



GANNAWARRA

Shire Council

Wednesday, 17 April 2019

6:30pm

Council Chambers

Kerang

AGENDA

Ordinary Council Meeting

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1 ACKNOWLEDGEMENT OF COUNTRY

I would like to take this time to acknowledge the Traditional Custodians of the land, and pay my respect to elders both past and present.

2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Ordinary Meeting - 20 March, 2019

5 DECLARATION OF CONFLICT OF INTEREST

The Local Government Amendment (Councillor Conduct and Other Matters) Act 2008.

A Councillor, member of a special committee, or member of Council staff has a conflict of interest in a matter if he or she has a *direct interest* or an *indirect interest* in that matter.

A person has a direct interest in a matter if there is a likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way. This includes where there is a likelihood that the person will receive a direct benefit or loss that can be measured in financial terms or that the residential amenity of the person will be directly affected if the matter is decided in a particular way.

A person has an indirect interest in a matter if the person has:

- a close association in the matter because a family member, a relative or a member of their household has a direct or indirect interest in the matter
- an indirect financial interest in the matter
- a conflicting duty – although there are circumstances where a person does not have a indirect interest because of a conflicting duty
- received an ‘applicable gift’
- become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter.

Disclosure of conflict of interest

If a Councillor or member of a special committee has a conflict of interest in a matter which is to be or is likely to be considered at a meeting of the Council or special committee, the Councillor or member must:

- if he or she will be present at the meeting, make a full disclosure of that interest by advising of the class and nature of the interest to either –
- the Council or special committee immediately before the matter is considered at the meeting, *or*

- in writing to the Chief Executive Officer (CEO). Where the disclosure is made to the CEO in writing, the Councillor or member need only disclose the class of interest to the meeting, immediately before the matter is considered.
- if he or she will not be present at the meeting, make a full disclosure to the CEO or Chairperson of the meeting, in writing, of the class and nature of the interest. If a Chairperson is given a written disclosure, he or she must give the written disclosure to the CEO.
- The CEO must keep written disclosures in a secure place for three years after the date the Councillor or member of the special committee who made the disclosure ceases to be a Councillor or member, and destroy the written disclosure when the three year period expires.
- While the matter is being considered or any vote taken, the Councillor or member of a special committee with the conflict of interest must leave the room and notify the Mayor or Chairperson of the special committee he or she is doing so. The Mayor or Chairperson must notify the Councillor or member that he or she may return to the room after consideration of the matter and all votes have been cast.
- A CEO or Chairperson of a special committee must record in the minutes of the meeting the declaration of the conflict of interest, the class of the interest and, if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.
- A failure by a Councillor or member to comply with Section 79 of the Act may result in a penalty of up to 100 penalty units and disqualification under Section 29(2) of the Act.

6 QUESTION TIME

Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions to the Council of the Shire of Gannawarra.

QUESTIONS FROM THE GALLERY

- All questions are to be directed to the Chair.
- Members of the public may ask questions from the gallery and should provide their name (and organisation if relevant) at the beginning of their questions.
- There is a maximum number of three questions of up to two minutes each.
- Chair will respond or refer to Councillor or CEO.
- Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing generally within 10 days.
- Where a question cannot be answered on the spot, the person is asked to write out their questions on a form provided to enable an accurate response to be prepared.
- Questions will be answered at the meeting, or later in writing, unless the Chairperson has determined that the relevant question relates to:
 - Personal matters
 - The personal hardship of any resident or ratepayers
 - Industrial matters
 - Contractual matters
 - Proposed developments
 - Legal advice
 - Matters affecting the security of council property
 - An issue outside the Gannawarra Shire Council core business

- Or any other matter which the Council considers would prejudice it or any person
 - A matter which may disadvantage the Council or any other person
 - Is defamatory, indecent, abusive or objectionable in language or substance
 - Is repetitive of a question already answered (whether at the same or an earlier meeting)
 - Is asked to embarrass an officer or another Councillor
-
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

7 ASSEMBLY OF COUNCILLORS

7.1 ASSEMBLY OF COUNCILLORS 21 MARCH, 2019 TO 16 APRIL 2019

Author: Tom O'Reilly, CEO

Authoriser: Tom O'Reilly, CEO

Attachments: 1 [Assembly of Councillors](#) [↓](#)

RECOMMENDATION

That Council note the records of Assembly of Councillors from 21 March, 2019 to 16 April, 2019.

EXECUTIVE SUMMARY

To present to Council written records of Assembly of Councillors in accordance with Section 80A of the *Local Government Act 1989*.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2017-2021: Good Governance and a Healthy Organisation.

BACKGROUND INFORMATION

In accordance with Section 80A of the *Local Government Act 1989* a written record of assembly of councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

The record must include:

1. The names of all Councillors and members of council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly.

CONSULTATION

Consultation with Councillors and staff has occurred to ensure the accuracy of the Assemblies of Councillors records.

CONCLUSION

To ensure compliance with Section 80A of the *Local Government Act 1989* it is recommended that Council note the Assembly of Councillors records as outlined in this report.



Assembly of Councillors Record Form

Date:	Monday, 8 April, 2019
Time:	9.00am -3:50pm
Location:	Kerang Council Chambers
In Attendance: (Councillors)	Cr Lorraine Learmonth Cr Charlie Gillingham Cr Steve Tasker Cr Sonia Wright Cr Brian Gibson
Apologies	Cr Jodie Basile
In Attendance: (Officers)	Tom O'Reilly, Geoff Rollinson, Phil Higgins, Stacy Williams, Roger Griffiths, Jo Haw, Sid Hutchinson, Katina Fitzgerald, Mel Scott
In Attendance: (Other)	Karen Fazzani, CEO – Loddon Mallee Resource Recovery Group Ian Gillingham, Market Development Manager – Loddon Mallee Resource Recovery Group Greg Fonti, CEO – KIG Energy Pty Ltd Sarina Le, Director – KIG Energy Group Pty Ltd Dr Mehdi Seyedmahmoudian, Senior Lecturer, School of Software and Electrical Engineering – Swinburne University.
Matters Discussed:	<p>Presentations:</p> <ul style="list-style-type: none"> • Regional Organics Strategy – Karen Fazzani & Ian Gillingham • KIG Energy Pty Ltd – Greg Fonti, Sarina Le and Dr Mehdi Seyedmahmoudian <p>Council Reports:</p> <ul style="list-style-type: none"> • Audit Committee – 26 March, 2019 Meeting • Audit Committee – Remuneration • Delegation Update – Council to Members of Council Staff • Councillor Committee Memberships 2018/2019 • Notice of Motion No. 68 – Public Holiday for Kerang Show Day • Proposed Annual Budget 2019/2020 <p>Councillor Updates:</p> <ul style="list-style-type: none"> • Live Streaming/Recording of Council Meetings • Council Plan 2017-2021 Annual Statutory Review • Gannawarra Shire Council Central Landfill <p>Councillor Strategic Briefing Update:</p> <ul style="list-style-type: none"> • 2018/2019 Capital Works Program Update <p>Councillor Issues Raised</p>
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil

Completed By:	Tom O'Reilly – Chief Executive Officer
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8 BUSINESS REPORTS FOR DECISION

8.1 AUDIT COMMITTEE - 26 MARCH, 2019 MEETING

Author: Phil Higgins, Director Corporate Services

Authoriser: Phil Higgins, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council note the recommendations and outcomes of the Audit Committee meeting held on 26 March, 2019.

EXECUTIVE SUMMARY

The Gannawarra Shire Council Audit Committee met on Tuesday, 26 March, 2019. The Audit Committee was updated with the strategy for the External Audit for 2018/2019 and three internal audits undertaken by the Internal Auditor.

BACKGROUND

The Audit Committee Charter requires the Director Corporate Services to provide a report of each Audit Committee meeting to the next Ordinary Meeting of the Council, including an explanation of any specific recommendations and key outcomes.

This report relates to the Audit Committee meeting held on Tuesday, 26 March, 2019.

POLICY CONTEXT

In accordance with Section 139 of the *Local Government Act 1989*, Council has established an Audit Committee as an Advisory Committee of Council.

Council Plan 2017–2021: Good Governance and a Healthy Organisation.

DISCUSSION

Details of the 26 March, 2019 Audit Committee Meeting:

Attendees:

MEMBERS:

Deanne Van der Drift – Independent Member – *via teleconference*

Bradley Tarr – Independent Member

John Campbell – Independent Member – *Chairperson*

Cr Charlie Gillingham – Council Representative

Cr Sonia Wright – Council Representative

IN ATTENDANCE:

Ryan Schischka – VAGO Audit Service Provider, Johnsons MME (*via teleconference for item 6.3 and 6.4 only*)

Brad Ead – Internal Auditor, AFS & Associates

Tom O'Reilly – Chief Executive Officer

Phil Higgins – Director Corporate Services

Sid Hutchinson – Manager Finance
 Lisa Clue – Manager Governance
 Allison Peace – Administration Officer

Apologies: Nil

The following items were considered by the Audit Committee at the meeting:

Report	Discussion	Recommendation/Outcome
Appointment of Audit Committee Chairperson	Request made to appoint audit committee chairperson	John Campbell was appointed Chairperson for 12 months
Audit Committee Member Changes	Welcome to Cr Sonia Wright and Cr Charlie Gillingham as the Councillor Representatives for 2018/2019	Noted
VAGO Audit Strategy – Year ending 30 June, 2019	Audit Strategy received from Johnson MME outlining the approach to the annual audit of the financial report and performance statement.	Acknowledged receipt of the Audit Strategy for the year ending 30 June, 2019
VAGO Results of 2017/2018 Audits: Local Government	Council received a link to the Results of the 2017/2018 Audits – Local Government, from VAGO. The report highlighted all 79 Council reports were reliable, delivered on time and “clear”. There were common adjustments with asset valuations and calculations for employee leave and landfill provisions.	Noted
Records Management Review	The Internal Auditor (AFS) reviewed Record Management function, the resulting report along with management responses to the auditor’s observations and recommendations were considered.	1. Acknowledged receipt of 2018-04 Records Management report and 2. Acknowledged presentation by Brad Ead of AFS outlining management responses and key findings of the report
Information Systems Security Review	The Internal Auditor (AFS) reviewed Information Systems Security function, the resulting report along with management responses to the auditor’s observations and recommendations were considered.	1. Acknowledged receipt of 2018-05 Information Systems Security report and 2. Acknowledged presentation by Brad Ead of AFS outlining management responses and key findings of the report
Past Issues Review 2019-02	The Internal Auditor (AFS) reviewed and assessed actions taken on previous internal audit reports.	1. Acknowledge receipt of Past Issues Review 2019-02 2. Acknowledged presentation by Brad Ead of AFS outlining management responses and key findings of the report

Report	Discussion	Recommendation/Outcome
Outstanding Audit Items – February, 2019	Recommendations provided to the Audit Committee which arose from both internal audit reviews and similarly external audit management letters are recorded on the Outstanding Audit Items spreadsheet for monitoring. The spreadsheet provides an update on the status of implementing the recommendations which are only to be removed upon resolution of the Audit Committee.	<ol style="list-style-type: none"> 1. Acknowledged the Outstanding Audit Items spreadsheet had been reviewed. 2. Determined 8 items had been satisfactorily addressed and may be removed from the Outstanding Audit Items spreadsheet.
Risk Management Report	Council’s current Risk Management Framework requires quarterly reporting to the Audit Committee. The report examined risk management progress and highlights from individual directorates for the period 1 October, 2018 to 31 December, 2018 inclusive.	Received and noted the Risk Management Report.
Quarterly Financial Report - quarter ending 31 December, 2018	The Quarterly Financial Report for the period ending 31 December, 2018, as presented to the 20 February, 2019 Ordinary Council Meeting was presented for review.	Received the report outlining the 2018/2019 quarterly budget review as at 31 December, 2018.
Proposed Scheduled Fees and Charges 2019/2020	Proposed Scheduled Fees and Charges 2019/2020 approved by Council was presented	Noted the proposed scheduled Fees and Charges 2019/2020
2019/2020 Budget Timetable Update	The 2019/2020 Budget Timetable was presented for review	Noted the 2019/2020 Budget update
Draft Financial Strategy	The Draft Financial Strategy was presented. This strategy sets some guiding principles and establishes some Key Performance Indicators to assist during development of the Long Term Financial Plan.	Endorsed the concepts of the Draft Financial Strategy to assist in the development of the 10 year Long Term Financial Plan.
Council Policy Review	Policy No. 126 – Council Future Use Investments as approved by Council was endorsed	Noted Policy No. 126
Victorian Grants Commission	Victorian Grants Commission administers the Financial Assistance Grant to Council. The components and calculations of the Grant were discussed.	Information received and noted
Correspondence – Items of interest.	Updates from Local Government Victoria were received, in relation to various planning templates.	Noted the information.

CONSULTATION

A number of Councillors, Council staff and Audit Committee members have been involved in matters relevant to this report.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The recommendations and outcomes of the 26 March, 2019 Audit Committee meeting are presented for the information and noting of Council.

8.2 AUDIT COMMITTEE - REMUNERATION

Author: Phil Higgins, Director Corporate Services

Authoriser: Phil Higgins, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council set the 2019/2020 Audit Committee annual sitting fee at \$1,740 for the Chair and \$1,240 for the other Independent Members.

EXECUTIVE SUMMARY

Gannawarra Shire Council's Audit Committee Charter provides that the remuneration paid to each Independent Member be reviewed and set annually by the Council.

The proposed increase is in line with the rate cap increase.

BACKGROUND

Independent Member Remuneration

The Audit Committee Charter provides that the remuneration paid to each Independent Member be reviewed and set annually by the Council. Council currently pays an annual sitting fee of \$1,700 to the Chair and \$1,200 to each Independent Member.

POLICY CONTEXT

Section 139 of the *Local Government Act 1989* requires that Council must establish an Audit Committee. The Audit Committee operates in accordance with the Audit Committee Charter which has been adopted by Council.

DISCUSSION

Independent Member Remuneration

The Audit Committee Charter provides that the remuneration paid to each Independent Member be reviewed and set annually by the Council. Council currently pays an annual sitting fee of \$1,700 to the Chair and \$1,200 to each Independent Member.

A prior review of amounts paid by eight (8) other Shire Councils reflected a range of \$800 to \$4,000 per annum for the Chair and for each Independent Member the range is \$800 to \$2,400. Whilst there is no formal guidance, the typical average is in the order of \$1,500 to \$2,000 per annum for sitting members. Noting some councils also reimburse accommodation and travel costs incurred.

The rate cap increase is 2.5% and it is recommended these fees be increased by the rate cap, rounded up to the nearest \$10 increment, for the 2019/2020 year.

CONSULTATION

Neighbouring Councils were consulted for information.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Increasing the current annual sitting fees by the rate cap is considered fair and is in accordance with the Audit Committee Charter.

8.3 DELEGATION UPDATE - COUNCIL TO MEMBERS OF COUNCIL STAFF

Author: Alissa Harrower, Governance and Compliance Coordinator

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Instrument of Delegation - Members of Staff [↓](#)

RECOMMENDATION

That Council, in the exercise of powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation to members of Council staff, resolve that;

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

EXECUTIVE SUMMARY

Gannawarra Shire Council has functions and duties which it must perform and powers which it may exercise, pursuant to the *Local Government Act 1989* (the Act) as well as a range of other Acts. Section 98 of the Act allows for Council to delegate certain powers, duties or function to members of staff rather than having all functions and duties dealt with by Council resolution.

Delegations are regularly reviewed to reflect changes in legislation, regulations and Council's organisational structure.

BACKGROUND

As a statutory entity, Council is only able to do those things which it is authorised by statute to do. As a legal entity and not a 'natural' person, Council can act in only one of two ways: by resolution or through others acting on its behalf. The power of Council to act by resolution is set out in section 3(5) of the Act.

"(5) Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of Council."

Alternatively, a Council can act through others. Section 98 of the Act allows for a Council to delegate to a member of its staff any power, duty or function of a Council under both the Act and any other Act, other than –

1. this power of delegation; and
2. the power to declare a rate or charge; and

3. the power to borrow money; and
4. the power to approve any expenditure not contained in a budget approved by the Council; and
5. any power, duty or function of the Council under Section 223; and
6. any prescribed power.

Where this is to occur, appointments are formalised through written 'instruments of delegation'.

While under the Act delegations must be reviewed within twelve months after a general election, Gannawarra Shire Council staff conduct reviews more regularly to reflect changes in legislation, regulations and changes to Council's organisational structure.

POLICY CONTEXT

Section 98 – *Local Government Act 1989*

Council Plan 2017 – 2021 – Good Governance and a Healthy Organisation

DISCUSSION

A recent review of delegations identified new provisions as follows:

- S 46AS of the *Planning and Environment Act 1987* (Vic) (P&E Act) was replaced on 30 May 2018, as a consequence of the *Planning and Environment Amendments (Distinctive Areas and Landscapes) Act 2018* (Vic). The new S 46AS does not contain a council power, duty or function and, therefore, has been removed from the delegation document.

A number of changed provisions are included in this update reflecting amendments to wording and grammar as well as variations to sections and sub-sections.

CONSULTATION

Lawyers from Maddocks provide Council with regular updates of relevant changes to legislation and regulations. Council staff with delegations and authorisations under legislation and regulations that have recently changed, and those affected by new legislation have been involved in the delegation review process.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The review of the Instrument of Delegation to Members of Council staff has been completed, reflecting current legislation and regulations.

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 Assets 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 17 April 2019; 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 Governance Local)
Law 2018)
on the _____ day of _____ 2019.)

_____ 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 2017
- Local Government Act 1989
- 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

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)			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Provision Not Delegated	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Provision Not Delegated	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Provision Not Delegated	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	Provision Not Delegated	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	Provision Not Delegated	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	Provision Not Delegated	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	Provision Not Delegated	
s 15(1) and (2)	Power to delegate powers or functions other than those listed	Provision Not Delegated	
s 15(4)	Duty to keep records of delegations	GCC, MG	
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from 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)]			
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	DID, MPRS	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	Provision Not Delegated	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	Provision Not Delegated	Where Council is a Class A cemetery trust

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)			
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	Provision Not Delegated	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	Provision Not Delegated	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO	
s 20(1)	Duty to set aside areas for the interment of human remains	Provision Not Delegated	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Provision Not Delegated	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	Provision Not Delegated	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Provision Not Delegated	Subject to the approval of the Minister

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)			
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Provision Not Delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Provision Not Delegated	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MG	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	GCC, MG	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	GCC, MG	
s 60(2)	Power to charge fees for providing information	CEO, MG	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CEO	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Provision Not Delegated	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	CEO, MG	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	GCC, MG	
s 70(2)	Duty to make plans of existing place of interment available to the public	GCC, MG	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO	
s 71(2)	Power to dispose of any memorial or other structure removed	CEO	
s 72(2)	Duty to comply with request received under s 72	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)]			
s 73(1)	Power to grant a right of interment	CEO, GCC, MG	
s 73(2)	Power to impose conditions on the right of interment	CEO	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	Provision Not Delegated	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	MG	
s 80(2)	Function of recording transfer of right of interment	GCC, MG	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO, MG	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	CEO, MG	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO, MG	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	GCC, MG	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	DCS, MG	May only be exercised where right of interment relates to cremated human remains of a deceased identified

Cemeteries and Crematoria Act 2003			
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			veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	CEO	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	CEO	
s.86(5)	duty to provide notification before taking action under s.86(4)	CEO	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	CEO	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	CEO	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	MG	
s 91(1)	Power to cancel a right of interment in accordance with s 91	CEO	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CEO	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	CEO	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CEO	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	CEO	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	CEO	
s 102(2) &	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO	

Cemeteries and Crematoria Act 2003			
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(3)			
s 103(1)	Power to require a person to remove a building for ceremonies	CEO	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO	
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	MG	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	CEO	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DID	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	MG	
s 108	Power to recover costs and expenses	CEO, DCS, MG	
s 109(1)(a)	Power to open, examine and repair a place of interment	CEO	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	CEO	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CEO	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	CEO	

Cemeteries and Crematoria Act 2003			
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s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CEO	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	CEO	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO	
s 112	Power to sell and supply memorials	Provision Not Delegated	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	GCC, MG	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	MG	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Provision Not Delegated	
s 119	Power to set terms and conditions for interment authorisations	Provision Not Delegated	
s 131	Function of receiving an application for cremation authorisation	GCC, MG	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	CEO	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	CEO	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	CEO	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	CEO	
s 151	Function of receiving applications to inter or cremate body parts	MG	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	Provision Not Delegated	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO, MG	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO, MG	Subject to cl 8
sch 1A cl	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of	Provision Not	Where Council is

Cemeteries and Crematoria Act 2003			
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8(3)	communication	Delegated	a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	Provision Not Delegated	Where Council is a Class A cemetery trust Subject to cl 8
Domestic Animals Act 1994			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	DID, LLO1, LLO2, MPRS	Council may delegate this power to a Council authorised officer
Environment Protection Act 1970			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 53M(3)	Power to require further information	EHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	EHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	EHO	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	EHO	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	Provision Not Delegated	Refusal must be ratified by Council or it is of no effect

Food Act 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 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	EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	EHO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHO	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
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Provision Not Delegated	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	EHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO	Where Council is the registration

Food Act 1984			
			authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Provision Not Delegated	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	EHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DCW	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO	Where Council is the registration authority
	Power to register, renew or transfer registration	EHO	Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	EHO	Where Council is

Food Act 1984			
			the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Provision Not Delegated	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	EHO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	EHO	Where Council is the registration authority

Food Act 1984			
s 39A	Power to register, renew or transfer food premises despite minor defects	EHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	DCW	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	EHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO	Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	EHO	Where Council is the registration authority
Heritage Act 2017			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Provision Not Delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive

Heritage Act 2017			
			Director authorises sub-delegation
Local Government Act 1989			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	Provision Not Delegated	Agreement can only be entered into by CEO.
Planning and Environment Act 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	DID, MPRS	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DID, MPRS	
s 4H	Duty to make amendment to Victoria Planning Provisions available	DID, MPRS	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	DID, MPRS	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DID, MPRS	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Provision Not Delegated	
s 8A(5)	Function of receiving notice of the Minister's decision	DID, MPRS	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DID, MPRS	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Provision Not Delegated	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DID, MPRS, PO	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	CEO, DID, MPRS	
s 12B(1)	Duty to review planning scheme	CEO, DID, MPRS	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DID, MPRS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, DID, MPRS	

Planning and Environment Act 1987			
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	DID, MPRS, PO	
s 17(1)	Duty of giving copy amendment to the planning scheme	DID, MPRS, PO	
s 17(2)	Duty of giving copy s 173 agreement	DID, MPRS, PO	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DID, MPRS	
s 18	Duty to make amendment etc. available	DID, MPRS, PO	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO, DID, MPRS	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, DID, MPRS	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, DID, MPRS	
s 21(2)	Duty to make submissions available	DID, MPRS, PO	
s 21A(4)	Duty to publish notice	CEO, DID, MPRS	
s 22	Duty to consider all submissions	DID, MPRS	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DID, MPRS	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Provision Not Delegated	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, DID, MPRS	

Planning and Environment Act 1987			
s 26(1)	Power to make report available for inspection	DID, MPRS, PO	
s 26(2)	Duty to keep report of panel available for inspection	DID, MPRS, PO	
s 27(2)	Power to apply for exemption if panel's report not received	CEO, DID, MPRS	
s 28	Duty to notify the Minister if abandoning an amendment	CEO, DID, MPRS	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, DID, MPRS	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, DID, MPRS	
s 32(2)	Duty to give more notice if required	CEO, DID, MPRS	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, DID, MPRS	
s 36(2)	Duty to give notice of approval of amendment	CEO, DID, MPRS	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, DID, MPRS	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, DID, MPRS	
s 40(1)	Function of lodging copy of approved amendment	CEO, DID, MPRS	
s 41	Duty to make approved amendment available	DID, MPRS, PO	
s 42	Duty to make copy of planning scheme available	DID, MPRS, PO	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Provision Not Delegated	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited

Planning and Environment Act 1987			
			number of councils
s 46AW	Function of being consulted by the Minister	DID, MPRS	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	DID, MPRS	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	DID, MPRS	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DID, MPRS	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	DID, MPRS	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DID, MPRS	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DID, MPRS	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DID, MPRS	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DID, MPRS	
s 46GP	Function of receiving a notice under s 46GO	DID, MPRS	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	DID, MPRS	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DID, MPRS	

Planning and Environment Act 1987			
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DID, MPRS	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DID, MPRS	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DID, MPRS	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DID, MPRS	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DID, MPRS	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DID, MPRS	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	DID, MPRS	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DID, MPRS	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DID, MPRS	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DID, MPRS	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DID, MPRS	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DID, MPRS	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DID, MPRS	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DID, MPRS	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DID, MPRS	Where Council is the collecting agency

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s 46GY(1)	Duty to keep proper and separate accounts and records	DID, MPRS	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	DID, MPRS	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	DID, MPRS	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is

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			also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	DID, MPRS	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

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s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DID, MPRS	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DID, MPRS	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved

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			<p>infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	DID, MPRS	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	DID, MPRS	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 1989	DID, MPRS	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DID, MPRS	Where Council is a development agency under an approved

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			infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DID, MPRS	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DID, MPRS	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan

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s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	DID, MPRS	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	DCS, DID	Where Council is the development agency under an approved infrastructure contributions

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			plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DID, MPRS	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	DCS, DID	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DID, MPRS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	DCS, DID	Where Council is the collecting agency under an

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			approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DID, MPRS	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DID, MPRS	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	DCS, DID	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DID, MPRS, PO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DCS, DID, MPRS	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DCS, DID, MPRS	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DCS, DID, MPRS	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DCS, DID, MPRS	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DCS, DID, MPRS	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DCS, DID	
s 46Q(1)	Duty to keep proper accounts of levies paid	DCS, MF	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	DCS, DID, MPRS	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DCS, DID, MPRS	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, DCS, DID	Only applies when levy is paid to Council as a 'development agency'

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s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, DCS, DID	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, DCS, DID	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, DCS, DID	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Provision Not Delegated	
s 46QD	Duty to prepare report and give a report to the Minister	DID, MPRS	Where Council is a collecting agency or development agency
s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DID, MPRS	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DID, MPRS, PO	
s 49(2)	Duty to make register available for inspection	DID, MPRS, PO	
s 50(4)	Duty to amend application	CEO, DID, MPRS, PO	
s 50(45)	Power to refuse to amend application	CEO, DID, MPRS	
s 50(6)	Duty to make note of amendment to application in register	DID, MPRS	

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s 50A(1)	Power to make amendment to application	CEO, DID, MPRS	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, DID, MPRS, PO	
s 50A(4)	Duty to note amendment to application in register	CEO, DID, MPRS, PO	
s 51	Duty to make copy of application available for inspection	CEO, DID, MPRS, PO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, DID, MPRS, PO	
s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	CEO, DID, MPRS, PO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, DID, MPRS, PO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, DID, MPRS, PO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, DID, MPRS, PO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CEO, DID, MPRS, PO	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, DID, MPRS, PO	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, DID, MPRS, PO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, DID, MPRS, PO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, DID, MPRS, PO	
s 54(1)	Power to require the applicant to provide more information	CEO, DID, MPRS, PO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, DID, MPRS, PO	
s 54(1B)	Duty to specify the lapse date for an application	CEO, DID, MPRS	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, DID, MPRS	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, DID, MPRS	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, DID, MPRS,	

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		PO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DID, MPRS	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, DID, MPRS, PO	
s 57(5)	Duty to make available for inspection copy of all objections	CEO, DID, MPRS, PO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, DID, MPRS	
s 57A(5)	Power to refuse to amend application	CEO, DID, MPRS	
s 57A(6)	Duty to note amendments to application in register	CEO, DID, MPRS, PO	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, DID, MPRS, PO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, DID, MPRS, PO	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, DID, MPRS, PO	
s 58	Duty to consider every application for a permit	CEO, DID, MPRS, PO	
s 58A	Power to request advice from the Planning Application Committee	CEO, DID, MPRS	
s 60	Duty to consider certain matters	CEO, DID, MPRS, PO	
s 60(1A)	Duty to consider certain matters	CEO, DID, MPRS	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, DID, MPRS	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, DID, MPRS	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Provision Not Delegated	

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s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Provision Not Delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Provision Not Delegated	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Provision Not Delegated	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, DID, MPRS	
s 62(2)	Power to include other conditions	CEO, DID, MPRS	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, DID, MPRS	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, DID, MPRS	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, DID, MPRS	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, DID, MPRS	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, DID, MPRS	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, DID, MPRS	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, DID, MPRS	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, DID, MPRS, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, DID, MPRS	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, DID, MPRS, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75

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s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, DID, MPRS	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, DID, MPRS, PO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, DID, MPRS, PO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DID, MPRS, PO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DID, MPRS, PO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(46)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given	DID, MPRS, PO	If the

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	under s 64 or 65		recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, DID, MPRS, PO	
s 69(1A)	Function of receiving application for extension of time to complete development	DID, MPRS, PO	
s 69(2)	Power to extend time	CEO, DID, MPRS	
s 70	Duty to make copy permit available for inspection	CEO, DID, MPRS, PO	
s 71(1)	Power to correct certain mistakes	CEO, DID, MPRS	
s 71(2)	Duty to note corrections in register	CEO, DID, MPRS, PO	
s 73	Power to decide to grant amendment subject to conditions	CEO, DID, MPRS	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, DID, MPRS	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, DID, MPRS, PO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, DID, MPRS, PO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DID, MPRS, PO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the

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			amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DID, MPRS, PO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(46)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DID, MPRS, PO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, DID, MPRS	
s 83	Function of being respondent to an appeal	CEO, DID, MPRS, PO	
s 83B	Duty to give or publish notice of application for review	CEO, DID, MPRS, PO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DID, MPRS	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, DID, MPRS	

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s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, DID, MPRS	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CEO, DID, MPRS	
s 84AB	Power to agree to confining a review by the Tribunal	DID, MPRS	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CEO, DID, MPRS	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, DID, MPRS, PO	
s 91(2)	Duty to comply with the directions of VCAT	CEO, DID, MPRS, PO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, DID, MPRS	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CEO, DID, MPRS, PO	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, DID, MPRS, PO	
s 95(3)	Function of referring certain applications to the Minister	CEO, DID, MPRS	
s 95(4)	Duty to comply with an order or direction	CEO, DID, MPRS, PO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DID, MPRS, PO	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DID, MPRS, PO	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DID, MPRS, PO	
s 96F	Duty to consider the panel's report under s 96E	Provision Not Delegated	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	Provision Not Delegated	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, DID, MPRS, PO	
s 96J	Power to issue permit as directed by the Minister	CEO, DID, MPRS	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, DID, MPRS, PO	

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s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	DID, MPRS, PO	
s 97C	Power to request Minister to decide the application	Provision Not Delegated	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DID, MPRS, PO	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, DID, MPRS, PO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	CEO, DID, MPRS, PO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, DID, MPRS, PO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DID, MPRS, PO	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DID, MPRS	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, DID, MPRS	
s 97P(3)	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	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DID, MPRS, PO	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, DID, MPRS, PO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, DID, MPRS, PO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DID, MPRS	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DID, MPRS	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DID, MPRS	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, DID	
s.107(1)	function of receiving claim for compensation	CEO, DID, MPRS	
s 107(3)	Power to agree to extend time for making claim	CEO, DID, MPRS	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DID, MPRS, PO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DID, MPRS, PO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DID, MPRS, PO	

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s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DID, MPRS	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO	Except Crown Land
s 129	Function of recovering penalties	CEO, DID, MPRS, PO	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, DID, MPRS	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DID, MPRS, PO	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, DID, MPRS	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	CEO, DCS, MPRS	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO	
s 171(2)(g)	Power to grant and reserve easements	DID, MPRS	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCS, DID	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	DCS, DID	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DCS, DID	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO	

Planning and Environment Act 1987			
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Provision Not Delegated	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, DID, MPRS	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, DID, MPRS	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO	
s 178A(1)	Function of receiving application to amend or end an agreement	DID, MPRS, PO	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CEO, DID, MPRS	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DID, MPRS	
s 178A(5)	Power to propose to amend or end an agreement	CEO	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CEO	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO	If no objections are made under s 178D Must consider

Planning and Environment Act 1987			
			matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Provision Not Delegated	

Planning and Environment Act 1987			
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO	
s 179(2)	Duty to make available for inspection copy agreement	CEO, DID, MPRS, PO	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, DID, MPRS	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DID, MPRS, PO	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DID, MPRS, PO	
s 182	Power to enforce an agreement	CEO, DID, MPRS, PO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, DID, MPRS, PO	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DID, MPRS, PO	
s 184G(2)	Duty to comply with a direction of the Tribunal	DID, MPRS, PO	
s 184G(3)	Duty to give notice as directed by the Tribunal	DID, MPRS, PO	
s 198(1)	Function to receive application for planning certificate	CEO, DID, MPRS, PO	
s 199(1)	Duty to give planning certificate to applicant	CEO, DID, MPRS, PO	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, DID, MPRS, PO	
s 201(3)	Duty to make declaration	CEO, DID, MPRS	
	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	
	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	
	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	
	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, DID, MPRS	

Planning and Environment Act 1987			
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Provision Not Delegated	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Provision Not Delegated	
Rail Safety (Local Operations) Act 2006			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 33	Duty to comply with a direction of the Safety Director under s 33	DID, MOS, MPD	Where Council is a utility under s 3
s 33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under s 33A	DID, MOS, MPD	Duty of Council as a road authority under the Road Management Act 2004
s 34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s 33(1)	DID, MOS, MPD	Where Council is a utility under s 3
s 34C(2)	Function of entering into safety interface agreements with rail infrastructure manager	CEO	Where Council is the relevant road authority
s 34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	DID, MOS, MPD	Where Council is the relevant road authority
s 34D(2)	Function of receiving written notice of opinion	DID	Where Council is the relevant road authority
s 34D(4)	Function of entering into safety interface agreement with infrastructure manager	CEO	Where Council is the relevant road authority
s 34E(1)(a)	Duty to identify and assess risks to safety	DID, MOS, MPD	Where Council is the relevant road authority
s 34E(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in s 34E(2)(a)-(c)	DID, MPD	Where Council is the relevant road authority
s 34E(3)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	CEO, DID	Where Council is

Rail Safety (Local Operations) Act 2006			
			the relevant road authority
s 34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under s 34D(2)(a)	DID, MOS, MPD	Where Council is the relevant road authority
s 34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under s 34D(2)(a)	DID, MOS, MPD	Where Council is the relevant road authority
s 34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager	DID, MOS, MPD	Where Council is the relevant road authority
s 34H	Power to identify and assess risks to safety as required under s 34B, 34C, 34D, 34E or 34F in accordance with s 34H(a)-(c)	DID, MOS, MPD	Where Council is the relevant road authority
s 34I	Function of entering into safety interface agreements	CEO, DID	Where Council is the relevant road authority
s 34J(2)	Function of receiving notice from Safety Director	CEO, DID	Where Council is the relevant road authority
s 34J(7)	Duty to comply with a direction of the Safety Director given under s 34J(5)	CEO, DID	Where Council is the relevant road authority
s 34K(2)	Duty to maintain a register of items set out in s 34K(a)-(b)	DID, MPD	Where Council is the relevant road authority
Residential Tenancies Act 1997			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 142D	Function of receiving notice regarding an unregistered rooming house	CEO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	Provision Not Delegated	
s 142G(2)	Power to enter certain information in the Rooming House Register	Provision Not Delegated	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Provision Not	

Residential Tenancies Act 1997			
		Delegated	
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	CEO	Where Council is the landlord
s 262(1)	Power to give tenant a notice to vacate rented premises	CEO	Where Council is the landlord
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	Provision Not Delegated	
s 518F	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	
s 522(1)	Power to give a compliance notice to a person	EHO, MBS	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	
s 525(4)	Duty to issue identity card to authorised officers	CEO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	EHO	
s 526A(3)	Function of receiving report of inspection	Provision Not Delegated	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	EHO, MBS	
Road Management Act 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, DID, MPD	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, DID	
s 11(9)(b)	Duty to advise Registrar	CEO, DID	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, DID	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, DID	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	Provision Not Delegated	Where Council is the coordinating

Road Management Act 2004			
			road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	CEO, DID	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Provision Not Delegated	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	Provision Not Delegated	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	CEO, DID	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	CEO, DID	Duty of coordinating road

Road Management Act 2004			
			authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, DID	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from VicRoads	CEO	
s 14(7)	Power to appeal against decision of VicRoads	CEO	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, DID	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, DID	
s 15(2)	Duty to include details of arrangement in public roads register	DID, MPD	
s 16(7)	Power to enter into an arrangement under s 15	CEO, DID	
s 16(8)	Duty to enter details of determination in public roads register	DID, MOS, MPD	
s 17(2)	Duty to register public road in public roads register	DID, MOS, MPD	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Provision Not Delegated	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DID, MOS, MPD	Where Council is the coordinating road authority

Road Management Act 2004			
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Provision Not Delegated	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	DID, MOS, MPD	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, DID	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	DID, MPD	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DID, MPD	
s 19(4)	Duty to specify details of discontinuance in public roads register	DID, MPD	
s 19(5)	Duty to ensure public roads register is available for public inspection	DID, MPD	
s 21	Function of replying to request for information or advice	DID, MPD	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	CEO	
s 22(5)	Duty to give effect to a direction under s 22	CEO	
s 40(1)	Duty to inspect, maintain and repair a public road.	DID, MOS, MPD	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO, DID, MOS, MPD	
s 42(1)	Power to declare a public road as a controlled access road	Provision Not Delegated	Power of coordinating road authority and sch 2 also applies

Road Management Act 2004			
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Provision Not Delegated	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with VicRoads before road is specified	DID, MPD	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	DID	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DID	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	CEO, DID	
s 49	Power to develop and publish a road management plan	Provision Not Delegated	
s 51	Power to determine standards by incorporating the standards in a road management plan	Provision Not Delegated	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DID	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, DID	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	DID	
s 54(6)	Power to amend road management plan	Provision Not Delegated	
s 54(7)	Duty to incorporate the amendments into the road management plan	DID	

Road Management Act 2004			
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, DID	
s 63(1)	Power to consent to conduct of works on road	DID, MOS, MPD	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, DID, MOS, MPD	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DID, MOS, MPD	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DID, MOS, MPD	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	DID, MPRS	Where Council is the coordinating road authority
s 67(3)	Power to request information	DID, MOS, MPRS	Where Council is the coordinating road authority
s 68(2)	Power to request information	DID, MOS, MPRS	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	CEO	
s 85	Function of receiving report from authorised officer	CEO	
s 86	Duty to keep register re s 85 matters	DID, LLO1, MPRS	
s 87(1)	Function of receiving complaints	DID, LLO1, MOS, MPD, MPRS	
s 87(2)	Duty to investigate complaint and provide report	DID, LLO1, MOS, MPD, MPRS	
s 112(2)	Power to recover damages in court	CEO	
s 116	Power to cause or carry out inspection	DID	
s 119(2)	Function of consulting with VicRoads	CEO, DID	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads)	DID, MOS, MPD	

Road Management Act 2004			
s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)	DID, MOS, MPD	
s 121(1)	Power to enter into an agreement in respect of works	CEO, DID, MOS	
s 122(1)	Power to charge and recover fees	CEO, DCS, DID	
s 123(1)	Power to charge for any service	CEO, DID	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Provision Not Delegated	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, DID, MPD	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Provision Not Delegated	
sch 2 cl 4	Function of receiving details of proposal from VicRoads	DID	
sch 2 cl 5	Duty to publish notice of declaration	DID, MOS, MPD	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DID, MOS, MPD	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DID, MOS, MPD	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DID, MOS, MPD	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DID, MOS, MPD	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DID, MOS, MPD	Where Council is the infrastructure manager or works manager
sch 7 cl	Power to direct infrastructure manager or works manager to conduct reinstatement works	DID, MOS, MPD	Where Council is

Road Management Act 2004			
12(2)			the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, DID	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DID, MOS, MPD	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DID	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DID, MOS, MPD	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DID, MOS, MPD	Where Council is the coordinating

Road Management Act 2004			
			road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, DID, MPD	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	CEO, DID	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DID, MOS, MPD	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, DID, LLO1, MOS, MPD, MPRS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DID, MPD	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DID	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	DID	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	DID	Duty of Council as responsible road authority that installed the light (re: installation costs)

Road Management Act 2004			
			and where Council is relevant municipal council (re: operating costs)
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)]			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	DID, MOS	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DID, MOS	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	DCS, DID	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Provision Not Delegated	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Provision Not Delegated	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	Provision Not Delegated	
r 30(2)	Power to release cremated human remains to certain persons	Provision Not Delegated	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Provision Not Delegated	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Provision Not Delegated	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Provision Not Delegated	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Provision Not Delegated	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DID, MBS	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	EHO, MCH	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DID, MG	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	DID, MOS	

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)			
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	Provision Not Delegated	
r 40	Power to approve a person to play sport within a public cemetery	DCS, MG	
r 41(1)	Power to approve fishing and bathing within a public cemetery	DCS, MG	
r 42(1)	Power to approve hunting within a public cemetery	DCS, MG	
r 43	Power to approve camping within a public cemetery	DCS, MG	
r 45(1)	Power to approve the removal of plants within a public cemetery	DID, MG	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DCS, MG	
r 47(3)	Power to approve the use of fire in a public cemetery	DID, MG	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	DID, MG	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	Provision Not Delegated	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	DID, MG	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	GCC, MG	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	GCC, MG	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	DCS, MG	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	GCC, MG	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	DCS, MG	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	MG, MOS	See note above regarding model rules

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)			
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	MG, MOS	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	DCS, DID, GCC, MG	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	DID, MG	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	DID, MG	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	DID, MG	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	DID, MG	See note above regarding model rules
Planning and Environment Regulations 2015			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, DID, MPRS	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

Planning and Environment Regulations 2015			
			acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO, DID, MPRS, PO	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	DID, MPRS, PO	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DID, MPRS, PO	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, DID	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
Planning and Environment (Fees) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DID	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, DID	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CEO, DID	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	CEO	
r 11	Function of receiving application for registration	EHO, MBS	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	EHO, MBS	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO, MBS	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EHO, MBS	
r 13(4) & (5)	Duty to issue certificate of registration	EHO	
r 15(1)	Function of receiving notice of transfer of ownership	EHO	
r 15(3)	Power to determine where notice of transfer is displayed	EHO	
r 16(1)	Duty to transfer registration to new caravan park owner	EHO, MBS	
r 16(2)	Duty to issue a certificate of transfer of registration	EHO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Provision Not Delegated	
r 18	Duty to keep register of caravan parks	EHO	
r 19(4)	Power to determine where the emergency contact person's details are displayed	EHO	
r 19(6)	Power to determine where certain information is displayed	EHO	
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	EHO	
r 22A(2)	Duty to consult with relevant emergency services agencies	EHO, MBS	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	EHO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	EHO, MBS	
r 26	Duty to have regard to any report of the relevant fire authority	EHO, MBS	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	EHO, MBS	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MBS	
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBS	
r 40(4)	Function of receiving installation certificate	MBS	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBS	
sch 3 c4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	MBS	

Road Management (General) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	CEO, DID	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, DID, MPD	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	DID	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, DID, MPD	
r 13(1)	Duty to publish notice of amendments to road management plan	DID	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, DID, MPD	
r 16(3)	Power to issue permit	CEO, DID, MPD	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, DID, MPD	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, DID, MPRS	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	DID	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, DID, LLO1, LLO2, MOS, MPD	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, DID, LLO1, LLO2, MOS, MPD	Where Council is the responsible road authority
r 25(5)	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.			
Provision	Item Delegated	Delegate	Conditions and

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.			
			Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	DID	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DCS, DID	Where Council is the coordinating road authority

8.4 COUNCILLOR COMMITTEE MEMBERSHIPS 2018/2019**Author:** Tom O'Reilly, CEO**Authoriser:** Tom O'Reilly, CEO**Attachments:** 1 Updated Councillor Committees 2018/2019 [↓](#)**RECOMMENDATION**

That Council adopt the updated list of Councillor Committee memberships as detailed in this report.

EXECUTIVE SUMMARY

The purpose of this report is for Council to adopt the updated Councillor Committee memberships which effectively provides for Councillors to act as a Council delegate, on behalf of the Gannawarra Shire Council.

BACKGROUND

Each year Council nominates councillors to represent it on various committees within and external to our municipality. This allows Councillors to pursue an area in which they have an interest and/or some expertise and to use this knowledge to enhance their contribution to committees on which they serve.

POLICY CONTEXT

Council Plan 2017-2021: Good Governance and a Healthy Organisation

DISCUSSION

Following the formal resignation of Councillor Sonia Wright from the Central Victorian Greenhouse Alliance (CVGA), Councillor Brian Gibson has nominated as the new representative to participate on this Alliance. The CVGA is a network of 13 Local Governments working together across Central and Northern Victoria with a purpose of developing and implementing innovative regional projects, undertaking advocacy on climate and energy policy, sharing knowledge and promoting best practice.

The table below details the committees together with the current representative Councillor. Further information regarding each committee is detailed on the attachment.

COUNCIL COMMITTEES 2018/2019	
Committee	Councillor
Loddon Mallee Waste and Resource Recovery Group (LMWRRG)	Cr Learmonth
Central Victorian Greenhouse Alliance (CVGA)	Cr Gibson
Murray Mallee Local Learning and Employment Network (MMLLEN)	Cr Arians
Campaspe Cohuna Local Learning and Employment Network (CCLLEN)	Cr Learmonth
Municipal Fire Management Planning Committee (MFMPC)	Cr Tasker
Municipal Emergency Management Planning Committee (MEMPC)	Cr Gibson

COUNCIL COMMITTEES 2018/2019	
Committee	Councillor
Municipal Association of Victoria (MAV)	Cr Gillingham
Audit Committee x 2	Cr Gillingham & Cr Wright
Murray River Group of Councils (MRGC)	Mayor
Loddon Campaspe Councils	Mayor

CONSULTATION

Councillors have been consulted on the committees in which they may have a particular interest and these are reflected in the above table.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no Conflict of Interest in regards to this matter.

CONCLUSION

Active representation on Council committees is an important and rewarding function of Council.

COUNCILLOR COMMITTEES 2018/2019

Loddon Mallee Waste and Resource Recovery Group (LMWRRG)	
Council Representative:	Cr Learmonth
Members:	<ul style="list-style-type: none"> • Bendigo • Buloke • Gannawarra • Loddon • Macedon Ranges • Mount Alexander • Mildura • Swan Hill
Purpose:	<p>The LMWRRG is one of seven Waste and Resource Recovery Groups that cover regional Victoria that links state, local governments, community and industry.</p> <p>The LMWRRG is responsible for facilitating a coordinated approach to the planning and delivery of infrastructure and services for all waste streams, municipal solid waste, commercial and industrial waste and construction and demolition waste.</p>

Central Victorian Greenhouse Alliance (CVGA)	
Council Representative:	Cr Gibson
Members:	<ul style="list-style-type: none"> • Ararat • Ballarat • Bendigo • Buloke • Central Goldfields • Gannawarra • Hepburn • Loddon • Macedon Ranges • Mildura • Mount Alexander • Pyrenees • Swan Hill
Purpose:	<p>The CVGA is a network of 13 Local Governments working together across Central and Northern Victoria.</p> <p>The CVGA develops and implements innovative regional projects, undertakes advocacy on climate and energy policy, shares knowledge and promotes best practice.</p>

Murray Mallee Local Learning and Employment Network (MMLLEN)	
Council Representative:	Cr Arians
Members:	<ul style="list-style-type: none"> • Buloke • Gannawarra • Swan Hill
Purpose:	The MMLLEN is a group of organisations and individuals interested and involved in the wellbeing, education, training and employment of young people. The core objective is to improve participation, engagement and attainment and transition outcomes for young people.

Campaspe Cohuna Local Learning and Employment Network (CCLLEN)	
Council Representative:	Cr Learmonth
Members:	<ul style="list-style-type: none"> • Campaspe • Gannawarra
Purpose:	The CCLLEN is a group of organisations and individuals interested and involved in the wellbeing, education, training and employment of young people. The core objective is to improve participation, engagement and attainment and transition outcomes for young people.

Municipal Fire Management Planning Committee (FMFPC)	
Council Representative:	Cr Tasker
Members:	<ul style="list-style-type: none"> • Council • Country Fire Authority (CFA) • Victoria Police (VicPol) • Parks Victoria • Forest Fire Management Victoria • VicRoads
Purpose:	The FMFPC's purpose, of which the development of a municipal fire management plan is part, is to provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

Municipal Emergency Management Planning Committee (MEMPC)	
Council Representative:	Cr Gibson
Members:	<ul style="list-style-type: none"> • Council • Victoria Police (VicPol) • Department Health and Human Services (DHHS) • Country Fire Authority (CFA) • Victoria State Emergency Service (VICSES) • Ambulance Victoria (AV) • Red Cross • Department of Economic Development, Jobs, Transport and Resources (DEDJTR) • Department of Environment, Land, Water and Planning (DELWP)
Purpose:	The purpose of the Gannawarra MEMPC is to provide information and advice to assist with planning for potential emergencies in the Gannawarra Shire.

Municipal Association of Victoria (MAV)	
Council Representative:	Cr Gillingham
Members:	All Victorian Local Government Areas
Purpose:	The MAV is a voice for Local government offering diverse business services to its council members including specialist policy and advocacy, governance and legislative advice, sector development, insurance and procurement services.

Audit Committee	
Council Representatives:	Cr Gillingham & Cr Wright
Members:	<ul style="list-style-type: none"> • Three suitably qualified independent representatives • Two Councillors
Purpose:	The Audit Committee is an advisory committee to Council. The primary objective of the Audit Committee is to assist Council in the effective conduct of its duties and responsibilities as listed within its Charter.

Murray River Group of Councils (MRGC)	
Council Representatives:	Mayor
Members:	<ul style="list-style-type: none"> • Campaspe • Gannawarra • Loddon • Mildura • Moira • Swan Hill
Purpose:	<p>The Murray River Group of Councils:</p> <ul style="list-style-type: none"> • provides a forum for informed discussion on all issues relating to member councils' shared interests; • advocates strongly to State and Federal Governments with a single voice on common issues; • acts as a single point of contact for governments, councils and other stakeholders to disseminate, discuss and respond to issues and initiatives; • supports member councils for the good of the region; • appoints representatives to other bodies as and when required; and • works together with other councils or entities.

Loddon Campaspe Group of Councils	
Council Representatives:	Mayor
Members:	<ul style="list-style-type: none"> • Bendigo • Buloke • Campaspe • Central Goldfields • Gannawarra • Loddon • Macedon Ranges • Mount Alexander
Purpose:	<p>Eight Councils occupying a significant land area in central and north-west Victoria with a purpose of encouraging economic investment and addressing key issues for the region.</p>

8.5 PROPOSED ANNUAL BUDGET 2019/2020

Author: Sid Hutchinson, Manager Finance

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 2019/2020 Proposed Annual Budget [↓](#)

RECOMMENDATION

That Council:

- 1. Accept that the Proposed Annual Budget 2019/2020, as presented be the Proposed Budget prepared by Council for the purposes of the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.**
- 2. Authorise the Chief Executive Officer or delegate, to give public notice of the preparation of the Proposed Annual Budget 2019/2020 in accordance with Section 129 of the *Local Government Act 1989*, noting the dates for public notice are from Thursday 18 April, 2019 to Monday 3 June, 2019.**
- 3. Invite and accept submissions up to Monday 3 June, 2019 on any proposal contained in the Proposed Annual Budget 2019/2020 in accordance with Section 129(2) of the *Local Government Act 1989* and that if requested in writing, submissions will be considered, in accordance with Section 223 of the *Local Government Act 1989*, at a Special Council Meeting to be held on Tuesday 11 June, 2019 (if required) at 1.00pm in the Council Chambers, 47 Victoria Street, Kerang.**
- 4. Agree that subject to changes to the Proposed Annual Budget 2019/2020 after consideration of all submissions, the Proposed Annual Budget 2019/2020 will be presented for adoption as Council's Annual Budget 2019/2020, in accordance with Section 130(1) of the *Local Government Act 1989*, at the Ordinary Council Meeting to be held on Wednesday 26 June, 2019 at 6.30 pm in the Council Chambers, 47 Victoria Street, Kerang.**

EXECUTIVE SUMMARY

The Budget has been prepared in accordance with the requirements of the *Local Government Act 1989*. The Budget seeks to achieve the actions and activities set out in the Council Plan by balancing the demand for services and infrastructure with the community's capacity to pay.

The proposed increase in rate revenue for the 2019/2020 financial year is 2.5% in line with the order by the Minister for Local Government under the Fair Go Rates System.

Continued capital investment in infrastructure assets (\$10.567m) primarily for renewal works (\$6.442m) features in the budget. This includes roads (\$2.774m); bridges (\$1.225m); footpaths, walking tracks and kerb replacement (\$335,000); drainage (\$770,000); recreational, leisure and community facilities (\$3.285m); parks, open space and streetscapes (\$83,000); and waste management (\$90,000).

The Budget also achieves an underlying result of \$682,000 surplus. Underlying operating result is an important measure of Council's financial sustainability and reflects the work being undertaken to improve efficiency and promote long term viability in the Gannawarra.

The budget document as attached is a draft working document and subject to change if required.

BACKGROUND

The Proposed Annual Budget 2019/2020 document provides full details of the resources required to deliver the services and initiatives identified in the Council Plan.

POLICY CONTEXT

For Council to give public notice that the Proposed Annual Budget 2019/2020 is available for public comment and to call for submissions in accordance with Section 223, *Local Government Act 1989*, Council is required to endorse the Proposed Annual Budget 2019/2020 in accordance with the recommendation.

THE BUDGET PROCESS

In order to ensure the best use of limited resources, to provide effective local government services to the community and to ensure the responsible financial management of those resources, Council is required under the *Local Government Act 1989* to prepare a budget annually. Before adopting the Budget, Council must give public notice of its intention to adopt the Budget and invite public submissions. Members of the public may make written submissions within the public notice period, which must be at least 28 days after the date on which the public notice is published, and, if they so desire, request to be heard in support of their submission. The Council must allow a person to be heard and must take submissions into consideration when adopting the Budget.

2019/2020 BUDGET

The Budget has been prepared in accordance with the requirements of the *Local Government Act 1989*. The Budget seeks to achieve the actions and activities set out in the Council Plan by balancing the demand for services and infrastructure with the community's capacity to pay.

The proposed increase in rate revenue for the 2019/2020 financial year is 2.5% in line with the order by the Minister for Local Government under the Fair Go Rates System. The Budget has been structured to maintain existing service levels, deliver grant subsidised projects aimed at promoting livability and sustainability within the shire and provide a contribution towards the renewal of Council's infrastructure.

BUDGET PRINCIPLES

Guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Grants to be based on confirmed funding levels
- Interest rates remaining stable at current low rates
- Service levels to be maintained at 2018/2019 levels
- Under the proposed Enterprise Bargaining Agreement (EBA), salaries and wages are forecast to increase by 2.0% plus incremental movements.

- Increase in employment costs between 2018/2019 and 2019/2020 above the EBA have been matched by grants and increased fees and charges in the Children's Services and Community Care areas.
- Construction and material costs to increase in line with the Engineering Construction Index
- No new loans.
- No increase in borrowing costs.

CAPITAL WORKS

The total capital works program for the 2019/2020 year is proposed to be \$10.567 million of which \$2.225 relates to projects which will be carried forward from the 2018/2019 year. The carried forward component is fully funded from the 2018/2019 Budget.

Of the \$10.567 million of capital funding required, \$8.099 million is Council funded, \$0.005 million from Developer Contributions, with the balance of \$2.463 million from external grants to be received during 2019/2020. Grants received but not yet spent by 30 June, 2019 form part of Council's cash reserves to fund the following year's capital program. Section 4.5 of the Budget document provides a complete listing of the capital works program.

The Budget includes the following significant Capital items:

Capital Items	Amount \$ ('000)
Road resheets, reseals and rehab (part funded by R2R)	2,774
Plant and vehicle replacement	1,195
Quambatook – Boort Rd Bridge replacement (Part funded)	635
Quambatook Sustainable Recreational water	610
Appin South Bridge replacement (Part funded)	590
Koondrook Waterfront Connection Project (Part funded)	500
Kangaroo Lake Recreational and Power Boat Development (Part funded)	450
Koondrook Nature Based Tourism Hub (Part funded)	425
Quambatook Township Flood Mitigation (Part funded)	400
Cohuna Waterfront Connection Project (Part funded)	400
Koondrook Caravan Park Roads and Drainage upgrade	350
Information technology replacement program	215
Koondrook Township Flood Study (Part funded)	150
Kerb replacement program	150
Swimming pool renewal program	135
Kerang Drainage – Stormwater Pumps	120
Quambatook – Respark the Park – Community Playground	115
Footpath replacement program	110
Loddon River Fishing Jetties	110
Recreational, leisure and community facility program	100

Capital Items	Amount \$ ('000)
Gannawarra Children's Centre Building	95
Cohuna Transfer Station Upgrade	90
Kerang and Cohuna Library resources	90
Parks, Open Space and Recreation	83
Kerang Southern Levee Acquisition	80
Kerang Multi-Purpose Facility Design	65
Cohuna Skate Park design	60
Energy saving initiatives	50
Lake Charm – Signage and Promotional Improvements	30
Kerang - Richardson Street drainage	20
Lalbert – showers in public toilets	20

VALUATIONS

Council is now required to revalue all properties within the Shire every year. The revaluation was undertaken as at 1 January, 2019 and applies for the 2019/2020 year.

The valuation returned as at 1 January, 2019 reported an increase in valuation across the municipality as follows:

Rating Sector	Average Property Valuation Increase
Residential	4.93%
Commercial/Industrial	4.83%
Farm Irrigation District	8.42%
Farm Dryland	9.19%

RATE CAPPING

Under the Victorian Government's Fair Go Rates System, total rate revenue increase that can be raised is capped at 2.5% in line with the order by the Minister for Local Government. This cap applies to general rates and municipal charges.

Rate capping does not apply to waste management charges such as kerbside garbage and recycling.

RATING STRATEGY

Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act.

Council's aim is to provide greater equality across the different rating sectors within the municipality. In line with equity principles, Council has determined to apply a \$100.00 municipal charge as well as differential rates which will see an overall increase in total revenue raised from

the residential, commercial/industrial, dryland and irrigation district sectors of 2.5% in line with the Fair Go Rates System.

The existing rating structure comprises four differential rates (Residential, Commercial/Industrial, Farmland Irrigation District and Farmland Dryland) along with a rate concession for Recreational Land. These rates are structured in accordance with the requirements of Section 161 ‘Differential Rates’ of the Act.

Council is committed to maintaining a fair and equitable rating structure after taking into account shifts in the level of valuations between rating groups. In light of the significant average increase in farmland property valuations and to reduce the impact of these increases to farm rate bills, Council proposes to reduce the rate in the dollar for farmland properties.

The proposed rate in the dollar for all properties is as follows:

Rate Category	Cents/\$CIV	Municipal Charge	Average Rate Increase	Differential
Residential	0.006331	\$100	2.5%	100.0%
Commercial/Industrial	0.006506	\$100	2.5%	102.8%
Farm Irrigation District	0.005441	\$100	2.5%	85.9%
Farm Dryland	0.004263	\$100	2.5%	67.3%
Cultural Recreational	0.003166	\$100	-1.4%	50.0%

RATES AND CHARGES SUMMARY

The following table summarises all rates and charges to be applied for the 2019/2020 year.

Rate type	How applied	2019/20
Residential rates	Cents in \$ of CIV	0.006331
Commercial/Industrial rates	Cents in \$ of CIV	0.006506
Farmland (Irrigated >10ha) rates	Cents in \$ of CIV	0.005441
Farmland (Dryland) rates	Cents in \$ of CIV	0.004263
Cultural and Recreation Land	Cents in \$ of CIV	0.003166
Municipal charge	\$ per property	\$100
Kerbside collection charge 120 litre	\$ per property	\$350
Kerbside collection charge 240 litre	\$ per property	\$502
Green Waste collection	\$ per property	\$55

WASTE MANAGEMENT CHARGES

Waste management charges are based on achieving full cost recovery to ensure this service is sustainable for the long term. The proposed annual charges for 2019/2020 are set as follows:

Bin Type	Charges		
	2018/2019	2019/2020	% Increase
120 Litre Bin	\$342	\$350	2.3%
240 Litre Bin	\$490	\$502	2.4%
Green Waste Bin	\$54	\$55	1.9%

COUNCIL PLAN LINKAGE

The Proposed Annual Budget 2019/2020 will resource the implementation of the Gannawarra Shire Council Plan 2017-2021 for 2019/2020.

COUNCILLOR AND MAYORAL ALLOWANCES

The Budget has provided for a CPI increase for the Mayoral allowance and Councillor allowance. The actual increase paid will be in accordance with instruction from the Minister for Local Government Circular.

CONSULTATION

Internal: The Proposed Annual Budget 2019/2020 was prepared in consultation with Councillors, Executive Leadership and Management Teams, Budget Responsibility Managers and relevant Council Officers.

External: Council is required to undertake a public consultation process under Section 223 of the *Local Government Act 1989*.

The Proposed Annual Budget 2019/20 will be available for viewing on Council's website, at Council Offices and also local libraries from 18 April, 2019.

Consultation with the community will occur via:

- Regular social media posts
- Information packs to Community groups
- Information packs to Progress Associations
- Presentation to the Progress Groups joint meeting.

Community members will be invited to make a submission on the Budget. Submissions close at 5pm Monday, 3 June, 2019. If required, Council will hold a Special Meeting of Council to hear submissions on Tuesday, 11 June, 2019 at 1.00pm in the Council Chambers, 47 Victoria Street, Kerang.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Council has prepared the Proposed Annual Budget 2019/2020 accordance with Section 127 of the *Local Government Act 1989* and submits it to Council for approval in principle. The Proposed Annual Budget 2019/2020 will be made available for public comment and enable submissions to be considered prior to adoption. This report recommends Council commence the statutory procedures to place the Proposed Annual Budget 2019/2020 on public exhibition and invite submissions as required under Section 223 of the *Local Government Act 1989*.

**Gannawarra Shire Council
Annual Budget 2019/2020**

This Budget Report has been prepared with reference to "Victorian City Council Model Budget 2019/2020" a best practice guide for reporting local government budgets in Victoria.

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PROPOSED

Disclaimer

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

Mayor and CEO's Introduction

Mayor's Introduction

Together with my fellow Councillors I am delighted to present to our community and stakeholders the 2019/2020 Budget.

This budget builds on our Council Plan 2017-2021 vision which focuses on the following five key areas:

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

The proposed Budget details the resources required over the next year to fund the large range of services we provide to the community. It also includes details of proposed capital expenditure allocations to improve and renew our shire's built infrastructure, buildings and operational assets as well as funding proposals for a range of operating projects.

During and following the Council elections in 2016 we have consistently heard that Council's services are important to the community, and that Council also needs to be financially responsible and keep its rates as low as possible. In response, Council has continued to identify savings that at this stage don't impact on its services to provide increased value for money to ratepayers.

Council will continue to focus on identifying sustainable cost savings that will enable it to deliver on our Council Plan to provide high quality, responsive and accessible services to the community. In order to do this we have identified potential opportunities to explore shared services, service planning and initiatives to increase revenue.

The Budget proposes a rate increase of 2.5%. This is in line with the Fair Go Rates System (FGRS) which has capped rate increases by Victorian Councils. To ease the impact on ratepayers and ensure users help pay for Council services, most statutory fees and charges will increase by 2% in line with legislative increases, others have increased by a CPI factor of 1.8% and some have increased in line with service delivery costs.

In this proposed budget the total Capital Works program will be \$10.567m, of which \$2.225m relates to projects carried over from the 2018/2019 year. \$2.463m will come from external funding and \$8.104m from Council's cash reserves. Major items included in the proposed 2019/2020 Budget include:

\$2.774m	Roads program including resheets, reseals and rehab works (part funded by R2R \$1,054,000)
\$1.195m	Plant and vehicle replacement
\$635,000	Quambatook - Boort Rd bridge (\$423,333 grant funded)
\$610,000	Quambatook sustainable recreational water (subject to securing grant funding of \$305,000)
\$590,000	Appin South bridge (\$393,000 grant funded)
\$500,000	Koondrook waterfront connection (\$250,000 grant funded)
\$450,000	Kangaroo Lake recreational and power boat development (\$225,000 grant funded)
\$425,000	Koondrook Nature Based Tourism Hub (total \$725,000 grant funded)
\$400,000	Quambatook levee continuation (grant funded \$266,600)
\$400,000	Cohuna waterfront connections (\$200,000 grant funded)
\$350,000	Koondrook Caravan Park roads and drainage upgrade
\$220,000	Strategic project development and planning
\$215,000	IT Capital renewals
\$150,000	Kerb replacement program
\$150,000	Koondrook township flood study (\$100,000 grant funded)
\$135,000	Swimming pool renewal program
\$120,000	Kerang stormwater pumps - Wyndham Street
\$115,000	Quambatook Respark the Park - Community playground (\$65,000 grant funded)
\$110,000	Footpath replacement program
\$110,000	Loddon River fishing jetties (Fully funded)

Our focus for the next year is to continue to exercise responsible financial management, sustainability and equity, whilst managing the following challenges.

Rate capping: The impact of the Fair Go Rates System combined with Council's ability to meet the expectations of the community within the 2.5% rate cap continues to be a challenge.

Rating Strategy: Council is committed to maintaining a differential rating structure over its four (4) year term.

The introduction of yearly revaluations will put pressure on Council to ensure the rating structure continues to provide a fair and equitable distribution of the rate burden. Council has been required to revalue all properties within the Shire every year for the first time. The revaluation was undertaken as at 1 January 2019 and applies for the 2019/2020 rating year.

The charge rate for each roadside collection service Section 162 of the Act (including greenwaste) has increased on average by 2.37% per service.

I encourage you to read the remainder of this document, together with the Council Plan 2017-2021 and I look forward to receiving your submission.

Cr Lorraine Learmonth
MAYOR

PROPOSED

Chief Executive Officer's Introduction

Council has prepared a Budget for 2019/2020 which is aligned to the vision in the Council Plan 2017-2021. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within the rate increase mandated by the State Government.

This Budget projects a surplus of \$2.096m for 2019/2020; noting the the adjusted underlying result is a surplus of \$0.682m after adjusting for capital grants and contributions.

Ongoing delivery of services to the Gannawarra community is funded by a budget of \$30.030m. These services are summarised in Section 2.

Continued capital investment in infrastructure assets (\$10.567m) primarily for renewal works (\$6.442m) features in the budget. This includes roads (\$2.774m); bridges (1.225m); footpath and cycleways (\$0.185m); drainage (\$0.770m); recreational, leisure and community facilities (\$3.285m). The Statement of Capital Works can be found in Section 3 and further details on the capital works budget can be found in Section 4.5.

The Rate Rise

- a. The average rate will rise by 2.5% in line with the order by the Minister for Local Government in December 2018 under the Fair Go Rates System.
- b. Key drivers:
 - (i) To fund ongoing service delivery - business as usual (balanced with greater service demands from residents)
 - (ii) To fund renewal of infrastructure and community assets
- c. Council has been required to revalue all properties within the Shire each year. The revaluation was undertaken as at 1 January 2019 and applies for the 2019/2020 rating year.
- d. The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year has increased by 2.37%.
- e. Refer Section 4.1.1 for further Rates and Charges details.

Key Statistics

- **Total Revenue:** \$30.030m (2018/2019 - \$28.002m)
- **Total Expenditure:** \$27.934m (2018/2019 - \$27.209m)
- **Accounting Result:** \$2.096m Surplus (2018/2019 - \$0.793m Surplus)
(Refer Comprehensive Income Statement Section 2.8)
- **Underlying operating result:** Surplus \$0.682m (2018/2019 - \$1.711m Deficit)
(Refer Reconciliation with budgeted operating result Section 2.8)
(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital works, from being allocated to cover operating expenses)
- **Cash result:** \$2.205 million Deficit with a predicted cash and cash equivalent balance of \$5.439 million at 30 June 2020
(Refer Statement of Cash Flows in Section 3)
This Budget projects an Operating Surplus of \$2.096m for 2019/2020 and an Underlying Surplus of \$0.682m.
This Budget projects an Operating Surplus of \$2.096m for 2019/2020 and an Underlying Surplus of \$0.682m.
- **Total Capital Works Program:** \$10.567m (2018/2019 - \$11.066M)
\$8.099m from Council operations (rates funded)
\$0.005m from developer contributions
\$2.463m from external grants

Budget Influences

The preparation of the budget is influenced by the following external factors:

- The Victorian State Government has introduced a cap on rate increases from 2016/2017. The cap for 2019/2020 has been set at 2.5% (2018/2019 - 2.25%)
- CPI for Victoria is forecast to be 2% for the 2019/2020 year (CPI for the year ending December 2018 as published by ABS 1.8%)

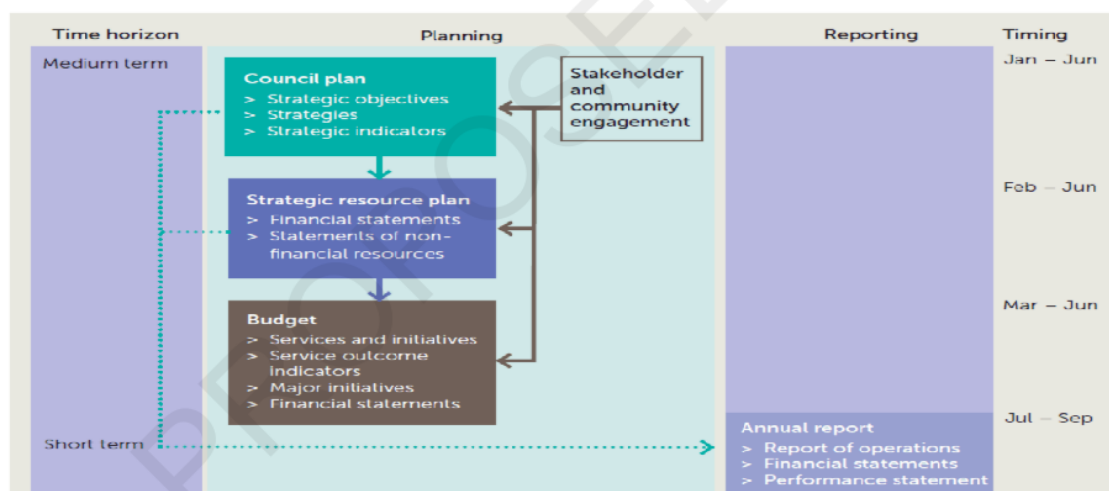
Tom O'Reilly
CHIEF EXECUTIVE OFFICER

1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

1.1 Legislative Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

Feeding in to the above, Council has a long term plan which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

1.2 Our purpose

Our vision

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

Our mission

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

Our values

Gannawarra Shire Council has a clear strength in the bond and affinity between its Councillors, the community and staff. Staff support the community leadership and governance role of Councillors, and work together to achieve the commitments of the Council Plan. Having all Gannawarra Shire Council staff practise the following organisational values enhance the quality of this partnership:

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 for 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.

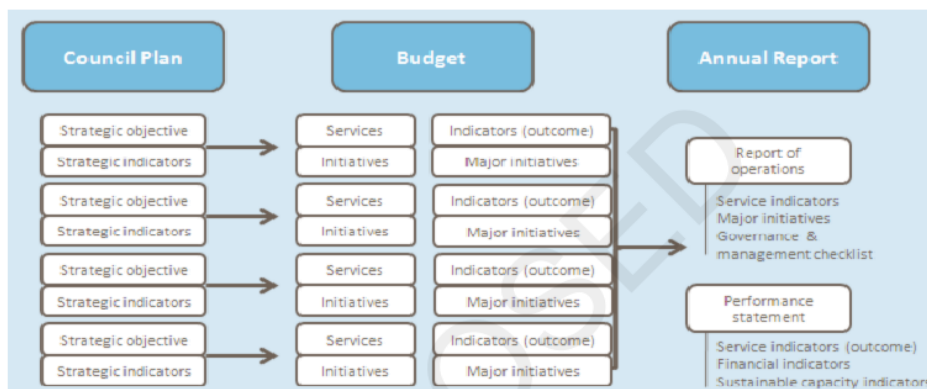
1.3 Strategic objectives

Council delivers activities and initiatives under a range of service categories. Each contributes to the achievement of one of the five Strategic Objectives as set out in the Council Plan for the 2017-2021 years. The following table lists the five Strategic Objectives as described in the Council Plan.

Strategic Objective	Description
1. Connectivity	Our communities will be well-connected.
2. Economic Diversity, Growth and Prosperity	Facilitate a growing and prosperous economy.
3. Sustainable Natural and Built Environment	To initiate, develop and manage sustainable natural and built environments.
4. Good Governance and a Healthy Organisation	To be leaders in our community supported by a performance focused organisation that embraces innovation.
5. Strong Healthy Communities	Our community will be healthy, creative, inclusive and safe.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2019/2020 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Environment, Land, Water and Planning

2.1 Strategic Objective 1: Connectivity.

To achieve our objective of Connectivity we will continue to encourage connections within and between communities, improve access to community and tourism information, support volunteer participation to meet the needs of the community, encourage and build community events, advocate for improved digital connectivity on behalf of our community and advocate for improved transport connectivity within and between our communities and the broader region.

Services

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Community Engagement	This service is responsible for the management and provision of advice on external communication, in consultation with relevant stakeholders, on behalf of Council.	<i>Exp</i>	274	408	280
		<i>Rev</i>	-	15	-
		<i>NET</i>	274	393	280
Events	Council's arts and culture program investigates opportunities to capture the economic value of local events and ensures a link between the community and Council.	<i>Exp</i>	149	141	126
		<i>Rev</i>	56	32	31
		<i>NET</i>	93	109	95
Transport Connections	This service includes responsibility for the maintenance of the weighbridge, aerodrome and train station.	<i>Exp</i>	68	58	9
		<i>Rev</i>	25	23	14
		<i>NET</i>	43	35	5

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual \$'000	Forecast \$'000	Budget \$'000
Volunteer Co-ordination	A program designed to coordinate the community's volunteer workforce to provide services that would normally be beyond Council's ability to provide. Services include the Gannawarra Non-Emergency Transport Service, the L2P program and the delivery of meals on wheels.	<i>Exp</i>	121	38	43
		<i>Rev</i>	79	52	40
		<i>NET</i>	42 -	14	3

Major Initiatives

- 1) Develop a shared events partnership program and work towards consolidating existing Council events.

Initiatives

- 2) Bring town leadership groups together for an annual forum.
- 3) Bringing young people together for an annual forum.
- 4) Host a combined celebration of volunteers annually.

Service Performance Outcome Indicators

The following indicator outlines how we intend to measure achievement of service objectives.

Service	Indicator	Performance Measure	Computation
Events	Satisfaction	The number of Council facilitated events is recorded and shows an increase over four years.	

2.2 Strategic Objective 2: Economic Diversity, Growth and Prosperity.

To achieve our objective of Economic Diversity, Growth and Prosperity, we will continue to facilitate growth and diversity opportunities within the Shire, utilise the environs of the rivers, lakes and forests for development opportunities, encourage accommodation options suited to a variety of target markets, create business opportunities to increase Council's revenue, support and advocate for sustainable and renewable energy industries within the Shire, support the local tourism industry and maximise the natural environment to deliver high quality visitor and community experiences.

Services

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual \$'000	Forecast \$'000	Budget \$'000
Economic Development	This service assists the Council to facilitate an environment that is conducive to a sustainable and developing local business sector and provides opportunities for local residents to improve their skill levels and access employment.	<i>Exp</i>	368	384	529
		<i>Rev</i>	441	166	265
		<i>NET</i>	- 73	218	264

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Planning and Building	This service processes all planning and statutory building applications, provides advice and makes decisions about development proposals which require a planning permit as well as preparing policy documents that shape the future of the Council.	<i>Exp</i>	505	601	555
		<i>Rev</i>	268	259	183
		<i>NET</i>	237	342	372
Tourism	This service facilitates and encourages tourism development and opportunities to draw visitors to the municipality. The tourism program includes Gateway to Gannawarra, caravan parks and signage.	<i>Exp</i>	290	310	303
		<i>Rev</i>	143	166	170
		<i>NET</i>	147	144	133

Major Initiatives

- 5) Develop Waterway Master Plans for across the Shire.
- 6) Support and advocate for sustainable and renewable energy industries within the Shire.

Initiatives

- 7) Develop a feasibility study around potential rezoning for waterfront residential investment and development.
- 8) Develop a Prospectus based on a range of accommodation styles/types and use this to encourage developments.
- 9) Develop and implement the Koondrook Wharf Business Opportunities Plan.

Service Performance Outcome Indicators

The following indicators outline how we intend to measure achievement of service objectives:

Service	Indicator	Performance Measure	Computation
Economic Development	Economic activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality).	[Number of businesses with an ABN in the municipality at the end of the financial year / less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x 100.
Statutory Planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside).	[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.

2.3 Strategic Objective 3: Sustainable Natural and Built Environment.

To achieve our objective of Community Participation, we will encourage an environmentally sustainable community, continue to develop sustainable waste management practices, promote, conserve and celebrate our community's rich and diverse heritage and culture, implement Council's capital works program, upgrade infrastructure to improve access to key commercial markets, improve gateway entrances and township presentations across the Shire and manage facilities now and into the future.

Services

Service area	Description of services provided		2017/18	2018/19	2019/20
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Bridges	This service conducts ongoing maintenance of Council's bridge network.	<i>Exp</i>	69	101	105
		<i>Rev</i>	-	-	-
		<i>NET</i>	69	101	105
Community Facilities	This service is responsible for the maintenance and management of Council's building and properties including public halls and community amenities.	<i>Exp</i>	527	816	867
		<i>Rev</i>	139	430	463
		<i>NET</i>	388	386	404
Drainage	This service conducts ongoing maintenance of Council's drainage network.	<i>Exp</i>	149	155	163
		<i>Rev</i>	-	-	-
		<i>NET</i>	149	155	163
Environment Protection	This service includes programs for the eradication of noxious weeds, tree maintenance and planting.	<i>Exp</i>	198	175	164
		<i>Rev</i>	94	54	55
		<i>NET</i>	104	121	109
Fire Prevention	Fire prevention includes the implementation of Council's fire prevention policy along with maintaining strategic fire breaks. Council also has responsibilities in the replacement of fire plugs.	<i>Exp</i>	37	38	38
		<i>Rev</i>	-	-	-
		<i>NET</i>	37	38	38
Footpath, Kerb and Channel	This service conducts ongoing maintenance of Council's footpath, kerb and channel network.	<i>Exp</i>	153	155	164
		<i>Rev</i>	-	-	-
		<i>NET</i>	153	155	164
Pest Control	Council is responsible for undertaking an arbovirus eradication program each year.	<i>Exp</i>	24	18	24
		<i>Rev</i>	11	-	10
		<i>NET</i>	13	18	14
Roads	This service conducts ongoing maintenance of Council's vast road network.	<i>Exp</i>	1,052	2,586	2,264
		<i>Rev</i>	2,391	1,358	1,301
		<i>NET</i>	-	1,339	1,228
Waste Management	This service provides kerbside collection of garbage and waste from households and commercial properties and operating costs of transfer stations and landfill.	<i>Exp</i>	1,712	1,732	1,881
		<i>Rev</i>	588	483	532
		<i>NET</i>	1,124	1,249	1,349

Major Initiatives

- 10) Reduce Council's carbon footprint by 10% over four years.
- 11) Investigate the feasibility of introducing an organic waste collection service and expanding the opt-in greenwaste service.

Initiatives

- 12) Investigate the development of solar energy for businesses and community members to utilise renewable energy options and reduce utility costs.
- 13) Develop an action plan from the Cohuna Future Vision Plan and prioritise the development of the civic space and Tan Track to address the growing success of Cohuna Park Run.
- 14) Investigate opportunities that improve the connection of the Kerang township to the Loddon River.

Service Performance Outcome Indicators

The following indicators outline how we intend to measure achievement of service objectives:

Service	Indicator	Performance Measure	Computation
Waste Collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill).	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100.
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads).	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

2.4 Strategic Objective 4: Good Governance and a Healthy Organisation.

To achieve our objective of Sustainable Natural and Built Environment, we will advocate in the best interests of our community and region, inspire leadership within our communities, pursue initiatives to achieve long term financial sustainability in line with best practice, ensure our community is consulted on issues that will affect them, improve the community's ability to self-access information on Council's services and programs, foster Council as being a great place to work and identify innovative opportunities that create improvements.

Services

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Council	The governing body to work together with our community to capitalise on our natural assets, support our business and agricultural sector and deliver quality services to our community.	<i>Exp</i>	309	260	220
		<i>Rev</i>	85	1	-
		<i>NET</i>	224	259	220
Executive	This service provides organisational policy and leadership support in the areas of advocacy, continuous improvement, corporate planning, performance measurement, delivery and reporting.	<i>Exp</i>	1,102	1,232	1,162
		<i>Rev</i>	-	-	-
		<i>NET</i>	1,102	1,232	1,162

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Governance	This service includes support services in the area of finance, records management, customer services, human resources and several governance functions such as risk and compliance. Human services develops and implements strategies, policies and procedures for the provision of human resources, risk management and insurances, customer service, records management and media and internal communications.	<i>Exp</i>	2,950	3,068	3,086
		<i>Rev</i>	523	527	393
		<i>NET</i>	2,427	2,541	2,693
Information Technology	This service provides, supports and maintains reliable and cost effective computer systems and communication facilities and infrastructure to Council staff enabling them to deliver services in a smart, productive and efficient way.	<i>Exp</i>	493	649	656
		<i>Rev</i>	-	-	-
		<i>NET</i>	493	649	656
Local Laws	This service maintains and improves the health and safety of people, animals and the environment by providing services including dog and cat collection, lost and found, pound service, registration and administration service and after hours emergency service. It also provides education, regulation and enforcement of local laws and relevant State legislation.	<i>Exp</i>	443	416	437
		<i>Rev</i>	156	181	171
		<i>NET</i>	287	235	266
Youth	A program designed to inspire leadership within our community and to investigate opportunities to attract young people to live in the community.	<i>Exp</i>	49	30	20
		<i>Rev</i>	20	-	-
		<i>NET</i>	29	30	20

Major Initiatives

- 15) Achieve recognition for the Healthy Together Victoria Achievement Victoria program for Workplaces.
- 16) Develop a framework to undertake an organisation wide service planning review.

Initiatives

- 17) Identify opportunities for shared service work with neighbouring councils and partners.
- 18) Prepare and implement a 10 year Long Term Financial Plan.
- 19) Review and evaluate Community Profiles annually.
- 20) Review and implement the Communications and Engagement Strategy 2016 - 2020.

Service Performance Outcome Indicators

The following indicators outline how we intend to measure achievement of service objectives:

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community).	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community.
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions).	Number of successful animal management prosecutions.
Advocacy	Satisfaction	Council's performance with advocacy and lobbying above industry benchmarks.	
Community Engagement	Satisfaction	Council's performance with community consultation and engagement above industry benchmarks.	

2.5 Strategic Objective 5: Strong Healthy Communities.

To achieve our objective of Strong Healthy Communities, Council will ensure quality and accessible services that meet the needs of our community, provide a wide range of sport and recreation opportunities that promote active and healthy lifestyles and social connectedness, foster a community that values life-long learning and creativity and ensure our communities are welcoming, inclusive and safe for all.

Services

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Business Undertakings	Business undertakings include Council's responsibility for the provision and maintenance of a limited number of elderly person's units. This area also includes private works undertaken by Council at the request of others.	<i>Exp</i>	16	21	40
		<i>Rev</i>	8	12	20
		<i>NET</i>	8	9	20
Children Services	This service provides family oriented support services including pre-schools, long day care, maternal and child health, youth services and development, immunisation and family day care	<i>Exp</i>	2,580	3,132	2,885
		<i>Rev</i>	2,406	2,705	2,994
		<i>NET</i>	174	427 -	109

Service area	Description of services provided		2017/18 Actual \$'000	2018/19 Forecast \$'000	2019/20 Budget \$'000
Community Care	This service provides a range of services for the aged and disabled including home delivered meals, personal care, transport, home maintenance, housing support and senior citizen clubs. Service also provides food safety and public and community health and safety.	<i>Exp</i>	2,322	2,567	2,820
		<i>Rev</i>	2,068	2,380	2,465
		<i>NET</i>	254	187	355
Swimming Areas	This service provides maintenance and operation of Council's swimming areas and when required to undertake projects in relation to boating safety.	<i>Exp</i>	491	433	484
		<i>Rev</i>	111	116	132
		<i>NET</i>	380	317	352
Recreation Reserves	This service provides maintenance and support of municipal recreation facilities including recreational reserves and parks and gardens.	<i>Exp</i>	970	1,206	1,438
		<i>Rev</i>	337	119	293
		<i>NET</i>	633	1,087	1,145
Library	This service provides public library services across the municipality and provides customer focused service that caters for cultural, educational and recreational needs of residents and provides a focal point where they can meet, relax and enjoy the services and facilities offered.	<i>Exp</i>	601	610	667
		<i>Rev</i>	141	73	139
		<i>NET</i>	460	537	528

Major Initiatives

21) Participate in the development of Loddon Gannawarra Health Needs Analysis Action Plan to further explore local health indicator data and advocate to overcome areas of disadvantage on the main health priority areas: diabetes, heart health and mental health.

Initiatives

22) Achieve recognition for the Healthy Together Victoria Achievement program for Early Childhood Education and Care Settings.

23) Develop a Preventing Family Violence Policy that identifies opportunities for Council to influence a reduction in the incidents of family violence across Gannawarra.

24) Seek funding to improve and develop infrastructure that encourages physical and leisure activities.

Service Performance Outcome Indicators

The following indicators outlines how we intend to measure achievement of service objectives:

Service	Indicator	Performance Measure	Computation
Home and Community Care	Participation	Participation in HACC service (Percentage of the municipal target population who receive a HACC service).	[Number of people that received a HACC service / Municipal target population for HACC services] x100.
		Participation in HACC service by CALD people (Percentage of the municipal target population in relation to CALD people who receive a HACC service).	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100.
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service).	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100.
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service).	[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.
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members).	[Number of active library members / municipal population] x100.
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population).	Number of visits to aquatic facilities / Municipal population.
Food Safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council).	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100.

Service	Indicator	Performance Measure	Computation
Library	Satisfaction	Council's performance with art centres and library services above industry benchmarks.	
Recreation Reserves	Satisfaction	Council's performance with recreational facilities above industry benchmarks.	
Community Care	Satisfaction	Council's performance with family support and elderly support services above industry benchmarks.	

2.7 Performance Statement

The service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 132 of the Act and included in the 2018/2019 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in Section 8) and sustainable capacity, which are not included in this budget report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

2.8 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Connectivity	373	458	(85)
Economic Diversity, Growth and Prosperity.	769	1,387	(618)
Sustainable Natural and Built Environment	3,309	5,670	(2,361)
Good Governance and a Healthy Organisation.	5,017	5,581	(564)
Strong Healthy Communities.	2,291	8,334	(6,043)
Total	11,759	21,430	(9,671)

Expenses added in:

Depreciation	5,874
Finance costs	33
Other expenses	302
Deficit before funding sources	17,968
Funding sources:	
Rates & charges	(11,078)
Waste charges	(1,902)
Grants Commission	(5,670)
Total funding sources	(18,650)
Operating Underlying Surplus for the year	(682)
Capital funding	(1,409)
Developer contributions	(5)
Total Comprehensive Result	(2,096)

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2019/20 has been supplemented with projections to 2022/23 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) regulations 2014*.

Comprehensive Income Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Capital Works
Statement of Human Resources

Pending Accounting Standards

The 2019-20 budget has been prepared based on the accounting standards applicable at the date of preparation. This means that pending accounting standards that will be in effect from the 2019-20 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2019-20 financial statements, not considered in the preparation of the budget include:

- *AASB 16 Leases*
- *AASB 15 Revenue from Contracts with Customers*, and
- *AASB 1058 Income of Not for Profit Entities*.

While it is not possible to determine the precise impact of these standards at this time, the broad impact on Council is estimated to be as follows:

- *AASB 16 Leases* – Introduces a single lessee accounting model whereby the Council will be required to recognise a right of use asset and associated liability for leases longer than 12 months, except those considered to be of low value.
- *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not for Profit Entities* – Change the way that Councils recognise income and also address matters such as grant funding, contribution of assets and volunteer services. A key change is replacement for some transactions of the criteria of control as a determinant of the timing of income recognition, with the criteria of satisfying performance obligations in an enforceable agreement. These new standards have the potential to impact the timing of how the Council recognises income.

Comprehensive Income Statement

For the four years ending 30 June 2023

		Forecast Actual 2018/19	Budget 2019/20	Strategic Resource Plan Projections		
	NOTE S	\$'000	\$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000
Income						
Rates and charges	4.1.1	12,630	12,980	13,264	13,595	13,935
Statutory fees and fines	4.1.2	373	252	279	285	291
User fees	4.1.3	2,351	2,404	2,429	2,477	2,527
Grants - Operating	4.1.4	6,587	9,716	9,858	10,055	10,257
Grants - Capital	4.1.4	3,438	1,409	2,616	1,321	1,321
Contributions and donations	4.1.5	197	94	97	99	101
Contributions - non-monetary	4.1.5	6	5	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		154	131	314	317	320
Other income	4.1.6	2,369	3,039	3,100	3,162	3,225
Total income		28,105	30,030	31,957	31,311	31,977
Expenses						
Employee costs	4.1.7	11,639	12,582	12,834	13,155	13,484
Materials and services	4.1.8	9,703	9,143	9,324	9,510	9,701
Depreciation and amortisation	4.1.9	5,770	5,874	5,933	5,992	6,052
Bad and doubtful debts		1	-	-	-	-
Borrowing costs		42	33	27	20	14
Other expenses	4.1.10	306	302	308	314	320
Total expenses		27,461	27,934	28,426	28,991	29,571
Surplus/(deficit) for the year		644	2,096	3,531	2,320	2,406
Other comprehensive income						
Net asset revaluation increment /(decrement)		-	-	-	3,000	-
Total comprehensive result		644	2,096	3,531	5,320	2,406

Balance Sheet

For the four years ending 30 June 2023

	NOTE S	Forecast	Budget	Strategic Resource Plan		
		Actual 2018/19	2019/20	Projections		
		\$'000	\$'000	2020/21	2021/22	2022/23
		\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
Cash and cash equivalents		6,551	4,347	4,477	4,598	4,730
Trade and other receivables		1,958	1,998	2,038	2,078	2,118
Other financial assets		1,700	1,700	1,700	1,700	1,700
Inventories		386	336	286	236	186
Non-current assets classified as held for sale		-	-	-	-	-
Other assets		206	206	216	226	236
Total current assets	4.2.1	10,801	8,587	8,717	8,838	8,970
Non-current assets						
Property, infrastructure, plant & equipment		200,372	204,669	208,069	213,294	215,533
Investment property		1,152	1,152	1,152	1,152	1,152
Total non-current assets	4.2.1	201,524	205,821	209,221	214,446	216,685
Total assets		212,325	214,408	217,938	223,284	225,655
Liabilities						
Current liabilities						
Trade and other payables		1,383	1,423	1,463	1,503	1,543
Trust funds and deposits		109	94	99	104	104
Provisions		2,715	2,735	2,755	2,775	2,795
Interest-bearing liabilities	4.2.3	108	116	89	95	101
Total current liabilities	4.2.2	4,315	4,368	4,406	4,477	4,543
Non-current liabilities						
Provisions		1,332	1,382	1,432	1,483	1,483
Interest-bearing liabilities	4.2.3	456	340	251	155	54
Total non-current liabilities	4.2.2	1,788	1,722	1,683	1,638	1,537
Total liabilities		6,103	6,090	6,089	6,115	6,080
Net assets		206,222	208,318	211,849	217,169	219,575
Equity						
Accumulated surplus		85,812	87,908	91,439	93,759	96,165
Reserves		120,410	120,410	120,410	123,410	123,410
Total equity		206,222	208,318	211,849	217,169	219,575

Statement of Changes in Equity

For the four years ending 30 June 2023

	NOTES	Total \$'000	Accumulate d Surplus \$'000	Revaluatio n Reserve \$'000	Other Reserves \$'000
2019 Forecast Actual					
Balance at beginning of the financial year		205,578	85,168	120,410	-
Surplus/(deficit) for the year		644	644	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Balance at end of the financial year		206,222	85,812	120,410	-
2020 Budget					
Balance at beginning of the financial year		206,222	85,812	120,410	-
Surplus/(deficit) for the year		2,096	2,096	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Balance at end of the financial year	4.3.2	208,318	87,908	120,410	-
2021					
Balance at beginning of the financial year		208,318	87,908	120,410	-
Surplus/(deficit) for the year		3,531	3,531	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Balance at end of the financial year		211,849	91,439	120,410	-
2022					
Balance at beginning of the financial year		211,849	91,439	120,410	-
Surplus/(deficit) for the year		2,320	2,320	-	-
Net asset revaluation increment/(decrement)		3,000	-	3,000	-
Balance at end of the financial year		217,169	93,759	123,410	-
2023					
Balance at beginning of the financial year		217,169	93,759	123,410	-
Surplus/(deficit) for the year		2,406	2,406	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Balance at end of the financial year		219,575	96,165	123,410	-

Statement of Cash Flows

For the four years ending 30 June 2023

	Forecast Actual 2018/19	Budget 2019/20	Strategic Resource Plan Projections			
	Notes	\$'000	\$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		12,580	12,940	13,224	13,555	13,895
Statutory fees and fines		372	252	279	284	291
User fees		2,351	2,404	2,429	2,477	2,527
Grants - operating		6,587	9,716	9,858	10,055	10,257
Grants - capital		3,438	1,409	2,616	1,321	1,321
Contributions - monetary		203	99	97	99	101
Interest received		161	161	161	161	161
Trust funds and deposits taken		400	400	400	400	400
Other receipts		2,208	2,878	2,939	3,001	3,064
Employee costs		(11,429)	(12,512)	(12,764)	(13,084)	(13,464)
Materials and services		(9,549)	(9,053)	(9,234)	(9,420)	(9,611)
Trust funds and deposits repaid		(700)	(415)	(395)	(395)	(400)
Other payments		(307)	(302)	(318)	(324)	(330)
Net cash provided by/(used in) operating activities	4.4.1	6,315	7,977	9,292	8,130	8,212
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(10,250)	(10,567)	(9,569)	(8,440)	(8,516)
Proceeds from sale of property, infrastructure, plant and equipment		465	527	550	540	545
Payments for investments		(98)	-	-	-	-
Net cash provided by/ (used in) investing activities	4.4.2	(9,883)	(10,040)	(9,019)	(7,900)	(7,971)
Cash flows from financing activities						
Finance costs		(41)	(33)	(27)	(20)	(14)
Repayment of borrowings		(101)	(108)	(116)	(90)	(95)
Net cash provided by/(used in) financing activities	4.4.3	(142)	(141)	(143)	(110)	(109)
Net increase/(decrease) in cash & cash equivalents		(3,710)	(2,204)	130	120	132
Cash and cash equivalents at the beginning of the financial year		10,261	6,551	4,347	4,477	4,597
Cash and cash equivalents at the end of the financial year		6,551	4,347	4,477	4,597	4,729

Statement of Capital Works

For the four years ending 30 June 2023

	Forecast Actual	Budget	Strategic Resource Plan Projections		
	2018/19	2019/20	2020/21	2021/22	2022/23
NOTE S	\$'000	\$'000	\$'000	\$'000	\$'000
Property					
Land improvements	30	-	-	900	-
Total land	30	-	-	900	-
Building improvements	1,062	235	435	565	2,311
Total buildings	1,062	235	435	565	2,311
Total property	1,092	235	435	1,465	2,311
Plant and equipment					
Plant, machinery and equipment	1,155	1,195	1,319	1,079	1,295
Computers and telecommunications	245	215	225	235	235
Library books	86	90	133	96	92
Total plant and equipment	1,486	1,500	1,677	1,410	1,622
Infrastructure					
Roads	3,054	2,774	2,829	2,964	1,970
Bridges	958	1,225	890	-	247
Footpaths and cycleways	185	185	175	179	142
Kerb and channel	115	150	153	156	159
Drainage	651	770	755	750	365
Recreational, leisure and community facilities	1,578	3,285	1,110	565	470
Waste management	632	90	635	381	50
Parks, open space and streetscapes	234	83	680	330	930
Other infrastructure	265	270	230	240	250
Total infrastructure	7,672	8,832	7,457	5,565	4,583
Total capital works expenditure	4.5.1 10,250	10,567	9,569	8,440	8,516
Represented by:					
New asset expenditure	2,667	2,895	2,622	2,312	2,333
Asset renewal expenditure	6,578	6,442	5,834	5,145	5,192
Asset expansion expenditure	1,005	894	1,114	982	991
Asset upgrade expenditure	-	336	-	-	-
Total capital works expenditure	4.5.1 10,250	10,567	9,569	8,440	8,516
Funding sources represented by:					
Grants	3,438	2,463	3,670	2,375	2,375
Contributions	6	5	-	-	-
Council cash	6,806	8,099	5,899	6,065	6,141
Total capital works expenditure	4.5.1 10,250	10,567	9,569	8,440	8,516 -

Statement of Human Resources

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan Projections		
	Actual		2020/21	2021/22	2022/23
	2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	11,639	12,582	12,834	13,155	13,484
Employee costs - capital	447	350	360	370	380
Total staff expenditure	<u>12,086</u>	<u>12,932</u>	<u>13,194</u>	<u>13,525</u>	<u>13,864</u>
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	162	162	162	162	162
Total staff numbers	<u>162</u>	<u>162</u>	<u>162</u>	<u>162</u>	<u>162</u>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2019/20	2019/20	2019/20	2019/20	2019/20	
	\$'000	\$'000	\$'000	\$'000	\$'000
Chief Executive Office	289	289	-	-	-
Community Wellbeing	5,373	1,385	3,566	422	-
Corporate Services	2,058	1,448	535	75	-
Infrastructure Services	4,462	4,011	335	116	-
Strategic Development	400	318	82	-	-
Total	<u>12,582</u>	<u>7,451</u>	<u>4,518</u>	<u>613</u>	<u>-</u>
Capitalised labour costs	350				
Total expenditure	<u>12,932</u>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2019/20	2019/20	2019/20	2019/20	2019/20	
Chief Executive Office	2	2.0	-	-	-
Community Wellbeing	69	15.0	48.5	5.2	-
Corporate Services	23	15.0	7.0	0.9	-
Infrastructure Services	59	52.0	5.2	1.5	-
Strategic Development	4	3.0	1.2	-	-
Total	<u>156</u>	<u>87.0</u>	<u>61.8</u>	<u>7.5</u>	<u>-</u>
Capitalised labour costs	6				
Total staff	<u>162</u>				

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2019/2020 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.5% in line with the rate cap.

The kerbside, recycling and greenwaste collection charge is to increase by 2.5%. The municipal charge will remain at the same level as 2018/2019

This will raise total rates and charges for 2019/20 to \$13.050m.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2018-19 Forecast Actual \$'000	2019/20 Budget \$'000	Change \$'000	%
General rates*	10,035	10,327	292	2.91%
Municipal charge*	631	633	2	0.32%
Waste management charge	1,848	1,902	54	2.93%
Interest on rates and charges	58	70	12	20.69%
Revenue in lieu of rates	116	118	2	1.72%
Total rates and charges	12,688	13,050	362	2.85%

*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2018/19 cents/\$CIV*	2019/20 cents/\$CIV*	Change
Residential properties	0.006468	0.006331	-2.12%
Commercial/industrial properties	0.006644	0.006506	-2.08%
Farm irrigation district properties	0.005750	0.005441	-5.37%
Farm dryland properties	0.004650	0.004263	-8.32%
Cultural and recreation properties	0.003234	0.003166	-2.10%

4.1.1(c) The estimated total amount to be raised by general rates plus municipal charge in relation to each type or class of land compared with the previous financial year.

Type or class of land	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
Residential properties	5,873	6,059	186	3.17%
Commercial/industrial properties	904	924	20	2.21%
Farm irrigation district properties	2,642	2,701	59	2.23%
Farm dryland properties	1,236	1,264	28	2.27%
Cultural and recreation properties	12	12	-	0.00%
Total amount to be raised by general rates	10,667	10,960	293	2.75%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2018/19	2019/20	Change	
	Number	Number	Number	%
Residential properties	4,627	4,635	8	0.17%
Commercial/industrial properties	518	515	3	-0.58%
Farm irrigation district properties	1,151	1,154	3	0.26%
Farm dryland properties	429	435	6	1.40%
Cultural and recreation properties	11	11	-	0.00%
Total number of assessments	6,736	6,750	14	0.21%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
Residential properties	835,106	883,794	48,688	5.83%
Commercial/industrial properties	128,075	134,078	6,003	4.69%
Farm irrigation district properties	442,885	478,897	36,012	8.13%
Farm dryland properties	261,218	291,564	30,346	11.62%
Cultural and recreation properties	3,493	3,512	19	0.54%
Total value of land	1,670,777	1,791,845	121,068	7.25%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property		Change	
	2018/19	2019/20		
	\$	\$	\$	%
Municipal	100	100	-	0.00%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year.

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Municipal	631	633	2	0.32%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property		Change	
	2018/19	2019/20		
	\$	\$	\$	%
Kerbside collection 120 litre bin	342	350	8	2.34%
Kerbside collection 240 litre bin	490	502	12	2.45%
Greenwaste collection	54	55	1	1.85%
Total	886	907	21	2.37%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Kerbside collection 120 litre bin	1,466	1,502	36	2.42%
Kerbside collection 240 litre bin	333	348	15	4.47%
Greenwaste collection	49	52	3	5.62%
Total	1,848	1,902	54	2.93%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
General rates	10,027	10,327	300	2.99%
Municipal charge	631	633	2	0.32%
Kerbside collection and recycling	1,848	1,902	54	2.93%
Supplementary rates and charges	8	-	8	0.00%
Revenue in lieu of rates	116	118	2	1.72%
Total Rates and charges	12,630	12,980	350	2.77%

4.1.1(l) Fair Go Rates System Compliance.

Gannawarra Shire Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2018/19	2019/20
Total Rates	\$ 10,693,487	\$ 10,960,000
Number of rateable properties	6,736	6,750
Base Average Rate	1587.51	1623.70
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 1,585	\$ 1,624
Maximum General Rates and Municipal Charges Revenue	\$ 10,663,265	\$ 10,960,824
Budgeted General Rates and Municipal Charges Revenue	\$ 10,655,527	\$ 10,960,000
Budgeted Supplementary Rates	\$ -	\$ -
Budgeted Total Rates and Municipal Charges Revenue	\$ 10,655,527	\$ 10,960,000

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations.
- The variation of returned levels of value (e.g. valuation appeals).
- The amount of Revenue in lieu of rates is subject to the Electricity Industry Act 2000.
- Changes of use of land such that rateable land becomes non-rateable land and vice versa.
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.6331% (0.006468 cents in the dollar of CIV) for all rateable residential properties.
- A general rate of 0.6506% (0.006644 cents in the dollar of CIV) for all rateable commercial/industrial properties.
- A general rate of 0.5441% (0.005750 cents in the dollar of CIV) for all rateable farm irrigation district properties.
- A general rate of 0.4263% (0.004650 cents in the dollar of CIV) for all rateable farm dryland properties.
- A general rate of 0.3166% (0.003234 cents in the dollar of CIV) for all rateable cultural and recreational properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

Commercial/industrial land

Commercial/industrial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- Unoccupied but zoned commercial or industrial under the Gannawarra Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to commercial land. The vacant land affected by this rate is that which is zoned commercial and/or industrial under the Gannawarra Planning Scheme. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2017/18 financial year.

General Residential land

Residential land is any land, which is:

- Occupied for the principal purpose of physically accommodating persons; or
- Unoccupied land which is not classified as commercial/industrial land, farm irrigation district land or farm dryland.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to residential land. The vacant land affected by this rate is that which is zoned residential under the Gannawarra Planning Scheme. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2017/18 financial year.

Farmland Irrigation District land

Farmland Irrigation District land is any land, which is farmland that is in the irrigation district defined by the relevant Water Authority within the Gannawarra Shire Council boundaries; or unoccupied but zoned farmland under the Gannawarra Planning Scheme and which is not commercial/industrial land, general/residential land or farmland (dryland).

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets
- Development and provision of health and community services
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

Farmland (dryland)

Farmland (dryland) is any land, which is farmland that is not defined as farmland irrigation district land or unoccupied but zoned farmland under the Gannawarra Planning Scheme and which is not commercial/industrial, general/residential or farmland irrigation district land.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets
- Development and provision of health and community services
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	2019/20	\$'000	%
Local Laws	117	121	4	3%
Planning fees	162	80	82	-51%
Building fees	93	50	43	-46%
Other	1	1	-	0%
Total statutory fees and fines	373	252	121	-32%

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Public Health and Wellbeing Act 2008 registrations and local law fines. Increases in statutory fees are made in accordance with legislative requirements.

4.1.3 User fees

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	2019/20	\$'000	%
Aged and health services	307	395	88	29%
Arts & culture	21	22	1	5%
Chargeable Works	1,089	1,001	88	-8%
Local Laws	21	20	1	-5%
Waste management	231	264	33	14%
Swimming areas	114	132	18	16%
Halls and recreation	23	25	2	9%
Child care/children's programs	495	444	51	-10%
Other	50	101	51	102%
Total user fees	2,351	2,404	53	2%

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include separate rating schemes, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home help services. In setting the budget, the key principle for determining the level of user charges is an evaluation of the fees in line with CPI increases or market levels.

A detailed listing of fees and charges is included in Appendix A.

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual 2018/19 \$'000	Budget 2019/20 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	4,849	6,804	1,955	40%
State funded grants	5,176	4,321	855	-17%
Total grants received	10,025	11,125	1,100	11%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	2,833	5,670	2,837	100%
Roads to recovery	1,024	1,054	30	3%
Family day care	108	80	28	-26%
Recurrent - State Government				
Children services	768	798	30	4%
Aged and general home care	1,229	1,249	20	2%
School crossing supervisors	30	30	-	0%
Public health	98	39	59	-60%
Libraries, art and culture	81	148	67	83%
Maternal and child health	228	245	17	7%
Recreation	-	250	250	100%
Other	188	153	35	-19%
Total recurrent grants	6,587	9,716	3,129	48%
Total operating grants	6,587	9,716	3,129	48%
(b) Capital Grants				
Non-recurrent - Commonwealth Government				
Main Street links funding	884	-	884	-100%
Non-recurrent - State Government				
Buildings	414	10	404	-98%
Library	72	6	66	-92%
Bridges	486	817	331	68%
Underground drainage	50	73	23	46%
Waste management	67	-	67	-100%
Recreation and leisure	1,450	495	955	-66%
Parks and streetscape	15	8	7	-47%
Total non-recurrent grants	3,438	1,409	2,029	-59%
Total capital grants	3,438	1,409	2,029	-59%
Total Grants	10,025	11,125	1,100	11%

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to increase by 48% or \$3.129m compared to 2018/2019 mainly due to 100% of the 2019/2020 Victorian Grants Commission allocation being received in the budget year compared to 2018/2019 grant being 50% paid in 2017/2018.

4.1.5 Contributions

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	\$'000		
Monetary	197	94 -	103	-52%
Monetary - Developer	6	5 -	1	-17%
Total contributions	203	99 -	104	-51%

Prior year included a contribution from the State Revenue Office representing their share of the cost of revaluing rateable property (2018/2019 \$111,512). Future revaluations are being undertaken by the Valuer General's Office at no cost to Council.

4.1.6 Other income

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	\$'000		
Interest	168	212	44	26%
Dividends	-	-	-	0%
Investment property rental	291	290 -	1	0%
Reimbursements	1,910	2,537	627	33%
Total other income	2,369	3,039	670	28%

Other income relates to a range of items such as cost recoups and other miscellaneous income items. It also includes interest revenue on investments and rate arrears. The shift in reimbursements is due to the changes in funding for Children Services.

4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	\$'000		
Wages and salaries	10,253	10,986	733	7%
WorkCover	190	196	6	3%
Superannuation	977	1,053	76	8%
FBT	71	96	25	35%
Other	212	251	39	18%
Total employee costs	11,703	12,582	879	8%

Employee costs are forecast to increase by 8% compared to 2018/2019. The increase can be attributed to the following factors:

Wage increase of 2% following the completion of the Enterprise Bargaining Agreement negotiations plus movements within band levels by employees during the term of the budget has been.

An increase in the level of enrolments at the children's centre and the changes in service delivery in the community care area has led to an increase of an additional 8 employees in the Community Wellbeing Directorate.

Other employee costs include staff recruitment, training and various allowances such as on-call, availability and travel.

4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	\$'000	\$'000	%
Operational materials	2,421	2,584	163	7%
Operational services	2,747	3,434	687	25%
Contract payments	365	194	171	-47%
Corporate strategies and reviews	39	175	136	349%
Building maintenance	64	78	14	22%
Utilities	732	741	9	1%
Office administration	543	563	20	4%
Information technology	396	481	85	21%
Bank charges	29	30	1	3%
Insurance	335	315	20	-6%
Consultants	154	320	166	108%
Contributions	214	228	14	7%
Total materials and services	8,039	9,143	1,104	14%

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. Materials and services are forecast to increased by 14% compared to 2018/2019.

The budget for 2019/20 has allowed \$85k for Central Landfill future works plan, \$500k for Community Sports & Recreation Projects and also carry over projects including Kerang Riverside Park and Macorna Recreation Reserve.

Provision has been made for the Corporate Strategies and reviews \$175k which includes Coporate review, Early years plan, Aquatic strategy, Gender Equity audit and Communications and Engagement Strategy review.

4.1.9 Depreciation and amortisation

	Forecast	Budget	Change	
	Actual	2019/20	\$'000	%
	2018/19	\$'000	\$'000	%
Land improvements	71	60	11	-15%
Buildings	483	513	30	6%
Office equipment	243	207	36	-15%
Library books	60	66	6	10%
Plant & equipment	822	927	105	13%
Roads	2,585	2,544	41	-2%
Bridges	239	245	6	3%
Footpaths	127	130	3	2%
Kerb & channel	220	223	3	1%
Parks & streetscape	83	64	19	-23%
Recreation & leisure	322	355	33	10%
Waste management	36	46	10	28%
Aerodrome	76	76	-	0%
Drainage	237	247	10	4%
Other infrastructure	166	171	5	3%
Total depreciation and amortisation	5,770	5,874	104	2%

4.1.10 Other expenses

	Forecast Actual 2018/19 \$'000	Budget 2019/20 \$'000		Change \$'000	%
Audit fees	78	88		10	13%
Mayoral and Councillor allowance	220	209	-	11	-5%
Valuations	9	5	-	4	-44%
Total other expenses	307	302	-	5	-2%

Other expenses are forecast to decrease by 2 % for financial year 2019/20.

4.2 Balance Sheet

4.2.1 Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. These balances are projected to decrease by \$2.205m during the year leaving a balance of cash and cash equivalents of \$4.347m.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc which has been built up by Council over many years. The \$4.297m increase in this balance is attributable to the net result of the capital works program, depreciation and written down value of assets sold.

4.2.2 Liabilities

Trade and other payables are amounts that Council owes to suppliers as at 30 June 2020. These liabilities are budgeted to remain consistent with 2018/2019 levels.

Provisions include accrued long service leave and annual leave owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements despite factoring in an increase for Collective Agreement outcomes.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$0.108m over the year.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2018/19 \$	2019/20 \$
Amount borrowed as at 30 June of the prior year	665,636	564,271
Amount proposed to be borrowed	-	-
Amount projected to be redeemed	(101,365)	(108,481)
Amount of borrowings as at 30 June	564,271	455,790

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. No asset revaluations are planned for 2019/2020 at this stage.

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$2.096m results directly from the operating surplus for the year.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

It is expected that income will be \$7.977m higher than operating expenditure. This amount includes capital grants of \$1.409m and is prior to any capital expenditure.

The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement.

4.4.2 Net cash flows provided by/used in investing activities

The amount of \$10.040m represents the amount of capital expenditure less any movements within Council's cash reserves and after taking into account any proceeds from the sale of assets.

4.4.3 Net cash flows provided by/used in financing activities

The amount of \$0.141m represents the costs associated with Council's borrowings.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2019/20 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast Actual 2018/19 \$'000	Budget 2019/20 \$'000	Change \$'000	%
Property	1,080	235	- 845	-78.24%
Plant and equipment	1,454	1,500	46	3.16%
Infrastructure	7,716	8,832	1,116	14.46%
Total	10,250	10,567	317	3.09%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources		
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000
Property	235	65	107	43	20	10	-	225
Plant and equipment	1,500	-	1,460	40	-	6	-	1,494
Infrastructure	8,832	2,830	4,875	811	316	2,447	5	6,375
Total	10,567	2,895	6,442	894	336	2,463	5	8,094

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources		
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000
PROPERTY								
Building Improvements								
Gannawarra children's centre works - Kerang	95	-	95	-	-	-	-	95
Kerang office airconditioning	15	-	12	3	-	-	-	15
Kerang library airconditioning access	40	-	-	40	-	-	-	40
Kerang multi-purpose centre (consultation and design)	65	65	-	-	-	-	-	65
Lalbert - showers in public toilet	20	-	-	-	20	10	-	10
TOTAL PROPERTY	235	65	107	43	20	10	-	225
PLANT AND EQUIPMENT								
Plant, Machinery and Equipment								
Light plant replacement	535	-	535	-	-	-	-	535
Heavy plant replacement	660	-	660	-	-	-	-	660
Computers and Telecommunications								
IT Capital renewals	200	-	160	40	-	-	-	200
Communication equipment on LMW tower	15	-	15	-	-	-	-	15
Library books								
Library resources	90	-	90	-	-	6	-	84
TOTAL PLANT AND EQUIPMENT	1,500	-	1,460	40	-	6	-	1,494
INFRASTRUCTURE								
Roads								
Gravel re-sheeting program	954	-	954	-	-	454	-	500
Sealed roads rehabilitation program	1,020	-	1,020	-	-	600	-	420
Bitumen road reseal program	800	-	800	-	-	-	-	800
Bridges								
Quambatook - Boort Rd bridge	635	-	508	-	127	423	-	212
Appin South bridge	590	-	472	-	118	393	-	197

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources		
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000
Footpaths and Cycleways								
Footpath replacement program	110	-	110	-	-	-	-	110
Riverside Park Scoresby Street footpath	25	25	-	-	-	-	-	25
Kerb replacement program	150	-	150	-	-	-	-	150
Gannwarra arts trail design	50	50	-	-	-	-	-	50
Drainage								
Stormwater pumps - Wyndham Street	120	-	96	24	-	-	-	120
Quambatook levee continuation	400	400	-	-	-	53	-	347
Koondrook township flood study	150	150	-	-	-	20	-	130
Recreational, Leisure & Community Facilities								
Swimming pool renewal program	135	-	108	27	-	-	-	135
Respark the Park - Community playground - Quambatook	115	-	57	58	-	65	-	50
Leitchville playground consolidation (Kitchener Street)	50	-	17	17	16	-	-	50
Promotional infrastructure	25	25	-	-	-	-	-	25
Town boundary entrances and signage	25	-	13	12	-	-	-	25
Cohuna skate park	60	-	-	60	-	-	-	60
Loddon River fishing jetties	110	110	-	-	-	110	-	-
Sustainable recreational water for Quambatook	610	610	-	-	-	305	-	305
Lake Charm signage and promotion improvements	30	-	-	30	-	15	-	15
Waste Management								
Transfer station upgrade	90	-	45	45	-	-	-	90
Parks, Open Space and Streetscapes								
Automating irrigation systems	50	-	-	50	-	-	-	50
Tree planting program	17	-	-	17	-	-	-	17
Lyall Park and Avenue - tree planting	16	-	-	16	-	8	-	8
Other Infrastructure								
Strategic project development and planning	220	55	55	55	55	-	5	215
Climate change adaptation	50	-	50	-	-	-	-	50
TOTAL INFRASTRUCTURE	6,607	1,425	4,455	411	316	2,446	5	4,156
TOTAL NEW CAPITAL WORKS	8,342	1,490	6,022	494	336	2,462	5	5,875

4.5.3 Works carried forward from the 2018/19 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources		
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000
Drainage								
Southern levee acquisition	80	80	-	-	-	-	-	80
Richardson Street drainage	20	-	20	-	-	-	-	20
Recreational, Leisure & Community Facilities								
Koondrook nature based tourism hub	425	425	-	-	-	-	-	425
Koondrook Caravan Park stage 2	350	-	175	175	-	-	-	350
Kangaroo Lake recreational and power boat	450	-	225	225	-	-	-	450
Koondrook waterfront connections	500	500	-	-	-	-	-	500
Cohuna waterfront connections	400	400	-	-	-	-	-	400
TOTAL INFRASTRUCTURE	2,225	1,405	420	400	-	-	-	2,225
TOTAL CARRIED FORWARD CAPITAL WORKS 2018/19	2,225	1,405	420	400	-	-	-	2,225
Total Capital Works	10,567	2,895	6,442	894	336	2,463	5	8,100

5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	+/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	13%	-11%	2%	3%	3%	4%	+
Liquidity									
Working Capital	Current assets / current liabilities	2	320%	250%	197%	198%	197%	197%	o
Unrestricted cash	Unrestricted cash / current liabilities	3	263%	191%	138%	140%	141%	142%	o
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	5%	4%	4%	3%	2%	1%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		1%	1%	1%	1%	1%	1%	+
Indebtedness	Non-current liabilities / own source revenue		9%	10%	9%	9%	8%	8%	+
Asset renewal	Asset renewal expenses / Asset depreciation	5	93%	114%	110%	98%	86%	86%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue		43%	51%	45%	45%	45%	45%	-
Rates effort	Rate revenue / CIV of rateable properties in the municipality		1%	1%	1%	1%	1%	1%	o
Efficiency									
Expenditure level	Total expenses/ no. of property assessments		\$3,708	\$4,077	\$4,138	\$4,211	\$4,295	\$4,381	+
Revenue level	Residential rate revenue / no. of residential property assessments		\$1,254	\$1,269	\$1,307	\$1,347	\$1,387	\$1,427	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		10%	10%	10%	10%	10%	10%	+

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators**1. Adjusted underlying result**

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The adjusted underlying result for the 2019/20 year is a surplus of \$0.682m which is an increase of \$1.876m from the projected 2018/2019 year. In calculating the adjusted underlying result Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources but includes Road to Recovery funding as a recurrent grant. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

2. Working Capital

This ratio indicates the level of current assets compared to current liabilities.

3. Unrestricted Cash

Unrestricted cash represents cash and cash equivalents held by Council less the amount of grants received during the year but not expended by 30 June and the amount of capital works not completed by 30 June 2020.

4. Debt compared to rates

While Council continues to fund works from our source revenues as compared to loan funds the level of debt compared to rates will continue to decrease.

5. Asset renewal

Asset renewal represents the amount of capital expenditure being directed towards the replacement of Council's existing assets. This ratio represents the amount of renewal as a percentage of the depreciation expense shown for each year. A ratio less than 100% represents an asset renewal gap. The level of renewal expenditure is dependant on the level of expenditure on new assets and upgrading existing assets.

Appendices

A Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2019/2020 year.

PROPOSED

GANNAWARRA SHIRE COUNCIL				
SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019	Note	Statutory/ Discretionary	Incl. GST	2019/2020
ENVIRONMENTAL HEALTH SERVICES				
FOOD ACT REGISTRATION FEES				
Class 1 Food Premises - Requiring External Food Safety Audits		Discretionary	No	\$ 343.00
Class 2 Food Premises - Requiring Council Food Safety Audits (5 or less employed (including proprietor and his/her family)		Discretionary	No	\$ 318.00
Class 2A Temporary Premises (Markets, Shows, Field Days, Exhibitions and like events)		Discretionary	No	\$ 90.00
Class 3 Food Premises Inc. Food Vehicles - 5 or less employed		Discretionary	No	\$ 191.00
Class 3A Temporary Premises (Markets, Shows, Field Days, Exhibitions and like events)		Discretionary	No	\$ 49.00
More than 5 employed, an additional fee per employee		Discretionary	No	\$ 39.00
Maximum Fee		Discretionary	No	\$ 3,162.00
School Canteens (operated by voluntary organisation)		Discretionary	No	\$ 191.00
Community Groups		Discretionary	No	
Food Act – Transfer of Registration (% of annual fee)		Discretionary	No	\$ 224.00
Food Act - Registration of new Premise or Vehicle (establishment fee additional to registration fee) – (% of annual fee)		Discretionary	No	\$ 224.00
Statutory Food Samples		Discretionary	No	
Non-compliant food samples	Per Re-Test	Discretionary	No	\$ 217.00
Annual statutory inspection plus statutory on follow-up inspection		Discretionary	No	
Inspection Fee for non-compliant food premises	Per Inspection	Discretionary	No	\$ 217.00
Requested inspection and Report		Discretionary	No	\$ 217.00
PUBLIC HEALTH AND WELLBEING ACT: REGISTRATION FEES				
Public Health and Wellbeing Act: Premises				
Prescribed Accommodation premises – per year		Discretionary	No	\$ 282.00
Health Act – Transfer of Registration (pro-rata % of annual fee)		Discretionary	No	\$ 214.00
Health Act – Registration of new Premise or Vehicle (pro-rata % of annual fee)		Discretionary	No	\$ 214.00
Health premises - low risk activities - hair and beauty therapy or beauty therapy only (per operator)		Discretionary	No	\$ 90.00
Health premises - hairdressing only - one off fee (per operator)		Discretionary	No	\$ 90.00
Health premises - low risk activities - maximum fee		Discretionary	No	\$ 282.00
Health premises - high risk activities - skin penetration, tattooing, ear piercing, electrolysis		Discretionary	No	\$ 282.00
Inspection fee - non-compliant health premises		Discretionary	No	\$ 217.00
Requested inspection and report		Discretionary	No	\$ 217.00
Swimming pools - includes annual requirement for inspection and microbiological analysis		Discretionary	No	
Public Health Requests				
Water analysis - portable and non-portable (Including rainwater tanks)		Discretionary	No	\$ 217.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019		Note	Statutory/ Discretionary	Incl. GST	2019/2020
ENVIRONMENT PROTECTION ACT REGISTRATION FEES					
Septic Tank Fees					
Application to install or alter a septic tank system			Discretionary	No	\$ 320.00
Minor alteration to existing system			Discretionary	No	\$ 217.00
Amend or reissue permit			Discretionary	No	\$ 57.00
Extension of permit (12 Months)			Discretionary	No	\$ 57.00
IMMUNISATIONS					
Influenza Vaccine			Discretionary	No	\$ 25.00
Hepatitis B - Adult			Discretionary	No	\$ 25.00
Hepatitis B - Paediatric			Discretionary	No	\$ 15.00
Hepatitis A - Adult			Discretionary	No	\$ 72.00
Hepatitis A - Paediatric			Discretionary	No	\$ 53.00
Twinrix (Hepatitis A & B) - Adult			Discretionary	No	\$ 87.00
Twinrix (Hepatitis A & B) - Paediatric			Discretionary	No	\$ 59.00
Boostrix			Discretionary	No	\$ 50.00
Chicken Pox			Discretionary	No	\$ 69.00
Pneumococcal			Discretionary	No	\$ 56.00
Gardasil			Discretionary	No	\$ 222.00
Menactra			Discretionary	No	\$ 100.00
I Pol			Discretionary	No	\$ 53.00
COMMUNITY SERVICES					
NDIS - National Disability Insurance Scheme					
Fees and charges as per 2018 NDIS Price Guide - Victoria			Discretionary	No	As per guide
Community Care Services (Rates per hour – maximum set by Government)					
Home Care Level 1 - Full Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 10.55
Home Care Level 2 - Part Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 15.75
Home Care Level 3 - Self Funded Retiree	Income Assessed: Refer to CHSP		Discretionary	No	\$ 34.05
Personal Care Level 1 - Full Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 10.55
Personal Care Level 2 - Part Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 16.75
Personal Care Level 3 - Self Funded Retiree	Income Assessed: Refer to CHSP		Discretionary	No	\$ 40.20
Respite Care Level 1 - Full Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 11.55
Respite Care Level 2 - Part Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 16.75
Respite Care Level 3 - Self Funded Retiree	Income Assessed: Refer to CHSP		Discretionary	No	\$ 40.20
Social Support - Group	Fee is activity related		Discretionary	No	\$ 10.00
Social Support - Individual - Full Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 10.55
Social Support - Individual - Part Pensioner	Income Assessed: Refer to CHSP		Discretionary	No	\$ 16.75

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
Social Support - Individual - Self Funded	Income Assessed: Refer to CHSP	Discretionary	No	\$ 40.20
Property Maintenance Level 1 - Full Pensioner	Income Assessed: Refer to CHSP	Discretionary	No	\$ 12.55
Property Maintenance Level 2 - Part Pensioner	Income Assessed: Refer to CHSP	Discretionary	No	\$ 18.35
Property Maintenance Level 3 - Self Funded Retiree	Income Assessed: Refer to CHSP	Discretionary	No	\$ 51.30
Transport Expenses - Fixed Fee (within townships)	Income Assessed: Refer to CHSP	Discretionary	No	\$ 5.00
Transport Expenses - Intrashire	Income Assessed: Refer to CHSP	Discretionary	No	\$ 0.87
Sleepover - Active (per hour) - Full Pensioner	Income Assessed: Refer to CHSP	Discretionary	No	\$ 10.55
Sleepover - Active (per hour) - Part Pensioner	Income Assessed: Refer to CHSP	Discretionary	No	\$ 16.75
Sleepover - Active (per hour) - Self Funded	Income Assessed: Refer to CHSP	Discretionary	No	\$ 40.20
Sleepover - Inactive	Income Assessed: Refer to CHSP	Discretionary	No	\$ 115.95
Food Services (Per meal)				
Meals on Wheels – 3 Courses	Includes Frozen meals	Discretionary	No	\$ 11.55
Meals on Wheels – 2 Courses	Includes Frozen meals	Discretionary	No	\$ 10.55
Meals on Wheels – 1 Courses	Includes Frozen meals	Discretionary	No	\$ 9.40
Social Meal 3 Courses		Discretionary	No	\$ 11.55
Social Meal 2 Courses		Discretionary	No	\$ 10.00
Sandwiches		Discretionary	No	\$ 4.15
Brokered Services (Rates per hour)				
Assessment / Case Management		Discretionary	Yes	\$ 102.15
Home Care 1	Mon – Fri Hrs: 7.30am – 7.30pm	Discretionary	Yes	\$ 49.10
Home Care 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm)	Discretionary	Yes	\$ 72.50
Home Care 3	Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) incl. Public Holiday	Discretionary	Yes	\$ 98.20
Personal Care 1	Mon – Fri Hrs: 7.30am – 7.30pm	Discretionary	Yes	\$ 53.05
Personal Care 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care	Discretionary	Yes	\$ 79.65
Personal Care 3	Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) and Public Holiday or More than 10 hours consecutive care	Discretionary	Yes	\$ 106.15
Respite Care 1	Mon – Fri Hrs: 7.30am – 7.30pm	Discretionary	Yes	\$ 53.05
Respite Care 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care	Discretionary	Yes	\$ 79.65

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019					
	Note	Statutory/ Discretionary	Incl. GST		2019/2020
Respite Care 3	Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) and Public Holiday or More than 10 hours consecutive care	Discretionary	Yes	\$	106.15
Social Support - Individual 1	Mon – Fri Hrs: 7.30am – 7.30pm	Discretionary	Yes	\$	53.05
Social Support - Individual 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care	Discretionary	Yes	\$	79.65
Social Support - Individual 3	Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) and Public Holiday or More than 10 hours consecutive care	Discretionary	Yes	\$	106.15
Sleepover - Active (per hour)	10pm - 6.30am	Discretionary	Yes	\$	106.15
Sleepover - Inactive	10pm-6.30am	Discretionary	Yes	\$	115.95
Property Maintenance		Discretionary	Yes	\$	69.10
Meals on Wheels – 3 Courses	Includes Frozen meals	Discretionary	Yes	\$	13.35
Meals on Wheels – 2 Courses	Includes Frozen meals	Discretionary	Yes	\$	11.75
Meals on Wheels - 1 Course		Discretionary	Yes	\$	10.60
Meals on Wheels - Sandwich		Discretionary	Yes	\$	4.80
Community Social Meal	Centre Based Meals	Discretionary	Yes	\$	10.00
Transport Expenses - Fixed Fee (within townships) (one way trip)		Discretionary	Yes	\$	5.00
Travel Expense	per kilometre	Discretionary	Yes	\$	1.50
Gannawarra Non Emergency Transport Service Client Contributions (All one way transport bookings calculated as "return" services)					
Transport Contributions					
Minimum Charge		Discretionary	Yes	\$	45.00
Transport under 100km from place of residence	per kilometre	Discretionary	Yes	\$	0.25
Transport over 100km from place of residence	per kilometre	Discretionary	Yes	\$	0.27
Business Client Charges	per kilometre	Discretionary	Yes	\$	0.80

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019		Note	Statutory/ Discretionary	Incl. GST	2019/2020
CHILDREN SERVICES					
Long Day Care (Calendar Year)					
Full Day (per day) - 1 July to 31 December 2019	8.00am to 6.00pm		Discretionary	No	\$ 88.40
Full Day (per day) - 1 January to 30 June 2020	8.00am to 6.00pm		Discretionary	No	\$ 95.00
Half Day (per session) - 1 July to 31 December 2018	8.00am to 1.00pm or 1.00pm to 6.00pm		Discretionary	No	\$ 50.00
Casual (per hour) - 1 July to 31 December 2019	Minimum 2 Hours		Discretionary	No	\$ 12.68
Casual (per hour) - 1 January to 30 June 2020	Minimum 2 Hours		Discretionary	No	\$ 13.20
Kindergarten Fees - Kerang (Calendar Year)					
4 year old kindergarten - 1 July to 31 December 2019	Per week		Discretionary	No	\$ 41.40
4 year old kindergarten - 1 January to 30 June 2020	Per week		Discretionary	No	\$ 43.10
Cohuna, Koondrook and Leitchville (Calendar Year)					
4 year old kindergarten - 1 July to 31 December 2019	Per year		Discretionary	No	\$ 954.00
4 year old kindergarten - 1 January to 30 June 2020	Per year		Discretionary	No	\$ 1,050.00
3 year old kindergarten - 3 hours week - 1 July to 31 December 2019	Per year		Discretionary	No	\$ 676.00
3 year old kindergarten - 3 hours week - 1 January to 30 June 2020	Per year		Discretionary	No	\$ 720.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019					Note	Statutory/ Discretionary	Incl. GST	2019/2020
Family Day Care								
Parent Administration Levy		Per child per hour	Discretionary	No	\$			0.65
Carer Support Levy		Pro rata per week	Discretionary	No	\$			7.50
Standard fee		8.00am to 6.00pm (range between)	Discretionary	No				\$5.50 - \$10.00
Standard fee		Non-Core hours (range between)	Discretionary	No				\$6.75 - \$13.25
After School Care		8.00am to 6.00pm (range between)	Discretionary	No				\$5.50 - \$13.25
After School Care		Non-Core hours (range between)	Discretionary	No				\$6.75 - \$13.25
Before School Care		8.00am to 6.00pm (range between)	Discretionary	No				\$6.50 - \$9.50
Before School Care		Non-Core hours (range between)	Discretionary	No				\$6.75 - \$13.25
Public Holiday		8.00am to 6.00pm (range between)	Discretionary	No				\$8.00 - \$19.00
Public Holiday		Non-Core hours (range between)	Discretionary	No				\$8.00 - \$19.00
Toy Library Fees								
Annual Standard Membership			Discretionary	Yes	\$			15.00
Annual Group Membership			Discretionary	Yes	\$			35.00
LIBRARY								
Overdue Items		Per item per day - Adult	Discretionary	Yes	\$			0.60
Replacement Books			Discretionary	Yes				Cost
Replace Cards			Discretionary	Yes	\$			2.00
Library Bags			Discretionary	Yes	\$			3.50
Photocopies/Print outs		A4/A3 One Side	Discretionary	Yes	\$			0.50

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019					
	Note	Statutory/ Discretionary	Incl. GST		2019/2020
	A4/A3 Double Side	Discretionary	Yes	\$	0.80
Photocopies – own paper	Per Side	Discretionary	Yes	\$	0.30
Photocopies/Printouts Colour	Per Side	Discretionary	Yes	\$	1.00
Faxing – Sending	Per Page	Discretionary	Yes	\$	1.00
Faxing –Receiving	Per Page	Discretionary	Yes	\$	0.50
Laminating		Discretionary	Yes	\$	1.00
Old Books (depending on condition)		Discretionary	Yes		0.20-\$2.00
Sir John Gorton Library Meeting Room					
Commercial/Casual Hirers (Charges capped at 5 Hours)	Per hour	Discretionary	Yes	\$	20.00
PLANNING FEES AND CHARGES					
Statutory Planning Fees					
Use of Land Planning Permit		Statutory	No	\$	1,286.10
Dwelling Planning Permit < \$10,000		Statutory	No	\$	195.10
Dwelling Planning Permit > \$10,001 - \$100,000		Statutory	No	\$	614.10
Dwelling Planning Permit > \$100,001 - \$500,000		Statutory	No	\$	1,257.20
Dwelling Planning Permit > \$500,001 - \$1,000,000		Statutory	No	\$	1,358.30
Dwelling Planning Permit > \$1,000,001 - \$2,000,000		Statutory	No	\$	1,459.50
VicSmart Application < \$10,000		Statutory	No	\$	195.10
VicSmart Application > \$10,001		Statutory	No	\$	419.10
VicSmart Application to subdivide land		Statutory	No	\$	195.10
Development of Land < \$100,000		Statutory	No	\$	1,119.90
Development of Land > \$100,001 - \$1,000,000		Statutory	No	\$	1,510.00
Development of Land > \$1,000,001 - \$5,000,000		Statutory	No	\$	3,330.70
Development of Land > \$5,000,001 - \$15,000,000		Statutory	No	\$	8,489.40
Development of Land > \$15,000,001 - \$50,000,000		Statutory	No	\$	25,034.60
Development of Land > \$50,000,001		Statutory	No	\$	56,268.30
To Subdivide existing Building		Statutory	No	\$	1,286.10
To Subdivide Land into 2 lots		Statutory	No	\$	1,286.10
Boundary Realignment		Statutory	No	\$	1,286.10
To Subdivide Land		Statutory	No	\$	1,286.10
Create, vary or remove restriction or create, vary or remove an easement		Statutory	No	\$	1,286.10
Extension of time, secondary consent		Discretionary	No	\$	120.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
Strategic Planning Fees				
Amendment to a planning Scheme		Statutory	No	\$ 2,976.70
Considering Submissions and referral to Planning Panel (up to 10 submissions)		Statutory	No	\$ 14,753.50
Considering Submissions and referral to Planning Panel (11 to 20 submissions)		Statutory	No	\$ 29,478.00
Considering Submissions and referral to Planning Panel (> 20 submissions)		Statutory	No	\$ 39,405.20
Adopting an Amendment		Statutory	No	\$ 469.60
Approval of an Amendment		Statutory	No	\$ 469.60
Planning Certificates				
Certificate of Compliance		Statutory	No	\$ 317.90
Satisfaction Certificate		Statutory	No	\$ 317.90
Subdivision Fees				
Certification of a plan of subdivision		Statutory	No	\$ 170.50
Plan Examination Fee		Discretionary	No	0.75% value of works
Supervision Fee		Discretionary	No	2.5% value of works
BUILDING FEES AND CHARGES				
Domestic				
New Dwellings or works	Up to \$19,999	Discretionary	Yes	\$ 648.00
New Dwellings or works	\$20,000 to \$49,999	Discretionary	Yes	\$ 709.00
New Dwellings or works	\$50,000 to \$99,999	Discretionary	Yes	\$ 900.00
New Dwellings or works	\$100,000 to \$149,999	Discretionary	Yes	\$ 1,200.00
New Dwellings or works	\$150,000 to \$199,999	Discretionary	Yes	\$ 1,300.00
New Dwellings or works	\$200,000 to \$249,999	Discretionary	Yes	\$ 1,380.00
New Dwellings or works	\$250,000 to \$299,999	Discretionary	Yes	\$ 1,500.00
New Dwellings or works	\$300,000 to \$349,999	Discretionary	Yes	\$ 1,600.00
New Dwellings or works	\$350,000 to \$399,999	Discretionary	Yes	\$ 1,700.00
New Dwellings or works	\$400,000 to \$449,999	Discretionary	Yes	\$ 1,800.00
New Dwellings or works	Above \$450,000	Discretionary	Yes	Cost / 250
Multi unit developments	Up to 4 units	Discretionary	Yes	\$ 2,500.00
Lodgement Fee	Applies for works over a value of \$5,000	Statutory	Yes	\$ 118.90
Building Levy	Applies to cost of works over a value of \$10,000	Statutory	No	0.128%

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
Commercial Building Works				
Contract amount	Up to \$30,000	Discretionary	Yes	\$ 550.00
Contract amount	\$30,000 - \$100,000	Discretionary	Yes	\$ value x 1.3% + \$130.00
Contract amount	\$100,000 - \$500,000	Discretionary	Yes	\$ value x 0.33% + \$1,100.00
Contract amount	\$500,000 - \$2,000,000	Discretionary	Yes	\$ value x 0.2% + \$1250.00
Contract amount	Over \$2,000,000	Discretionary	Yes	\$ value x 0.25% + \$1000.00
Submissions for modifications to building regulations	Per hour	Discretionary	Yes	\$ 160.00
Special performance based assessments	per hour	Discretionary	Yes	\$ 160.00
Minor Building Works				
Garages, Carports/Sheds		Discretionary	Yes	\$350 + \$1.50 per sq metre charge on floor space + GST
Swimming Pools		Discretionary	Yes	\$ 800.00
Dwelling Reblock / restumping		Discretionary	Yes	\$ 850.00
Dwelling Reclads		Discretionary	Yes	\$ 500.00
Miscellaneous Building permit fee		Discretionary	Yes	\$ 500.00
Swimming Pool Barriers		Discretionary	Yes	\$ 500.00
Sitting of places of public entertainment		Discretionary	Yes	\$ 500.00
Variation to approved plans		Discretionary	Yes	\$ 137.00
Renew expired building permit		Discretionary	Yes	\$ 250.00
Extensions		Discretionary	Yes	\$ 137.00
Variations		Discretionary	No	\$ 275.00
Bond can be in form of Bank Guarantee (Bond can be refunded up to 40% or \$2,000 on satisfactory completion of exterior).		Statutory	No	< sum equal to cost of works or \$5,001
House Relocation				
Inspection and report fee prior to relocation		Discretionary	Yes	\$ 320.00
Demolition Permit				
Single storey Class 1 Building more than 6.0m from the street alignment		Discretionary	Yes	\$ 400.00
Single storey Class 1 Building more than 6.0m from street alignment, and is more than 6.0m high		Discretionary	Yes	\$ 450.00
Any Class 1 or 10 building containing more than 1 storey	Per Storey	Discretionary	Yes	\$ 400.00
Any other building (commercial or industrial)	Per Storey	Discretionary	Yes	\$ 550.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019					Note	Statutory/ Discretionary	Incl. GST	2019/2020
Building Certificates								
Property Information (Building Certificates)			Statutory	No	\$			46.10
Information on stormwater (Legal Point of Discharge)			Statutory	No	\$			141.20
Consent and Report								
Council			Statutory	No	\$			283.15
Protection for works			Statutory	No	\$			287.55
Council - Demolition			Statutory	No	\$			83.10
Land Information Certificate			Statutory	No	\$			26.30
RECREATION								
RECREATION RESERVES - COHUNA & LEITCHVILLE								
Football Clubs								
Cohuna Kangas			Discretionary	Yes	\$			5,200.00
Leitchville			Discretionary	Yes	\$			3,450.00
Cricket Clubs								
Cohuna - per year			Discretionary	Yes	\$			640.00
Leitchville - per year			Discretionary	Yes	\$			640.00
Miscellaneous								
Cohuna A. P. & H. Society - per year			Discretionary	Yes	\$			1,750.00
Cohuna Little Athletics Club - per year			Discretionary	Yes	\$			640.00
School Groups & RSL			Discretionary	Yes				No Charge
Casual - per day			Discretionary	Yes	\$			320.00
Casual - per hour (min 3 hours hire)			Discretionary	Yes	\$			65.00
Casual - more than one consecutive day		Price on application	Discretionary	Yes				POA
Oval Hire - refundable deposit		No alcohol	Discretionary	No	\$			260.00
		Alcohol	Discretionary	No	\$			570.00
MUNICIPAL RESERVES								
Municipal Reserve								
Use of Municipal Reserve (Inc Parks & Gardens) - Schools & RSL			Discretionary	Yes	\$			-
Use of Municipal Reserve (Inc Parks, Gardens & Wharf)		Permit Fee	Discretionary	Yes	\$			85.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
SWIMMING POOLS				
Kerang/Cohuna Swimming Pool				
Seasons Tickets: Family Season Pass (L'ville, Cohuna and Kerang)	Family	Discretionary	Yes	\$ 180.00
Seasons Tickets:	Adults	Discretionary	Yes	\$ 95.00
	Persons under 18 years	Discretionary	Yes	\$ 65.00
	Pensioners - Family	Discretionary	Yes	\$ 70.00
	Pensioners - Adult	Discretionary	Yes	\$ 45.00
Admission:	Adults	Discretionary	Yes	\$ 4.50
	Persons under 18 years	Discretionary	Yes	\$ 3.50
	Full Time Student	Discretionary	Yes	\$ 3.50
	Children with School	Discretionary	Yes	\$ 2.50
	Children under 3 years	Discretionary	Yes	\$ -
	Non-Swimming Patrons	Discretionary	Yes	\$ 1.50
	Family Day Pass	Discretionary	Yes	\$ 15.00
	Community Groups/Schools/Event hire	Discretionary	Yes	By Negotiation
Ten Visit Pass Entry:	Family	Discretionary	Yes	\$ 100.00
	Adult	Discretionary	Yes	\$ 35.00
	Under 18/student	Discretionary	Yes	\$ 26.00
	Pensioners - Adult	Discretionary	Yes	\$ 22.00
Hire of Inflatable Pool Equipment:	2 day hire charge	Discretionary	Yes	\$ 1,000.00
Kerang Exercise Pool				
Pensioners	Per Hour	Discretionary	Yes	\$ 5.00
	1/2 Hour	Discretionary	Yes	\$ 3.50
Adult (Non Pensioners)	Per Hour	Discretionary	Yes	\$ 7.50
	1/2 Hour	Discretionary	Yes	\$ 5.50
Claims Attendance	Per Hour	Discretionary	Yes	\$ 10.00
	1/2 Hour	Discretionary	Yes	\$ 7.50
Children (5-15)	Per Hour	Discretionary	Yes	\$ 2.50
	1/2 Hour	Discretionary	Yes	\$ 1.50
Children under 5		Discretionary	Yes	\$ -
Groups of max. 10 people	Per hour	Discretionary	Yes	\$ 40.00
Multiple group bookings	5 one hour sessions	Discretionary	Yes	\$ 180.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019		Note	Statutory/ Discretionary	Incl. GST	2019/2020
An additional \$30 lifeguard fee per hour applies for group bookings that cannot supply their own qualified lifeguard.	per hour		Discretionary	Yes	\$ 30.00
Warra Waders Swim School	1/2 hour		Discretionary	Yes	\$ 10.00
12 Visit Pass					
Adult (Non Pensioners)	1/2 hour			Yes	\$ 55.00
	1 hour			Yes	\$ 75.00
Pensioner	1/2 hour			Yes	\$ 35.00
	1 hour			Yes	\$ 50.00
Leitchville Swimming Pool (Administered by Section 86 Committee of Council)					
Family Season Pass (L'ville only)	Family		Discretionary		\$ 120.00
Family Season Pass (L'ville, Cohuna and Kerang)	Family		Discretionary		\$ 180.00
Single Season Pass	Adult		Discretionary		\$ 45.00
Student Season Pass	Under 18/student		Discretionary		\$ 40.00
Holiday Makers	Family		Discretionary		\$ 50.00
Adult Admission	Adult		Discretionary		\$ 4.00
Child Admission	Persons under 18 years		Discretionary		\$ 3.00
RESIDENTIAL TENANCIES ACT REGISTRATION FEES					
Site not exceeding 25 (17 fee units)			Statutory	No	\$ 245.65
Site exceeding 25 but not exceeding 50 (34 fee units)			Statutory	No	\$ 491.30
Site exceeding 50 but not exceeding 100 (68 fee units)			Statutory	No	\$ 982.60
Site exceeding 100 but not exceeding 150 (103 fee units)			Statutory	No	\$ 1,488.35
Site exceeding 150 but not exceeding 200 (137 fee units)			Statutory	No	\$ 1,979.65
Site exceeding 200 but not exceeding 250 (171 fee units)			Statutory	No	\$ 2,470.95

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019		Note	Statutory/ Discretionary	Incl. GST	2019/2020
Site exceeding 250 but not exceeding 300 (205 fee units)			Statutory	No	\$ 2,962.25
Transfer of Caravan Park (5 fee units)			Statutory	No	\$ 72.25

LOCAL LAWS
DOMESTIC ANIMAL ACT
Dog Registration

Maximum fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 1—Dogs	Unsterilised dog Declared dangerous dog Declared menacing dog Declared restricted breed dog		Statutory	No	114.00 + State Gov't Levy (SGL) 11/4/2018 - 10/4/2019 117.00 + State Gov't Levy 11/4/2019 - 10/4/2020
Reduced fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 1—Dogs	Desexed dog Dog over 10 years old Dogs kept for working stock Registered domestic animal business Obedience trained dog with approved organisation Dogs registered with applicable organisation / owner is current member		Statutory	No	38.00 + State Gov't Levy 11/4/2018 - 10/4/2019 39.00 + State Gov't Levy 11/4/2019 - 10/4/2020
Eligible concession card holder	Discount does not include SGL		Statutory	No	50% discount
New registration paid after 10 October each year	Discount does not include SGL		Discretionary	No	50% discount
Replacement Tag			Discretionary	Yes	\$ 4.50
Late Payment Fee			Discretionary	No	\$ 39.00

Cat Registration

Maximum fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 2 - Cats	Unsterilised cat		Statutory	No	114.00 + State Gov't Levy 11/4/2018 - 10/4/2019 117.00 + State Gov't Levy 11/4/2019 - 10/4/2020
Reduced fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 2 - Cats	Desexed cat Cat over 10 years old Registered domestic animal business		Statutory	No	38.00 + State Gov't Levy 11/4/2018 - 10/4/2019 39.00 + State Gov't Levy 11/4/2019 - 10/4/2020
Eligible concession card holder	Discount does not include SGL		Statutory	No	50% discount

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
New registration paid after 10 October each year	Discount does not include SGL	Discretionary	No	50% discount
Replacement Tag		Discretionary	Yes	\$ 4.50
Late Payment Fee		Discretionary	No	\$ 39.00
Administration - Domestic Animals Registration				
Transfer of currently registered domestic animal from another Victorian Shire	Per animal	Discretionary	Yes	\$ 4.50
Administration fee for refund of animal registration	Per refund	Discretionary	Yes	\$ 10.00
Pro-rata reduction (quarterly) for refund of animal registration - state Gov't Levy non refundable	Pro-rata quarterly	Discretionary	Yes	As Calculated
Printing cost for the provision of registered domestic animals register	Per document	Discretionary	Yes	\$ 5.50
Pound Fees - Domestic Animal Act				
Release Fee	Dogs and Cats 1st Offence	Discretionary	Yes	\$ 50.00
	Dogs and Cats 2nd offence	Discretionary	Yes	\$ 100.00
	Dogs and Cats 3rd offence	Discretionary	Yes	\$ 200.00
Sustenance Fee (per day)		Discretionary	Yes	\$ 24.00
Domestic Animal Business				
Domestic Animal Business	Permit Fee plus SGL (SGL increases with CPI each year)	Discretionary	Yes	600.00 + State Gov't Levy
Administration - Local Law Permits				
Release fee for animal impounded under Local Laws	Per animal	Discretionary	Yes	\$ 60.00
Release fee for item impounded under Local Laws	Per item	Discretionary	Yes	\$ 60.00
Release fee for impounded vehicle		Discretionary	No	\$200.00 + towing costs
Printing cost for the provision of Local Laws document		Discretionary	Yes	\$ 10.00
Amendments to permits	All permits	Discretionary	Yes	\$ 35.00
Late Payment Fee	Additional fee payable on late renewal of permit	Discretionary	No	50% of permit
Local Law - Application and Permit Fees				
Bulk rubbish containers	Permit Fee (per container)	Discretionary	Yes	\$ 55.00
Fodder on road	Refer to local law guidelines	Discretionary	Yes	\$ 220.00
Footpath Trading - Consumption of Alcohol	Permit Fee (in conjunction with Footpath Trading permit)	Discretionary	No	\$ 55.00
Footpath Trading / Permit fee - per advertising sign	Permit Fee (in conjunction with Footpath Trading permit)	Discretionary	No	\$ 55.00
Footpath Trading / Permit fee - per display of goods	Permit Fee (in conjunction with Footpath Trading permit)	Discretionary	No	\$ 55.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
Footpath Trading / Permit fee - per 1x table and 4x chairs	Permit Fee (in conjunction with Footpath Trading permit)	Discretionary	No	\$ 55.00
Consumption of Alcohol	Permit Fee (commercial business only)	Discretionary	No	\$ 55.00
House to House trading	Permit Fee	Discretionary	No	\$ 220.00
Keeping of Animals	Permit Fee	Discretionary	Yes	\$ 110.00
Livestock on Roads - Droving	Permit Fee	Discretionary	No	\$215.00 + \$1000.00 Bond
Livestock on Roads - Grazing	Permit fee	Discretionary	Yes	\$ 220.00
Municipal reserve - waterways	Application & permit fee - events held on Council controlled waterways	Statutory	Yes	\$ 400.00
Roadside trading	Permit fee	Discretionary	Yes	\$ 220.00
	Site fee	Discretionary	Yes	\$120.00 per month
Shipping containers	Permit Fee (per container)	Discretionary	Yes	\$ 110.00
Temporary Road Closure - Community Group	Advertising	Discretionary	Yes	Advertising cost
Temporary Road Closure - Commercial event	All cost associated with the event. Charged through private works, sundry debtor process.	Discretionary	Yes	Advertising cost
All other Local Law permits not listed above	Permit Fee	Discretionary	Yes	\$ 110.00
Council Controlled Parking				
* For Offence Codes 701 To 714, A Municipal Council May By Council Resolution Fix a Penalty Of Up To 0.5 Penalty Unit For That Offence.		Statutory		
Parking offences under Road Safety Road Rules 2009 (Offence codes 701-714) (0.5 of a Penalty Unit)		Statutory	No	0.5 of a Penalty Unit
LIVESTOCK				
Pound Fees - Stock				
Impounding / administration	Hourly rate	Discretionary	Yes	As per EBA Rate plus \$ ___ per km
Transport		Discretionary	Yes	Cost + 10%
NLIS tags	if required	Discretionary	Yes	\$ 40.00
Advertisement in Newspaper	as required under Impounding of Livestock Act 1994	Discretionary	Yes	Cost + 10%
Sustenance Fee		Discretionary	Yes	Cost of hay per day
Release Fee	Livestock (cattle & horses)	Discretionary	Yes	\$100.00 1st animal & \$15.00 each other animal
Release Fee	Livestock - any animal listed under the Impounding of Livestock Act 1994 (other than cattle and horses)	Discretionary	Yes	\$60.00 1st animal & \$15.00 each other animal

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019				
	Note	Statutory/ Discretionary	Incl. GST	2019/2020
Accommodation Paddock (per day)	Sheep, Lambs & Goats	Discretionary	Yes	\$ 3.00
Accommodation Paddock (per day)	Cattle, Bulls & Horses	Discretionary	Yes	\$ 4.00
Road Opening Permits				
Security Deposit - works not within the carriageway	\$210.00 per sq/m	Discretionary	No	210.00 per sq/m
Security Deposit - works in the carriageway (Under 4m2)		Discretionary	No	
Security Deposit - works in the carriageway (Over 4m2)	\$840 Min + \$210 per m2 over 4m2	Discretionary	No	\$840 Min + \$210 per m2 over 4m2
Asset Protection Permit	Application fee per site	Discretionary	Yes	\$ 90.00
Security deposit	minimum security deposit	Discretionary	No	\$ 200.00
Consent for works within the Road Reserve				
Municipal Road with speed limit <50km/h				
Minor works conducted by a person referred to in regulation 10(2) that are traffic impact works				
Minor works not on the roadway, shoulder or pathway (6 units)		Statutory	No	\$ 85.30
Minor works on the roadway, shoulder or pathway (9.3 units)		Statutory	No	\$ 132.20
Works (other than minor works conducted by a person referred to in regulation 10(2) that are traffic impact works)				
Works not on the roadway, shoulder or pathway (6 units)		Statutory	No	\$ 85.30
Works on the roadway, shoulder or pathway (23.5 units)		Statutory	No	\$ 334.20
Municipal road with speed limit >50km/h				
Minor works conducted by a person referred to in regulation 10(2) that are traffic impact works				
Minor works not on the roadway, shoulder or pathway (6 units)		Statutory	No	\$ 85.30
Minor works on the roadway, shoulder or pathway (9.3 units)		Statutory	No	\$ 132.20
Works (other than minor works conducted by a person referred to in regulation 10(2) that are traffic impact works)				
Works not on the roadway, shoulder or pathway (23.5 units)		Statutory	No	\$ 334.20
Works on the roadway, shoulder or pathway (43.1 units)		Statutory	No	\$ 612.90
Kerang Weighbridge				
0 - 10 tonne net weight		Discretionary	Yes	\$ 19.00
10 - 20 tonne net weight		Discretionary	Yes	\$ 23.00
20 - 30 tonne net weight		Discretionary	Yes	\$ 29.00
30 + tonne net weight		Discretionary	Yes	\$ 36.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019		Note	Statutory/ Discretionary	Incl. GST	2019/2020
FACILITY HIRE					
Public Halls					
Cohuna and Kerang Halls					
Whole Hall	Day (to 5:00pm)		Discretionary	Yes	\$ 175.00
	Night (5:00pm - 2.30am)		Discretionary	Yes	\$ 235.00
	Day & Night		Discretionary	Yes	\$ 310.00
	Day time hourly rate - maximum 3 hours		Discretionary	Yes	\$ 40.00
Main Hall Only	Night time hourly rate - maximum 3 hours		Discretionary	Yes	\$ 40.00
	Day (to 5:00pm)		Discretionary	Yes	\$ 120.00
	Night (5:00pm - 2.30am)		Discretionary	Yes	\$ 145.00
	Day and Night		Discretionary	Yes	\$ 230.00
Supper Room & Kitchen	Hourly rate maximum 3 hours		Discretionary	Yes	\$ 30.00
	Day (to 5:00pm)		Discretionary	Yes	\$ 125.00
	Night (6:30pm - 2.30am)		Discretionary	Yes	\$ 160.00
	Day and Night		Discretionary	Yes	\$ 235.00
	Hourly rate maximum 3 hours		Discretionary	Yes	\$ 32.00
Cohuna Council Chamber/Community Meeting Room					
	3 Hours - except for Non Profit Community Groups		Discretionary	Yes	\$ 27.00
	More than 3 hours - except for Non Profit Community Groups		Discretionary	Yes	\$ 110.00
	Set up cost of Chambers		Discretionary	Yes	\$ 50.00
Kerang Memorial Hall					
Function Room	Hourly rate maximum 3 hours		Discretionary	Yes	\$ 30.00
	Day (to 5:00pm)		Discretionary	Yes	\$ 120.00
	Night (5.00pm-2.30am)		Discretionary	Yes	\$ 145.00
	Day and Night		Discretionary	Yes	\$ 230.00
Kerang, Koondrook and Cohuna Senior Citizens Rooms	Day (to 5:00pm)		Discretionary	Yes	\$ 110.00
	Night (6:30pm - 2.30am)		Discretionary	Yes	\$ 150.00
	Hourly rate maximum 3 hours		Discretionary	Yes	\$ 25.00
Special Fees					
	Cohuna RSL ANZAC Service		Discretionary	Yes	
	Kerang RSL ANZAC Service		Discretionary	Yes	
	Service Clubs		Discretionary	Yes	
	Schools (per day to max 5 days \$300)		Discretionary	Yes	\$ 100.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019		Note	Statutory/ Discretionary	Incl. GST	2019/2020
	Trestle Hire per trestle - Other venues		Discretionary	Yes	\$ 10.00
	Plastic Chair Hire		Discretionary	Yes	\$ 2.00
	Community Groups - single booking of public halls hire, applies 80% above fees (20% Discounts are for the hire rate only, bond amounts remain as listed)		Discretionary	Yes	Discounts 20%
	Community Groups - block of 5 booking to be used in 12 months of making initial booking		Discretionary	Yes	\$ 330.00
	Removal of carpet squares in Kerang Hall, including replacement of carpet after event.		Discretionary	Yes	\$ 300.00
Bonds					
Bond	Refundable Deposit - no alcohol		Discretionary	No	\$ 240.00
	Refundable Deposit - alcohol to be consumed		Discretionary	No	\$ 550.00
	Setting up chairs (per hour minimum booking)		Discretionary	No	\$ 75.00
Rural Halls (Dingwall, Gannawarra, Koroop, Lake Charm, Murrabit & Myall) (Administered by Section 86 Committee of Council)					
Rural Halls (Dingwall, Gannawarra, Koroop, Lake Charm, Murrabit & Myall)	Hire range		Discretionary		\$15.00 - \$100.00
Gateway to Gannawarra					
Bike Hire	2 hours		Discretionary	Yes	\$ 15.00
	4 hours		Discretionary	Yes	\$ 20.00
	All day (Return by 4.30pm)		Discretionary	Yes	\$ 25.00
	Overnight hire (Return by 9.30am)		Discretionary	Yes	\$ 30.00
	2 day hire (Return by 4.30pm)		Discretionary	Yes	\$ 45.00
	Security Deposit (Refundable)		Discretionary	No	\$ 50.00
Fishing Rod Hire (per rod)	All day (Return by 4.30pm)		Discretionary	Yes	\$ 15.00
	Overnight hire (Return by 9.30am)		Discretionary	Yes	\$ 20.00
	2 day hire (Return by 4.30pm)		Discretionary	Yes	\$ 25.00
	Security Deposit (Refundable)		Discretionary	No	\$ 20.00
Quambatook Housing					
One Bedroom Flat/Week (Determined by Department of Housing Guidelines)			Discretionary	No	\$ 60.00
Two Bedroom Flat/Week (Determined by Department of Housing Guidelines)			Discretionary	No	\$ 80.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019					Note	Statutory/ Discretionary	Incl. GST	2019/2020
WASTE MANAGEMENT								
Transfer Stations - Kerang, Cohuna, Quambatook, & Lalbert								
Mulch (for sale)		Per m3		Discretionary	Yes	\$		6.00
Domestic Waste to be Disposed of in Garbage Skip								
120lt Mobile Garbage Bin				Discretionary	Yes	\$		7.00
240lt Mobile Garbage Bin				Discretionary	Yes	\$		11.00
Domestic Waste delivered by any other means		Per m3		Discretionary	Yes	\$		31.00
Commercial Waste to be Disposed of in Garbage Skip:		Per m3		Discretionary	Yes	\$		49.50
Commercial Cardboard - Placed in Recycling Skip		Per m3		Discretionary	Yes	\$		10.00
Uncontaminated Recyclable Materials								
Domestic Glass, Cans, Plastic Bottles, Paper & Cardboard				Discretionary	Yes	\$		-
Green Waste				Discretionary	Yes	\$		6.50
Green Waste - non for profit groups				Discretionary	Yes	\$		5.00
Contaminated recyclables & garden waste		Per m3		Discretionary	Yes	\$		30.50
Car Bodies		Per Car		Discretionary	Yes	\$		36.00
Timber		Per m3		Discretionary	Yes	\$		9.00
White Goods		Per m3		Discretionary	Yes	\$		15.50
Vehicle Batteries		Per Battery		Discretionary	Yes	\$		8.20
TV, Laptop, Computer Screen		Per Screen		Discretionary	Yes	\$		25.00
Ewaste cable or battery operated equipment		Per item		Discretionary	Yes	\$		-
Mattress		Per Mattress		Discretionary	Yes	\$		28.00
Landfill								
Domestic Waste		per Tonne		Stat/Disc	Yes	\$		118.00
Domestic Waste/High Volume Low Weight		Minimum 1.5hrs labour		Stat/Disc	Yes			Labour
Prescribed Waste (Low Level contaminated soil class C)		per Tonne		Stat/Disc	Yes	\$		180.00
Asbestos Waste		per Tonne		Stat/Disc	Yes	\$		155.00
Industrial Waste/Building Rubble		per Tonne		Stat/Disc	Yes	\$		155.00
Denyer Pit								
Concrete		per Tonne		Discretionary	Yes	\$		60.00

SCHEDULE OF FEES AND CHARGES 2019/2020 effective 1 July 2019					Note	Statutory/ Discretionary	Incl. GST	2019/2020
MISCELLANEOUS FEES AND CHARGES								
Mystic Park Cemetery Trust (For full range of fees please refer to Mystic Park Schedule of Fees provided by the Department of Health)								
Administrative Fees Misc.	Interment fee		Statutory	Yes	\$	65.00		
Right of interment bodily remains at need	1st		Statutory	Yes	\$	165.00		
Right of interment cremated remains at need	25 years		Statutory	Yes	\$	100.00		
Search for cemetery records			Statutory	Yes	\$	20.00		
Grave digging			Discretionary		\$	550.00		
Freedom of Information								
Application Fee			Statutory	No	\$	28.90		
Access Costs	Search time per hour or part thereof		Statutory	No	\$	21.70		
Property owner on behalf of								
Supervision charges (approx. per 1/4 hour)			Discretionary	No	\$	5.30		
Photocopying Charges - 4A Black & White per page			Discretionary	No	\$	0.20		
Providing access other than photocopying			Discretionary	No		Reasonable Cost		
Listening or viewing a tape			Discretionary	No		Supervision		
Making a written transcript out of tape			Discretionary	No		Reasonable Cost		
Prepare and collate information			Discretionary	Yes		\$20.00 per hour		
Print/Copy			Discretionary	Yes	\$	0.20		
Postage			Discretionary	Yes		At cost		
Making a written transcript out of tape			Discretionary	Yes		At cost		
Quambatook Caravan Park (Administered by Section 86 Committee of Council)								
Powered site per person per night- Easter			Discretionary		\$	20.00		
Unpowered site per person per night- Easter			Discretionary		\$	15.00		
Bunkhouse/Cabin up to six people- Easter			Discretionary		\$	130.00		
Powered site per double per night- off peak			Discretionary		\$	25.00		
Unpowered site per double per night - off peak			Discretionary		\$	20.00		
Cabin and Bunkhouse - off peak			Discretionary		\$	60.00		

8.6 COUNCIL PLAN 2017-2021 ANNUAL STATUTORY REVIEW

Author: Alissa Harrower, Governance and Compliance Coordinator

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Council Plan 2017-2021 (under separate cover) [⇒](#)
2 Council Plan 2017-2021 (2018 Update) [↓](#)

RECOMMENDATION

That Council, having reviewed the Council Plan 2017-2021 pursuant to Section 125(7) of the *Local Government Act 1989*, determines that the current Plan requires no adjustment or revision at this time.

EXECUTIVE SUMMARY

In accordance with Section 125 of the *Local Government Act 1989* (the Act), a Council Plan for the 2017-2021 period was prepared and adopted in June, 2017.

Section 125(7) of the Act also requires that at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

BACKGROUND

The Council Plan 2017-2021 was adopted in June 2017 and serves as a 'road map' to focus Council's activities over the four year period. The Plan, incorporating the Municipal Health and Wellbeing Plan, is a legislative requirement under the Act.

POLICY CONTEXT

Section 125(7) - *Local Government Act 1983*

DISCUSSION

In accordance with legislative requirements, proposed adjustments to the Council Plan 2017-2021 must be considered at least once in each financial year.

At its June, 2018 Ordinary Meeting, following a public exhibition and submission period, Council adopted a number of proposed adjustments that have been incorporated in the Council Plan 2017-2021.

Councillors have reviewed the Council Plan 2017-2021 and identified no required adjustments or revision at this time.

CONSULTATION

Councillors and Council's Executive Leadership Team have been involved in the review of the Council Plan.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

In accordance with Section 125(7) of the *Local Government Act 1989*, Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

Having reviewed the Council Plan 2017-2021, it has been determined that the current Plan requires no adjustment or revision at this time.



Council Plan 2017 – 2021 (2018 Update)

Council Plan 2017 – 2021 Page Number	Current Strategic Indicator or Priority Action	Adopted Adjustment
12	Investigate opportunities to capture the economic value of local events, e.g. Kerang Show and Shine, The Big Cohuna Festival, Murrabit Market, Riverdaze, Quambatook Tractor Pull, Kerang Races	Reword to: Investigate opportunities to capture the economic value of local events, e.g. Kerang Show and Shine, The Big Cohuna Festival, Murrabit Market, Riverdaze, Quambatook Tractor Pull, Kerang Races, Gannawarra Toy Run and other major events
17	Number of overnight domestic stays	Remove Strategic Indicator as currently it cannot be reliably measured
17	Increase of visitor numbers to the Shire	Remove Strategic Indicator as currently it cannot be reliably measured
18	-	New Priority Action: Commence consultation and community engagement for a potential multi-purpose facility in Kerang
20	Number of planning applications referred to the North Central Catchment Management Authority which reference the Victorian Floodplain Management Strategy	Remove Strategic Indicator as planning applications do not reference the Victorian Floodplain Management Strategy
24	Increase in young people between 20 – 49 years of age living in the community	Reword to: Increase in population with a focus on attracting young people between 20 – 49 years of age
26	-	New Priority Action: Advocate for increase in Grants Commission/Financial Assistance Grants

9 INFORMATION REPORTS

Nil

10 URGENT ITEMS

11 NOTICES OF MOTION**11.1 NOTICE OF MOTION - 68****Author:** Tom O'Reilly, CEO**Attachments:** Nil

In accordance with section 70 of Council's Meeting Procedure, I, Councillor Mark Arians, hereby give notice that it is my intention to move the following motion at the Ordinary Meeting of Council to be held on 17 April 2019:

MOTION**That Council reinstate a public holiday for Kerang Show day.**

SUBJECT

At the Ordinary Council meeting on 21 December 2016, Council resolved as follows:

Moved: Cr Lorraine Learmonth

Seconded: Cr Mark Arians

That Council;

1. Recommend to the Minister for Local Government that Melbourne Cup Day be declared as a public holiday for the whole of the Gannawarra Shire municipality from 2017 to 2021.
2. The Economic Development Team will work proactively with the Kerang Agricultural Society Show Committee, to ensure its rich history dating back to 1883 is retained and kept viable in meeting the needs of future generations.

12 DELEGATES REPORTS

12.1 DELEGATES REPORT - 20 MARCH, 2019 TO 16 APRIL, 2019

Author: Mel Scott, Executive Assistant - Chief Executive Office

Authoriser: Tom O'Reilly, CEO

Attachments: Nil

EXECUTIVE SUMMARY

Delegate Reports from 20 March, 2018 to 16 April, 2019

Cr Lorraine Learmonth

21 March	Council Listening Post – Koondrook
22 March	Central Victoria Ag Diversity Conference – Bendigo Newcomers BBQ – Cohuna
25 March	Opening Leitchville Men's Shed extension – Leitchville Meet and greet Cecilia Moar, Independent Candidate for Mallee – Kerang Section 86 Hall Committee Meeting – Murrabit
27 March	Council Listening Post – Murrabit
28 March	Murray River Group of Councils Meeting with Minister D'Ambrosio – Eaglehawk
29 March	Calder Highway Improvement Committee Meeting – Wedderburn
30 March	Gay Charmers 60 th Celebration – Lake Charm
1 April	Campaspe Cohuna LLEN Annual Meeting – Echuca
3 April	Leitchville Progress Association Meeting – Leitchville
4 April	Elders Meeting – Kerang
5 April	Lower Murray Waste Resource Recovery Group Meeting – Bendigo
6 April	Kerang Park Run Establishment Meeting – Kerang
9 April	Meeting with Minister Adem Somyurek, Minister for Local Government – Kerang
10 April	Murrabit Advancement Association Meeting – Murrabit
11 April	Meeting with Minister Neville's Advisors – Melbourne
12 April	Loddon Campaspe Councils Meeting – Kyneton
14 April	Show and Shine – Kerang
15 April	Cohuna Progress Association Meeting – Cohuna
16 April	Gannawarra Resilience Committee Meeting – Kerang

Cr Sonia Wright

25 March	Opening Leitchville Men's Shed extension – Leitchville
26 March	Audit Committee Meeting – Kerang
4 April	Drought Communities Program Meeting – Cohuna
15 April	Cohuna Progress Association Meeting – Cohuna

Cr Charlie Gillingham

- 25 March Meet and greet Cecilia Moar, Independent Candidate for Mallee – Kerang
- 26 March Audit Committee Meeting – Kerang
Kerang Lakes Community Development Meeting – Lake Charm

Cr Steve Tasker

- 21 March Council Listening Post – Koondrook
- 27 March Council Listening Post – Murrabit
- 9 April Koondrook Development Committee Meeting – Koondrook
- 10 April Murrabit Advancement Association Meeting – Murrabit

Cr Brian Gibson

- 4 April Gannawarra Shire Municipal Emergency Management Planning Committee Meeting – Kerang
- 16 April Gannawarra resilience Committee Meeting – Kerang

Cr Mark Arians

- 27 March Kerang Progress Association Meeting – Kerang
- 2 April Kerang Show & Shire Committee Meeting – Kerang
- 9 April Kerang Ag Society Meeting – Kerang

This table represents attendances at Council meetings and briefings:

Function Attended	Councillor (✓)						
	Gibson	Arians	Basile	Gillingham	Learmonth	Tasker	Wright
Ordinary Council Meeting (20 March)	✓	✓	✓	✓	✓	✓	A
Council Briefing and Strategic Briefing (8 April)	✓	X	A	✓	✓	✓	✓

A = Apology
X = Absent

13 CONFIDENTIAL ITEMS

Nil