellbeing by creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health. Environmental Health Officers are appointed under the Act to fulfil this function.

The health protection role includes environmental health, infectious disease prevention and control, immunisation, food safety, septic tanks, environment protection and emergency response. A range of legislation is administered and enforced by Environmental Health Officers to protect health and wellbeing.

Partnerships

Community Wellbeing has developed strategic partnerships with the community, service providers and funders so that we are able to deliver on the following strategic plans:

- Council Plan which incorporates the Municipal Health and Wellbeing Plan 2013 – 2017
- Children and Youth Strategy 2016 – 2020
- Positive Ageing Strategy 2016 – 2020
- Early Years Plan 2015 – 2018
- Creative Arts and Activation Plan 2016 – 2020

Arts and Culture

Council coordinates arts and culture events in the Shire, manages Council's artwork collection, coordinates art shows and exhibitions and seeks funding opportunities for arts and culture events and programs. A community partnership has been developed this past year which sees Council partner with community groups to deliver strategic arts and culture performances across the Shire.

Community Care

Council has provided services to support older people and people with a disability since 1985. Community Care Services aims to maintain or increase independence by focusing on each client's capacity. Our service caters for frail older people, people of any age with a disability and their carers. Council has invested in training staff and all staff are qualified to provide support to people wanting to remain independently living at home for as long as possible.

Maternal and Child Health

The Maternal and Child Health service is a free universal primary care service for families with children from birth to school age. The universal service is provided under a Memorandum of Understanding with the Municipal Association of Victoria and the Department of Education and Early Childhood Development.

Along with key assessment criteria, nurses offer advice, support and information on a range of issues such as child health and development, feeding and nutrition, parenting, maternal and emotional wellbeing, oral health, sleep and settling difficulties, family planning, child accident and injury prevention and immunisation.

Extra visits are available for families with additional needs such as those with premature babies, twins or other challenging situations.

Nurses offer critical support to all families and refer families and children on to specialist assistance. They are also key front line primary health staff dealing with vulnerable children and families experiencing concerns such as family violence, drug and alcohol addiction, gambling, mental health and disability.

Libraries

The library service aims to support information, recreation and lifelong learning for residents of all ages.

The library service is part of the SWIFT Consortia, a cooperative network of public library services who share the one integrated library management system (ILMS) a bibliographic database, enabling the cost effective implementation of innovative technologies and the efficient sharing of resources to the benefit of library patrons and communities.

Youth

Council is committed to ensuring that young people have a voice in the leadership of the shire.

Volunteers

Volunteers are an essential part of supporting our community to thrive, stay connected and learn new skills. In Gannawarra we are grateful to have a strong commitment to volunteering, which is reflected in the large number of community members who volunteer.

Council currently offers five volunteer programs including Meals on Wheels, Gannawarra Non-Emergency Transport Service (GNETS), L2P Learner Driver Program, Gateway to Gannawarra Visitor Centre and Books on Wheels.

Community Care Services currently manages a volunteer register consisting of over 300 volunteers across all programs. A number of volunteers offer their time over multiple programs with Council.

Council receives funding from the Commonwealth Government for volunteer coordination to manage volunteer recruitment, retention, support, training and education.

PRIORITY AREA 3: HEALTHY LIVEABLE COMMUNITIES

SERVICE PERFORMANCE INDICATORS				
Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Aquatic Facilities				
<i>Service standard</i>				
Health inspections of aquatic facilities	1.33	1.00	1.00	Health inspections were undertaken at each of Council's aquatic facilities during the 2016/17 reporting period.
[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]				
<i>Health and Safety</i>				
Reportable safety incidents at aquatic facilities	0.00	0.00	0.00	There were no reportable safety incidents at Gannawarra Shire Council operated aquatic facilities within the 2016/17 reporting period.
[Number of WorkSafe reportable aquatic facility safety incidents]				
<i>Service cost</i>				
Cost of indoor aquatic facilities	\$16.87	\$16.50	\$10.41	A change in the swimming pool management structure has created a number of efficiencies in the operation of the indoor aquatic facility.
[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]				
<i>Service cost</i>				
Cost of outdoor aquatic facilities	\$17.40	\$15.20	\$13.31	A change in the swimming pool management structure has created a number of efficiencies in the operation of the outdoor aquatic facilities.
[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]				

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Utilisation				
Utilisation of aquatic facilities	2.16	2.72	2.58	A decrease in attendance figures is attributed to a failure in Council's recording system. Due to technical issues, visitors with a season pass were not recorded for the months of November and December therefore figures for these two months are an estimate only.
[Number of visits to aquatic facilities / Municipal population]				
Home and Community Care (HACC)				
Timeliness				
Time taken to commence the HACC service	0.00	10.00	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]				
Service standard				
Compliance with Community Care Common Standards	89.00%	88.89%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100				
Service cost				
Cost of domestic care service	\$0.00	\$65.81	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the domestic care service / Hours of domestic care service provided]				

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS				
Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Service cost				
Cost of personal care service	\$0.00	\$38.67	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the personal care service / Hours of personal care service provided]				
Service cost				
Cost of respite care service	\$0.00	\$53.81	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Cost of the respite care service / Hours of respite care service provided]				
Participation				
Participation in HACC service	51.00%	54.50%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of people that received a HACC service / Municipal target population for HACC services] x100				
Participation				
Participation in HACC service by CALD people	17.00%	15.73%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100				
Libraries				
Utilisation				
Library collection usage	1.68	1.75	1.86	Investment in new resources together with the withdrawal of older, non-used items is improving turnover, however low use of e-resources impacts on this figure.
[Number of library collection item loans / Number of library collection items]				

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Resource standard				
Standard of library collection	34.00%	39.16%	37.50%	Gannawarra Shire Council will continue to step up withdrawal of older stock to increase the standard of the Library collection.
[Number of library collection items purchased in the last 5 years / Number of library collection items] x100				
Service cost				
Cost of library service	\$5.98	\$6.62	\$6.20	A continuous improvement approach has resulted in a small amount of savings across the service with a 6.39% decrease from 2015/16.
[Direct cost of the library service / Number of visits]				
Participation				
Active library members	13.00%	19.45%	20.01%	Gannawarra Shire Council has recorded a small but positive increase in active library members across the Service in the 2016/17 year.
[Number of active library members / Municipal population] x100				
Maternal and Child Health (MCH)				
Satisfaction				
Participation in first MCH home visit	100.00%	101.80%	98.92%	The Gannawarra Maternal and Child Health Service participation is strong however families living remotely tend to access the Service in a neighbouring Shire if their residence is closer in distance.
[Number of first MCH home visits / Number of birth notifications received] x100				
Service standard				
Infant enrolments in the MCH service	100.00%	93.69%	93.55%	The Gannawarra Maternal and Child Health Service participation is strong however families living remotely tend to access the Service in a neighbouring Shire if their residence is closer in distance.
[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100				

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OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
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Service cost

Cost of the MCH service	\$0.00	\$70.17	\$62.03	A decrease in the cost of the Gannawarra Maternal and Child Health Service is related to a reduction in resources.
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[Cost of the MCH service / Hours worked by MCH nurses]

Participation

Participation in the MCH service	73.00%	79.19%	77.40%	The Gannawarra Maternal and Child Health Service participation is strong however families living remotely tend to access the Service in a neighbouring Shire if their residence is closer in distance.
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[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100

Participation

Participation in the MCH service by Aboriginal children	59.00%	69.49%	55.56%	A decrease in the participation in the Maternal and Child Health Service by Aboriginal children is attributed to an alternative Service available through the Mallee District Aboriginal Service.
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[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

Food Safety

Timeliness

Time taken to action food complaints	0.00	1.00	1.00	From 1 July 2016, 'Time taken to action food complaints' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.
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[Number of days between receipt and first response action for all food complaints / Number of food complaints]

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
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Service standard

Food safety assessments 82.00% 88.73% 72.88% A decrease in the number of food safety assessments is related to a temporary reduction in resources.

[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100

Service cost

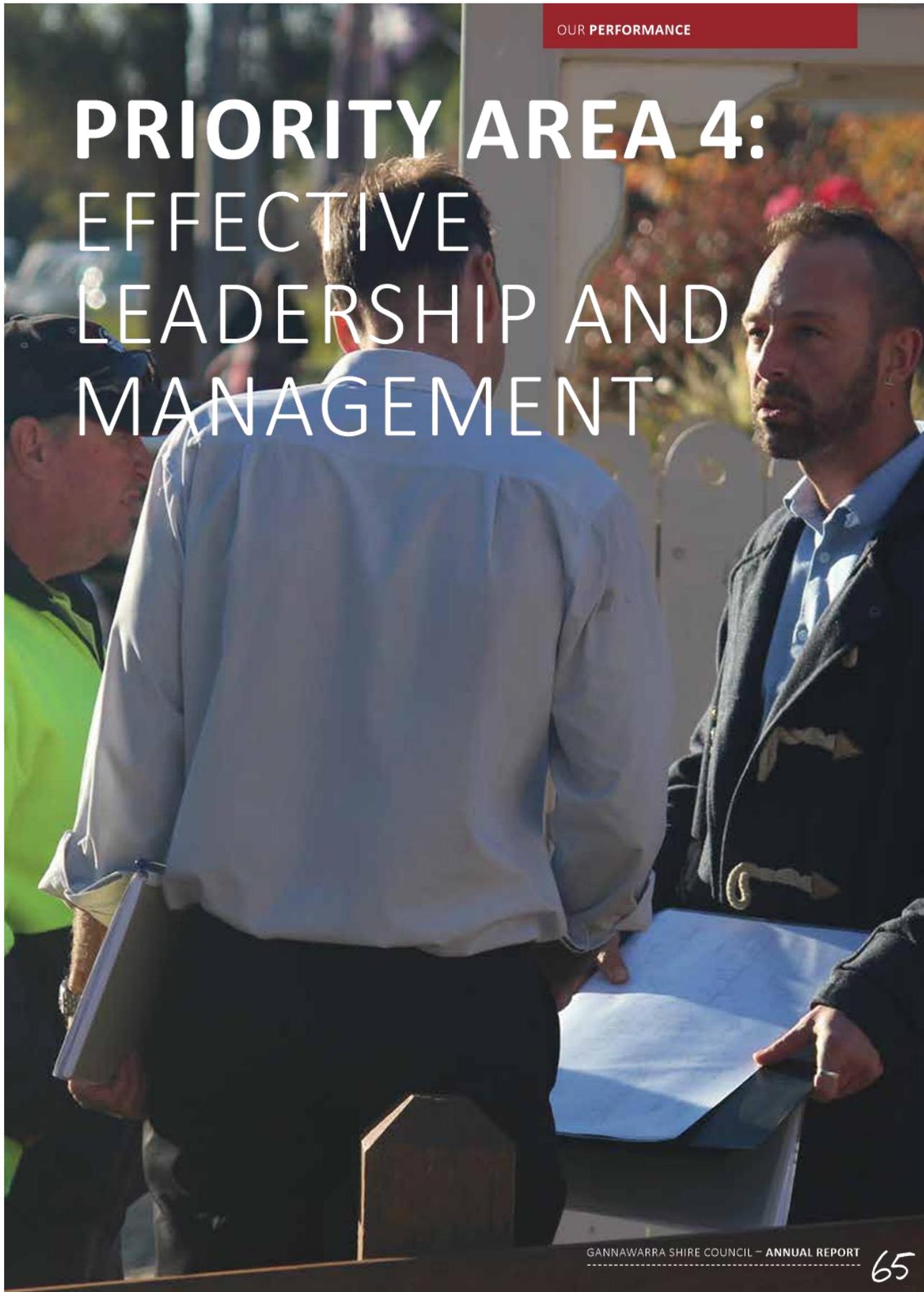
Cost of food safety service \$406.99 \$280.80 \$226.58 A decrease in the cost of the food safety service is related to a temporary reduction in resources.

[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]

Health and safety

Critical and major non-compliance outcome notifications 100.00% 100.00% 100.00% From 1 July 2016, 'Critical and major non-compliance outcome notifications' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.

[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100



OUR PERFORMANCE

PRIORITY AREA 4: EFFECTIVE LEADERSHIP AND MANAGEMENT

GANNAWARRA SHIRE COUNCIL - ANNUAL REPORT

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OUR PERFORMANCE

PRIORITY AREA 4: EFFECTIVE LEADERSHIP AND MANAGEMENT

**OUR COMMITMENT:
TO ENSURE
RESPONSIBLE
MANAGEMENT
OF COUNCIL'S
RESOURCES
THROUGH
EFFECTIVE AND
TRANSPARENT
GOVERNANCE,
VISIONARY
LEADERSHIP
AND FULL
ACCOUNTABILITY...**

STRATEGIC OBJECTIVES

- Council will continue to be recognised for its advocacy, partnerships and leadership for the benefit of the community
- Our community has access to information, is kept informed and has the opportunity to participate in the decision making process
- Council maximises its financial capacity whilst paying close attention to risk factors and statutory requirements
- An organisational culture that promotes staff development and wellbeing, recognises achievements and celebrates successes

HIGHLIGHTS

- Active in lobbying the State Government for additional passenger rail services on the Swan Hill – Bendigo line
- Implementation of the Live Chat service on our website, allowing the community to communicate with Council in another way
- Increase in our social media following
- 100% of statutory reporting timelines met, including budget, Annual Report, Council Plan 2017 – 2021 and grants commission returns
- Sale of Sleepy Lane managed through best practice processes
- Participation in the Healthy Together Victoria workplace program

SERVICES TO OUR COMMUNITY

Customer Service

Council's frontline customer service is the first point of customer contact for our residents, stakeholders and general community. Council's customer service staff handle a variety of queries on a daily basis including general customer enquiries, revenue collection and receipting, facility hire services, office supply orders and manage postal collection and dispatch. It is an expectation of the community that our customer service staff have excellent knowledge and service skills, prompt, efficient, courteous service provide and execute confidentiality where required.

Finance

To provide in-house professional, technical and expert financial services that result in promoting financial sustainability and complying with all regulatory standards and authorities' requirements.

Community Engagement, Grants and Media

To promote and manage Council's image and reputation.

To effectively manage information flow between Council, the community and other relevant stakeholders in ways that reflect and support Council's key strategic documents.

To inform the community of Council's projects, programs and decisions through appropriate and accessible mediums.

Governance

To lead the organisation in good governance practices through establishing and maintaining standards of conduct and administration.

To support Council's participatory democratic function through facilitation of open and transparent decision making.

To inform Council and management of their roles and responsibilities in order to deliver the best possible outcomes for the community.

OUR PERFORMANCE

Human Resources

Human Resources (HR) acts as a business partner to all areas of Council by providing services that enable the organisation to achieve its business objectives through its staff. HR services ensure that there are the right number of staff, with the right skills, the right values and behaviours, to enable business objectives to be met. As part of this, HR ensures that all relevant employment laws are adhered to and that risks associated with the employment relationship are controlled. HR plays an equal role in ensuring that the business is able to achieve its objectives through its staff and that those staff are treated fairly and in accordance with the law and Council policies.

Municipal Emergency Management

To ensure compliance with statutory Local Government emergency management obligations.

To ensure appropriate plans, processes and arrangements are in place to assist Council in supporting emergency response activities and to fulfil its emergency relief and recovery obligations.

Advocacy

Gannawarra Shire Council is committed to sustainably developing its community by building a strong economy, a vibrant tourism sector, ensuring the provision of high quality services and facilities and developing stronger connections to the wider community through digital and physical infrastructure. To achieve our vision we need to advocate on behalf of our community to key decision makers. Working in partnership with the State and Federal Government, as well as community groups and other agencies, is critically important for Council to successfully deliver improved outcomes to its community. Funding and support from government and agencies allows Council to progress its key projects and continue to deliver high-quality services.

IT Management

To provide a technological platform and resources for directorates, enabling them to perform their duties and provide services to the shire.

Strategic Asset Management

To ensure that Council has the infrastructure in place to meet the needs to all other services delivered by Council as well as have oversight of the Capital Works Program.

Records Management

The management of records during their 'life cycle' including creation, maintenance, control, storage, retrieval, dissemination and disposition. The documenting of information contained in Council records is required to enable efficient retrieval of information and the compilation of an accurate and permanent account of all Council events and transactions.

OUR PERFORMANCE

PRIORITY AREA 4: EFFECTIVE LEADERSHIP AND MANAGEMENT

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Governance				
Transparency				
Council decisions made at meetings closed to the public	7.00%	9.26%	9.16%	The majority of Council meetings closed to the public are for the consideration of contractual matters with a small decrease from 15 decisions made in 2015/16 to 12 decisions made in 2016/17.
<p>[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100</p>				
Consultation and engagement				
Satisfaction with community consultation and engagement	65.00	60.00	60.00	Community satisfaction with consultation and engagement has remained steady in 2016.
<p>Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement</p>				
Attendance				
Councillor attendance at council meetings	96.00%	94.29%	86.73%	Councillors attended 86.73% of ordinary and special meetings of Council in the 2016/17 year. Attendance figures reflect periods of illness and personal leave.
<p>[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100</p>				

OUR PERFORMANCE

SERVICE PERFORMANCE INDICATORS

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations and Comments
Service cost				
Cost of governance	\$36,615.37	\$41,837.50	\$40,182.39	A reduction in the cost of governance is a result of costs associated with the recruitment of a new CEO in the 2015/16 year.
[Direct cost of the governance service / Number of Councillors elected at the last Council general election]				
Satisfaction with council decisions	64.00	59.00	60.00	Community satisfaction with Council decisions increased by 1 point in the 2016/17 year.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]				





GOVERNANCE

Gannawarra Shire Council is constituted under the *Local Government Act* to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- Taking into account the diverse needs of the local community in decision-making
- Providing leadership by establishing strategic objectives and monitoring achievements
- Ensuring that resources are managed in a responsible and accountable manner

- Advocating the interests of the local community to other communities and governments
- Acting as a responsible partner in government by taking into account the needs of other communities
- Fostering community cohesion and encouraging active participation in civic life

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes including community consultation, public forums and the ability to make

submissions to Council.

Council's formal decision-making processes are conducted through Council meetings. Council delegates the majority of its decision-making to Council staff. These delegations are exercised in accordance with the Local Government Act 1989 and a range of other acts and regulations.

GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

MEETINGS OF COUNCIL

Council conducts open public meetings on the third Wednesday of each month. Members of the community

are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to submit questions to the Council, make a submission or speak to an item.

For the 2016/17 year, Council held 11 Ordinary Council Meetings and three Special Council Meetings.

ORDINARY MEETINGS													
COUNCILLOR	20/07/17	17/8/17	14/9/17	12/10/17	16/11/16	21/12/16	15/2/17	15/3/17	19/4/17	17/5/17	28/6/17	TOTAL	
Cr Neville Goulding	✓	✓	✓	✓	4/4							4/4	
Cr Oscar Aertssen	✓	✓	✓	✓	4/4							4/4	
Cr Keith den Houting	✓	✓	✓	✓	4/4							4/4	
Cr Neil Gannon	✓	A	✓	✓	3/4							3/4	
Cr Lorraine Learmonth	✓	✓	✓	✓	4/4	✓	✓	✓	✓	✓	✓	7/7	11/11
Cr Mark Arians	✓	A	✓	✓	2/4	✓	✓	✓	✓	✓	✓	7/7	9/11
Cr Brian Gibson	A	✓	A	A	1/4	✓	✓	✓	✓	✓	✓	7/7	8/11
Cr Steven Tasker						✓	✓	✓	✓	✓	✓	7/7	7/7
Cr Jodie Basile						✓	✓	✓	✓	✓	✓	7/7	7/7
Cr Sonia Wright						✓	✓	✓	✓	✓	✓	7/7	7/7
Cr Charlie Gillingham						✓	✓	✓	✓	✓	✓	7/7	7/7

SPECIAL MEETINGS				
	4/11/17	15/2/17	13/6/17	
Cr Lorraine Learmonth	✓	✓	A	2/3
Cr Mark Arians	✓	✓	✓	3/3
Cr Brian Gibson	✓	✓	✓	3/3
Cr Steven Tasker	✓	✓	✓	3/3
Cr Jodie Basile	✓	✓	✓	3/3
Cr Sonia Wright	✓	✓	✓	3/3
Cr Charlie Gillingham	✓	✓	✓	3/3

GOVERNANCE

COUNCILLOR PORTFOLIOS

Councillor portfolios as set 16 November 2016.

COUNCILLOR	PORTFOLIO	COMMITTEE
Cr Brian Gibson		Municipal Emergency Management Planning Committee Audit Committee Murray River Group of Councils – as Mayor Loddon Campaspe Councils – as Mayor
Cr Mark Arians		Murray Mallee Local Learning and Employment Network (MMLLEN) Seniors Advisory Committee Elders Group
Cr Jodie Basile		Municipal Association Victoria (MAV) Audit Committee Early Years Board MAV Transport and Infrastructure Committee
Cr Charlie Gillingham		Murray Darling Association (MDA)
Cr Lorraine Learmonth	Arts and Culture, Elders, Seniors	Loddon Mallee Waste and Resource Recovery Group (LMWRRG) Campaspe Cohuna Local Learning and Employment Network (CCLLEN) MAV Arts and Culture Committee MAV Environment Committee Seniors Advisory Committee Elders Group
Cr Sonia Wright	Youth	Central Victorian Greenhouse Alliance (CVGA)
Cr Steven Tasker		Municipal Fire Management Planning Committee

CODE OF CONDUCT

The *Local Government Act* requires a council to review its Councillor Code of Conduct within the period of four months after a general election. On 5 February 2017, at a Special Meeting called solely for this purpose, Council reviewed and approved Policy No. 078 – Code of Conduct and Values for Elected Members which is designed to:

- Assist councillors to maintain the highest standards of conduct and behaviour as well as provide a means to deal with problems they may encounter
- Attract the highest level of confidence from Council's stakeholders
- Assist the Mayor and councillors to discharge the responsibilities of their public office appropriately.

In addition to setting out the Councillor Conduct Principles, the Code also outlines:

- Other conduct definitions under the Act, such as those relating to the misuse of position, improper direction, breach of confidentiality and conflict of interest
- Roles and relationships
- Dispute resolution procedures

The Code of Conduct documents Gannawarra Shire Councillors commitment to working together in the best interests of the people within the municipality and to discharging their responsibilities to the best of their skill and judgement.

CONFLICT OF INTEREST

Councillors are elected by the residents and ratepayers to act in the best interests of the community. When a council delegates its powers to a council officer or a committee, the committee or officer must also act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it.

Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all Council meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflicts of interest. During 2016-17, two conflicts of interest were declared at a Council meeting.

COUNCILLOR ALLOWANCES

In accordance with Section 74 of the Local Government Act, councillors are entitled to receive an allowance while performing their duty as a councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to councillors and mayors.

For the period 1 July 2016 to 30 June 2017, the councillor annual allowance must be between \$8,121 and \$19,350 for councillors and a maximum of \$57,812 for the Mayor, plus an additional 9.5% being an amount equivalent to superannuation.

Council moved at its November 2016 Ordinary Council Meeting to:

- 1) Fix the Councillor allowance at \$19,350 per annum and an amount equivalent to the superannuation guarantee of 9.5% of the relevant allowance, equating to \$21,188 (exclusive of annual indexation).
- 2) Fix the Mayoral allowance at \$57,812 per annum and an amount equivalent to the superannuation guarantee of 9.5% of the relevant allowance, equating to \$63,304 (exclusive of annual indexation).

The Mayor and councillors have the option to be provided with internet access, a mobile telephone and a tablet device. All councillors have access to a computer, printer and fax machine at Council's offices. The Mayor is also provided with a vehicle.

GOVERNANCE

COUNCILLOR EXPENSES

In accordance with Section 75 of the *Local Government Act*, Council is required to reimburse a councillor for expenses incurred whilst performing his or her duties as a councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for councillors. The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and councillors to enable them to discharge their duties. Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each councillor. Council endorsed reviewed Policy No. 092 – Councillor Allowanced and Support on 21 December 2016.

The details of the expenses including reimbursement of expenses for each councillor paid by Council for the 2016-17 year are set out as below:

SCHEDULE OF COUNCILLOR EXPENSES - JULY 2016												
	CAER716	CARI456	CBAS365	CGAN554	CGIB060	CGIL436	CGOU500	CHOU734	CLEA551	CTAS387	CWRI701	TOTAL
	Cr	Cr	Cr	Cr	Cr	Cr	Cr	Cr	Cr	Cr	Cr	
	Oscar Aertssen	Mark Arians	Jodie Basile	Neil Gannon	Brian Gibson	Charles Gillingham	Neville Goulding	Keith den Houting	Lorraine Learmonth	Steve Tasker	Sonia Wright	
1. Conferences & Training Expenses									\$635			\$635
2. Travel Expenses				\$254								\$254
3. Car Mileage Expenses									\$2,435			\$2,435
4. IT & Communication Expenses												\$0
5. Childcare Expenses												\$0
TOTAL Expenses	\$0	\$0	\$0	\$254	\$0	\$0	\$0	\$0	\$3,071	\$0	\$0	\$3,325

- 1. Conferences & Training Expenses**
This category covers registration fees & all other costs (eg accomodation, meals) associated with attendance by Councillors at local conferences, training, functions and seminars. These are normally held by Local Government related organisations, professional bodies and institutions, education institutions and private sector providers on areas and events which impact the roles of Councillors and the Shire in general. This category also includes memberships and subscriptions to bodies and organisations whose activities are relevant to the role of Councillors.
- 2. Travel Expenses**
This category covers costs associated with assisting Councillors in meeting the transport costs incurred in attending meetings, functions and other commitments within and outside the municipality. This comprises use of a taxi, reimbursement for use of private vehicle while conducting Council business, car parking fees, the provision of car parking permits etc as described in the Councillor Expenses Policy. This category also comprises costs associated with accommodation and incidentals when travelling on Council business.
- 3. Car Mileage Expenses**
This category covers car mileage expenses for the use of Council vehicles by Councillors whenever travelling to conduct Council business.
- 4. IT & Communication Expenses**
This category covers mobile telephone use associated with ensuring that Councillors are accessible and are able to communicate with constituents, stakeholders, other Councillors, Council Officers and family members while conducting Council business.
- 5. Childcare Expenses**
The Council will reimburse the cost of necessary carer expenses incurred by Councillors in the course of carrying out their duties, at functions of which partners are invited. This covers childcare and other forms of care needed to support immediate family members.

AUDIT COMMITTEE

The Audit Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

Council's five member Audit Committee consists of three independent members being Deanne Van der Drift and Alan Darbyshire, along with John Campbell who was appointed in April 2017 following the retirement of Lui Basile; and two councillor representatives being Councillor Jodie Basile and Councillor Brian Gibson. Independent members are appointed for a three-year term. The chair must be an independent member and is elected by the committee.

The Audit Committee meets at least quarterly and five meetings were held during 2016-17. The Victorian Auditor-General's Office (VAGO) audit service provider and Council's appointed Internal Auditors, along with the Chief Executive Officer, Director Corporate Services, Manager Finance and Manager Governance are invited to attend all Audit Committee meetings. Other management representatives attend as required to present reports.

Recommendations from each Audit Committee meeting are subsequently reported to, and considered by Council.

INTERNAL AUDIT

Council's internal audit function provides independent and objective assurance to the Audit Committee that appropriate processes and controls are in place across Council.

Under direction of the Audit Committee, internal audit reviews are conducted across the organisation by the appointed internal auditors AFS & Associates Pty Ltd of Bendigo. A risk based three-year Strategic Internal Audit Plan (SIAP) is revised annually to ensure the audit resources remain focused on the appropriate areas. The review process considers Council's risk framework, the Council Plan, the impact of any changes on operations, systems or the business environment; prior audit coverage and outcomes and management input. The SIAP is reviewed and approved by the Audit Committee annually.

The Internal Auditors attend each Audit Committee meeting to report on the status of the SIAP, to provide an update on the implementation of audit recommendations and to present findings of completed reviews.

The following SIAP reviews were presented to the Audit Committee during 2016-17:

- Risk Management Assessment
- Business Continuity and Disaster Recovery Planning
- Asset Management and Capital Expenditure
- Past Reports – Follow Up Review
- Accounts Payable and Procurement

EXTERNAL AUDIT

Council is externally audited by the Victorian Auditor-General's Office (VAGO). For the 2016-17 year, the annual external audit of Council's Financial Statements and Performance Statement was conducted by the VAGO appointed audit service provider, Crowe Horwath Australasia.

RISK MANAGEMENT

During 2016-17 Council's Executive Leadership Team completed development of a new Risk Management framework (Council Opportunity and Risk Evaluator – CORE) that includes specific criteria to measure and utilise opportunity values to support Council to achieve its corporate and community goals.

A review was also undertaken on Council's Business Continuity Plan and department sub-plans

OCCUPATIONAL HEALTH AND SAFETY (OHS)

During 2016-17 Council staff commenced a review of the current OHS Committee structure and the incident notification and investigation process. One elected Health and Safety Representative and one management representative completed the initial 5 day HSR Course, three elected Health and Safety Representatives and two management representatives completed the one day HSR refresher course.

In addition, staff completed a range of training including fire and evacuation, heat health, manual handling and first aid.

EMERGENCY MANAGEMENT

Council lodged a submission in response to the Local Government Victoria (LGV) Councils and Emergencies Directions Paper.

The Gannawarra Shire Municipal Emergency Management Planning Committee (MEMPC) completed a full review of the Municipal Emergency Management Plan (MEMP) and assessed the risk of food/water supply contamination, anthrax and plant/animal pest (e.g. fruit fly).

Council staff conducted an exercise to review processes, arrangements and documents developed to support activation and set up of an Emergency Relief Centre in a Council owned facility.

ELECTION

The 2016-17 year was an election year for Victorian Local Government. Gannawarra Shire two councillors did not seek re-election.

13 Candidates nominated, three former councillors and four new councillors were elected.

Oaths and Affirmations of Office were recorded and Code of Conduct Declarations were signed by all councillors at a Special Meeting held 4 November 2016. Also at the Special Meeting, Cr Gibson was elected Mayor and Cr Gillingham elected Deputy Mayor.

FREEDOM OF INFORMATION

The Freedom of Information Act (1982) provides individuals and organisations with a general right of access to information held by the Gannawarra Shire Council. It also provides a right of appeal to the State FOI Commissioner to review decisions to refuse access to information.

Requests for access to information under the Freedom of Information Act must be submitted in writing to the Freedom of Information Officer, Gannawarra Shire Council, PO Box 287, Kerang VIC 3579.

Six Freedom of Information requests were received during 2016-17.

GOVERNANCE AND MANAGEMENT CHECKLIST

GOVERNANCE AND MANAGEMENT ITEM	REQUIRED	YES or NO	DATE IF YES (SINGLE ITEM/DATE)	DATE IF YES (MULTIPLE ITEMS/DATES)	REASON(S) IF ANSWER IS NO COMMENTARY OR LINK TO DOC IF ANSWER IS YES
Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Current policy in operation	YES	22/06/2016		
Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES	22/06/2016		
Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the Act	YES	28/06/2017		
Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 130 of the Act	YES	28/06/2017		
Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Current plans in operation	YES		Buildings AMP- 20/08/2008 Roads AMP- 18/02/2015 Bridges AMP- 18/03/2016 Footpaths AMP- 16/07/2014 Drainage AMP- 18/05/2011 Recreation AMP-18/05/2011 Levee Banks AMP- 18/03/2015	

GOVERNANCE

GOVERNANCE AND MANAGEMENT ITEM	REQUIRED	YES or NO	DATE IF YES (SINGLE ITEM/DATE)	DATE IF YES (MULTIPLE ITEMS/DATES)	REASON(S) IF ANSWER IS NO COMMENTARY OR LINK TO DOC IF ANSWER IS YES
Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	Current strategy in operation	YES	19/03/2014		
Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	YES	22/06/2016		
Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES	15/03/2017		
Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986	YES	17/05/2017		
Procurement policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the Local Government Act	YES	28/06/2017		
Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Current plan in operation	YES	10/10/2016		

GOVERNANCE

GOVERNANCE AND MANAGEMENT ITEM	REQUIRED	YES or NO	DATE IF YES (SINGLE ITEM/DATE)	DATE IF YES (MULTIPLE ITEMS/DATES)	REASON(S) IF ANSWER IS NO COMMENTARY OR LINK TO DOC IF ANSWER IS YES
Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation	YES	4/09/2016		
Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation	YES	7/09/2016		
Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Committee established in accordance with section 139 of the Act	YES	8/09/1999		
Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged	YES	27/11/2014		
Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Current framework in operation	YES	1/07/2015		

GOVERNANCE

GOVERNANCE AND MANAGEMENT ITEM	REQUIRED	YES or NO	DATE IF YES (SINGLE ITEM/DATE)	DATE IF YES (MULTIPLE ITEMS/DATES)	REASON(S) IF ANSWER IS NO COMMENTARY OR LINK TO DOC IF ANSWER IS YES
Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report	YES	7/03/2017		
Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Quarterly statements presented to Council in accordance with section 138(1) of the Act	YES	14/09/2016 16/11/2016 15/02/2017 17/05/2017		
Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented	YES	07/12/2016 03/05/2017		
Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports prepared and presented	YES	14/09/2016 01/03/2017		

GOVERNANCE

GOVERNANCE AND MANAGEMENT ITEM	REQUIRED	YES or NO	DATE IF YES (SINGLE ITEM/DATE)	DATE IF YES (MULTIPLE ITEMS/DATES)	REASON(S) IF ANSWER IS NO COMMENTARY OR LINK TO DOC IF ANSWER IS YES
Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council in accordance with section 134 of the Act	YES	12/10/2016		
Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Code of conduct reviewed in accordance with section 76C of the Act	YES	15/02/2017		
Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 98(6) of the Act	YES	17/05/2017		
Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act	YES	20/04/2011		

STATUTORY INFORMATION

The following information is provided in accordance with legislative and other requirements applying to Council.

DOCUMENTS AVAILABLE FOR PUBLIC INSPECTION

In accordance with regulation 12 of the Local Government (General) Regulations 2015 the following are prescribed documents that are available for public inspection or copies of the documents can be obtained for the purposes of section 222 of the Act at 47 Victoria Street, Kerang:

- A document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by councillor or any member of council staff in the previous 12 months
- Minutes of ordinary and special meetings held in the previous 12 months which are kept under Section 93 of the Act, other than those agendas and minutes relating to part of a meeting which was closed to members of the public under Section 89 of the Act and are confidential information within the meaning of Section 77(2) of the Act
- The minutes of meetings of special committees established under Section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under Section 89 of the Act and are confidential information within the meaning of Section 77(2) of the Act
- A register of delegations kept under Sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- A document containing details of all leases involving land which were entered into by the council as lessor, including the lessee and the terms of and the value of the lease
- A register maintained under section 224(1A) of the Act of authorised officers appointed under that section
- A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant

BEST VALUE

Council is committed to the principles of the Business Excellence Framework which is an integrated leadership and management system that describes the elements essential to sustainable organisational excellence. The objective of Business Excellence is to use quality management principles and tools in business management with the goal of improving performance based on customer focus, stakeholder value and process management. Council has integrated these principles into its everyday organisational environment. Council adopted its Council Plan 2017 – 2021 to define the goals of the organisation over a four year period as required by the Local Government Act. The Council Plan contains five Key Priority Areas

- Connectivity
- Economic Diversity, Growth and Prosperity
- Sustainable Natural and Built Environments
- Good Governance and a Healthy Organisation
- Strong Healthy Communities

Each Priority Area contains outcomes, objectives and success indicators. Council progressively monitors the provision of best practice service against success indicators using reports provided by the Executive Leadership Team. Shortfalls against these indicators can then be seen as areas for improvement. Our integrated planning framework is essential to the best use of limited resources.

To further reflect Council's commitment to Best Value, Council has commenced the design and planning of a Service Planning Program which is to be rolled out to the whole organisation. This program provides additional review and improvement mechanisms to ensure that Council's services achieve best practice standards in regards to service performance.



CONTRACTS

During the year Council did not enter into any contracts valued at \$150,000 or more for services of \$200,000 or more for works or more of a kind specified in section 186(5)(a) and (c) of the Act. It also did not enter into any other contracts valued at \$150,000 or more for goods or services or \$200,000 or more for works without engaging in a competitive process.

DISABILITY ACTION PLAN

In accordance with Section 38 of the Disability Act 2006, Council is required to report on the implementation of its Disability Action Plan in the Annual Report. Council’s Disability Action Plan is due for review; however the following actions were completed during the 2016-17 year:

- Delivered a successful ‘International Day of People with a Disability’ event in Kerang
- Discuss providing all accessible playgrounds through the community consultation of the Council Plan and this is something Council will be focusing on in the next 4 years.

Council will review and develop an Inclusion Plan in the 2017-18 year.

DOMESTIC ANIMAL MANAGEMENT PLAN

In accordance with the Domestic Animals Act 1994, Council is required to prepare and implement a Domestic Animal Management Plan (DAM Plan) every four years, and evaluate its implementation in the Annual Report.

Highlights during the 2012-2016 period include:

- development and implementation of 84Y agreements for rehousing of dogs and cats
- development of the Emergency Animal Welfare Plan (EAWP)
- increase in quantity of wildcats removed from the community
- use of Council website and Facebook page to display photos and details of animals in the Pound
- use of innovative, user-friendly methods to allow cancellation of animal registration via email or text

FOOD ACT MINISTERIAL DIRECTIONS

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any ministerial directions received during the financial year in its Annual Report. No such ministerial directions were received by Council in the 2016-17 year.

PROTECTED DISCLOSURE PROCEDURES

In accordance with Section 69 of the *Protected Disclosure Act 2012* a Council must include in their Annual Report information about how to access the procedures established by the Council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

The *Protected Disclosure Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available on Council's website in the policy document section Policy No. 107.

During the 2016-17 year no disclosures were notified to Council officers appointed to receive disclosures, or to IBAC.

ROAD MANAGEMENT ACT MINISTERIAL DIRECTION

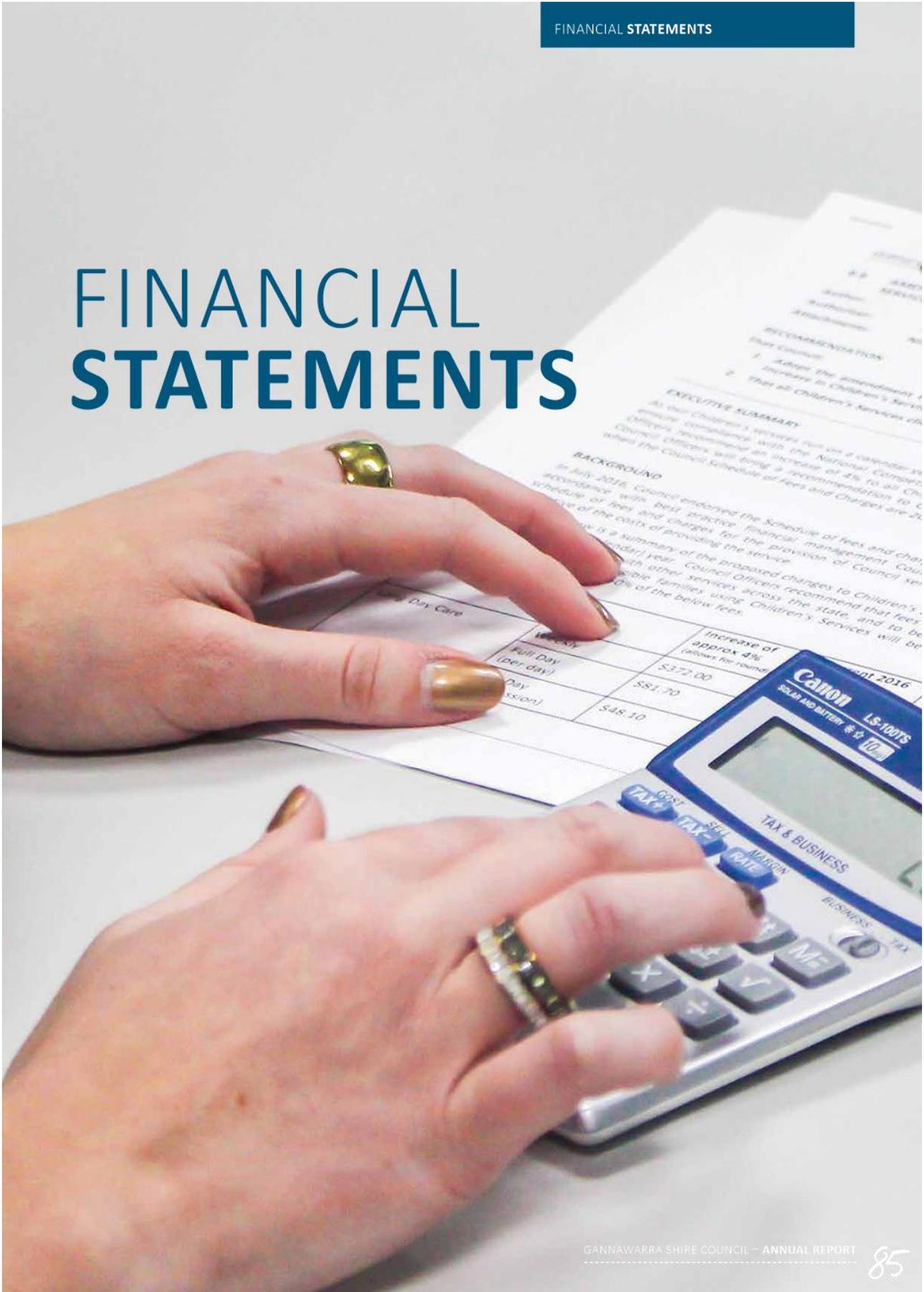
In accordance with Section 22 of the *Road Management Act 2004*, a Council must publish a copy or summary of any Ministerial Direction in its Annual Report. No such Ministerial Directions were received by Council during the financial year.

INFRASTRUCTURE AND DEVELOPMENT CONTRIBUTIONS

In accordance with section 46GM and 46QD of the *Planning and Environment Act 1987*, a Council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a Council's Annual Report.

FINANCIAL STATEMENTS

FINANCIAL STATEMENTS



FINANCIAL STATEMENTS

**GANNAWARRA SHIRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

**FINANCIAL STATEMENTS TO BE INCLUDED FOLLOWING ENDORSEMENT AT
SEPTEMBER COUNCIL MEETING**

FINANCIAL STATEMENTS

PERFORMANCE STATEMENT

**GANNAWARRA SHIRE COUNCIL
PERFORMANCE STATEMENT 2017
FOR THE YEAR ENDED 30 JUNE 2017**

DESCRIPTION OF MUNICIPALITY

Bordered by the Murray River to the north, Gannawarra Shire is approximately three hours from Melbourne and around one hour from the neighbouring centres of Swan Hill, Echuca and Bendigo. Gannawarra Shire is a diverse landscape of lakes and rivers, red gum forests, irrigated agriculture and dry land farming. The magnificent natural landscapes and Mediterranean-style climate make it ideal for agriculture and outdoor recreation. Gannawarra’s primary centres are Kerang, Cohuna and Koondrook. Smaller outlying communities include Leitchville, Quambatook, Murrabit, Lake Charm, Lalbert and Mystic Park.

SUSTAINABLE CAPACITY INDICATORS

FOR THE YEAR ENDED JUNE 2017

Indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations
Population				
Expenses per head of municipal population <i>[Total expenses / Municipal population]</i>	\$2,388.66	\$2,419.00	\$2,551.94	Expenses have remained constant while the population of the municipality has declined leading to a small increase in expenses per head of population.
Infrastructure per head of municipal population <i>[Value of infrastructure / Municipal population]</i>	\$15,941.74	\$17,780.92	\$17,916.84	There has been minimal shift in the value of infrastructure assets while the population of the municipality has declined leading to an increase per head of population.
Population density per length of road <i>[Municipal population / Kilometres of local roads]</i>	4.46	4.41	4.38	Council road lengths have remained constant and with a decreasing population base there has been a decrease in the population density.
Own-source revenue				
Own-source revenue per head of municipal population <i>[Own-source revenue / Municipal population]</i>	\$1,495.71	\$1,544.07	\$1,664.35	With a limited range of own source revenue opportunities, Council must apply increased user charges to continue to provide the same level of service. With a diminishing population the increase per head of population is increasing.
Recurrent grants				
Recurrent grants per head of municipal population <i>[Recurrent grants / Municipal population]</i>	\$1,113.65	\$764.05	\$1,207.84	An increase in recurrent grants per head of municipal population is due to the advanced Victoria Grants Commission payment.
Disadvantage				
Relative Socio-Economic Disadvantage <i>[Index of Relative Socio-Economic Disadvantage by decile]</i>	3.00	3.00	3.00	No material variations.



Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

PERFORMANCE STATEMENT

SERVICE PERFORMANCE INDICATORS
FOR THE YEAR ENDED JUNE 2017

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations
Aquatic Facilities				
Utilisation				
Utilisation of aquatic facilities <i>[Number of visits to aquatic facilities / Municipal population]</i>	2.16	2.72	2.58	A decrease in attendance figures is attributed to a failure in Council's recording system. Due to technical issues, visitors with a season pass were not recorded for the months of November and December therefore figures for these two months are an estimate only.
Animal Management				
Health and safety				
Animal management prosecutions <i>[Number of successful animal management prosecutions]</i>	25.00	7.00	0.00	A decrease in the number of animal management prosecutions is attributed to greater compliance by animal owners through community education.
Food Safety				
Health and safety				
Critical and major non-compliance outcome notifications <i>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</i>	100.00%	100.00%	100.00%	From 1 July 2016, 'Critical and major non-compliance outcome notifications' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.

PERFORMANCE STATEMENT

SERVICE PERFORMANCE INDICATORS
FOR THE YEAR ENDED JUNE 2017

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations
Governance				
Satisfaction				
Satisfaction with council decisions <i>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</i>	64.00	59.00	60.00	Community satisfaction with Council decisions increased by 1 point in the 2016/17 year. Gannawarra Council continue to rank higher than the State average and the average for small rural Councils.
Home and Community Care (HACC)				
Participation				
Participation in HACC service <i>[Number of people that received a HACC service / Municipal target population for HACC services] x100</i>	50.96%	54.50%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
Participation				
Participation in HACC service by CALD people <i>[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100</i>	17.00%	15.73%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
Libraries				
Participation				
Active library members <i>[Number of active library members / Municipal population] x100</i>	13.48%	19.45%	20.01%	Gannawarra Shire Council has recorded a small but positive increase in active library members across the Service in the 2016/17 year.
Maternal and Child Health (MCH)				
Participation				
Participation in the MCH service <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	72.52%	79.19%	77.40%	The Gannawarra Maternal and Child Health Service participation is strong however families living remotely tend to access the Service in a neighbouring Shire if their residence is closer in distance.

PERFORMANCE STATEMENT

SERVICE PERFORMANCE INDICATORS
FOR THE YEAR ENDED JUNE 2017

Service/indicator/measure	Results 2015	Results 2016	Results 2017	Material Variations
Participation				
Participation in the MCH service by Aboriginal children <i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	59.18%	69.59%	55.56%	A decrease in the participation in the Maternal and Child Health Service by Aboriginal children is attributed to an alternative Service available through the Mallee District Aboriginal Service.
Roads				
Satisfaction				
Satisfaction with sealed local roads <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	58.00	54.00	51.00	The results indicate Council's road network is relatively maintained to condition standards. Council is aware that many residents find it difficult to know the difference between a Council maintained road and roads maintained by other authorities.
Statutory Planning				
Decision making				
Council planning decisions upheld at VCAT <i>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	33.33%	0.00%	100.00%	One matter decided by VCAT resulted in Gannawarra Shire Council's decision being upheld with a slight amendment.
Waste Collection				
Waste diversion				
Kerbside collection waste diverted from landfill <i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	33.44%	43.70%	44.12%	Council's diversion rate has increased as a result of the availability of a greenwaste service across three townships within the Gannawarra Shire.

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of the act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of the act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC program

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.

PERFORMANCE STATEMENT

FINANCIAL PERFORMANCE INDICATORS
FOR THE YEAR ENDED JUNE 2017

Dimension/indicator/ measure	Results 2015	Results 2016	Results 2017	Results				Material Variations
				2018	2019	2020	2021	
Efficiency								
Revenue level								
Average residential rate per residential property assessment <i>[Residential rate revenue / Number of residential property assessments]</i>	\$1,080.80	\$1,203.59	\$1,228.84	\$1,250.70	\$1,275.82	\$1,301.36	\$1,327.34	The increase in the average residential rate is in line with the Fair Go Rates guidelines.
Expenditure level								
Expenses per property assessment <i>[Total expenses / Number of property assessments]</i>	\$3,461.86	\$3,621.39	\$3,771.59	\$3,945.91	\$3,986.18	\$4,066.87	\$4,136.72	The expenses per property assessment has increased by \$4 per assessment, which is lower than the CPI increase of 2% as reported for June 2017.
Workforce turnover								
Resignations and terminations compared to average staff <i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100</i>	6.75%	19.81%	7.90%	5.88%	5.88%	5.88%	5.88%	In 2015, Gannawarra Shire Council undertook an organisational restructure resulting in a number of redundancies. Therefore, the 2016/17 results show a significant decrease in resignations and terminations.

PERFORMANCE STATEMENT

FINANCIAL PERFORMANCE INDICATORS								
FOR THE YEAR ENDED JUNE 2017								
Dimension/indicator/ measure	Results 2015	Results 2016	Results 2017	Results				Material Variations
				2018	2019	2020	2021	
Liquidity								
Working capital								
Current assets compared to current liabilities <i>[Current assets / Current liabilities] x100</i>	299.26%	236.11%	310.48%	261.65%	259.39%	254.72%	245.57%	Increase in cash is due to advance Victoria Grants Commission payment.
Unrestricted cash								
Unrestricted cash compared to current liabilities <i>[Unrestricted cash / Current liabilities] x100</i>	176.14%	137.38%	193.20%	195.52%	196.64%	191.71%	186.90%	An advance payment from the Victorian Grants Commission has led to a higher than normal level of unrestricted cash at year end.
Obligations								
Asset renewal								
Asset renewal compared to depreciation <i>[Asset renewal expense / Asset depreciation] x100</i>	138.50%	114.53%	125.57%	106.47%	76.18%	96.23%	69.91%	Council are currently spending in excess of the renewal requirement. It is anticipated that in future years there will be a shift in emphasis between renewal, upgrade and new capital works.

PERFORMANCE STATEMENT

FINANCIAL PERFORMANCE INDICATORS								
FOR THE YEAR ENDED JUNE 2017								
Dimension/indicator/ measure	Results 2015	Results 2016	Results 2017	Results				Material Variations
				2018	2019	2020	2021	
Loans and borrowings								
Loans and borrowings compared to rates <i>[Interest bearing loans and borrowings / Rate revenue] x100</i>	11.50%	8.06%	6.35%	5.47%	4.54%	3.60%	2.63%	There were no new borrowings in the 2016/17 year. Current loans are nearing the end of term.
Loans and borrowings repayments compared to rates <i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	4.35%	3.54%	1.87%	1.17%	1.14%	1.11%	1.10%	There were no new borrowings in the 2016/17 year. Current loans are nearing the end of term.
Indebtedness								
Non-current liabilities compared to own source revenue <i>[Non-current liabilities / Own source revenue] x100</i>	13.46%	12.24%	10.77%	11.16%	10.48%	9.79%	9.24%	Decrease is due to current loans nearing the end of term.
Operating position								
Adjusted underlying result								
Adjusted underlying surplus (or deficit) <i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>	9.69%	-2.92%	12.56%	-5.09%	1.49%	4.24%	0.19%	The Victoria Grant Commission advance payment of \$2.612 million has resulted in a substantial underlying surplus for Council. As these funds were received in advance there is a corresponding negative effect on Council's anticipated result for 2017/2018.
Stability								

PERFORMANCE STATEMENT

FINANCIAL PERFORMANCE INDICATORS								
FOR THE YEAR ENDED JUNE 2017								
Dimension/indicator/ measure	Results 2015	Results 2016	Results 2017	Results				Material Variations
				2018	2019	2020	2021	
Rates concentration								
Rates compared to adjusted underlying revenue <i>[Rate revenue / Adjusted underlying revenue] x100</i>	40.96%	49.12%	41.30%	48.22%	45.64%	44.35%	46.36%	Underlying revenue has increased due to the Victoria Grants Commission advance payment.
Rates effort								
Rates compared to property values <i>[Rate revenue / Capital improved value of rateable properties in the municipality] x100</i>	0.75%	0.77%	0.77%	0.76%	0.76%	0.76%	0.75%	The rate increase of 2%, in line with the Fair Go Rates system, combined with the shift in property valuation of 3.8% has led to a minimal change in the amount of rates raised compared to property values.

Definitions

Adjusted underlying revenue means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs referred to above

“adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure

“asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

“current assets” has the same meaning as in the AAS

“current liabilities” has the same meaning as in the AAS

“non-current assets” means all assets other than current assets

“non-current liabilities” means all liabilities other than current liabilities

“non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council’s Strategic Resource Plan

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants

“population” means the resident population estimated by council

“rate revenue” means revenue from general rates, municipal charges, service rates and service charges

“recurrent grant” means a grant other than a non-recurrent grant

“residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

“restricted cash” means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

PERFORMANCE STATEMENT

BASIS OF PREPARATION

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on an accounting basis consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure. Explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 28 June 2017 which forms part of the Council Plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

PERFORMANCE STATEMENT

CERTIFICATION OF THE PERFORMANCE STATEMENT

In my opinion, the accompanying performance statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

.....

SID HUTCHINSON, DIPACC

Principal Accounting Officer

Date:

In our opinion, the accompanying performance statement of the Gannawarra Shire Council for the year ended 30 June 2017 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

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

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

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

.....

CR BRIAN GIBSON

Councillor

Date:

.....

CR CHARLIE GILLINGHAM

Councillor

Date:

.....

ERIC BRASLIS

Chief Executive Officer

Date:



CONTACT COUNCIL

MAIN OFFICE - KERANG

Patchell Plaza
47 Victoria Street
Kerang VIC 3579
T. (03) 5450 9333
F. (03) 5450 3023
Office hours: Monday to Friday
8.30am – 5pm

COHUNA OFFICE

23–25 King Edward Street
Cohuna VIC 3568
T. (03) 5456 5222
F. (03) 5456 2173
Office hours: Monday to Friday
10am – 4pm

Postal address for all correspondence:
PO Box 287
Kerang VIC 3579

E: council@gannawarra.vic.gov.au
W: www.gannawarra.vic.gov.au
www.facebook.com/gannawarra
www.twitter.com/GannawarraShire
www.youtube.com/GannawarraShire

S6. Instrument of Delegation – Members of Staff

Gannawarra Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

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

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

2. record that references in the Schedule are as follows:

CEO means Chief Executive Officer

DCS means Director Corporate Services

DCW means Director Community Wellbeing

DID means Director Infrastructure and Development

EHO means Environmental Health Officer

GCC means Governance and Compliance Coordinator

LLO1 means Local Laws Team Leader

LLO2 means Local Laws Officer

LRP means Legal Representative/Professional

MBS means Municipal Building Surveyor

MCH means Manager Community Health

MF means Manager Finance

MG means Manager Governance

MOS means Manager Operational Services

MPD means Manager Projects and Design

MPRS means Manager Planning and Regulatory Services

PO means Planning Officer

Provision Not Delegated means the function and/or power in column 3 of the Schedule remains with Council

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 20 September 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

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

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.

The Common Seal of the GANNAWARRA SHIRE COUNCIL)
was hereunto affixed in accordance with Local Law No. 7)
on the _____ day of _____ 2017.)

_____ Chief Executive Officer
(signature)

_____ Full name

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 1995
- Planning and Environment Act 1987
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

SCHEDULE

S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]				
#	Item Delegated	Conditions and Limitations	Delegate	Date
33746	power to manage one or more public cemeteries		Provision Not Delegated	
33747	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	where council is a Class B cemetery trust	Provision Not Delegated	
33748	s.12(2) duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	where council is a Class B cemetery trust	Provision Not Delegated	
33749	function to do the activities set out in paragraphs (a) - (n)	where council is a Class A cemetery trust	Provision Not Delegated	
33750	duty to have regard to matters set out in paragraphs (a)-(e) in exercising its functions	where council is a Class A cemetery trust	Provision Not Delegated	
33751	duty to do anything necessary or convenient to enable it to carry out its functions		Provision Not Delegated	
33752	power to manage multiple public cemeteries as if they are one cemetery		Provision Not Delegated	
33753	power to delegate powers or functions other than those listed		Provision Not Delegated	
33754	duty to keep records of delegations		MG, GCC	
33755	power to employ any persons necessary		CEO	
33756	power to engage any professional, technical or other assistance considered necessary		CEO	
33757	power to determine the terms and conditions of employment or engagement	subject to any guidelines or	CEO	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
		directions of the Secretary		
33758	duty to comply with a direction from the Secretary		CEO	
33759	duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	where council is a Class A cemetery trust	Provision Not Delegated	
33760	power to determine the membership of the governance committee	where council is a Class A cemetery trust	Provision Not Delegated	
33761	power to determine procedure of governance committee	where council is a Class A cemetery trust	Provision Not Delegated	
33762	duty to appoint community advisory committee for the purpose of liaising with communities	where council is a Class A cemetery trust	Provision Not Delegated	
33763	power to appoint any additional community advisory committees	where council is a Class A cemetery trust	Provision Not Delegated	
33764	duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	where council is a Class A cemetery trust	Provision Not Delegated	
33765	duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	where council is a Class A cemetery trust	Provision Not Delegated	
33766	duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	where council is a Class A cemetery trust	Provision Not Delegated	
33767	duty to hold an annual meeting before 30 December in each calendar year, in accordance with section	where council is a Class A cemetery trust	Provision Not Delegated	
33768	duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	where council is a Class A cemetery trust	Provision Not Delegated	
33769	duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in section 18J(2))	where council is a Class A cemetery	Provision Not	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
		trust	Delegated	
33770	duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	where council is a Class A cemetery trust	Provision Not Delegated	
33771	duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	where council is a Class A cemetery trust	Provision Not Delegated	
33772	duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	where council is a Class A cemetery trust	Provision Not Delegated	
33773	duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	where council is a Class A cemetery trust	Provision Not Delegated	
33774	duty to ensure that an approved annual plan is available to members of the public on request	where council is a Class A cemetery trust	Provision Not Delegated	
33775	duty to prepare a strategic plan and submit the plan to the Secretary for approval	where council is a Class A cemetery trust	Provision Not Delegated	
33776	duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	where council is a Class A cemetery trust	Provision Not Delegated	
33777	duty to ensure that an approved strategic plan is available to members of the public on request	where council is a Class A cemetery trust	Provision Not Delegated	
33778	duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	where council is a Class A cemetery trust	Provision Not Delegated	
33779	power to carry out or permit the carrying out of works		CEO	
33780	duty to set aside areas for the interment of human remains		Provision Not Delegated	
33781	power to set aside areas for the purposes of managing a public cemetery		Provision Not Delegated	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
33782	power to set aside areas for those things in paragraphs (a) - (e)		Provision Not Delegated	
33785	power to apply to the Secretary for approval to alter the existing distribution of land		CEO	
33787	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	subject to the approval of the Minister	Provision Not Delegated	
33788	power to grant leases over land in a public cemetery in accordance with this section	subject to the Minister approving the purpose	Provision Not Delegated	
33791	duty to notify Secretary of fees and charges fixed under section 39		CEO	
33794	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	provided the street was constructed pursuant to the Local Government Act 1989	Provision Not Delegated	
33795	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	report must contain the particulars listed in s.57(2)	MG	
33796	duty to keep records for each public cemetery		MG, GCC	
33797	duty to make information in records available to the public for historical or research purposes		MG, GCC	
33798	power to charge fees for providing information		CEO, MG	
33799	duty to comply with a direction from the Secretary under section 64(3)		CEO	
33800	power to permit interments at a reopened cemetery		CEO	
33801	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	the application must include the requirements listed in s.66(2)(a)-(d)	Provision Not Delegated	
33802	duty to take reasonable steps to notify of conversion to historic cemetery park		CEO, MG	
33803	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed		MG, GCC	
33804	duty to make plans of existing place of interment available to the public		MG, GCC	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
33805	power to remove any memorials or other structures in an area to which an approval to convert applies		CEO	
33806	power to dispose of any memorial or other structure removed		CEO	
33807	duty to comply with request received under section 72		CEO	
33808	power to grant a right of interment		CEO, MG, GCC	
33809	power to impose conditions on the right of interment		CEO	
33810	power to grant the rights of interment set out in subsections (a) and (b)		Provision Not Delegated	
33811	duty to allocate a piece of interment if an unallocated right is granted		CEO	
33812	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application		CEO	
33813	function of receiving notification and payment of transfer of right of interment		MG	
33814	function of recording transfer of right of interment		MG, GCC	
33815	duty to pay refund on the surrender of an unexercised right of interment		CEO, MG	
33816	duty to pay refund on the surrender of an unexercised right of interment (sole holder)		CEO, MG	
33817	power to remove any memorial and grant another right of interment for a surrendered right of interment		CEO	
33818	function of receiving notice of surrendering an entitlement to a right of interment		CEO	
33819	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	the notice must be in writing and contain the requirements listed in s.85(2)	CEO, MG	
72436	duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	does not apply where right of interment relates to remains of a deceased veteran.	MG, GCC	
72437	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-	may only be exercised where right of interment relates to	DCS, MG	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
	establish at new or equivalent location.	cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment		
33820	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified		CEO	
62855	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment		CEO	
62856	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment		CEO	
62857	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)		CEO	
62858	power to take action under s.86(4) relating to removing and re-interring cremated human remains		CEO	
62859	duty to provide notification before taking action under s.86(4)		CEO	
62860	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)		CEO	
33821	duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment		CEO	
33822	function to receive applications to carry out a lift and re-position procedure at a place of interment		MG	
33825	power to cancel a right of interment in accordance with this section		CEO	
33826	duty to publish notice of intention to cancel right of interment		CEO	
33827	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment		CEO	
33828	function of receiving application to establish or alter a memorial or a place of interment		CEO	
33829	power to approve or refuse an application made under section 98, or to cancel an approval		CEO	
33830	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested		CEO	
33831	power to require a person to remove memorials or places of interment		CEO	
33832	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)		CEO	
33833	power to recover costs of taking action under section 100(2)		CEO	

Cemeteries and Crematoria Act 2003				
[###The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
33834	function of receiving applications to establish or alter a building for ceremonies in the cemetery		CEO	
33835	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)		CEO	
33836	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)		CEO	
33837	power to require a person to remove a building for ceremonies		CEO	
33838	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)		CEO	
33839	power to recover costs of taking action under section 103(2)		CEO	
33840	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs		MG	
33841	power to require the holder of the right of interment to provide for an examination		CEO	
33842	power to open and examine the place of interment if section 106(2) not complied with		CEO	
33843	power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with		CEO	
33844	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs		DID	
33845	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with		MG	
33846	power to recover costs and expenses		CEO, DCS, MG	
33847	power to open, examine and repair a place of interment	where the holder of right of interment or responsible person cannot be found	CEO	
33848	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	where the holder of right of interment or responsible person cannot be found	CEO	
33849	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	where the holder of right of interment or responsible person cannot be found	CEO	
33850	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary		CEO	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
33851	power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary		CEO	
62861	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran		CEO	
33852	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment		CEO	
33853	power to sell and supply memorials		Provision Not Delegated	
33854	duty to notify the Secretary of an interment authorisation granted		MG, GCC	
33855	power to require an applicant to produce evidence of the right of interment holder's consent to application		MG	
33856	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met		Provision Not Delegated	
33857	power to set terms and conditions for interment authorisations		Provision Not Delegated	
33858	function of receiving an application for cremation authorisation		MG, GCC	
33859	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	Subject to subsection (2)	CEO	
33860	duty to comply with an order made by the Magistrates' Court or a coroner		CEO	
33861	power to dispose of bodily remains by a method other than interment or cremation	subject to the approval of the Secretary	CEO	
33862	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation		CEO	
33863	duty to cease using method of disposal if approval revoked by the Secretary		CEO	
33864	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met		CEO	
33865	function of receiving applications to inter or cremate body parts		MG	
33866	power to impose terms and conditions on authorisation granted under section 150.		Provision Not Delegated	
33867	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		CEO, MG	

Cemeteries and Crematoria Act 2003				
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
33868	power to regulate own proceedings	where council is a Class B cemetery trust subject to clause 8	CEO, MG	
33869	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	where council is a Class A cemetery trust	Provision Not Delegated	
33870	power to regulate own proceedings	subject to clause 8	Provision Not Delegated	
Domestic Animals Act 1994				
#	Item Delegated	Conditions and Limitations	Delegate	Date
33871	power to declare a dog to be a menacing dog	Council may delegate this power to an authorised officer	DID, MPRS, LLO1, LLO2	
Environment Protection Act 1970				
#	Item Delegated	Conditions and Limitations	Delegate	Date
33872	power to require further information		EHO	
33873	duty to advise applicant that application is not to be dealt with		EHO	
33874	duty to approve plans, issue permit or refuse permit	refusal must be ratified by council or it is of no effect	EHO	
33875	power to refuse to issue septic tank permit	refusal must be ratified by council or it is of no effect	EHO	
33876	duty to refuse to issue a permit in circumstances in (a)-(c)	refusal must be ratified by council or it is of no effect	Provision Not Delegated	

Food Act 1984				
#	Item Delegated	Conditions and Limitations	Delegate	Date
33877	power to direct by written order that the food premises be put into a clean and sanitary condition	If section 19(1) applies	EHO	
33878	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	If section 19(1) applies	EHO	
167008	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	If section 19(1) applies Only in relation to temporary food premises or mobile food premises	EHO	
33879	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	If section 19(1) applies	EHO	
33880	duty to revoke any order under section 19 if satisfied that an order has been complied with	If section 19(1) applies	EHO	
33881	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	If section 19(1) applies	EHO	
33882	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	where council is the registration authority	EHO	
33883	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution	EHO	
33884	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	where council is the registration authority	EHO	
33885	power to request copy of records	where council is the registration authority	Provision Not Delegated	

Food Act 1984				
33886	power to request a copy of the food safety program	where council is the registration authority	EHO	
33888	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	where council is the registration authority	EHO	
33889	power to conduct a food safety audit and take actions where deficiencies are identified	where council is the registration authority	Provision Not Delegated	
33890	power to request food safety audit reports	where council is the registration authority	EHO	
33891	power to waive and vary the costs of a food safety audit if there are special circumstances		DCW	
33892	power to charge fees for conducting a food safety assessment or inspection	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.	EHO	
33893	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	where council is the registration authority	EHO	
33894	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	where council is the registration authority	EHO	
33895	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	where council is the registration authority	EHO	
33896	power to register, renew or transfer registration	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see	EHO	

Food Act 1984				
			section 58A(2))	
33897	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt		where council is the registration authority	EHO
33898	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)		where council is the registration authority	EHO
33899	power to request a copy of a completed food safety program template		where council is the registration authority	Provision Not Delegated
33900	duty to assess the application and determine which class of food premises under section 19C the food premises belongs		where council is the registration authority	EHO
33901	duty to ensure proprietor has complied with requirements of section 38A		where council is the registration authority	EHO
33902	duty to be satisfied of the matters in section 38B(2)(a)-(b)		where council is the registration authority	EHO
33903	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39		where council is the registration authority	EHO
33904	duty to be satisfied of the matters in section 38D(2)(a)-(d)		where council is the registration authority	EHO
33905	power to request copies of any audit reports		where council is the registration authority	EHO
33906	power to register the food premises on a conditional basis		where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).	EHO
33907	duty to register the food premises when conditions are satisfied		where council is the registration	EHO

Food Act 1984				
			authority	
33908	power to require proprietor to comply with requirements of this Act		where council is the registration authority	EHO
33909	power to register, renew or transfer food premises despite minor defects		where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)	EHO
33910	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008			EHO
33911	power to grant or renew the registration of food premises for a period of less than 1 year		where council is the registration authority	EHO
33912	power to suspend or revoke the registration of food premises		where council is the registration authority	DCW
33913	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business		where council is the registration authority	EHO
33914	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements		where council is the registration authority	EHO
33915	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		where council is the registration authority	EHO
Heritage Act 1995				
Note: this Act is to be repealed on the day the Heritage Act 2017 comes into force, which is 1 November 2017, unless proclaimed earlier				
#	Item Delegated	Conditions and Limitations	Delegate	Date
33916	power to sub-delegate Executive Director's functions	must obtain Executive Director's written consent first.	Provision Not Delegated	

Planning and Environment Act 1987				
#	Item Delegated	Conditions and Limitations	Delegate	Date
33917	power to prepare an amendment to the Victorian Planning Provisions	if authorised by the Minister	DID, MPRS	
33918	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister		DID, MPRS	
33919	duty to make amendment to Victoria Planning Provisions available		DID, MPRS	
33920	duty to keep Victorian Planning Provisions and other documents available		DID, MPRS	
33921	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A		DID, MPRS	
33922	power to apply to Minister to prepare an amendment to the planning scheme		Provision Not Delegated	
33923	function of receiving notice of the Minister's decision		DID, MPRS	
33924	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days		DID, MPRS	
33925	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district		Provision Not Delegated	
33926	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		DID, MPRS, PO	
33927	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)		CEO, DID, MPRS	
33928	duty to review planning scheme		CEO, DID, MPRS	
33929	duty to review planning scheme at direction of Minister		CEO, DID, MPRS	
33930	duty to report findings of review of planning scheme to Minister without delay		CEO, DID, MPRS	
33931	duties of a Responsible Authority as set out in subsections (a) to (d)		DID, MPRS, PO	
33932	duty of giving copy amendment to the planning scheme		DID, MPRS, PO	
33933	duty of giving copy s.173 agreement		DID, MPRS, PO	
33934	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days		DID, MPRS	
33935	duty to make amendment etc. available		DID,	

Planning and Environment Act 1987				
				MPRS, PO
33936	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			CEO, DID, MPRS
33937	function of receiving notice of preparation of an amendment to a planning scheme	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.		CEO, DID, MPRS
33938	power to apply to Minister for exemption from the requirements of section 19			CEO, DID, MPRS
33939	duty to make submissions available			DID, MPRS, PO
33940	duty to publish notice in accordance with section			CEO, DID, MPRS
33941	duty to consider all submissions			DID, MPRS
33942	duty to refer submissions which request a change to the amendment to a panel			DID, MPRS
33943	power to refer to a panel submissions which do not require a change to the amendment			Provision Not Delegated
33944	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)			CEO, DID, MPRS
33945	power to make report available for inspection			DID, MPRS, PO
33946	duty to keep report of panel available for inspection			DID, MPRS, PO
33947	power to apply for exemption if panel's report not received			CEO, DID, MPRS
33948	duty to notify the Minister if abandoning an amendment	Note: the power to		CEO, DID,

Planning and Environment Act 1987					
			make a decision to abandon an amendment cannot be delegated	MPRS	
33949	duty to say if amendment has lapsed			CEO, DID, MPRS	
33950	duty to provide information in writing upon request			CEO, DID, MPRS	
33951	duty to give more notice if required			CEO, DID, MPRS	
33952	duty to give more notice of changes to an amendment			CEO, DID, MPRS	
33953	duty to give notice of approval of amendment			CEO, DID, MPRS	
33954	duty to give notice of revocation of an amendment			CEO, DID, MPRS	
33955	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT			CEO, DID, MPRS	
33956	function of lodging copy of approved amendment			CEO, DID, MPRS	
33957	duty to make approved amendment available			DID, MPRS, PO	
33958	duty to make copy of planning scheme available			DID, MPRS, PO	
33959	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria			Provision Not Delegated	
72438	duty to comply with directions issued by the Minister			DID, MPRS	
72439	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)			DID, MPRS	
72440	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction		where council is a collecting agency	DID, MPRS	
72441	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable		where council is a collecting agency	DID, MPRS	

Planning and Environment Act 1987				
72442	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	where council is a collecting agency	DID, MPRS	
72443	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987	must be done in accordance with Local Government Act 1989.	DID, MPRS	
72444	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		DID, MPRS	
72445	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)		DID, MPRS	
72446	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		DID, MPRS	
72447	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.		DID, MPRS	
72448	power to recover any amount of infrastructure levy as a debt due to Council	where council is a collecting agency	DID, MPRS	
72449	duty to prepare report and give a report to the Minister	where council is a collecting agency or development agency	DID, MPRS	
33960	duty to include condition in permit regarding payment of development infrastructure levy		DID, MPRS, PO	
33961	function of determining time and manner for receipt of development contributions levy		DCS, DID, MPRS	
33962	power to enter into an agreement with the applicant regarding payment of development infrastructure levy		DCS, DID, MPRS	
33963	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit		DCS, DID, MPRS	
33964	power to enter into agreement with the applicant regarding payment of community infrastructure levy		DCS, DID, MPRS	
33965	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured		DCS, DID, MPRS	
33966	power to accept provision of land, works, services or facilities in part or full payment of levy payable		CEO, DCS, DID	

Planning and Environment Act 1987				
33967	duty to keep proper accounts of levies paid		DCS, MF	
33968	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency		DCS, DID, MPRS	
33969	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		DCS, DID, MPRS	
33970	power to refund any amount of levy paid if it is satisfied the development is not to proceed	only applies when levy is paid to Council as a 'development agency'	CEO, DCS, DID	
33971	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)	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	CEO, DCS, DID	
33972	duty to submit to the Minister an amendment to the approved development contributions plan	must be done in accordance with Part 3	CEO, DCS, DID	
33973	duty to expend that amount on other works etc.	with the consent of, and in the manner approved by, the Minister	CEO, DCS, DID	
33974	power to recover any amount of levy payable under Part 3B		Provision Not Delegated	
72450	duty to prepare report and give a report to the Minister	where council is a collecting agency or development agency	DID, MPRS	
33977	power to decide that an application for a planning permit does not comply with that Act		CEO, DID,	

Planning and Environment Act 1987				
				MPRS
33978	duty to keep a register of all applications for permits and determinations relating to permits			DID, MPRS, PO
33979	duty to make register available for inspection			DID, MPRS, PO
33980	duty to amend application			CEO, DID, MPRS, PO
33981	power to refuse to amend application			CEO, DID, MPRS
33982	duty to make note of amendment to application in register			CEO, DID, MPRS, PO
33983	power to make amendment to application			CEO, DID, MPRS
33984	power to require applicant to notify owner and make a declaration that notice has been given			CEO, DID, MPRS, PO
33985	duty to note amendment to application in register			CEO, DID, MPRS, PO
33986	duty to make copy of application available for inspection			CEO, DID, MPRS, PO
33987	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			CEO, DID, MPRS, PO
33988	duty to give notice of the application to other municipal councils where appropriate			CEO, DID, MPRS, PO
33989	duty to give notice of the application to all persons required by the planning scheme			CEO, DID, MPRS, PO
33990	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			CEO, DID, MPRS, PO
33991	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			CEO, DID, MPRS, PO
33992	duty to give notice of the application to other persons who may be detrimentally effected			CEO, DID, MPRS, PO
33993	duty to give notice of an application to remove or vary a registered restrictive covenant			CEO, DID, MPRS, PO
33994	power to give any further notice of an application where appropriate			CEO, DID, MPRS, PO

Planning and Environment Act 1987				
33995	power to require the applicant to give notice under section 52(1) to persons specified by it		CEO, DID, MPRS, PO	
33996	power to require the applicant to give the notice under section 52(1AA)		CEO, DID, MPRS, PO	
33997	power to require the applicant to provide more information		CEO, DID, MPRS, PO	
33998	duty to give notice in writing of information required under section 54(1)		CEO, DID, MPRS, PO	
33999	duty to specify the lapse date for an application		CEO, DID, MPRS	
34000	power to decide to extend time or refuse to extend time to give required information		CEO, DID, MPRS	
34001	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)		CEO, DID, MPRS	
34002	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme		CEO, DID, MPRS, PO	
34003	power to reject objections considered made primarily for commercial advantage for the objector		CEO, DID, MPRS	
34004	function of receiving name and address of persons to whom notice of decision is to go		CEO, DID, MPRS, PO	
34005	duty to make available for inspection copy of all objections		CEO, DID, MPRS, PO	
34006	duty to amend application in accordance with applicant's request, subject to section 57A(5)		CEO, DID, MPRS	
34007	power to refuse to amend application		CEO, DID, MPRS	
34008	duty to note amendments to application in register		CEO, DID, MPRS, PO	
34009	duty to determine whether and to whom notice should be given		CEO, DID, MPRS, PO	
34010	duty to consider certain matters in determining whether notice should be given		CEO, DID, MPRS, PO	
34011	duty to give copy of amended application to referral authority		CEO, DID, MPRS, PO	
34012	duty to consider every application for a permit		CEO, DID,	

Planning and Environment Act 1987				
				MPRS, PO
34013	power to request advice from the Planning Application Committee			CEO, DID, MPRS
34014	duty to consider certain matters			CEO, DID, MPRS, PO
34015	power to consider certain matters before deciding on application			CEO, DID, MPRS
72451	duty to consider number of objectors in considering whether use or development may have significant social effect			CEO, DID, MPRS
34016	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	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006		CEO, DID, MPRS
34017	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit			Provision Not Delegated
34018	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit			Provision Not Delegated
34019	duty not to decide to grant a permit to use coastal Crown land without Minister's consent			Provision Not Delegated
34020	duty to refuse to grant the permit without the Minister's consent			Provision Not Delegated
34021	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant			Provision Not Delegated
34022	duty to include certain conditions in deciding to grant a permit			CEO, DID, MPRS
34023	power to include other conditions			CEO, DID, MPRS
34024	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)			CEO, DID,

Planning and Environment Act 1987				
				MPRS
34025	power to include a permit condition to implement an approved development contributions plan			CEO, DID, MPRS
34026	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			CEO, DID, MPRS
34027	power to include a permit condition that specified works be provided or paid for by the applicant			CEO, DID, MPRS
34028	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			CEO, DID, MPRS
34029	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)			CEO, DID, MPRS
34030	duty to issue the permit where made a decision in favour of the application (if no one has objected)			CEO, DID, MPRS
34031	duty to give notice of decision to grant a permit to applicant and objectors	this provision applies also to a decision to grant an amendment to a permit - see section 75		CEO, DID, MPRS, PO
34032	duty not to issue a permit until after the specified period	this provision applies also to a decision to grant an amendment to a permit - see section 75		CEO, DID, MPRS
34033	duty to give each objector a copy of an exempt decision	this provision applies also to a decision to grant an amendment to a permit - see section 75		CEO, DID, MPRS, PO
34034	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	this provision applies also to a decision to grant an amendment to a permit - see section 75A		CEO, DID, MPRS

Planning and Environment Act 1987				
34035	duty to give notice of refusal to grant permit to applicant and person who objected under section 57			CEO, DID, MPRS, PO
34036	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities			CEO, DID, MPRS, PO
34037	duty to give a recommending referral authority notice of its decision to grant a permit	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		DID, MPRS, PO
34038	duty to give a recommending referral authority notice of its decision to refuse a permit	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit		DID, MPRS, PO
34039	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be		DID, MPRS, PO

Planning and Environment Act 1987				
		included on the permit		
34040	function of receiving application for extension of time of permit		CEO, DID, MPRS, PO	
34041	function of receiving application for extension of time to complete development		DID, MPRS, PO	
34042	power to extend time		CEO, DID, MPRS	
34043	duty to make copy permit available for inspection		CEO, DID, MPRS, PO	
34044	power to correct certain mistakes		CEO, DID, MPRS	
34045	duty to note corrections in register		CEO, DID, MPRS, PO	
34046	power to decide to grant amendment subject to conditions		CEO, DID, MPRS	
34047	duty to issue amended permit to applicant if no objectors		CEO, DID, MPRS	
34048	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit		CEO, DID, MPRS, PO	
34049	duty to give relevant determining referral authorities copy of amended permit and copy of notice		CEO, DID, MPRS, PO	
34050	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority	DID, MPRS, PO	
34051	duty to give a recommending referral authority notice of its decision to refuse a permit	if the	DID,	

Planning and Environment Act 1987				
			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	MPRS, PO
34052	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76		if the recommending referral authority 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	DID, MPRS, PO
34053	duty to comply with direction of Minister to issue amended permit			CEO, DID, MPRS
34054	function of being respondent to an appeal			CEO, DID, MPRS, PO
34055	duty to give or publish notice of application for review			CEO, DID, MPRS, PO
34056	power to decide on an application at any time after an appeal is lodged against failure to grant a permit			CEO, DID, MPRS
34057	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit			CEO, DID, MPRS
34058	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit			CEO, DID, MPRS
34059	duty to issue permit on receipt of advice within 3 working days			CEO, DID, MPRS

Planning and Environment Act 1987				
34060	duty to issue a permit at order of Tribunal within 3 working days		CEO, DID, MPRS	
34061	power to apply to VCAT for the cancellation or amendment of a permit		CEO	
34062	function of being heard at hearing of request for cancellation or amendment of a permit		CEO, DID, MPRS, PO	
34063	duty to comply with the directions of VCAT		CEO, DID, MPRS, PO	
34064	duty to issue amended permit to owner if Tribunal so directs		CEO, DID, MPRS	
34065	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90		CEO, DID, MPRS, PO	
34066	duty to give notice of VCAT order to stop development		CEO, DID, MPRS, PO	
34067	function of referring certain applications to the Minister		CEO, DID, MPRS	
34068	duty to comply with an order or direction		CEO, DID, MPRS, PO	
34069	duty to obtain a permit from the Minister to use and develop its land		CEO, DID, MPRS, PO	
34070	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land		CEO	
34071	power to agree to consider an application for permit concurrently with preparation of proposed amendment		CEO, DID, MPRS, PO	
34072	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C		CEO, DID, MPRS, PO	
34073	duty to consider the panel's report under section 96E		Provision Not Delegated	
34074	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (Planning Schemes) Act 1996)		Provision Not Delegated	
34075	power to give notice in compliance with Minister's direction		CEO, DID, MPRS, PO	
34076	power to issue permit as directed by the Minister		CEO, DID, MPRS	

Planning and Environment Act 1987				
34077	duty to comply with direction of the Minister to give notice of refusal		CEO, DID, MPRS, PO	
43003	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate		DID, MPRS, PO	
34078	power to request Minister to decide the application		Provision Not Delegated	
34079	duty to comply with directions of Minister to supply any document or assistance relating to application		CEO, DID, MPRS, PO	
34080	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister		CEO, DID, MPRS, PO	
34081	duty to make a copy of permits issued under section 97F available for inspection		CEO, DID, MPRS, PO	
34082	duty to include Ministerial decisions in a register kept under section 49		CEO, DID, MPRS, PO	
34083	duty to provide information or assistance to the Planning Application Committee		DID, MPRS, PO	
34084	duty to contribute to the costs of the Planning Application Committee or subcommittee		CEO, DID, MPRS	
34085	duty to consider application and issue or refuse to issue certificate of compliance		CEO, DID, MPRS	
34086	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate		CEO, DID, MPRS, PO	
34087	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate		CEO, DID, MPRS, PO	
34088	duty to comply with directions of VCAT		CEO, DID, MPRS, PO	
34089	duty to keep register of all applications for certificate of compliance and related decisions		CEO, DID, MPRS, PO	
34090	function of receiving claim for compensation in certain circumstances		CEO, DID, MPRS	
34091	duty to inform any person of the name of the person from whom compensation can be claimed		CEO, DID, MPRS	
34092	function of receiving claim for expenses in conjunction with claim		CEO, DID, MPRS	

Planning and Environment Act 1987				
34093	power to reject a claim for compensation in certain circumstances		CEO, DID	
34094	function of receiving claim for compensation		CEO, DID, MPRS	
34095	power to agree to extend time for making claim		CEO, DID, MPRS	
34096	power to apply to the VCAT for an enforcement order		CEO, DID, MPRS, PO	
34097	function of making a submission to the VCAT where objections are received		CEO, DID, MPRS, PO	
34098	power to apply for an interim enforcement order where section 114 application has been made		CEO, DID, MPRS, PO	
34099	power to carry out work required by enforcement order and recover costs		CEO, DID, MPRS	
34100	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	except Crown Land	CEO	
34101	function of recovering penalties		CEO, DID, MPRS, PO	
34102	power to allow person served with an infringement notice further time		CEO, DID, MPRS	
34103	power to refer a matter to the VCAT for determination		CEO, DID, MPRS, PO	
34104	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement		CEO, DID, MPRS	
34105	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)	where council is the relevant planning authority	CEO, DCS, MPRS	
34106	power to carry out studies and commission reports		CEO	
34107	power to grant and reserve easements		CEO, DID, MPRS	
34108	power to enter into agreement covering matters set out in section 174		CEO	
34109	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority		CEO, DID, MPRS	
34110	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority		CEO, DID, MPRS	

Planning and Environment Act 1987				
34111	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	
34112	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	
34113	function of receiving application to amend or end an agreement		DID, MPRS, PO	
34114	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)		CEO, DID, MPRS	
34115	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal		CEO, DID, MPRS	
34116	power to propose to amend or end an agreement		CEO	
34117	duty to consider certain matters when considering proposal to amend an agreement		CEO	
34118	duty to consider certain matters when considering proposal to end an agreement		CEO	
34119	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end		CEO	
34120	function of determining how to give notice under s.178C(2)		CEO	
34121	duty not to make decision until after 14 days after notice has been given		CEO	
34122	power to amend or end the agreement in accordance with the proposal	If no objections are made under s.178D Must consider matters in s.178B	CEO	
34123	power to amend or end the agreement in a manner that is not substantively different from the proposal	If no objections are made under s.178D Must consider matters in s.178B	CEO	
34124	power to refuse to amend or end the agreement	If no objections are made under s.178D Must consider matters in s.178B	CEO	
34125	power to amend or end the agreement in accordance with the proposal	After considering objections, submissions and matters in s.178B	CEO	

Planning and Environment Act 1987				
34126	power to amend or end the agreement in a manner that is not substantively different from the proposal	After considering objections, submissions and matters in s.178B	CEO	
34127	power to amend or end the agreement in a manner that is substantively different from the proposal	After considering objections, submissions and matters in s.178B	CEO	
34128	power to refuse to amend or end the agreement	After considering objections, submissions and matters in s.178B	CEO	
34129	duty to give notice of its decision under s.178E(3)(a) or (b)		CEO	
34130	duty to give notice of its decision under s.178E(2)(c) or (3)(d)		CEO	
34131	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn		CEO	
34132	duty to sign amended agreement and give copy to each other party to the agreement		CEO	
34133	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		Provision Not Delegated	
34134	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land		CEO	
34135	duty to make available for inspection copy agreement		CEO, DID, MPRS, PO	
34136	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General		CEO, DID, MPRS	
34137	power to apply to the Registrar of Titles to record the agreement		DID, MPRS, PO	
34138	duty to apply to the Registrar of Titles, without delay, to record the agreement		DID, MPRS, PO	
34139	power to enforce an agreement		CEO, DID, MPRS, PO	
34140	duty to tell Registrar of Titles of ending/amendment of agreement		CEO, DID, MPRS, PO	
34141	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		CEO	

Planning and Environment Act 1987				
34142	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement		CEO	
34143	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		CEO	
34144	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision		DID, MPRS, PO	
34145	duty to comply with a direction of the Tribunal		DID, MPRS, PO	
34146	duty to give notice as directed by the Tribunal		DID, MPRS, PO	
34147	function to receive application for planning certificate		CEO, DID, MPRS, PO	
34148	duty to give planning certificate to applicant		CEO, DID, MPRS, PO	
34149	function of receiving application for declaration of underlying zoning		CEO, DID, MPRS, PO	
34150	duty to make declaration		CEO, DID, MPRS	
34151	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		CEO, DID, MPRS	
34152	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		CEO, DID, MPRS	
34153	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		CEO, DID, MPRS	
34154	power to give written authorisation in accordance with a provision of a planning scheme		CEO, DID, MPRS	
34155	function of providing the Victoria Planning Authority with information relating to any land within municipal district		Provision Not Delegated	
34156	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible		Provision Not Delegated	
166500	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority		Provision Not Delegated	

Rail Safety (Local Operations) Act 2006				
#	Item Delegated	Conditions and Limitations	Delegate	Date
34157	duty to comply with a direction of the Safety Director under this section	where council is a utility under section 3	DID, MPD, MOS	
34158	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	duty of council as a road authority under the Road Management Act 2004	DID, MPD, MOS	
34159	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	where council is a utility under section 3	DID, MPD, MOS	
34160	function of entering into safety interface agreements with rail infrastructure manager	where council is the relevant road authority	CEO	
34161	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	where council is the relevant road authority	DID, MPD, MOS	
34162	function of receiving written notice of opinion	where council is the relevant road authority	DID	
34163	function of entering into safety interface agreement with infrastructure manager	where council is the relevant road authority	CEO	
34164	duty to identify and assess risks to safety	where council is the relevant road authority	DID, MPD, MOS	
34165	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	where council is the relevant road authority	DID, MPD	
34166	duty to seek to enter into a safety interface agreement with rail infrastructure manager	where council is the relevant road authority	CEO, DID	
34167	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	where council is the relevant road authority	DID, MPD, MOS	

Rail Safety (Local Operations) Act 2006				
34168	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	where council is the relevant road authority	DID, MPD, MOS	
34169	duty to seek to enter into a safety interface agreement with rail infrastructure manager	where council is the relevant road authority	DID, MPD, MOS	
34170	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	where council is the relevant road authority	DID, MPD, MOS	
34171	function of entering into safety interface agreements	where council is the relevant road authority	CEO, DID	
34172	function of receiving notice from Safety Director	where council is the relevant road authority	CEO, DID	
34173	duty to comply with a direction of the Safety Director given under section 34J(5)	where council is the relevant road authority	CEO, DID	
34174	duty to maintain a register of items set out in subsections (a)-(b)	where council is the relevant road authority	DID, MPD	
Residential Tenancies Act 1997				
#	Item Delegated	Conditions and Limitations	Delegate	Date
34175	function of receiving notice regarding an unregistered rooming house		CEO	
34176	duty to enter required information in Rooming House Register for each rooming house in municipal district		Provision Not Delegated	
34177	power to enter certain information in the Rooming House Register		Provision Not Delegated	
34178	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry		Provision Not Delegated	
34179	power to give tenant a notice to vacate rented premises if subsection (1) applies	where council is the landlord	CEO	

Residential Tenancies Act 1997				
34180	power to give tenant a notice to vacate rented premises	where council is the landlord	CEO	
34181	power to publish its criteria for eligibility for the provision of housing by council		Provision Not Delegated	
34182	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements		Provision Not Delegated	
34183	power to give a compliance notice to a person		MBS, EHO	
34184	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)		CEO	
34185	duty to issue identity card to authorised officers		CEO	
34186	duty to keep record of entry by authorised officer under section 526		EHO	
34187	function of receiving report of inspection		Provision Not Delegated	
34188	power to authorise a person to institute proceedings (either generally or in a particular case)		MBS, EHO	
Road Management Act 2004				
#	Item Delegated	Conditions and Limitations	Delegate	Date
34189	power to declare a road by publishing a notice in the Government Gazette	obtain consent in circumstances specified in section 11(2)	CEO, DID, MPD	
34190	power to name a road or change the name of a road by publishing notice in Government Gazette		CEO, DID	
34191	duty to advise Registrar		CEO, DID	
34192	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	clause subject to section 11(10A)	CEO, DID	
34193	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	where council is the coordinating road authority	CEO, DID	
34194	power to discontinue road or part of a road	were council is the coordinating road authority	Provision Not Delegated	

Road Management Act 2004				
34195	power to publish, and provide copy, notice of proposed discontinuance	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies	CEO, DID	
34196	duty to consider written submissions received within 28 days of notice	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies	Provision Not Delegated	
34197	function of hearing a person in support of their written submission	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies	Provision Not Delegated	
34198	duty to fix day, time and place of meeting under subsection (6) and to give notice	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies	CEO, DID	
34199	duty to notify of decision made	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister	CEO, DID	

Road Management Act 2004				
34200	power to fix a boundary of a road by publishing notice in Government Gazette	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate	CEO, DID	
34201	function of receiving notice from VicRoads		CEO	
34202	power to appeal against decision of VicRoads		CEO	
34203	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport		CEO, DID	
34204	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority		CEO, DID	
34205	duty to include details of arrangement in public roads register		DID, MPD	
34206	power to enter into an arrangement under section 15		CEO, DID	
34207	duty to enter details of determination in public roads register		DID, MPD, MOS	
34208	duty to register public road in public roads register	where council is the coordinating road authority	DID, MPD, MOS	
34209	power to decide that a road is reasonably required for general public use	where council is the coordinating road authority	Provision Not Delegated	
34210	duty to register a road reasonably required for general public use in public roads register	where council is the coordinating road authority	DID, MPD, MOS	
34211	power to decide that a road is no longer reasonably required for general public use	where council is the coordinating road authority	Provision Not Delegated	
34212	duty to remove road no longer reasonably required for general public use from public roads register	where council is the coordinating road authority	DID, MPD, MOS	
34213	power to designate ancillary area	where council is the coordinating road authority, and obtain consent in	CEO, DID	

Road Management Act 2004				
		circumstances specified in section 18(2)		
34214	duty to record designation in public roads register	where council is the coordinating road authority	DID, MPD	
34215	duty to keep register of public roads in respect of which it is the coordinating road authority		DID, MPD	
34216	duty to specify details of discontinuance in public roads register		DID, MPD	
34217	duty to ensure public roads register is available for public inspection		DID, MPD	
34218	function of replying to request for information or advice	obtain consent in circumstances specified in section 11(2)	DID, MPD	
34219	function of commenting on proposed direction		CEO	
34220	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.		CEO	
34221	duty to give effect to a direction under this section.		CEO	
34222	duty to inspect, maintain and repair a public road.		DID, MPD, MOS	
34223	power to inspect, maintain and repair a road which is not a public road		CEO	
34224	power to determine the standard of construction, inspection, maintenance and repair		CEO, DID, MPD, MOS	
34225	power to declare a public road as a controlled access road	power of coordinating road authority and Schedule 2 also applies	Provision Not Delegated	
34226	power to amend or revoke declaration by notice published in Government Gazette	power of coordinating road authority and Schedule 2 also applies	Provision Not Delegated	
34227	duty to consult with VicRoads before road is specified	where council is the coordinating road authority if road is a	DID, MPD	

Road Management Act 2004				
			municipal road or part thereof	
34228	power to approve Minister's decision to specify a road as a specified freight road		where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road	DID
34229	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)		where council is the responsible road authority, infrastructure manager or works manager	DID
34230	function of consulting with the relevant authority for purposes of developing guidelines under section 48M			CEO, DID
34232	power to develop and publish a road management plan			Provision Not Delegated
34233	power to determine standards by incorporating the standards in a road management plan			Provision Not Delegated
34234	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan			CEO, DID
34235	duty to give notice of proposal to make a road management plan			CEO, DID
34236	duty to conduct a review of road management plan at prescribed intervals			DID
34237	power to amend road management plan			Provision Not Delegated
34238	duty to incorporate the amendments into the road management plan			DID
34239	duty to cause notice of road management plan to be published in Government Gazette and newspaper			CEO, DID
34240	power to consent to conduct of works on road		where council is the coordinating road authority	DID, MPD, MOS
34241	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency		where council is the infrastructure	CEO, DID, MPD, MOS

Road Management Act 2004				
			manager	
34242	duty to comply with clause 13 of Schedule 7		where council is the infrastructure manager or works manager	DID, MPD, MOS
34243	power to consent to structure etc		where council is the coordinating road authority	DID, MPD, MOS
34244	function of receiving the name & address of the person responsible for distributing the sign or bill		where council is the coordinating road authority	DID, MPRS
34245	power to request information		where council is the coordinating road authority	DID, MPRS, MOS
34246	power to request information		where council is the coordinating road authority	DID, MPRS, MOS
34247	power to appoint an authorised officer			CEO
34248	duty to issue an identity card to each authorised officer			CEO
34249	function of receiving report from authorised officer			CEO
34250	duty to keep register re section 85 matters			DID, MPRS, LLO1
34251	function of receiving complaints			DID, MPRS, MPD, LLO1, MOS
34252	duty to investigate complaint and provide report			DID, MPRS, MPD, LLO1, MOS
34253	power to recover damages in court			CEO
34254	power to cause or carry out inspection			DID
34255	function of consulting with VicRoads			CEO, DID
34256	power to exercise road management functions on an arterial road (with the consent of VicRoads)			DID, MPD,

Road Management Act 2004				
			MOS	
34257	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)		DID, MPD, MOS	
34258	power to enter into an agreement in respect of works		CEO, DID, MOS	
34259	power to charge and recover fees		CEO, DCS, DID	
34260	power to charge for any service		CEO, DID	
34261	power to make a decision in respect of controlled access roads		Provision Not Delegated	
34262	duty to make policy about controlled access roads		CEO, DID, MPD	
34263	power to amend, revoke or substitute policy about controlled access roads		Provision Not Delegated	
34264	function of receiving details of proposal from VicRoads		DID	
34265	duty to publish notice of declaration		DID, MPD, MOS	
34266	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	where council is the infrastructure manager or works manager	DID, MPD, MOS	
34267	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	where council is the infrastructure manager or works manager	DID, MPD, MOS	
34268	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	where council is the infrastructure manager or works manager responsible for non-road infrastructure	DID, MPD, MOS	
34269	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	where council is the infrastructure manager or works	DID, MPD, MOS	

Road Management Act 2004				
			manager	
34270	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected		where council is the infrastructure manager or works manager	DID, MPD, MOS
34271	power to direct infrastructure manager or works manager to conduct reinstatement works		where council is the coordinating road authority	DID, MPD, MOS
34272	power to take measures to ensure reinstatement works are completed		where council is the coordinating road authority	DID, MPD, MOS
34273	duty to ensure that works are conducted by an appropriately qualified person		where council is the coordinating road authority	DID, MPD, MOS
34274	power to recover costs		where council is the coordinating road authority	CEO, DID
34275	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)		where council is the works manager	DID, MPD, MOS
34276	power to vary notice period		where council is the coordinating road authority	CEO
34277	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)		where council is the infrastructure manager	DID
34278	power to consent to proposed works		where council is the coordinating road authority	DID, MPD, MOS
34279	duty to consult		where council is the coordinating road authority, responsible authority or infrastructure manager	DID, MPD, MOS
34280	power to consent to proposed works		where council is the coordinating	DID, MPD, MOS

Road Management Act 2004				
			road authority	
34281	power to set reasonable conditions on consent		where council is the coordinating road authority	DID, MPD, MOS
34282	power to include consents and conditions		where council is the coordinating road authority	DID, MPD, MOS
34283	power to refuse to give consent and duty to give reasons for refusal		where council is the coordinating road authority	CEO, DID, MPD
34284	power to enter into an agreement		where council is the coordinating road authority	CEO, DID
34285	power to give notice requiring rectification of works		where council is the coordinating road authority	CEO, DID, MPD, MOS
34286	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred		where council is the coordinating road authority	DID, MPD, MOS
34287	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure		where council is the coordinating road authority	CEO, DID, MPRS, MPD, LLO1, MOS
34288	power to cause street lights to be installed on roads		power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	DID, MPD
34289	duty to pay installation and operation costs of street lighting - where road is not an arterial road		where council is the responsible road authority	DID
34290	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas		where council is the responsible road authority	DID

Road Management Act 2004				
34291	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	DID	
Cemeteries and Crematoria Regulations 2015				
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
#	Item Delegated	Conditions and Limitations	Delegate	Date
72452	duty to ensure that cemetery complies with depth of burial requirements		DID, MOS	
72453	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves		DID, MOS	
72454	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)		DCS, DID	
72490	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator		Provision Not Delegated	
72456	duty to ensure any fittings removed of are disposed in an appropriate manner		Provision Not Delegated	
72457	power to dispose of any metal substance or non-human substance recovered from a cremator		Provision Not Delegated	
72458	power to release cremated human remains to certain persons	subject to any order of a court	Provision Not Delegated	
72459	duty to make cremated human remains available for collection within 2 working days after the cremation		Provision Not Delegated	
72460	duty to hold cremated human remains for at least 12 months from the date of cremation		Provision Not Delegated	

Cemeteries and Crematoria Regulations 2015				
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
72461	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation		Provision Not Delegated	
72462	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period		Provision Not Delegated	
72463	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)		MBS, DID	
72464	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)		MCH, EHO	
72465	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)		DID, MG	
72466	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)		DID, MOS	
72467	duty to provide statement that alternative vendors or supplier of monuments exist		Provision Not Delegated	
72468	power to approve a person to play sport within a public cemetery		DCS, MG	
72469	power to approve fishing and bathing within a public cemetery		DCS, MG	
72470	power to approve hunting within a public cemetery		DCS, MG	
72471	power to approve camping within a public cemetery		DCS, MG	
72472	power to approve the removal of plants within a public cemetery		DID, MG	
72473	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)		DCS, MG	
72474	power to approve the use of fire in a public cemetery		DID, MG	
72475	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area		DID, MG	
72476	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules		Provision Not Delegated	
72477	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	see note above regarding model rules	DID, MG	
72478	duty to display the hours during which pedestrian access is available to the cemetery	see note above regarding model rules	MG, GCC	
72479	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	see note above regarding model	MG, GCC	

Cemeteries and Crematoria Regulations 2015				
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)				
		rules		
72480	power to give directions regarding the manner in which a funeral is to be conducted	see note above regarding model rules	DCS, MG	
72481	power to give directions regarding the dressing of places of interment and memorials	see note above regarding model rules	MG, GCC	
72482	power to approve certain mementos on a memorial	see note above regarding model rules	DCS, MG	
72483	power to remove objects from a memorial or place of interment	see note above regarding model rules	MG, MOS	
72484	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	see note above regarding model rules	MG, MOS	
72485	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	see note above regarding model rules	DCS, DID, MG, GCC	
72486	power to approve an animal to enter into or remain in a cemetery	see note above regarding model rules	DID, MG	
72487	power to approve construction and building within a cemetery	see note above regarding model rules	DID, MG	
72488	power to approve action to disturb or demolish property of the cemetery trust	see note above regarding model rules	DID, MG	
72489	power to approve digging or planting within a cemetery	see note above regarding model rules	DID, MG	
Planning and Environment Regulations 2015				
#	Item Delegated	Conditions and Limitations	Delegate	Date

Planning and Environment Regulations 2015				
34316	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	CEO, DID, MPRS	
34317	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		CEO, DID, MPRS, PO	
62862	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	where Council is the responsible authority	DID, MPRS, PO	
62863	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	where Council is not the responsible authority but the relevant land is within Council's municipal district	DID, MPRS, PO	
34318	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	CEO, DID	

Planning and Environment (Fees) Regulations 2016				
#	Item Delegated	Conditions and Limitations	Delegate	Date
43005	power to waive or rebate a fee relating to an amendment of a planning scheme		CEO, DID	
129958	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		CEO, DID	
43006	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20		CEO, DID	
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010				
#	Item Delegated	Conditions and Limitations	Delegate	Date
34323	function of entering into a written agreement with a caravan park owner		CEO	
34324	function of receiving application for registration		MBS, EHO	
34325	duty to grant the registration if satisfied that the caravan park complies with these regulations		MBS, EHO	
34326	duty to renew the registration if satisfied that the caravan park complies with these regulations		MBS, EHO	
43007	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		MBS, EHO	
34327	duty to issue certificate of registration		EHO	
34328	function of receiving notice of transfer of ownership		EHO	
34329	power to determine where notice of transfer is displayed		EHO	
34330	duty to transfer registration to new caravan park owner		MBS, EHO	
34331	duty to issue a certificate of transfer of registration		EHO	
34332	power to determine the fee to accompany applications for registration or applications for renewal of registration		Provision Not Delegated	
34333	duty to keep register of caravan parks		EHO	
34334	power to determine where the emergency contact person's details are displayed		EHO	
34335	power to determine where certain information is displayed		EHO	
34336	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		EHO	
34337	duty to consult with relevant emergency services agencies		MBS, EHO	
34338	power to determine places in which caravan park owner must display a copy of emergency procedures		EHO	
34339	power to determine places in which caravan park owner must display copy of public emergency warnings		EHO	
34340	duty to consult with relevant floodplain management authority		MBS, EHO	
34341	duty to have regard to any report of the relevant fire authority		MBS, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010				
34342	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling		MBS, EHO	
34343	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		MBS	
34344	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		MBS	
34345	function of receiving installation certificate		MBS	
34346	power to approve use of a non-habitable structure as a dwelling or part of a dwelling		MBS	
34347	power to approve the removal of wheels and axles from unregistrable movable dwelling		MBS	
Road Management (General) Regulations 2016				
#	Item Delegated	Conditions and Limitations	Delegate	Date
34348	duty to conduct reviews of road management plan		CEO, DID	
34350	duty to produce written report of review of road management plan and make report available		CEO, DID, MPD	
86336	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	where council is the coordinating road authority	DID	
34351	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act		CEO, DID, MPD	
86337	Duty to publish notice of amendments to road management plan	where council is the coordinating road authority	DID	
34352	duty to record on road management plan the substance and date of effect of amendment		CEO, DID, MPD	
34353	power to issue permit	where council is the coordinating road authority	CEO, DID, MPD	
34355	power to give written consent re damage to road	where council is the coordinating road authority	CEO, DID, MPD	
34356	power to make submission to Tribunal	where council is the coordinating road authority	CEO, DID, MPRS	
86338	power to charge a fee for application under section 66(1) Road Management Act	where council is	DID	

Road Management (General) Regulations 2016					
			the coordinating road authority		
34357	power to remove objects, refuse, rubbish or other material deposited or left on road		where council is the responsible road authority	CEO, DID, MPD, LLO1, LLO2, MOS	
34358	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))		where council is the responsible road authority	CEO, DID, MPD, LLO1, LLO2, MOS	
34359	power to recover in the Magistrates' Court, expenses from person responsible			CEO	
Road Management (Works and Infrastructure) Regulations 2015					
Note: these regulations commenced on 20 June 2015, replacing the Roads Management (works & infrastructure) Regulations 2005, which expired on 21 June 2015.					
#	Item Delegated		Conditions and Limitations	Delegate	Date
72491	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works		where council is the coordinating road authority and where consent given under section 63(1) of the Act	DID	
72492	power to waive whole or part of fee in certain circumstances		where council is the coordinating road authority	DCS, DID	