



GANNAWARRA

Shire Council

Wednesday, 19 April 2023

10:00am

Senior Citizens Centre

Kerang

AGENDA

Council Meeting

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	Nil	

Geoff Rollinson
CHIEF EXECUTIVE OFFICER

1 WELCOME TO COUNTRY

Playing of the Welcome to Country video clip.

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

Meeting - 15 March 2023

5 DECLARATION OF CONFLICT OF INTEREST

General conflict of interest

Unless exempt under section 129 of the *Local Government Act 2020* (the Act) or regulation 7 of the Local Government (Governance and Integrity) Regulations 2020, a Councillor or member of Council staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests (as defined in section 127(2) of the Act) could result in that person acting in a manner that is contrary to their public duty.

Material conflict of interest

Unless exempt under section 129 of the *Local Government Act 2020* or regulation 7 of the Local Government (Governance and Integrity) Regulations 2020, a Councillor or member of Council staff has a material conflict of interest in respect of a matter if an affected person (as defined in section 128(3) of the Act) would gain a benefit or suffer a loss depending on the outcome of the matter.

Disclosure of a conflict of interest

A Councillor who has a conflict of interest and is attending a meeting of the Council must make a full disclosure of that interest by either advising:

- a) the Council at the meeting immediately before the matter is considered at the meeting; or
- b) the Chief Executive Officer in writing before the meeting –

whether the interest is a general conflict of interest or a material conflict of interest; and the nature of the interest.

Note: If a Councillor advises the Chief Executive Officer of the details under b) above, the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

In accordance with section 130 of the Act, a councillor who has disclosed a conflict of interest in respect of a matter must exclude themselves from the decision making process in relation to the matter, including any discussion or vote on the matter at any Council meeting, and any action in relation to the matter.

Failure to comply with section 130 of the Act may result in a penalty of 120 penalty units

6 BRIEFING SESSIONS

6.1 RECORDS OF COUNCILLOR BRIEFINGS - 8 MARCH TO 4 APRIL 2023

Author: Mel Mathers, Executive Assistant - Chief Executive Office

Authoriser: Geoff Rollinson, Chief Executive Officer

Attachments: 1 Record of Councillor Briefing - 3 April 2023

RECOMMENDATION

That Council note the records of Councillor Briefings 8 March to 4 April 2023.

EXECUTIVE SUMMARY

This report presents to Council written records of Councillor Briefings in accordance with Clause 31 of the Gannawarra Shire Council Governance Rules.

DECLARATIONS OF CONFLICT OF INTEREST

The Officer preparing this report declares that they have no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2021-2025: Be a creative employer of choice through our adherence to good governance and our inclusive culture.

BACKGROUND INFORMATION

In accordance with Clause 31 of the Gannawarra Shire Council Governance Rules, a written record of a meeting held under the auspices of Council is, as soon as practicable, reported at a meeting of the Council and incorporated in the minutes of that Council meeting.

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 meeting.

CONSULTATION

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

CONCLUSION

To ensure compliance with Clause 31 of the Gannawarra Shire Council Governance Rules, it is recommended that Council note the Councillor Briefing records as attached to this report.

RECORD OF A COUNCILLOR BRIEFING



Type of Meeting	Councillor Briefing	
Date:	Monday, 3 April 2023	
Time:	9:00am – 1:40pm	
Location:	Kerang Senior Citizens Centre	
In Attendance: (Councillors)	Cr Charlie Gillingham Cr Jane Ogden Cr Kelvin Burt Cr Ross Stanton Cr Keith Smith Cr Garner Smith	
Apologies:	Cr Travis Collier	
In Attendance: (Officers)	Geoff Rollinson, Phil Higgins, Wade Williams, Paul Fernee, Mel Mathers, Alissa Harrower, Shanna Johnny, Kellie Burmeister, Leigh Hollingworth	
In Attendance: (Other)	Matt Allan – Youth Health Promotion Worker, Northern District Community Health	
Matters Discussed:	Draft April Council Agenda: 7.1 Proposed Budget 2023/2024 7.2 Domestic Animal Management Plan – Annual Review 7.3 Delegation Update – Council to Members of Council Staff Councillor Briefing Updates: <ul style="list-style-type: none">• NDCH Summerwave Committee• Legal Fees• Future Listing Report• Sustainable Recreational Water for Quambatook• 2022/2023 Capital Works Program Update Councillor Issues	
Conflict of Interest Disclosures		
Matter No.	Councillor/Officer making disclosure	Councillor/Officer left meeting Yes/No
Nil		
Completed By:	Geoff Rollinson – Chief Executive Officer 	

7 BUSINESS REPORTS FOR DECISION

7.1 PROPOSED BUDGET 2023/2024

Author: Shana Johnny, Chief Financial Officer

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Proposed Budget 2023/2024

RECOMMENDATION

That Council:

- 1. Accept the Proposed Budget 2023/2024 as presented and attached to this report, prepared by Council for the purposes of the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.**
- 2. Authorise the Chief Executive Officer or delegate, to implement the Communication Plan for the Proposed Budget 2023/2024.**
- 3. Agree that subject to changes to the Proposed Budget 2023/2024 after the implementation of the Communication Plan, the Proposed Budget 2023/2024 will be presented for adoption as Council's Budget 2023/2024, in accordance with Sections 94 and 96 of the *Local Government Act 2020*, at the Council Meeting to be held on Wednesday 28 June, 2023.**

EXECUTIVE SUMMARY

The Budget has been prepared in accordance with the requirements of the *Local Government Act 2020*. 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 2023/2024 financial year is 3.50% in line with the order by the Minister for Local Government under the Fair Go Rates System.

Continued capital investment in assets (\$38.441m) comprising new works (\$4.552m) renewal works (\$18.182m) and upgrade works (\$15.707m) as features in the budget.

The Budget also achieves a Comprehensive Income result of (\$31,327m) surplus.

PURPOSE

The purpose of the report is to ensure that the Council remains financially sustainable by projecting the proposed works and services and capital works to be provided to the community in the next four years. This is balanced against raising income that is affordable to our community for the delivery of services being provided.

ATTACHMENTS

Proposed Budget 2023/2024

DISCUSSION

The Budget has been prepared in accordance with the requirements of the *Local Government Act 2020*. 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 2023/2024 financial year is 3.50% in line with the order by the Minister for Local Government under the Fair Go Rates System.

Continued capital investment in assets (\$38.441m) comprising new works (\$4.552m) renewal works (\$18.182m) and upgrade works (\$15.707m) as features in the budget. Capital investment includes \$25m of grant funded flood restoration works.

This includes roads (\$31.253m), parks, open spaces and street scapes (\$2.030m), waste management (\$650,000), other infrastructure (\$428,000), drainage (\$274,000) recreational, leisure and community facilities (\$155,000) and footpath and cycleways (\$130,000).

The budget also achieves a Comprehensive Income result of (\$31,327m) surplus.

BUDGET PRINCIPLES

The guiding parameters established in the Financial Plan adopted by Council in October 2021 and an assessment of the draft Budget against these parameters is detailed below.

Parameter	Indicator	Proposed Budget 2023/2024
Balance the Budget	Surplus Cash Flow	\$1.757m deficit cash flow. This is due to the use of \$0.9m of cash for land developments and an expected increase in debtors \$1.572m. The debtors increase is due in part to the increased level of grant funding.
	Surplus Underlying Result	\$190,000 deficit. The impact of the increase in depreciation from the infrastructure revaluations in 2021/22 has affected the underlying result.
Maintain our Assets	Asset Renewal 100%	Ratio is 469.70% and is forecast above 100% for the four year forecast of the proposed budget. This ratio is higher than normal in 2023/24 and 2024/25 due to grant funded flood restoration works of \$25m and \$10m respectively.
Indebtness	Low level of debt	No new borrowings in 2022/2023 with existing loans to pay out in 2024/2025.
Liquidity	Cash levels maintained	\$1.757m deficit cash flow as detailed above.

CAPITAL WORKS

The total capital works program for the 2023/2024 year is proposed to be \$38.441 million of which \$5,841 million relates to projects which will be carried forward from the 2022/2023 year.

Of the \$38.441 million of capital funding required, \$5.645 million is Council funded, \$31.517 million from external capital grants and contributions and \$1.279 from Roads to Recovery operating grant to be received during 2023/2024.

Section 4.5 of the Budget document provides a complete listing of the capital works program.

The Budget includes the following significant Capital items (> \$50K):

Capital Works	\$(‘000)
Roadworks – flood funded	25,000
Sustainable Recreational Water for Quambatook - Grant dependent	1,945
Kerang CBD Development Stage 3	1,784
Living Library Projects - The Glasshouse	1,413
Kerang CBD Stage 4 - Wellington Street	1,318
Gravel Re-sheeting Program	1,133
Sealed Roads Rehabilitation Program	1,012
Bitumen Roads Reseal Program	1,006
Industrial Estate Expansions Tate Drive – Kerang	900
Cell 3 capping - Gannawarra Central Landfill	650
Heavy Plant Replacement	420
Light Plant Replacement	387
Stormwater Network and Town Pump renewal	274
Kerb Replacement	174
ICT Capital Renewals	161
Strategic Project Development and Planning	150
Swimming Pool Renewal Program	135
Footpath Replacement	130
Library Resources	120
Buildings Renewal	110
Koondrook Levee Design and Construction	104

VALUATIONS

Revaluations of all properties occur annually and the revaluation as at 1 January 2023 will apply for the 2023/2024 rating year. Council has valuation data for 2022/2023 from the Valuer General's office and the calculation of rates in the Proposed Budget is based on these valuation figures in the rate book. A further update will be provided prior to the adoption of the Budget.

RATE CAPPING

Under the Victorian Government's Fair Go Rates System, total rate revenue increase that can be raised is capped at 3.50% 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. The kerbside garbage and recycling collection charge is to increase by 20% on average. The green waste collection charge is to increase by 56% on average. This increase is due to diversion of waste from Council owned landfill to Patho landfill (privately owned), indexation on annual waste contract and cost of green waste mulching.

RATING STRATEGY

Council adopted its Revenue and Rating Plan in June 2021. The Revenue and Rating Plan emphasises the principle of equity within the existing differential rating 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 *Local Government Act 1989*.

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.

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 3.50% in line with the Fair Go Rates System.

The proposed rate in the dollar for all properties based on the rate book data in January 2023 is as below.

Rate Category	Cents/\$CIV	Municipal Charge	Average Rate Increase	Differential
Residential	0.005178	\$100	3.77%	100.00%
Commercial/Industrial	0.005707	\$100	3.70%	110.21%
Farm Irrigation District	0.004281	\$100	3.62%	82.67%
Farm Dryland	0.002582	\$100	3.56%	49.86%
Cultural Recreational	0.002589	\$100	3.77%	50.00%

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 2023/2024 are set as follows:

Bin Type	Charges		
	2022/23	2023/24	% Increase
120 Litre Bin	\$383	\$460	20.10%
240 Litre Bin	\$550	\$660	20.00%
Green Waste Bin	\$61	\$95	55.74%

RELEVANT LAW

Sec 94 of the *Local Government Act 2020* requires Council to prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year.

RELATED COUNCIL DECISIONS

Not applicable

OPTIONS

The Proposed Budget 2023/2024 has been prepared in line with the ministerial rate cap of 3.50%. Council has the option to consider other rating options. The Council has the option to alter components of the draft budget. Council will also get to receive comments from the community following the community consultation phase.

SUSTAINABILITY IMPLICATIONS

Sec 9 of the *Local Government Act 2020* requires that ongoing financial viability is ensured by Council. The key risks are financial and compliance risks. Sec 101 requires financial risks to be monitored and managed prudently having regard to the economic circumstances.

The proposed budget under section 2 “Services and service performance indicators” identifies services that align to the “Sustainability Implications” and provides a description of the service, financial implications and sets performance indicators for the services.

COMMUNITY ENGAGEMENT

The Communications Plan for the Council’s Proposed Budget 2023/2024 will follow the methodologies in the Community Engagement Policy. The timeline for community engagement with the draft budget is detailed below.

Date	Issue	Comment
19 April 2023	Council adopts Draft Budget at April meeting	
26 April 2023	Online feedback open	One of many methods of community consultation, see below for the others.
26 May 2023	Online feedback close	Allows for the collation of feedback to be presented to Council
12 June 2023	Council Briefing Session	Extra briefing to review feedback on the budget
28 June 2023	Council adopts the budget	Extra meeting to consider the budget.

The community consultation methods for the Proposed Budget 2023/2024 include:

- Distribution of Media Releases;
- Promotion in fortnightly editions of the Gannawarra News;
- Promotion in ACE Radio Mayoral fortnightly radio interview;
- Promotion in Gannawarra Connect;
- Promotion via social media;
- Distribution of information packs to community organisations throughout the Gannawarra; and
- Meet with Progress Associations / Development Committees.

INNOVATION AND CONTINUOUS IMPROVEMENT

There have been some changes to the Local Government Performance Reporting Framework, that the proposed budget will need to align with.

COLLABORATION

The Proposed Budget 2023/2024 was prepared in consultation with Councillors, Executive Leadership and Management Teams, Budget Responsibility Managers and relevant Council Officers. The Proposed Budget will be considered by the Audit and Risk Committee on 9 May 2023.

FINANCIAL VIABILITY

The Proposed Budget has been prepared in line with ensuring ongoing financial viability in the current environment.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The Proposed Budget is compliant with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

COUNCIL PLANS AND POLICIES

The Proposed Budget 2023/2024 will resource the implementation of the Gannawarra Shire Council Plan 2021-2025. The Proposed 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.

TRANSPARENCY OF COUNCIL DECISIONS

This report was considered in an open Council Meeting.

CONFLICT OF INTEREST

The Officer preparing this report declares that they have no conflict of interest, in regards to this matter.

**Gannawarra Shire Council
Draft Budget 2023/2024**

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Mayor's Introduction

Together with my fellow Councillors, I am delighted to present to our community and stakeholders the Proposed Budget 2023/24.

This budget builds on our Council Plan 2021-2025 vision which focuses on the following three key areas:

- * Liveability
- * Growth
- * Sustainability

The Proposed Budget 2023/24 details the resources required over the next year to fund the large range of services we provide to our community. It also includes details of capital expenditure allocations to improve and renew our shire's built infrastructure, buildings and operational assets as well as a range of operating projects.

Part of the Infrastructure assets were affected by the Oct/Nov 2022 floods and restoration works of \$25 million and \$10 million in 2023/24 and 2024/25 respectively have been programmed in this budget. These flood restoration projects are fully funded from grants from the Federal and State Governments. Some major projects programmed for completion in 2022/23 have also been delayed as a result of the floods and carried forward into 2023/24.

The Proposed Budget will deliver on the Council Plan - Growing Gannawarra - which aims to build on Gannawarra's strength as a region renowned for its diverse agriculture sector, its renewable energy opportunities and the potential for the area to become Victoria's nature based tourism destination. Growing Gannawarra aims to build on these objectives and focus on our efforts to enhance the health and wellbeing, connectivity and productivity of our community. This incorporated into our sound financial framework allows Council to provide the range of services it provides. A key component of the Proposed Budget is a focus on Council's core assets and ensuring that Council maintains its existing infrastructure. How this is being achieved is that the funding for our core assets like roads, buildings, footpaths, kerb and gutter and drainage have been bolstered to ensure that these assets will be renewed.

In this budget the total Capital Works program will be \$38.441m of which \$32.795m will come from external funding and \$5.645m from Council's cash reserves. Major items included in the 2023/24 Budget include:

Flood funding works	\$ 25,000,000
Sustainable Recreational Water for Quambatook - Grant dependent	\$ 1,945,386
Kerang CBD Development Stage 3	\$ 1,784,081
Living Library Projects - The Glasshouse	\$ 1,413,294
Kerang CBD Stage 4 - Wellington Street	\$ 1,317,955
Gravel Re-sheeting Program	\$ 1,133,000
Sealed Roads Rehabilitation Program	\$ 1,012,000
Bitumen Roads Reseal Program	\$ 1,006,000
Industrial Estate Expansions Tate Drive – Kerang	\$ 900,000
Cell 3 capping - Gannawarra Central Landfill	\$ 650,000
Heavy Plant Replacement	\$ 420,000
Light Plant Replacement	\$ 387,000
Stormwater Network and Town Pump renewal	\$ 274,000
Kerb Replacement	\$ 174,000
ICT Capital Renewals	\$ 160,600
Strategic Project Development and Planning	\$ 150,000
Swimming Pool Renewal Program	\$ 135,000
Annual Footpath Replacement	\$ 130,000
Library Resources	\$ 120,000
Buildings Renewal	\$ 110,000
Koondrook Levee Design and Construction	\$ 103,702
Automating Irrigation Systems	\$ 55,000
Tree Planting Program - Cool It Program	\$ 30,000
Town/Boundary Entrances and Signage	\$ 20,000
Kerang Drainage Land Acquisition - MV Highway	\$ 10,000

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

I encourage you to read the remainder of this document, together with the Council Plan 2021-2025.

Cr Charles Gillingham
MAYOR

Chief Executive Officer's Introduction

Council has prepared a Proposed Budget for 2023/24 which is aligned to the vision in the Council Plan 2021-2025 and incorporates various measures to react to the challenging economic conditions. 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 also includes flood restoration works of \$25 million and \$10 million in 2023/24 and 2024/25 respectively. These flood restoration projects are fully funded from grants from the Federal and State Governments.

This Proposed Budget projects a surplus of \$31.327m for 2023/24. Ongoing delivery of services to the Gannawarra community is funded by a budget of \$66.694m. Total income/revenue includes \$32.795m of capital grants earmarked for capital works. These services are summarised in Section 2.

Capital investment in assets (\$38.441m) are a feature in the budget. This is comprised of new works (\$4.552m) renewal works (\$18.182m) and upgrade works (\$15.707m). Capital works includes \$25m of grant funded flood restoration works.

This includes roads (\$31.253m); Waste Management (\$.65m) and parks, open spaces and street scapes (\$2.030m). 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

The average rate will rise by 3.5% in line with the order by the Minister for Local Government in December 2022 under the Fair Go Rates System.

The kerbside garbage & recycling collection charge is to increase by 20% on average. The green waste collection charge is to increase by 56% on average. This increase is due to diversion of waste from Council owned landfill to Patho landfill (privately owned), indexation on annual waste contract and cost of green waste mulching. Refer Section 4.1.1 for further Rates & Charges details.

Key Statistics

	2023/24	2022/23
Total Revenue (in 000's)	66,694	37,783
Total Expenditure (in 000's)	35,367	37,048
Accounting result - Surplus	31,327	735

Cash and investment and other financial asset balance are forecast to be \$12.618m at the end of 2023/24.

	2023/24	2022/23
Total Capital Works Program (in 000's)	38,441	8,047
Funding Sources -		
Grants	31,517	2,788
Roads to Recovery grant (operating)	1,279	1,318
Contribution		34
Rates funded	5,645	3,907

Council is reliant on external grant funding for the planned capital works programs.

Geoff Rollinson
CHIEF EXECUTIVE OFFICER

Economic Assumptions

Assumption	Budget	Projections			Trend
	2023/24	2024/25	2025/26	2026/27	+/-
Rate Cap Increase	3.50%	3.0%	3.0%	2.5%	+
User Fees & Grants	3.50%	3.0%	3.0%	2.5%	+
Federal Assistance Grants and other Recurrent Grants	3.50%	3.0%	3.0%	2.5%	+
Employee Costs	3.0%	3.0%	3.0%	3.0%	+
Contractors, Consultants and Materials	4.0%	3.5%	3.0%	2.5%	+

Notes to Assumptions

1. Rate Cap

The Victorian State Government continues with a cap on rate increases. The cap for 2023/24 has been set at 3.5%. The rate cap for outlying years is set at a conservative rate of 2.5% - 3.0%.

2. User Fees & Grants

Council's user fees are reviewed on an annual basis and is weighed to balance affordability, encourage usage, cost recovery and raise sufficient revenue in line with prudent financial management practices.

3. Federal Assistance Grants and other Recurrent Grants

Council has budgeted Federal Assistance Grants and other Recurrent Grants to be indexed in line with the rate cap increase percentage.

4. Employee costs

Salary increases as per the current Enterprise Bargaining Agreement (EBA) is 2.5% in 2023/24 and 2024/25 to 1 March 2025.

Superannuation guarantee as legislated will increase from 9.5% to 12% in 0.5% point increments from 2021 through to 2025 (2022/23 = 10.5%, 2023/24 = 11%, 2024/25 = 11.5%, 2025/26 = 12%).

5. Contractors, Consultants and Materials

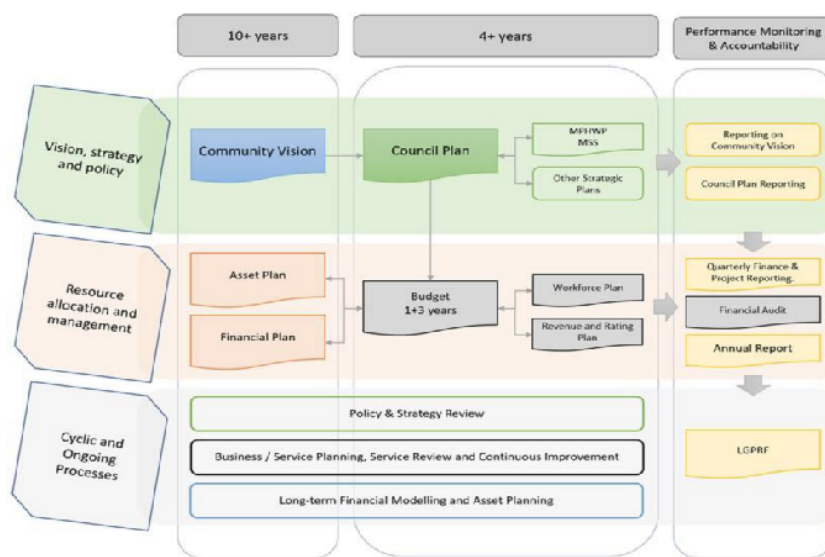
Operating and capital expenditure on contractors, consultants and materials is expected to increase in line with CPI.

1. Link to the Integrated Planning and Reporting Framework

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

1.1 Legislative planning and accountability framework

The Budget 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 diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated planning and reporting 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.

Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our Vision

Our community will be proud, connected and inclusive as we actively seek opportunities that enhance lifestyle and liveability. We will recognise and appreciate the value of the natural environment and how it connects our communities. We will strive to be resilient to a changing environment through innovation and collaboration. The Gannawarra will grow through encouraging economic diversity, creating unique tourism destinations, and embracing our cultural and natural assets.

Our Strategy Statement

The Gannawarra will be renowned as an Australian destination and home of choice for its liveability and unique opportunities in innovative agriculture, renewable energy and nature-based tourism. We focus on inclusive services and assets that enhance the health and wellbeing, cultural heritage, connectivity and productivity of our communities.

Our values

Our values are trust, respect, innovation and collaboration.

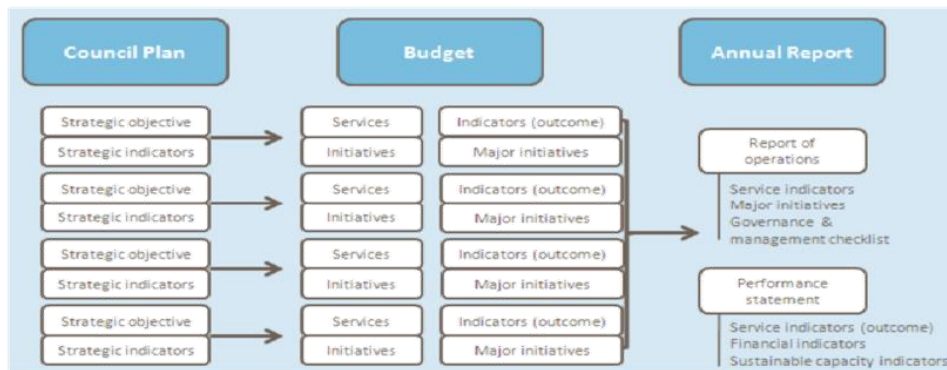
1.3 Strategic objectives

Council delivers activities and initiatives under a range of service categories. Each contributes to the achievement of one of the three Strategic Objectives as set out in the Council Plan 2021-2025. The following table lists the three Strategic Objectives as described in the Council Plan 2021-2025.

Strategic Objective	Description
1. Liveability	Enhance the wellbeing and liveability of the Gannawarra through creative infrastructure and services.
2. Growth	Grow the Gannawarra through a diverse and broad economy.
3. Sustainability	Achieve long-term financial and environmental sustainability.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2023/24 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, other 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 Jobs, Precincts and Regions

2.1 Strategic Objective 1: Liveability

To achieve our objective of Liveability, the following are our strategic priorities:

1. Improve the health, safety and wellbeing of our community through partnerships, services and programs.
2. Build unique transformational infrastructure that enhances liveability and passive and active recreation.
3. Construct a regional community wellbeing centre.
4. Respond to key community needs through innovative, commercially focused services including aged care and early childhood services.

Services

Service area	Description of services provided		2021/22 Actual \$'000	2022/23 Forecast \$'000	2023/24 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.	Expense	640	527	437
		Income	237	132	-
		NET	404	395	437
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.	Expense	97	132	123
		Income	5	23	19
		NET	92	109	104
Transport Connections	This service includes responsibility for the maintenance of the weighbridge, aerodrome and train station.	Expense	57	77	69
		Income	18	21	18
		NET	39	56	51

Services (continued)

Service area	Description of services provided		2021/22 Actual \$'000	2022/23 Forecast \$'000	2023/24 Budget \$'000
Bridges	This service conducts ongoing maintenance of Council's bridge network.	<i>Expense</i>	102	74	80
		<i>Income</i>	-	-	-
		<i>NET</i>	102	74	80
Community Facilities	This service is responsible for the maintenance and management of Council's building and properties including public halls and community amenities.	<i>Expense</i>	815	1,100	1,032
		<i>Income</i>	167	621	622
		<i>NET</i>	648	479	410
Drainage	This service conducts ongoing maintenance of Council's drainage network.	<i>Expense</i>	148	141	164
		<i>Income</i>	-	-	-
		<i>NET</i>	148	141	164
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>Expense</i>	24	31	18
		<i>Income</i>	-	-	-
		<i>NET</i>	24	31	18
Footpath, Kerb and Channel	This service conducts ongoing maintenance of Council's footpath, kerb and channel network.	<i>Expense</i>	143	186	168
		<i>Income</i>	-	-	-
		<i>NET</i>	143	186	168
Pest Control	Council is responsible for undertaking an arbovirus eradication program each year.	<i>Expense</i>	43	26	43
		<i>Income</i>	31	13	44
		<i>NET</i>	12	13	1
Roads	This service conducts ongoing maintenance of Council's vast road network.	<i>Expense</i>	2,645	2,843	2,829
		<i>Income</i>	1,943	1,805	1,619
		<i>NET</i>	702	1,038	1,210
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>Expense</i>	438	432	437
		<i>Income</i>	130	131	128
		<i>NET</i>	308	301	309
Flood response & emergency Works	Council's response to the Oct/Nov 2022 floods. Council received \$1.5m in 2022/23 as part of the State Government's efforts to support flood affected councils through its Council Flood Support Fund.	<i>Expense</i>	-	1,575	-
		<i>Income</i>	-	1,500	-
		<i>NET</i>	-	75	-
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>Expense</i>	35	33	46
		<i>Income</i>	46	42	46
		<i>NET</i>	(11)	(9)	(0)
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>Expense</i>	3,483	3,900	3,786
		<i>Income</i>	3,167	4,048	3,874
		<i>NET</i>	316	(148)	(88)

Services (continued)

Service area	Description of services provided		2021/22 Actual \$'000	2022/23 Forecast \$'000	2023/24 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>Expense</i>	5,726	5,619	5,572
		<i>Income</i>	5,414	5,645	5,502
		<i>NET</i>	312	26	70
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>Expense</i>	636	708	705
		<i>Income</i>	99	132	128
		<i>NET</i>	538	576	577
Recreation Reserves	This service provides maintenance and support of municipal recreation facilities including recreational reserves and parks and gardens.	<i>Expense</i>	1,308	1,537	1,181
		<i>Income</i>	64	303	34
		<i>NET</i>	1,244	1,235	1,147
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>Expense</i>	631	663	665
		<i>Income</i>	151	153	167
		<i>NET</i>	479	511	498

Major Initiatives

Further development of the walking trail design between Kerang and Koondrook linking to the Murray River Adventure Trail.

Completion of the Quambatook Weir Pool & walking track for the Quambatook community.

Continuation of the Kerang CBD upgrade in Victoria Street for further enhancement and accessibility for the community.

Further development of concept and design for the Glasshouse at Sir John Gorton Library.

Development of conceptual designs for Kerang and Cohuna Aquatic facilities

Partnering with neighbouring councils for Asset Management and GIS software program.

Adopt and implement the Gannawarra Reconciliation Action Plan.

Continue community recovery initiatives after the Oct-Nov 2022 floods.

Other Initiatives

Adoption of the Asset Management Plan and Asset Management Strategy.

Continue to advocate for the delivery of VNI West to accelerate development in wind, solar and battery power providing new jobs and services and further diversification of the local economy.

Develop municipal wide community plans.

2.2 Strategic Objective 2: Growth

To achieve our objective of Growth the following are our strategic priorities:

1. Facilitate infrastructure, programs and policies that support economic development and productivity, whilst considering our natural environment.
2. Facilitate the implementation of new energy infrastructure and energy projects.
3. Advocate for improvements in digital connectivity and services.
4. Support the creation of destinations in the Gannawarra to attract visitors to our region.
5. Continue to support existing agriculture and facilitate diversification to improve regional productivity through sustainable planning.
6. Support growth through land rezoning for future rural residential development opportunities.

Services

Service area	Description of services provided		2021/22 Actual \$'000	2022/23 Forecast \$'000	2023/24 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>Expense</i>	563	1,598	344
		<i>Income</i>	523	1,548	-
		<i>NET</i>	40	50	344
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>Expense</i>	595	651	683
		<i>Income</i>	392	416	367
		<i>NET</i>	203	235	316
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>Expense</i>	400	398	396
		<i>Income</i>	156	148	157
		<i>NET</i>	245	250	239

Major Initiatives

Implement the outcomes of the Waterway Masterplans across the Shire.

Identifying new land development sites across the municipality for residential and industrial use as per the Strategic Growth Plan.

Renew Council's Domestic Wastewater Management Plan

Infrastructure developments to improve liveability aimed at relocation and building population to fill the range of new jobs coming online through mineral sands, energy projects and industrial growth.

Facilitate the further development of solar and wind farms aimed at generating jobs growth and revenue for Council through Payment in Lieu of Rates (PILOR).

Purchase of new land for ongoing future development of industrial land for the next 20 years in Kerang. Tate Drive Industrial Estate lots in Kerang are selling fast and Council is seeking to develop the next stage to stay ahead of demand. Increasing the capacity will ensure that new business development is captured and the benefits to the local economy are maximised.

Develop new agricultural projects such as poultry and medicinal cannabis aimed at diversifying the local economy and creating jobs.

Review the Gannawarra Planning Scheme.

2.3 Strategic Objective 3: Sustainability

To achieve our objective of Sustainability, the following are our strategic priorities:

1. Generate additional revenue through new energy infrastructure and commercially viable services.
2. Carefully monitor expenditure to ensure value for money and monitor our long term financial plan to maintain financial sustainability.
3. Be a creative employer of choice through our adherence to good governance and our inclusive culture.
4. Support community resilience through climate adaptation, clean energy, environmental sustainability and waste management programs.

Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Environment Protection	This service includes programs for the eradication of noxious weeds, tree maintenance and planting.	<i>Expense</i>	186	216	212
		<i>Income</i>	68	70	70
		<i>NET</i>	118	146	142
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>Expense</i>	2,033	2,167	2,577
		<i>Income</i>	200	115	70
		<i>NET</i>	1,833	2,053	2,508
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>Expense</i>	128	210	183
		<i>Income</i>	6	-	-
		<i>NET</i>	122	210	183
Executive	This service provides organisational policy and leadership support in the areas of advocacy, continuous improvement, corporate planning, performance measurement, delivery and reporting.	<i>Expense</i>	1,365	1,325	1,399
		<i>Income</i>	-	-	-
		<i>NET</i>	1,365	1,325	1,399
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>Expense</i>	3,448	3,878	3,778
		<i>Income</i>	447	347	328
		<i>NET</i>	3,000	3,531	3,450
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>Expense</i>	791	867	933
		<i>Income</i>	-	-	-
		<i>NET</i>	791	867	933

Major Initiatives

Review of Waste Management Strategy for the Shire.

Further investigation of Micro Grids at Kerang Transfer Station and Aerodrome to provide alternate energy options for local residents and generate revenue for Council.

Review alternative options for current fleet i.e. hybrid, electronic vehicles.

Adoption of the Asset Management Plan and Asset Management Strategy.

Other Initiatives

Development of a Workforce plan for Children's Services.

Recoup funding opportunities through Natural Disaster funding arrangements.

Review and implement changes with Gender Equality Action Plan, Psychological Health and Fair Work Act changes.

Adopt Council's Climate Change Adaptation Plan.

Service Performance Outcome Indicators*

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

Service	Indicator	Performance	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Service standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Waste Management	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
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population

Service Performance Outcome Indicators (continued)

Service	Indicator	Performance	Computation
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] 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 financial year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation	Participation in the 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 financial year) / Number of aboriginal children enrolled in the MCH service] x100

2.6 Reconciliation with budgeted operating result

Strategic Objective	Surplus/ (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
Liveability	5,153	17,355	(12,202)
Growth	899	1,423	(524)
Sustainability	8,615	9,081	(467)
Total	14,667	27,859	(13,192)
Expenses added in:			
Depreciation	7,215		
Finance costs	8		
Others	352		
Surplus/(Deficit) before funding sources	22,242		
Funding			
Rates and charges revenue	12,746		
Waste charge revenue	2,665		
Victoria Grants Commission	6,641		
Total funding sources	22,052		
Operating surplus/(deficit) for the year	(190)		
Capital funding	31,517		
Capital Contributions	-		
Total Comprehensive Result	31,327		

* refer to table for information on the calculation of Service Performance Outcome Indicators

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2023/24 has been supplemented with projections to 2026/27, extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources

3.1 Comprehensive Income Statement

For the four years ending 30 June 2027

		Forecast Actual 2022/23	Budget 2023/24	2024/25	Projections 2025/26	2026/27
	Notes	\$'000	\$'000	\$'000	\$'000	\$'000
Income/Revenue						
Rates and charges	4.1.1	14,440	15,411	15,857	16,328	16,732
Statutory fees and fines	4.1.2	396	406	418	430	441
User fees	4.1.3	3,687	3,208	3,304	3,405	3,489
Grants - Operating	4.1.4	11,608	11,797	12,111	12,475	12,786
Grants - Capital	4.1.4	2,788	31,517	14,471	6,201	7,121
Contributions - monetary	4.1.5	59	45	-	-	640
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		432	144	144	148	152
Other income	4.1.6	4,373	4,166	4,384	4,517	4,631
Total income/revenue		37,783	66,694	50,689	43,504	45,992
Expenses						
Employee costs	4.1.7	17,983	18,406	19,060	19,714	20,305
Materials and services	4.1.8	11,610	9,386	9,609	9,848	10,043
Depreciation	4.1.9	7,107	7,215	7,222	7,229	7,237
Bad and doubtful debts- Allowance for impairment losses		-	-	-	-	-
Borrowing costs		14	8	2	-	53
Other expenses	4.1.10	334	352	623	428	438
Total expenses		37,048	35,367	36,516	37,219	38,075
Surplus/(deficit) for the year		735	31,327	14,173	6,285	7,917
Other comprehensive income						
Total comprehensive result		735	31,327	14,173	6,285	7,917

Note:

At the time of preparing this report, the impact of asset impairment as a result of the Oct/Nov 2022 floods is not known and has not been factored in. Asset impairment is a non-cash item but will affect the surplus, adjusted underlying result, balance sheet items and any associated financial indicators.

3.2 Balance Sheet

For the four years ending 30 June 2027

	Notes	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	2024/25 \$'000	Projections 2025/26 \$'000	2026/27 \$'000
Assets						
Current assets						
Cash and cash equivalents		11,872	10,115	11,418	12,298	13,333
Trade and other receivables		2,960	4,860	3,886	3,448	3,647
Other financial assets		2,503	2,503	2,503	2,503	2,503
Inventories		356	360	363	367	370
Other assets		299	299	299	299	299
Total current assets	4.2.1	17,990	18,136	18,470	18,914	20,153
Non-current assets						
Property, infrastructure, plant & equipment		247,263	278,421	292,333	298,240	307,309
Investment property		1,030	1,030	1,030	1,030	1,030
Total non-current assets	4.2.1	248,293	279,451	293,363	299,270	308,339
Total assets		266,283	297,587	311,833	318,184	328,492
Liabilities						
Current liabilities						
Trade and other payables		1,391	1,419	1,491	1,505	1,538
Trust funds and deposits		559	559	559	559	559
Provisions		3,707	3,744	3,782	3,819	3,858
Interest-bearing liabilities	4.2.3	102	53	-	-	199
Total current liabilities	4.2.2	5,759	5,775	5,832	5,884	6,154
Non-current liabilities						
Provisions		1,494	1,509	1,524	1,539	1,555
Interest-bearing liabilities	4.2.3	53	-	-	-	2,105
Total non-current liabilities	4.2.2	1,547	1,509	1,524	1,539	3,660
Total liabilities		7,306	7,284	7,356	7,423	9,813
Net assets		258,977	290,304	304,477	310,761	318,678
Equity						
Accumulated surplus		103,060	134,387	148,560	154,844	162,761
Reserves		155,917	155,917	155,917	155,917	155,917
Total equity		258,977	290,304	304,477	310,761	318,678

3.3 Statement of Changes in Equity

For the four years ending 30 June 2027

		Total	Accumulat ed Surplus	Revaluation Reserve	Other Reserves
	Notes	\$'000	\$'000	\$'000	\$'000
2022 Forecast Actual					
Balance at beginning of the financial year		258,242	102,325	-	155,917
Adjusted opening balance		258,242	102,325	-	155,917
Surplus/(deficit) for the year		735	735	-	-
Balance at end of the financial year		258,977	103,060	-	155,917
2023 Budget					
Balance at beginning of the financial year		258,977	103,060	-	155,917
Surplus/(deficit) for the year		31,327	31,327	-	-
Balance at end of the financial year	4.3.2	290,304	134,387	-	155,917
2024					
Balance at beginning of the financial year		290,304	134,387	-	155,917
Surplus/(deficit) for the year		14,173	14,173	-	-
Balance at end of the financial year		304,477	148,560	-	155,917
2025					
Balance at beginning of the financial year		304,477	148,560	-	155,917
Surplus/(deficit) for the year		6,285	6,285	-	-
Balance at end of the financial year		310,761	154,844	-	155,917
2026					
Balance at beginning of the financial year		310,761	154,844	-	155,917
Surplus/(deficit) for the year		7,917	7,917	-	-
Balance at end of the financial year		318,678	162,761	-	155,917

3.4 Statement of Cash Flows

For the four years ending 30 June 2027

	Notes	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	2024/25 \$'000	Projections 2025/26 \$'000	2026/27 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		14,569	14,672	15,591	16,061	16,468
Statutory fees and fines		396	434	459	472	484
User fees		4,056	3,428	3,625	3,736	3,830
Grants - operating		8,211	11,573	12,092	12,455	12,769
Grants - capital		591	30,919	15,400	6,654	7,071
Contributions - monetary		-	-	-	-	640
Interest received		177	120	124	128	131
Other receipts		4,672	4,601	4,886	5,035	5,169
Net GST refund / payment		1,228	3,603	2,424	1,494	1,607
Employee costs		(17,983)	(18,401)	(19,050)	(19,705)	(20,297)
Materials and services		(12,771)	(10,249)	(10,537)	(10,808)	(11,027)
Other payments		(365)	(386)	(601)	(436)	(421)
Net cash provided by/(used in) operating activities	4.4.1	2,781	40,314	24,413	15,087	16,423
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(9,046)	(42,194)	(23,288)	(14,448)	(17,885)
Proceeds from sale of property, infrastructure, plant and equipment		1,930	233	233	240	246
Proceeds for investments		3,206	-	-	-	-
Net cash provided by/ (used in) investing activities	4.4.2	(3,910)	(41,961)	(23,055)	(14,208)	(17,638)
Cash flows from financing activities						
Finance costs		(14)	(8)	(2)	-	(53)
Proceeds from borrowings		-	-	-	-	2,400
Repayment of borrowings		(95)	(102)	(53)	-	(96)
Net cash provided by/(used in) financing activities	4.4.3	(109)	(110)	(55)	-	2,251
Net increase/(decrease) in cash & cash equivalents		(1,238)	(1,757)	1,303	879	1,036
Cash and cash equivalents at the beginning of the financial year		13,110	11,872	10,115	11,418	12,298
Cash and cash equivalents at the end of the financial year		11,872	10,115	11,418	12,298	13,333

3.5 Statement of Capital Works

For the four years ending 30 June 2027

		Forecast Actual 2022/23	Budget 2023/24	Projections 2024/25	2025/26	2026/27
	Notes	\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land improvements		85	-	240	-	-
Total land		85	910	580	800	1,300
Buildings		487	1,413	1,500	-	6,400
Building improvements		160	110	110	545	545
Total buildings		647	1,523	1,610	545	6,945
Total property		732	2,433	2,190	1,345	8,245
Plant and equipment						
Plant, machinery and equipment		375	807	807	807	807
Fixtures, fittings and furniture		50	-	-	-	-
Computers and telecommunications		464	161	180	380	280
Library books		157	120	120	120	120
Total plant and equipment		1,046	1,088	1,107	1,307	1,207
Infrastructure						
Roads		3,612	31,253	14,706	3,261	3,327
Bridges		-	-	330	550	550
Footpaths and cycleways		691	130	132	148	154
Drainage		503	274	274	2,274	2,274
Recreational, leisure and community facilities		120	155	1,705	1,405	255
Waste management		-	650	-	-	-
Parks, open space and streetscapes		898	2,030	330	85	30
Other infrastructure		445	428	328	2,832	335
Total infrastructure		6,269	34,920	17,905	10,555	6,925
Total capital works expenditure	4.5.1	8,047	38,441	21,202	13,207	16,377
Represented by:						
New asset expenditure		380	4,552	2,320	5,480	6,140
Asset renewal expenditure		6,496	18,182	10,742	6,372	8,267
Asset expansion expenditure		365	-	-	-	-
Asset upgrade expenditure		806	15,707	8,140	1,355	1,970
Total capital works expenditure	4.5.1	8,047	38,441	21,202	13,207	16,377
Funding sources represented by:						
Grants (Including R2R)		4,106	32,796	15,789	7,519	8,439
Contributions		34	-	-	-	640
Council cash		3,907	5,645	5,413	5,688	7,298
Borrowings		-	-	-	-	-
Total capital works expenditure	4.5.1	8,047	38,441	21,202	13,207	16,377

3.6 Statement of Human Resources

For the four years ending 30 June 2027

	Forecast Actual	Budget	Projections		
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	17,983	18,406	19,060	19,714	20,305
Employee costs - capital	369	406	420	435	451
Total staff expenditure	18,352	18,812	19,480	20,149	20,755
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	194.08	194.51	194.51	194.51	194.51

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

Department	Budget	Comprises			
	2023/24	Permanent			Temporary
	\$'000	Full Time	Part time	Casual	Vacant or Seasonal
		\$'000	\$'000	\$'000	\$'000
Chief Executive Officer	382	382	-	-	-
Community Wellbeing	9,642	1,996	6,580	319	747
Corporate Services	2,285	1,557	520	59	148
Infrastructure Services	5,583	4,803	531	114	135
Strategic Development	513	371	143	-	-
Total permanent staff expenditure	18,406	9,109	7,775	492	1,030
Capitalised labour costs	406				
Total expenditure	18,812				

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

Department	Budget	Comprises			
	2023/24	Permanent			Temporary
		Full Time	Part time	Casual	Vacant or Seasonal
Chief Executive Officer	2.00	2.00	-	-	-
Community Wellbeing	103.03	19.00	72.32	3.54	8.17
Corporate Services	22.00	14.00	6.42	0.58	1.00
Infrastructure Services	62.80	54.00	6.29	1.22	1.29
Strategic Development	4.68	3.00	1.68	-	-
Total staff	194.51	92.00	86.71	5.34	10.46

3.6.1 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2027

	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
Chief Executive Officer				
Permanent - Full time	382	396	409	422
Female	99	102	106	109
Male	284	294	304	313
Permanent - Part time	0	0	0	0
Total - Chief Executive Officer	382	396	409	422
Community Wellbeing				
Permanent - Full time	1,996	2,067	2,137	2,202
Female	1,611	1,669	1,726	1,778
Male	384	398	412	424
Permanent - Part time	6,580	6,814	7,048	7,259
Female	6,165	6,384	6,603	6,801
Male	416	430	445	459
Total - Community Wellbeing	8,576	8,881	9,185	9,461
Corporate Services				
Permanent - Full time	1,557	1,613	1,668	1,718
Female	1,030	1,067	1,103	1,136
Male	527	546	565	582
Permanent - Part time	520	539	557	574
Female	520	539	557	574
Male	0	0	0	0
Total - Corporate Services	2,078	2,152	2,225	2,292
Infrastructure Services				
Permanent - Full time	4,803	4,973	5,141	5,292
Female	702	727	752	774
Male	4,101	4,247	4,389	4,518
Permanent - Part time	531	550	569	586
Female	460	477	493	508
Male	71	74	76	79
Total - Infrastructure Services	5,334	5,524	5,710	5,878
Strategic Development				
Permanent - Full time	371	384	397	409
Female	99	102	106	109
Male	272	282	291	300
Permanent - Part time	143	148	153	157
Female	143	148	153	157
Male	0	0	0	0
Total - Strategic Development	513	531	550	566
Casuals, Temporary, Vacant and Seasonal Expenditure	1,522	1,576	1,633	1,685
Capitalised labour costs	406	420	435	451
Total staff expenditure	18,812	19,480	20,149	20,755

	2023/24 FTE	2024/25 FTE	2025/26 FTE	2026/27 FTE
Chief Executive Officer				
Permanent - Full time	2.0	2.0	2.0	2.0
Female	1.0	1.0	1.0	1.0
Male	1.0	1.0	1.0	1.0
Total - Chief Executive Officer	2.00	2.0	2.0	2.0
Community Wellbeing				
Permanent - Full time	19.0	19.0	19.0	19.0
Female	16.0	16.0	16.0	16.0
Male	3.0	3.0	3.0	3.0
Permanent - Part time	72.3	72.3	72.3	72.3
Female	67.1	67.1	67.1	67.1
Male	5.2	5.2	5.2	5.2
Total - Community Wellbeing	91.32	91.32	91.32	91.32
Corporate Services				
Permanent - Full time	14.0	14.0	14.0	14.0
Female	10.0	10.0	10.0	10.0
Male	4.0	4.0	4.0	4.0
Permanent - Part time	6.4	6.4	6.4	6.4
Female	6.4	6.4	6.4	6.4
Male	0.0	0.0	0.0	0.0
Total - Corporate Services	20.42	20.42	20.42	20.42
Infrastructure Services				
Permanent - Full time	51.0	51.0	51.0	51.0
Female	7.0	7.0	7.0	7.0
Male	44.0	44.0	44.0	44.0
Permanent - Part time	6.3	6.3	6.3	6.3
Female	5.7	5.7	5.7	5.7
Male	0.6	0.6	0.6	0.6
Total - Infrastructure Services	57.29	57.29	57.29	57.29
Strategic Development				
Permanent - Full time	3.0	3.0	3.0	3.0
Female	1.0	1.0	1.0	1.0
Male	2.0	2.0	2.0	2.0
Permanent - Part time	1.7	1.7	1.7	1.7
Female	1.7	1.7	1.7	1.7
Total - Strategic Development	4.68	4.68	4.68	4.68
Casuals, Temporary, Vacant and Seasonal Staff	15.80	15.80	15.80	15.80
Capitalised labour	3.00	3.00	3.00	3.00
Total staff numbers	194.51	194.51	194.51	194.51

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 budget.

As per the *Local Government Act 2020*, Council adopted the Revenue and Rating Plan in June 2021 which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2023/24 the FGRS cap has been set at 3.50%. 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 3.50% in line with the rate cap.

The kerbside garbage & recycling collection charge is to increase by 20% on average. The greenwaste collection charge is to increase by 56% on average. This increase is due to diversion of waste from Council owned landfill to Patho landfill (privately owned), indexation on annual waste contract and cost of green waste mulching. The municipal charge will remain at the same level as 2022/23.

This will raise total rates and charges for 2023/24 of \$15.410 million.

The valuations are based on the rate book data in January 2023. Council is awaiting valuations data from the Valuer-Generals's office. Calculation of rates in this Draft Budget is based on current valuation figures.

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

	2022/23 Forecast Actual	2023/24 Budget	Change	%
General Rates*	11,316,119	11,738,880	422,761	3.74%
Municipal charge*	653,600	653,600	-	0.00%
Waste management charge	2,184,415	2,664,750	480,335	21.99%
Interest on rates and charges	118,000	118,000	-	0.00%
Revenue in lieu of rates	168,725	235,539	66,814	39.60%
Total rates and charges	14,440,859	15,410,769	969,910	6.72%

*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	2022/23 cents/\$CIV*	2023/24 cents/\$CIV*	Change
Residential properties	0.004990	0.005178	3.77%
Commercial/industrial properties	0.005503	0.005707	3.70%
Farm irrigation district properties	0.004131	0.004281	3.62%
Farm dryland properties	0.002493	0.002582	3.56%
Cultural and recreation properties	0.002495	0.002589	3.77%

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

Type or class of land	2022/23	2023/24	Change	
			\$'000	%
Residential properties	6,231,894	6,466,730	234,836	3.77%
Commercial/industrial properties	928,240	962,594	34,354	3.70%
Farm irrigation district properties	2,843,685	2,946,704	103,018	3.62%
Farm dryland properties	1,306,185	1,352,664	46,479	3.56%
Cultural and recreation properties	9,818	10,188	370	3.77%
Total amount to be raised by general rates	11,319,822	11,738,880	419,058	3.70%

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	2022/23 Number	2023/24 Number	Change	
			Number	%
Residential properties	4,784	4,784	-	0.00%
Commercial/industrial properties	536	536	-	0.00%
Farm irrigation district properties	1,225	1,225	-	0.00%
Farm dryland properties	453	453	-	0.00%
Cultural and recreation properties	11	11	-	0.00%
Total number of assessments	7,009	7,009	-	0.00%

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	2022/23 \$'000	2023/24 \$'000	Change	
			\$'000	%
Residential properties	1,248,877	1,248,877	-	0%
Commercial/industrial properties	168,679	168,679	-	0%
Farm irrigation district properties	688,377	688,377	-	0%
Farm dryland properties	523,941	523,941	-	0%
Cultural and recreation properties	3,935	3,935	-	0%
Total value of land	2,633,809	2,633,809	-	0%

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	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
	\$	\$		
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	2022/23	2023/24	Change	
	\$	\$	\$	%
Municipal	653,600	653,600	-	0.00%

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	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
	\$	\$		
Kerbside collection 120 litre bin	383	460	77	20.10%
Kerbside collection 240 litre bin	550	660	110	20.00%
Greenwaste collection	61	95	34	55.74%
	994	1,215	221	22.23%

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	2022/23	2023/24	Change	
	\$	\$	\$	%
Kerbside collection 120 litre bin	1,648,191	1,985,360	337,169	20.46%
Kerbside collection 240 litre bin	454,850	545,820	90,970	20.00%
Greenwaste collection	81,374	133,570	52,196	64.14%
Total	2,184,415	2,664,750	480,335	21.99%

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

	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
General rates	11,319,822	11,738,880	419,058	3.70%
Municipal charge	653,600	653,600	-	0.00%
Total Rates	11,973,422	12,392,480	419,058	3.50%
Kerbside collection and recycling	2,184,415	2,664,750	480,335	21.99%
Revenue in lieu of rates	168,725	235,539	66,814	39.60%
Total Rates and charges	14,326,562	15,292,769	966,207	6.74%

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.

	2022/23	2023/24
Total Rates (Excluding Cultural and recreation properties)	\$11,962,505	12,381,192
Number of rateable properties	6,998	6,998
Base Average Rate	\$ 1,677.38	\$ 1,709.42
Maximum Rate Increase (set by the State Government)	1.75%	3.50%
Capped Average Rate	\$ 1,706.73	\$ 1,769.25
Maximum General Rates and Municipal Charges Revenue	\$11,901,286	\$ 12,381,192
Budgeted General Rates and Municipal Charges Revenue	\$11,899,918	\$ 12,381,192
Budgeted Supplementary Rates*	\$ 62,587	\$ -
Budgeted Total Rates and Municipal Charges Revenue	\$11,962,505	\$ 12,381,192

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 variation of returned levels of value (e.g. valuation appeals)
- 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 0.5178% (0.005178 Cents in the dollar of CIV) for all rateable Residential properties.
- * A general rate of 0.5707% (0.005707 Cents in the dollar of CIV) for all rateable Commercial/industrial properties.
- * A general rate of 0.4281% (0.004281 Cents in the dollar of CIV) for all rateable Farm irrigation district properties.
- * A general rate of 0.2582% (0.002582 Cents in the dollar of CIV) for all rateable Farm dryland properties.
- * A general rate of 0.2589% (0.002589 Cents in the dollar of CIV) for all rateable Cultural and recreation 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 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 2020/21 financial year.

A higher differential for these property types has traditionally been based on the premise that commercial and industrial properties generally place greater demands on Council services. Council considers that a higher differential compared to the general rate will ensure that Council's commitment to Economic Development and Tourism is financially supported by those who receive direct benefits.

General Residential land

Residential land is any land, which is:

- Occupied for the principal purpose of physically accommodating persons; or
- Unoccupied but zoned residential under the Gannawarra Planning Scheme and which is not business.
- Any land not included in the definition of any other rating type.

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 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 2020/21 financial year.

Farmland Irrigation District land

Farmland Irrigation District land is any land, which is farmland as defined in the *Valuation of Land Act 1960* that is in the irrigation district defined by the relevant Water Authority and greater than 10 hectares 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.

A lower differential for farmland properties has traditionally been based on the premise that farmland properties due to their larger areas and relatively higher valuations place less demand and use on the range of Council services. Council considers that a lower differential compared to the general rate will ensure that the farming communities can continue to pursue viable farming activities.

Farmland (dryland)

Farmland (dryland) is any land, which is farmland as defined in the *Valuation of Land Act 1960* and 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.

A lower differential for farmland properties has traditionally been based on the premise that farmland properties due to their larger areas and relatively higher valuations place less demand and use on the range of Council services. Council considers that a lower differential compared to the general rate will ensure that the farming communities can continue to pursue viable farming activities.

A discounted differential of less than the irrigated farm land will be available for eligible dryland properties. Council considers that there is a difference in the category of road infrastructure accessible to persons who own properties in the Shire's irrigation district than compared to those individuals who own land in the dryland farming areas. Whilst many roads in the Shire's irrigation district are sealed to enable the efficient movement of milk tanker trucks most roads within the dryland farming district remain unsealed.

Cultural and Recreational Land

Recreational land is any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities. Profits from recreational land must be applied in promoting its objectives. The definition of "recreational lands" is per Section 2 of the *Cultural and Recreational Lands Act 1963*.

Recreational land that exists for the purpose of providing outdoor sporting recreation or for the purpose of providing cultural activities are important aspects of the Gannawarra Shire Council. Council believes a lower differential compared to the general rate will ensure that this land is retained for this purpose and the open space is preserved.

4.1.2 Statutory fees and fines

	Forecast Actual 2022/23	Budget 2023/24	Change	
	\$'000	\$'000	\$'000	%
Local Laws	92	101	10	10.54%
Planning fees	180	180	-	0.00%
Building fees	120	120	-	0.00%
Other	4	4	1	13.22%
Total statutory fees and fines	396	406	10	2.57%

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 Actual 2022/23	Budget 2023/24	Change	
	\$'000	\$'000	\$'000	%
Aged and health services	367	447	80	21.65%
Arts & culture	14	10	(4)	-28.57%
Chargeable Works	642	620	(22)	-3.47%
Local Laws	10	14	4	42.86%
Waste management	60	66	6	10.00%
Swimming areas	132	128	(3)	-2.55%
Halls and recreation	19	13	(6)	-31.58%
Child care/children's programs	2,352	1,822	(530)	-22.52%
Other User fees	92	88	(4)	-3.91%
Total user fees	3,687	3,208	- 479	-12.99%

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.

Council's user fees are reviewed on an annual basis and is weighed to balance affordability, encourage usage, cost recovery and raise sufficient revenue in line with prudent financial management practices. The 2023/24 user fees and charges were reviewed as part of the budget process.

The reduction in user fees in children's services is due to kindergartens being fully subsidised by the State Government from 2023. This reduction is offset by an increase in operating grants.

4.1.4 Grants

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

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	7,828	37,030	29,202	373%
State funded grants	6,568	6,284	(284)	-4%
Total grants received	14,396	43,314	28,918	201%
	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	4,666	6,641	1,975	42%
Children services	40	-	(40)	-100%
Aged care	1,143	1,000	(143)	-13%
Roads to recovery	1,318	1,279	(39)	-3%
Recurrent - State Government				
Children services	1,236	1,712	476	38%
Aged care	314	300	(15)	-5%
School crossing supervisors	30	29	(1)	-2%
Public health	36	67	32	89%
Libraries, arts & culture	161	176	14	9%
Maternal and child health	375	348	(27)	-7%
Recreation	250	-	(250)	-100.0%
Roads Assets Management	57	-	(57)	-100%
Planning	53	67	14	26%
Roadside Weed & Pest Control	68	67	(1)	-1%
Municipal Emergency	60	60	-	0%
Flood Assistance	1,500	-	(1,500)	-100%
Other	64	50	(14)	-22%
Total recurrent grants	11,371	11,795	424	4%
Non-recurrent - Commonwealth Government				
Public Health	2	2	-	0%
Non-recurrent - State Government				
COVID Assistance	12	-	(12)	-100%
Community Resilience	90	-	(90)	-100%
Children Services	42	-	(42)	-100%
Waste Management	52	-	(52)	-100%
Recreation	30	-	(30)	-100%
Public Health	9	-	(9)	-100%
Total non-recurrent grants	237	2	(226)	-500%
Total operating grants	11,608	11,797	199	-496%

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
(b) Capital Grants				
Recurrent - Commonwealth Government				
Libraries	6	6	-	0%
Total recurrent grants	6	6	-	0%
Non-recurrent - Commonwealth Government				
Roads	-	3,102	3,102	100%
Flood Restoration Works (Natural Disaster Financial Assistance)	-	25,000	25,000	100%
Underground Drainage	369	-	(369)	-100%
Parks & Streetscapes	284	-	(284)	-100%
Non-recurrent - State Government				
Land Improvements	407	-	(407)	-100%
Buildings	80	1,413	1,333	1667%
Information Technology	250	-	(250)	-100%
Drainage	50	-	(50)	-100%
Footpaths	500	-	(500)	-100%
Waste Management	25	-	(25)	-100%
Recreation & Leisure	373	-	(373)	-100%
Parks & Streetscapes	444	1,945	1,501	338%
Other	-	50	50	100%
Total non-recurrent grants	2,782	31,511	28,729	1033%
Total capital grants	2,788	31,517	28,729	1030%
Total Grants	14,396	43,314	28,918	201%

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers.

The increase in Financial Assistance Grants from the Commonwealth Government is due 2023/24 budget being based on 100% annual allocation. 2022/23 budget was based on 75% annual allocation due to advance payment of 25% in 21/22.

Council received \$1.5m in 2022/23 as part of the State Government's efforts to support flood affected councils through its Council Flood Support Fund.

As mentioned above, the increase in grants for Children's Services is due to kindergartens being fully subsidised by the State government from 2023.

Matching grant funding towards Community Sport & Recreation projects is not budgeted (\$250k) in 2023/24.

Capital Grants for 2023/24 include \$25m in Flood restoration grants from the Commonwealth Government. Further details on grants received for capital works have been included under the capital works program.

4.1.5 Contributions

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Contributions and donations	59	45	(15)	-24.89%
Monetary - Major projects	-	-	-	0.00%
Monetary - Developer contributions	-	-	-	0.00%
Total contributions	59	45	(15)	-24.89%

Monetary - Major project contributions are contributions made by various community groups toward improvements on council owned land and facilities. Monetary - Developer contributions are monetary contributions made in lieu of the provision of recreational land in subdivisions.

4.1.6 Other income

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Interest	177	120	(57)	-32.28%
Investment property rental	301	317	16	5.31%
Reimbursements	3,894	3,729	(165)	-4.24%
Total other income	4,372	4,166	- 206	-4.72%

Other income includes interest from investments, rental from investment properties and services provided under the National Disability Insurance Scheme (NDIS) and Community Care Brokered Programs.

Fees & charges for NDIS and Brokered Services provided by Council have been indexed to allow for cost recovery.

4.1.7 Employee costs

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Wages and salaries	15,748	16,015	268	1.70%
WorkCover	307	385	78	25.29%
Superannuation	1,551	1,673	121	7.81%
FBT	150	150	-	0.00%
Other wages	227	183	(44)	-19.45%
Total employee costs	17,983	18,406	422	2.35%

Employee costs are forecast to increase by 2.35% compared to 2022/23. The increase can be attributed to the following factors:

Wage increase includes increase of 2.5% under the new Enterprise Bargaining Agreement plus band level movements by employees during the term of Budget.

Workcover insurance premiums have increased significantly due to a number of workcover claims in recent years.

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

4.1.8 Materials and services

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Operational materials	2,217	2,303	86	3.86%
Operational services	6,181	4,331	(1,851)	-29.94%
Contract payments	262	126	(136)	-51.93%
Corporate strategies and reviews	60	-	(60)	-100.00%
Building maintenance	86	59	(27)	-31.64%
Utilities	410	400	(10)	-2.53%
Office administration	448	389	(60)	-13.28%
Information technology	563	614	51	9.09%
Bank charges	41	39	(2)	-4.64%
Insurance	476	538	62	13.10%
Consultants	676	247	(429)	-63.48%
Ops - Contributions	190	341	151	79.47%
Total materials and services	11,610	9,386	(2,225)	-19.16%

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs.

2022/23 operational services include flood response and emergency works which are primarily grant funded. There has been a significant increase in insurance premiums in recent years and a further increase is anticipated in 2023/24. 2022/23 consultants costs include grant funded projects and preparation of the community care business plan.

Materials and services have been indexed to increase by 4%. CPI is running higher than the ministerial rate cap.

Waste collection and disposal costs have increased due to diversion of waste from Council owned landfill to Patho landfill (privately owned), indexation on annual waste contract and cost of green waste mulching.

4.1.9 Depreciation

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Land improvements	167	177	10	6.06%
Buildings	620	614	(6)	-0.98%
Office equipment	245	249	4	1.59%
Library books	81	93	12	14.80%
Plant & equipment	871	841	(30)	-3.45%
Roads	3,077	3,160	83	2.70%
Bridges	275	272	(3)	-1.08%
Footpaths	162	176	13	8.27%
Kerb & channel	269	268	(1)	-0.36%
Parks & streetscape	137	157	21	15.03%
Recreation & leisure	428	433	6	1.38%
Waste management	66	63	(3)	-4.12%
Aerodrome	52	51	(1)	-1.08%
Drainage	301	308	7	2.16%
Other infrastructure	357	353	(4)	-1.08%
Total depreciation	7,107	7,215	108	1.52%

4.1.10 Other expenses

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000 %	
Audit fees	84	89	5	5.56%
Mayoral & Councillor Allowance	238	247	9	3.59%
Valuations	11	16	4	38.64%
Councillor induction	-	-	-	#DIV/0!
Total other expenses	334	352	18	5.28%

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. The balance is projected to be \$10.115 m at the end of 2023/24.

Trade and other receivables are monies owed to Council by ratepayers and others.

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 increase is attributable to the net result of the capital works program, depreciation and written down value of assets sold. Capital works in 2023/24 includes \$25m of flood restoration works to assets.

At the time of preparing this report, the impact of asset impairment as a result of the Oct/Nov 2022 floods is not known and has not been factored in. Asset impairment will affect the closing balance of Property, Infrastructure, Plant & Equipment as at 30 June 2023.

4.2.2 Liabilities

Trade and other payables are amounts that Council owes to suppliers as at 30 June 2024. These liabilities are budgeted to increase by \$0.028m.

Provisions include accrued long service leave and annual leave owing to employees. These employee entitlements (current and non current) are anticipated to increase by \$0.052m after factoring in an increase for Collective Agreement outcomes.

4.2.3 Borrowings

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

	Forecast Actual 2022/23	Budget 2023/24	Projections 2024/25	2025/26	2026/27
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	250,292	154,797	53,245	-	-
Amount proposed to be borrowed	-	-	-	-	2,400,000
Amount projected to be redeemed	(95,495)	- 101,552	(53,245)	-	(96,000)
Amount of borrowings as at 30 June	154,797	53,245	-	-	2,304,000

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve represents the difference between the previously recorded value of assets and their current valuations. The impact of asset revaluations is unknown.

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 \$31.326m results directly from the operating surplus for the year. This includes capital grants of \$25m for flood restoration works.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Net cash from operating activities is \$40.314m which includes capital grants of \$30.92m which will be expended on capital expenditure shown under 'cash flow from investing activities'. Capital grants include \$25m for flood restoration works.

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 \$41.96m 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

Council's existing borrowings are expected to be fully paid out by September 2024. The construction of the Integrated Aquatic Facility is subject to new borrowings of \$2.4m in 2026/27.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2023/24 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 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000	%
Property	732	1,743	1,011	138.15%
Plant and equipment	1,046	1,088	42	3.98%
Infrastructure	6,269	35,610	29,341	468.04%
Total	8,047	38,441	30,394	377.71%

	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	Borrowings \$'000
Property	1,743	1,633	110	-	-	723	-	1,020	-
Plant and equipment	1,088	-	1,088	-	-	6	-	1,082	-
Infrastructure	35,610	2,919	16,985	15,706	-	32,067	-	3,543	-
Total	38,441	4,552	18,183	15,706	-	32,796	-	5,645	-

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	Borrowings \$'000
PROPERTY									
Land									
<i>Kerang Drainage Land Acquisition - MV Highway</i>	10	10				-	-	10	-
Land Improvements									
<i>Industrial Estate Expansions Tate Drive – Kerang</i>	900	900				-	-	900	-
Buildings									
<i>Living Library Projects - The Glasshouse</i>	723	723				723	-	-	-
Building Improvements									
<i>Buildings Renewal</i>	110		110			-	-	110	-
TOTAL PROPERTY	1,743	1,633	110	-	-	723	-	1,020	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Heavy Plant Replacement</i>	420		420			-	-	420	-
<i>Light Plant Replacement</i>	387		387			-	-	387	-
Computers and Telecommunications									
<i>ICT Capital Renewals</i>	161		161			-	-	161	-
Heritage Plant and Equipment									
Library books									
<i>Library Resources</i>	120		120			6	-	114	-
TOTAL PLANT AND EQUIPMENT	1,088	-	1,088	-	-	6	-	1,082	-

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	Borrowings \$'000
INFRASTRUCTURE									
Roads									
Bitumen Roads Reseal Program	1,006		1,006			-	-	1,006	-
Gravel Re-sheeting Program	1,133		1,133			529	-	604	-
Sealed Roads Rehabilitation Program	1,012		1,012			750	-	262	-
Flood funding works	25,000		12,500	12,500		25,000	-	-	-
Kerb & Channel									
Kerb Replacement	174		174			-	-	174	-
Footpaths and Cycleways									
Annual Footpath Replacement	130		130			-	-	130	-
Drainage									
Stormwater Network and Town Pump renewal	274		274			-	-	274	-
Recreational, Leisure & Community Facilities									
Swimming Pool Renewal Program	135		68	67		-	-	135	-
Town/Boundary Entrances and Signage	20		10	10		-	-	20	-
Waste Management									
Cell 3 capping - Gannawarra Central Landfill	650		650			-	-	650	-
Parks, Open Space and Streetscapes									
Automating Irrigation Systems	55		28	27		-	-	55	-
Tree Planting Program - Cool It Program	30	30				-	-	30	-
Aerodromes									
Other Infrastructure									
Strategic Project Development and Planning	150	150				-	-	150	-
Koondrook Levee Design and Construction	-					-	-	-	-
TOTAL INFRASTRUCTURE	29,769	180	16,985	12,604	-	26,279	-	3,490	-
TOTAL NEW CAPITAL WORKS	32,600	1,813	18,183	12,604	-	27,009	-	5,591	-

4.5.3 Works carried forward from the 2022/23 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	Borrowings \$'000
PROPERTY									
Buildings									
<i>Living Library Projects - The Glasshouse</i>	690	690				690	-	-	-
Roads									
<i>Kerang CBD Development Stage 3</i>	1,784			1,784		1,784	-	-	-
<i>Kerang CBD Stage 4 - Wellington Street</i>	1,318			1,318		1,318	-	-	-
Parks, Open Space and Streetscapes									
<i>Sustainable Recreational Water for Quambatook - Grant dependent</i>	1,945	1,945				1,945	-	-	-
Other Infrastructure									
<i>Koondrook Levee Design and Construction</i>	104	104				50	-	54	-
TOTAL INFRASTRUCTURE	5,841	2,739	-	3,102	-	5,787	-	54	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2022/23	5,841	2,739	-	3,102	-	5,787	-	54	-

Summary of Planned Capital Works Expenditure
For the years ending 30 June 2023, 2024, 2025 & 2026

2023/24	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	910	910	-	-	-	910	-	-	910	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	910	910	-	-	-	910	-	-	910	-
Buildings	1,413	1,413	-	-	-	1,413	1,413	-	-	-
Building improvements	110	-	110	-	-	110	-	-	110	-
Total Buildings	1,523	1,413	110	-	-	1,523	1,413	-	110	-
Total Property	2,433	2,323	110	-	-	2,433	1,413	-	1,020	-
Plant and Equipment										
Plant, machinery and equipment	807	-	807	-	-	807	-	-	807	-
Computers and telecommunications	161	-	161	-	-	161	-	-	161	-
Library books	120	-	120	-	-	120	6	-	114	-
Total Plant and Equipment	1,088	-	1,088	-	-	1,088	6	-	1,082	-
Infrastructure										
Roads	31,253	-	15,651	-	15,602	31,253	28,102	-	3,151	-
Footpaths and cycleways	130	-	130	-	-	130	-	-	130	-
Drainage	274	-	274	-	-	274	-	-	274	-
Recreational, leisure and community facilities	155	-	105	-	50	155	-	-	155	-
Waste management	650	-	650	-	-	650	-	-	650	-
Parks, open space and streetscapes	2,030	1,975	-	-	55	2,030	1,945	-	85	-
Other infrastructure	428	254	174	-	-	428	50	-	378	-
Total Infrastructure	34,920	2,229	16,984	0	15,707	34,920	30,098	-	4,822	-
Total Capital Works Expenditure	38,441	4,552	18,182	0	15,707	38,441	31,517	-	6,924	-

2024/25	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	340	340	-	-	-	340	-	-	340	-
Land improvements	240	-	200	-	40	240	-	-	240	-
Total Land	580	340	200	-	40	580	-	-	580	-
Buildings	1,500	1,500	-	-	-	1,500	1,500	-	-	-
Building improvements	110	-	110	-	-	110	-	-	110	-
Total Buildings	1,610	1,500	110	-	-	1,610	1,500	-	110	-
Total Property	2,190	1,840	310	-	40	2,190	1,500	-	690	-
Plant and Equipment										
Plant, machinery and equipment	807	-	807	-	-	807	-	-	807	-
Computers and telecommunications	180	-	180	-	-	180	-	-	180	-
Library books	120	-	120	-	-	120	6	-	114	-
Total Plant and Equipment	1,107	-	1,107	-	-	-	6	-	1,101	-
Infrastructure										
Roads	14,706	-	8,206	-	6,500	14,706	11,500	-	3,206	-
Bridges	330	-	330	-	-	330	165	-	165	-
Footpaths and cycleways	132	-	132	-	-	132	-	-	132	-
Drainage	274	-	274	-	-	274	-	-	274	-
Recreational, leisure and community facilities	1,705	-	105	-	1,600	1,705	1,000	-	705	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	330	330	-	-	-	330	300	-	30	-
Aerodromes	100	-	100	-	-	100	-	-	100	-
Other infrastructure	328	150	178	-	-	328	-	-	328	-
Total Infrastructure	17,905	480	9,325	-	8,100	17,905	12,965	-	4,940	-
Total Capital Works Expenditure	21,202	2,320	10,742	-	8,140	21,202	14,471	-	6,731	-

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	800	800	-	-	-	800	420	-	380	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	800	800	-	-	-	800	420	-	380	-
Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	545	-	545	-	-	545	-	-	545	-
Total Buildings	545	-	545	-	-	545	-	-	545	-
Total Property	1,345	800	545	-	-	1,345	420	-	925	-
Plant and Equipment										
Plant, machinery and equipment	807	-	807	-	-	807	-	-	807	-
Computers and telecommunications	380	-	380	-	-	380	-	-	380	-
Library books	120	-	120	-	-	120	6	-	114	-
Total Plant and Equipment	1,307	-	1,307	-	-	1,307	6	-	1,301	-
Infrastructure										
Roads	3,261	-	3,261	-	-	3,261	-	-	3,261	-
Bridges	550	-	550	-	-	550	275	-	275	-
Footpaths and cycleways	148	-	148	-	-	148	-	-	148	-
Drainage	2,274	2,000	274	-	-	2,274	2,000	-	274	-
Recreational, leisure and community facilities	1,405	-	105	-	1,300	1,405	1,000	-	405	-
Parks, open space and streetscapes	85	30	-	-	55	85	-	-	85	-
Other infrastructure	2,832	2,650	182	-	-	2,832	2,500	-	332	-
Total Infrastructure	10,555	4,680	4,520	-	1,355	10,555	5,775	-	4,780	-
Total Capital Works Expenditure	13,207	5,480	6,372	-	1,355	13,207	6,201	-	7,006	-

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	1,300	1,300	-	-	-	1,300	680	-	620	-
Total Land	1,300	1,300	-	-	-	1,300	680	-	620	-
Buildings	6,400	2,560	1,920	-	1,920	6,400	4,160	640	1,600	-
Building improvements	545	-	545	-	-	545	-	-	545	-
Total Buildings	6,945	2,560	2,465	-	1,920	6,945	4,160	640	2,145	-
Total Property	8,245	3,860	2,465	-	1,920	8,245	4,840	640	2,765	-
Plant and Equipment										
Plant, machinery and equipment	807	-	807	-	-	807	-	-	807	-
Computers and telecommunications	280	-	280	-	-	280	-	-	280	-
Library books	120	-	120	-	-	120	6	-	114	-
Total Plant and Equipment	1,207	-	1,207	-	-	1,207	6	-	1,201	-
Infrastructure										
Roads	3,327	-	3,327	-	-	3,327	-	-	3,327	-
Bridges	550	-	550	-	-	550	275	-	275	-
Footpaths and cycleways	154	-	154	-	-	154	-	-	154	-
Drainage	2,274	2,000	274	-	-	2,274	2,000	-	274	-
Recreational, leisure and community facilities	255	100	105	-	50	255	-	-	255	-
Parks, open space and streetscapes	30	30	-	-	-	30	-	-	30	-
Other infrastructure	335	150	185	-	-	335	-	-	335	-
Total Infrastructure	6,925	2,280	4,595	-	50	6,925	2,275	-	4,650	-
Total Capital Works Expenditure	16,377	6,140	8,267	-	1,970	16,377	7,121	640	8,616	-

5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual 2021/22	Forecast 2022/23	Budget 2023/24	Projections			Trend
						2024/25	2025/26	2026/27	+/-
Governance									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	46.00	50.00	50.00	51.00	52.02	53.06	+
Roads									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	99.42%	99.00%	99.00%	99.00%	99.00%	99.00%	o
Statutory planning									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	64.75%	65.00%	68.00%	69.36%	70.75%	72.16%	+
Waste management									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	37.99%	38.00%	40.00%	40.00%	40.00%	40.00%	o

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual 2021/22	Forecast 2022/23	Budget 2023/24	Projections			Trend
						2024/25	2025/26	2026/27	+/-
Liquidity									
Working Capital	Current assets / current liabilities	5	199.99%	312.38%	314.06%	316.72%	321.47%	327.49%	+
Obligations									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	6	94.31%	102.74%	469.70%	261.44%	106.88%	141.46%	+
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	40.50%	41.30%	43.81%	43.78%	43.77%	43.77%	o
Efficiency									
Expenditure level	Total expenses/ no. of property assessments	8	\$4,696	\$5,286	\$5,046	\$5,210	\$5,310	\$5,432	o

5b. Financial performance indicators

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	4.45%	-5.97%	-0.54%	-0.82%	0.22%	0.41%	o
Liquidity									
Unrestricted cash	Unrestricted cash / current liabilities	10	54.41%	196.44%	165.48%	186.22%	199.51%	207.59%	+
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	11	1.79%	1.07%	0.34%	0.00%	0.00%	13.77%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		89.00%	0.75%	0.71%	0.35%	0.00%	0.89%	o
Indebtedness	Non-current liabilities / own source revenue		7.48%	6.62%	6.45%	6.32%	6.20%	14.38%	o
Stability									
Rates effort	Rate revenue / CIV of rateable properties in the municipality	12	0.69%	0.55%	0.59%	0.60%	0.62%	0.64%	o
Efficiency									
Revenue level	General rates and municipal charges / no. of property assessments	13	\$1,655	\$1,708	\$1,768	\$1,802	\$1,836	\$1,871	o

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**5a****1. Satisfaction with community consultation and engagement**

There is an increased focus by Council on engagement activities, including a broader scope of community participation opportunities.

2. Sealed local roads below the intervention level

Sealed local roads maintained to condition standards has remained steady due to an increased focus in maintaining the local sealed roads to provide a better, safer network for the community. The full impact of the floods & associated impairment is yet to be fully assessed to determine its impact on this indicator.

3. Planning applications decided within the relevant required time

Council anticipates a continuing increase in the number of planning applications decided within required timeframes, due to improved processes.

4. Kerbside collection waste diverted from landfill

New dedicated glass only bins have been provided at Council's four waste transfer stations. There is an increased focus on recycling.

5. Working Capital

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

Council's working capital ratio is an indication of sound financial position with the ability to pay its current obligations.

6. 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.

This ratio is higher than normal in 2023/24 and 2024/25 due to grant funded flood restoration works of \$25m and \$10m respectively.

7. Rates concentration

Rates concentration represents rates proportion of total operating revenue. Council is reliant on external grants for the funding of its operations.

8. Expenditure level

Expenditure level represents average operating expenditure per property assessment. The number of assessments are fairly constant with most costs in line with market forces. Adhoc expenditure during a year is normally funded by adhoc grants.

2022/23 expenditure is higher than normal due to grant funded flood response and emergency works.

5b**9. 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 2022/23 year is a deficit of \$2.087m due to early payment of the Victoria Grants annual allocation for 2022/23 in 2021/22 (\$1.67m) and depreciation being higher as a result of infrastructure revaluations in 2021/22. 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 Roads 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.

The impact of the increase in depreciation from the infrastructure revaluations in 2021/22 has affected the adjusted underlying result in the following years - 2023/24 = \$190,000 deficit, 2024/25 = \$298,000 deficit.

10. 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 2023.

11. Debt compared to rates

Council's existing borrowings are expected to be fully paid out by September 2024. There are no new planned borrowings until 2026/27 - The construction of the Integrated Aquatic Facility is subject to new borrowings of \$2.4m in 2026/27.

12. Rates effort

Rates revenue compared to property values remains consistent due to rate capping.

13. Revenue level

The average rate per property assessment is in line with the rate cap.

Note:

At the time of preparing this report, the impact of asset impairment as a result of the Oct/Nov 2022 floods is not known and has not been factored in. Asset impairment is a non-cash item but will affect the surplus, adjusted underlying result, balance sheet items and any associated financial indicators.

6. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2023/24

GANNAWARRA SHIRE COUNCIL			
SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST 2023/2024
ENVIRONMENTAL HEALTH SERVICES			
FOOD ACT REGISTRATION FEES			
Class 1 Food Premises - Requiring External Food Safety Audits		No	\$ 370.00
Class 2 High Volume Food Premises (Incorporating Fixed and Mobile Commercial premises and School Canteens with paid staff)		No	\$ 345.00
Class 2 Low Volume Food Premises (Incorporating Home premises/ Temporary Food Premises)		No	\$ 180.00
Class 3 High Volume Food Premises (Incorporating Class 3 & 3A Fixed Commercial premises and volunteer based School Canteens)		No	\$ 205.00
Class 3 Low Volume Food Premises (Incorporating Class 3 & 3A home and temporary food premises)		No	\$ 150.00
More than 10 employed, extra fee per additional 10 employees for Class 2		No	\$ 420.00
Maximum Fee charged to Class 2 High Volume Food Premises		No	\$ 3,360.00
Not for Profit Community Groups		No	No Charge
Non-compliant food samples	Per Re-Test	No	\$ 230.00
Inspection Fee for non-compliant food premises	Per Inspection	No	\$ 230.00
Requested inspection and Report		No	\$ 230.00
PUBLIC HEALTH AND WELLBEING ACT: REGISTRATION FEES			
Public Health and Wellbeing Act: Premises			
Prescribed Accommodation premises – per year		No	\$ 300.00
Health Act – Transfer of Registration		No	\$ 230.00
Health premises - low risk activities - hair and beauty therapy or beauty therapy only (per operator)		No	\$ 98.00
Health premises - hairdressing only - one off fee (per operator)		No	\$ 98.00
Health premises - low risk activities - maximum fee		No	\$ 300.00
Health premises - high risk activities - skin penetration, tattooing, ear piercing, electrolysis		No	\$ 300.00
Inspection fee - non-compliant health premises		No	\$ 230.00
Requested inspection and report		No	\$ 230.00
Aquatic Facilities - category 1 Registration	Three yearly fee	No	\$ 310.00
Public Health Requests			
Water analysis - portable and non-portable (Including rainwater tanks)		No	\$ 230.00
ENVIRONMENT PROTECTION ACT REGISTRATION FEES			
IMMUNISATIONS			
Influenza Vaccine		No	\$ 25.00
Japanese Encephalitis Vaccine		No	\$ 25.00
Hepatitis B - Adult		No	\$ 28.00
Hepatitis B - Paediatric		No	\$ 17.00
Hepatitis A - Adult		No	\$ 72.00
Hepatitis A - Paediatric		No	\$ 53.00
Twinrix (Hepatitis A & B) - Adult		No	\$ 100.00
Twinrix (Hepatitis A & B) - Paediatric		No	\$ 67.00
Boostrix		No	\$ 52.00
Chicken Pox		No	\$ 80.00

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
COMMUNITY SERVICES				
NDIS - National Disability Insurance Scheme				
Fees and charges as per current NDIS Price Guide - Victoria	https://www.ndis.gov.au/providers/pricing-arrangements		No	As per guide
TAC - Transport Accident Commission				
Fees and charges as per current TAC Price Guide	https://www.tac.vic.gov.au/providers/invoicing-and-fees/fee-schedules		No	As per guide
Workcover				
Fees and charges as per current Workcover Price Guide	https://www.worksafe.vic.gov.au/information-for-providers		No	As per guide
VHC - Veterans Home Care				
Fees and charges as per current Veterans Price Guide	https://www.dva.gov.au/health-and-treatment/care-home-or-aged-care/services-support-you-home/veterans-home-care-vhc/help		No	As per guide
CHSP/HACCPYP - Commonwealth Home Support Program/Home and Community Care Program Younger People				
Home Care Level 1 - Full Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 12.60
Home Care Level 2 - Part Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 18.65
Home Care Level 3 - Self Funded Retiree	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 40.70
Personal Care Level 1 - Full Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 13.75
Personal Care Level 2 - Part Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 20.00
Personal Care Level 3 - Self Funded Retiree	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 48.15
Personal Care - Saturday			No	\$ 20.00
Personal Care - Sunday			No	\$ 48.15
Respite Care Level 1 - Full Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 13.75
Respite Care Level 2 - Part Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 20.00
Respite Care Level 3 - Self Funded Retiree	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 48.15
Respite Care - Saturday			No	\$ 20.00
Respite Care - Sunday			No	\$ 48.15
Social Support - Group	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 12.00
Social Support - Individual - Full Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 13.75
Social Support - Individual - Part Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 20.00
Social Support - Individual - Self Funded	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 48.15
Property Maintenance Level 1 - Full Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 14.95
Property Maintenance Level 2 - Part Pensioner	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 21.90
Property Maintenance Level 3 - Self Funded Retiree	Weekday (Mon-Fri: 7.30am – 7.30pm)		No	\$ 61.10
Transport Expenses - Fixed Fee (within townships)	Fixed Fee (within township)		No	\$ 9.00
Transport Expenses - Intrashire	Intrashire - per km		No	\$ 1.10
Sleepover - Active (per hour) - Full Pensioner	Income Assessed: Refer to CHSP		No	Service no longer available
Sleepover - Active (per hour) - Part Pensioner	Income Assessed: Refer to CHSP		No	
Sleepover - Active (per hour) - Self Funded	Income Assessed: Refer to CHSP		No	
CHSP/HACCPYP - Food Services (Per meal)				
Meals on Wheels – 3 Courses	Includes Frozen meals		No	\$ 11.00
Meals on Wheels – 2 Courses	Includes Frozen meals		No	\$ 8.80
Meals on Wheels – 1 Course	Includes Frozen meals		No	\$ 7.85
Social Meal 2 Courses			No	\$ 12.00
Sandwiches			No	\$ 3.30

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
Brokered/Private Services (Rates per hour)				
Assessment / Case Management			Yes	\$ 117.80
Home Care 1	Mon – Fri Hrs: 7.30am – 7.30pm		Yes	\$ 56.75
Home Care 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm)		Yes	\$ 83.50
Home Care 3	Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) incl. Public Holiday		Yes	\$ 112.45
Personal Care 1	Mon – Fri Hrs: 7.30am – 7.30pm		Yes	\$ 61.00
Personal Care 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care		Yes	\$ 92.10
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		Yes	\$ 122.00
Respite Care 1	Mon – Fri Hrs: 7.30am – 7.30pm		Yes	\$ 61.00
Respite Care 2	Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care		Yes	\$ 92.00
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		Yes	\$ 122.00
Social Support - Group Weekday Activity	As per GSC Event Calendar		Yes	\$ 20.00
Social Support - Group Saturday Activity	As per GSC Event Calendar		Yes	\$ 35.00
Social Support - Group Sunday Activity	As per GSC Event Calendar		Yes	\$ 50.00
Sleepover - Active (per hour)	9.30pm - 7.30am (Minimum 1hr)		Yes	\$ 122.05
Sleepover - Inactive	9.30pm - 7.30am		Yes	\$ 262.00
Property Maintenance			Yes	\$ 80.35
Meals on Wheels – 3 Courses	Includes Frozen meals		Yes	\$ 15.50
Meals on Wheels – 2 Courses	Includes Frozen meals		Yes	\$ 13.40
Meals on Wheels - 1 Course			Yes	\$ 12.30
Meals on Wheels - Sandwich			Yes	\$ 5.90
Community Social Meal	Centre Based Meals		Yes	\$ 12.00
Transport Expenses - Fixed Fee (within townships) (one way trip)			Yes	\$ 10.00
Travel Expense	per kilometre		Yes	\$ 1.65
GNETS - Gannawarra Non Emergency Transport Service Client Contributions (All one way transport bookings calculated as "return" services)				
Transport Contributions				
Minimum Charge			Yes	\$ 60.00
Transport under 100km from place of residence	per kilometre		Yes	\$ 0.35
Transport over 100km from place of residence	per kilometre		Yes	\$ 0.50
CHILDREN SERVICES				
Long Day Care				
Full Day (per day) - 1 July 2022 to 30 June 2023	8.00am to 6.00pm		No	\$ 117.00
Casual (per hour) - 1 July 2022 to 30 June 2023	Minimum 2 Hours		No	\$ 22.00
Kindergarten Fees - Kerang - <i>Kindergarten fees are no longer applicable - this program is fully funded by the State Government.</i>				
4 year old kindergarten - 1 July 2022 to 30 June 2023	Per week		No	N/A
3 year old kindergarten - 5 hours week - 1 July to 31 December 2022	Per week		No	N/A
3 year old kindergarten - 15 hours week - 1 January to 30 June 2023	Per week		No	N/A
Cohuna, Koondrook and Leitchville				
4 year old kindergarten - 1 July 2022 to 30 June 2023	Per year		No	N/A
3 year old kindergarten - 5 hours week - 1 July to 31 December 2022	Per year		No	N/A
3 year old kindergarten - 15 hours week - 1 January to 30 June 2023	Per year		No	N/A

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
Family Day Care				
Parent Administration Levy	Per child per hour	No	\$	1.50
Carer Support Levy	Pro rata per week	No	\$	7.50
Standard fee	8.00am to 6.00pm (range between)	No	\$	\$8.50 - \$12.50
Standard fee	Non-Core hours (range between)	No	\$	\$9.50- \$20.00
After School Care	8.00am to 6.00pm (range between)	No	\$	\$8.50 - \$12.50
After School Care	Non-Core hours (range between)	No	\$	\$9.50- \$20.00
Before School Care	8.00am to 6.00pm (range between)	No	\$	\$8.50 - \$12.50
Before School Care	Non-Core hours (range between)	No	\$	\$9.50- \$20.00
Public Holiday	8.00am to 6.00pm (range between)	No	\$	\$11.00 - \$30.00
Public Holiday	Non-Core hours (range between)	No	\$	\$11.00 - \$30.00
Toy Library Fees				
Annual Standard Membership		Yes	\$	15.00
Annual Group Membership		Yes	\$	35.00
LIBRARY				
Replacement Books		Yes	Cost	
Replace Cards		Yes	\$	2.50
Library Bags		Yes	\$	3.50
Photocopies/Print outs	A4/A3 One Side	Yes	\$	0.50
	A4/A3 Double Side	Yes	\$	0.80
Photocopies – own paper	Per Side	Yes	\$	0.30
Photocopies/Printouts Colour	Per Side	Yes	\$	1.00
Laminating		Yes	\$	1.00
Old Books (depending on condition)		Yes		No Charge
Sir John Gorton Library Meeting Room				
Commercial/Casual Hirers (Charges capped at 5 Hours)	Per hour	Yes	\$	20.00
PLANNING FEES AND CHARGES				
Miscellaneous Planning Fees				
Applications for extension of time		No	\$	150.00
Applications for secondary consent		No	\$	150.00
Subdivision Fees				
Plan Examination Fee		No		Up to a maximum of 0.75% value of works
Supervision Fee		No		Up to maximum of 2.5% value of works

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
BUILDING FEES AND CHARGES				
Domestic				
Dwelling extensions	Up to \$99,999	Yes	\$	1,050.00
Dwelling extensions	Over \$100,000	Yes	\$	1,250.00
New Dwellings or works	Up to \$199,000	Yes	\$	1,550.00
New Dwellings or works	\$200,000 to \$399,999	Yes	\$	1,950.00
New Dwellings or works	\$400,000 to \$499,999	Yes	\$	2,150.00
New Dwellings or works	Above \$500,000	Yes	Cost / 250	
Multi unit developments	Up to 4 units	Yes		1950 per unit
Commercial Building Works				
Contract amount	Up to \$30,000	Yes	\$	700.00
Contract amount	\$30,000 - \$100,000	Yes	\$	1,750.00
Contract amount	\$100,000 - \$500,000	Yes	\$	3,000.00
Contract amount	\$500,000 - \$999,999	Yes	cost / 200 + \$250	
Contract amount	Over \$1,000,000	Yes	cost / \$200 + 250	
Minor Building Works				
Garages, Carports/Sheds, Verandahs	Up to \$19,999	Yes	\$	550.00
Garages, Carports/Sheds, Verandahs	\$20,000 to \$49,999	Yes	\$	650.00
Garages, Carports/Sheds, Verandahs	Above \$50,000	Yes	\$	850.00
Above Ground Swimming Pools		Yes	\$	550.00
Inground Swimming Pools		Yes	\$	850.00
Safety Barrier for swimming pool or spas		Yes	\$	320.00
Dwelling Reblock / restumping		Yes	\$	650.00
Miscellaneous Building permit fee		Yes	\$	600.00
Sitting of places of public entertainment		Yes	\$	600.00
Variation to approved plans		Yes	\$	170.00
Extensions		Yes	\$	270.00
Miscellaneous inspections		Yes	\$	180.00
Temporary occupation of a building	every 6 months	Yes	\$	600.00
House Relocation				
Inspection and report fee prior to relocation		Yes	\$	400.00
Demolition Permit				
Any Class 1 or 10 building	Per Storey	Yes	\$	500.00
Any other building (commercial or industrial)	Per Storey	Yes	\$	700.00

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
RECREATION				
RECREATION RESERVES - COHUNA & LEITCHVILLE				
Football Clubs				
Cohuna Kangas			Yes	\$ 5,600.00
Leitchville			Yes	\$ 3,650.00
Cricket Clubs				
Cohuna - per year			Yes	\$ 680.00
Leitchville - per year			Yes	\$ 680.00
Miscellaneous				
Cohuna A. P. & H. Society - per year			Yes	\$ 1,860.00
Cohuna Little Athletics Club - per year			Yes	\$ 680.00
School Groups & RSL			Yes	No Charge
Casual - per day			Yes	\$ 350.00
Casual - per hour (min 3 hours hire)			Yes	\$ 80.00
Casual - more than one consecutive day	Price on application		Yes	POA
Oval Hire - refundable deposit			No	\$ 280.00
MUNICIPAL RESERVES				
Municipal Reserve				
Use of Municipal Reserve (Inc Parks & Gardens) - Schools & RSL			Yes	No Charge
Use of Municipal Reserve (Inc Parks, Gardens & Wharf) - Commercial use/Major events/Weddings	Permit Fee		Yes	\$ 65.00
Permit Deposit (Refundable)	No alcohol		No	\$ 300.00
SWIMMING POOLS				
Kerang/Cohuna Swimming Pool				
Seasons Tickets: Family Season Pass (Cohuna and Kerang)	Family		Yes	\$ 200.00
Seasons Tickets:	Adults		Yes	\$ 108.00
	Concession or Student		Yes	\$ 65.00
	Concession - Family		Yes	\$ 93.00
Admission:	Adults		Yes	\$ 4.80
	Concession or Student		Yes	\$ 3.90
	Children under 5 years		Yes	No Charge
	Non-Swimming Patrons		Yes	\$ 1.50
	Family Day Pass		Yes	\$ 16.50
	Community Groups/Schools/Event hire		Yes	As per GSC booking
Ten Visit Pass Entry:	Family		Yes	\$ 120.00
	Adult		Yes	\$ 40.00
	Concession/Student		Yes	\$ 28.00
Kerang Exercise Pool				
5-18 year olds/Concession/Student	Per Hour		Yes	\$ 5.50
	1/2 Hour		Yes	\$ 3.75
Adult	Per Hour		Yes	\$ 8.00
	1/2 Hour		Yes	\$ 5.75
Claims Attendance	Per Hour		Yes	\$ 11.00
	1/2 Hour		Yes	\$ 8.25
Children under 5			Yes	No Charge
Groups of max. 10 people	Per hour		Yes	\$ 45.00
Multiple group bookings	5 one hour sessions		Yes	\$ 200.00
Additional lifeguard fee per hour.	per hour		Yes	\$ 45.00
Warra Waders Swim School	1/2 hour		Yes	\$ 11.00
Adult (Non Pensioners)	1/2 hour		Yes	\$ 58.00
	1 hour		Yes	\$ 80.00
5-18 year olds/Concession/Student	1/2 hour		Yes	\$ 38.00
	1 hour		Yes	\$ 55.00

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
Leitchville Swimming Pool (Administered by Community Asset Committee of Council)				
Family Season Pass (Leitchville only)	Family			\$ 125.00
Single Season Pass	Adult			\$ 47.00
Student Season Pass	Under 18/student			\$ 42.00
Holiday Makers	Family			\$ 52.00
Adult Admission	Adult			\$ 4.20
Child Admission	Persons under 18 years			\$ 3.10
RESIDENTIAL TENANCIES ACT REGISTRATION FEES				
Notification Fee for Moveable Dwellings within caravan parks			No	\$ 228.00
LOCAL LAWS				
DOMESTIC ANIMAL ACT				
Dog Registration				
New registration paid after 10 October each year	Discount does not include SGL	No		50% discount
Replacement Tag		Yes		\$ 5.50
Late Payment Fee		No		\$ 50.00
Cat Registration				
New registration paid after 10 October each year	Discount does not include SGL	No		50% discount
Replacement Tag		Yes		\$ 5.50
Late Payment Fee		No		\$ 50.00
Administration - Domestic Animals Registration				
Pro-rata reduction (quarterly) for refund of animal registration - state Gov't Levy non refundable	Pro-rata quarterly	Yes		As Calculated
Pound Fees - Domestic Animal Act				
Release Fee	Dogs and Cats 1st Offence	Yes		\$ 60.00
	Dogs and Cats 2nd offence	Yes		\$ 120.00
	Dogs and Cats 3rd offence	Yes		\$ 240.00
Sustenance Fee (per day)		Yes		\$ 10.00
Domestic Animal Business				
Domestic Animal Business	Permit Fee plus SGL (SGL increases with CPI each year)	Yes		650+ State Gov't levy
Administration - Local Law Permits				
Release fee for animal impounded under Local Laws	Per animal	Yes		\$ 75.00
Release fee for item impounded under Local Laws	Per item	Yes		\$ 75.00
Release fee for impounded vehicle		No		\$250 plus towing costs
Amendments to permits	All permits	Yes		\$ 45.00
Late Payment Fee	Additional fee payable on late renewal of permit	No		50% of permit
Local Law - Application and Permit Fees				
Bulk rubbish containers	Permit Fee (per container)	Yes		\$ 65.00
Fodder on road	Refer to local law guidelines	Yes		\$ 240.00
Footpath Trading - Consumption of Alcohol	Permit Fee (in conjunction with Footpath Trading permit)	No		\$ 60.00
Footpath Trading / Permit fee - advertising sign, display of goods, table and chairs	Permit Fee (in conjunction with Footpath Trading permit)	No		\$ 60.00
Consumption of Alcohol	Permit Fee (commercial business only)	No		\$ 60.00
House to House trading	Permit Fee	No		\$ 240.00
Keeping of Animals - initial issue	Permit Fee	Yes		\$ 130.00
Keeping of Animals - permit renewal	Permit Fee	Yes		\$ 65.00
Keeping of Animals - permit renewal	Permit Fee	Yes		\$ 65.00
Municipal reserve - waterways	Application & permit fee - events held on Council controlled waterways	Yes		\$ 280.00
Roadside trading	Permit fee	Yes		\$ 240.00
	Site fee	Yes		\$135 per month
Shipping containers	Permit Fee (per container)	Yes		\$ 140.00
Temporary Road Closure - Community Group	Advertising - costs to be charged through sundry debtor process.	Yes		Advertising cost
Temporary Road Closure - Commercial event	All costs associated with the event. Charged through private works, sundry debtor process.	Yes		Advertising cost
All other Local Law permits not listed above	Permit Fee	Yes		\$ 130.00

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
LIVESTOCK				
Pound Fees - Stock				
Impounded sheep - per head		Yes	\$	30.00
Impounded cattle - per head		Yes	\$	120.00
Impounded horses - per head		Yes	\$	120.00
Impounded stock - all other stock including goats, pigs, etc - per animal		Yes	\$	120.00
Transport		Yes		Cost of transport
After hours call out fee for livestock on roads		Yes	\$	350.00
NLIS tags	if required	Yes	\$	55.00
Advertisement in Newspaper	as required under Impounding of Livestock Act 1994	Yes		Cost of advertising
Sustenance Fee		Yes		Cost of hay or feed per day + \$30
Release fee - per animal		Yes		\$110.00 1st animal & \$30.00 each other animal
Accommodation Paddock (per head per day)		Yes	\$	10.00
Road Opening Permits				
Security Deposit - works not within the carriageway	\$210.00 per sq/m	No		212.00 per sq/m
Security Deposit - works in the carriageway (Under 4m2)		No	\$	850.00
Security Deposit - works in the carriageway (Over 4m2)	\$840 Min + \$210 per m2 over 4m2	No		\$860 Min + \$214 per m2 over 4m2
Asset Protection Permit	Application fee per site	Yes	\$	100.00
Security deposit	minimum security deposit	No	\$	240.00
FACILITY HIRE				
Public Halls				
Cohuna and Kerang Halls				
Whole Hall	Day (to 5:00pm)	Yes	\$	190.00
	Night (5:00pm - 2.30am)	Yes	\$	250.00
	Day & Night	Yes	\$	330.00
	Day time hourly rate - maximum 3 hours	Yes	\$	55.00
	Night time hourly rate - maximum 3 hours	Yes	\$	55.00
Main Hall Only	Day (to 5:00pm)	Yes	\$	130.00
	Night (5:00pm - 2.30am)	Yes	\$	160.00
	Day and Night	Yes	\$	250.00
	Hourly rate maximum 3 hours	Yes	\$	40.00
Supper Room & Kitchen	Day (to 5:00pm)	Yes	\$	140.00
	Night (6:30pm - 2.30am)	Yes	\$	170.00
	Day and Night	Yes	\$	260.00
	Hourly rate maximum 3 hours	Yes	\$	45.00
Cohuna Council Chamber/Community Meeting Room				
3 Hours - except for Non Profit Community Groups		Yes	\$	50.00
More than 3 hours - except for Non Profit Community Groups		Yes	\$	150.00
Set up cost of Chambers		Yes	\$	80.00
Kerang Memorial Hall				
Function Room	Hourly rate maximum 3 hours	Yes	\$	40.00
	Day (to 5:00pm)	Yes	\$	130.00
	Night (5:00pm-2.30am)	Yes	\$	160.00
	Day and Night	Yes	\$	250.00
Kerang, Koondrook and Cohuna Senior Citizens Rooms	Day (to 5:00pm)	Yes	\$	125.00
	Night (6:30pm - 2.30am)	Yes	\$	170.00
	Hourly rate maximum 3 hours	Yes	\$	35.00
	Not-for-profit	Yes		No Charge

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
Special Fees				
	Cohuna RSL ANZAC Service	Yes	No Charge	
	Kerang RSL ANZAC Service	Yes	No Charge	
	Service Clubs	Yes	No Charge	
	Schools (per day to max 5 days \$300)	Yes	\$	120.00
	Trestle Hire per trestle - Other venues	Yes	\$	14.00
	Plastic Chair Hire	Yes	\$	2.50
	Community Groups - block of 5 booking to be used in 12 months of making initial booking	Yes	\$	360.00
Bonds				
Bond	Refundable Deposit - no alcohol	No	No Charge	
	Refundable Deposit - alcohol to be consumed	No	\$	580.00
	Setting up chairs (per hour minimum booking)	No	\$	90.00
Rural Halls (Dingwall, Gannawarra, Koroop, Lake Charm, Murrabit & Myall) (Administered by Community Asset Committee of Council)				
Rural Halls (Dingwall, Gannawarra, Koroop, Lake Charm, Murrabit & Myall)	Hire range			\$15-\$130
Gateway to Gannawarra				
Bike Hire	2 hours	Yes	No Charge	
	4 hours	Yes	No Charge	
	All day (Return by 4.30pm)	Yes	No Charge	
	Overnight hire (Return by 9.30am)	Yes	No Charge	
	2 day hire (Return by 4.30pm)	Yes	No Charge	
	Security Deposit (Refundable)	No	\$	50.00
Fishing Rod Hire (per rod)	All day (Return by 4.30pm)	Yes	No Charge	
	Overnight hire (Return by 9.30am)	Yes	No Charge	
	2 day hire (Return by 4.30pm)	Yes	No Charge	
	Security Deposit (Refundable)	No	\$	20.00
Quambatook Housing				
One Bedroom Flat/Week		No	\$	75.00
Two Bedroom Flat/Week		No	\$	100.00
WASTE MANAGEMENT				
Transfer Stations - Kerang, Cohuna, Quambatook, & Lalbert				
Mulch (for sale)	Per m3	Yes	\$	10.00
Domestic Waste to be Disposed of in Garbage Skip				
120lt Mobile Garbage Bin		Yes	\$	7.50
240lt Mobile Garbage Bin		Yes	\$	15.00
Domestic Waste and contaminated recyclables/ garden waste delivered by any other means	Per m3	Yes	\$	37.00
Commercial Cardboard - Placed in Recycling Skip	Per m3	Yes	\$	12.00
Uncontaminated Recyclable Materials				
Domestic Glass, Cans, Plastic Bottles, Paper & Cardboard		Yes	No Charge	
Green Waste	Per m3	Yes	\$	7.50
Green Waste - non for profit groups	Per m3	Yes	\$	5.00
Car Bodies	Per Car	Yes	\$	25.00
Timber	Per m3	Yes	\$	10.00
White Goods & Fridges - degassed	per item	Yes	No Charge	
Fridges - to be degassed	per unit	yes	\$	50.00
Vehicle Batteries	Per Battery	Yes	\$	9.00
TV, Laptop, Computer Screen	Per Screen	Yes	No Charge	
E-waste cable or battery operated equipment	Per item	Yes	No Charge	
Gas Cylinders Small (up to 9kg)	per item	Yes	\$	12.00
Gas Cylinders Small (over 9kg)	per item	Yes	\$	22.00
Mattress	Per Mattress	Yes	\$	40.00
Landfill/Transfer Station - Denyers Landfill fees are no longer applicable - The landfill site is closed to the public.				
Commercial Domestic Waste	per Tonne	Yes		N/A
Priority Waste - Category C	per Tonne	Yes		N/A
Priority Waste - Category D	per Tonne	Yes		N/A
Asbestos Waste	per Tonne	Yes		N/A
Industrial Waste/Building Rubble	per Tonne	Yes		N/A
Asphalt	per Tonne	Yes		N/A
Concrete	per Tonne	Yes	\$	120.00

SCHEDULE OF DISCRETIONARY FEES AND CHARGES 2023/2024 effective 1 July 2023		Note	Incl. GST	2023/2024
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)				
Grave digging			Yes	\$ 800.00
Freedom of Information				
Photocopying Charges - 4A Black & White per page			No	\$ 0.20
Providing access other than photocopying			No	Reasonable Cost
Listening to or viewing a tape			No	Reasonable Cost
Making a written transcript out of tape			No	Reasonable Cost
Mail out to property owner on behalf of a third party				
Prepare and collate information			Yes	\$60.00 per hour
Print/Copy - A4 Black & White per page			Yes	\$ 0.20
Postage			Yes	At cost
Quambatook Caravan Park (Administered by Community Asset Committee of Council)				
Powered site per person per night- Easter				\$ 21.00
Unpowered site per person per night- Easter				\$ 16.00
Bunkhouse/Cabin up to six people- Easter				\$ 167.00
Powered site per double per night- off peak				\$ 32.00
Unpowered site per double per night - off peak				\$ 21.00
Cabin and Bunkhouse - off peak				\$ 84.00
Cabin and Bunkhouse - off peak - extra person				\$ 26.00
Cabin and Bunkhouse - off peak - 7 days				\$ 364.00
7+ days stay bookings				Upon Request
Standpipe - Cohuna				
Standpipe water. 1 token = 1000 litres.	per token		No	\$ 3.00
Truck Wash - Minimum \$ 3.30 Fee (Including \$0.30 GST)				
Access key (available from Council's Customer Service Team)	per item		Yes	\$ 35.00
Water use	per minute		Yes	\$ 0.88
Electric Vehicle Charging station Kerang & Cohuna				
Electric Vehicle Charging cost	cents/kWh		Yes	\$ 0.40

GANNAWARRA SHIRE COUNCIL					
SCHEDULE OF STATUTORY FEES AND CHARGES 2023/2024 effective 1 July 2023 when fee units are announced by the relevant government departments.					
	No. of fee units	No. of Penalty units	Note	Incl. GST	2023/2024
ENVIRONMENTAL HEALTH SERVICES					
FOOD ACT REGISTRATION FEES					
Statutory Food Samples				No	No charge
Annual statutory inspection plus statutory follow-up inspection				No	No charge
ENVIRONMENT PROTECTION ACT REGISTRATION FEES					
Septic Tank Fees					
Application to install or alter a septic tank system	48.88			No	Fee unit based
Minor alteration to existing system	37.25			No	Fee unit based
Amend or reissue permit	10.38			No	Fee unit based
Transfer an existing permit	9.93			No	Fee unit based
Extension of permit (12 Months)	8.31			No	Fee unit based
PLANNING FEES AND CHARGES					
Statutory Planning Fees under the Planning and Environment (Fees) Regulations 2016.					
Use of Land Planning Permit	89.00			No	Fee unit based
Dwelling Planning Permit < \$10,000	13.50			No	Fee unit based
Dwelling Planning Permit > \$10,001 - \$100,000	42.50			No	Fee unit based
Dwelling Planning Permit > \$100,001 - \$500,000	87.00			No	Fee unit based
Dwelling Planning Permit > \$500,001 - \$1,000,000	94.00			No	Fee unit based
Dwelling Planning Permit > \$1,000,001 - \$2,000,000	101.00			No	Fee unit based
VicSmart Application < \$10,000	13.50			No	Fee unit based
VicSmart Application > \$10,001	29.00			No	Fee unit based
VicSmart Application to subdivide land	13.50			No	Fee unit based
Development of Land < \$100,000	77.50			No	Fee unit based
Development of Land > \$100,001 - \$1,000,000	104.50			No	Fee unit based
Development of Land > \$1,000,001 - \$5,000,000	230.50			No	Fee unit based
Development of Land > \$5,000,001 - \$15,000,000	587.50			No	Fee unit based
Development of Land > \$15,000,001 - \$50,000,000	1732.50			No	Fee unit based
Development of Land > \$50,000,001	3894.00			No	Fee unit based
To Subdivide existing Building	89.00			No	Fee unit based
To Subdivide Land into 2 lots	89.00			No	Fee unit based
Boundary Realignment	89.00			No	Fee unit based
To Subdivide Land	89.00			No	Fee unit based
Create, vary or remove restriction or create, vary or remove an easement	89.00			No	Fee unit based
Strategic Planning Fees under the Planning and Environment (Fees) Regulations 2016.					
Amendment to a planning Scheme	206.00			No	Fee unit based
Considering Submissions and referral to Planning Panel (up to 10 submissions)	1021.00			No	Fee unit based
Considering Submissions and referral to Planning Panel (11 to 20 submissions)	2040.00			No	Fee unit based
Considering Submissions and referral to Planning Panel (> 20 submissions)	2727.00			No	Fee unit based
Adopting an Amendment	32.50			No	Fee unit based
Approval of an Amendment	32.50			No	Fee unit based
Certificate of Compliance	22.00			No	Fee unit based
Proposal to amend or end a Section 173 Agreement	44.50			No	Fee unit based
Satisfaction Certificate	22.00			No	Fee unit based
Subdivision Fees under the Subdivision (Fees) Regulations 2016					
Certification of a plan of subdivision	11.80			No	Fee unit based
BUILDING FEES AND CHARGES UNDER BUILDING REGULATIONS 2018					
Domestic					
Lodgement Fee (Reg 45)	8.23			No	Fee unit based
House relocation/re-erection deposit					
Bond can be in form of Bank Guarantee (Reg 48)				No	\$ 10,000.00
Building Certificates					
Property Information (Building Certificates Reg 51)	3.19			No	Fee unit based
Information on stormwater (Legal Point of Discharge (Reg 133(2)))	9.77		Maximum of 9.77 fee units	No	Fee unit based

SCHEDULE OF STATUTORY FEES AND CHARGES 2023/2024 effective 1 July 2023 when fee units are announced by the relevant government departments.					
	No. of fee units	No. of Penalty units	Note	Incl. GST	2023/2024
Report and Consent under Building Regulations 2018					
Council (Reg 132(2) or 134(2) or Part 5,6 or 10)	19.61		Maximum of 19.61 fee units	No	Fee unit based
Protection for works (Reg 116(4))	19.90		Maximum of 19.9 fee units	No	Fee unit based
Council - Demolition (Section 29A)	5.75		Maximum of 5.75 fee units	No	Fee unit based
Land Information Certificate (Local Government (Land Information) Regulations 2021 (Reg 6)	1.82			No	Fee unit based
Swimming Pools and Spa fees under Building Regulations 2018					
Swimming Pool and Spa fees - Application for Registration - Reg 147P	2.15		Maximum of 2.15 fee units	Yes	Fee unit based
Swimming Pool and Spa fees - Information search fee - Reg 147P	3.19		Maximum of 3.19 fee units	Yes	Fee unit based
Swimming Pool and Spa fees - Lodgement of Certificate of pool barrier compliance - Reg 147X	1.38		Maximum of 1.38 fee units	Yes	Fee unit based
Swimming Pool and Spa fees - Lodgement of Certificate of pool barrier non-compliance - Reg 147ZJ	26.00		Maximum of 26 fee units	Yes	Fee unit based
RECREATION					
RESIDENTIAL TENANCIES ACT REGISTRATION FEES					
Site not exceeding 25	17.00			No	Fee unit based
Site exceeding 25 but not exceeding 50	34.00			No	Fee unit based
Site exceeding 50 but not exceeding 100	68.00			No	Fee unit based
Site exceeding 100 but not exceeding 150	103.00			No	Fee unit based
Site exceeding 150 but not exceeding 200	137.00			No	Fee unit based
Site exceeding 200 but not exceeding 250	171.00			No	Fee unit based
Site exceeding 250 but not exceeding 300	205.00			No	Fee unit based
Transfer of Caravan Park	5.00			No	Fee unit based
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	No	\$130 + State Government Levy
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	No	\$43 + State Government Levy
Eligible concession card holder			Discount does not include SGL	No	50% discount
Cat Registration					
Maximum fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 2 - Cats			Unsterilised cat	No	\$130 + State Government Levy
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	No	\$43 + State Government Levy
Eligible concession card holder			Discount does not include SGL	No	50% discount
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.		0.5		No	Penalty unit based
Parking offences under Road Safety (General) Regulations 2019 (Offence codes 701-714) (0.5 of a Penalty Unit)		0.5		No	Penalty unit based

SCHEDULE OF STATUTORY FEES AND CHARGES 2023/2024 effective 1 July 2023 when fee units are announced by the relevant government departments.					
	No. of fee units	No. of Penalty units	Note	Incl. GST	2023/2024
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	6.00			No	Fee unit based
Minor works on the roadway, shoulder or pathway	9.30			No	Fee unit based
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	6.00			No	Fee unit based
Works on the roadway, shoulder or pathway	23.50			No	Fee unit based
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	6.00			No	Fee unit based
Minor works on the roadway, shoulder or pathway	9.30			No	Fee unit based
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			No	Fee unit based
Works on the roadway, shoulder or pathway	43.1			No	Fee unit based
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	No	Fee set by Dept of Health
Right of interment bodily remains at need			1st	No	
Right of interment cremated remains at need			25 years	No	
Search for cemetery records				No	
Freedom of Information - determined by the Office of the Victorian Information Commissioner (OVIC)					
Application Fee				No	Fee set by OVIC
Access Charges - Search time			Per hour or part thereof	No	
Access Charges - Supervision time			Per hour, calculated per 1/4 hour or part thereof	No	
https://www.dtf.vic.gov.au/financial-management-government/indexation-fees-and-penalties Fee unit 1 July 2022 - 30 June 2023 = \$15.29 Penalty unit 1 July 2022 - 30 June 2023 = \$184.92					

7.2 DOMESTIC ANIMAL MANAGEMENT PLAN - ANNUAL REVIEW

Author: Kellie Burmeister, Manager Planning and Regulatory Services

Authoriser: Wade Williams, Acting Director Infrastructure and Development

Attachments: 1 Domestic Animal Management Plan 2022-2025

RECOMMENDATION

That Council:

- 1. Receive the annual review of the Domestic Animal Management Plan;**
- 2. Adopt the revised Domestic Animal Management Plan; and**
- 3. Approve the Chief Executive Officer to make administrative changes to the Plan as required.**

EXECUTIVE SUMMARY

Council must review the Domestic Animal Management Plan (DAM Plan) on an annual basis and if appropriate, amend the plan. A copy of the DAM Plan must be provided to the Secretary, including any amendments. In addition, Council must also publish an evaluation of the implementation of the DAM Plan in its annual report.

PURPOSE

To ensure responsible pet ownership and animal welfare through compliance with the *Domestic Animals Act 1994*.

ATTACHMENTS

The Domestic Animal Management Plan 2022-2025 with relevant updates.

DISCUSSION

The Domestic Animal Management Plan 2022-2025 was adopted by Council in October 2022 and this is the first annual review of the current plan. The DAM Plan states that under section 68A (3) of the *Domestic Animals Act 1994*, every Council must:

- a) review its domestic animal management plan annually and, if appropriate, amend the plan;
- b) provide the Secretary with a copy of the plan and any amendments to the plan; and
- c) publish an evaluation of its implementation of the plan in its annual report.

The plan addresses responsible pet ownership and animal welfare by focussing on registration, identification, dog attacks, nuisance behaviour, dangerous, menacing, and restricted breed dogs, and animal businesses. It also deals with Council's domestic animal control services, authorised officer training, emergency management and matters relating to the enforcement, compliance and evaluation of the Council's control measures.

The review highlights the following:

- There was a significant increase in cats impounded during 2022, however, there was a slight reduction in the number of wildcats trapped;

- There was a decrease in registered domestic animals in 2022;
- There was an increase in the number of reported dog attacks on animals in 2022, however, there was a significant decrease in dog attacks on people and livestock.

Animal registration	2019	2020	2021	2022
No. of registered dogs	2046	1923	2158	1758
No. of registered cats	415	383	426	330
No. of registered declared dogs	2	2	1	1

	2019	2020	2021	2022
No. of reported dog on animals attacks	9	10	8	10
No. of reported dog on people attacks	10	5	6	1
No. of reported dog on livestock attacks	6	5	4	1
TOTAL	25	20	18	12

Council is required to include in its annual report, in accordance with Section 68A (3)(c) of the *Domestic Animals Act 1994*, a review on the performance measures against the activity/evaluation tables contained in the DAM Plan. Activities include educational programs, registration of domestic animals, reduction of animals at large, decreased numbers of dog attacks and increases in compliance as measures of success.

Minor changes have been made to the plan to include the final 2022 figures, updated staff details and also updating the document with the newly adopted Community Amenity Local Law 2023 and its relevant clauses.

RELEVANT LAW

Section 68A (3) of the *Domestic Animals Act 1994*, requires Council to review and amend (if necessary) its DAM Plan annually, provide a copy of the plan to the Secretary and publish an evaluation of the implementation of the DAM Plan in its annual report.

RELATED COUNCIL DECISIONS

The DAM Plan was originally adopted by Council in October 2022.

OPTIONS

To ensure legislative compliance, the DAM Plan must be annually reviewed and presented to Council to note.

SUSTAINABILITY IMPLICATIONS

Council plays an important leadership role in supporting and promoting responsible pet ownership, community safety and active and healthy lifestyles.

Council recognises that improved health and well-being can be attributed directly to animal ownership and understands the need to balance the requirements of the community, animal owners and the animals that are such a significant part of many people's lives.

It is important that Council adopts a multi-faceted approach in the DAM Plan. Council must improve community awareness of the benefits of responsible pet ownership through targeted education programs and positive incentives aimed at greater compliance.

COMMUNITY ENGAGEMENT

Community engagement occurred as part of the development of the DAM Plan in 2022.

INNOVATION AND CONTINUOUS IMPROVEMENT

The data and information gathered as part of the review of the DAM Plan is used to improve services and processes as necessary.

COLLABORATION

No external collaboration has been sought with other Councils and Government and statutory bodies in the preparation and review of the DAM Plan.

FINANCIAL VIABILITY

Animal registrations and control are budgeted for annually. The reduction in animal registrations may have a minimal effect on the annual budgeted figures.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

All Councils in Victoria must develop a Domestic Animal Management Plan which is adopted every four years.

COUNCIL PLANS AND POLICIES

Gannawarra Shire Council Plan 2021 - 2025 – Goal 1 Liveability – Improve the health, safety and wellbeing of our community through partnerships, services and programs.

TRANSPARENCY OF COUNCIL DECISIONS

This report will be considered in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares no conflict of interest in regards to this matter.

GANNAWARRA SHIRE COUNCIL

DOMESTIC ANIMAL MANAGEMENT PLAN



2022-2025



Domestic Animal Management Plan 2022-2025
Plan No. 2022.01



Amendment Details

Plan no.	Page	Description	Date	Amendment details
2022.01	All	Adoption	19 October 2022	Domestic Animal Management Plan adopted by Council
2022.01	All	Submission to Department of Jobs, Precincts and Regions (DJPR)	4 November 2022	DAM Plan submitted to DJPR

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5	Registration and identification	Page 13
6	Nuisance animals	Page 16
7	Dog attacks	Page 18
8	Dangerous, Menacing and Restricted breed dogs	Page 20
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11	Annual review of plan and annual reporting	Page 25

Domestic Animal Management Plan 2022-2025
Plan No. 2022.01



1 Introduction and context

1.1 PURPOSE OF DOMESTIC ANIMAL MANAGEMENT PLAN

The *Domestic Animals Act 1994* (**the Act**) requires Council to prepare a Domestic Animal Management Plan (**DAM Plan or the Plan**) every four years.

The Plan must set out a method for evaluating whether the animal management services provided by Council are adequate to give effect to requirements of the Act and the Domestic Animal Regulations 2015.

The Plan must also outline programs for the training of authorised officers along with programs, services and strategies to:

- ensure that people comply with the Act, the regulations and any related legislation; and
- minimise the risk of attacks by dogs on people and animals; and
- address any over-population and high euthanasia rates for dogs and cats; and
- encourage the registration and identification of dogs and cats; and
- minimise the potential for dogs and cats to create a nuisance; and
- effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
- provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
- provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
- provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.

Council is also required to review and where appropriate amend the plan and publish an evaluation of the implementation of the plan in Council Annual Report.

Domestic Animal Management Plan 2022-2025
Plan No. 2022.01



1.2 PROCESS APPLIED IN DEVELOPING THE PLAN

The Plan was developed by Council's Local Laws staff with information from the annual reviews of the 2017-2021 DAM Plan and observations of trends in complaints to Council and incidents involving domestic animals in the Gannawarra Shire. Local vet clinics were also consulted regarding issues that they believe are important to local residents and animal owners. The Local Laws team have aimed to set realistic objectives which have measurable goals.

The DAM Plan was available for public consultation after the draft was approved at the Council meeting in August 2022. This consultation involved face to face meetings, newspaper content and social media posts.

1.3 DEMOGRAPHIC AND PROFILE OF COUNCIL

Gannawarra Shire is a three hour drive from Melbourne and has an area of 3,736 square kilometers, bordered by the Murray River to the north. Gannawarra is a diverse agricultural region within the Loddon Murray Region of northern Victoria and strategically located along the Murray River between Echuca and Swan Hill. It includes the main service centers of Kerang, Cohuna and Koondrook along with the villages of Murrabit, Quambatook Lalbert, Macorna, Lake Charm, Leitchville and Mystic Park. Gannawarra Shire's population is approximately 10,500, including around 4,200 households with a median household income of \$908 per week.



Domestic Animal Management Plan 2022-2025
Plan No. 2022.01



1.4 CONTEXT AND CURRENT SITUATION

Program/Service	Service Level
Identification & registration - dogs	1971.25 dogs registered (average over past 4 years)
Identification & registration - cats	310.8 cats registered (average over past 4 years)
Identification & registration - door-knock campaigns	Due to limited resources in Local Laws department this activity has not occurred over the past DAM Plan period.
Domestic animal complaints	Approvals and inspections etc. within 10 days General non urgent complaints within 5 days Urgent issues within 2 days
Dangerous Dogs complaints	Response time - within 48 hours
Routine street patrols	Demand driven
Pound	8 hours per day / 5 days per week by appointment
Microchipping and/or desexing programs	Being developed for 2022/23
RPO School information sessions	As requested
After hours emergency service	On call 365 days per year

1.5 DOMESTIC ANIMAL STATISTICS

The domestic animal statistics and charts summarised below are shown in the relevant section of the DAM Plan.

Content and data	Section and title
Registered dogs / cats	Section 5 Registration and identification
Declared dogs	Section 8 Dangerous, Menacing and Restricted breed dogs
Registered domestic animal businesses	Section 9 Domestic Animal Businesses
Animals seized or surrendered	Section 4 Overpopulation and high euthanasia
Cats and dogs reclaimed, rehomed or euthanased	Section 4 Overpopulation and high euthanasia
Complaints relating to cats and dogs	Section 6 Nuisance animals

Domestic Animal Management Plan 2022-2025
Plan No. 2022.01



2 Training of Authorised Officers

This section outlines current qualifications and future training programs for authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district. *Compliant with Section 68A(2)(b) of the Act.*

2.1 CONTEXT AND CURRENT SITUATION

Gannawarra Shire Council currently employs the following animal management staff:

Current staff			
Officer	EFT	Position	Training and qualifications (completed)
Officer 1	1 EFT	Local Laws Coordinator / Ranger (Authorised Officer)	Diploma of Leadership and Management BSB519 Cert IV Government Investigations PSP40416 Cert III Rural Operations AHC32816 Work in Public Safety Organisation – PUATE004C Contribute to Community Safety PUACOM014B Conduct Community Safety Activities PUACOM015B Risk Management BSBRSK401 Harassment & Bullying - Hazcon Pty Ltd Managing Peoples Performance - Pro-Focus Pty Ltd Authorised Persons Workshop - LGA of Qld Bark Busters QLD – Animal Psychology Firearm Safety and Training Council AHCPMG304
Commenced in position February 2021			
Officer 2	1 EFT	Local Laws Officer / Ranger (Authorised Officer)	Bachelor Applied Science Diploma Equine Performance Horse Management Diploma Thoroughbred Racing Cert IV in Training and Assessment Veterinary Nursing Certificate Equine Artificial Insemination Certificate Traffic Management
Officer 3	0.6 EFT	Local Laws Administration Officer	Cert IV in Animal Control and Regulation Cert IV in Local Government (Statutory Compliance) ATC Court Procedure and Prosecutor Course Management Systems Auditing Course Privacy Awareness training K9 Self Preservation and Harm Reduction Strategies Assertive communication skills
Commenced in position in 2010			

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2.2 OUR PLANNED TRAINING FOR AUTHORISED OFFICERS

Authorised Officers are required to be suitably qualified with a sound understanding and knowledge of a range of legislation including the *Domestic Animals Act 1994*. Apart from being able to administer and enforce the legislation, officers need to be able to communicate with all members of the community, defuse difficult situations and safely handle animals.

Authorised Officer Training	Planned (2021-2025)
Cert IV in Animal Control and Regulation or equivalent qualification*	Any new Officers (if not already qualified) to commence within first 12 months
Cert IV in Local Government (Statutory Compliance) or equivalent qualification*	For any new Officers (if not already qualified) to commence within first 12 months
Cert IV in Government Investigations	For any new Officers (if not already qualified) to commence within first 12 months
Online Induction Compliance Training <i>Occupational Health & Safety, Information Privacy; Fraud and Corruption; Workplace Bullying and Harassment; Victorian Charter of Human Rights and Responsibilities & Child Safe Standards</i>	For any new Officers Comprehensive induction within first week and rest of required modules within first three months.
Traffic control - animals on roads	New staff within first 12 months with annual refresher training
OH&S - Dealing with aggressive customers	Any new Officers (if not already qualified) to commence within first 12 months
Industry Training - prosecutions	Optional / senior staff training
Firearms Training	Licensing and safety course are required for any Officer required to use a firearm
First Aid	As scheduled by Council's HR department

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2.3 OUR PLAN

Local Laws Officers are to receive relevant training to ensure tasks are performed in a safe and effective manner and within relevant legislation.

Objective 2.1 New and Relief Local Laws Officers to receive induction training		
Activity	When	Evaluation
New and Relief Local Laws Officers undertake Councils induction programs for new staff	Upon commencement	Employee completes standard inductions
Staff to undertake and complete role specific induction programs for Local Laws Officers.	During first 2 weeks of employment, then annual reviews.	Inductions completed and records stored in Personnel file with Human Resources

Objective 2.2 Ensure animal management officers have the skills necessary to support the community and effectively perform their regulatory role		
Activity	When	Evaluation
Identify minimum required skills for Local Laws Officers	Prior to commencement of new staff, then annually to meet needs.	All role specific deficiencies and requirements are identified
Source specific training to increase Local Laws Officers skill levels	As required	Training successfully completed
Officers to complete all required relevant training, including upskilling.	As required	Copy of completion certificates for training kept on file with HR

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3 Responsible pet ownership and compliance with legislation

This section outline programs, services and strategies which the Council intends to pursue in its municipal district to promote and encourage the responsible ownership of dogs and cats.

Compliant with Section 68A(2)(c)(i) of the Act.

3.1 CONTEXT AND CURRENT SITUATION

Local Laws Officers frequently provide one on one education and information to ensure animal owners fully understand their obligations and liabilities should their animals cause any incident.

For those who refuse to adjust their behaviors regarding compliance, Local Laws Officers can first issue verbal or written warnings, however, if issues are ongoing they can escalate actions with Notices to Comply and Infringements being issued as a last attempt to gain compliance from pet owners prior to advancing to sterner measures such as prosecution.

3.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Community Amenity Local Law 2023 / Division 2 – Your Animals

Clause 21 - Keeping Animals

Local Law regulating the numbers of dogs and/or cats that can be kept at a property

Clause 22 – Animal Accommodation

Local Law requiring Private Land to provide accommodation for animals which is appropriate

Clause 23 - Adequate Fencing

Local Law requiring Private Land to be fenced in a way that will prevent animals from straying or escaping

Clause 24 - Animal Excrement

Local Law requiring dog owners to carry a Litter Device and remove and dispose of faeces deposited by their dogs in public places

Clause 25 - Animal and Bird Noise

Local Law regarding prevention of any Animal or Large and/or Noisy Birds on the Private Land from sounding noise at unreasonable times

Council Policy No. 068 / Dogs & Cats – Designated Areas

Policy to:

- prohibit dogs from certain areas;
- prohibit cats from certain areas; and
- permit dogs in certain areas, but only on a leash.

3.3 OUR PLAN

Objective 3.1 Promote 'Safe Cat, Safe Wildlife' messaging among residents		
Activity	When	Evaluation
Display of Safe Cat, Safe Wildlife education material (brochures) at Customer Service counters	Commencing by end of January 2023	Reduction in number of cats impounded overall with focus on numbers in the month following the targeted Facebook posts
Social media promotion via link on Council website to www.safecat.org.au	Before end December 2022	

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Facebook post and information in Gannawarra News page	November, February, May and August	
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Objective 3.2 Education campaign on the importance of registering and microchipping dogs and cats		
Activity	When	Evaluation
Facebook post and information in Gannawarra News page	March, June, September and December	Map trends on registered dogs and cats from data in Synergy database
GSC brochure on keeping contact details up to date with microchip registry to be distributed to animal owners with registration tag	Brochure to be updated by end September 2022 Ongoing from August 2022	Map trends of microchipping in animals impounded by Council

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4 Overpopulation and high euthanasia

This section outline programs, services and strategies which the Council intends to pursue in its municipal district to address any over-population and high euthanasia rates for dogs and cats.

4.1 CONTEXT AND CURRENT SITUATION

Council makes every effort to reunite lost pets prior to impounding them.

However, current registration and up to date contact details on the pet's microchip records are vital for this to be truly successful. Far too many owners of lost microchipped animals cannot be contacted because phone numbers have been disconnected or the microchip is still under the breeder's or last owner's name.

Unidentified animals are impounded and advertised on Council's website and Facebook page for eight days. Animals that are claimed by owners are required to be registered and microchipped before they can be released from the pound. After 8 days any unclaimed animals that are suitable to be rehomed are transferred to a rehoming organisation via a section 84Y agreement.

Stray and feral cats continue to be an issue in the municipality. Issues we experience range from uncontrolled breeding to attacks on domestic cats and ongoing wildlife predation. Council assists with cat trap hire to remove unwanted and unowned cats with the vast majority of stray or wild cats being caught in a Council provided trap.

It is important that community members are educated and take responsibility for their cats by registering, microchipping, de-sexing and securely confining them to their property. Because of this over the next 4 years Councils intends stepping up public awareness campaigns to try and rectify many of these issues.

Our current data

Dogs & Cats Impounded & Euthanased	2019	2020	2021	2022
Dogs impounded	45	39	39	66
Dogs Euthanased	11	5	1	0
Domestic Cats Impounded	61	27	43	119
Domestic Cats Euthanased	1	1	2	0
Wild-cats trapped & Euthanased				
Wild-cats trapped	109	60	96	84
Wild-cats Euthanased	109	60	96	84

4.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Community Amenity Local Law 2023 / Division 2 – Your Animals

Clause 21 - Keeping Animals

Local Law regulating the numbers of dogs and/or cats that can be kept at a property.

Clause 22 – Animal Accommodation

Local Law requiring Private Land to provide accommodation for animals which is appropriate

Clause 23 - Adequate Fencing

Local Law requiring Private Land to be fenced in a way that will prevent animals from straying or escaping.

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Under the Act, a reduced registration fee is applicable to sterilised dogs and cats.

Our current education/promotion activities

- Provide education on responsible pet ownership and on confinement of cats
- Promote microchip identification and de-sexing of animals

Our current compliance activities

- Operation of a domestic animal pound for impounded animals
- Advice to public regarding animals currently in the Council Pound on the Council website and Facebook page
- Council trapping program for wildcats
- Rehousing of suitable animals under Section 84Y agreement
- Investigate reports of unregistered breeders

4.3 OUR PLAN

To increase levels of responsible pet ownership of cats, reduce unwanted and uncontrolled breeding in domestic animals and retain low euthanasia rates for impounded animals.

Objective 4.1 Provide education on responsible pet ownership and on confinement of cats		
Activity	When	Evaluation
Owners of trapped cats to be made aware of responsibilities of cat ownership	Ongoing	Reduction of reoccurring offences of impounding of cats
Media releases - newspaper, Facebook	Ongoing but focus on times of increased cat breeding cycles	Record number of media releases and Facebook posts
Website links to AWV information		Information placed onto website

Objective 4.2 To educate community regarding wildcat population / reduce wildcat population		
Activity	When	Evaluation
Purchase additional cat traps	December 2023	Increase total number of cat traps owned by Council
Investigate (and instigate if viable) Council Order to confine cats	December 2022	Council Order in place
Investigate (and instigate if viable) cat de-sexing program	Ongoing	Assessment of viability of cat de-sexing program completed. If viable, apply for grant and if successful, implement program. Data reported in DAM Plan.

Objective 4.3 To continue Section 84Y agreement/s with approved animal rescue organisation/s		
Activity	When	Evaluation
Maintain current 84Y agreements	Ongoing	Agreements renewed

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Investigate and instigate additional 84Y agreements	As required	Suitable agreements implemented
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5 Registration and identification

This section outline programs, services and strategies which the Council intends to pursue in its municipal district to encourage the registration and identification of dogs and cats.

Compliant with Section 68A(2)(c)(v) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act

5.1 CONTEXT AND CURRENT SITUATION

Our current data

Animal registration	2019	2020	2021	2022
No. of registered dogs	2046	1923	2158	1758
No. of registered cats	415	383	426	330
No. of registered declared dogs	2	2	1	1

Infringements issued	2019	2020	2021	2022
Failure to register dog or cat	5	3	1	0
Failure to renew registration of dog or cat	0	0	0	0

Fee Structure 2022/23

Full fee Unsterilised dog or cat \$130.00

Full fee Dangerous Menacing Dog \$130.00

Councils Registration Concessions.

Reduced fee – Sterilised \$46.00

Reduced Fee – Aged dog or cat (over 10 years) \$46.00

Reduced Fee – Applicable organisation \$46.00

Reduced Fee – Obedience trained dog \$46.00

Reduced Fee – Working dog \$46.00

Reduced Fee – Eligible pensioner 50% of applicable fee

5.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Community Amenity Local Law 2023 / Division 2 – Your Animals

Clause 21 – Keeping Animals

Local Law regulating the numbers of dogs and/or cats that can be kept at a property

Procedures

Animal registration timeline	
1-Mar	approximate date renewals for animal registration will be posted to animal owners
1-Mar	information on local radio regarding animal registration renewals due on 10 April
1-Apr	information in Gannawarra News page of the Gannawarra Times regarding animal registration renewals due on 10 April
10-Apr	Renewals for animal registration due
18-Apr	Reminder letters to be generated including late payment fee
18-Apr	Late payment fee to be charged on animal registration renewal payments

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10-May	Phone calls to follow up on un-renewed animal registration.
June	Infringements to be generated for 'Failure to renew registration' under <i>Domestic Animals Act 81/1994 S.10(2) - 2747</i>

Our current education/promotion activities

- Education of pet owners to continually check and update contact details at microchip registries
- Provision of Council animal registration application and link to online registration form to owner by vet clinic when an animal is microchipped
- Education and information provided to animal owners on an ad hoc basis

Our current compliance activities

- Registration and identification for domestic animals (dogs and cats)
- Registration renewal notices sent in March with follow up reminder notices sent during April
- Follow up with animal owners who fail to renew registration of their domestic animals
- Follow up on registration of animals adopted from Rehousing Organisations or purchased from domestic animal breeding businesses
- Follow up and correction of all information in Council's animal registration register
- Registration and identification of dangerous, menacing and restricted breed dogs
- Mandatory registration and microchipping of animals prior to release from pound
- Permanent identification number registration tags
- Investigation and compliance service

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5.3 OUR PLAN

To increase the number of registered dogs and cats in the Municipality by 3 – 5%.

Objective 5.1 Increase in the number of animal registrations each year		
Activity	When	Evaluation
Targeted inspections of both urban and rural areas	As resources allow	Data analysed to show total number of animals identified as registered/unregistered and compliance after follow up
Return to home incentives for registered and microchipped pets found wandering for the first time.	Ongoing	To be assessed from impound numbers.

Objective 5.2 Education regarding awareness of requirement for Council registration		
Activity	When	Evaluation
Media releases - newspaper Facebook	January & July each year January & July each year	Record number of media releases Record number of Facebook posts
Links on Council website to AWV information	Ongoing	Maintain links on the Council website to the following: AWV, Dogs Cats Neighbours & you, and RSPCA Victoria.
Issue warnings prior to penalties to promote education.	Permanent ongoing practice	Observe registration numbers and reduction in wandering pets.

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6 Nuisance Animals

This section outlines programs, services and strategies which the Council intends to pursue in its municipal district to minimise the potential for dogs and cats to create a nuisance.

6.1 CONTEXT AND CURRENT SITUATION

The most common complaints received by Council's Local Laws Department relate to roaming and/or stray dogs and cats with noise a significant second.

Nuisance categories (complaints)	2019	2020	2021	2022
Dog at large	128	67	93	84
Cat at large (cats impounded plus wildcats)	170	87	139	203
Animal noise/nuisance (dogs & cats)	83	73	57	43
Dog excrement	0	2	2	0

Our current education/promotion activities

- Use of Council's website to educate pet owners
- Education and information services provided, as resources and opportunity allow
- Education and information provided to increase community awareness of Council's on-leash policy
- Media and promotion regarding responsible pet ownership

Our current compliance activities

Current programs in place to minimise the incidence of nuisance animals include:

- Routine vehicle patrols across the municipality on a daily basis
- Operation of a domestic animal pound for impounded animals (capacity of eight dogs / three cats)
- Community education regarding responsible pet ownership
- Provision of cat cages for trapping nuisance cats (currently 40 traps owned by Council)
- Council trapping program for wildcats
- Barking dog noise log record sheets provided to complainants
- Respond to all nuisance complaints and follow up on compliance within 48 hours

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6.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Community Amenity Local Law 2023 / Division 2 – Your Animals

Clause 23 - Adequate Fencing requiring private land to be fenced in a way to stop animals escaping.

6.3 OUR PLAN

Objective 6.1 Reduce number of cats at large		
Activity	When	Evaluation
Provision of cat traps to residents as required	Ongoing	Data re cat trap use collected in Shelter Manager program
Access grants to allow Council to provide financial assistance to residents for de-sexing of dogs and cats	When available	Successful grant application

Objective 6.2 Educate community regarding wildcat population / reduce wildcat population		
Activity	When	Evaluation
Link on Council website to AWV information regarding wildcats / feral cats	Website to be updated by end September 2022	Information available on website
Media releases on the following topics: <ul style="list-style-type: none"> Cat traps available Rules for cat trap use Legislation about cats at large Unowned cats 	Quarterly	Quantity and details of media releases are available from Council's Communications and Media Officer

Objective 6.3 Increase community awareness and understanding regarding on-leash and restricted areas for domestic animals.		
Activity	When	Evaluation
Media awareness	Twice yearly	Observed reduction in offences.
Maps showing off leash areas	September 2022	Council website updated to show locations

Objective 6.4 To reduce domestic animal excrement in public places and educate animal owners of the requirement to carry a litter device		
Activity	When	Evaluation
One on one education	Ongoing	Reduction in excrement complaints
Map of location of receptacles for excrement litter bags on Council website	December 2022	Website updated with map

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7 Dog attacks

This section outlines programs, services and strategies which the Council intends to pursue in its municipal district to minimise the risk of attacks by dogs on people and animals.

Compliant with Section 68A(2)(c)(iii) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act.

7.1 CONTEXT AND CURRENT SITUATION

Our current data

	2019	2020	2021	2022
No. of reported dog on animals attacks	9	10	8	10
No. of reported dog on people attacks	10	5	6	1
No. of reported dog on livestock attacks	6	5	4	1
TOTAL	25	20	18	12

Infringements issued	2019	2020	2021	2022
Non-serious injury caused by dog attack	0	0	0	0

Confinement of dogs is a priority because the instances of wandering dogs increases risk to other pets, humans and livestock, and consumes time and resources of Local Laws officers.

Often when a dog attack is reported, officers find that it is a recurrence of an offence that went unreported previously. Had initial attacks been reported, subsequent attacks may have been averted.

Education is still required to encourage community members to report dogs at large, dogs rushing and dog attacks of all types (minor or serious).

7.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Community Amenity Local Law 2023 / Division 2 – Your Animals

Clause 23 - Adequate Fencing

Local Law requiring Private Land to be fenced in a way that will prevent animals from straying or escaping

Council Policy No. 068 / Dogs & Cats – Designated Areas

Policy to:

- prohibit dogs from certain areas;
- prohibit cats from certain areas; and
- permit dogs in certain areas, but only on a leash.

Our current education/promotion activities

- Provision of education and information to community about responsible pet ownership
- Encourage dog de-sexing to assist in reducing the incidence of wandering animals

Our current compliance activities

Current programs in place to minimise the incidence of dog attacks include:

- Respond to notification of dog attack (immediate - including 24 hour emergency service)
- Investigation of reported attacks, and follow up on compliance

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7.3 OUR PLAN

Objective 7.1 Awareness campaign for both property/stock owner and animal owner re: potential destruction of dog found in paddock with stock		
Activity	When	Evaluation
Media release (newspaper, Facebook and website)	February August	Record number of media releases

Objective 7.2 Education regarding responsible pet ownership with focus on dogs at large		
Activity	When	Evaluation
Media releases	ongoing	Record number of media releases Information placed onto website
Educate owners about liabilities from dogs wandering.	ongoing	Record number of media releases Information placed onto website

Objective 7.3 Obtain data from external sources regarding dog attacks		
Activity	When	Evaluation
Public awareness to inform owners of process to report attacks.	Ongoing	Increased information and reports received.

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8 Dangerous, Menacing and Restricted breed dogs

This section outlines programs, services and strategies which the Council intends to pursue in its municipal district to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.

Compliant with Section 68A(2)(c)(vii) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act.

8.1 CONTEXT AND CURRENT SITUATION

Our current data

There is currently one declared dangerous dog, no declared menacing dogs and no restricted breed dogs in the Gannawarra Shire.

Animal registration	2019	2020	2021	2022
No. of registered dogs	2046	1923	2158	1758
No. of registered declared dogs	2	1	1	

8.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Dangerous, menacing and restricted breed dogs are controlled by the Act.

Our current education/promotion activities

- Education and information services provided, as resources and opportunity allow

Our current compliance activities

- Registration and identification of declared dangerous dogs, declared menacing dogs and restricted breed dogs including renewal.
- Ensure compliance with the requirements for keeping dangerous dogs
- Investigation and compliance
- All declared dangerous dogs, menacing dogs and restricted breed dogs to be listed on the Victorian Declared Dog Registry (VDDR)

8.3 OUR PLAN

To minimise the risks of dog attack to the community from declared and restricted breed dogs and to ensure that those dogs that are declared dangerous, menacing and those of restricted breed are kept in accordance with the legislation.

Objective 8.1	Increase Officer awareness of location of declared dangerous, declared menacing dogs or restricted breed dogs to improve safety when attending premises	
Activity	When	Evaluation
All locations where declared dangerous, declared menacing or restricted breed dogs are kept, will be identified on Council's mapping system	September 2022 and ongoing Council's Data Analyst to update mapping system as required	Council's mapping system identifies properties where declared dangerous, declared menacing or restricted breed dogs are kept

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Objective 8.2	Ensure that declared dangerous dogs, declared menacing dogs and restricted breed dogs kept in Gannawarra Shire are kept in compliance with the Act and relevant Regulations	
Activity	When	Evaluation
Regular inspections of properties where declared dangerous, declared menacing or restricted breed dogs are kept to ensure compliance with the Act and Regulations	Quarterly in February, April, July and October	Inspections entered to SSCR as a task and copy of inspection report saved as an attachment to this SSCR record.

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9 Domestic Animal Businesses

This section outlines programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation. *Compliant with Section 68A(2)(c)(ii) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act*

9.1 CONTEXT AND CURRENT SITUATION

Our current data

Types of Domestic Animal Business (DAB) include a Council pound, a dog and/or cat breeding business, a dog training establishment, a pet shop, an animal shelter, an establishment boarding dogs or cats or an establishment that is rearing dogs or cats.

Other than the Council Pound, Council currently has no registered DABs.

9.2 OUR ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES

Community Amenity Local Law 2023 / Division 2 – Your Animals

Clause 21 - Keeping Animals

Local Law regulating the numbers of dogs and/or cats that can be kept at a property

Our current education/promotion activities

- Supply and distribution of information related to DABs and the relevant codes of practice

Our current compliance activities

Council's programs/activities working with domestic animal breeding businesses include:

- Annual registration and renewal of Councils DAB permit
- Conduct regular audits of the Council pound facility to ensure compliance with regulations

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9.3 OUR PLAN

To work in partnership with DABs to meet the requirements under the *Act* and approved Codes of Practice.

Objective 9.1 Identify unregistered DABs in the Gannawarra Shire		
Activity	When	Evaluation
Follow up on registration of possible DAB's identified	Ongoing	Identified DAB to be registered with Council

Objective 9.2 Ensure registered DABs are compliant with legislation		
Activity	When	Evaluation
Planning information to be provided to all applicants or interested parties to ensure that compliance with the Act and relevant codes are met when DABs are being established	As required	Quantity of Planning permits issued for Keeping of animals Annual permit renewals are sent to existing DAB in March each year for issue of permit by 10 April.

Objective 9.3 DAB information and application on Council website		
Activity	When	Evaluation
Update Council website to provide online application form	By end September 2022	Website contains current Council application form for DABs
Council website to contain current information available from AWW regarding DABs including a link to the Code of Practice for the Operation of Breeding and Rearing Businesses (2014) and Puppy farm legislation	By end September 2022 Ongoing	Website contains link to current information available from AWW regarding DABs

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10 Other matters

This section provides for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary.

Compliant with Section 68A(2)(e) of the Act.

10.1 CONTEXT AND CURRENT SITUATION

Relevant programs, strategies and services implemented or proposed by Council have been already detailed in previous sections of this Plan.

10.2 OUR POLICIES AND PROCEDURES

Current policies and procedures

Council's Policy No. 068 Dogs & Cats – Designated Areas is an Order made under Section 26 of the Act. It requires dogs to be under effective control by means of a leash in a reserve or public place except where it is a Designated Area or a Prohibited Area. The Schedule to the Order lists the reserves and public places that are Designated or Prohibited Areas. The Policy is due for review in 2026.

Current compliance activities

An infringement for Dog/Cat Found in Prohibited Public Place can be issued for offences under section 26(1) of the Act relating to Council's Policy No. 068 Dogs & Cats – Designated Areas.

Offences under the Council Local Laws can result in the following infringements:

- Keeping Animals contrary to Local Law
- Keeping Animals without required accommodation
- Failure to provide adequate fencing
- Animal excrement remaining on Council land
- Failure to carry a suitable animal litter device

10.3 OUR PLAN

Objective 10.1	Information regarding emergency planning for domestic animals available to residents	
Activity	When	Evaluation
Council website to contain information about emergency planning for domestic animals	December 2022	Website updated to contain relevant information

Objective 10.2	To reduce community misunderstanding regarding Council Policy No.068 and provide clear information regarding off leash areas in the Gannawarra Shire	
Activity	When	Evaluation
Council Policy No.068 to be incorporated into the Council Local Laws	During the adoption of the a new Local Law	Included in new local law adopted by Council

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11 Annual review of Plan and annual reporting

This section provides for the annual review of the Plan and annual reporting to provide assurance that the targets in the DAMP are being met.

Compliant with Section 68A (3)(a)(b)(c) of the Act

68A Councils to prepare domestic animal management plans

(3) Every Council must—

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan
- (b) provide the Secretary with a copy of the plan and any amendments to the plan
- (c) publish an evaluation of its implementation of the plan in its annual report.

As required by DJPR, this DAM Plan will be reviewed annually and submitted to Council with any necessary amendments made. The amended version will then be forwarded to the Secretary of the DJPR as required under legislation.

A review of performance under the DAM Plan is required to be included in Council's Annual Report.

Measurements should relate to activities and evaluations in this Plan and should include educational programs, increased registration of domestic animals, reduction of animals at large, decreased numbers of dog attacks and increases in compliance and levels of community satisfaction as a measure of success.

It should be noted that if performance under the DAM Plan is not sufficient, further revision of the Action Plan and its methods may be required and should be recommended.

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7.3 DELEGATION UPDATE - COUNCIL TO MEMBERS OF COUNCIL STAFF

Author: Alissa Harrower, Manager Governance

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 Instrument of Delegation to Members of Council Staff

RECOMMENDATION

That Council in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolves that:

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

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 1989 Act), the *Local Government Act 2020* (the 2020 Act) as well as a range of other Acts and regulations. Legislation referred to in the attached instrument of delegation provides for Council to delegate certain powers, duties or functions 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.

This report addresses delegations to members of Council staff.

PURPOSE

The purpose of this report is to allow Council to exercise its functions and duties in a timely, diligent, compliant and effective manner.

ATTACHMENTS

Instrument of Delegation to Members of Council Staff.

DISCUSSION

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 for Council to act by resolution is set out in section 59 of the 2020 Act.

“59(1) 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 the Council.”

Alternatively, a Council can act through others. A number of acts and regulations provide for Council to delegate certain powers, duties or functions to members of Council staff.

Where this is to occur, appointments are formalised through a written ‘instrument of delegation’.

This report seeks to update the Instrument of Delegation to Members of Council Staff to reflect the following:

Cemeteries and Crematoria Act 2003

- Section 52 has been inserted relating to the duty to report annually to the Secretary.

Planning and Environment Regulations

- Regulations 25(a) and (b) of the Planning and Environment Regulations 1987 have been slightly amended by the Planning and Environment Amendment Regulations 2022, to refer to the public availability requirements.

RELEVANT LAW

Cemeteries and Crematoria Act 2003

Domestic Animals Act 1994

Food Act 1984

Heritage Act 2017

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

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 2020

Road Management (General) Regulations 2016

Road Management (Works and Infrastructure) Regulations 2015

RELATED COUNCIL DECISIONS

Council most recently reviewed delegations to Council staff at its meeting on 21 September 2022.

OPTIONS

The delegation from Council to members of Council staff must be regularly reviewed to maintain compliance with relevant legislation.

SUSTAINABILITY IMPLICATIONS

Not applicable

COMMUNITY ENGAGEMENT

Not applicable

INNOVATION AND CONTINUOUS IMPROVEMENT

Officers regularly review delegations to reflect changes in legislation, regulations and Council's organisation structure.

COLLABORATION

Statutory changes are identified and coordinated through an external entity.

FINANCIAL VIABILITY

This update to the Instrument of Delegation is covered within the Council's existing budget.

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable

COUNCIL PLANS AND POLICIES

Council Plan 2021-2025: Sustainability – Be a creative employer of choice through our adherence to good governance and our inclusive culture.

TRANSPARENCY OF COUNCIL DECISIONS

This report will be considered in an open Council meeting.

CONFLICT OF INTEREST

The officer preparing this report declares that they have no conflict of interest in regards to this matter.

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

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

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

CEO means Chief Executive Officer
CFO means Chief Financial Officer
DCW means Director Community Wellbeing
DCS means Director Corporate Services
DID means Director Infrastructure and Development
EHO means Environmental Health Officer
GCC means Governance and Compliance Coordinator
LLO1 means Local Laws Coordinator
LLO2 means Local Laws Officer
MAP means Manager Assets and Property
MCH means Manager Community Health
MG means Manager Governance
MOS means Manager Operational Services
MPRS means Manager Planning and Regulatory Services
MPD means Manager Projects and Design
MBS means Municipal Building Surveyor
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 19 April 2023; 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;
- 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;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The Common Seal of the GANNAWARRA SHIRE COUNCIL)
was hereunto affixed in accordance Gannawarra Shire)
Council Governance Rules.)

_____ Full name

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- 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 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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(4)	Duty to keep records of delegations	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Power to employ any persons necessary	Provision Not Delegated	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	MG, GCC	
s 17(3)	Power to determine the terms and conditions of employment or engagement	Provision Not Delegated	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	MG, GCC	
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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Provision Not Delegated	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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MG, GCC	
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	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Provision Not Delegated	
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
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	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	MG, GCC	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	MG, GCC	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	MG, GCC	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60(2)	Power to charge fees for providing information	MG, GCC	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	MG, GCC	
s 64B(d)	Power to permit interments at a reopened cemetery	Provision Not Delegated	
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)

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	DCS, 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	MG, GCC	
s 70(2)	Duty to make plans of existing place of interment available to the public	MG, GCC	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	Provision Not Delegated	
s 71(2)	Power to dispose of any memorial or other structure removed	DCS, MG	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 72(2)	Duty to comply with request received under s 72	MG, GCC	
s 73(1)	Power to grant a right of interment	MG, GCC	
s 73(2)	Power to impose conditions on the right of interment	DCS, MG, GCC	
s 74(3)	Duty to offer a perpetual right of interment	DCS, MG	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	MG, GCC	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	MG, GCC	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	MG, GCC	
s 80(2)	Function of recording transfer of right of interment	MG, GCC	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	MG, GCC	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	MG, GCC	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	MG, GCC	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	MG, GCC	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	MG, GCC	
s 84I(4)	Power to exercise the rights of a holder of a right of internment	DCS, MG	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84l(5)	Duty to pay refund to the previous holder or holders of the right of interment	MG, GCC	
s 84l(6)(a)	Power to remove any memorial on the place of interment	DCS, DID	
s 84l(6)(b)	Power to grant right of interment under s 73	MG, GCC	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	MG, GCC	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	MG, GCC	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;	DCS, MG	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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.		
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	Provision Not Delegated	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	DCS, MG	
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	DCS, MG	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	DCS, MG	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	DCS, MG	
s.86(5)	duty to provide notification before taking action under s.86(4)	MG, GCC	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	MG, GCC	
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	MG, GCC	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	MG, GCC	
s 91(1)	Power to cancel a right of interment in accordance with s 91	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(3)	Duty to publish notice of intention to cancel right of interment	MG, GCC	
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	MG, GCC	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	MG, GCC	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MG, GCC	
s 100(1)	Power to require a person to remove memorials or places of interment	MG, GCC	
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)	MG, GCC	
s 100(3)	Power to recover costs of taking action under s 100(2)	DCS	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	MG, GCC	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	MG, GCC	
s 103(1)	Power to require a person to remove a building for ceremonies	MG, GCC	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103(3)	Power to recover costs of taking action under s 103(2)	DCS	
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, GCC	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	MG, GCC	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	MG, GCC	
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	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DCS, DID, MG	
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	DCS, DID, MG	
s 108	Power to recover costs and expenses	DCS, MG	
s 109(1)(a)	Power to open, examine and repair a place of interment	MG, GCC	Where the holder of right of interment or responsible person cannot be found

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	DCS, MG	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	DCS, MG	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	DCS, MG	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	DID, MOS	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DCS, MG	
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	DCS, MG	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	MG, GCC	
s 112	Power to sell and supply memorials	Provision Not Delegated	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	MG, GCC	
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	MG, GCC	

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

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MG, GCC	
s 151	Function of receiving applications to inter or cremate body parts	MG, GCC	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	DCS, MG, GCC	
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	MG, GCC	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 cl 8(8)	Power to regulate own proceedings	DCS, MG	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Provision Not Delegated	Where Council is 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	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	LLO2, DID, MPRS, LLO1	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	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	EHO	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	for any other specified purpose, or for the use of any specified equipment or a specified process		Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, 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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	EHO	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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19EA(3)	Function of receiving copy of revised food safety program	MCH, 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 authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	MCH, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	DCW, MCH, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19N(2)	Function of receiving notice from the auditor	MCH, EHO	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	DCS, 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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 or renew the registration of a food premises	EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36B	Duty to pay the charge for use of online portal	EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	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 the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	EHO	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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	MCH, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO	Where Council is the registration authority

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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	MCH, EHO	
s 40F	Power to cancel registration of food premises	EHO	Where Council is the registration authority
s 43	Duty to maintain records of registration	MCH, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	MCH, 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 45AC	Power to bring proceedings	MCH, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	EHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Provision Not Delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Provision Not Delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	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 in accordance with public availability requirements	DID, MPRS, PO	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DID, MPRS, PO	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DID, MPRS, PO	
s 12B(1)	Duty to review planning scheme	DID, MPRS	
s 12B(2)	Duty to review planning scheme at direction of Minister	DID, MPRS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DID, MPRS	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 in accordance with public availability requirements	DID, MPRS, PO	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	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	DID, MPRS	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DID, MPRS, PO	Until the end of 2 months after the amendment comes into operation or lapses

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	DID, MPRS	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DID, MPRS	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DID, MPRS	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DID, MPRS	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DID, MPRS, PO	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DID, MPRS, PO	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DID, MPRS	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DID, MPRS	Note: the power to make a decision to abandon an amendment cannot be delegated

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36(2)	Duty to give notice of approval of amendment	DID, MPRS	
s 38(5)	Duty to give notice of revocation of an amendment	DID, MPRS	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DID, MPRS	
s 40(1)	Function of lodging copy of approved amendment	DID, MPRS	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	MPRS, PO	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	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 number of councils
s 46AW	Function of being consulted by the Minister	DID, MPRS	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DID, MPRS	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 46GY(1)	Duty to keep proper and separate accounts and records	DCS, CFO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DCS, CFO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(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
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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	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	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(9)	Function of receiving the fee simple in the land	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 46GZA(1)	Duty to keep proper and separate accounts and records	DCS, CFO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DCS, CFO	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 infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	DID, MPRS	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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		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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Provision Not Delegated	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DCS, DID	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	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)	DCS, DID	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DCS, DID	
s 46Q(1)	Duty to keep proper accounts of levies paid	DCS, CFO	
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	DCS, DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MPRS	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	DID, MPRS	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	DID, MPRS	Must be done in accordance with Part 3

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	DID, MPRS	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 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Provision Not Delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Provision Not Delegated	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Provision Not Delegated	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Provision Not Delegated	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 in accordance with the public availability requirements	DID, MPRS, PO	
s 50(4)	Duty to amend application	DID, MPRS, PO	
s 50(5)	Power to refuse to amend application	DID, MPRS	
s 50(6)	Duty to make note of amendment to application in register	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(1)	Power to make amendment to application	DID, MPRS	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DID, MPRS, PO	
s 50A(4)	Duty to note amendment to application in register	DID, MPRS, PO	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	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	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DID, MPRS, PO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	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	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	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DID, MPRS, PO	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DID, MPRS, PO	
s 52(3)	Power to give any further notice of an application where appropriate	DID, MPRS, PO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DID, MPRS, PO	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)	Power to require the applicant to provide more information	DID, MPRS, PO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DID, MPRS, PO	
s 54(1B)	Duty to specify the lapse date for an application	DID, MPRS, PO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DID, MPRS	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DID, MPRS, PO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DID, MPRS	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DID, MPRS, PO	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DID, MPRS	
s 57A(5)	Power to refuse to amend application	DID, MPRS	
s 57A(6)	Duty to note amendments to application in register	DID, MPRS, PO	
s 57B(1)	Duty to determine whether and to whom notice should be given	DID, MPRS, PO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DID, MPRS, PO	
s 57C(1)	Duty to give copy of amended application to referral authority	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58	Duty to consider every application for a permit	DID, MPRS, PO	
s 58A	Power to request advice from the Planning Application Committee	DID, MPRS	
s 60	Duty to consider certain matters	DID, MPRS	
s 60(1A)	Duty to consider certain matters	DID, MPRS	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	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	DID, MPRS	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Power to refuse a permit application 61(1)(c) can only be undertaken by Council
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DID, MPRS	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Provision Not Delegated	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MPRS	
s 62(2)	Power to include other conditions	DID, MPRS	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	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	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MPRS	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	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)	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)	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DID, MPRS	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	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	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	DID, MPRS, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DID, MPRS	This provision applies also to a decision to grant an amendment to a permit - see s 75A

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DID, MPRS, PO	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DID, MPRS, PO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	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	DID, MPRS	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to correct certain mistakes	DID, MPRS	
s 71(2)	Duty to note corrections in register	DID, MPRS, PO	
s 73	Power to decide to grant amendment subject to conditions	DID, MPRS	
s 74	Duty to issue amended permit to applicant if no objectors	DID, MPRS	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DID, MPRS, PO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 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(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	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	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83	Function of being respondent to an appeal	DID, MPRS, PO	
s 83B	Duty to give or publish notice of application for review	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	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	DID, MPRS	
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	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	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 business days	DID, MPRS	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DID, MPRS	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DID, MPRS, PO	
s 91(2)	Duty to comply with the directions of VCAT	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DID, MPRS	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DID, MPRS, PO	
s 93(2)	Duty to give notice of VCAT order to stop development	DID, MPRS, PO	
s 95(3)	Function of referring certain applications to the Minister	DID, MPRS	
s 95(4)	Duty to comply with an order or direction	DID, MPRS, PO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Provision Not Delegated	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	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	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	Provision Not Delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996		
s 96H(3)	Power to give notice in compliance with Minister's direction	DID, MPRS, PO	
s 96J	Duty to issue permit as directed by the Minister	DID, MPRS	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DID, MPRS, PO	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	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	DID, MPRS, PO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	DID, MPRS, PO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	DID, MPRS, PO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DID, MPRS	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	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	DID, MPRS, PO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DID, MPRS, PO	
s 97Q(4)	Duty to comply with directions of VCAT	DID, MPRS, PO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DCS, DID, MG, MPRS	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DID, MPRS	
s 101	Function of receiving claim for expenses in conjunction with claim	DCS, DID, MG, MPRS	
s 103	Power to reject a claim for compensation in certain circumstances	DCS, DID, MG	
s.107(1)	function of receiving claim for compensation	DCS, DID, MG, MPRS	
s 107(3)	Power to agree to extend time for making claim	DCS, DID, MG, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Provision Not Delegated	
s 114(1)	Power to apply to the VCAT for an enforcement order	DID, MPRS, PO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DID, MPRS, PO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DID, MPRS, PO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DID, MPRS	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Provision Not Delegated	Except Crown Land

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 129	Function of recovering penalties	DCS, CFO	
s 130(5)	Power to allow person served with an infringement notice further time	DID, MPRS	
s 149A(1)	Power to refer a matter to the VCAT for determination	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	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)	DCS, DID, MPRS	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Provision Not Delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	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	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	Provision Not Delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Provision Not Delegated	
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)	DID, MPRS	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DID, MPRS	
s 178A(5)	Power to propose to amend or end an agreement	Provision Not Delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DID, MPRS	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DID, MPRS	
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	DID, MPRS	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DID, MPRS	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Provision Not Delegated	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	Provision Not Delegated	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Provision Not Delegated	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	Provision Not Delegated	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Provision Not Delegated	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	Provision Not Delegated	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Provision Not Delegated	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)	DID, MPRS	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MPRS	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Provision Not Delegated	
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	DID, MPRS	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DID, MPRS	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	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	DID, MPRS, PO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Provision Not Delegated	
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	Provision Not Delegated	
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	Provision Not Delegated	
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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	MPRS, PO	
s 198(1)	Function to receive application for planning certificate	DID, MPRS, PO	
s 199(1)	Duty to give planning certificate to applicant	DID, MPRS, PO	
s 201(1)	Function of receiving application for declaration of underlying zoning	DID, MPRS, PO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201(3)	Duty to make declaration	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	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	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	DID, MPRS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give written authorisation in accordance with a provision of a planning scheme	DID, MPRS	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DID, MPRS	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DID, MPRS	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	EHO	
s 522(1)	Power to give a compliance notice to a person	MBS, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Provision Not Delegated	
s 525(4)	Duty to issue identity card to authorised officers	MG	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	EHO	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 526A(3)	Function of receiving report of inspection	EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	MBS, EHO	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	DID	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	DID	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(9)(b)	Duty to advise Registrar	DID	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DID, MAP	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DID, MAP	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 authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	DID, MAP	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MAP	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	DID, MAP	Duty of coordinating road authority where it is the discontinuing body

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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	DID, MAP	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	DID	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	DID	
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	DID	

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

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DID, MAP, MOS	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	DID	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, MAP, MOS	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	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, MAP	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	DID, MAP	
s 19(4)	Duty to specify details of discontinuance in public roads register	DID, MAP	
s 19(5)	Duty to ensure public roads register is available for public inspection	DID, MAP	
s 21	Function of replying to request for information or advice	DID, MAP	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	DID	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	DID	
s 22(5)	Duty to give effect to a direction under s 22	DID	
s 40(1)	Duty to inspect, maintain and repair a public road.	DID, MAP, MOS	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DID	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DID, MAP, MOS	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	DID	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Provision Not Delegated	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	DID, MAP	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

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MAP	
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	DID, MAP	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(2)	Duty to give notice of proposal to make a road management plan	DID, MAP	
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	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DID, MAP	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(1)	Power to consent to conduct of works on road	DID, MAP, MOS	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	DID, MAP, MOS	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DID, MAP, MOS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DID, MAP, MOS	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

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 67(3)	Power to request information	DID, MPRS, MOS	Where Council is the coordinating road authority
s 68(2)	Power to request information	DID, MPRS, MOS	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Provision Not Delegated	
s 72	Duty to issue an identity card to each authorised officer	MG, GCC	
s 85	Function of receiving report from authorised officer	DID	
s 86	Duty to keep register re s 85 matters	DID, MPRS, LLO1	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(1)	Function of receiving complaints	DID, MPRS, MAP, MOS, LLO1	
s 87(2)	Duty to investigate complaint and provide report	DID, MPRS, MAP, MOS, LLO1	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	DID	
s 112(2)	Power to recover damages in court	DID	
s 116	Power to cause or carry out inspection	DID	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DID	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DID, MAP, MOS	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	DID, MAP, MOS	
s 121(1)	Power to enter into an agreement in respect of works	DID, MAP, MOS	
s 122(1)	Power to charge and recover fees	DCS, DID	
s 123(1)	Power to charge for any service	DCS, DID	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	DID	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	DID, MAP	
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 the Head, Transport for Victoria	DID	
sch 2 cl 5	Duty to publish notice of declaration	DID, MAP, MOS	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MAP, MOS	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, MAP, MOS	Where Council is the infrastructure manager or works manager
sch 7 cla 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, MAP, MOS	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, MAP, MOS	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MAP, MOS	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DID, MAP, MOS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DID, MAP, MOS	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, MAP, MOS	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	DCS, 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, MAP, MOS	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	DID	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, MAP, MOS	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(4)	Duty to consult	DID, MAP, MOS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	DID, MAP, MOS	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DID, MAP, MOS	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DID, MAP, MOS	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DID, MAP	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	DID	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch7 cl 19(1)	Power to give notice requiring rectification of works	DID, MAP, MOS	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, MAP, MOS	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	LLO2, DID, MPRS, MAP, MOS, LLO1	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	DID, MAP	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions 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

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	MBS, DID	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	MG, GCC	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	MG, GCC	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	DID, MOS	
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	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MG, GCC	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	MG, GCC	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MG, GCC	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
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, MG, GCC	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	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.
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	DID, MPRS, PO	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	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 in accordance with the public availability requirements	DID, MPRS, PO	Where Council is not the responsible authority but the relevant land is within Council's municipal district

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

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

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	DID, MPRS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	DID	
r 10	Function of receiving application for registration	MBS, EHO	
r 11	Function of receiving application for renewal of registration	EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	MBS, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MBS, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	MBS, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	EHO	
r 12(4) & (5)	Duty to issue certificate of registration	EHO	
r 14(1)	Function of receiving notice of transfer of ownership	EHO	
r 14(3)	Power to determine where notice of transfer is displayed	EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	MBS, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(2)	Duty to issue a certificate of transfer of registration	EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Provision Not Delegated	
r 17	Duty to keep register of caravan parks	EHO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	EHO	
r 18(6)	Power to determine where certain information is displayed	EHO	
r 22(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 22(2)	Duty to consult with relevant emergency services agencies	MBS, EHO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MBS, EHO	
r 26	Duty to have regard to any report of the relevant fire authority	MBS, EHO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MBS, EHO	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MBS	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 41(4)	Function of receiving installation certificate	MBS	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBS	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	MBS	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	DID	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	DID, MAP	
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	DID, MAP	
r 13(1)	Duty to publish notice of amendments to road management plan	DID, MAP	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	DID, MAP, MOS	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16(3)	Power to issue permit	DID, MAP	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DID, MAP	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	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, MPRS	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	LLO2, DID, MPRS, MAP, MOS, LLO1	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))	LLO2, DID, MPRS, MAP, MOS, LLO1	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DID	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	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 ITEMS TO BE TABLED

8.1 TABLING OF A RECENT ARBITER'S DECISION AND STATEMENT OF REASONS

That in accordance with Section 147(4) of the *Local Government Act 2020*, the Arbiter's decision and statement of reasons on the matter of an application by Gannawarra Shire Council concerning Councillor Garner Smith is tabled and is to be recorded in the minutes of the meeting.

9 URGENT BUSINESS

10 NOTICES OF MOTION

10.1 NOTICE OF MOTION - 83

Author: Councillor Garner Smith
Authoriser: Geoff Rollinson, Chief Executive Officer
Attachments: Nil

I, Councillor Garner Smith, give notice that at the next Ordinary Meeting of Council be held on 19 April 2023, I intend to move the following motion:-

MOTION

That the Gannawarra Council engage a consultant to assist in developing the CEO KPIs.

10.2 NOTICE OF MOTION - 84

Author: Councillor Garner Smith
Authoriser: Geoff Rollinson, Chief Executive Officer
Attachments: Nil

I, Councillor Garner Smith , give notice that at the next Ordinary Meeting of Council be held on 19 April 2023, I intend to move the following motion:-

MOTION

That the Gannawarra CEO KPIs, that are not confidential, be published in the Council's annual report.

11 QUESTION TIME

Question Time provides an opportunity for members of the public to submit questions, in advance, to gain a response at the Council meeting.

QUESTIONS FROM THE GALLERY

Completed Question Time forms must be submitted to the Chief Executive Officer via email council@gsc.vic.gov.au no later than 5.00 pm on the day prior to the Council meeting.

A maximum number of two questions may be submitted in writing by any one person.

Questions will be read by the Mayor or Chief Executive Officer.

The Mayor or Chief Executive Officer may indicate that they require further time to research an answer. In this case, an answer will be provided in writing generally within ten (10) business days.

Questions will be answered at the meeting, or later in writing, unless the Mayor or Chief Executive Officer has determined that the relevant question seeks confidential information defined in Section 3 of the Local Government Act 2020 such as:

- Council business information
- security information
- land use planning information
- law enforcement information
- legal privileged information
- personal information
- private commercial information
- confidential meeting information
- internal arbitration information
- Councillor Conduct Panel confidential information
- an issue outside the Gannawarra Shire Council core business

or if the question is:

- defamatory, indecent, abusive or objectionable in language or substance
- repetitive of a question already answered (whether at the same or an earlier meeting)
- asked to embarrass a Councillor or Council officer.

No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

12 DELEGATES REPORTS

12.1 DELEGATES REPORTS

Author: Mel Mathers, Executive Assistant - Chief Executive Office

Authoriser: Geoff Rollinson, Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

Council has memberships with peak Local Government associations, local and regional forums along with statutory committees. Some memberships require that a Councillor be appointed to act as a delegate to formally represent Council; typically in a voting capacity. This Agenda item provides an opportunity for Council appointed delegates to present a verbal update on any pertinent matters arising from Council's membership on the following associations.

Association	Appointed Council Delegate
Central Victorian Greenhouse Alliance	Cr Stanton
Community Halls Community Asset Committee	Cr Burt
Loddon Campaspe Group of Councils	Mayor
Municipal Association of Victoria	Cr Collier
Municipal Fire Management Planning Committee (MFMPC)	Cr Link
Murray River Group of Councils (MRGC)	Mayor
Rail Freight Alliance	Cr Stanton
Rural Councils Victoria	Cr Smith
Timber Towns Victoria	Cr Smith

NB: * Audit and Risk Committee - no delegate report is required as the Audit and Risk Committee formally reports back separately to Council in accord with the Audit and Risk Committee Charter.

13 CONFIDENTIAL ITEMS

Nil