



# Council Meeting Agenda

**Tuesday 28 June 2022 at 6:00 pm**  
Council Chambers (and by video conferencing)  
East Gippsland Shire Council Corporate Centre  
273 Main Street, Bairnsdale 3875





## Acknowledgement to country

East Gippsland Shire Council acknowledges the Gunaikurnai, Monero and the Bidawel people as the Traditional Custodians of this land that encompasses East Gippsland Shire, and their enduring relationship with country. The Traditional Custodians have cared and nurtured East Gippsland for tens of thousands of years.

Council value their living culture and practices and their right to self-determination. Council pays respect to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders, past, present, and future.

## Council information

East Gippsland Shire Council live streams, records and publishes its meetings via webcasting ([youtube.com/c/EastGippyTV](https://youtube.com/c/EastGippyTV)) to enhance the accessibility of its meetings to the broader East Gippsland community.

These recordings are also archived and available for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, any members of the gallery who are addressing the council will have their image, comments or submissions recorded.

No other person has the right to record Council meetings unless approval has been granted by the Chair.

In line with the *Local Government Act 2020*, Councillors are able to attend Council meetings electronically or in person and the meetings will be open to the public via livestreaming.

Members of the public are invited to view the Council Meeting livestreamed by following the link on Council's website or Facebook page.

*Photo supplied by Destination Gippsland*



## Councillors

Cr Mark Reeves (Mayor)  
Cr Arthur Allen (Deputy Mayor)  
Cr Sonia Buckley  
Cr Tom Crook  
Cr Jane Greacen OAM  
Cr Trevor Stow  
Cr Mendy Urie  
Cr Kirsten Van Diggele  
Cr John White

## Executive Leadership Team

Anthony Basford Chief Executive Officer  
Fiona Weigall General Manager Assets and Environment  
Peter Cannizzaro General Manager Business Excellence  
Stuart McConnell General Manager Place and Community

## Purpose of Council meetings

- (1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.
- (2) Council is committed to transparency in decision making and, in accordance with the *Local Government Act 2020*, Council and Delegated Committee meetings are open to the public and the community are able to attend.
- (3) Meetings will only be closed to members of the public, in accordance with section 66 of the Act, if:
  - (a) there are clear reasons for particular matters to remain confidential; or
  - (b) a meeting is required to be closed for security reasons; or
  - (c) it is necessary to enable the meeting to proceed in an ordinary manner.
- (4) A meeting closed to the public for the reasons outlined in sub-rule 3(b) or 3(c) will continue to be livestreamed. In the event a livestream is not available:
  - (a) the meeting may be adjourned; or
  - (b) a recording of the proceedings may be available on the Council website.

## Governance Rules

A copy of East Gippsland Shire Council's governance rules can be found at  
<https://www.eastgippsland.vic.gov.au/council/council-policies>

## Councillors pledge

As Councillors of East Gippsland Shire Council, we solemnly and sincerely declare and affirm that we will consider each item on this agenda in the best interests of the whole municipal community.



## Vision

East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making, and creates the conditions in which communities can thrive.

## Our Strategic Objectives

1. An inclusive and caring community that respects and celebrates diversity.
2. Planning and infrastructure that enriches the environment, lifestyle, and character of our communities.
3. A natural environment that is managed and enhanced.
4. A thriving and diverse economy that attracts investment and generates inclusive local employment.
5. A transparent organisation that listens and delivers effective, engaging and responsive services.



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# 1 Procedural

## 1.1 Recognition of Traditional Custodians

East Gippsland Shire Council acknowledges the Gunaikurnai, Monero and the Bidawal people as the Traditional Custodians of this land that encompasses East Gippsland Shire, and their enduring relationship with country. The Traditional Custodians have cared and nurtured East Gippsland for tens of thousands of years.

Council value their living culture and practices and their right to self-determination. Council pays respect to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders, past, present, and future.

## 1.2 Apologies

## 1.3 Declaration of Conflict of Interest

## 1.4 Confirmation of minutes

That the minutes of the Council Meeting held Tuesday 7 June 2022 be confirmed.

## 1.5 Next meeting

The next Council Meeting of Tuesday 26 July 2022 to be held at the Corporate Centre, 273 Main Street Bairnsdale commencing at 6.00pm.

## 1.6 Requests for leave of absence

## 1.7 Open Forum

### 1.7.1 *Petitions*

### 1.7.2 *Questions of Council*

### 1.7.3 *Public Submissions*

## 2 Notices of Motion

### 2.1 New Option for Rate Differentials for the 2022-23 Budget Year

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Take notice that it is my intention to move at the meeting of Council to be held on Tuesday 28 June 2022 at 6.00 pm or at any adjournment of that meeting:

I wish to move a motion that Councillors support a new option for rate differentials for the 2022-23 budget year as set out below.

***That Council:***

1. ***receives and notes this report and the attachment pertaining to this report;***
2. ***adopts the Budget 2022/23 as provided at Attachment 1 (including the schedule of fees and charges) in accordance with section 94 of the Local Government Act 2020, with an amendment to the farm differential rate to be 75% of the general rate, acknowledging that related notes will also need to be amended in the attached budget document;***
3. ***in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020, declares the following:***
  - (a) ***An amount of \$64,446,355 be declared as the amount that Council intends to raise by general rates, municipal charge and waste collection charges, which is calculated as follows:***

<b>CATEGORY</b>	<b>INCOME</b>
<b>General Rate</b>	<b>\$36,211,905</b>
<b>Commercial / Industrial</b>	<b>\$ 5,347,093</b>
<b>Farm Rate</b>	<b><u>\$ 5,552,693</u></b>
<b>TOTAL RATES</b>	<b><u>\$47,111,691</u></b>
<b>Municipal charge</b>	<b>\$ 7,502,472</b>
<b>Waste levy</b>	<b>\$ 1,171,272</b>
<b>Waste Charges</b>	
<b>Kerbside Waste/recycling collection (120 litre bin)</b>	<b>\$ 1,185,155</b>
<b>Kerbside Waste/recycling/green waste collection (120 litre bin)</b>	<b>\$ 7,353,456</b>
<b>Additional household waste bin</b>	<b>\$ 21,780</b>
<b>Rural Waste Collection Charge</b>	<b><u>\$ 100,529</u></b>
<b>Total Waste Charges</b>	<b><u>\$8,660,920</u></b>
<b>TOTAL CHARGES</b>	<b><u>\$17,334,664</u></b>
<b>TOTAL RATES AND CHARGES</b>	<b><u>\$ 64,446,355</u></b>



(b) ***The general rate be declared for the period commencing 1 July 2022 and concluding on 30 June 2023:***

i) ***It be further declared that subject to paragraph (iii) of this Part, the general rates be raised through the application of differential rates.***

ii) ***The following rates in the dollar apply to property classifications:***

<b>Category</b>	<b>% of General rate</b>	<b>Rate in the \$</b>
<b>General/Residential Rate</b>	<b>100</b>	<b>0.00293079</b>
<b>Commercial/Industrial Rate</b>	<b>140</b>	<b>0.00410310</b>
<b>Farm Rate</b>	<b>75</b>	<b>0.00219809</b>

iii) ***Differential rates apply to rateable properties with the following characteristics:***

(a) ***General***

***General land is any land that is:***

- Used primarily for residential purposes; or***
- Unoccupied but zoned Residential, Township or Rural Living under the East Gippsland Shire Council Planning Scheme; or***
- Any land that is not defined as Farm Land or Commercial/Industrial Land.***

(b) ***Commercial and Industrial***

***Commercial and Industrial Land is any land used primarily for:***

- the manufacture, or production of, or trade in, goods or services; or***
- Obviously adapted for the primary use of commercial or industrial purposes; or***
- Occupied primarily for the purpose of service delivery for tourism leisure and/or accommodation; or***
- Unoccupied but zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development Zone under the East Gippsland Shire Council Planning Scheme; or***
- Conforming to East Gippsland Shire Council guidelines for the classification of property as Commercial/Industrial Land.***

**(c) Farm Land**

**Farm land is defined as any land which:**

- Is used primarily for a farming or agricultural business; and,**
- Conforms to the definition of “farm land” as specified within the Valuation of Land Act 1960; and,**
- Conforms to East Gippsland Shire Council guidelines for the classification of property as “farm land” as stipulated within East Gippsland Shire Council’s “Application for Farm Rate”; and**
- The ratepayer has Primary Producer status with the Australian Taxation Office and be located in a Farm Zone in accordance with Council’s planning scheme, or have a permit from Council to operate a farming business.**

**iv) Council has determined that the application of a differential rate for Farm and Commercial/Industrial Land will contribute to the equitable and efficient carrying out of its functions.**

**v) Council has determined that the differential percentage applied to Commercial / Industrial properties for the Economic Development Discretionary fund be reduced from 10 percent to 5 percent commencing from the 2022-23 year.**

**vi) Council has determined it will provide a rate rebate equivalent to \$60.36 to eligible properties in the ownership of pensioners who qualify for a Victorian Government approved pension rebate. This rebate is provided in accordance with section 169(1)(a) of the Local Government Act 1989 and supports the development of the municipality in that it helps support pensioners to keep and stay in their own homes.**

**(c) Municipal Charge**

**i) A municipal charge be declared for the period commencing 1 July 2022 and concluding on 30 June 2023.**

**ii) A municipal charge be declared for the purpose of covering some of the administrative costs of Council.**

**iii) The municipal charge be the sum of \$237.00 per each rateable property in respect of which a municipal charge can be levied.**

**(d) Waste Levy Charge**

**i) An annual service charge Waste Levy of \$37.00 be declared for the period commencing 1 July 2022 and concluding 30 June 2023 to cover the increased costs levied by the Environment Protection Authority on the operation of landfills as well as the increased compliance costs required for the operation of landfills.**

**ii) The charge to be levied on each property to which a municipal charge is applied.**

**(e) Waste Collection Charge**

- i) A charge for kerbside collection of waste with recycling, and for kerbside collection of waste with recycling and green waste, and a rural waste collection charge be declared for the period commencing 1 July 2022 and concluding on 30 June 2023 as follows:**

<b>Kerbside Waste/recycling collection (120 litre bin)</b>	<b>\$365.00</b>
<b>Kerbside Waste/recycling/green waste collection (120 litre bin)</b>	<b>\$418.00</b>
<b>Additional household waste bin</b>	<b>\$220.00</b>
<b>Additional Green/Recycling bin</b>	<b>\$165.00</b>
<b>Rural Waste Collection Charge</b>	<b>\$247.00</b>

- (f) Authorises the Chief Executive Officer to levy and recover the general rates, municipal charge, waste levy, kerbside waste with recycling collection charge, kerbside waste with recycling and green waste collection charge and rural waste collection charge as per section 167 of the Local Government Act 1989.**

- (g) Council allows the following payment options in accordance with section 167 of the Local Government Act 1989:**

<b><i>In Full</i></b>	<b><i>Four Instalments</i></b>	<b><i>Nine Instalments</i></b>
<b><i>15 February 2023</i></b>	<b><i>30 September 2022</i></b>	<b><i>30 September 2022</i></b>
	<b><i>30 November 2022</i></b>	<b><i>31 October 2022</i></b>
	<b><i>28 February 2023</i></b>	<b><i>30 November 2022</i></b>
	<b><i>31 May 2023</i></b>	<b><i>31 December 2022</i></b>
		<b><i>31 January 2023</i></b>
		<b><i>28 February 2023</i></b>
		<b><i>31 March 2023</i></b>
		<b><i>30 April 2023</i></b>
		<b><i>31 May 2023</i></b>

- (h) Interest on unpaid rates and charges will be charged in accordance with section 172 of the Local Government Act 1989.**

**Signed: Cr John White**

Date: 21 June 2022

## **RATIONALE**

This option clearly gives all three categories the fairest form of contribution for rate revenue. This will mitigate larger rate increases for the Farming sector because of massive increases in valuation while still delivering a healthy reduction to the Commercial and Industrial sector. This option also has the smallest financial impact on the residential rate payers, being only \$10 for the year.

Our own Shire Policy regarding natural disasters, states recovery to be in the order of 3-5 years, and thinking back to the drought and bushfires, the bushfire was a mere two years and six months ago and the breaking of the drought two years and two months ago. So, I urge the Councillor group to think long and hard regarding the decision they are about to make on this budget, which will have a significant impact on the rural sector of our Shire and the flow on effects will be felt by other sectors of our business community.

Our own Draft four-year Revenue and Rating Plan on page 12 of the document is mindful of the impacts of rises and falls in property valuations and that Council rates remain affordable. Meaning that rating shocks are mitigated to some degree. This option will result in:

- a reduction of 13 percent for Commercial and Industrial, which increases their annual rates bill on average by \$19.80 over the original draft budget 2022-23;
- a 4.02 percent increase for Residential, which equates to an additional \$10 per year on average to their rate bill, over the original draft budget 2022-23; and
- an increase of 2.87 percent for the Farm sector, resulting in reduction of \$121 to their bill over the original draft budget 2022-23.

## **3 Deferred Business**

## **4 Councillor and Delegate Reports**



## 5 Officer Reports

### 5.1 Business Excellence

#### 5.1.1 Adoption of Council Budget 2022/23

Authorised by General Manager Business Excellence

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#### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

#### Executive Summary

The draft Budget 2022/23 (draft Budget) is submitted to Council for adoption in accordance with the provisions of the *Local Government Act 2020* (the Act) and the *Local Government (Planning and Reporting) Regulations 2020* (Reporting Regulations). Council must prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year. The draft Budget document is provided at **Attachment 1**.

In accordance with section 94 of the Act, Council has developed the draft Budget in line with financial management principles and in accordance with its community engagement policy.

To provide an opportunity for community engagement, Council placed the draft Budget on its website and advertised that it was available. Notice also was provided in local newspapers and on Facebook seeking community feedback on the draft Budget, with feedback closing at 12 noon on Friday 3 June 2022.

Councillors considered all feedback received and amendments have been made to the draft Budget to reflect the following:

1. The Farm rate differential discount has been increased to 20% (changed from 85% to 80% of the general rate); and
2. Amendments made to the proposed Raymond Island Ferry fees to provide a second free annual pass to owners of developed land who hold a Victorian Government Pension card as well as removing the proposed \$2 pedestrian fee.

The draft Budget proposes a 1.75 percent total rates and municipal charge increase in accordance with the rate cap announced by the Minister for Local Government. Domestic waste collection charges sit outside of the rate cap and it is proposed that domestic waste collection charges not be increased over the 2021/22 charges. A new annual service charge Waste Levy of \$37 is proposed to be introduced in the 2022/23 year to cover the increased costs levied by the Environment Protection Authority on the operation of landfills as well as increased compliance costs required for the operation of landfills. User fees and charges (except waste fees) are proposed to increase generally by 1.75 percent in line with the increase for rates and municipal charge.

The rate waiver for eligible properties where the main dwelling was destroyed or deemed uninhabitable as a result of the 2019/20 bushfires will continue for the 2022/23 and 2023/24 years.

The draft Budget proposes the delivery of a range of projects and programs to the East Gippsland community in 2022/23, while forecasting an operating surplus of \$40.087 million for the year. Taking into account income to be received from grants and contributions for capital works, the underlying result is a deficit of \$11.915 million. The operating surplus and underlying result have been impacted by the advance payment of \$13.8 million of the 2022/23 Victoria Grants Commission allocation in the 2021/22 year.

The capital works program for 2022/23 totals \$104.091 million, which includes an estimated \$50.296 million for projects carried over from the 2021/22 year that will be completed in 2022/23. Capital grant income to be received for a range of these projects is estimated to be \$53.208 million.

The draft Budget also includes major projects totalling \$6.048 million, being \$1.862 million for the Swifts Creek Recreation Reserve upgrade, \$1.8 million for the Sarsfield Recreation Reserve upgrade, \$1.2 million for the Buchan Recreation Reserve upgrade, \$0.808 million for upgrading the Club Terrace Community Facility and \$0.378 million for Buchan footpath upgrades.

Included in the proposed draft Budget is forecast financial information for the four years from 2022/23 to 2025/26. The financial information and associated financial indicators that are used to assess financial sustainability, all indicate Council's ongoing financial sustainability over the short to medium term.

The draft Budget is now presented for Council to formally adopt.

## Officer Recommendation

### *That Council:*

1. *receives and notes this report and the attachment pertaining to this report;*
2. *adopts the Budget 2022/23 as provided at Attachment 1 (including the schedule of fees and charges) in accordance with section 94 of the Local Government Act 2020;*
3. *in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020, declares the following:*
  - (a) *An amount of \$64,446,325 be declared as the amount that Council intends to raise by general rates, municipal charge and waste collection charges, which is calculated as follows:*

<b>CATEGORY</b>	<b>INCOME</b>
<b>General Rate</b>	<b>\$35,929,256</b>
<b>Commercial / Industrial</b>	<b>\$ 5,305,558</b>
<b>Farm Rate</b>	<b><u>\$ 5,876,847</u></b>
<b>TOTAL RATES</b>	<b><u>\$47,111,661</u></b>
<b>Municipal charge</b>	<b>\$ 7,502,472</b>
<b>Waste levy</b>	<b>\$ 1,171,272</b>
<b>Waste Charges</b>	
<b>Kerbside Waste/recycling collection (120 litre bin)</b>	<b>\$ 1,185,155</b>
<b>Kerbside Waste/recycling/green waste collection (120 litre bin)</b>	<b>\$ 7,353,456</b>
<b>Additional household waste bin</b>	<b>\$ 21,780</b>
<b>Rural Waste Collection Charge</b>	<b><u>\$ 100,529</u></b>
<b>Total Waste Charges</b>	<b><u>\$8,660,920</u></b>
<b>TOTAL CHARGES</b>	<b><u>\$17,334,664</u></b>
<b>TOTAL RATES AND CHARGES</b>	<b><u>\$ 64,446,325</u></b>

- (b) *The general rate be declared for the period commencing 1 July 2022 and concluding on 30 June 2023:*
  - i) *It be further declared that subject to paragraph (iii) of this Part, the general rates be raised through the application of differential rates.*
  - ii) *The following rates in the dollar apply to property classifications:*

<b>Category</b>	<b>% of General rate</b>	<b>Rate in the \$</b>
<b>General/Residential Rate</b>	<b>100</b>	<b>0.00290802</b>
<b>Commercial/Industrial Rate</b>	<b>140</b>	<b>0.00407123</b>
<b>Farm Rate</b>	<b>80</b>	<b>0.00232641</b>

- iii) **Differential rates apply to rateable properties with the following characteristics:**
- (a) **General**  
**General land is any land that is:**
- **Used primarily for residential purposes; or**
  - **Unoccupied but zoned Residential, Township or Rural Living under the East Gippsland Shire Council Planning Scheme; or**
  - **Any land that is not defined as Farm Land or Commercial/Industrial Land.**
- (b) **Commercial and Industrial**  
**Commercial and Industrial Land is any land used primarily for:**
- **the manufacture, or production of, or trade in, goods or services; or**
  - **Obviously adapted for the primary use of commercial or industrial purposes; or**
  - **Occupied primarily for the purpose of service delivery for tourism leisure and/or accommodation; or**
  - **Unoccupied but zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development Zone under the East Gippsland Shire Council Planning Scheme; or**
  - **Conforming to East Gippsland Shire Council guidelines for the classification of property as Commercial/Industrial Land.**
- (c) **Farm Land**  
**Farm land is defined as any land which:**
- **Is used primarily for a farming or agricultural business; and,**
  - **Conforms to the definition of “farm land” as specified within the Valuation of Land Act 1960; and,**
  - **Conforms to East Gippsland Shire Council guidelines for the classification of property as “farm land” as stipulated within East Gippsland Shire Council’s “Application for Farm Rate”; and**
  - **The ratepayer has Primary Producer status with the Australian Taxation Office and be located in a Farm Zone in accordance with Council’s planning scheme, or have a permit from Council to operate a farming business.**
- iv) **Council has determined that the application of a differential rate for Farm and Commercial/Industrial Land will contribute to the equitable and efficient carrying out of its functions.**
- v) **Council has determined that the differential percentage applied to Commercial/Industrial properties for the Economic Development Discretionary fund be reduced from 10 percent to 5 percent commencing from the 2022/23 year.**



- vi) **Council has determined it will provide a rate rebate equivalent to \$60.36 to eligible properties in the ownership of pensioners who qualify for a Victorian Government approved pension rebate. This rebate is provided in accordance with section 169(1)(a) of the Local Government Act 1989 and supports the development of the municipality in that it helps support pensioners to keep and stay in their own homes.**

**(c) Municipal Charge**

- i) **A municipal charge be declared for the period commencing 1 July 2022 and concluding on 30 June 2023.**
- ii) **A municipal charge be declared for the purpose of covering some of the administrative costs of Council.**
- iii) **The municipal charge be the sum of \$237.00 per each rateable property in respect of which a municipal charge can be levied.**

**(d) Waste Levy Charge**

- i) **An annual service charge Waste Levy of \$37.00 be declared for the period commencing 1 July 2022 and concluding 30 June 2023 to cover the increased costs levied by the Environment Protection Authority on the operation of landfills as well as the increased compliance costs required for the operation of landfills.**
- ii) **The charge to be levied on each property to which a municipal charge is applied.**

**(e) Waste Collection Charge**

- i) **A charge for kerbside collection of waste with recycling, and for kerbside collection of waste with recycling and green waste, and a rural waste collection charge be declared for the period commencing 1 July 2022 and concluding on 30 June 2023 as follows:**

<b>Kerbside Waste/recycling collection (120 litre bin)</b>	<b>\$365.00</b>
<b>Kerbside Waste/recycling/green waste collection (120 litre bin)</b>	<b>\$418.00</b>
<b>Additional household waste bin</b>	<b>\$220.00</b>
<b>Additional Green/Recycling bin</b>	<b>\$165.00</b>
<b>Rural Waste Collection Charge</b>	<b>\$247.00</b>

- (f) Authorises the Chief Executive Officer to levy and recover the general rates, municipal charge, waste levy, kerbside waste with recycling collection charge, kerbside waste with recycling and green waste collection charge and rural waste collection charge as per section 167 of the Local Government Act 1989.**

- (g) ***Council allows the following payment options in accordance with section 167 of the Local Government Act 1989:***

<b><i>In Full</i></b>	<b><i>Four Instalments</i></b>	<b><i>Nine Instalments</i></b>
<b><i>15 February 2023</i></b>	<b><i>30 September 2022</i></b>	<b><i>30 September 2022</i></b>
	<b><i>30 November 2022</i></b>	<b><i>31 October 2022</i></b>
	<b><i>28 February 2023</i></b>	<b><i>30 November 2022</i></b>
	<b><i>31 May 2023</i></b>	<b><i>31 December 2022</i></b>
		<b><i>31 January 2023</i></b>
		<b><i>28 February 2023</i></b>
		<b><i>31 March 2023</i></b>
		<b><i>30 April 2023</i></b>
		<b><i>31 May 2023</i></b>

- (h) ***Interest on unpaid rates and charges will be charged in accordance with section 172 of the Local Government Act 1989.***

## **Background**

The draft Budget presented at **Attachment 1** proposes the delivery of a range of projects and programs to the East Gippsland community in 2022/23 and a proactive asset renewal program, while continuing to safeguard Council's long-term financial sustainability.

In accordance with section 94 (2) of the Act, the draft Budget gives effect to the Council Plan and contains information in regard to the services and initiatives to be funded in the budget as well as major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during the financial year. Section 55 (d) of the Act requires the Council's Community Engagement Policy is capable of being applied to the Council's budget and to provide an opportunity for community engagement. Council at the meeting held on 17 May 2022 resolved to release the Draft Budget for community feedback until 3 June 2022. Council placed the draft Budget on its website and advertised that was available. Notice also was provided in local newspapers and on Facebook seeking community feedback on the draft Budget.

Councillors considered all feedback received and amendments have been made to the draft Budget to reflect the following:

1. The Farm rate differential discount has been increased to 20% (changed from 85% to 80% of the general rate); and
2. Amendments made to the proposed Raymond Island Ferry fees to provide a 2<sup>nd</sup> free annual pass to owners of developed land who hold a Victorian Government Pension card as well as removing the proposed \$2 pedestrian fee.

There were a number of amendments made to the draft budget to update the forecast results for the 2021/22 year as well as updated budgets for the 2022/23 year mainly as a result of new operational and capital grants and expected reimbursements for flood and storm events in the 2021/22 year. A summary of all changes is provided at **Attachment 2**.

An indicator of the sustainable operating result required to enable Council to continue to provide core services is the adjusted underlying surplus/deficit. This measure adjusts the operating surplus/deficit by removing non-recurring income that is used to fund capital works as well as other non-monetary capital contributions. For the 2022/23 year it is estimated that the underlying operating result will be a deficit of \$11.915 million, noting that the advance Victoria Grants Commission 2022/23 payment of \$13.8 million was received in the 2021/22 year and therefore has had a significant impact on this result for the 2022/23 year.

The draft Budget 2022/23 forecasts an operating surplus of \$40.087 million, after raising rates and charges of \$65.194 million and capital grants \$53.208 million.

The financial performance indicators used to analyse Council's financial position indicate that Council has developed a budget for the 2022/23 year and projections for the years 2023/24 to 2025/26 that provides financial sustainability over the four years of the budget.

Included in the revised draft budget is a wide range of initiatives and projects that will be delivered in 2022/23. A summary of the capital program and significant projects within it is shown in the following table:

<b>Project Highlights</b>	<b>Proposed Budget</b>
Roads - including <ul style="list-style-type: none"> <li>• Reseal program, Shire wide - \$3.82 million</li> <li>• Gravel Road Renewal program, Shire wide - \$1.2 million</li> <li>• Upgrade of Moroney Street, Bairnsdale - \$1.98 million</li> <li>• Marine Parade Lakes Entrance upgrade - \$2.63 million</li> </ul>	Total Roads \$15.467 million
Bridges – including <ul style="list-style-type: none"> <li>• Bullock Island Bridge - \$2.9 million</li> </ul>	Total Bridges \$3.580 million
Drainage – including <ul style="list-style-type: none"> <li>• Stormwater renewals and improvements - \$0.845 million</li> <li>• Jones bay Southern Catchment WSUD - \$0.78 million</li> </ul>	Total Drainage \$1.962 million
Footpaths and Cycleways– including <ul style="list-style-type: none"> <li>• Lindenow Footpath connections - \$0.52 million</li> <li>• Omeo Caravan park to Livingstone Park footpath- \$0.25 million</li> </ul>	Total Footpaths \$1.245 million
Buildings and improvements - including <ul style="list-style-type: none"> <li>• Bairnsdale City Oval Changeroom upgrade - \$1.43 million</li> <li>• Eagle Point Foreshore Hub - \$3.92 million</li> <li>• Gymnastics Pavilion, Lucknow Recreation Reserve - \$1.61 million</li> <li>• Mallacoota Hall and Recreation reserve upgrade - \$0.81 million</li> </ul>	Total Property and Buildings \$15.658 million
Recreation, Leisure, Parks and Open Spaces – including <ul style="list-style-type: none"> <li>• WORLD Sporting Precinct Stage 1 - \$11.52 million</li> <li>• Omeo Recreation reserve netball &amp; tennis court upgrade - \$0.71 million</li> <li>• Bullock Island Masterplan implementation - \$2.78 million</li> <li>• Livingston Park, Omeo - \$1.53 million</li> <li>• Slip Road Maritime Precinct - \$5.2 million</li> <li>• Lakes Entrance Foreshore and streetscape works - \$1.72 million</li> <li>• Streetscapes in Mallacoota, Buchan, Bruthen &amp; Nowa Nowa - \$5.14 million</li> <li>• Forest Park, Orbost - \$1.75 million</li> <li>• Jemmy's Point – Stage 2 - \$2.07 million</li> <li>• Omeo Mountain Bike Trails - \$5.36 million</li> <li>• Krautingalung Walk Stage 1 - \$2.81 million</li> </ul>	Total Recreation and Parks \$47.236 million
Plant and Equipment - including <ul style="list-style-type: none"> <li>• Renewal of vehicles, plant and machinery - \$2.73 million</li> <li>• Information and Communications Technology systems, Shire wide - \$6.06 million</li> </ul>	Total Plant/Equipment \$10.001 million

<b>Project Highlights</b>	<b>Proposed Budget</b>
Waste Management - including <ul style="list-style-type: none"> <li>Cann River Waste Transfer Station - \$1.5 million</li> </ul>	Total Waste \$2.564 million
Other Infrastructure, Aerodromes and Car Parking - including <ul style="list-style-type: none"> <li>Mallacoota Seawalls Construction - \$1.4 million</li> <li>Cann River Off Street Parking - \$1.09 million</li> <li>Newmerrella – Upgrade of Princes Highway Rest Area - \$0.47 million</li> <li>Harbour Seawall - Paynesville - \$1.66 million</li> </ul>	Total Other \$6.378 million

There are a number of non-capital initiatives included in the draft Budget, being the Swifts Creek Recreation Reserve Upgrade \$1.862 million, the Sarsfield Recreation Reserve upgrade \$1.8 million, the Buchan Recreation Reserve upgrade \$1.2 million, Club Terrace Community Facility \$0.808 million and Buchan Footpath upgrades \$0.378 million.

### Overview of Financial Performance

The draft Budget proposes a rates and municipal charge total income increase of 1.75 percent on the base rates and municipal charge for 2021/22, in line with the rate cap set by the Minister for Local Government. Fees and charges will also generally increase at 1.75 percent except waste fees and charges that will remain at the 2021/22 levels. The impact of the increase in the EPA levy charges by the State government for the 2022/23 year has seen the cost for waste services increase significantly, and a new Waste Levy is proposed to be introduced to cover these increased compliance costs. Total rates and charges, excluding supplementary rates, valuation objection adjustments and rating agreements, are forecast to be \$64,446,325 for 2022/23. The impact of this is reflected in the following tables:

<b>Type of Property</b>	<b>% of General Rate</b>	<b>Proposed rate in the dollar</b>	<b>Total Income</b>
General/Residential	100	0. 00290802	\$35,929,256
Commercial / Industrial	140	0. 00407123	\$5,305,558
Farm	80	0. 00232641	\$5,876,847
<b>Total Rates Income</b>			<b>\$47,111,661</b>

<b>Type of Charge</b>	<b>Charge per rateable property</b>	<b>Total Income</b>
Municipal Charge	\$237	\$7,502,472
Waste Levy Charge	\$37	\$1,171,272
Kerbside waste with recycling collection (120 litre Bin)	\$365	\$1,185,155
Kerbside waste with recycling and green waste collection (120 litre Bin)	\$418	\$7,353,456
Additional Household Bin	\$220	\$21,780
Additional Green Waste/Recycling bin	\$165	\$0
Rural Waste Collection Charge	\$247	\$100,529
<b>Total</b>		<b>\$17,334,664</b>



Some key financial statistics for the draft Budget 2022/23 as compared with the forecast results for the 2021/22 year are shown below:

<b>Key Statistics</b>	<b>2021/22 Forecast Actual \$'000</b>	<b>2022/23 Budget \$'000</b>
Total expenditure	\$122,243	\$110,935
Surplus for the year *	\$14,155	\$40,087
Adjusted underlying surplus/(Deficit) *	(\$2,551)	(\$ 11,915)
Cash and investment balance at year end	\$75,979	\$38,437
Cash flows from operations	\$22,331	\$63,747
Capital works expenditure	\$42,947	\$104,091

\* The forecast results for 2022/23 are impacted by the prepayment of \$13.8 million of the 2022/23 Victoria Grants Commission allocation in the 2021/22 year.

## Legislation

As of 1 July 2021, all provisions of the *Local Government Act 2020* (the Act) commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

The relevant provisions of the *Local Government Act 2020* prescribes and informs the preparation of the annual Budget as follows:

- Section 55 (d) includes information on community engagement;
- Section 94 outline the information that is required to be contained within the budget document;
- Section 96 outlines the requirements relating to the preparation of the budget; and
- Section 104 outlines the requirements if Council is proposing borrowings.

The *Local Government Act 1989* prescribes and informs the preparation of the annual Budget in relation to rates and charges. Relevant provisions include:

- Sections 160 and 161 outline the requirements for the declaration of rates, including differential rates;
- Section 167 outlines the requirements relating to payment of rates and charges;
- Section 169 allows Council to grant a rebate or concession;
- Section 171 outlines the requirements if a waiver of rates is being given; and
- Section 172 allows Council to charge interest on unpaid rates and charges.

The *Local Government (Planning and Reporting) Regulations 2020* (Reporting Regulations) outline the reporting requirements for the budget document.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

## **Collaborative procurement**

Not applicable to this report.

## **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 5: 5.5 Resources are managed to meet current and future needs and priorities.

## **Council Policy**

Not applicable to this report.

## **Options**

Not applicable to this report.

## **Resourcing**

### *Financial*

Refer to the draft Budget 2022/23 at **Attachment 1**.

### *Plant and equipment*

Not applicable for this report.

### *Human Resources*

Not applicable for this report.

### *Risk*

The risks of this proposal have been considered and if the Budget is not adopted by 30 June 2022 then Council would be in breach of the requirements of the Act.

## **Economic**

The draft Budget 2022/23 details the financial resources required to support the strategic objectives of the Council Plan 2021-2025.

## **Social**

Not applicable for this report.

### *Gender Impact Statement*

The Draft Budget 2022/23 has considered the *Gender Equality Act 2020* in its preparation.

The Draft Budget 2022/23 has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

The draft Budget 2022/23 details the financial resources required to support the strategic objectives of the draft Council Plan 2021-2025.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

## **Engagement**

Section 96(1)(b) of the *Local Government Act* 2020 requires that Council develop the budget in line with its Community Engagement Policy. To provide an opportunity for community engagement, Council placed the draft Budget on its website and advertised that it had done so. Notice also was provided in local newspapers and on Facebook seeking community feedback on the draft Budget 2022/23, with feedback closing at 12 noon on Friday 3 June 2022. The Councillor group reviewed all feedback on the draft Budget 2022/23 prior to adoption of the draft Budget 2022/23.

## **Attachments**

1. Draft Budget 2022/23 [5.1.1.1 - 116 pages]
2. Summary of Changes Draft Budget 2022/23 [5.1.1.2 - 3 pages]

# East Gippsland Shire Council

## DRAFT

## Budget 2022/23



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## From the Mayor and Councillors



It gives me great pleasure, on behalf of the Councillor Group, great pleasure to recommend this budget of the Council that was elected to represent the East Gippsland community in 2020.

We must firstly acknowledge the very challenging events that the community has experienced in recent times and Council has been mindful of these challenges faced by the community when drafting this 2022/23 budget.

The Minister for Local Government has set the rate cap at 1.75% for the 2022/23 year and Council is proposing that the general rates and municipal charge will increase by 1.75% on the average base rates and municipal charge for the 2021/22 year.

A new Council Plan 2021-2025 was developed in the 2020/21 year and this budget supports Council's strategic objectives and initiatives contained within the Council Plan.

The budget proposes funding several new initiatives as well as ensuring the appropriate level of funding is provided to renew Council's infrastructure. The capital works program of \$104.091 million is the largest capital works program ever proposed by Council and is supported by \$53.208 million of government grants provided by both the state and federal governments. Some of the most significant projects include:

- Bullock Island Masterplan Implementation \$2.78 million
- WORLD Sporting Precinct Stage 1 \$11.52 million
- Bullock Island Bridge \$2.9 million
- Omeo Mountain Bike Trails - \$5.36 million
- Kruatunglung Walk \$2.81 million
- Slip Road Maritime Precinct \$5.2 million
- Eagle Point Foreshore Hub \$3.92 million
- Gymnasium Pavillion, Lucknow Recreation Reserve \$1.61 million
- Mallacoota Hall and Recreation Reserve upgrades \$0.810 million
- Orbost Forest Park Upgrade \$1.75 million
- Jemmy's Point - Stage 2 \$2.07 million
- Streetscapes Bruthen, Buchan, Mallacoota and Nowa Nowa \$5.14 million
- Mallacoota seawalls \$1.4 million
- Lakes Entrance Foreshore and streetscape works \$1.72 million
- Harbour seawall Paynesville \$1.66 million
- Roadside rest areas in Cann River and Newmerrelle \$1.56 million
- Bairnsdale City Oval Changerooms upgrade \$1.43 million
- Livingston Park Omeo \$1.53 million
- Renewal and upgrades of information technology systems \$6.06 million
- Renewal and upgrades of roads across the shire \$15.46 million

Section 4.5 of the budget document provides details of all capital projects.

Council has determined it will continue to provide an additional rate rebate of \$60.36 to eligible properties in the ownership of pensioners who qualify for a Victorian Government approved pension rebate.

The budget also proposes to continue the rate waiver for properties where the main dwelling was destroyed or deemed uninhabitable as a result of the 2019/20 bushfires.

We continue to face challenges from increased costs beyond our control. An annual service charge waste levy will be introduced in the 2022/23 year to cover the increase in the costs levied by the Environment Protection Authority (EPA) and other statutory compliance costs. Waste user fees and charges though will generally not be increased over the 2021/22 levels as well as the kerbside collection charge remaining at the 2021/22 level.

The budget has been developed through a rigorous process and Councillors endorse it as financially responsible.

We look forward to working with you in the community to deliver these initiatives throughout the coming year.

**Cr Mark Reeves**  
**Mayor**

## From the Chief Executive Officer



The 2021/22 financial year was once again an extraordinary year for the East Gippsland community that continued to demonstrate its resilience as it recovered from bushfires during a worldwide pandemic. The pandemic has meant the delivery of 'business as usual' was anything but usual. Looking forward to the 2022/23 year hopefully business will return to a new normal.

This budget provides for initiatives prioritised by Council and includes a wide range of activities, projects and services. A great deal of work has been completed to ensure Council's continued financial sustainability, whilst at the same time delivering on the needs of our community.

Council continues its significant Capital Works program in 2022/23 with over \$53.7 million being invested into communities, many still recovering from bushfires and the pandemic. This excludes projects carried over from the 2021/22 year of \$50.29 million. Of the \$104.091 million in capital funding required, \$45.123 million will come from Council operations, \$53.208 million from external grants, \$1.592 million from reserves and contributions and \$4.168 million from new borrowings. Refer to Section 4.5 for details on the Capital Works and Major Projects budgets.

Financial sustainability remains a priority for me and the organisation. The budget shows an operating surplus of \$40.087 million, noting that \$13.8 million of the 2022/23 Victoria Grants Commission payment has been received in the 2021/22 year and has therefore added to the forecast surplus for that year whilst reducing the surplus now forecast for the 2022/23 year. Included in the 2022/23 surplus is significant capital grant funding of \$53.208 million, an increase over the previous year of \$35.991 million.

It is proposed that the general rates and municipal charge will increase by the rate cap of 1.75% for the 2022/23 year; however, annual valuations undertaken by the Victorian Valuer General will create some volatility in rates. User fees and charges for the 2022/23 year are generally proposed to increase at 1.75%, except waste fees and charge.

Statutory fees and charges are set by the Victorian Government. For details on all proposed Fees and Charges refer to Section 6 'Fees and Charges'.

Waste management continues to be a significant cost to Council. External factors outside Council's control continue to put pressure on managing waste services such as EPA requirements, legacy landfill management, sorting materials and the State Government's waste services levy increases. A new waste levy will be introduced in 2022/23 to cover these significant increases in costs in the management of waste facilities. Officers continue to look at cost effective and innovative ways to manage the waste being generated by the community. Details of other proposed kerbside collection charges and waste levy can be found in Section 4 'Notes to the Financial Statements' and waste user fees can be found in Section 6 'Fees and Charges'.

I will continue to support a culture of efficiency and effectiveness in managing public funds to ensure we get the best value for money in everything we do.

**Anthony Basford**  
Chief Executive Officer

## Economic Assumptions

Assumption	Notes	Forecast	Budget	Projections			Trend
		2021/22	2022/23	2023/24	2024/25	2025/26	+/-
Rate Cap Increase	1	1.50%	1.75%	1.75%	1.75%	1.75%	o
Population Growth	2	1.00%	1.00%	1.00%	1.00%	1.00%	o
Investment Interest Rate	3	0.36%	1.00%	1.25%	1.50%	1.50%	+
Borrowing Interest Rate	4	1.50%	1.50%	2.00%	2.00%	2.00%	-
CPI	5	1.50%	1.75%	1.75%	1.75%	1.75%	o
User Fees	6	1.50%	1.75%	1.75%	1.75%	1.75%	o
Grants - Recurrent	7	1.00%	1.00%	1.00%	1.00%	1.00%	o
Contributions		1.00%	1.00%	1.00%	1.00%	1.00%	o
Other Revenue		1.50%	1.75%	1.75%	1.75%	1.75%	o
Employee Costs	8	2.50%	2.50%	2.25%	2.25%	2.50%	o
Contactors, consultants and materials		1.50%	2.00%	2.00%	2.00%	2.00%	o
Utilities		7.00%	7.00%	5.00%	5.00%	5.00%	o
Other expenses		1.50%	1.75%	1.75%	1.75%	1.75%	o

## Notes to Assumptions

## 1. Rate Cap

Base rates and municipal charge revenue will increase by 1.75% for the 2022/23 year, based on the Victorian government rate cap. Future increases have been forecast in line with forecast CPI increases.

## 2. Population Growth

Population growth has been set at historic 1% level.

## 3. Investment Interest Rate

The average return on investments has decreased to an all time low; but it is assumed that interest rates will slowly rise into the future.

## 4. Borrowing Interest Rate

The only future borrowings being undertaken by Council are for two Community Infrastructure low interest loan schemes and therefore the interest rate expected for these loans has been used for budget purposes.

## 5. CPI

CPI increases and rate increases have been kept consistent in the budget.

## 6. User Fees

User fees have been set at the same level of increase as rates. For details on Fees and Charges increases for the 2022/23 year refer to Section 6 - Fees and Charges.

## 7. Grants - Recurrent

Recurrent Grant revenue has historically increased less than CPI each year. Refer to Council's Four Year Revenue and Rating Plan for more details.

## 8. Employee Costs

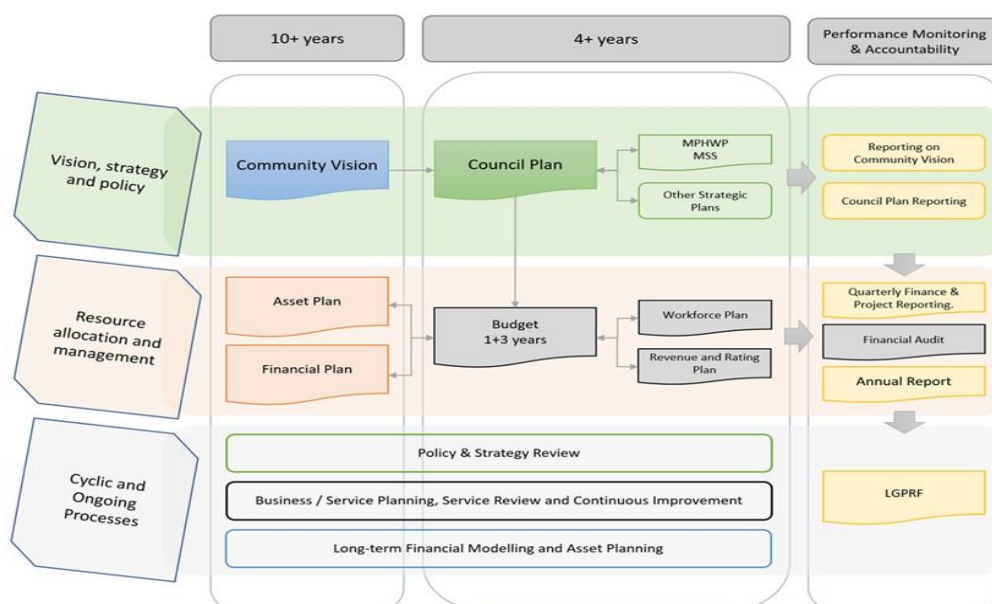
Employee costs have increased in line with the current Enterprise Agreement (EA) and the superannuation guarantee increase in line with government requirements.

## 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 councils adopted Community Engagement Policy and Public Transparency Policy.

## 1.2 Our purpose

### Our Vision

*East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making and creates the conditions in which communities can thrive.*

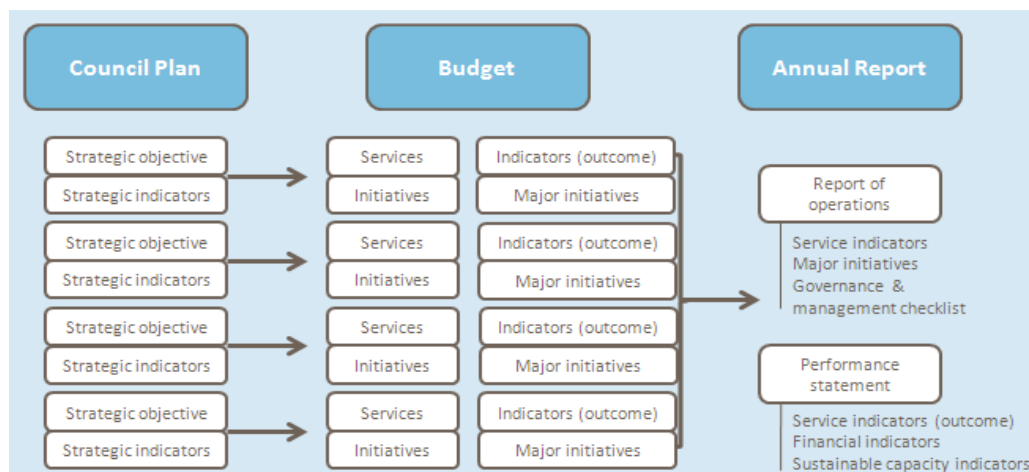
## 1.3 Strategic objectives

Council delivers a range of services, programs, projects and facilities for its diverse communities. Each contributes to the achievement of our strategic objectives as set out in the Council Plan for the years 2021-2025. The following table lists our focus areas as described in the Council Plan. Each is defined by goals that describe what we want for East Gippslanders now and into the future.

Strategic Objective	Description
Strategic Objective 1 - An inclusive and caring community that respects and celebrates diversity.	1.1 Council strives to provide equitable access to their services, support, and facilities.
	1.2 Collaboration with key stakeholders fosters the cultural, arts and creative communities for all activities Council has facilitated or financially contributed to.
	1.3 Community groups and volunteers are acknowledged, promoted, and supported.
	1.4 Through targeted services, partnerships and advocacy, communities enjoy strong mental and physical health, well-being, and resilience.
	1.5 Strong working relationships are further developed with Aboriginal people and organisations.
	1.6 Council is culturally and linguistically inclusive and celebrates diversity.
Strategic Objective 2 - Planning and infrastructure that enriches the environment, lifestyle and character of our communities.	2.1 Statutory and strategic planning for land use delivers sustainable outcomes that balance the need for growth with the enhancement of our lifestyle, character, the built and natural environment
	2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable.
	2.3 Planning with local communities for natural disasters and emergencies strengthens capacity, infrastructure, resilience, preparedness, and recovery.
Strategic Objective 3 - A natural environment that is managed and enhanced.	3.1 Council works to reduce its own and the communities carbon emissions while supporting the community to mitigate the impact of a changing climate on the environment, safety, health, and lifestyles.
	3.2 Sustainable land use practices are used to manage council land to protect biodiversity and to provide education and incentives to support the management of private land.
	3.3 Natural values on key Council managed land are evaluated and managed.
	3.4 Waste going to landfill is reduced and environmentally and financially sustainable practices introduced.
Strategic Objective 4 - A thriving and diverse economy that attracts investment and generates inclusive local employment.	4.1 Collaboration amongst key partners is facilitated to improve pathways for education and skills training.
	4.2 Council's work with stakeholders fosters entrepreneurship and new business opportunities, particularly with communities facing change.
	4.3 Leadership in strategic and statutory planning enables economic prosperity, investment, recovery, resilience, and growth.
	4.4 Tourism sector investment is sought in business capability, product development and experience to meet the changing needs of domestic and international markets.
	4.5 East Gippsland's natural strengths in agriculture and natural resource-based industries are enhanced to increase value, employment and resilience.
Strategic Objective 5 - A transparent organisation that listens and delivers effective, engaging and responsive services.	5.1 A better everyday customer experience is created for our residents and visitors.
	5.2 Strong relationships with government, partners and stakeholders are maintained and strengthened to advocate for the community.
	5.3 Communities are engaged in decision-making and support is provided to develop local solutions to local issues.
	5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced.
	5.5 Resources are managed to meet current and future needs and priorities.
	5.6 Council attracts, develops, and retains an inclusive workforce to deliver services and priorities.

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2022/23 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

### 2.1 Strategic Objective 1 - An inclusive and caring community that respects and celebrates diversity

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision Theme: **Our Communities** will include, encourage, respect and value everyone.

#### Services

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Arts and Culture	This service provides a varied, ongoing program of arts and cultural events that bring our communities together to celebrate our identity and generate ideas. It also provides funding and strategic advice to support the development of arts and culture in East Gippsland.	<i>Inc</i> 57	-	-
		<i>Exp</i> 364	357	267
		<i>Surplus / (deficit)</i> (307)	(357)	(267)
Community Programs	Council's community programs provide support, assistance and information to the community at all stages of life. They also provide community facilities that enhance social and health outcomes and improve local neighbourhood amenity.	<i>Inc</i> 278	217	89
		<i>Exp</i> 643	1,409	991
		<i>Surplus / (deficit)</i> (365)	(1,192)	(902)
Library Services	Council provides library and outreach services at six locations within the municipality, including mobile library services to our more remote areas. Library services and programs are customer focused and aim to meet the learning and information needs of local communities. Libraries also provide a focal point for the community where they can meet, relax and enjoy the facilities and services offered and increase their participation in community life.	<i>Inc</i> 395	440	401
		<i>Exp</i> 1,061	1,293	1,375
		<i>Surplus / (deficit)</i> (666)	(853)	(974)
Performing Arts	This service provides performing arts facilities, including the Forge Theatre and Arts Hub in Bairnsdale. A key focus is to deliver accessible programs and events that celebrate our cultural diversity and enrich the lives of our community and visitors.	<i>Inc</i> 121	345	356
		<i>Exp</i> 548	889	858
		<i>Surplus / (deficit)</i> (427)	(544)	(502)
Community Planning	The Community Planning function supports, encourages and works with citizens and community groups to identify their needs and aspirations and how to achieve them with responsive, high quality services and facilities.	<i>Inc</i> -	-	-
		<i>Exp</i> 281	533	308
		<i>Surplus / (deficit)</i> (281)	(533)	(308)
Community Support	Council has service agreements with suitable accredited organisations across the Shire that provide a range of Home and Community Care services (HACC) for the aged and people with a disability. Services include home delivered meals, personal care, transport, dementia care, home maintenance, housing support and senior citizen clubs. The Victorian Government directly funds these organisations for the provision of the specified services and Council makes a financial contribution to the operations of each of the providers.	<i>Inc</i> 44	45	45
		<i>Exp</i> 734	937	904
		<i>Surplus / (deficit)</i> (690)	(892)	(859)

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Family and Youth Services	Council supports Preschools, Playgroups and early years programs. Support is also provided to suitably accredited organisations that provide Maternal and Child Health services (MaCH). The providers of the MaCH service are directly funded by the Victorian Government for the provision of the specified services and Council provides a financial contribution to the operations of each of the providers.	35	-	-
	<i>Inc</i>			
	<i>Exp</i>	194	412	345
	<i>Surplus / (deficit)</i>	(159)	(412)	(345)
Public Health	Public Health maintains and improves the health and safety of people and the environment in accordance with the <i>Public Health and Wellbeing Act 2008</i> . It maintains safety, amenity and harmony in the community by coordinating food safety support programs, registered premises inspections, <i>Tobacco Act 1987</i> activities and wastewater management. The service also works to rectify any public health concerns relating to unreasonable noise emissions, housing standards and pest controls; and provides an immunisation service.	399	482	505
	<i>Inc</i>			
	<i>Exp</i>	622	759	787
	<i>Surplus / (deficit)</i>	(223)	(277)	(282)
Community Laws	This service also maintains and improves the health and safety of people and the environment. This includes staff at school crossings throughout the municipality to ensure that school children are able to cross the road safely. Animal management services are delivered in accordance with the <i>Domestic Animals Act 1994</i> and include a lost and found notification service, a contracted pound service, registration and administration service, an after hours service and an emergency service. It also provides education, regulation and enforcement of the General Local Law and relevant Victorian Government legislation.	942	873	890
	<i>Inc</i>			
	<i>Exp</i>	1,810	1,914	1,965
	<i>Surplus / (deficit)</i>	(868)	(1,041)	(1,075)
Recreation Centres	This service combines a wide range of programs and services that contribute to the general wellbeing of the community. This includes opportunities for individuals of all ages, genders and abilities to participate in a variety of health, education, and leisure activities by providing recreational facilities that include indoor and outdoor aquatic facilities, a fully equipped gymnasium, aqua aerobics and group fitness classes, a stadium and childcare facilities.	1,348	1,640	2,489
	<i>Inc</i>			
	<i>Exp</i>	3,616	4,529	4,140
	<i>Surplus / (deficit)</i>	(2,268)	(2,889)	(1,651)

**Major Initiatives**

- 1 Develop an Arts and Culture Strategy
- 2 Develop a new Reconciliation Action Plan

**Other Initiatives**

- 1 Universal access principles are applied to all infrastructure construction and upgrades
- 2 Develop internal capacity to deliver access audits across council service and facilities
- 3 Consider access to services in service reviews undertaken
- 4 Provide arts and cultural services and experiences that encourages connection and creativity, while supporting businesses, community groups and individuals
- 5 Support projects and events that foster creativity through the funding for visitor events and the community grants program
- 6 Implement improvements to Council's processes and online systems to improve access to information regarding community programs and services, and promote volunteer events and opportunities across the shire
- 7 Support volunteer Committees of Management for recreation reserves and halls with funding and capacity building
- 8 Establish governance arrangements for the implementation, ongoing monitoring and delivery of the Municipal Public Health and Wellbeing Plan 2021-25
- 9 Advocate for and identify opportunities to support social and affordable housing
- 10 Align recreation centre service delivery with regional health and wellbeing programming and allied health services
- 11 Increase and embed understanding of Aboriginal and Torres Strait Islander culture, knowledge and history within the planning and development of Council services, infrastructure and projects
- 12 Enhance engagement with traditional owners in the development of key Council Capital projects
- 13 Develop a process to document and verify inclusive and accessible features of Council programs and facilities
- 14 Develop, implement and promote an annual calendar that recognises events that celebrate diversity and inclusion in East Gippsland

## Service Performance Outcome Indicators

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Libraries	Participation	16.88%	DNA	DNA
Aquatic Facilities	Utilisation	4.06%	DNA	DNA
Animal Management	Health and Safety	0.00%	DNA	DNA
Food Safety	Health and Safety	100.00%	DNA	DNA

DNA - Indicates that data is not available at the time of preparing the budget

\* Refer to table below for information on the calculation of Service Performance Outcome Indicators

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members. (Percentage of the municipal population that are active library members)	[The sum of number of active library borrowers in the last 3 financial years / the sum of the population in the last 3 years] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / municipal population
Animal Management	Health and safety	Animal management prosecutions. (Number of successful animal management prosecutions)	Number of successful animal management prosecutions/Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance notifications. (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100



## 2.2 Strategic Objective 2 - Planning and infrastructure that enriches the environment, lifestyle, and character of our communities

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision Theme: **Our Place** will be accessible, safe, connected, and healthy.

### Services

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Project Management	This service undertakes project planning, design and delivery of various works within Council's Capital Works Program.	<i>Inc</i>	181	52
		<i>Exp</i>	1,403	371
		<i>Surplus / (deficit)</i>	(1,222)	(319)
Works	This service provides for the management and maintenance of Council's building infrastructure and assets. It includes management and maintenance of Council's vehicles, machinery and equipment and place based works crews.	<i>Inc</i>	672	670
		<i>Exp</i>	1,033	1,120
		<i>Surplus / (deficit)</i>	(361)	(450)
Emergency Management	Council works collaboratively with relevant stakeholders to help communities prepare for emergency events and natural disasters and, in times of emergency, respond to their needs and help them recover.	<i>Inc</i>	283	212
		<i>Exp</i>	593	714
		<i>Surplus / (deficit)</i>	(310)	(502)
Emergency Response	Council has a significant responsibility in emergency management and disaster response across East Gippsland, along with other lead agencies. Although the Australian Government provides significant funding to repair and reconstruct assets following natural disasters, Council (in the first instance) is required to fund the response and then seek recompense after the event. Council therefore carries that burden while waiting for reimbursement, which can impact upon current plans for infrastructure planning and maintenance.	<i>Inc</i>	5,095	4,893
		<i>Exp</i>	3,513	7,906
		<i>Surplus / (deficit)</i>	1,582	(3,013)
Parks and Gardens	Parks and Gardens provides management and implementation of open space strategies and maintenance including mowing, garden maintenance, annual displays, weed control and walking track maintenance. It also provides tree maintenance including inspection, pruning and removals.	<i>Inc</i>	2,372	456
		<i>Exp</i>	4,592	5,276
		<i>Surplus / (deficit)</i>	(2,220)	(4,820)
Strategic Planning	This service aims to deliver vibrant, connected and productive places and infrastructure to meet current and future community needs. Strategic Planning advocates for and implements land use policies, plans and standards that guide land use development and promote sustainable design, development and heritage conservation. This is supported through continual reviews and improvements to the East Gippsland Planning Scheme.	<i>Inc</i>	-	-
		<i>Exp</i>	1,174	1,082
		<i>Surplus / (deficit)</i>	(1,174)	(1,082)
Statutory Planning and Development Services	Statutory planning services process and assess planning applications in accordance with the Planning and Environment Act 1987, the Planning Scheme and Council policies aimed at ensuring that our cities, towns and settlements develop in an orderly and sustainable way. It provides advice and makes decisions about development and land-use proposals, as well as representing Council at the Victorian Civil and Administrative Tribunal (VCAT) where necessary.	<i>Inc</i>	962	924
		<i>Exp</i>	1,693	1,576
		<i>Surplus / (deficit)</i>	(731)	(652)

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Building Control	This service enforces statutory building regulations under the Victorian Building Code. These include providing advice on building permits and legislation, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works.	<i>Inc</i> 269	237	215
		<i>Exp</i> 405	376	301
		<i>Surplus / (deficit)</i> (136)	(139)	(86)
Recreation and Sporting Reserve Management	This service is responsible for the maintenance and operation of sporting grounds and pavilions and community centres with meeting, function and activity space. Often this work is undertaken in conjunction with community operated committees of management. The service assists in the delivery of strategic sporting outcomes across the municipality through the upgrade and improvement of facilities and the attraction of funding to undertake this work.	<i>Inc</i> 637	12	10
		<i>Exp</i> 1,668	1,197	1,402
		<i>Surplus / (deficit)</i> (1,031)	(1,185)	(1,392)
Asset Management	This service conducts planning for Council's main civil infrastructure assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These assets include roads, laneways, car parks, foot/bike paths, drains and bridges.	<i>Inc</i> 2	3	3
		<i>Exp</i> 411	346	378
		<i>Surplus / (deficit)</i> (409)	(343)	(375)
Asset Maintenance	This service provides management and ongoing maintenance of the Council's assets, including 2,951 km of roads, 209 bridges and 23 pedestrian bridges; over 300 km of drains, 223 km of footpath, and 517 km of kerb and channel; numerous playgrounds, parks, gardens, and recreation reserves; three aerodromes; over 4,000 street lights; 41 public jetties, 19 fishing platforms and 31 boat ramps; and the Raymond Island Ferry.	<i>Inc</i> 12,268	7,557	10,629
		<i>Exp</i> 31,717	22,042	19,606
		<i>Surplus / (deficit)</i> (19,449)	(14,485)	(8,977)

**Major Initiatives**

1. Prepare a Housing and Settlement Strategy to guide future housing development and to support increased housing diversity and affordability
2. Develop key public open space planning initiatives, which includes the East Gippsland Sporting Facilities Plan and Public Open Space Strategy
3. Implement a climate risk analysis to identify the likely impact of extreme weather and climate events on Council's infrastructure assets, and ability to provide community services.

**Other Initiatives**

- 1 Deliver rebuilding support for landholders that lost a house and/or sheds in the 2019-20 Black Summer Bushfire
- 2 Finalise the Rural Land Use Strategy and prepare a Planning Scheme Amendment
- 3 Prepare Strategic Land Use Plans and Planning Scheme Amendments to address priority growth areas at Eagle Point, Paynesville and Lakes Entrance
- 4 Implement the asset management framework to drive Council's capital and maintenance infrastructure investment in a transparent and financially sustainable way
- 5 Develop and commence the implementation of service standards for the maintenance of asset classes
- 6 Work with community and stakeholders to plan, design, implement and maintain infrastructure to meet community needs in an affordable way
- 7 Deliver a capital works program and asset management program that is aligned to community need and is able to be delivered within Council resources
- 8 Build the capacity of volunteer groups and provide support for volunteer managed community facilities
- 9 Develop and implement plans that enhance the organisation's preparedness and ability to manage and mitigate the impact of natural disasters
- 10 Develop new approaches to road renewal and maintenance that improves resilience to changing climatic conditions
- 11 Design new infrastructure to meet changing climatic conditions and is resilient to the impact of natural disasters
- 12 Support and strengthen municipal emergency planning arrangements to meet community expectations for resilience and preparedness
- 13 Support communities to enhance resilience and strategically respond to recovery challenges and opportunities, including through support to Community Recovery Committees

**Service Performance Outcome Indicators**

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Statutory Planning	Decision making	50%	DNA	> 60 %
Roads	Satisfaction	53%	DNA	≥ Large Rural Council average

DNA - Indicates that data is not available at the time of preparing the budget

\* Refer to table below for information on the calculation of Service Performance Outcome Indicators

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

## 2.3 Strategic Objective 3 - A natural environment that is managed and enhanced

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision Theme: **Our Environment** will be managed and preserved for all generations.

## Services

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Environmental Management	The Environmental Management function identifies and manages broad-based environmental issues on Council owned or managed land including Council's Mosquito Management Program, pest plants and animals and Urban Waterways.	161	323	161
	<i>Inc</i>	629	816	719
	<i>Exp</i>	(468)	(493)	(558)
Environmental Sustainability	This service develops environmental policy and strategies, coordinates and implements environmental projects and works with other services to improve Council's environmental performance. Reducing greenhouse emissions and utility use within Council operations are a key priority. This includes community awareness and behavioural change programs to encourage and support reduced use of energy and resources.	22	1,400	-
	<i>Inc</i>	353	1,976	333
	<i>Exp</i>	(331)	(576)	(333)
Waste Services	This service provides kerbside waste collection of household, recycling and green waste from households; and landfill and transfer station facilities. The service operates and rehabilitates Council's current and legacy landfills, and manages the East Gippsland Waste and Recycling Centre in ways that promote positive waste behaviour in the community and minimise environmental impacts.	6,363	4,174	4,007
	<i>Inc</i>	9,550	10,695	11,906
	<i>Exp</i>	(3,187)	(6,521)	(7,899)

## Major Initiatives

- Support the circular economy through initiatives that reduce waste going to landfill, including:
  - Value adding green and organic waste; and
  - Introducing appropriate glass collection services at locations throughout the Shire.

## Other Initiatives

- Council's greenhouse gas emissions from energy use are reduced through key projects that include:
  - Install and commission permanent landfill gas flare at Bairnsdale Landfill; and
  - Purchase additional alternate fuel vehicles for Council's passenger fleet
- Develop processes and tools that support whole of community (local business, community organisations, and individuals) to take action and participate in a climate response
- Implement infrastructure enhancement and improvements to respond and assist in managing impacts of climate change
- Undertake community education to promote the need to protect the natural environment and actions community members can undertake to support this
- Further develop sustainable practices and implement projects around water and land use, which includes the construction of Crooke Street, Bairnsdale wetland
- Advocate for appropriate State Government support for Council's management of public land for natural and biodiversity purposes
- Continue to manage fire effected Council land to protect biodiversity and ensure public safety, including completing the War on Weeds projects
- Develop and implement suitable plans for managing storm water and water within new urban development
- Establish which values are to be managed and develop management plans to guide management of key Council land
- Implement a framework to support partners and volunteers to work on key priority projects for Council land
- Complete the Bairnsdale Alternative Water Project with the development of water management (including effluent) plan for Bairnsdale Saleyards
- Develop and implement waste education programs to focus on key areas of waste reduction
- Implement the Waste Minimisation Action Plan, including delivering key actions:
  - Conduct a comprehensive waste service review;
  - Transition Cann River's waste service to a Transfer Station Service and remediate the existing landfill; and
  - Develop a framework for reporting and tracking of illegal dumping.
- Support the inclusion of more recycled materials in council's infrastructure and maintenance program, with particular focus on roads and footpaths

**Service Performance Outcome Indicators**

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Waste Collection	Waste diversion	53.48%	DNA	> 52%

DNA - Indicates that data is not available at the time of preparing the budget

\* Refer to table below for information on the calculation of Service Performance Outcome Indicators

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

**2.4 Strategic Objective 4 - A thriving and diverse economy that attracts investment and generates inclusive local employment**

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision Theme: **Our Economy** will be sustainable, innovative, and supportive of existing and emerging industries.

**Services**

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Business Growth	The development of business and industry in East Gippsland is supported by this service, which provides business information services, referrals to other organisations for support, facilitation of industry networking and knowledge sharing events, and facilitation of funding opportunities at all levels of government. It also works with government departments to link businesses to Victorian and Australian Government services to support growth and diversification.	<i>Inc</i> 35	-	-
		<i>Exp</i> 61	86	100
		<i>Surplus / (deficit)</i> (26)	(86)	(100)
Economic Development	The economic development service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment.	<i>Inc</i> 445	1,830	30
		<i>Exp</i> 1,190	4,114	825
		<i>Surplus / (deficit)</i> (745)	(2,284)	(795)
Tourism and Visitor	Council supports the tourism industry and helps promote East Gippsland as a highly sought after visitor destination. Quality visitor information services are provided with the aim of meeting the expectations and needs of visitors.	<i>Inc</i> 70	138	138
		<i>Exp</i> 787	985	857
		<i>Surplus / (deficit)</i> (717)	(847)	(719)
Events	This service works with partners to develop East Gippsland's reputation as a recognised events destination through attraction and facilitation of new events and support of existing events. It provides support, resources and training information, and assists with the development of major events that stimulate economic benefits and cultural diversity and enhance the well-being of citizens.	<i>Inc</i> 9	1	1
		<i>Exp</i> 342	346	351
		<i>Surplus / (deficit)</i> (333)	(345)	(350)

**Major Initiatives**

- 1 Implement the Tourism Events Action Plan 2022-26

**Other Initiatives**

- 1 Support businesses to leverage digital technologies to access new markets and create new products and services
- 2 Support business transition toward greater resilience and adoption of environmentally sustainable initiatives or practices and fostering of the circular economy
- 3 Facilitate engagement with young people, youth organisations and social enterprises to understand barriers to training and employment and their vision for the future
- 4 Develop a program to identify, foster and promote emerging business leaders, entrepreneurs and new investors
- 5 Review and enhance the coordination of Business Concierge Services
- 6 Implement the outcomes of the Better Planning Approvals Project
- 7 Partner with relevant stakeholders to implement key actions of the Destination Management Plan
- 8 Undertake major projects that enhance the look and feel of our towns, improving the tourist experience and facilitating business investment including:
  - Buchan Streetscape and Activation Project;
  - Bruthen Streetscape and Activation Project; and
  - Mallacoota Streetscape Project.
- 9 Upgrade the Bairnsdale Airport and work towards attracting a commercial air service to the region.
- 10
- 11 Review Council's approach to the provision and management of caravan and camping facilities on Council managed land
- 12 Explore export potential with local businesses who have globally competitive products
- 13 Promote the shire as emerging leaders in sustainability and climate change adaptation
- 13 Provide a voice for agriculture in Council's activities through the Agriculture Sector Advisory Committee

## 2.5 Strategic Objective 5 - A transparent organisation that listens and delivers effective, engaging, and responsive services

This Strategic Objective describes the action Council will take as the foundation for the Council Plan and their contribution towards the achievement of the Community Vision.

### Services

Service area	Description of services provided		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Community Leadership and Advocacy	Council provides leadership on issues of importance to East Gippsland and advocates on behalf of the community and its vision for the future. It does this through strong, transparent, accountable leadership and the development of strong relationships with key stakeholders and other levels of government.	<i>Inc</i>	18	12	13
		<i>Exp</i>	668	792	702
		<i>Surplus / (deficit)</i>	(650)	(780)	(689)
Finance and Treasury	This service predominantly provides financial based services to both internal and external customers including the management of Council's finances and raising and collection of rates and charges.	<i>Inc</i>	16,945	23,404	4,611
		<i>Exp</i>	3,191	3,853	2,724
		<i>Surplus / (deficit)</i>	13,754	19,551	1,887
Governance	This service provides a range of governance, statutory and corporate support services to Council, including coordination of business papers for meetings of the Council and its committees; coordination of arrangements for Council and committee meetings; and the maintenance of statutory registers and the conduct of municipal elections. An Audit Committee supports this service. This service also provides the framework, oversight and advice to support Council in complying with statutory procurement and contracting provisions.	<i>Inc</i>	98	57	38
		<i>Exp</i>	3,355	5,443	3,757
		<i>Surplus / (deficit)</i>	(3,257)	(5,386)	(3,719)
Media, Communications and Civic Events	This service oversees provision of advice on communications, in consultation with relevant stakeholders, on behalf of Council. It also provides in-house graphic design services. This service also conducts civic events to recognise, commemorate and celebrate prominent citizens and the successful delivery of significant Council programs, infrastructure and projects.	<i>Inc</i>	18	16	-
		<i>Exp</i>	592	713	663
		<i>Surplus / (deficit)</i>	(574)	(697)	(663)
Council Enterprises	This service supports the local economy and provides an alternative revenue stream for Council through the effective operation of a range of Council-managed commercial enterprises such as caravan parks, marinas and the East Gippsland Livestock Exchange.	<i>Inc</i>	5,169	4,805	5,182
		<i>Exp</i>	3,026	3,002	3,402
		<i>Surplus / (deficit)</i>	2,143	1,803	1,780
Customer and Civic Services	This service acts as the main customer interface with the community. It provides accessible, high-quality customer service at Council's Corporate, Business and Service Centres, which connects people to Council services and general information.	<i>Inc</i>	66	54	65
		<i>Exp</i>	2,140	2,253	2,238
		<i>Surplus / (deficit)</i>	(2,074)	(2,199)	(2,173)
Information Services	This service provides, supports and maintains reliable and cost effective communications and computing systems, facilities and infrastructure to Council staff enabling them to deliver services in a smart, productive and efficient way. It is also responsible for the provision of document and information management support services and compliance with statutory obligations under Freedom of Information and Information Privacy legislation.	<i>Inc</i>	46	98	118
		<i>Exp</i>	3,509	4,898	5,037
		<i>Surplus / (deficit)</i>	(3,463)	(4,800)	(4,919)
Property Management	The management of Council's property portfolio, including purchases, sales, leases and licenses to used land under Council's ownership or management is used effectively and in the best interests of current and future generations is delivered through this service. It also supports local groups that have a focus on land and facility stewardship.	<i>Inc</i>	320	153	152
		<i>Exp</i>	382	417	574
		<i>Surplus / (deficit)</i>	(62)	(264)	(422)
Risk Management and Compliance	This service manages a compliance framework that promotes prudent and responsible management approaches to Council's decision-making and service delivery. It ensures the highest standards of legislative compliance are achieved across all Council functions and that its risk exposure is minimised through proactive and comprehensive systems and processes.	<i>Inc</i>	18	1	1
		<i>Exp</i>	1,457	1,543	1,881
		<i>Surplus / (deficit)</i>	(1,439)	(1,542)	(1,880)

Service area	Description of services provided	2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Human Resources	Through this service Council provides human resource and industrial relations services dedicated to ensuring Council's workforce operates efficiently and effectively within a framework that encourages innovation and continuous improvement. Human Resources also provides payroll services for all employees.	<i>Inc</i> 2,291 <i>Exp</i> 1,666 <i>Surplus / (deficit)</i> 625	555 1,811 (1,256)	200 1,906 (1,706)
Organisation Development	This service provides Council with strategic and operational organisation development support. The service also assists managers to determine and progress toward future structures, capability and cultures in their service units.	<i>Inc</i> 10 <i>Exp</i> 574 <i>Surplus / (deficit)</i> (564)	10 557 (547)	85 689 (604)

**Major initiative**

- 1 Implement the Customer Experience Strategy. Key projects include:
  - Enhance systems and processes to increase resolution of customer enquiries and requests at first point; and
  - Streamlining customer response systems and processes
- 2 Review and redevelop the organisation's Occupational Health and Safety Management System

**Other Initiatives**

- 1 Participate in One Gippsland advocacy activities
- 2
  - Deliver an advocacy program that focuses on Council's priorities. Key priorities include:
    - Seek homelessness funding allocation through 'Big Housing Build';
    - Seek commitment for support to bushfire recovery services at least until year five;
    - Seek commitment to telecommunications infrastructure upgrades;
    - Seek funding programs to implement a net zero emissions target; and
    - Seek funding and support for management of remnant vegetation and weeds on Council managed reserves and road reserves
- 3 Build Council's capacity to deliver consistent and effective community engagement, and embed use of the Community Engagement Toolkit
- 4 Strengthen how council's Place Manager model can support ongoing community engagement in remote areas of the municipality
- 5 Conduct strong and effective community engagement for all major strategies and projects
- 6 Undertake service reviews for priority services and implement recommendations
- 7 Fit for purpose technology is explored, implemented and used to generate productivity and efficiency gains across the organisation. Key projects include:
  - Replace Rates, Property, Planning and Customer Request Management system;
  - Improve datacentre capability through reduced infrastructure footprint; and
  - Replace electronic records management system (multi-year project)
- 8 Manage resources in accordance with Council's 10-year Financial Plan and asset management plans
- 9 Advocate to funding bodies to attract external and partner funding for high priority needs
- 10 Implement the Workforce Plan 2021-25. Key actions include:
  - Review attraction and retention strategies;
  - Deliver structured leadership development training; and
  - Create succession plans for key roles
- 11 Deliver actions from the Gender Equality Action Plan. Key actions for include:
  - Update employee diverse data collection systems; and
  - Implement a safe and inclusive workplace training framework

**Service Performance Outcome Indicators**

Service	Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Budget
Governance	Satisfaction	51%	DNA	≥ Large Rural Council average

DNA - Indicates that data is not available at the time of preparing the budget

\* Refer to table below for information on the calculation of Service Performance Outcome Indicators.

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the best interests of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the best interests of the community

## 2.6 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
1. An inclusive and caring community that respects and celebrates diversity	7,165	11,940	4,775
2. Planning and infrastructure that enriches the environment, lifestyle, and character of our communities	20,631	33,725	13,094
3. A natural environment that is managed and enhanced	8,790	12,958	4,168
4. A thriving and diverse economy that attracts investment and generates inclusive local employment	1,964	2,133	169
5. A transparent organisation that listens and delivers effective, engaging, and responsive services	13,108	23,573	10,465
<b>Total</b>	<b>51,658</b>	<b>84,329</b>	<b>32,671</b>
<b>Expenses added in:</b>			
Depreciation and Amortisation	26,944		
Finance costs	266		
Others	0		
<b>Deficit before funding sources</b>	<b>78,868</b>		
<b>Funding sources added in:</b>			
Rates and charges revenue	55,277		
Waste charge revenue	9,917		
Capital Grants and Contributions	53,761		
<b>Total funding sources</b>	<b>118,955</b>		
<b>Operating surplus/(deficit) for the year</b>	<b>40,087</b>		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2022/23 has been supplemented with projections to 2025/26.

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*.

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



**Comprehensive Income Statement**

For the four years ending 30 June 2026

		Forecast Actual	Budget	Projections		
NOTES		2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
<b>Income</b>						
Rates and charges	4.1.1	62,560	65,194	67,024	68,660	70,505
Statutory fees and fines	4.1.2	2,405	2,283	2,317	2,352	2,387
User fees	4.1.3	10,874	12,127	13,322	13,519	13,728
Grants - operating	4.1.4	32,926	11,439	19,622	19,818	20,016
Grants - capital	4.1.4	17,217	53,208	29,993	16,017	5,704
Contributions - monetary	4.1.5	697	663	50	51	51
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		-	-	-	-	-
Other income	4.1.6	7,719	4,108	2,025	2,063	2,104
<b>Total income</b>		136,398	151,022	136,353	124,480	116,495
<b>Expenses</b>						
Employee costs	4.1.7	36,727	35,090	35,059	36,356	37,503
Materials and services	4.1.8	60,105	46,931	42,220	42,650	44,152
Depreciation	4.1.9	22,128	25,659	26,037	26,218	27,131
Amortisation - intangible assets	4.1.10	964	1,214	1,292	1,292	1,158
Amortisation - right of use assets	4.1.11	71	71	71	71	71
Bad and doubtful debts		38	28	28	29	30
Borrowing costs		340	265	309	267	256
Finance costs - leases		1	1	1	1	1
Other expenses	4.1.12	1,869	1,676	1,661	1,690	1,723
<b>Total expenses</b>		122,243	110,935	106,678	108,574	112,025
<b>Surplus/(deficit) for the year</b>		14,155	40,087	29,675	15,906	4,470
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to surplus or deficit in future periods</b>						
Net asset revaluation increment /(decrement)		148	28,515	-	-	120,252
<b>Total other comprehensive income</b>		148	28,515	-	-	120,252
<b>Total comprehensive result</b>						
		14,303	68,602	29,675	15,906	124,722

**Balance Sheet**

For the four years ending 30 June 2026

	NOTES	Forecast Actual	Budget	Projections		
		2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
Assets						
Current assets						
Cash and cash equivalents		75,979	38,437	23,995	21,725	20,496
Trade and other receivables		11,209	12,650	11,188	9,941	8,707
Other assets		4,307	4,382	4,455	4,532	4,621
Total current assets	4.2.1	91,495	55,469	39,638	36,198	33,824
Non-current assets						
Trade and other receivables		111	200	180	160	140
Property, infrastructure, plant & equipment		1,259,641	1,367,988	1,409,297	1,427,502	1,551,287
Right-of-use assets	4.2.4	785	785	785	785	785
Investment property		8,882	8,882	8,882	8,882	8,882
Intangible assets		847	3,241	1,879	516	2,567
Total non-current assets	4.2.1	1,270,266	1,381,096	1,421,023	1,437,845	1,563,661
Total assets		1,361,761	1,436,565	1,460,661	1,474,043	1,597,485
Liabilities						
Current liabilities						
Trade and other payables		8,479	12,573	8,978	7,005	6,292
Trust funds and deposits		2,835	2,835	2,835	2,835	2,835
Unearned income/revenue		5,929	5,929	5,929	5,929	5,929
Provisions		11,189	9,494	7,662	11,335	8,334
Interest-bearing liabilities	4.2.3	1,700	-	776	788	799
Lease liabilities	4.2.4	62	62	62	62	62
Total current liabilities	4.2.2	30,194	30,893	26,242	27,954	24,251
Non-current liabilities						
Provisions		7,182	8,517	8,365	4,916	8,142
Unearned income/revenue		383	383	383	384	380
Interest-bearing liabilities	4.2.3	5,787	9,955	9,179	8,391	7,592
Lease liabilities	4.2.4	759	759	759	759	759
Total non-current liabilities	4.2.2	14,111	19,614	18,686	14,450	16,873
Total liabilities		44,305	50,507	44,928	42,404	41,124
Net assets		1,317,456	1,386,058	1,415,733	1,431,639	1,556,361
Equity						
Accumulated surplus		432,443	472,594	502,269	518,225	522,695
Reserves		885,013	913,464	913,464	913,414	1,033,666
Total equity		1,317,456	1,386,058	1,415,733	1,431,639	1,556,361

## Statement of Changes in Equity

For the four years ending 30 June 2026

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'000
<b>2022 Forecast Actual</b>					
Balance at beginning of the financial year		1,303,153	418,286	883,747	1,120
Adjusted opening balance		1,303,153	418,286	883,747	1,120
Surplus/(deficit) for the year		14,155	14,155	-	-
Net asset revaluation increment/(decrement)		148	-	148	-
Transfers from other reserves		-	2	-	(2)
<b>Balance at end of the financial year</b>		<b>1,317,456</b>	<b>432,443</b>	<b>883,895</b>	<b>1,118</b>
<b>2023 Budget</b>					
Balance at beginning of the financial year		1,317,456	432,443	883,895	1,118
Surplus/(deficit) for the year		40,087	40,087	-	-
Net asset revaluation increment/(decrement)		28,515	-	28,515	-
Transfers from other reserves	4.3.1	-	64	-	(64)
<b>Balance at end of the financial year</b>	4.3.2	<b>1,386,058</b>	<b>472,594</b>	<b>912,410</b>	<b>1,054</b>
<b>2024</b>					
Balance at beginning of the financial year		1,386,058	472,594	912,410	1,054
Surplus/(deficit) for the year		29,675	29,675	-	-
<b>Balance at end of the financial year</b>		<b>1,415,733</b>	<b>502,269</b>	<b>912,410</b>	<b>1,054</b>
<b>2025</b>					
Balance at beginning of the financial year		1,415,733	502,269	912,410	1,054
Surplus/(deficit) for the year		15,906	15,906	-	-
Transfers from other reserves		-	50	-	(50)
<b>Balance at end of the financial year</b>		<b>1,431,639</b>	<b>518,225</b>	<b>912,410</b>	<b>1,004</b>
<b>2026</b>					
Balance at beginning of the financial year		1,431,639	518,225	912,410	1,004
Surplus/(deficit) for the year		4,470	4,470	-	-
Net asset revaluation increment/(decrement)		120,252	-	120,252	-
<b>Balance at end of the financial year</b>		<b>1,556,361</b>	<b>522,695</b>	<b>1,032,662</b>	<b>1,004</b>

## Statement of Cash Flows

For the four years ending 30 June 2026

Notes	Forecast Actual 2021/22	Budget 2022/23	Projections		
	\$'000	\$'000	2023/24 \$'000	2024/25 \$'000	2025-26 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	62,742	65,036	66,914	68,562	70,747
Statutory fees and fines	2,405	2,283	2,317	2,352	2,387
User fees	13,915	10,664	14,822	14,790	14,630
Grants - operating	33,672	11,439	19,622	19,818	20,016
Grants - capital	1,251	53,208	29,993	16,017	5,704
Contributions - monetary	697	663	50	51	51
Interest received	250	250	331	330	329
Trust funds and deposits taken	6,500	6,650	6,800	6,950	7,100
Other receipts	7,379	3,858	1,694	1,733	1,775
Employee costs	(36,279)	(34,669)	(34,644)	(35,927)	(37,053)
Materials and services	(61,832)	(47,309)	(48,224)	(44,839)	(48,384)
Trust funds and deposits repaid	(6,500)	(6,650)	(6,800)	(6,950)	(7,100)
Other payments	(1,869)	(1,676)	(1,661)	(1,690)	(1,722)
<b>Net cash provided by/(used in) operating activities</b>	4.4.1 22,331	63,747	51,214	41,197	28,480
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(42,947)	(104,091)	(65,946)	(43,023)	(29,264)
Proceeds from sale of property, infrastructure, plant and equipment	600	600	600	600	600
<b>Net cash provided by/ (used in) investing activities</b>	4.4.2 (42,347)	(103,491)	(65,346)	(42,423)	(28,664)
<b>Cash flows from financing activities</b>					
Finance costs	(339)	(265)	(309)	(267)	(256)
Proceeds from borrowings	4,137	4,168	-	-	-
Repayment of borrowings	-	(1,700)	-	(776)	(788)
Interest paid - lease liability	(1)	(1)	(1)	(1)	(1)
<b>Net cash provided by/(used in) financing activities</b>	4.4.3 3,797	2,202	(310)	(1,044)	(1,045)
Net increase/(decrease) in cash & cash equivalents	(16,219)	(37,542)	(14,442)	(2,270)	(1,229)
Cash and cash equivalents at the beginning of the financial year	92,198	75,979	38,437	23,995	21,725
<b>Cash and cash equivalents at the end of the financial year</b>	75,979	38,437	23,995	21,725	20,496

## Statement of Capital Works

For the four years ending 30 June 2026

		Forecast Actual	Budget	Projections		
		2021/22	2022/23	2023/24	2024/25	2025-26
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
		371	2,127	104	106	108
<b>Total land</b>		371	2,127	104	106	108
Buildings		3,142	13,385	6,473	7,074	4,553
Heritage buildings		-	146	-	-	-
Building improvements		-	-	-	-	-
Leasehold improvements		-	-	-	-	-
<b>Total buildings</b>		3,142	13,531	6,473	7,074	4,553
<b>Total property</b>		3,513	15,658	6,577	7,180	4,661
<b>Plant and equipment</b>						
Plant, machinery and equipment		3,173	3,702	2,231	3,963	2,139
Fixtures, fittings and furniture		30	30	30	30	30
Computers and telecommunications		1,351	6,060	2,809	2,885	600
Library books		209	209	209	209	209
<b>Total plant and equipment</b>		4,763	10,001	5,279	7,087	2,978
<b>Infrastructure</b>						
Roads		9,101	15,467	16,023	10,977	10,797
Bridges		4,796	3,580	1,220	900	860
Footpaths and cycleways		1,285	1,245	1,850	850	850
Drainage		11	1,962	1,592	800	1,250
Recreational, leisure and community facilities		9,439	14,123	8,219	2,098	2,218
Waste management		4,702	2,564	5,933	2,000	600
Parks, open space and streetscapes		3,629	33,113	10,442	4,758	3,450
Aerodromes		574	116	5,423	5,423	100
Off street car parks		28	1,598	-	100	-
Other infrastructure		1,106	4,664	3,388	850	1,500
<b>Total infrastructure</b>		34,671	78,432	54,090	28,756	21,625
<b>Total capital works expenditure</b>	4.5.1	42,947	104,091	65,946	43,023	29,264
<b>Represented by:</b>						
New asset expenditure		10,000	30,931	16,695	2,945	408
Asset renewal expenditure		32,947	70,324	46,186	39,973	28,264
Asset expansion expenditure		-	-	-	-	-
Asset upgrade expenditure		-	2,836	3,065	105	592
<b>Total capital works expenditure</b>	4.5.1	42,947	104,091	65,946	43,023	29,264
<b>Funding sources represented by:</b>						
Grants		17,217	53,208	29,992	16,017	5,704
Contributions		1,131	553	-	-	-
Council cash		20,342	45,123	32,954	26,956	23,110
Reserves		120	1,039	3,000	50	450
Borrowings		4,137	4,168	-	-	-
<b>Total capital works expenditure</b>	4.5.1	42,947	104,091	65,946	43,023	29,264

### Statement of Human Resources

For the four years ending 30 June 2026

	Forecast Actual	Budget	Projections		
	2021/22	2022/23	2023/24	2024/25	2025-26
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	36,727	35,090	35,059	36,356	37,503
Employee costs - capital	2,320	3,086	2,439	2,217	2,048
<b>Total staff expenditure</b>	<b>39,047</b>	<b>38,176</b>	<b>37,498</b>	<b>38,573</b>	<b>39,551</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	440.0	422.9	402.9	401.9	400.9
<b>Total staff numbers</b>	<b>440.0</b>	<b>422.9</b>	<b>402.9</b>	<b>401.9</b>	<b>400.9</b>

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

Department	Budget 2022/23	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets and Environment	14,717	10,272	4,445	1,393	2,388
Place and Community	4,875	3,649	1,226	243	665
Business Excellence	9,283	6,438	2,845	376	685
Office of the CEO	465	370	95	-	-
<b>Total permanent staff expenditure</b>	<b>29,340</b>	<b>20,729</b>	<b>8,611</b>	<b>2,012</b>	<b>3,738</b>
Casual temporary and other expenditure	5,750				
Capitalised labour costs	3,086				
<b>Total expenditure</b>	<b>38,176</b>				

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

Department	Budget 2022/23	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
Assets and Environment	145.0	101.0	44.0	25.6	35.9
Place and Community	47.0	35.0	12.0	4.5	10.0
Business Excellence	106.9	74.0	32.9	6.9	10.3
Office of the CEO	2.8	2.0	0.8	-	-
<b>Total permanent staff expenditure</b>	<b>301.7</b>	<b>212.0</b>	<b>89.7</b>	<b>37.0</b>	<b>56.2</b>
Casual temporary and other expenditure	93.2				
Capitalised labour	28.0				
<b>Total Staff</b>	<b>422.9</b>				

**Summary of Planned Human Resources Expenditure**  
**For the four years ended 30 June 2026**

	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
<b>Assets and Environment</b>				
Permanent - Full time	10,272	10,528	10,791	11,061
Women	2,025	2,075	2,127	2,180
Men	8,247	8,453	8,664	8,881
Self-described gender	0	0	0	0
Permanent - Part time	4,445	4,556	4,670	4,787
Women	1,555	1,594	1,634	1,675
Men	2,890	2,962	3,036	3,112
Self-described gender	0	0	0	0
<b>Total Assets and Environment</b>	<b>14,717</b>	<b>15,084</b>	<b>15,461</b>	<b>15,848</b>
<b>Place and Community</b>				
Permanent - Full time	3,649	3,740	3,834	3,930
Women	2,095	2,147	2,201	2,256
Men	1,555	1,593	1,633	1,674
Self-described gender	0	0	0	0
Permanent - Part time	1,226	1,256	1,287	1,319
Women	945	969	993	1,018
Men	280	287	294	301
Self-described gender	0	0	0	0
<b>Total Place and Community</b>	<b>4,875</b>	<b>4,996</b>	<b>5,121</b>	<b>5,249</b>
<b>Business Excellence</b>				
Permanent - Full time	6,438	6,600	6,762	6,933
Women	4,914	5,037	5,160	5,291
Men	1,525	1,563	1,602	1,642
Self-described gender	0	0	0	0
Permanent - Part time	2,845	2,916	2,989	3,064
Women	2,629	2,695	2,762	2,831
Men	216	221	227	233
Self-described gender	0	0	0	0
<b>Total Business Excellence</b>	<b>9,283</b>	<b>9,516</b>	<b>9,751</b>	<b>9,997</b>
<b>Office of the CEO</b>				
Permanent - Full time	370	379	388	397
Women	90	92	94	96
Men	280	287	294	301
Self-described gender	0	0	0	0
Permanent - Part time	95	97	99	101
Women	95	97	99	101
Men	0	0	0	0
Self-described gender	0	0	0	0
<b>Total Office of the CEO</b>	<b>465</b>	<b>476</b>	<b>487</b>	<b>498</b>
<b>Casuals, temporary and other expenditure</b>	<b>5,750</b>	<b>4,987</b>	<b>5,536</b>	<b>5,911</b>
<b>Total staff expenditure - Operating</b>	<b>35,090</b>	<b>35,059</b>	<b>36,356</b>	<b>37,503</b>
<b>Capitalised labour costs</b>	<b>3,086</b>	<b>2,439</b>	<b>2,217</b>	<b>2,048</b>
<b>Total staff expenditure</b>	<b>38,176</b>	<b>37,498</b>	<b>38,573</b>	<b>39,551</b>

**Summary of Planned Human Resources**  
**For the four years ended 30 June 2026**

	2022/23 FTE	2023/24 FTE	2024/25 FTE	2025/26 FTE
<b>Assets and Environment</b>				
Permanent - Full time	101.0	101.0	101.0	101.0
Women	16.0	16.0	16.0	16.0
Men	85.0	85.0	85.0	85.0
Self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	44.0	44.0	44.0	44.0
Women	14.0	14.0	14.0	14.0
Men	30.0	30.0	30.0	30.0
Self-described gender	0.0	0.0	0.0	0.0
<b>Total Assets and Environment</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>
<b>Place and Community</b>				
Permanent - Full time	35.0	35.0	35.0	35.0
Women	20.0	20.0	20.0	20.0
Men	15.0	15.0	15.0	15.0
Self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	12.0	12.0	12.0	12.0
Women	9.0	9.0	9.0	9.0
Men	3.0	3.0	3.0	3.0
Self-described gender	0.0	0.0	0.0	0.0
<b>Total Place and Community</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>
<b>Business Excellence</b>				
Permanent - Full time	74.0	74.0	74.0	74.0
Women	56.0	56.0	56.0	56.0
Men	18.0	18.0	18.0	18.0
Self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	32.9	32.9	32.9	32.9
Women	30.9	30.9	30.9	30.9
Men	2.0	2.0	2.0	2.0
Self-described gender	0.0	0.0	0.0	0.0
<b>Total Business Excellence</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>
<b>Office of the CEO</b>				
Permanent - Full time	2.0	2.0	2.0	2.0
Women	1.0	1.0	1.0	1.0
Men	1.0	1.0	1.0	1.0
Self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	0.8	0.8	0.8	0.8
Women	0.8	0.8	0.8	0.8
Men	0.0	0.0	0.0	0.0
Self-described gender	0.0	0.0	0.0	0.0
<b>Total Office of the CEO</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>
<b>Casuals and temporary staff</b>	<b>93.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>
<b>Capitalised labour</b>	<b>28.0</b>	<b>23.0</b>	<b>22.0</b>	<b>21.0</b>
<b>Total staff numbers</b>	<b>422.9</b>	<b>402.9</b>	<b>401.9</b>	<b>400.9</b>



## 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 is required to have a Revenue and Rating Plan 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 2022/23 the FGRS cap has been set at 1.75%. 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 1.75% in line with the rate cap.

This will raise total rates and charges for 2022/23 to \$65.194 million.

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

	2021/22 Forecast Actual \$'000	2022/23 Budget \$'000	Change	
			\$'000	%
General rates *	45,636	47,112	1,476	3.23%
Municipal charge *	7,279	7,502	223	3.06%
Waste management charge	8,535	8,661	126	1.48%
Waste Levy	-	1,171	1,171	0.00%
Supplementary rates and rate adjustments	712	335	(377)	(52.95%)
Interest on rates and charges	280	280	-	0.00%
Revenue in lieu of rates	133	133	-	0.00%
<b>Total rates and charges</b>	<b>62,575</b>	<b>65,194</b>	<b>2,619</b>	<b>4.19%</b>

\*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	2021/22 cents/\$CIV	2022/23 cents/\$CIV	Change
General rate for rateable residential properties	0.00370130	0.00290802	(21.43%)
General rate for rateable commercial/ industrial properties	0.00536688	0.00407123	(24.14%)
General rate for rateable Farm land properties	0.00296104	0.00232641	(21.43%)

**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 (Refer to note 4.1.1(m) for comparison of base rates and municipal charge).

Type or class of land	2021/22 \$'000	2022/23 \$'000	Change \$'000	%
Residential	34,053	35,929	1,876	5.51%
Commercial/Industrial	6,109	5,306	(803)	(13.14%)
Farm	5,474	5,877	403	7.36%
<b>Total amount to be raised by general rates</b>	<b>45,636</b>	<b>47,112</b>	<b>1,476</b>	<b>3.23%</b>

**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	2021/22 Number	2022/23 Number	Change Number	%
Residential	27,599	27,897	298	1.08%
Commercial/Industrial	2,066	2,099	33	1.60%
Farm *	2,718	2,676	(42)	(1.55%)
<b>Total number of assessments</b>	<b>32,383</b>	<b>32,672</b>	<b>289</b>	<b>0.89%</b>

\* Of the 2,676 Farm assessments only 1,660 incur a municipal charge as 1,016 assessment are exempt in accordance with the eligibility for a Single Farm Enterprise.

**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	2021/22 \$'000	2022/23 \$'000	Change \$'000	%
Residential	9,367,027	12,355,227	2,988,200	31.90%
Commercial/Industrial	1,161,819	1,303,183	141,364	12.17%
Farm	1,821,819	2,526,144	704,325	38.66%
<b>Total value of land</b>	<b>12,350,665</b>	<b>16,184,554</b>	<b>3,833,889</b>	<b>31.04%</b>

**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 2021/22 \$	Per Rateable Property 2022/23 \$	Change \$	%
Municipal	233	237	4	1.72%

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

Type of Charge	2021/22 \$	2022/23 \$	Change \$	%
Municipal	7,279	7,502	223	3.06%

**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 2021/22	Per Rateable Property 2022/23	Change	
	\$	\$	\$	%
Kerbside collection with recycling (120L Bin)	365	365	-	0.00%
Kerbside collection with recycling and green waste (120L Bin)	418	418	-	0.00%
Kerbside collection with recycling (240L Bin)	450	-	(450)	(100.00%)
Kerbside collection with recycling and green waste (240L Bin)	505	-	(505)	(100.00%)
Additional Household waste bin	-	220	220	0.00%
Additional Green/Recycling bin	-	165	165	0.00%
Rural waste collection charge	247	247	-	0.00%
Waste Levy	-	37	37	0.00%

**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	2021/22	2022/23	Change	
	\$	\$	\$	%
Kerbside collection with recycling (120L Bin)	1,164	1,185	21	1.80%
Kerbside collection with recycling and green waste (120L Bin)	7,173	7,353	180	2.51%
Kerbside collection with recycling (240L Bin)	12	-	(12)	(100.00%)
Kerbside collection with recycling and green waste (240L Bin)	65	-	(65)	(100.00%)
Additional Household waste bin	-	22	22	0.00%
Additional Green/Recycling bin	-	-	-	0.00%
Rural waste collection charge	101	101	-	0.00%
Waste Levy	-	1,171	1,171	0.00%
<b>Total</b>	<b>8,515</b>	<b>9,832</b>	<b>1,317</b>	<b>15.47%</b>

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

	2021/22	2022/23	Change	
	\$'000	\$'000	\$'000	%
General rates *	45,636	47,112	1,476	3.23%
Municipal charge *	7,279	7,502	223	3.06%
Waste management charge	8,535	8,661	126	1.48%
Waste Levy	-	1,171	1,171	0.00%
Supplementary rates and rate adjustments	712	335	(377)	(52.95%)
Revenue in lieu of rates	133	133	-	0.00%
<b>Total Rates and charges</b>	<b>62,295</b>	<b>64,914</b>	<b>2,619</b>	<b>4.20%</b>

**4.1.1(l) Fair Go Rates System Compliance**

East Gippsland 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.

	2021/22	2022/23
Total Rates	\$ 52,133,503	\$ 53,674,797
Number of rateable properties	32,383	32,672
Base Average Rate	\$ 1,609.90	\$ 1,642.84
Maximum Rate Increase (set by the State Government)	<b>1.50%</b>	<b>1.75%</b>
Capped Average Rate	\$ 1,634.05	\$ 1,671.59
Maximum General Rates and Municipal Charges Revenue	\$ 52,915,506	\$ 54,614,106
Budgeted General Rates and Municipal Charges Revenue	\$ 52,915,509	\$ 54,614,133
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 53,165,509	\$ 54,864,133

**4.1.1(m)** The estimated total amount to be raised by general rates and municipal charge in relation to each type or class of land for 2022/23 compared with the previous financial year base rates and municipal charge.

Type or class of land	2021/22 \$'000	2022/23 \$'000	Change \$'000	%
Residential	41,170	\$ 42,541	1,371	<b>3.33%</b>
Commercial/Industrial	6,725	\$ 5,803	(922)	<b>(13.71%)</b>
Farm *	5,780	\$ 6,270	490	<b>8.48%</b>
<b>Total amount to be raised by general rates and municipal charge</b>	<b>53,675</b>	<b>54,614</b>	<b>939</b>	<b>1.75%</b>

\* Of the 2,676 Farm assessments only 1,660 incur a municipal charge as 1,016 assessment are exempt in accordance with the eligibility for a Single Farm Enterprise.

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

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

- The making of supplementary valuations (2022/23: estimated \$500,000 and 2021/22: \$627,000 - Rates and Municipal Charge) and supplementary charges for Kerbside Collection Waste Service (2022/23: estimated \$85,000 and 2021/22 \$70,000)
- The variation of returned levels of value (e.g. valuation appeals) estimated to be \$ 250,000 for 2022/2023 and 2021/2022 \$0
- 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(o)** 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 0.00290802 cents in the dollar of CIV for all rateable residential properties (100% of the general rate);
- A general rate of 0.00407123 cents in the dollar of CIV for all rateable commercial/industrial properties (140% of the general rate for residential properties); and
- A general rate of 0.00232641 cents in the dollar of CIV for all rateable farm properties (80% of the general rate for residential 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 cents in the dollar as indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land that are subject to each differential rate and the uses of each differential rate, are set out below.

**General land**

General land is any land that is:

- Used primarily for residential purposes; or
- Unoccupied but zoned Residential, Township or Rural Living under the East Gippsland Shire Council Planning Scheme; or
- Any land that is not defined as Farm Land or Commercial/Industrial 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; and
- Development and provision of services to the community.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

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

The geographic location of the land within this differential rate is wherever it may be located within the municipal district.

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

The characteristics of the Planning Scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to General land. The vacant land affected by this rate is any land that is zoned Residential, Township and/or Rural Living under the East Gippsland Shire Council Planning Scheme. The classification of land that is improved will be determined by the occupation and use 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 that are now constructed on the land or that may be constructed before the expiry of the 2022/23 financial year.

### Commercial/Industrial land

Commercial and industrial land is any land that is:

- Used primarily for the manufacture, or production of, or trade in, goods or services; or
- Obviously adapted for the primary use of commercial or industrial purposes; or
- Occupied primarily for the purpose of service delivery for tourism, leisure and/or accommodation; or
- Unoccupied but zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development Zone under the East Gippsland Shire Council Planning Scheme; or
- Conforming to East Gippsland Shire Council guidelines for the classification of property as Commercial/Industrial 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 services to the community;
- Provision of tourism and visitor programs and services;
- Physical beautification of key business areas; and
- Encouragement of economic and employment growth through a range of programs and services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

Funds raised by the differential rate will be applied to the items of expenditure described in the Budget. 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.

An Economic Development Discretionary Fund of \$189,000 will be used for specific economic development and tourism activities as determined by Council.

The geographic location of the land within this differential rate is wherever it is located within the municipal district.

The use of 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 that will be subject to the rate applicable to Commercial and Industrial land. The vacant land affected by this rate is that which is zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development under the East Gippsland Shire Council Planning Scheme.

The classification of land that is improved will be determined by the occupation and use 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 that are now constructed on the land or that may be constructed before the expiry of the 2022/23 financial year.

### Farm Land

In order for a property to be classified under the Differential Farm rate land must fulfil the following criteria and be defined as such.

Farming land is any land that is:

- Used primarily for a farming or agricultural business; and
- Conforming to the definition of "farm land" as specified within the *Valuation of Land Act 1960*; and
- Conforming to East Gippsland Shire Council guidelines for the classification of property as Farm Land; and
- The ratepayer has Primary Producer status with the Australian Taxation Office and be located in a Farm Zone in accordance with Council's planning scheme, or have a permit from Council to operate a farming business from that 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 services to the community;
- Preservation and protection of agricultural land as a productive resource; and
- To recognise and address the special circumstances that impact farm properties, including variable income and seasonal fluctuations.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

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

The geographic location of the land within this differential rate is wherever it is located within the municipal district.

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

The types of buildings on the land within this differential rate are all buildings that are now constructed on the land or that may be constructed before the expiry of the 2022/23 financial year.

#### **4.1.1 (p) Rating Rebates and Waivers**

##### **1. Eligible Pensioners Council Rebate**

An initiative was instigated in 2005/06 to further assist pensioners in the community who pay municipal rates. This initiative was introduced in recognition of the increased burden that municipal rates place on the resources of this sector of the community, particularly in areas where valuations have increased. Council proposes to continue to provide a rebate to properties where the ratepayer is in receipt of the Victorian Government pension concession.

In 2013/14 the rebate was set at a flat rebate of \$50 in respect of properties where the ratepayer is in receipt of the Victorian Government pension concession. The rebate is to be increased by the same increase as general rates and charges each year and as a result will be set at \$60.36 for the 2022/23 year (\$59.33 2021/22). It is estimated that the rebate will cost Council \$0.400 million in 2022/23.

##### **2. Rate Waiver - Bushfire impacted properties**

All properties that had the main dwelling destroyed or deemed uninhabitable as a result of the 2019/20 bushfire, had all rates and charges waived for the 2019/20, 2020/21 and 2021/22 years. This waiver will continue to apply for the 2022/23 and 2023/24 financial years. If the dwelling is rebuilt or sold during the year the waiver will only apply up to the date the dwelling is able to be occupied or the date of sale.

#### **4.1.1 (q) Waste Levy**

An annual service charge Waste Levy of \$37 is introduced in the 2022/23 financial year to cover the increase in the costs levied by the Environment Protection Authority and other compliance costs for the operation of landfills.

The charge will be levied on each property in respect of which a municipal charge may be levied.

## 4.1.2 Statutory fees and fines

	Forecast Actual 2021/22	Budget 2022/23	Change	
	\$'000	\$'000	\$'000	%
Infringements and costs	140	140	-	0.00%
Statutory planning fees	862	715	147	(17.05%)
Building regulatory fees	182	155	(27)	(14.84%)
Fire Hazard Fines	15	15	-	0.00%
Land Information Certificates	55	80	25	45.45%
Animal Registration Fees	440	445	5	1.14%
Parking fines	70	130	60	85.71%
Other Community Laws fines	206	170	(36)	(17.48%)
Septic Tank fees	60	70	10	16.67%
Health Registration fees	357	363	6	1.68%
Other statutory fees	18	-	(18)	(100.00%)
<b>Total statutory fees and fines</b>	<b>2,405</b>	<b>2,283</b>	<b>(122)</b>	<b>(5.07%)</b>

## Statutory fees and fines (\$0.122 million decrease)

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

Statutory fees are forecast to decrease by 5.07% or \$0.122 million over the 2021/22 fee level.

A detailed listing of statutory fees is included in Appendix A.

## 4.1.3 User fees

	Forecast Actual 2021/22	Budget 2022/23	Change	
	\$'000	\$'000	\$'000	%
Waste Disposal	3,788	3,983	195	5.15%
East Gippsland Livestock Exchange	902	829	(73)	(8.09%)
Indoor Recreation Centres	1,738	2,407	669	38.49%
Outdoor Pools	114	80	(34)	(29.82%)
Caravan Parks	2,568	2,981	413	16.08%
Raymond Island Ferry	216	225	9	4.17%
Building services	45	60	15	33.33%
Visitor Information Centres	123	123	0	0.00%
Animals	19	15	(4)	(21.05%)
Immunisation	25	22	(3)	(12.00%)
Marinas	977	1,012	35	3.58%
Arts and Culture	256	281	25	9.77%
Customer Service Centres	44	56	12	27.27%
Aerodrome	10	10	0	0.00%
Library	26	18	(8)	(30.77%)
Other	23	25	2	8.70%
<b>Total user fees</b>	<b>10,874</b>	<b>12,127</b>	<b>1,253</b>	<b>11.52%</b>



User fees (\$1.253 million increase)

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include livestock exchange operations, marina berth fees, caravan parks, use of recreation facilities, entertainment and other community facilities. The COVID-19 pandemic has impacted on fees and charges for a number of services during the 2021/22 year. As a result of facilities that have been closed or had reduced services during the 2021/22 year fees and charges for a number of services have been forecast to reflect a reduction in fees and charges particularly for indoor recreation centres. During 2022/23 Council expects the services to be returned to pre COVID-19 level. The 2022/23 budget projections for a number of these user fees reflects the return to normal service delivery. The waste fees for 2021/22 reflect a slight decrease in tipping fees and an increase in in metal sales income with the 2022/23 budget expected to be back at normal levels. Other waste and transfer station disposal fees have been held at the 2021/22 level as a result of the introduction of a waste levy. Caravan park fees will increase significantly as a result of Council taking over the management of the Council owned caravan park in Omeo.

Total user fees are projected to increase by 11.52% or \$1.253 million over the forecast for 2021/22.

A detailed listing of fees and charges is included at Schedule 6.

## 4.1.4 Grants

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

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000 %	
<b>Grants were received in respect of the following:</b>				
<b>Summary of grants</b>				
Commonwealth funded grants	36,728	42,657	5,929	16.14%
State funded grants	13,250	21,898	8,648	65.27%
Other funded grants	165	92	(73)	(44.24%)
<b>Total grants received</b>	<b>50,143</b>	<b>64,647</b>	<b>14,504</b>	<b>28.93%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Financial Assistance Grants	22,775	4,244	(18,531)	(81.37%)
Aged care	45	45	0	0.00%
<b>Total Recurrent - Commonwealth Government</b>	<b>22,820</b>	<b>4,289</b>	<b>(18,531)</b>	<b>(81.21%)</b>
<b>Recurrent - State Government</b>				
Arts and Culture	60	60	0	0.00%
School crossing supervisors	99	99	0	0.00%
Libraries	363	376	13	3.58%
Emergency Management	211	211	0	0.00%
Community health	29	40	11	37.93%
Environmental Works	77	77	0	0.00%
Lake Tyers Trust	90	150	60	66.67%
Youth Programs	132	35	(97)	(73.48%)
Aged care	3	3	0	0.00%
<b>Total Recurrent - State Government</b>	<b>1,064</b>	<b>1,051</b>	<b>(13)</b>	<b>(1.22%)</b>
<b>Total recurrent grants</b>	<b>23,884</b>	<b>5,340</b>	<b>(18,544)</b>	<b>(77.64%)</b>
<b>Non-recurrent - Commonwealth Government</b>				
Street Lighting	1,400	-	(1,400)	(100.00%)
Environmental Works	248	-	(248)	(100.00%)
Recreation	-	5,553	5,553	0.00%
Bushfire	17	-	(17)	(100.00%)
Economic recovery	95	-	(95)	(100.00%)
Footpath	1,118	378	(740)	(66.19%)
<b>Total Non-recurrent - Commonwealth Government</b>	<b>2,878</b>	<b>5,931</b>	<b>3,053</b>	<b>106.08%</b>
<b>Non-recurrent - State Government</b>				
Recreation	123	-	(123)	(100.00%)
Human Resource	305	-	(305)	(100.00%)
Bushfire	4,379	-	(4,379)	(100.00%)
Community Resilience and Development	339	-	(339)	(100.00%)
Road Safety	24	15	(9)	(37.50%)
Waste Management	134	-	(134)	(100.00%)
Economic Development	630	20	(610)	(96.83%)
Family and children	65	41	(24)	(36.92%)
<b>Total Non-recurrent - State Government</b>	<b>5,999</b>	<b>76</b>	<b>(5,923)</b>	<b>(98.73%)</b>
<b>Non-recurrent - Other</b>				
Environmental Works	-	86	86	0.00%
Libraries	49	6	(43)	(87.76%)
Economic Development	100	-	(100)	(100.00%)
Events	16	-	(16)	(100.00%)
<b>Total Non-recurrent - Other</b>	<b>165</b>	<b>92</b>	<b>(73)</b>	<b>(44.24%)</b>
<b>Total non-recurrent grants</b>	<b>9,042</b>	<b>6,099</b>	<b>(2,943)</b>	<b>(32.55%)</b>
<b>Total operating grants</b>	<b>32,926</b>	<b>11,439</b>	<b>(21,487)</b>	<b>(65.26%)</b>

<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads to recovery	3,633	3,750	117	3.22%
<b>Total Recurrent - Commonwealth Government</b>	<b>3,633</b>	<b>3,750</b>	<b>117</b>	<b>3.22%</b>
<b>Recurrent - State Government</b>				
Library	9	9	0	0.00%
<b>Total Recurrent - State Government</b>	<b>9</b>	<b>9</b>	<b>-</b>	<b>0.00%</b>
<b>Total recurrent grants</b>	<b>3,642</b>	<b>3,759</b>	<b>117</b>	<b>3.21%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Plant and machinery	30	270	240	800.00%
Buildings	752	1,603	851	113.16%
Roads	2,085	3,150	1,065	0.00%
Footpath	310	600	290	93.55%
Recreation	712	5,677	4,965	697.33%
Bridges	1,654	3,204	1,550	93.71%
Parks and Open Space	1,234	12,883	11,649	944.00%
Aerodromes	220	-	(220)	0.00%
Off street Car park	-	1,300	1,300	0.00%
Other Infrastructure	400	-	(400)	0.00%
<b>Total Non-recurrent - Commonwealth Government</b>	<b>7,397</b>	<b>28,687</b>	<b>21,290</b>	<b>287.82%</b>
<b>Non-recurrent - State Government</b>				
Waste	183	-	(183)	(100.00%)
Buildings	310	2,589	2,279	735.16%
Recreation	4,018	5,432	1,414	35.19%
Roads	889	571	(318)	(35.77%)
Parks and Open Space	767	10,837	10,070	1312.91%
Drainage	-	250	250	0.00%
Waste	-	115	115	0.00%
Other Infrastructure	11	968	957	8700.00%
<b>Total Non-recurrent - State Government</b>	<b>6,178</b>	<b>20,762</b>	<b>14,584</b>	<b>236.06%</b>
<b>Total non-recurrent grants</b>	<b>13,575</b>	<b>49,449</b>	<b>35,874</b>	<b>264%</b>
<b>Total capital grants</b>	<b>17,217</b>	<b>53,208</b>	<b>35,991</b>	<b>209.04%</b>
<b>Total Grants</b>	<b>50,143</b>	<b>64,647</b>	<b>14,504</b>	<b>28.93%</b>

#### Grants - operating (\$21.487 million decrease)

Operating grants include all money received from Victorian and Australian Government sources for the purposes of funding the delivery of Council's services to the community. Overall, the level of operating grants is projected to decrease by 65.26% or \$21.487 million compared to 2021/22. This is primarily a result of the advance payment of \$13.8 million of the 2022/23 Victoria Grants Commission payment that was received in the 2021/22 financial year together with the difference between the 50% payment of the 2021/22 grant in that year compared to only 25% payment now to be received in the 2022/23 year. This accounted for a further \$4.4 million of the decrease. There were a number of non-recurrent 2019/20 bushfire related grants received during the 2021/22 year and these account for \$4.379 million of the reduction in non-recurrent grants. A list of operating grants by type and source, classified into recurrent and non-recurrent, is included above.

#### Grants - capital (\$35.991 million increase)

Capital grants include all money received from Victorian and Australian Government and community sources for the purposes of funding the capital works program. Overall the level of capital grants has increased by 209.04% or \$35.991 million compared to 2021/22 as a result of various grants that will be received for projects in 2022/23. Section 4.5. 'Capital Works Program' includes a more detailed analysis of the grants and contributions expected to be received during the 2022/23 year. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included above.

## 4.1.5 Contributions

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Monetary	697	663	(34)	(4.88%)
Non-monetary	2,000	2,000	-	0.00%
<b>Total contributions</b>	<b>2,697</b>	<b>2,663</b>	<b>(34)</b>	<b>(1.26%)</b>

## Contributions - monetary (\$0.34 million decrease)

Contributions relate to money paid by developers in regard to public resort and recreation, drainage and car parking in accordance with planning permits issued for property development.

Contributions are projected to decrease by \$0.034 million or 4.88% compared to 2021/22. This is due to monetary contributions expected for projects in 2022/23.

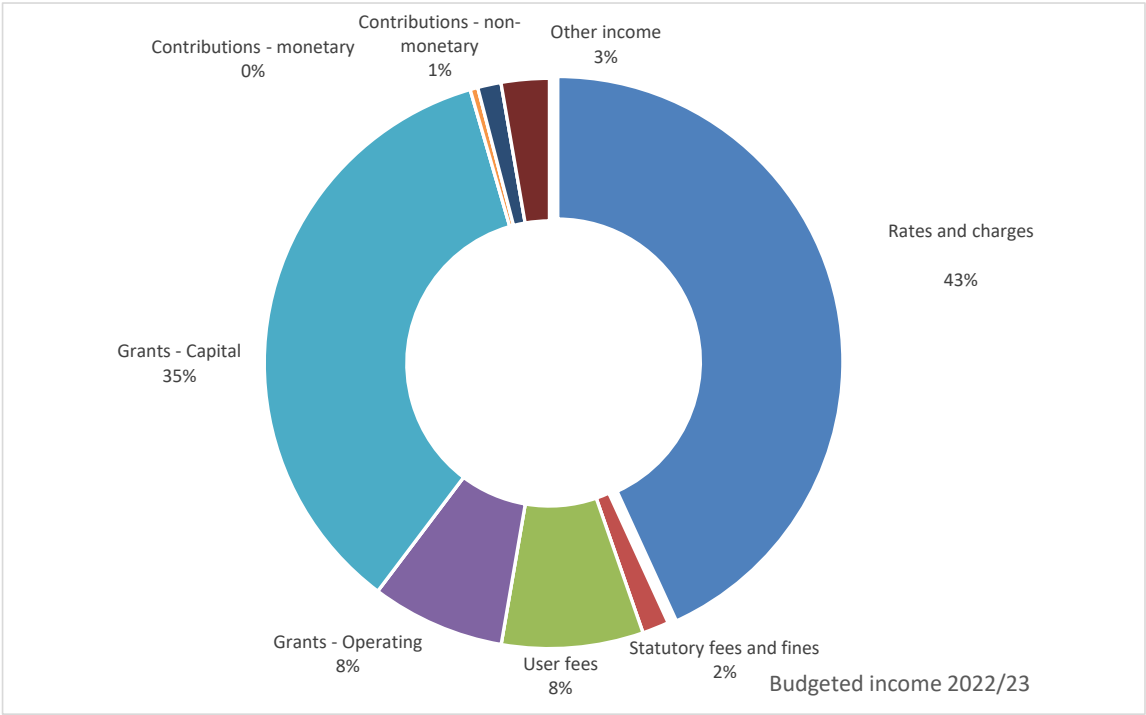
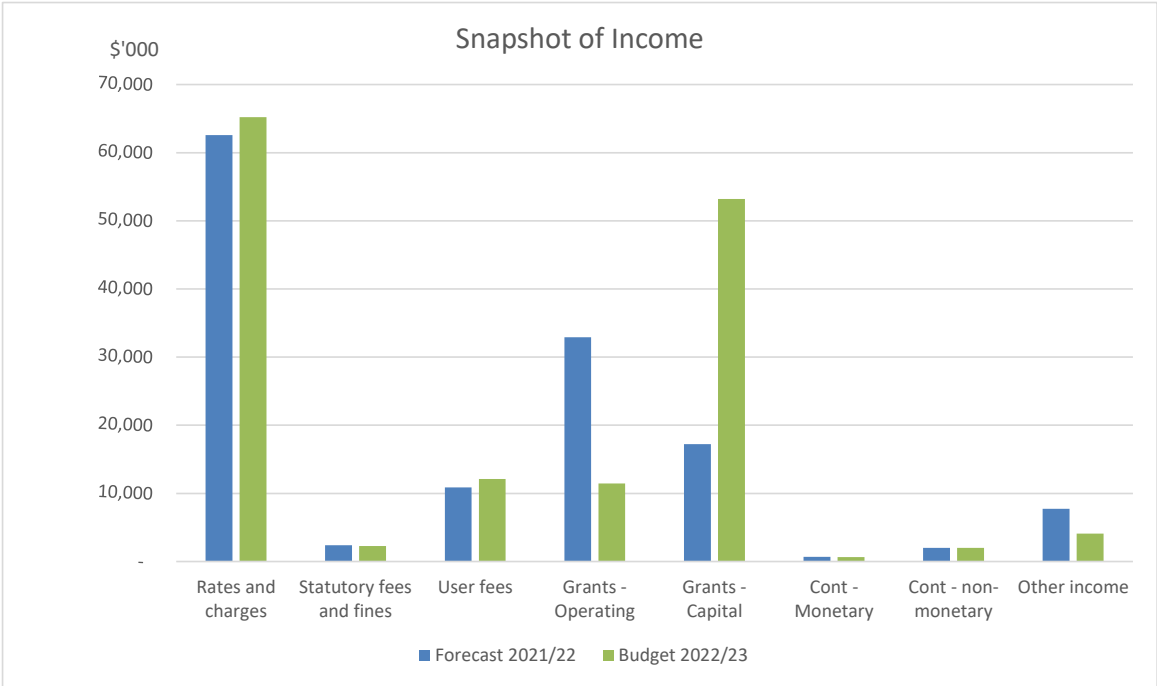
## 4.1.6 Other income

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Interest	340	290	(50)	(14.71%)
Reimbursements	6,383	2,833	(3,550)	(55.62%)
Investment property rental/leases	928	919	(9)	(0.97%)
Other Sundry	68	66	(2)	(2.94%)
<b>Total other income</b>	<b>7,719</b>	<b>4,108</b>	<b>(3,611)</b>	<b>(46.78%)</b>

## Other income (\$3.611 million decrease)

Other income relates to a range of items such as private works, cost recoups and other miscellaneous income items. It also includes interest revenue on investments and reimbursements for natural disaster event expenditure.

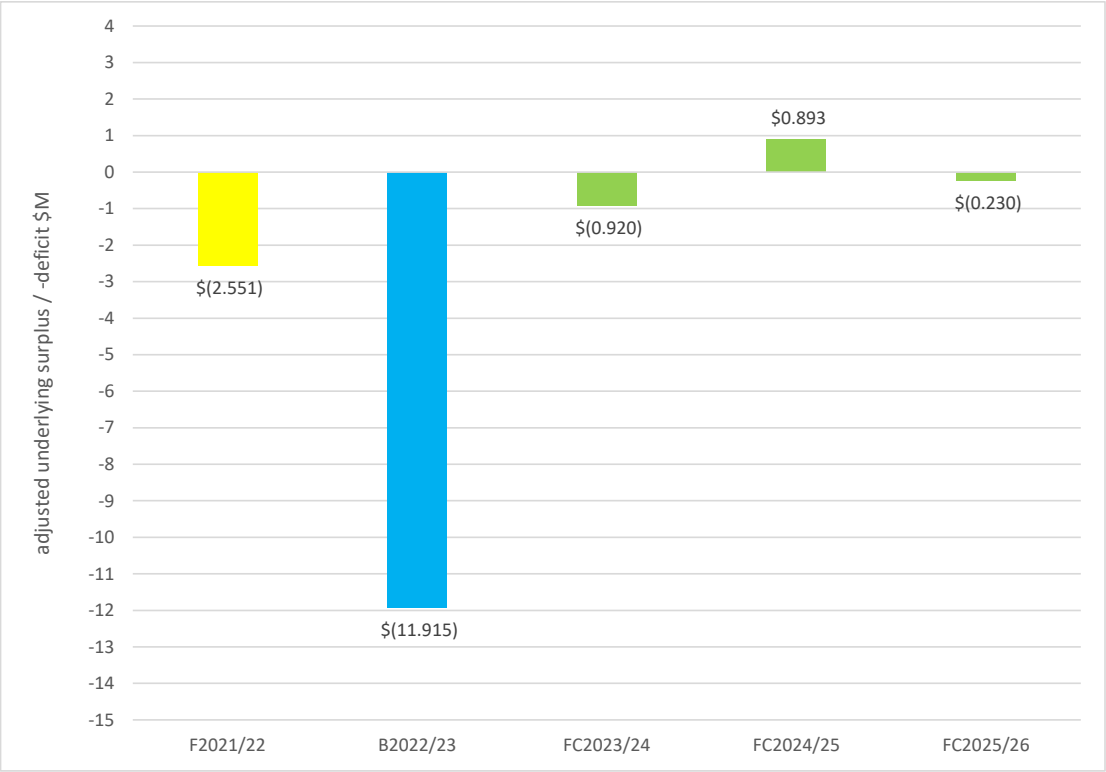
Other income is forecast to decrease by \$3.611 million compared to 2021/22. This is a result of reimbursements for the 2019/20 bushfire natural disaster funded infrastructure repairs of \$5.518 million being received in the 2021/22 year for works undertaken in the previous financial year. In the 2022/23 year it is expected that reimbursements for storm and flood events in the previous financial year will be received of \$2.079 million. There is a reduction in workcover reimbursements for the 2022/23 year.



Adjusted underlying surplus/(Deficit) (\$9.364 million decrease)

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 good measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items that can often mask the operating result. The adjusted underlying result for the 2022/23 year is a deficit of \$11.915 million, which is a decrease of \$9.364 million from the 2021/22 year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes that are non-recurrent and capital contributions from other sources. 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 advance payment of \$13.8 million of the 2022/23 Victoria Grants Commission allocation in the 2021/22 year has impacted on the operating result and the underlying result for the 2022/23 year. Every second year the Raymond Island Ferry slipping costs of approximately \$850,000 are incurred and this has impacted on the underlying results for the 2023/24 and 2025/26 financial years.

F= Forecast B= Current Year Budget FC= Future years Budget



## 4.1.7 Employee costs

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Wages and salaries	32,055	30,305	(1,750)	(5.46%)
WorkCover	1,635	1,500	(135)	(8.26%)
Superannuation	2,897	3,145	248	8.56%
Fringe Benefits	140	140	-	0.00%
<b>Total employee costs</b>	<b>36,727</b>	<b>35,090</b>	<b>(1,637)</b>	<b>(4.46%)</b>

## Employee costs (\$1.637 million decrease)

Employee costs include all labour related expenditure such as wages, salaries and on-costs such as allowances, leave entitlements, employer superannuation etc.

Employee costs are forecast to decrease by 4.46% or \$1.637 million compared to 2021/22. The 2021/22 forecasts include employee costs that are only temporary in nature as a result of funding received to support bushfire recovery in the community as well as the Working for Victoria program. Whilst this has resulted in a decrease in employee costs for the 2022/23 year, the costs for permanent employees has increased due to the following factors:

- terms and conditions of Council's Enterprise Agreement; and
- incremental movements within employment Bands for applicable employees; and
- an increase in the superannuation guarantee percentage from 10% to 10.5%.

## 4.1.8 Materials and services

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000 %	
<b>Contracts</b>				
Roadside Weed and Pest management	372	161	(211)	(56.72%)
Fire Hazard removal	182	33	(149)	(81.87%)
Cleaning	842	874	32	3.80%
General Repairs and Maintenance	79	246	167	211.39%
Maintenance of Barbeques	116	120	4	3.45%
Waste Services	5,283	5,732	449	8.50%
Raymond Island Ferry Operations and maintenance	2,127	39	(2,088)	(98.17%)
Road maintenance	13,886	8,938	(4,948)	(35.63%)
Street lighting Upgrade	1,467	-	(1,467)	(100.00%)
Footpath	378	378	-	0.00%
Bridges and Culverts	496	365	(131)	(26.41%)
Roadside vegetation and furniture maintenance	721	721	-	0.00%
Maintenance of parks, trees and Shrubs	60	61	1	1.67%
Swifts Creek Recreation Reserve Upgrade	120	1,862	1,742	1451.67%
Club Terrace Community Facility	-	808	808	0.00%
Sarsfield Recreation Reserve Upgrade	-	1,800	1,800	0.00%
Buchan Recreation Reserve Upgrade	-	1,200	1,200	0.00%
Other sundry works contracts	338	255	(83)	(24.56%)
Information Management	87	86	(1)	(1.15%)
South Bairnsdale Industrial Estate	1,300	-	(1,300)	(100.00%)
Animal Management	216	242	26	12.04%
<b>Total Contracts</b>	<b>28,070</b>	<b>23,921</b>	<b>(4,149)</b>	<b>(14.78%)</b>
<b>Other Materials and Services</b>				
General maintenance and services	11,200	5,728	(5,472)	(48.86%)
Service Agreements	1,651	1,841	190	11.51%
Office administration	884	726	(158)	(17.87%)
Utilities	2,323	1,988	(335)	(14.42%)
Insurance	1,224	1,442	218	17.81%
Vehicles and Plant - Maintenance and insurances	1,479	2,292	813	54.97%
Information Technology	3,136	3,037	(99)	(3.16%)
Consultants	2,407	1,371	(1,036)	(43.04%)
Grants and Contributions	5,433	1,724	(3,709)	(68.27%)
Waste Levy	1,642	2,200	558	33.98%
Training and associated costs	656	661	5	0.76%
<b>Total other materials and services</b>	<b>32,035</b>	<b>23,010</b>	<b>(9,025)</b>	<b>(28.17%)</b>
<b>Total materials and services</b>	<b>60,105</b>	<b>46,931</b>	<b>(13,174)</b>	<b>(21.92%)</b>

**Materials and services (\$13.174 million decrease)**

Materials and services include the purchase of consumables, and payments to contractors for the provision of services and utility costs. Materials and services are forecast to decrease by 21.92% or \$13.174 million compared to 2021/22. Other services decreases over the 2021/22 forecast expenditure as a result of various costs associated with grant funded projects and programs. Similarly grants and contributions decrease over the 2021/22 level as a result of grants that were mainly funded from external funding sources.

Contracts are forecast to decrease by \$4.149 million compared to 2021/22. There were several projects undertaken by contract in 2021/22 such as the water infrastructure for the South Bairnsdale Industrial Estate for \$1.3 million that will not be undertaken in the 2022/23 year. The Street Lighting Project for \$1.467 million was also completed in the 2021/22 year. The Raymond Island Ferry operations is no longer undertaken by contractors and that is a decrease of \$2.088 million. There are several projects that will be undertaken by contractors during the 2022/23 year and these include the Swifts Creek Recreation Reserve upgrade (an increase of \$1.742 million), Club Terrace Community Facility (an increase of \$0.808 million), Sarsfield Recreation Reserve upgrade (an increase of \$1.8 million) and Buchan Recreation Reserve upgrade (an increase of \$1.2 million). There are various increases in line with CPI for the 2022/23 year such as waste services and road maintenance, noting that in 2021/22 there was additional road maintenance works associated with storm and flood events restoration.



## 4.1.9 Depreciation

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Property	3,562	3,754	192	5.39%
Plant and equipment	2,635	2,842	207	7.86%
Infrastructure	15,931	19,063	3,132	19.66%
<b>Total depreciation</b>	<b>22,128</b>	<b>25,659</b>	<b>3,531</b>	<b>15.96%</b>

## Depreciation (\$3.531 million increase)

Depreciation is an accounting measure that attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The increase of \$3.531 million for 2022/23 is the result of the capitalisation of new assets and the associated depreciation as a result together with the impact of the increased values for infrastructure assets as a result of the revaluation.

## 4.1.10 Amortisation - Intangible assets

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Intangible assets	964	1,214	250	25.93%
<b>Total amortisation - intangible assets</b>	<b>964</b>	<b>1,214</b>	<b>250</b>	<b>25.93%</b>

## Amortisation - Intangible assets (\$0.250 million increase)

The intangible asset relates to the Airspace asset created when a new landfill cell is opened for use. The life of the intangible airspace asset is amortised (expensed) over the estimated life of the landfill cell.

## 4.1.11 Amortisation - Right of use assets

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Right of use assets	71	71	-	0.00%
<b>Total amortisation - right of use assets</b>	<b>71</b>	<b>71</b>	<b>-</b>	<b>0.00%</b>

## Amortisation Right of use Assets (No change)

The intangible asset relates to the right of use assets that are created when a new lease agreement comes into effect. The life of the right of use assets is amortised (expensed) over the remaining lease term.

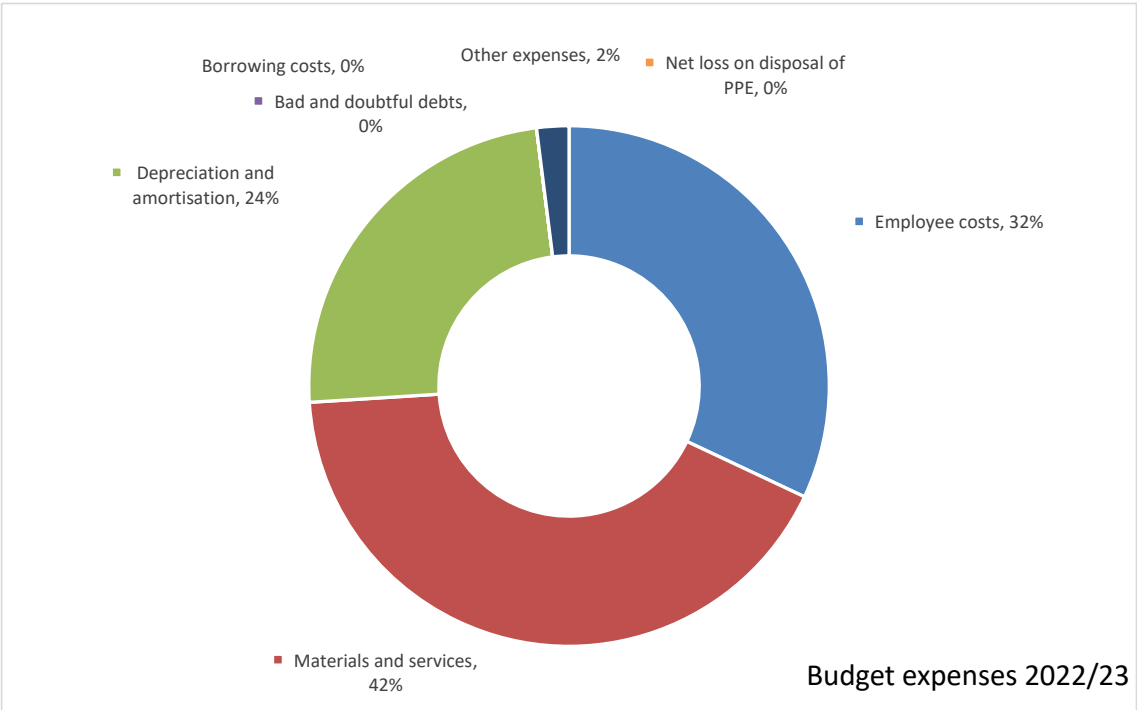
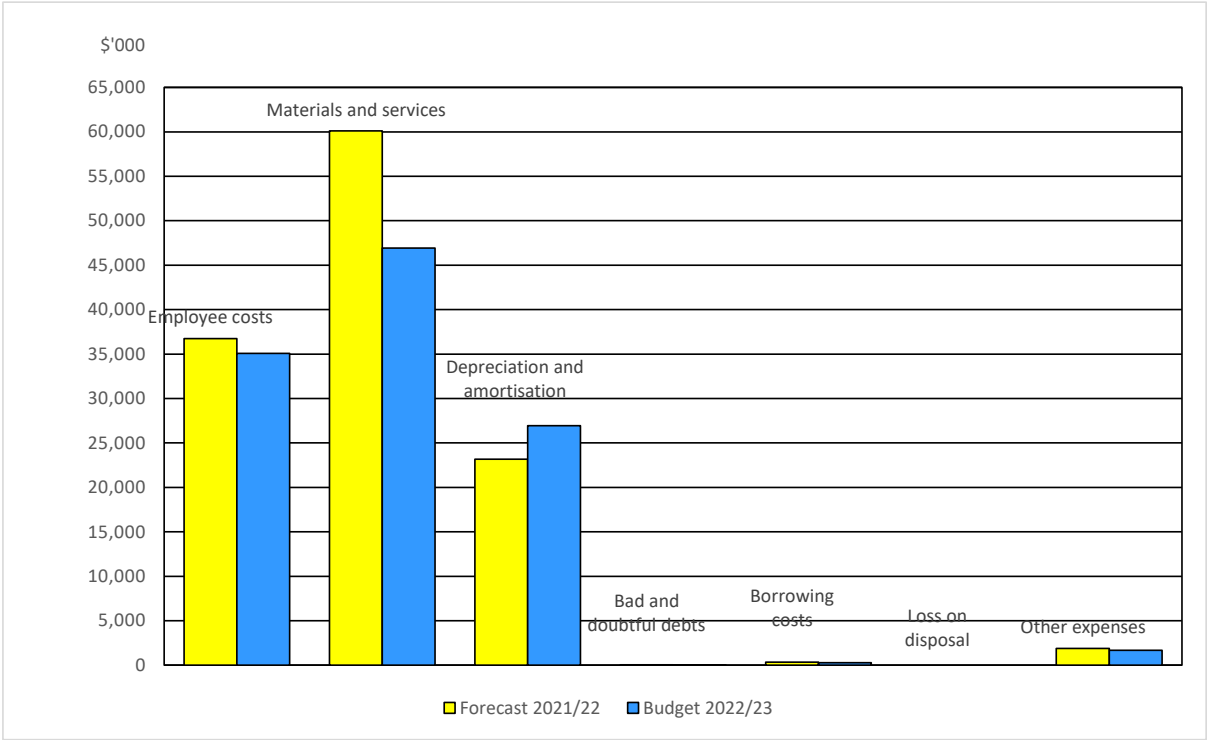
## 4.1.12 Other expenses

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
Auditors External	52	52	-	0.00%
Auditors Internal	53	42	(11)	(20.75%)
Councillor allowances	353	363	10	2.83%
Operating lease rentals	298	128	(170)	(57.05%)
Memberships/Subscriptions	289	326	37	12.80%
Bank Fees and Charges	183	193	10	5.46%
Legal Fees	582	472	(110)	(18.90%)
Other	59	100	41	69.49%
<b>Total other expenses</b>	<b>1,869</b>	<b>1,676</b>	<b>(193)</b>	<b>(10.33%)</b>

## Other expenses (\$0.193 million decrease)

Other expenses relate to a range of unclassified items including Councillor allowances, audit fees, legal costs, memberships and subscriptions, bank charges and other miscellaneous expenditure items. Other expenses are forecast to decrease by \$0.193 million or 10.33% compared to 2021/22 mainly as a result of an expected decrease in legal costs and operating leases.

Snapshot of Expenditure



## 4.2 Balance Sheet

### 4.2.1 Assets

#### Current Assets (\$36.026 million decrease) and Non-Current Assets (\$110.83 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in floats and the value of investments in deposits or other highly liquid investments with short term maturities of 90 days or less. The forecast balance at the end of the 2021/22 year includes cash to fund incomplete capital projects of \$19.823 million that have been included in the 2022/23 capital works program. There was also advance funding from the Victoria Grants Commission of \$13.8 million of the 2022/23 operating grant. For the details on the use of cash and cash equivalents refer to the Statement of cashflows in section 3.

Property, infrastructure, plant and equipment make up the largest component of Council's worth and represent the value of all the land, buildings, roads, vehicles, equipment, etc. that has been built up by Council over many years. The \$110.83 million increase in this balance is attributable to the revaluation of land and building assets (\$28.515 million), net result of the capital works program (\$104.091 million), the addition of the air space intangible asset (\$3.68 million), depreciation and amortisation of assets (\$26.944 million), the sale of plant and equipment (\$0.600 million) and developer contributed assets (\$2.0 million). Non-current receivables have also increased due to a new scheme and the expected number of instalment payers.

### 4.2.2 Liabilities

#### Current Liabilities (\$0.699 million increase) and Non Current Liabilities (\$5.503 million increase)

Loan principle repayments of \$1.7 million are expected to be paid during the 2022/23 year. The Landfill Rehabilitation provision has also decreased at 30 June 2022 based on the expected rehabilitation works to be undertaken in the 2023/24 financial year. Employee entitlement provisions are expected to increased by \$0.367 million. Trade and other payables are forecast to increase by \$4.094 million given the increase in capital expenditure expected during the 2022/23 year.

Interest-bearing loans and borrowings are borrowings of Council. Council has budgeted for new borrowings of \$4.137 million in 2021/22 and \$4.168 million in 2022/23 and this has added to non-current liabilities. The increase in Non-current Provisions reflects the required provision for landfill rehabilitation works in years after 2022/23.

#### 4.2.3 Borrowings

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

	Forecast Actual	Budget	Projections		
	2021/22	2022/23	2023/24	2024/25	2025/26
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	3,350	7,487	9,955	9,955	9,179
Amount proposed to be borrowed	4,137	4,168	-	-	-
Amount projected to be redeemed	-	(1,700)	-	(776)	(788)
<b>Amount of borrowings as at 30 June</b>	<b>7,487</b>	<b>9,955</b>	<b>9,955</b>	<b>9,179</b>	<b>8,391</b>

Council proposes new borrowings of \$4.168 million in 2022/23. There are new borrowings for the Eagle Point Hub Project from the Community Infrastructure Loan Scheme through the Victorian Government. These loan funds totalling \$3.305 million will be drawn down over two financial years being 2021/22 (\$0.570M) and 2022/23 (\$2.735M). Further borrowings through the Community Infrastructure Loan Scheme of \$5 million for the WORLD Sporting Complex Precinct Stage 1 project is proposed to be drawn down over two years (2021/22 \$3.567M and 2022/23 \$1.433M).

#### 4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual	Budget
	2021/22	2022/23
	\$	\$
<b>Right-of-use assets</b>		
Property	774	774
Equipment	11	11
<b>Total right-of-use assets</b>	<b>785</b>	<b>785</b>
<b>Lease liabilities</b>		
<b>Current lease liabilities</b>		
Land and buildings	62	62
<b>Total current lease liabilities</b>	<b>62</b>	<b>62</b>
<b>Non-current lease liabilities</b>		
Land and buildings	759	759
<b>Total non-current lease liabilities</b>	<b>759</b>	<b>759</b>
<b>Total lease liabilities</b>	<b>821</b>	<b>821</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities.

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

##### Reserves (\$28.451 million increase)

The asset revaluation reserve represents the difference between the previously recorded value of assets and their current valuation. The increase is a result of land and building assets revaluation which is expected to increase the reserve by \$28.515 million for 2022/23.

Statutory reserves are expected to decrease by \$0.064 million at the end of 2022/23 year as a result of the use of funds for works.

#### 4.3.2 Equity

##### Equity (\$68.602 million increase)

Total equity always equals net assets and is made up of Reserves and Accumulated Surplus.

Movement in reserves accounts for \$0.064 million of the increase in accumulated surplus as this amount has transferred from reserves back into retained earnings.

The asset revaluation reserve movement will increase the revaluation reserve by \$28.515 million.

Accumulated surplus is the value of all net assets less reserves that have accumulated over time. The increase in accumulated surplus is the result of the 2022/23 operating surplus of \$40.087 million plus the transfer from reserves of \$0.064 million.

Included in the accumulated surplus are funds identified as discretionary reserves. Although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes. During the 2022/23 year \$0.3 million is budgeted to be transferred to a Discretionary Reserve for the purpose of Replacement of the Raymond Island Ferry. The total discretionary allocation of these funds at the end of the 2022/23 year is \$2.9 million.

An additional discretionary reserve was established for the potential future aftercare costs associated with the Orbost Landfill site during 2019/20 financial year. The Orbost landfill was reopened in 2020 to enable the acceptance of bushfire waste. This waste contained contaminated waste and the ongoing monitoring and aftercare costs associated with this site will be required many years into the future. As part of the bushfire waste disposal project, funds were raised in 2019/20 (\$7.662 million transferred to reserve) and also 2020/21 (\$1.964 million) to cover the estimated future costs that may be incurred and therefore the cash for this project is part of cash at year end. An amount of \$3 million is planned to be utilised in the 2023/24 year for Bairnsdale landfill compliance works and a further \$0.450 million in the 2025/26 year for the upgrade of the Metung Transfer Station.

#### 4.4 Statement of Cash Flows

##### 4.4.1 Net cash flows provided by/used in operating activities

###### Operating activities \$63.747 million inflow (\$41.416 million inflow increase)

Rates and Charges are forecast to increase by \$2.294 million. The introduction of the new Waste levy in 2022/23 increases cash from rates and charges by \$1.171 million and the remaining balance is a result of the proposed increase in rates and charges for the 2022/23 year. Operating grants are forecast to decrease by \$22.233 million as a result of \$13.8 million of the 2022/23 Victoria Grants Commission grant being received in the 2021/22 year. There are a number of other grants that were for projects and programs in the 2021/22 year that will not be ongoing for the 2022/23 year. The most significant of these are the LRC12 Street Lights LED Upgrade \$1.4 million, Fire 2019 Resourcing grant \$3.2 million, Fire 2019 Bushfire Rebuilding grant \$1.178 million and the Buchan and Bruthen streetscape Economic Activation grants \$0.740 million. However capital grant funding is expected to increase by \$51.957 million as a result of the timing for the payment of the grant funds. The other significant cashflow movement is a decrease in other receipts of \$3.521 million as a result of the reimbursement for bushfire repair and restoration works received during 2021/22. Materials and services are expected to decrease by \$14.523 million as a number of grant funded projects were completed in the 2021/22 year. Also employee costs are expected to decrease by \$1.610 million as a result of a decrease in employees in the 2022/23 year for the bushfire recovery and support programs and projects that will be completed early in the 2022/23 year.

The net cash flow from operating activities does not equal the surplus/(deficit) for the year, as Council's expected revenues and expenses include non-cash items that have been excluded from the Cash Flow Statement. It also takes into account balance sheet movements relevant to operating income and expenditure in the cash flow. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change	
			\$'000	%
<b>Surplus (deficit) for the year</b>	14,155	<b>40,087</b>	25,932	<b>183.20%</b>
Contributions - non-monetary	(2,000)	<b>(2,000)</b>	-	<b>0.00%</b>
Depreciation and amortisation	23,163	<b>26,944</b>	3,781	<b>16.32%</b>
Loss on disposal of property, infrastructure, plant and equipment	-	-	-	<b>0.00%</b>
Finance costs	340	<b>266</b>	(74)	<b>(21.76%)</b>
Net movement in current assets and liabilities	(13,327)	<b>(1,550)</b>	11,777	<b>(88.37%)</b>
<b>Cash flows available from operating activities</b>	<b>22,331</b>	<b>63,747</b>	<b>41,416</b>	<b>185.46%</b>

##### 4.4.2 Net cash flows provided by/used in investing activities

###### Investing activities \$103.491 million outflow (\$61.144 million increase in outflows)

The outflows in cash from investing activities have increased as a result of the increase in cash outflow of \$61.144 million for the payment for property, plant and equipment and infrastructure as set out in the capital works program.

##### 4.4.3 Net cash flows provided by/used in financing activities

###### Financing activities \$2.202 million inflow (\$1.595 million inflow decrease)

For 2022/23 the total repayment of loan principal is \$1.700 million and the associated finance cost is \$0.265 million being an increase in outflow of \$1.626 million over the 2021/22 year. Offsetting this increase in outflows is a small increase in inflows of \$0.031 million as a result of new borrowings in 2022/23.

## 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2022/23 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

Capital Works Area 2022/2023	Forecast Actual	Budget	Change	
	2021/22	2022/23	\$'000	%
	\$'000	\$'000	\$'000	%
Property	3,513	15,658	12,145	345.72%
Plant and equipment	4,763	10,001	5,238	109.97%
Infrastructure	34,671	78,432	43,761	126.22%
<b>Total</b>	<b>42,947</b>	<b>104,091</b>	<b>61,144</b>	<b>142.37%</b>

#### Property (\$15.658 million)

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

For the 2022/23 year, \$15.658 million will be expended on building and building improvement projects. The more significant projects include the Shire-wide Building Renewal Program (\$0.750 million), construction of the Eagle Point Foreshore Hub (\$3.920 million), Mallacoota Hall and Recreation Reserve upgrade (\$0.810 million), Bairnsdale City Oval Changerooms upgrade (\$1.431 million) and Gymnastic Pavilion in Lucknow Recreation Reserve (\$1.612 million).

#### Plant and equipment (\$10.001 million)

Plant and equipment includes plant, machinery and equipment, computers and telecommunications equipment, and library books.

For the 2022/23 year, \$10.001 million will be expended on plant, equipment and other projects. The more significant projects include ongoing cyclical replacement of the plant and vehicle fleet (\$3.093 million), upgrade and replacement of information and communications technology (ICT) (\$6.060 million) and the purchase of library books (\$0.209 million).

#### Infrastructure (\$78.432 million)

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation and community facilities, parks, open space and streetscapes, off-street car parks and other structures.

For the 2022/23 year \$15.467 million will be expended on roads. This includes gravel road resheets of \$1.2 million, road reseals of \$3.824 million, the upgrade to Maroney Street, Bairnsdale of \$1.989 million and Marine Parade Lakes Entrance Upgrade \$2.634 million.

Bridge construction works of \$3.580 million are proposed. The Bullock Island Bridge will be replaced at a cost of \$2.9 million.

Footpath and Cycleways works of \$1.245 million are planned. The footpath from the Omeo Caravan Park to Livingston Park will be constructed at a cost of \$0.250 million and the Lindenow Footpaths Connections will be constructed at a cost of \$0.525 million.

Drainage works of \$1.962 million will be undertaken, the largest project being Jones Bay Southern Catchment WSUD of \$0.781 million. Waste projects of \$2.564 million are planned, including the Cann River Waste Transfer Station at \$1.5 million. Recreation and community facilities will be upgraded at a cost of \$14.123 million, the largest of these projects being the WORLD Sporting Precinct Stage 1 project at a cost of \$11.527 million. The Omeo Recreation Netball and Tennis courts will also be upgraded at a cost of \$0.712 million. Parks, Open Space and Streetscape works at a cost of \$33.113 million will be undertaken. Works in Bullock Island foreshore area and additional infrastructure for access to those areas are expected to cost \$2.780 million. Other projects include Lakes Entrance Foreshore Park \$1.727 million, Jemmy's Point - Stage 2 \$2.070 million, Slip Road Maritime Precinct \$5.216 million, Omeo Mountain Bike Trails \$5.360 million and Orbost Forest Park Upgrade \$1.750 million. Various streetscape works are planned in Bruthen, Buchan, Mallacoota and Nowa Nowa with a total cost of \$5.149 million. Other Infrastructure works of \$4.664 million are planned. Seawall works of \$3.428 million are planned with the largest projects being the Mallacoota seawall at a cost of \$1.4 million and the Harbour Seawall - Paynesville at a cost of \$1.665 million.

Capital Works Area 2022/2023	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	15,658	7,810	6,640	1,208	0	4,136	650	8,137	2,735
Plant and equipment	10,001	1,067	8,934	0	0	279	0	9,722	0
Infrastructure	78,432	22,054	54,750	1,628	0	48,793	942	27,264	1,433
<b>Total</b>	<b>104,091</b>	<b>30,931</b>	<b>70,324</b>	<b>2,836</b>	<b>0</b>	<b>53,208</b>	<b>1,592</b>	<b>45,123</b>	<b>4,168</b>

**Asset renewal (\$70.324 million), new assets (\$30.931 million) and upgrade (\$2.836 million)**

A distinction is made between expenditure on new assets, asset renewal, asset upgrade and asset expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

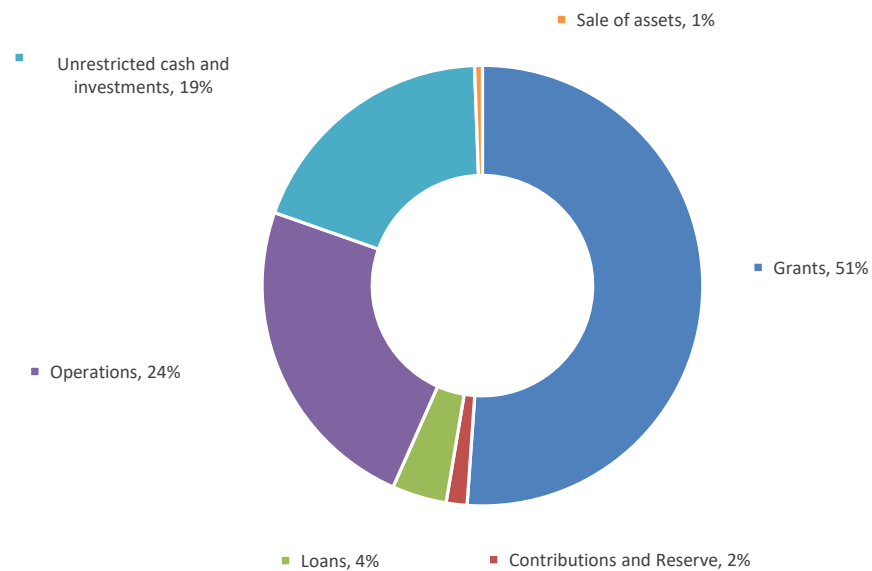
The major projects included in the above categories that constitute expenditure on new assets are Eagle Point Foreshore Hub (\$3.92 million), Omeo Mountain Bike Trails (\$3.86 million), the WORLD Sporting Precinct (\$11.527 million), the Bullock Island Parks and Open Space assets (\$2.780 million), Lakes Entrance Foreshore Park (\$1.727 million) and the Gymnastics Pavillion at the Lucknow Recreation Reserve (\$1.612 million). Various other small projects make up the remainder of new capital works expenditure. The remaining capital expenditure represents renewals, expansion and upgrades of existing assets.



## Funding sources

	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Variance \$'000
<b>Sources of funding</b>			
<b>Works carried forward</b>			
<i>Current year funding</i>			
Grants	0	28,054	28,054
Contributions	0	425	425
Loans	0	1,930	1,930
<b>Council cash</b>			
- reserve cash and investments	0	64	64
- unrestricted cash and investments	0	19,823	19,823
<b>Total works carried forward</b>	<b>0</b>	<b>50,296</b>	<b>50,296</b>
<b>New works</b>			
<i>Current year funding</i>			
Grants	17,217	25,154	7,937
Contributions	1,131	128	(1,003)
Loans	4,137	2,238	(1,899)
<b>Council cash</b>			
- operations	19,742	24,700	4,958
- proceeds on sale of assets	600	600	0
- reserve cash and investments	120	975	855
- unrestricted cash and investments	0	0	0
<b>Total new works</b>	<b>42,947</b>	<b>53,795</b>	<b>10,848</b>
<b>Total funding sources</b>	<b>42,947</b>	<b>104,091</b>	<b>61,144</b>

### Budgeted total funding sources 2022/2023



**Grants - Capital (\$53.208 million)**

Capital grants include all money received from Victorian and Australian Government sources for the purposes of funding the capital works program. Significant grants and contributions are budgeted to be received for new projects in 2022/23 including Roads to Recovery projects (\$3.75 million), Marine Parade Lakes Entrance upgrade (\$2.340 million), Bullock Island Masterplan Implementation (\$1.353 million), WORLD Sporting Precinct Stage 1 (\$9.119 million), Omeo Mountain Bike Trails - Stage 1 and 2 (\$3.542 million), Bullock Island Bridge (\$2.9 million), Jemmy's Point - Stage 2 (\$1.775 million), various streetscapes (\$4.083 million), Roadside rest areas in Cann River and Newmerrella (\$1.3 million), Orbost Forest Park upgrade (\$1.3 million), Mallacoota Hall and Recreation Reserve (\$0.810 million) and Slip Road maritime precinct (\$5.214 million).

**Contributions (\$0.553 million)**

Council receives contributions from external groups and agencies towards the funding of some capital works projects. In 2022/23 it is expected that council will receive contributions towards Gymnastic Pavilion Lucknow Recreation Reserve (\$0.100 million), Eastern Beach Caravan Park Toilet Block (\$0.175 million), Lions Park Toilet Block Bruthen (\$0.150 million), Metung Bowling Green (\$0.050 million), Metung Tennis Courts (\$0.018 million), Lindenow Recreation Reserve Lighting (\$0.010 million) and Harbour Seawalls Paynesville (\$0.050 million).

**Borrowings (\$4.168 million)**

Borrowings of \$4.168 million are proposed in 2022/23 to fund two projects. Loan funds of \$2.735 million are proposed to fund Eagle Point Hub Development works in 2022/23. It is also proposed that loan funds of \$1.433 million would be taken up in 2022/23 to part fund the WORLD Sporting Precinct project.

**Council cash - operations (\$45.123 million)**

Council generates cash from its operating activities that is used as a funding source for the capital works program. It is forecast that \$24.7 million will be generated from operations to fund the capital works program in 2022/23.

**Council cash - proceeds from sale of assets (\$0.600 million)**

Proceeds from sale of assets include motor vehicle sales of \$0.600 million in accordance with Council's vehicle fleet renewal policy .

**Reserve cash - reserve cash and investments (\$1.039 million)**

Council has cash reserves that are set aside for specific purposes. During 2022/23 it is proposed to utilise \$1.039 million of non-discretionary and discretionary reserves for a number of projects.

**Council cash - unrestricted cash and investments (Nil)**

In addition to reserve investments, Council has uncommitted cash and investments that represent unrestricted cash and investments and funds preserved from the previous year, mainly as a result of capital projects that have been carried forward for completion in 2022/23. The total anticipated to be carried forward as unrestricted cash and investments for these incomplete works is \$19.823 million. The 2022/23 capital works program, excluding the carry forward projects from 2021/22, will not use any unrestricted cash and investments.

## 4.5.2 Current Budget 2022/23

Project No.	Capital Works Area 2022/2023	Project Cost	Asset expenditure types				Summary of Funding Sources				
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings	
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		
PROPERTY											
Land											
11717	Strategic Property Acquisitions	102	102	0	0	0	0	0	102	0	
11738	Tambo Bluff Land Purchases	225	225	0	0	0	0	225	0	0	
	Asset Investment Opportunity	1,800	1,800	0	0	0	0	0	1,800	0	
Total Land			2,127	2,127	0	0	0	225	1,902	0	
Buildings											
11928	Mallacoota Foreshore Holiday Park Toilet Block 3	200	0	200	0	0	0	0	200	0	
11929	Eagle Point Caravan Park Amenities Block Renewal	357	0	357	0	0	0	0	357	0	
	Mallacoota Foreshore Holiday Park Toilet Block 1	20	0	20	0	0	0	0	20	0	
12042	Chinamans Creek Open Space Toilet upgrade	196	0	196	0	0	0	0	196	0	
12043	Gilsenan Reserve Toilet Replacement	185	0	0	185	0	0	0	185	0	
11834	Eagle Point Foreshore Hub	1,160	1,160	0	0	0	355	0	0	805	
	Raymond Island Community Hall Extension	149	0	149	0	0	137	0	12	0	
	Lake Tyers Beach Hall Upgrade	399	0	399	0	0	367	0	32	0	
	Mallacoota Mudbrick Pavilion Upgrade	176	0	176	0	0	164	0	12	0	
	Gippsland Lakes Yacht Club	160	0	160	0	0	120	0	40	0	
11800	Energy Efficiency Upgrades	500	0	0	500	0	250	0	250	0	
11569	Building Renewal (Council Owned)	750	0	750	0	0	0	0	750	0	
12082	Hinnomunjie Bridge Restoration - Stage 1	500	0	500	0	0	200	0	300	0	
11767	Gymnastics Pavilion, Lucknow Recreation Reserve	150	150	0	0	0	0	0	150	0	
12123	Replacement of Air Handling Unit - Lakes Aquatic Centre	500	0	500	0	0	0	0	500	0	
Total Buildings			5,402	1,310	3,407	685	0	1,593	0	3,004	805
TOTAL PROPERTY			7,529	3,437	3,407	685	0	1,593	225	4,906	805

Project No.	Capital Works Area 2022/2023	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	
PLANT AND EQUIPMENT											
Plant, Machinery and Equipment											
11577	Plant Replacement Program	1,526	0	1,526	0	0	0	0	1,526	0	
11578	Vehicle Fleet Replacement Program	1,209	0	1,209	0	0	0	0	1,209	0	
11578	Additional Vehicles & Equipment for Parks & Gardens Unit	327	327	0	0	0	0	0	327	0	
12115	Static Water Tanks	282	282	0	0	0	270	0	12	0	
Total Plant, Machinery and Equipment			3,344	609	2,735	0	0	270	0	3,074	0
Fixtures, Fittings and Furniture											
11583	Office Furniture and Equipment	30	0	30	0	0	0	0	30	0	
Total Fixtures, Fittings and Furniture			30	0	30	0	0	0	30	0	
Computers and Telecommunications											
11585	ICT Renewal	300	0	300	0	0	0	0	300	0	
	Digital Services	1,886	0	1,886	0	0	0	0	1,886	0	
	Server Equipment Cloud Services	254	0	254	0	0	0	0	254	0	
Total Computers and Telecommunications			2,440	0	2,440	0	0	0	2,440	0	
Library books											
11586	Purchase Library Resources	200	200	0	0	0	0	0	200	0	
11456	Premiers Reading Challenge	9	9	0	0	0	9	0	0	0	
Total Library books			209	209	0	0	0	9	0	200	0
TOTAL PLANT AND EQUIPMENT			6,023	818	5,205	0	0	279	0	5,744	0

Project No.	Capital Works Area 2022/2023	Project Cost	Asset expenditure types				Summary of Funding Sources			
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
INFRASTRUCTURE										
Roads										
11587	Gravel Road Renewal Program	1,200	0	1,200	0	0	0	0	1,200	0
	Sealed Road Renewal Program	600	0	600	0	0	600	0	-	0
11995	Seal gravel roads program - Dust Suppression	250	0	0	250	0	0	0	250	0
11588	Reseal existing sealed roads Program	3,824	0	3,824	0	0	200	0	3,624	0
11825	Kerb & Channel Replacement Program	400	0	400	0	0	0	0	400	0
11589	Safety Barrier Renewal Program	100	0	100	0	0	0	0	100	0
	Design of protective treatments for roads vulnerable to changing climate	200	0	200	0	0	0	0	200	0
11709	Forward Designs - Road and Drainage	400	0	400	0	0	0	0	400	0
	Final Seal Program	200	0	200	0	0	0	0	200	0
	Rural Road Improvement Program	200	0	200	0	0	200	0	0	0
	Palmers Road Upgrade	200	0	200	0	0	0	0	200	0
	Bogong High Plains Road Safety Improvements	311	0	0	311	0	299	0	12	0
	Nungurner Road Road Safety Improvements	89	0	0	89	0	85	0	4	0
	Sydenham Inlet Road Road Safety Improvements	195	0	0	195	0	187	0	8	0
	Power Station Road	624	0	0	624	0	600	0	24	0
	Tambo Upper Road, outside Primary School	70	0	70	0	0	0	0	70	0
	Entry Road & Parking at Lucknow Rec Res/Gymnastics	800	800	0	0	0	800	0	0	0
	Bosworth Road West	200	0	200	0	0	200	0	0	0
12072	Upgrade to Moroney Street, Bairnsdale. Stage 2	1,750	0	1,750	0	0	1,750	0	0	0
11990	Marine Parade Lakes Entrance Upgrade	1,198	0	1,198	0	0	1,060	0	138	0
Total Roads		12,811	800	10,542	1,469	0	5,981	0	6,830	0
Bridges										
	Black Mountain Limestone Road, timber bridge renewal	380	0	380	0	0	304	0	76	0
	Major Culvert Renewal Program	300	0	300	0	0	0	0	300	0
Total Bridges		680	0	680	0	0	304	0	376	0

Project No.	Capital Works Area 2022/2023	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
	<b>Footpaths and Cycleways</b>									
	Bemm River Footpath Connections	105	105	0	0	0	100	0	5	0
	Lindenow Footpath Connections	525	525	0	0	0	500	0	25	0
11820	Footpath Renewal Program	350	0	350	0	0	0	0	350	0
	<b>Total Footpaths and Cycleways</b>	<b>980</b>	<b>630</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>380</b>	<b>0</b>
	<b>Drainage</b>									
	Stormwater Improvements Program	445	0	445	0	0	0	0	445	0
	Stormwater Renewal Program	400	0	400	0	0	0	0	400	0
	Jones Bay Southern Catchment WSUD (Crooke St Wetlands)	781	0	781	0	0	250	0	531	0
	Integrated Water Management Bairnsdale	151	0	151	0	0	0	0	151	0
	<b>Total Drainage</b>	<b>1,777</b>	<b>0</b>	<b>1,777</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>1,527</b>	<b>0</b>
	<b>Recreational, Leisure &amp; Community Facilities</b>									
11950	WORLD Sporting Precinct Stage 1	6,067	6,067	0	0	0	4,134	0	500	1,433
	Omeo Recreation Reserve Netball & Tennis Court Upgrade	642	0	642	0	0	594	0	48	0
	Metung Bowling Green	220	0	220	0	0	145	50	25	0
	Metung Tennis Court Upgrade	75	0	75	0	0	50	18	7	0
12066	Bairnsdale City Oval Lighting & Scoreboard Upgrade	312	0	312	0	0	297	0	15	0
	Lindenow Rec Reserve Lighting Upgrade	212	0	212	0	0	192	10	10	0
	BARC Health Club Floor Upgrade	65	0	65	0	0	0	0	65	0
11584	Leisure Facility Equipment Renewal Program	52	0	52	0	0	0	0	52	0
11952	Forge Theatre Technical Equipment Program	15	0	15	0	0	0	0	15	0
	Shaving Point Boat Ramp Upgrade, Metung	709	0	709	0	0	577	0	132	0
	<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>8,369</b>	<b>6,067</b>	<b>2,302</b>	<b>0</b>	<b>0</b>	<b>5,989</b>	<b>78</b>	<b>869</b>	<b>1,433</b>

Project No.	Capital Works Area 2022/2023	Project Cost	Asset expenditure types				Summary of Funding Sources			
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Waste Management										
11695	Skip Bins	108	0	108	0	0	0	0	108	0
11854	Street Litter Bin Enclosure Project	25	0	25	0	0	0	0	25	0
	Bairnsdale Cell 5	150	0	150	0	0	0	0	150	0
11958	Cann River Waste Transfer Station	750	0	750	0	0	0	750	0	0
Total Waste Management		1,033	0	1,033	0	0	0	750	283	0
Parks, Open Space and Streetscapes										
11662	Eastwood Playground	510	510	0	0	0	335	0	175	0
12001	Lakes Entrance Foreshore Park	500	500	0	0	0	0	0	500	0
	Cann River - Mick Baum Park Skatepark Redevelopment	550	0	550	0	0	505	0	45	0
	Playground Renewal Program	300	0	300	0	0	100	0	200	0
11774	Jemmy's Point - Stage 2	750	0	750	0	0	750	0	0	0
11969	Slip Road Maritime Precinct	2,000	0	2,000	0	0	2,000	0	0	0
11679	Omeo Mountain Bike Trails - Stage 1	1,500	1,500	0	0	0	1,500	0	0	0
	Omeo Mountain Bike Trails - Stage 2	1,270	1,270	0	0	0	952	0	318	0
	Trail Renewal Program	108	0	108	0	0	0	0	108	0
	Metung/Tambo Bluff/Kings Cove Trail Link	50	50	0	0	0	0	0	50	0
11715	Progress Jetty Precinct Upgrade	50	0	50	0	0	0	0	50	0
11665	Port of Bairnsdale	150	0	150	0	0	0	0	150	0
12052	Shaving Point Metung	50	0	50	0	0	0	0	50	0
11922	Orbost Forest Park Upgrade	600	0	600	0	0	600	0	0	0
	Krautungalung Walk Stage 2	624	0	624	0	0	600	0	24	0
11962	Bruthen Streetscape	421	0	421	0	0	258	0	163	0
12024	Buchan Streetscape	513	0	513	0	0	513	0	0	0
12094	Nowa Nowa Streetscape	495	0	495	0	0	495	0	0	0
12018	Mallacoota Streetscape	1,000	0	1,000	0	0	750	0	250	0
	Bairnsdale Streetscape - Nicholson to Bailey St	100	0	100	0	0	0	0	100	0
	Street Trees Program	50	0	50	0	0	0	0	50	0
Total Parks, Open Space and Streetscapes		11,591	3,830	7,761	0	0	9,358	0	2,233	0
Aerodromes										
	Aerodrome Infrastructure Renewal	100	0	100	0	0	0	0	100	0
Total Aerodromes		100	0	100	0	0	0	0	100	0



Project No.	Capital Works Area 2022/2023	Project Cost	Asset expenditure types				Summary of Funding Sources			
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
	Off Street Car Parks									
	Bairnsdale CBD Car Parking	30	0	30	0	0	0	30	0	
	Total Off Street Car Parks	30	0	30	0	0	0	30	0	
	Other Infrastructure									
11605	Quick Response Fund	100	0	100	0	0	0	100	0	
12076	Forward Designs Seawalls Shirewide	75	0	75	0	0	0	75	0	
	Harbour Seawall - Paynesville	1,665	0	1,665	0	0	800	50	815	
	Kalimna Foreshore Rockwall Protection & Upgrade	215	0	215	0	0	0	215	0	
	Flagstaff Jetty Sewer Connection	10	0	0	10	0	0	10	0	
	Project Cost Escalation Contingency	657	0	657	0	0	0	657	0	
	Fencing at aerodrome for Field Days event space	150	150	0	0	0	0	150	0	
	Total Other Infrastructure	2,872	150	2,712	10	0	800	50	2,022	
	TOTAL INFRASTRUCTURE	40,243	11,477	27,287	1,479	0	23,282	878	14,650	
	TOTAL NEW CAPITAL WORKS	53,795	15,732	35,899	2,164	0	25,154	1,103	25,300	
									2,238	

## 4.5.3 Works carried forward from the 2021/22 year

Project No.	Capital Works Area 2022/2023	Project Cost	Asset expenditure types				Summary of Funding Sources			
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
	PROPERTY									
	Buildings									
12095	Lions Park Toilet, Bruthen	151	151	0	0	0	0	150	1	0
11928	Mallacoota Foreshore Holiday Park Toilet Block 3	15	0	15	0	0	0	0	15	0
11929	Eagle Point Caravan Park Amenities Block Renewal	15	0	15	0	0	0	0	15	0
11800	Energy Efficiency Upgrades	50	0	0	50	0	0	0	50	0
11930	Mallacoota Foreshore Holiday Park Fire Safety	432	0	432	0	0	0	0	432	0
11932	Council Managed Caravan Park - Fire Safety Works	44	0	44	0	0	0	0	44	0
11834	Eagle Point Foreshore Hub	2,760	2,760	0	0	0	365	0	465	1,930
11767	Gymnastics Pavilion, Lucknow Recreation Reserve	1,462	1,462	0	0	0	600	100	762	0
12029	Community Resilience & Development Program	229	0	0	229	0	229	0	0	0
12043	Gilsenan Reserve Toilet Replacement	19	0	0	19	0	0	0	19	0
12091	Eastern Beach Caravan Park Toilet Block	300	0	300	0	0	0	175	125	0
12080	Mallacoota Hall & Rec Res Upgrades	810	0	810	0	0	810	0	0	0
12086	Bruce Road Safety Upgrades	225	0	0	225	0	0	0	225	0
12113	Raymond Island Community Hall Extension	9	0	9	0	0	9	0	0	0
12112	Lake Tyers Beach Hall Upgrade	30	0	30	0	0	30	0	0	0
12065	Bairnsdale City Oval Changerooms Upgrade	1,432	0	1,432	0	0	500	0	932	0
	Total Buildings	7,983	4,373	3,087	523	0	2,543	425	3,085	1,930
	Heritage Buildings									
11718	Omeo Justice Precinct	146	0	146	0	0	0	0	146	0
	Total Heritage Buildings	146	0	146	0	0	0	0	146	0
	TOTAL PROPERTY	8,129	4,373	3,233	523	0	2,543	425	3,231	1,930

Project No.	Capital Works Area 2022/2023	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
			\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
11577	PLANT AND EQUIPMENT									
	Plant, Machinery and Equipment									
	Plant Replacement Program	358	0	358	0	0	0	358	0	
	Total Plant, Machinery and Equipment	358	0	358	0	0	0	358	0	
	Computers and Telecommunications									
11671	Security and Duress Devices - Customer Service	30	30	0	0	0	0	0	30	0
11672	Internal CCTV Renewal	369	0	369	0	0	0	0	369	0
11805	Photocopiers / Printers Renewal	208	0	208	0	0	0	0	208	0
11807	Renewal and upgrade to corporate systems	778	0	778	0	0	0	0	778	0
11585	Information Technology Infrastructure	184	0	184	0	0	0	0	184	0
11808	Renewal of EDRMS	760	0	760	0	0	0	0	760	0
11937	Scanner Refresh, Shirewide	100	0	100	0	0	0	0	100	0
11940	Public Space CCTV Refresh	262	0	262	0	0	0	0	262	0
12026	IT Equipment for Emergency Management	28	28	0	0	0	0	0	28	0
12047	Network Equipment - Footprint Consolidation	670	0	670	0	0	0	0	670	0
12048	Delegations Management Solution	40	0	40	0	0	0	0	40	0
12089	Mobile Devices for Outdoor Crews	111	111	0	0	0	0	0	111	0
12049	Property Lease & Contract Management Solution	80	80	0	0	0	0	0	80	0
	Total Computers and Telecommunications	3,620	249	3,371	0	0	0	0	3,620	0
	TOTAL PLANT AND EQUIPMENT	3,978	249	3,729	0	0	0	0	3,978	0
	INFRASTRUCTURE									
	Roads									
11823	Parking Design - Marine Parade Lakes Entrance	1,436	0	1,436	0	0	1,280	0	156	0
12017	Club Spit, Lakes Entrance	480	0	480	0	0	100	0	380	0
12025	Bailey Street Reconstruction	250	0	250	0	0	110	0	140	0
12107	Calulu Road Intersection with Settlement Road	130	0	0	130	0	0	0	130	0
11709	Forward Designs - Road and Drainage	121	0	121	0	0	0	0	121	0
12072	Upgrade to Moroney Street, Bairnsdale. Stage 2	239	0	239	0	0	0	0	239	0
	Total Roads	2,656	0	2,526	130	0	1,490	0	1,166	0
	Bridges									
11900	Bullock Island Bridge Renewal	2,900	0	2,900	0	0	2,900	0	0	0
	Total Bridges	2,900	0	2,900	0	0	2,900	0	0	0
	Footpaths and Cycleways									
12096	Bemm River Footpath Connections	15	15	0	0	0	0	0	15	0
11948	Omeo Caravan Park to Livingstone Park Footpath	250	230	20	0	0	0	0	250	0
	Total Footpaths and Cycleways	265	245	20	0	0	0	0	265	0

Project No.	Capital Works Area 2022/2023	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
	<b>Drainage</b>									
11712	Marlo Town drainage upgrade	110	0	110	0	0	0	0	110	0
12062	Integrated Water Management Bairnsdale	75	0	75	0	0	0	0	75	0
	<b>Total Drainage</b>	<b>185</b>	0	185	0	0	0	0	185	0
	<b>Recreational, Leisure &amp; Community Facilities</b>									
11950	WORLD Sporting Precinct Stage 1	5,460	0	5,460	0	0	4,985	0	475	0
11908	Mallacoota Cricket Nets	101	0	101	0	0	6	0	95	0
12087	AJ Freeman Cricket Nets Upgrade	69	0	69	0	0	64	0	5	0
12117	Omeo Recreation Reserve Netball & Tennis Court Upgrade	70	0	70	0	0	65	0	5	0
12067	Bastion Point Geotextile Groyne Wall	54	0	54	0	0	0	0	54	0
	<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>5,754</b>	0	5,754	0	0	5,120	0	634	0
	<b>Waste Management</b>									
11395	Upgrade of Lakes Entrance Waste Transfer Station	125	0	125	0	0	0	0	125	0
12069	Upgrade for Glass Recycling	140	140	0	0	0	115	0	25	0
12070	Upgrade of Bairnsdale Resource Recovery Centre (Transfer Station)	96	0	96	0	0	0	0	96	0
12106	Mallacoota Kitchen to Compost Renewal	20	0	20	0	0	0	0	20	0
11698	Bairnsdale Cell 4	400	0	400	0	0	0	0	400	0
11958	Cann River Waste Transfer Station	750	0	750	0	0	0	0	750	0
	<b>Total Waste Management</b>	<b>1,531</b>	140	1,391	0	0	115	0	1,416	0

Project No.	Capital Works Area 2022/2023	Project Cost	Asset expenditure types				Summary of Funding Sources			
			New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Parks, Open Space and Streetscapes										
11297	Foreshore Management Plan Implementation - Marlo	75	0	75	0	0	0	0	75	0
11991	Bullock Island Masterplan Implementation	2,780	2,780	0	0	0	1,353	0	1,427	0
12116	Cann River - Mick Baum Park Skatepark Redevelopment	56	0	56	0	0	56	0	0	0
12001	Lakes Entrance Foreshore Park	1,227	1,227	0	0	0	228	0	999	0
11835	Raymond Island Koala Experience	580	0	580	0	0	500	0	80	0
11774	Jemmy's Point - Stage 2	1,320	0	1,320	0	0	1,025	0	295	0
11969	Slip Road Maritime Precinct Paynesville	3,216	0	3,216	0	0	3,215	0	1	0
11715	Progress Jetty Precinct Upgrade	320	0	320	0	0	0	0	320	0
11297	Open Space Eagle Point Bluff	64	0	64	0	0	0	64	0	0
11922	Orbost Forest Park Upgrade	1,150	0	1,150	0	0	700	0	450	0
12013	Livingstone Park Community Facilities	1,535	0	1,535	0	0	925	0	610	0
12023	Lakes Entrance Slipway Upgrade - Stage 1	1,000	0	1,000	0	0	500	0	500	0
12060	Krautingalung Walk Stage 1	2,186	2,186	0	0	0	2,112	0	74	0
11679	Omeo Mountain Bike Trails - Stage 1	2,590	2,590	0	0	0	1,090	0	1,500	0
11924	Buchan RV Dump Point / John Flynn Reserve Buchan	46	46	0	0	0	0	0	46	0
11906	Dinni Birrak walk - Backwater Paynesville	10	0	10	0	0	0	0	10	0
11962	Bruthen Streetscape	810	0	810	0	0	517	0	293	0
12024	Buchan Streetscape	1,070	0	1,070	0	0	1,000	0	70	0
12018	Mallacoota Streetscape	840	0	840	0	0	550	0	290	0
12101	Lakes Entrance Slipway Upgrade - Stage 3	247	0	247	0	0	247	0	0	0
12110	Lakes Entrance Slipway Upgrade - Stage 2	400	0	400	0	0	400	0	0	0
Total Parks, Open Space and Streetscapes		21,522	8,829	12,693	0	0	14,418	64	7,040	0
Aerodromes										
11965	Bairnsdale Runway 04/22 Extension & Lighting Upgrade	16	0	16	0	0	0	0	16	0
Total Aerodromes		16	0	16	0	0	0	0	16	0
Off Street Car Parks										
11920	Newmerrella - Upgrade rest area	475	0	475	0	0	390	0	85	0
11918	Cann River Roadside Rest Area	1,093	1,093	0	0	0	910	0	183	0
Total Off Street Car Parks		1,568	1,093	475	0	0	1,300	0	268	0

Project No.	Capital Works Area 2022/2023	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
	<b>Other Infrastructure</b>									
11844	Mallacoota Seawalls	1,400	0	1,400	0	0	0	0	1,400	0
12076	Forward Designs Seawalls	73	0	73	0	0	0	0	73	0
12102	Mallacoota caravan park -Upgrade rec facilities near the viewing deck look out	19	0	0	19	0	18	0	1	0
12105	Electric Vehicle Charge Points - Streetscape projects	300	270	30	0	0	150	0	150	0
	<b>Total Other Infrastructure</b>	<b>1,792</b>	270	1,503	19	0	168	0	1,624	0
	<b>TOTAL INFRASTRUCTURE</b>	<b>38,189</b>	<b>10,577</b>	<b>27,463</b>	<b>149</b>	<b>0</b>	<b>25,511</b>	<b>64</b>	<b>12,614</b>	<b>0</b>
	<b>TOTAL CARRIED FORWARD CAPITAL WORKS FROM 2021/22</b>	<b>50,296</b>	<b>15,199</b>	<b>34,425</b>	<b>672</b>	<b>0</b>	<b>28,054</b>	<b>489</b>	<b>19,823</b>	<b>1,930</b>

4.6 Major Projects (Non-Capital)						
Project No.	Major Projects (Non-Capital) 2022/23	Project Cost \$'000	Summary of funding sources			
			Grants	Contrib.	Council cash	Borrowings
			\$'000	\$'000	\$'000	\$'000
4.6.1 New Works						
	Bairnsdale Cell 3a capping	2,300	0	0	2,300	0
	Bairnsdale 3B capping	100	0	0	100	0
	Cann River Capping	1,500	0	0	1,500	0
50009	Bosworth Road Aftercare	23	0	0	23	0
50011	Orbost Landfill Aftercare	7	0	0	7	0
50012	Mallacoota Landfill Aftercare	7	0	0	7	0
50020	Lakes Entrance Landfill Aftercare	32	0	0	32	0
50017	Bairnsdale Cell 1 Aftercare	13	0	0	13	0
50018	Bairnsdale Cell 2 Aftercare	11	0	0	11	0
	Sarsfield Recreation Reserve Upgrade	1,800	1,800	0	0	0
	Buchan Recreation Reserve Upgrade	1,200	1,200	0	0	0
	Buchan Streetscape - Footpath upgrades	378	378	0	0	0
	Club Terrace Community Facility	808	751	0	57	0
	Swifts Creek Recreation Reserve Upgrade	1,862	1,802	60	0	0
Total New Works Major Projects 2022/23		10,041	5,931	60	4,050	0
4.6.2 Carry Forward Major Projects from 2021/22						
50004	Orbost Landfill Capping	13	0	0	13	0
50008	Lakes Entrance Landfill Capping Stage 1&2	250	0	0	250	0
50015	Cann River Capping	40	0	0	40	0
50019	Bairnsdale RRC Cell 1 & 2 EPA Compliance Flare	165	0	0	165	0
Total Carry Forward Major Projects from 2021/22		468	0	0	468	0
TOTAL MAJOR PROJECTS (NON-CAPITAL) 2022/23		10,509	5,931	60	4,518	0





## 4.7 Capital Works 2023/24

Capital Works Area 2023/2024	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
<b>PROPERTY</b>									
<b>Land</b>									
Strategic Property Acquisitions	104	104	0	0	0	0	0	104	0
<b>Total Land</b>	<b>104</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>0</b>
<b>Buildings</b>									
Mallacoota Foreshore Holiday Park Toilet Block 3	230	0	230	0	0	0	0	230	0
Mallacoota Foreshore Holiday Park Toilet Block 4	20	0	20	0	0	0	0	20	0
Council (owned not managed) Caravan Parks - Fire Safety Works	300	0	300	0	0	0	0	300	0
Infrastructure Renewal Program	75	0	75	0	0	0	0	75	0
Toilet Block Replacement Program	600	0	600	0	0	0	0	600	0
Mallacoota Mudbrick Pavilion Upgrade	353	0	253	100	0	329	0	24	0
Gippsland Lakes Yacht Club	2,000	0	2,000	0	0	1,750	0	250	0
Livestock Exchange Roof over NE holding pens	357	0	357	0	0	0	0	357	0
Omeo Council Precinct Redevelopment	200	0	200	0	0	100	0	100	0
Building Renewal (Council Owned)	750	0	750	0	0	0	0	750	0
AJ Freeman Female Friendly Changerooms	1,388	0	1,388	0	0	1,333	0	55	0
Lakes Entrance Indoor Courts	200	0	200	0	0	0	0	200	0
<b>Total Buildings</b>	<b>6,473</b>	<b>0</b>	<b>6,373</b>	<b>100</b>	<b>0</b>	<b>3,512</b>	<b>0</b>	<b>2,961</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>6,577</b>	<b>104</b>	<b>6,373</b>	<b>100</b>	<b>0</b>	<b>3,512</b>	<b>0</b>	<b>3,065</b>	<b>0</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Program	1,069	0	1,069	0	0	0	0	1,069	0
Vehicle Fleet Replacement Program	812	0	812	0	0	0	0	812	0
Raymond Island Alternative Vehicle Transport	350	0	350	0	0	0	0	350	0
<b>Total Plant, Machinery and Equipment</b>	<b>2,231</b>	<b>0</b>	<b>2,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,231</b>	<b>0</b>
<b>Fixtures, Fittings and Furniture</b>									
Office Furniture and Equipment	30	0	30	0	0	0	0	30	0
<b>Total Fixtures, Fittings and Furniture</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>0</b>

Capital Works Area 2023/2024	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
<b>Computers and Telecommunications</b>									
ICT Renewal	300	0	300	0	0	0	0	300	0
Asset Management Software	150	0	150	0	0	0	0	150	0
Digital Services	2,359	0	2,359	0	0	0	0	2,359	0
<b>Total Computers and Telecommunications</b>	<b>2,809</b>	<b>0</b>	<b>2,809</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,809</b>	<b>0</b>
<b>Library books</b>									
Purchase Library Resources	200	200	0	0	0	0	0	200	0
Premiers Reading Challenge	9	9	0	0	0	9	0	0	0
<b>Total Library books</b>	<b>209</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>200</b>	<b>0</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>5,279</b>	<b>209</b>	<b>5,070</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>5,270</b>	<b>0</b>
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Gravel Road Renewal Program	1,000	0	1,000	0	0	0	0	1,000	0
Sealed Road Renewal Program	300	0	300	0	0	0	0	300	0
Seal gravel roads program - Dust Suppression	250	0	0	250	0	0	0	250	0
Reseal existing sealed roads Program	3,151	0	3,151	0	0	69	0	3,082	0
Design of protective treatments for roads vulnerable to changing c	200	0	200	0	0	0	0	200	0
Kerb & Channel Replacement Program	400	0	400	0	0	0	0	400	0
Safety Barrier Renewal Program	100	0	100	0	0	0	0	100	0
Final Seal Program	200	0	200	0	0	0	0	200	0
Forward Designs - Road and Drainage	400	0	400	0	0	0	0	400	0
Upgrade to Moroney Street, Bairnsdale. Stage 3	800	0	800	0	0	400	0	400	0
Marine Parade Lakes Entrance Upgrade	4,410	0	4,410	0	0	4,240	0	170	0
Murphy Street Upgrade	1,000	0	1,000	0	0	0	0	1,000	0
Payne Street Upgrade	850	0	850	0	0	0	0	850	0
Power Station Road	2,600	0	0	2,600	0	2,500	0	100	0
Rural Road Maintenance Seal	312	0	312	0	0	300	0	12	0
Road Safety and Intersection Improvement Program	50	0	50	0	0	0	0	50	0
<b>Total Roads</b>	<b>16,023</b>	<b>0</b>	<b>13,173</b>	<b>2,850</b>	<b>0</b>	<b>7,509</b>	<b>0</b>	<b>8,514</b>	<b>0</b>

Capital Works Area 2023/2024	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
<b>Bridges</b>									
Upper Wingan Road, timber bridge renewal	300	0	300	0	0	300	0	0	0
W B Line Track, timber bridge renewal	300	0	300	0	0	300	0	0	0
Gulf Road, timber bridge renewal	320	0	320	0	0	320	0	0	0
Major Culvert Renewal Program	300	0	300	0	0	0	0	300	0
<b>Total Bridges</b>	<b>1,220</b>	<b>0</b>	<b>1,220</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>0</b>	<b>300</b>	<b>0</b>
<b>Footpaths and Cycleways</b>									
Eastwood / Timbarra Road Footpath Upgrade	350	350	0	0	0	0	0	350	0
Bemm River Footpath Connections	1,000	1,000	0	0	0	927	0	73	0
Eagle Point School Connection	500	500	0	0	0	0	0	500	0
<b>Total Footpaths and Cycleways</b>	<b>1,850</b>	<b>1,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>927</b>	<b>0</b>	<b>923</b>	<b>0</b>
<b>Drainage</b>									
Marlo Town drainage upgrade	500	0	500	0	0	0	0	500	0
Stormwater Renewal Program	300	0	300	0	0	0	0	300	0
New Areas WSUD detailed design	81	0	81	0	0	0	0	81	0
Jones Bay Southern Catchment WSUD	711	0	711	0	0	180	0	531	0
<b>Total Drainage</b>	<b>1,592</b>	<b>0</b>	<b>1,592</b>	<b>0</b>	<b>0</b>	<b>180</b>	<b>0</b>	<b>1,412</b>	<b>0</b>
<b>Recreational, Leisure &amp; Community Facilities</b>									
WORLD Sporting Precinct Stage 1	5,650	5,650	0	0	0	1,000	0	4,650	0
Sports Courts & Fields Program	200	0	200	0	0	0	0	200	0
Lindenow Rec Reserve Lighting Upgrade	64	0	64	0	0	64	0	0	0
Lochiel Park, Orbost, Lighting Upgrade	333	0	333	0	0	320	0	13	0
Sports Lighting Program	100	0	100	0	0	0	0	100	0
Leisure Facility Equipment Renewal Program	47	0	47	0	0	0	0	47	0
Forge Theatre Ticketing System	32	0	32	0	0	0	0	32	0
Forge Theatre Technical Equipment Program	68	0	68	0	0	0	0	68	0
Bastion Point Geotextile Groyne Wall	50	0	50	0	0	0	0	50	0
Forward Designs Seawalls	75	0	75	0	0	0	0	75	0
Seawall Renewal Program	1,300	0	1,300	0	0	800	0	500	0
Boating Infrastructure Program	300	0	285	15	0	100	0	200	0
<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>8,219</b>	<b>5,650</b>	<b>2,554</b>	<b>15</b>	<b>0</b>	<b>2,284</b>	<b>0</b>	<b>5,935</b>	<b>0</b>
<b>Waste Management</b>									
Skip Bins	108	0	108	0	0	0	0	108	0
Street Litter Bin Enclosure Project	25	0	25	0	0	0	0	25	0
Upgrade of Bairnsdale Resource Recovery Centre (Transfer Station)	3,000	0	3,000	0	0	0	3,000	0	0
Bairnsdale Cell 5	2,800	2,800	0	0	0	0	0	2,800	0
<b>Total Waste Management</b>	<b>5,933</b>	<b>2,800</b>	<b>3,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>2,933</b>	<b>0</b>

Capital Works Area 2023/2024	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
<b>Parks, Open Space and Streetscapes</b>									
Foreshore Management Plan Implementation - Marlo	500	0	500	0	0	0	0	500	0
East Bairnsdale Play Area Renewal	300	0	300	0	0	150	0	150	0
Playground Renewal Program	450	0	450	0	0	0	0	450	0
Progress Jetty Precinct Upgrade	1,950	0	1,950	0	0	1,500	0	450	0
Krautungalung Walk Stage 2	3,120	3,120	0	0	0	3,000	0	120	0
Omeo Mountain Bike Trails - Stage 2	2,962	2,962	0	0	0	2,220	0	742	0
Trail Renewal Program	108	0	108	0	0	0	0	108	0
Bairnsdale Streetscape - Nicholson to Bailey St	977	0	977	0	0	0	0	977	0
Benambra Streetscape Improvements	25	0	25	0	0	0	0	25	0
Street Trees Program	50	0	50	0	0	0	0	50	0
<b>Parks, Open Space and Streetscapes</b>	<b>10,442</b>	<b>6,082</b>	<b>4,360</b>	<b>0</b>	<b>0</b>	<b>6,870</b>	<b>0</b>	<b>3,572</b>	<b>0</b>
<b>Aerodromes</b>									
Bairnsdale Runway 04/22 Extension & Lighting Upgrade	5,323	0	5,323	0	0	4,963	0	360	0
Aerodrome Infrastructure Renewal	100	0	100	0	0	0	0	100	0
<b>Total Aerodromes</b>	<b>5,423</b>	<b>0</b>	<b>5,423</b>	<b>0</b>	<b>0</b>	<b>4,963</b>	<b>0</b>	<b>460</b>	<b>0</b>
<b>Off Street Car Parks</b>									
	0	0	0	0	0	0	0	0	0
<b>Total Off Street Car Parks</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Infrastructure</b>									
Quick Response Fund	100	0	0	100	0	0	0	100	0
Flagstaff Jetty Sewer Connection	50	0	50	0	0	0	0	50	0
Community Infrastructure Projects	832	0	832	0	0	800	0	32	0
LRCI Round 3 extension Community Infrastructure unallocated	2,018	0	2,018	0	0	2,018	0	0	0
Project Cost Escalation Contingency	388	0	388	0	0	0	0	388	0
<b>Total Other Infrastructure</b>	<b>3,388</b>	<b>0</b>	<b>3,288</b>	<b>100</b>	<b>0</b>	<b>2,818</b>	<b>0</b>	<b>570</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>54,090</b>	<b>16,382</b>	<b>34,743</b>	<b>2,965</b>	<b>0</b>	<b>26,471</b>	<b>3,000</b>	<b>24,619</b>	<b>0</b>
<b>TOTAL NEW CAPITAL WORKS 2023/24</b>	<b>65,946</b>	<b>16,695</b>	<b>46,186</b>	<b>3,065</b>	<b>0</b>	<b>29,992</b>	<b>3,000</b>	<b>32,954</b>	<b>0</b>

## 4.8 Major Projects (Non-Capital)

Major Projects (Non-Capital) 2023/24	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Bairnsdale 3B capping	2,300	0	0	2300	0
Raymond Island Ferry Slipping	1,400	0	0	850	0
Sarsfield Recreation Reserve Upgrade	1,800	1,800	0	0	0
Buchan Recreation Reserve Upgrade	3,000	3,000	0	0	0
Bosworth Road Aftercare	23	0	0	23	0
Orbost Landfill Aftercare	7	0	0	7	0
Mallacoota Landfill Aftercare	7	0	0	7	0
Lakes Entrance Landfill Aftercare	32	0	0	32	0
Bairnsdale Cell 1 Aftercare	13	0	0	13	0
Bairnsdale Cell 2 Aftercare	11	0	0	11	0
Bairnsdale Cell 3 Aftercare	6	0	0	6	0
<b>Total New Works Major Projects 2023/24</b>	<b>8,599</b>	<b>4,800</b>	<b>0</b>	<b>3,249</b>	<b>0</b>

## 4.9 Capital Works 2024/25

Capital Works Area 2024/2025	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
<b>PROPERTY</b>									
<b>Land</b>									
Strategic Property Acquisitions	106	106	0	0	0	0	0	106	0
<b>Total Land</b>	<b>106</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>0</b>
<b>Land Improvements</b>									
<b>Total Land and Improvements</b>	<b>106</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>0</b>
<b>Buildings</b>									
Mallacoota Foreshore Holiday Park Toilet Block 1	200	0	200	0	0	0	0	200	0
Eagle Point Caravan Park Renewal of Cabins	324	0	324	0	0	0	0	324	0
Infrastructure Renewal Program	150	0	150	0	0	0	0	150	0
Toilet Block Replacement Program	600	0	600	0	0	0	0	600	0
Gippsland Lakes Yacht Club	2,000	0	2,000	0	0	1,750	0	250	0
Building Renewal (Council Owned)	750	0	750	0	0	0	0	750	0
Bairnsdale Airport Terminal	1,000	0	1,000	0	0	0	0	1,000	0
Lakes Entrance Indoor Courts	2,000	0	2,000	0	0	1,600	0	400	0
Sporting Facility Upgrades Program	50	0	0	50	0	0	0	50	0
<b>Total Buildings</b>	<b>7,074</b>	<b>0</b>	<b>7,024</b>	<b>50</b>	<b>0</b>	<b>3,350</b>	<b>0</b>	<b>3,724</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>7,180</b>	<b>106</b>	<b>7,024</b>	<b>50</b>	<b>0</b>	<b>3,350</b>	<b>0</b>	<b>3,830</b>	<b>0</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Program	1,987	0	1,987	0	0	0	0	1,987	0
Vehicle Fleet Replacement Program	1,976	0	1,976	0	0	0	0	1,976	0
<b>Total Plant, Machinery and Equipment</b>	<b>3,963</b>	<b>0</b>	<b>3,963</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,963</b>	<b>0</b>

Capital Works Area 2024/2025	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
<b>Fixtures, Fittings and Furniture</b>									
Office Furniture and Equipment	30	0	30	0	0	0	0	30	0
<b>Total Fixtures, Fittings and Furniture</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>0</b>
<b>Total Computers and Telecommunications</b>									
ICT Renewal	300	0	300	0	0	0	0	300	0
Digital Services	2,400	0	2,400	0	0	0	0	2,400	0
Bairnsdale Landfill and Aerodrome Private WAN	55	0	0	55	0	0	0	55	0
CCTV Commercial Marinas	50	50	0	0	0	0	0	50	0
CCTV Cameras at Waste Transfer Stations	80	80	0	0	0	0	0	80	0
<b>Total Computers and Telecommunications</b>	<b>2,885</b>	<b>130</b>	<b>2,700</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,885</b>	<b>0</b>
<b>Heritage Plant and Equipment</b>									
<b>Library books</b>									
Purchase Library Resources	200	200	0	0	0	0	0	200	0
Premiers Reading Challenge	9	9	0	0	0	9	0	0	0
<b>Total Library books</b>	<b>209</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>200</b>	<b>0</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>7,087</b>	<b>339</b>	<b>6,693</b>	<b>55</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>7,078</b>	<b>0</b>
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Gravel Road Renewal Program	1,000	0	1,000	0	0	0	0	1,000	0
Final Seal Program	200	0	200	0	0	0	0	200	0
Bosworth Road - Giles Street Intersection	1,000	0	1,000	0	0	800	0	200	0
Calvert Street Upgrade	1,000	0	1,000	0	0	750	0	250	0
Palmers Road Upgrade	1,425	0	1,425	0	0	1,425	0	0	0
Lake Tyers Beach Road Drainage Upgrade Stage 2&3	500	0	500	0	0	0	0	500	0
Rural Road Improvement Program	220	0	220	0	0	220	0	0	0
Sealed Road Renewal Program	600	0	600	0	0	600	0	0	0
Lake Victoria Road / Birrells Road / Pecks Road Roundabout Construction	800	0	800	0	0	400	0	400	0
Road Safety and Intersection Improvement Program	50	0	50	0	0	0	0	50	0
Reseal Program	2,582	0	2,582	0	0	0	0	2,582	0
Rural Road Maintenance Seal	500	0	500	0	0	0	0	500	0
Design of protective treatments for roads vulnerable to changing climate	200	0	200	0	0	0	0	200	0
Kerb & Channel Replacement Program	400	0	400	0	0	0	0	400	0
Forward Designs - Road and Drainage	400	0	400	0	0	0	0	400	0
Safety Barrier Renewal Program	100	0	100	0	0	0	0	100	0
<b>Total Roads</b>	<b>10,977</b>	<b>0</b>	<b>10,977</b>	<b>0</b>	<b>0</b>	<b>4,195</b>	<b>0</b>	<b>6,782</b>	<b>0</b>

Capital Works Area 2024/2025	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
<b>Bridges</b>									
Nodens Access Track, timber bridge renewal	300	0	300	0	0	300	0	0	0
Suttons Access Road, timber bridge renewal	300	0	300	0	0	300	0	0	0
Major Culvert Renewal Program	300	0	300	0	0	0	0	300	0
<b>Total Bridges</b>	<b>900</b>	<b>0</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>300</b>	<b>0</b>
<b>Footpaths and Cycleways</b>									
Footpath Renewal Program	350	0	350	0	0	0	0	350	0
New Footpath Projects	500	500	0	0	0	0	0	500	0
<b>Total Footpaths and Cycleways</b>	<b>850</b>	<b>500</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>0</b>
<b>Drainage</b>									
Stormwater Renewal Program	300	0	300	0	0	0	0	300	0
Marlo Town drainage upgrade	500	0	500	0	0	0	0	500	0
<b>Total Drainage</b>	<b>800</b>	<b>0</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>0</b>
<b>Recreational, Leisure &amp; Community Facilities</b>									
Sports Courts & Fields Program	200	0	200	0	0	0	0	200	0
Recreation Reserve Masterplan Implementation Program	200	0	200	0	0	0	0	200	0
Leisure Facility Equipment Renewal Program	48	0	48	0	0	0	0	48	0
Forward Designs Seawalls	50	0	50	0	0	0	0	50	0
Seawall Renewal Program	1,300	0	1,300	0	0	800	0	500	0
Boating Infrastructure Program	300	0	300	0	0	100	0	200	0
<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>2,098</b>	<b>0</b>	<b>2,098</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>0</b>	<b>1,198</b>	<b>0</b>
<b>Waste Management</b>									
Bairnsdale Cell 5	2,000	2,000	0	0	0	0	0	2,000	0
<b>Total Waste Management</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>



Capital Works Area 2024/2025	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
<b>Parks, Open Space and Streetscapes</b>									
Playground Renewal Program	300	0	300	0	0	0	0	300	0
Progress Jetty Precinct Upgrade	2,000	0	2,000	0	0	1,500	0	500	0
Port of Bairnsdale	1,308	0	1,308	0	0	500	0	808	0
Shaving Point Metung	500	0	500	0	0	0	0	500	0
Boardwalk Renewal Program	100	0	100	0	0	0	0	100	0
Trail Renewal Program	100	0	100	0	0	0	0	100	0
Benambra Streetscape Improvements	250	0	250	0	0	0	0	250	0
Omeo Streetscape Stage 2	50	0	50	0	0	0	0	50	0
Street Trees Program	50	0	50	0	0	0	0	50	0
Street Furniture Renewal	100	0	100	0	0	0	0	100	0
<b>Total Parks, Open Space and Streetscapes</b>	<b>4,758</b>	<b>0</b>	<b>4,758</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,758</b>	<b>0</b>
<b>Aerodromes</b>									
Bairnsdale Runway 04/22 Extension & Lighting Upgrade	5,323	0	5,323	0	0	4,963	0	360	0
Aerodrome Infrastructure Renewal	100	0	100	0	0	0	0	100	0
<b>Total Aerodromes</b>	<b>5,423</b>	<b>0</b>	<b>5,423</b>	<b>0</b>	<b>0</b>	<b>4,963</b>	<b>0</b>	<b>460</b>	<b>0</b>
<b>Carparks</b>									
Parking Upgrade Lakes Entrance	100	0	100	0	0	0	50	50	0
<b>Total Carparks</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>0</b>
<b>Other Infrastructure</b>									
Quick Response Fund	150	0	150	0	0	0	0	150	0
Community Infrastructure Projects	700	0	700	0	0	0	0	700	0
<b>Total Other Infrastructure</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>28,756</b>	<b>2,500</b>	<b>26,256</b>	<b>0</b>	<b>0</b>	<b>12,658</b>	<b>50</b>	<b>16,048</b>	<b>0</b>
<b>TOTAL NEW CAPITAL WORKS 2024/25</b>	<b>43,023</b>	<b>2,945</b>	<b>39,973</b>	<b>105</b>	<b>0</b>	<b>16,017</b>	<b>50</b>	<b>26,956</b>	<b>0</b>

## 4.10 Major Projects (Non-Capital)

Major Projects (Non-Capital) 2024/25	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Bairnsdale 4 capping	100	0	0	100	0
Bosworth Road Aftercare	23	0	0	23	0
Orbost Landfill Aftercare	7	0	0	7	0
Mallacoota Landfill Aftercare	7	0	0	7	0
Lakes Entrance Landfill Aftercare	32	0	0	32	0
Bairnsdale Cell 1 Aftercare	13	0	0	13	0
Bairnsdale Cell 2 Aftercare	11	0	0	11	0
Bairnsdale Cell 3a Aftercare	6	0	0	6	0
Bairnsdale Cell 3b Aftercare	6	0	0	6	0
<b>Total New Works Major Projects 2024/25</b>	<b>205</b>	<b>0</b>	<b>0</b>	<b>205</b>	<b>0</b>

## 4.11 Capital Works 2025/26

Capital Works Area 2025/2026	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
<b>PROPERTY</b>									
<b>Land</b>									
Strategic Property Acquisitions	108	108	0	0	0	0	0	108	0
<b>Total Land</b>	<b>108</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>108</b>	<b>0</b>
<b>Buildings</b>									
Mallacoota Foreshore Holiday Park Toilet Block 1	230	0	230	0	0	0	0	230	0
Mallacoota Foreshore Holiday Park Toilet Block 4	200	0	200	0	0	0	0	200	0
Eagle Point Caravan Park Renewal of Cabins	323	0	323	0	0	0	0	323	0
Infrastructure Renewal Program	150	0	150	0	0	0	0	150	0
Toilet Block Replacement Program	600	0	600	0	0	0	0	600	0
Building Renewal (Council Owned)	1,000	0	1,000	0	0	0	0	1,000	0
Lakes Entrance Indoor Courts	2,000	0	2,000	0	0	1,600	0	400	0
Sporting Facility Upgrades Program	50	0	0	50	0	0	0	50	0
<b>Total Buildings</b>	<b>4,553</b>	<b>0</b>	<b>4,503</b>	<b>50</b>	<b>0</b>	<b>1,600</b>	<b>0</b>	<b>2,953</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>4,661</b>	<b>108</b>	<b>4,503</b>	<b>50</b>	<b>0</b>	<b>1,600</b>	<b>0</b>	<b>3,061</b>	<b>0</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Program	1,073	0	1,073	0	0	0	0	1,073	0
Vehicle Fleet Replacement Program	716	0	716	0	0	0	0	716	0
Raymond Island Ferry Chains & Wheel Replacement	350	0	350	0	0	0	0	350	0
<b>Total Plant, Machinery and Equipment</b>	<b>2,139</b>	<b>0</b>	<b>2,139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,139</b>	<b>0</b>
<b>Fixtures, Fittings and Furniture</b>									
Office Furniture and Equipment	30	0	30	0	0	0	0	30	0
<b>Total Fixtures, Fittings and Furniture</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>0</b>
<b>Total Computers and Telecommunications</b>									
Public Space CCTV Refresh	300	50	250	0	0	0	0	300	0
ICT Renewal	300	0	300	0	0	0	0	300	0
<b>Total Computers and Telecommunications</b>	<b>600</b>	<b>50</b>	<b>550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>0</b>

Capital Works Area 2025/2026	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
<b>Heritage Plant and Equipment</b>									
<b>Library books</b>									
Purchase Library Resources	200	0	200	0	0	0	0	200	0
Premiers Reading Challenge	9	0	9	0	0	9	0	0	0
<b>Total Library books</b>	<b>209</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>200</b>	<b>0</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,978</b>	<b>50</b>	<b>2,928</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>2,969</b>	<b>0</b>
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Gravel Road Renewal Program	1,400	0	1,400	0	0	0	0	1,400	0
Final Seal Program	200	0	200	0	0	0	0	200	0
Palmers Road Upgrade	1,250	0	1,250	0	0	1,250	0	-	0
Lake Tyers Beach Road Drainage Upgrade Stage 2&3	500	0	500	0	0	0	0	500	0
Roadknight St, Lakes Entrance	720	0	720	0	0	250	0	470	0
Jennings Street Upgrade	310	0	310	0	0	0	0	310	0
Rural Road Improvement Program	835	0	835	0	0	335	0	500	0
Sealed Road Renewal Program	600	0	600	0	0	600	0	0	0
Road Safety and Intersection Improvement Program	50	0	50	0	0	0	0	50	0
Reseal Program	3,332	0	3,332	0	0	0	0	3,332	0
Rural Road Maintenance Seal	500	0	500	0	0	0	0	500	0
Design of protective treatments for roads vulnerable to changing climate	200	0	200	0	0	0	0	200	0
Kerb & Channel Replacement Program	400	0	400	0	0	0	0	400	0
Forward Designs - Road and Drainage	400	0	400	0	0	0	0	400	0
Safety Barrier Renewal Program	100	0	100	0	0	0	0	100	0
<b>Total Roads</b>	<b>10,797</b>	<b>0</b>	<b>10,797</b>	<b>0</b>	<b>0</b>	<b>2,435</b>	<b>0</b>	<b>8,362</b>	<b>0</b>
<b>Bridges</b>									
Little River Road, timber bridge renewal	280	0	280	0	0	280	0	0	0
Bouchers Lane, timber bridge renewal	280	0	280	0	0	280	0	0	0
Major Culvert Renewal Program	300	0	300	0	0	0	0	300	0
<b>Total Bridges</b>	<b>860</b>	<b>0</b>	<b>860</b>	<b>0</b>	<b>0</b>	<b>560</b>	<b>0</b>	<b>300</b>	<b>0</b>
<b>Footpaths and Cycleways</b>									
Eastwood / Timbarra Road Footpath Upgrade	350	0	350	0	0	0	0	350	0
New Path Program	500	0	0	500	0	0	0	500	0
<b>Total Footpaths and Cycleways</b>	<b>850</b>	<b>0</b>	<b>350</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>0</b>

Capital Works Area 2025/2026	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
<b>Drainage</b>									
Stormwater Improvements Program	450	0	450	0	0	0	0	450	0
Stormwater Renewal Program	800	0	800	0	0	0	0	800	0
<b>Total Drainage</b>	<b>1,250</b>	<b>0</b>	<b>1,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250</b>	<b>0</b>
<b>Recreational, Leisure &amp; Community Facilities</b>									
Sports Courts & Fields Program	200	0	200	0	0	0	0	200	0
Recreation Reserve Masterplan Implementation Program	500	0	500	0	0	0	0	500	0
Sports Lighting Program	100	0	100	0	0	0	0	100	0
Leisure Facility Equipment Renewal Program	48	0	48	0	0	0	0	48	0
Forge Theatre Technical Equipment Program	20	0	20	0	0	0	0	20	0
Forward Designs Seawalls	50	0	50	0	0	0	0	50	0
Seawall Renewal Program	1,000	0	1,000	0	0	0	0	1,000	0
Boating Infrastructure Program	300	0	300	0	0	100	0	200	0
<b>Total Recreational, Leisure &amp; Community Facilities</b>	<b>2,218</b>	<b>0</b>	<b>2,218</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>2,118</b>	<b>0</b>
<b>Waste Management</b>									
Upgrade Metung Waste Transfer Station	450	0	450	0	0	0	450	0	0
Bairnsdale Cell 6	150	150	0	0	0	0	0	150	0
<b>Total Waste Management</b>	<b>600</b>	<b>150</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>150</b>	<b>0</b>
<b>Parks, Open Space and Streetscapes</b>									
Foreshore Management Plan Implementation	500	0	500	0	0	0	0	500	0
Playground Renewal Program	500	0	500	0	0	0	0	500	0
Skatepark & BMX Facility Program	250	0	250	0	0	0	0	250	0
Open Space Renewal Program	300	0	300	0	0	0	0	300	0
Public Art Program	100	100	0	0	0	0	0	100	0
Trail Renewal Program	100	0	100	0	0	0	0	100	0
Omeo Streetscape Stage 2	1,500	0	1,500	0	0	1,000	0	500	0
Lindenow Streetscape Improvements	50	0	50	0	0	0	0	50	0
Street Trees Program	50	0	50	0	0	0	0	50	0
Street Furniture Renewal	100	0	100	0	0	0	0	100	0
<b>Total Parks, Open Space and Streetscapes</b>	<b>3,450</b>	<b>100</b>	<b>3,350</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>2,450</b>	<b>0</b>
<b>Aerodrome</b>									
Aerodrome Infrastructure Renewal	100	0	100	0	0	0	0	100	0
<b>Total Aerodrome</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>

Capital Works Area 2025/2026	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Carparks</b>									
	0	0	0	0	0	0	0	0	0
<b>Total Carparks</b>	0	0	0	0	0	0	0	0	0
<b>Other Infrastructure</b>									
Quick Response Fund	150	0	108	42	0	0	0	150	0
Community Infrastructure Projects	1,350	0	1,350	0	0	0	0	1,350	0
<b>Total Other Infrastructure</b>	1,500	0	1,458	42	0	0	0	1,500	0
<b>TOTAL INFRASTRUCTURE</b>	21,625	250	20,833	542	0	4,095	450	17,080	0
<b>TOTAL NEW CAPITAL WORKS 2025/26</b>	29,264	408	28,264	592	0	5,704	450	23,110	0

#### 4.12 Major Projects (Non-Capital)

Major Projects (Non-Capital) 2025/26	Project Cost \$'000	Summary of funding sources			
		Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000
Bairnsdale 4 capping	3,400	0	0	3400	0
Bosworth Road Aftercare	23	0	0	23	0
Orbost Landfill Aftercare	7	0	0	7	0
Mallacoota Landfill Aftercare	7	0	0	7	0
Lakes Entrance Landfill Aftercare	32	0	0	32	0
Bairnsdale Cell 1 Aftercare	13	0	0	13	0
Bairnsdale Cell 2 Aftercare	11	0	0	11	0
Bairnsdale Cell 3a Aftercare	6	0	0	6	0
Bairnsdale Cell 3b Aftercare	6	0	0	6	0
Raymond Island Ferry Slipping	1,450	0	0	900	0
<b>Total New Works Major Projects 2025/26</b>	4,955	0	0	4,405	0

#### 4.13 Proposals to Lease Council Land

This section presents a summary of Council's proposals to lease council land to external parties in the 2022-23 financial year.

Section 115 (3) of the *Local Government Act 2020* (the Act) requires Council to include any proposal to lease land in a financial year in the budget, where the lease is:

- (a) for one year or more and
  - (i) the rent for any period of the lease is \$100,000 or more a year; or
  - (ii) the current market rental value of the land is \$100,000 or more a year; or
- (b) for 10 years or more.

The following is the list of proposed leases of Council land to external parties in accordance with the requirement of the Act.

Address of the property	Proposed lease term	Type of Agreement	Commencement date for the lease	Current use of the land/property
5240B Princes Highway, Newmerella	21 years	Lease	21 February 2023	Telecommunications
109 Metung Road, Metung *	21 years	Lease	1 July 2023	Club rooms and bowling green
2-6 Lochiel Street, Orbost *	21 years	Lease	1 December 2023	Caravan Park
111 Old Omeo Highway, Omeo *	21 years	Lease	1 July 2023	Caravan Park

\* These three leases are due to commence in the 2023/24 year; but an expression of interest advertising process will be required prior to 30 June 2023.

## 5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives. The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2020/21	Forecast 2021/22	Budget 2022/23	Projections			Trend
						2023/24	2024/25	2025/26	+/-
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	1.85%	(2.13%)	(12.03%)	(0.87%)	0.82%	(0.21%)	+
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	249%	303%	180%	151%	129%	139%	o
Unrestricted cash	Unrestricted cash / current liabilities	3	152%	155%	95%	56%	45%	47%	-
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	5.6%	12.0%	15.3%	14.9%	13.4%	11.9%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.75%	0.54%	3.01%	0.46%	1.52%	1.48%	+
Indebtedness	Non-current liabilities / own source revenue		13.4%	16.9%	23.4%	22.1%	16.7%	19.0%	o
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	148%	149%	285%	189%	153%	106%	-
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	52.2%	52.3%	65.8%	63.4%	62.7%	63.1%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.55%	0.51%	0.40%	0.38%	0.35%	0.33%	-
Indicator	Measure	No	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	+/-
<b>Efficiency</b>									
Expenditure level	Total expenses/ no. of property assessments		\$3,517	\$3,742	\$3,395	\$3,233	\$3,258	\$3,328	o
Revenue level	Total rate revenue / no. of property assessments		\$1,869	\$1,915	\$1,995	\$2,031	\$2,060	\$2,094	+
Indicator	Measure	Notes	Actual 2020/21	Forecast 2021/22	Budget 2022/23	Projections			Trend
						2023/24	2024/25	2025/26	+/-
<b>Sustainability Capacity</b>									
Population	Total expenses/ Municipal population		\$2,383	\$2,533	\$2,276	\$2,167	\$2,183	\$2,230	o
Own-source revenue	Own source revenue / Municipal population		\$1,904	\$1,731	\$1,717	\$1,720	\$1,741	\$1,766	o
Recurrent grants	Recurrent grants / Municipal population		\$439	\$570	\$187	\$427	\$459	\$458	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****1. Adjusted underlying result**

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The advance payment of \$13.8 million of the Victoria Grants Commission (VGC) 2022/23 payment in the 2021/22 year has impacted on the measure for the 2022/23 year, giving a negative result. The ratio is expected to fluctuate every second year as a result of the bi-annual cyclic Raymond Island Ferry maintenance expenditure of approximately \$0.850 million. A result greater than 0% indicates surpluses are being generated consistently and represents a lower risk of Council not being able to fund works and services. It is also noted that the 2021/22 year result is impacted by \$8.2 million of projects that were incomplete at the end of the 2020/21 year, which were primarily funded from grants received, that were completed in the 2021/22 year.

**2. Working Capital**

The proportion of current liabilities represented by current assets. Working capital is forecast to remain steady at an acceptable level with no short term cash issues. Council aims to have a working capital ratio on average of at least 150%.

**3. Unrestricted Cash**

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. This indicator measures Council's ability to fund current liabilities with unrestricted cash if they all fell due at year end. Council would aim for a result of 80% or greater for this indicator. Whilst the forecast result fluctuates, overall the forecasts are at an acceptable level.

**4. Debt compared to rates**

Trend indicates Council's increasing reliance on debt against its annual rate revenue as a result of some planned new borrowings. This indicator will then trend downwards as the loans are repaid.

**5. Asset renewal**

This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage of 100 or greater indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Planned asset renewal for all years is greater than 100 percent.

**6. Rates concentration**

Reflects the extent of reliance on rate revenue to fund Council's ongoing services. Trend analysis indicates Council will become slightly more reliant on rate revenue compared to all other revenue sources.

## 6. Fees and Charges

### Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature that will be charged in respect of various goods and services provided during the 2022/23 year.

**GST Code** refers to the classification of the supply type for the determination of Goods and Services Tax (GST). They are defined as either:

G = GST applicable

E = GST exempt

#### Fee Status

Non-Statutory - These fees are set by Council

Statutory - These fees are set by legislation

Note 1: Marina fees for Slip Bight Marina are subject to approval by the Minister for Energy, Environment and Climate Change.

Note 2: Marina fees for Metung Marina are subject to approval by the Minister for Energy, Environment and Climate Change, the Minister for Local Government and the Minister for Planning.

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## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>BUILDING FEES</b>							
Plans and Occupancy Permit Search Fee Post 1997	Each	Non - Statutory	G	\$70.80	\$72.00	\$1.20	1.69%
Plans and Occupancy Permit Search Fee Pre 1997	Each	Non - Statutory	G	\$129.50	\$132.00	\$2.50	1.93%
Email Details (If scanning of paper files is required)	Each	Non - Statutory	G	\$10.80	\$11.00	\$0.20	1.85%
Certificate Regulation 51(1) - (Sales)	Each	Statutory	E	\$46.10	\$46.10	\$0.00	0.0%
Certificate Regulation 51(2) - (Design)	Each	Statutory	E	\$46.10	\$46.10	\$0.00	0.0%
Storm Water Regulation 133 - (Class 1-10)	Each	Statutory	E	\$42.00	\$42.00	\$0.00	0.0%
Storm Water Regulation 133 - (Class 1)	Each	Statutory	E	\$141.10	\$141.10	\$0.00	0.0%
Storm Water Regulation 133 - (Class 2-9)	Each	Statutory	E	\$141.10	\$141.10	\$0.00	0.0%
Council Consent (Siting) Parts 5, 6 and 8	Each	Statutory	E	\$262.10	\$262.10	\$0.00	0.0%
Council Consent (Heritage) Section 29A	Each	Statutory	E	\$83.00	\$83.00	\$0.00	0.0%
Notification to Neighbours for Council Consent and Report	Each	Non - Statutory	G	\$15.20	\$15.40	\$0.20	1.32%
ESM Inspection and Education Fee	Each	Non - Statutory	G	\$121.00	\$123.00	\$2.00	1.65%
Private swimming pool/spa registration fee (inc. Information Search)	Each	Statutory	E	\$79.00	\$79.00	\$0.00	0.0%
Lodgement of Certificate of Pool and Spa Barrier Compliance	Each	Statutory	E	\$20.43	\$20.43	\$0.00	0.0%
Lodgement of certificate of Pool and Spa Barrier Non Compliance	Each	Statutory	E	\$385.06	\$385.06	\$0.00	0.0%
<b>PLANNING AND DEVELOPMENT</b>							
Certificate of compliance	Each	Statutory	E	\$330.70	\$330.70	\$0.00	0.0%
Fee for requesting the Minister to prepare an amendment to a planning scheme excepted from certain requirements prescribed under section 20(A) of the Act	Each	Statutory	E	\$977.00	\$977.00	\$0.00	0.0%
Fee for requesting the Minister to prepare an amendment to a planning scheme excepted from the requirements referred to in section 20(4) of the Act	Each	Statutory	E	\$4,058.10	\$4,058.10	\$0.00	0.0%
<b>Planning and Subdivision Fees For New Applications</b>							
Application - Class 1 - Use	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Class 2 - Single dwelling/ancillary up to \$10,000	Each	Statutory	E	\$202.90	\$202.90	\$0.00	0.0%
Application - Class 3 - Single dwelling/ancillary \$10,001 to \$100,000	Each	Statutory	E	\$638.80	\$638.80	\$0.00	0.0%
Application - Class 4 - Single dwelling/ancillary \$100,001 to \$500,000	Each	Statutory	E	\$1,307.60	\$1,307.60	\$0.00	0.0%
Application - Class 5 - Single dwelling/ancillary \$500,001 to \$1,000,000	Each	Statutory	E	\$1,412.80	\$1,412.80	\$0.00	0.0%
Application - Class 6 - Single dwelling/ancillary \$1,000,001 to no more than \$2,000,000	Each	Statutory	E	\$1,518.00	\$1,518.00	\$0.00	0.0%
Application - Class 7 - VicSmart up to and including \$10,000	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Class 8 - VicSmart greater than \$10,000	Each	Statutory	E	\$435.90	\$435.90	\$0.00	0.0%
Application - Class 9 - VicSmart to subdivide or consolidate land	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Class 10 - VicSmart (other than a class 7, class 8 or class 9 permit)	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Class 11 - Development (other than class 2,3,7, 8 or subdivision) up to \$100,000	Each	Statutory	E	\$1,164.80	\$1,164.80	\$0.00	0.0%
subdivision) \$100,001 to \$1,000,000	Each	Statutory	E	\$1,570.60	\$1,570.60	\$0.00	0.0%
subdivision) \$1,000,001 to \$5,000,000	Each	Statutory	E	\$3,464.40	\$3,464.40	\$0.00	0.0%
Application - Class 14 - Development (other than class 8 or subdivision) \$5,000,001 to \$15,000,000	Each	Statutory	E	\$8,830.10	\$8,830.10	\$0.00	0.0%
\$15,000,001 to \$50,000,000	Each	Statutory	E	\$26,039.50	\$26,039.50	\$0.00	0.0%
greater than \$50,000,000	Each	Statutory	E	\$58,526.80	\$58,526.80	\$0.00	0.0%
or remove a right of way, c) create, vary or remove an easement other	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Class 17 - Subdivide building (other than class 9)	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
16)	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Class 19 - boundary realignment or consolidate 2 or more lots	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Class 20 - Subdivide land (other than class 9, 16, 17, 18)	Each	Statutory	E	\$1337.70 10 per 100 lots created	\$1337.70 10 per 100 lots created	\$0.00	0.0%
Application - Class 22 - A permit not otherwise provided for in the regulation	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Combined permit application	Each	Statutory	E	Sum of the highest fees which would have applied if separate applications were made and 50% of each of the other fees which would have application if separate applications were made	Sum of the highest fees which would have applied if separate applications were made and 50% of each of the other fees which would have application if separate applications were made	\$0.00	0.0%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
Application - Combined permit application and planning scheme amendment	Each	Statutory	E	Under S 96A(4)(a) of the Act, the sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Under S 96A(4)(a) of the Act, the sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	\$0.00	0.0%
Application - Certification of plan of subdivision	Each	Statutory	E	\$177.40	\$177.40	\$0.00	0.0%
Application - Alteration of a plan under section 10(2) of the Subdivision Act	Each	Statutory	E	\$112.70	\$112.70	\$0.00	0.0%
Application - Amendment of certified plan under section 11(1) of the Subdivision Act	Each	Statutory	E	\$142.80	\$142.80	\$0.00	0.0%
Satisfaction Matters	Each	Statutory	E	\$330.70	\$330.70	\$0.00	0.0%
Time Extension to Planning Permit	Each	Non - Statutory	G	\$213.80	\$217.00	\$3.20	1.50%
Copy of Planning Permit	Each	Non - Statutory	G	\$69.50	\$71.00	\$1.50	2.16%
Title Search	Each	Non - Statutory	G	\$50.20	\$51.00	\$0.80	1.59%
Advertising of Ending, Amending or Satisfaction Matters for a Section 173 Agreements (less than 10 notices) plus any outgoings (paid advertisements, postage, etc.)	Each	Non - Statutory	G	\$120.90	\$123.00	\$2.10	1.74%
Advertising of Section 173 Agreements (for each additional notice above 10 notices)	Each	Non - Statutory	G	\$3.70	\$3.80	\$0.10	2.70%
Written planning advice	Each	Non - Statutory	G	\$109.10	\$111.00	\$1.90	1.74%
Written planning advice – individual property owner/prospective purchaser	Each	Non - Statutory	G	\$0.00	\$55.50	\$55.50	New
Satisfaction Matters resulting from a planning permit condition or Section 173 Agreement obligation	Each	Non - Statutory	G	\$218.00	\$221.00	\$3.00	1.38%
Fee for an agreement to a proposal to amend or end an agreement under S 173 of the Act	Each	Statutory	E	\$668.80	\$668.80	\$0.00	0.0%
<b>Planning and Subdivision Fees For Amended Applications</b>							
Application - Use	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Amendment to a permit (other than use or development for single dwelling on single lot or ancillary) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Amendment to a class 2 permit, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is \$10,000 or less	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Amendment to a class 2 permit, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is more than \$10,000 but not more than \$100,000	Each	Statutory	E	\$629.40	\$629.40	\$0.00	0.0%
Application - Amendment to a class 2 permit, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is more than \$100,000 but not more than \$500,000	Each	Statutory	E	\$1,307.60	\$1,307.60	\$0.00	0.0%
Application - Amendment to a class 2 permit, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is more than \$500,000	Each	Statutory	E	\$1,412.80	\$1,412.80	\$0.00	0.0%
Application - Amendment to a permit that is the subject of VicSmart application, if the estimated cost of the additional development is \$10,000 or less	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Amendment to a permit that is the subject of VicSmart application, if the estimated cost of the additional development is more than \$10,000	Each	Statutory	E	\$435.90	\$435.90	\$0.00	0.0%
Application - Amendment to Class 9 permit	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Amendment to Class 10 permit	Each	Statutory	E	\$202.50	\$202.50	\$0.00	0.0%
Application - Amendment to a class 11 permit, class 12, class 13, class 14, class 15 or class 16 permit if the estimated cost of the additional development to be permitted by the amendment is \$100,000 or less	Each	Statutory	E	\$1,164.80	\$1,164.80	\$0.00	0.0%
Application - Amendment to a class 12, class 13, class 14, class 15 or class 16 permit if the estimated cost of the additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000	Each	Statutory	E	\$1,570.60	\$1,570.60	\$0.00	0.0%
Application - Amendment to a class 12, class 13, class 14, class 15 or class 16 permit if the estimated cost of the additional development to be permitted by the amendment is more than \$1,000,000	Each	Statutory	E	\$3,464.40	\$3,464.40	\$0.00	0.0%
Application - Amendment to Class 17 permit	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Amendment to Class 18 permit	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
Application - Amendment to Class 19 permit	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application - Amendment to Class 20 permit	Each	Statutory	E	\$1,337.70 per 100 lots created	\$1,337.70 per 100 lots created	\$0.00	0.0%
Application - Amendment to Class 21 permit	Each	Statutory	E	\$1,337.70	\$1,337.70	\$0.00	0.0%
Application to amend an application for a permit under S57A(3)(a) of the Act after notice is given	Each	Statutory	E	40% of the application fee for that class of permit	40% of the application fee for that class of permit	\$0.00	0.0%
Application to amend an 'application to amend a permit' under S57A(3)(a) of the Act after notice is given	Each	Statutory	E	40% of the application fee for that class of permit	40% of the application fee for that class of permit	\$0.00	0.0%
an application to amend a permit where the amendment has the effect of changing the class of that permit to a new class	Each	Statutory	E	class is higher than the original	class is higher than the original	\$0.00	0.0%
Application - Combined application to amend permit	Each	Statutory	E	The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	\$0.00	0.0%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>CARAVAN PARK REGISTRATIONS</b>							
Registration Transfer	Each	Statutory	E	5 fee units	5 fee units	\$0.00	0.0%
Registration fee (per site)	Each	Statutory	E	See below	See below	\$0.00	0.0%
Registration Not exceeding 25 sites (3 year registration)	Each	Statutory	E	17 fee units	17 fee units	\$0.00	0.0%
Registration Exceeding 25 but not exceeding 50 sites (3 year registration )	Each	Statutory	E	34 fee units	34 fee units	\$0.00	0.0%
Registration Exceeding 50 but not exceeding 100 sites (3 year registration )	Each	Statutory	E	68 fee units	68 fee units	\$0.00	0.0%
Registration Exceeding 100 but not exceeding 150 sites (3 year registration )	Each	Statutory	E	103 fee units	103 fee units	\$0.00	0.0%
Registration Exceeding 150 but not exceeding 200 sites (3 year registration )	Each	Statutory	E	137 fee units	137 fee units	\$0.00	0.0%
Registration Exceeding 200 but not exceeding 250 sites (3 year registration )	Each	Statutory	E	171 fee units	171 fee units	\$0.00	0.0%
Registration Exceeding 250 but not exceeding 300 sites (3 year registration )	Each	Statutory	E	205 fee units	205 fee units	\$0.00	0.0%
Registration Exceeding 300 but not exceeding 350 sites (3 year registration )	Each	Statutory	E	240 fee units	240 fee units	\$0.00	0.0%
Registration Exceeding 350 but not exceeding 400 sites (3 year registration )	Each	Statutory	E	274 fee units	274 fee units	\$0.00	0.0%
Registration Exceeding 400 but not exceeding 450 sites (3 year registration )	Each	Statutory	E	308 fee units	308 fee units	\$0.00	0.0%
Registration Exceeding 450 but not exceeding 500 sites (3 year registration )	Each	Statutory	E	342 fee units	342 fee units	\$0.00	0.0%
Registration Exceeding 500 but not exceeding 550 sites (3 year registration )	Each	Statutory	E	376 fee units	376 fee units	\$0.00	0.0%
Registration Exceeding 550 but not exceeding 600 sites (3 year registration )	Each	Statutory	E	411 fee units	411 fee units	\$0.00	0.0%
Registration Exceeding 600 but not exceeding 650 sites (3 year registration )	Each	Statutory	E	445 fee units	445 fee units	\$0.00	0.0%
Registration Exceeding 650 but not exceeding 700 sites (3 year registration )	Each	Statutory	E	479 fee units	479 fee units	\$0.00	0.0%
Registration Exceeding 700 but not exceeding 750 sites (3 year registration )	Each	Statutory	E	513 fee units	513 fee units	\$0.00	0.0%
Registration Exceeding 750 but not exceeding 800 sites (3 year registration )	Each	Statutory	E	547 fee units	547 fee units	\$0.00	0.0%
Registration Exceeding 800 but not exceeding 850 sites (3 year registration )	Each	Statutory	E	582 fee units	582 fee units	\$0.00	0.0%
Registration Exceeding 850 but not exceeding 900 sites (3 year registration )	Each	Statutory	E	616 fee units	616 fee units	\$0.00	0.0%
Registration Exceeding 900 but not exceeding 950 sites (3 year registration )	Each	Statutory	E	650 fee units	650 fee units	\$0.00	0.0%
Registration Exceeding 950 but not exceeding 1000 sites (3 year registration )	Each	Statutory	E	684 fee units	684 fee units	\$0.00	0.0%
Registration Exceeding 1000 but not exceeding 1050 sites (3 year registration )	Each	Statutory	E	719 fee units	719 fee units	\$0.00	0.0%
Registration Exceeding 1050 but not exceeding 1100 sites (3 year registration )	Each	Statutory	E	753 fee units	753 fee units	\$0.00	0.0%
Registration Exceeding 1100 but not exceeding 1150 sites (3 year registration )	Each	Statutory	E	787 fee units	787 fee units	\$0.00	0.0%
Registration Exceeding 1150 but not exceeding 1200 sites (3 year registration )	Each	Statutory	E	821 fee units	821 fee units	\$0.00	0.0%
Registration Exceeding 1200 but not exceeding 1250 sites (3 year registration )	Each	Statutory	E	855 fee units	855 fee units	\$0.00	0.0%
Registration Exceeding 1250 but not exceeding 1300 sites (3 year registration )	Each	Statutory	E	890 fee units	890 fee units	\$0.00	0.0%
Registration Exceeding 1300 but not exceeding 1350 sites (3 year registration )	Each	Statutory	E	924 fee units	924 fee units	\$0.00	0.0%
Registration Exceeding 1350 but not exceeding 1400 sites (3 year registration )	Each	Statutory	E	958 fee units	958 fee units	\$0.00	0.0%
Registration Exceeding 1400 but not exceeding 1450 sites (3 year registration )	Each	Statutory	E	992 fee units	992 fee units	\$0.00	0.0%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>FOOD PREMISES</b>							
<b>Registration (Up to 5 Employees)</b>							
Core Business (Class 1)	Annual	Non - Statutory	E	\$670.00	\$682.00	\$12.00	1.79%
Core Business (Class 2)	Annual	Non - Statutory	E	\$670.00	\$682.00	\$12.00	1.79%
Core Business (Class 3)	Annual	Non - Statutory	E	\$228.00	\$232.00	\$4.00	1.75%
Non-Core Business (Class 1)	Annual	Non - Statutory	E	\$384.00	\$391.00	\$7.00	1.82%
Non-Core Business (Class 2)	Annual	Non - Statutory	E	\$384.00	\$391.00	\$7.00	1.82%
Community Groups	Annual	Non - Statutory	E	\$91.00	\$92.00	\$1.00	1.10%
Each Additional Employee - Non third party audited	Annual	Non - Statutory	E	\$38.60	\$39.30	\$0.70	1.81%
Each Additional Employee - Third party audited	Annual	Non - Statutory	E	\$20.30	\$20.70	\$0.40	1.97%
Registration Transfer	Each	Non - Statutory	E	50% of annual fee	50% of annual fee		
Registration - Temporary Stalls (Other than Not-For-Profit)	Daily	Non - Statutory	E	\$54.00	\$55.00	\$1.00	1.85%
Registration Renewal - Temporary Stalls (Other than Not-For-Profit)	Annual	Non - Statutory	E	\$228.00	\$232.00	\$4.00	1.75%
Food and Water Sample Administration Fee - 2nd Non-Compliant Sample	Each	Non - Statutory	G	\$161.00	\$164.00	\$3.00	1.86%
Food Safety Plan Compliance Checking Fee - Non-Compliance after Two Visits	Each	Non - Statutory	G	\$75.00	\$76.00	\$1.00	1.33%
New registered premises application fee Food Class 1 and 2 (plus Renewal fee)	Each	Non - Statutory	G	\$264.00	\$269.00	\$5.00	1.89%
New registered premises application fee Food Class 3 (plus Renewal fee)	Each	Non - Statutory	G	\$133.00	\$135.00	\$2.00	1.50%
New registered premises application fee Health premises (plus Renewal fee)	Each	Non - Statutory	G	\$81.00	\$82.00	\$1.00	1.23%
Administration fee for refunds	Each	Non - Statutory	G	\$68.00	\$69.00	\$1.00	1.47%
Solicitors request for information on a food premises Class 1, 2 and 3	Each	Non - Statutory	G	\$271.00	\$276.00	\$5.00	1.85%
Solicitors request for information on a health premises	Each	Non - Statutory	G	\$271.00	\$276.00	\$5.00	1.85%
Solicitors request for information on a caravan park	Each	Non - Statutory	G	\$271.00	\$276.00	\$5.00	1.85%
<b>HEALTH</b>							
Prescribed Accommodation less than 25 beds	Each	Non - Statutory	E	\$228.00	\$232.00	\$4.00	1.75%
Prescribed Accommodation 25 beds or greater	Each	Non - Statutory	E	\$346.00	\$352.00	\$6.00	1.73%
Prescribed Accommodation Transfer (50% of renewal fee)	Each	Non - Statutory	E	50% of renewal fee	50% of renewal fee		
Septic Tank - Application to Install	Each	Statutory	E	\$0.00	\$723.90	\$723.90	New
Septic Tank - Permit to Alter Existing System	Each	Statutory	E	\$0.00	\$551.70	\$551.70	New
Septic Tank - Permit to Install Renewal	Each	Statutory	E	\$0.00	\$123.10	\$123.10	New
Search Fee - Copy of Septic Plan/Permit	Each	Non - Statutory	E	\$24.40	\$24.80	\$0.40	1.64%
Registration - Health Premises	Annual	Non - Statutory	E	\$246.00	\$250.00	\$4.00	1.63%
Registration Transfer - Health Premises (50% of renewal fee)	Each	Non - Statutory	E	50% of renewal fee	50% of renewal fee		
Vaccinations - Hepatitis B (single dose)	Each	Non - Statutory	E	\$31.00	\$31.50	\$0.50	1.61%
Vaccinations - Influenza vaccination at a Council session (single dose)	Each	Non - Statutory	E	\$26.00	\$26.50	\$0.50	1.92%
Vaccinations - Influenza vaccination at a workplace (single dose) - Stain 4	Each	Non - Statutory	E	\$36.00	\$36.60	\$0.60	1.67%
Vaccinations - Whooping Cough (single dose)	Each	Non - Statutory	E	\$51.00	\$52.00	\$1.00	1.96%
Administration Fee Vaccinations	Each	Non - Statutory	G	\$6.00	\$6.10	\$0.10	1.67%
Thermometer	Each	Non - Statutory	G	\$69.00	\$70.00	\$1.00	1.45%
Registration/Renewal - Aquatic Facility (3 year registration)	Each	Statutory	E	\$0.00	\$228.00	\$228.00	New
Registration Transfer - Aquatic Facility (50% of renewal fee)	Each	Statutory	E	\$0.00	\$114.00	\$114.00	New
<b>PUBLICATIONS</b>							
Freedom of Information Request Fee	Each	Statutory	E	\$28.90	\$30.60	\$1.70	5.9%
Freedom of Information Request (In the public's interest)	Each	Statutory	E	Refer to fee description	Refer to fee description		
Freedom of Information Access Search Charge	Hourly	Statutory	G	\$21.70	\$22.30	\$0.60	2.8%
Freedom of Information Access Supervision Charge	Quarter of Hour	Statutory	G	\$5.40	\$5.60	\$0.20	3.7%
Freedom of Information Access Photocopying Charge	A4 Black and White Page	Statutory	G	\$0.20	\$0.20	\$0.00	0.0%
Note - Other reasonable costs for access may be charged in accordance with Freedom of Information (Access Charges) Regulations 2014.							
<b>AERODROME</b>							
Weekly Storage	Weekly	Non - Statutory	G	\$51.00	\$52.00	\$1.00	1.96%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>RAYMOND ISLAND FERRY</b>							
Ferry Pass - Owners of developed land - Cars, Motor Cycles - First Vehicle (Portable Pass)	Annual	Non - Statutory	G	Free	Free		
Ferry Pass - Owners of developed land - Cars, Motor Cycles - Second Vehicle - ends 30 June 2022.	Annual	Non - Statutory	G	Free	No longer available		
Ferry Pass - from 1 July 2022 - Owners of developed land - Cars, Motor Cycles - Second Vehicle (Portable Pass) - free for holders of a Victorian Government Pension Concession card.	Annual	Non - Statutory	G	Free	Free		
Ferry Pass - from 1 July 2022 - Owners of developed land - Cars, Motor Cycles - Second and Subsequent Vehicles (Portable Pass subject to annual renewal) - previously this was third and subsequent vehicle but the second vehicle free pass will no longer be available except for Victorian Government Pension Concession card holders.	Annual	Non - Statutory	G	\$270.00	\$300.00	\$30.00	11.11%
Ferry Pass - Non-owners of developed land - Cars, Motor Cycles (Non portable)	Annual	Non - Statutory	G	\$270.00	\$300.00	\$30.00	11.11%
Ferry Pass - Trucks and Buses (Non portable)	Annual	Non - Statutory	G	\$550.00	\$560.00	\$10.00	1.82%
Cars (per return trip) *	Each	Non - Statutory	G	\$13.00	\$13.00	\$0.00	0.00%
Cars with Trailers, Caravans (per return trip) * - applies to those vehicles not holding an annual Ferry Pass	Each	Non - Statutory	G	\$20.00	\$20.00	\$0.00	0.00%
Motor Cycles (per return trip) *	Each	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Hazardous Chemical Truck (per return trip)	Each	Non - Statutory	G	\$39.00	\$40.00	\$1.00	2.56%
Out of Hours Service (per return trip)	Each	Non - Statutory	G	\$270.00	\$275.00	\$5.00	1.85%
Trucks and Buses 20GVM or less (per return trip) *	Each	Non - Statutory	G	\$20.00	\$20.00	\$0.00	0.00%
Trucks and Buses greater than 20GVM (per return trip) *	Each	Non - Statutory	G	\$29.00	\$30.00	\$1.00	3.45%
Commercial vehicle towing a trailer (per return trip) *	Each	Non - Statutory	G	\$29.00	\$30.00	\$1.00	3.45%
Truck and Buses 20GVM or less towing a trailer (per return trip) *	Each	Non - Statutory	G	\$39.00	\$40.00	\$1.00	2.56%
Truck and Buses greater than 20GVM towing a trailer (per return trip) *	Each	Non - Statutory	G	\$56.00	\$57.00	\$1.00	1.79%
Hazardous Chemical Truck towing a trailer (per return trip)	Each	Non - Statutory	G	\$75.00	\$76.00	\$1.00	1.33%
Replacement fee for lost passes	Each	Non - Statutory	G	\$0.00	\$30.00	\$30.00	New
Note - All single trips "each" fees, marked with an * may be purchased in blocks of 10 return trips for the cost of 9 trips							
<b>LOCAL LAWS</b>							
Animal Infringement Fees (Based on Monetary Units Act. Penalties currently according to the range listed, depending on offence)	Each	Statutory	E	\$83.00 to \$1,652.00	\$83.00 to \$1,652.00	\$0.00	0.0%
Impounding of Livestock Fees (Based on Monetary Units Act. Penalties currently according to the range listed, depending on offence)	Each	Statutory	E	\$330.00 to \$661.00	\$330.00 to \$661.00	\$0.00	0.0%
Parking Infringement Fees (Based on Monetary Units Act. Penalties currently according to the range listed, depending on offence)	Each	Statutory	E	\$83.00 to \$165.00	\$83.00 to \$165.00	\$0.00	0.0%
Litter Infringement Fees (Based on Monetary Units Act. Penalties currently according to the range listed, depending on offence)	Each	Statutory	E	\$330.00 to \$1,652.00	\$330.00 to \$1,652.00	\$0.00	0.0%
Vehicles on nature strip for display purposes (up to 4 vehicles)	Annual	Non - Statutory	E	\$455.00	\$462.00	\$7.00	1.54%
Goods on footpath (1m x 1m)	Annual	Non - Statutory	E	\$115.00	\$117.00	\$2.00	1.74%
Permit - A Frame Sign	Annual	Non - Statutory	E	\$0.00	\$80.00	\$80.00	New
Permit - Grazing	Annual	Non - Statutory	E	\$115.00	\$117.00	\$2.00	1.74%
Domestic Animal Business (For period starting 10/4 each year)	Annual	Non - Statutory	E	\$224.00	\$227.00	\$3.00	1.34%
Permit - Other	Each	Non - Statutory	E	\$115.00	\$117.00	\$2.00	1.74%
Fine - Local Laws	Each	Statutory	E	1 penalty unit under Local Government Act. Currently \$100	1 penalty unit under Local Government Act. Currently \$100	\$0.00	0.0%
General Local Laws Impoundment - Administration	Each	Non - Statutory	G	\$47.00	\$47.80	\$0.80	1.70%
General Local Laws Impoundment - Call Out - Business Hours	Hourly	Non - Statutory	G	\$47.00	\$47.80	\$0.80	1.70%
General Local Laws Impoundment - Call Out - After Hours	Hourly	Non - Statutory	G	\$79.00	\$80.00	\$1.00	1.27%
General Local Laws Impoundment - Release Fee	Each	Non - Statutory	G	\$79.00	\$80.00	\$1.00	1.27%
Inspection Fee - Other	Each	Non - Statutory	G	\$121.00	\$123.00	\$2.00	1.65%
<b>LOCAL LAWS - fees apply from 10 April each year</b>							
Category 1 Cat/Dog - Unsterilised; Dangerous dogs; Menacing dogs; OR Restricted breed dogs to which a description below does not apply - (full fee)	Each	Non - Statutory	E	\$191.00	\$194.00	\$3.00	1.57%
Category 1 Cat/Dog - Unsterilised; Dangerous dogs; Menacing dogs; OR Restricted breed dogs to which a description below does not apply - (pensioner)	Each	Non - Statutory	E	\$95.00	\$96.00	\$1.00	1.05%
Category 2 Cat/Dog - Sterilised; Microchipped; Obedience training with recognised organisation; Over 10 years of age; OR animal kept for breeding with a Domestic Animal Business - (full fee)	Each	Non - Statutory	E	\$64.00	\$65.00	\$1.00	1.56%
Category 2 Cat/Dog - Sterilised; Microchipped; Obedience training with recognised organisation; Over 10 years of age - ; OR animal kept for breeding with a Domestic Animal Business (pensioner)	Each	Non - Statutory	E	\$32.50	\$33.00	\$0.50	1.54%
Category 3 Cat/Dog - Animals that are sterilised and implanted with a prescribed permanent identification device (microchip) or permanently identified in the prescribed manner; OR Working dog - livestock, OR member of an Applicable Organisation - (full fee)	Each	Non - Statutory	E	\$34.50	\$35.00	\$0.50	1.45%
Category 3 Cat/Dog - Animals that are sterilised and implanted with a prescribed permanent identification device (microchip) or permanently identified in+A33 the prescribed manner; OR Working dog - livestock, OR member of an Applicable Organisation - (pensioner)	Each	Non - Statutory	E	\$17.50	\$17.80	\$0.30	1.71%
Dog/Cat Impoundment Release Base Fee (excludes Contractor fee)	Each	Non - Statutory	E	\$70.00	\$71.00	\$1.00	1.43%
Permit - keeping more than two dogs or two cats	Each	Non - Statutory	E	\$53.00	\$54.00	\$1.00	1.89%
Cat Trap Replacement Fee	Each	Non - Statutory	E	\$177.00	\$200.00	\$23.00	12.99%
Hoarding Permit	Each	Non - Statutory	E	\$115.00	\$117.00	\$2.00	1.74%



## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
Hoarding Permit - Additional Fee (after two weeks)	Per Square Metre Per Week	Non - Statutory	E	\$6.00	\$6.10	\$0.10	1.67%
<b>LIBRARY</b>							
Inter Library Loan Charge	Each	Non - Statutory	G	\$3.70	\$3.80	\$0.10	2.70%
Inter Library Loan Fine (Overdue <4 weeks)	Each	Non - Statutory	E	\$10.10	\$10.20	\$0.10	0.99%
Inter Library Loan Fine (Overdue 4-6 weeks)	Each	Non - Statutory	E	\$20.30	\$20.50	\$0.20	0.99%
Inter Library Loan - Plastic Loan Straps (Replacement)	Each	Non - Statutory	G	\$4.10	\$4.20	\$0.10	2.44%
Laminating Pouch A4	Each	Non - Statutory	G	\$0.70	\$0.70	\$0.00	0.00%
Laminating Pouch A5	Each	Non - Statutory	G	\$0.00	\$0.50	\$0.50	New
Scanning	Each	Non - Statutory	G	Free	Free		
Overdue Charge (per Reminder Notice)	Each	Non - Statutory	E	\$1.40	\$1.40	\$0.00	0.00%
Overdue Charge (Final Reminder)	Each	Non - Statutory	E	\$2.50	\$2.50	\$0.00	0.00%
Repairs - General	Each	Non - Statutory	G	Up to \$25	Up to \$25	\$0.00	0.00%
Repairs - Pages (per item - Torn, Loose)	Each	Non - Statutory	G	\$4.30	\$4.40	\$0.10	2.33%
Recovering Charge (per item)	Each	Non - Statutory	E	Up to \$30	Up to \$30	\$0.00	0.00%
Replace Barcode (per item)	Each	Non - Statutory	G	\$3.60	\$3.60	\$0.00	0.00%
Replace Library Card (per item)	Each	Non - Statutory	G	\$3.50	\$3.60	\$0.10	2.86%
Replace Due Date Slip (per item)	Each	Non - Statutory	G	\$1.40	\$1.40	\$0.00	0.00%
Replace Talking Book CD	Each	Non - Statutory	G	\$40.00	Up to \$40.00	\$0.00	0.00%
Replace playaway battery cover	Each	Non - Statutory	G	\$2.00	\$2.00	\$0.00	0.00%
Replace playaway lanyard	Each	Non - Statutory	G	\$1.00	\$1.00	\$0.00	0.00%
Book Trimming (per item)	Each	Non - Statutory	G	\$6.60	\$6.70	\$0.10	1.52%
Replace a Page (per item)	Each	Non - Statutory	G	\$6.60	\$6.70	\$0.10	1.52%
Replace Talking Book Case (per item)	Each	Non - Statutory	G	Up to \$40.00	Up to \$40.00	\$0.80	0.00%
Replace CD/DVD Case (per item)	Each	Non - Statutory	G	\$4.10	\$4.20	\$0.10	2.44%
Disc cleaning	Each	Non - Statutory	G	\$5.10	\$5.20	\$0.10	1.96%
Library bag	Each	Non - Statutory	G	\$5.10	\$5.20	\$0.10	1.96%
Process Charge (per item)	Each	Non - Statutory	G	\$6.60	\$7.00	\$0.40	6.06%
<b>PHOTOCOPYING</b>							
Photocopying Black and White (per A4 page)	Each	Non - Statutory	G	\$0.30	\$0.30	\$0.00	0.00%
Photocopying colour (per A4 page)	Each	Non - Statutory	G	\$1.30	\$1.30	\$0.00	0.00%
Photocopying (per A3 page)	Each	Non - Statutory	G	\$0.50	\$0.50	\$0.00	0.00%
Photocopying - Colour (per A3 page)	Each	Non - Statutory	G	\$2.10	\$2.10	\$0.00	0.00%
<b>PLAN COPYING</b>							
Plan Copying (per A0 copy)	Each	Non - Statutory	G	\$18.00	\$18.30	\$0.30	1.67%
Plan Copying/Photocopying - Multiple Copies (A0)	Each	Non - Statutory	G	\$14.40	\$14.60	\$0.20	1.39%
Plan Copying (per A1 copy)	Each	Non - Statutory	G	\$18.00	\$18.30	\$0.30	1.67%
Plan Copying/Photocopying - Multiple Copies (A1)	Each	Non - Statutory	G	\$14.40	\$14.60	\$0.20	1.39%
Plan Copying (per A2 copy)	Each	Non - Statutory	G	\$18.00	\$18.30	\$0.30	1.67%
Plan Copying/Photocopying - Multiple Copies (A2)	Each	Non - Statutory	G	\$14.40	\$14.60	\$0.20	1.39%
<b>FACILITY HIRE - BAIRNSDALE LIBRARY</b>							
Bairnsdale - Meeting Room 2 - Community Groups, excluding kitchen	Hourly	Non - Statutory	G	\$8.10	\$8.20	\$0.10	1.23%
Bairnsdale - Meeting Room 2 - Community Groups, excluding kitchen (4 hours)	Each	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Bairnsdale - Meeting Room 2 - Community Groups, excluding kitchen (8 hours)	Daily	Non - Statutory	G	\$48.70	\$49.00	\$0.30	0.62%
Bairnsdale - Meeting Room 2 - Government/Private, excluding kitchen	Hourly	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Bairnsdale - Meeting Room 2 - Government/Private, excluding kitchen (4 hours)	Each	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Bairnsdale - Meeting Room 2 - Government/Private, excluding kitchen (8 hours)	Daily	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Bairnsdale - Community Meeting Room - Community Groups, excluding kitchen	Hourly	Non - Statutory	G	\$12.20	\$12.50	\$0.30	2.46%
Bairnsdale - Community Meeting Room - Community Groups, excluding kitchen (4 hours)	Each	Non - Statutory	G	\$36.50	\$37.00	\$0.50	1.37%
Bairnsdale - Community Meeting Room - Community Groups, excluding kitchen (8 hours)	Daily	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Bairnsdale - Community Meeting Room - Government/Private, excluding kitchen	Hourly	Non - Statutory	G	\$36.50	\$37.00	\$0.50	1.37%
Bairnsdale - Community Meeting Room - Government/Private, excluding kitchen (4 hours)	Each	Non - Statutory	G	\$110.00	\$112.00	\$2.00	1.82%
Bairnsdale - Community Meeting Room - Government/Private, excluding kitchen (8 hours)	Daily	Non - Statutory	G	\$219.00	\$223.00	\$4.00	1.83%
Bairnsdale - Library kitchen only, Community Groups	Hourly	Non - Statutory	G	\$6.10	\$6.00	-\$0.10	-1.64%
Bairnsdale - Library kitchen only, Community Groups (4 hours)	Each	Non - Statutory	G	\$18.30	\$18.50	\$0.20	1.09%
Bairnsdale - Library kitchen only, Community Groups (8 hours)	Daily	Non - Statutory	G	\$36.50	\$37.00	\$0.50	1.37%
Bairnsdale - Library kitchen only, Government/Private	Hourly	Non - Statutory	G	\$18.30	\$18.50	\$0.20	1.09%
Bairnsdale - Library kitchen only, Government/Private (4 hours)	Each	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
Bairnsdale - Library kitchen only, Government/Private (8 hours)	Daily	Non - Statutory	G	\$110.00	\$112.00	\$2.00	1.82%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>FACILITY HIRE - OTHER</b>							
Paynesville - Community Hall, including kitchen - Permanent Users	Hourly	Non - Statutory	G	\$7.00	\$7.00	\$0.00	0.00%
Paynesville - Community Hall, including kitchen - Permanent Users (4 hours)	Each	Non - Statutory	G	\$21.50	\$22.00	\$0.50	2.33%
Paynesville - Community Hall, including kitchen - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$43.00	\$44.00	\$1.00	2.33%
Paynesville - Community Hall, including kitchen - Community Groups	Hourly	Non - Statutory	G	\$14.50	\$15.00	\$0.50	3.45%
Paynesville - Community Hall, including kitchen - Community Groups (4 hours)	Each	Non - Statutory	G	\$43.00	\$44.00	\$1.00	2.33%
Paynesville - Community Hall, including kitchen - Community Groups (8 hours)	Daily	Non - Statutory	G	\$85.00	\$86.00	\$1.00	1.18%
Paynesville - Community Hall, including kitchen - Government/Private	Hourly	Non - Statutory	G	\$43.00	\$44.00	\$1.00	2.33%
Paynesville - Community Hall, including kitchen - Government/Private (4 hours)	Each	Non - Statutory	G	\$128.00	\$130.00	\$2.00	1.56%
Paynesville - Community Hall, including kitchen - Government/Private (8 hours)	Daily	Non - Statutory	G	\$256.00	\$260.00	\$4.00	1.56%
Paynesville - Kitchen Only - Permanent Users	Hourly	Non - Statutory	G	\$3.00	\$3.00	\$0.00	0.00%
Paynesville - Kitchen Only - Permanent Users (4 hours)	Each	Non - Statutory	G	\$9.00	\$9.00	\$0.00	0.00%
Paynesville - Kitchen Only - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Paynesville - Kitchen Only - Community Groups	Hourly	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Paynesville - Kitchen Only - Community Groups (4 hours)	Each	Non - Statutory	G	\$18.50	\$18.80	\$0.30	1.62%
Paynesville - Kitchen Only - Community Groups (8 hours)	Daily	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%
Paynesville - Kitchen Only - Government/Private	Hourly	Non - Statutory	G	\$18.40	\$18.70	\$0.30	1.63%
Paynesville - Kitchen Only - Government/Private (4 hours)	Each	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
Paynesville - Kitchen Only - Government/Private (8 hours)	Daily	Non - Statutory	G	\$110.00	\$112.00	\$2.00	1.82%
Paynesville - Meeting Rooms 1 or 2 - Permanent Users	Hourly	Non - Statutory	G	\$4.00	\$4.00	\$0.00	0.00%
Paynesville - Meeting Rooms 1 or 2 - Permanent Users (4 hours)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
Paynesville - Meeting Rooms 1 or 2 - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Paynesville - Meeting Rooms 1 or 2 - Community Groups	Hourly	Non - Statutory	G	\$8.00	\$8.00	\$0.00	0.00%
Paynesville - Meeting Rooms 1 or 2 - Community Groups (4 hours)	Each	Non - Statutory	G	\$24.40	\$24.80	\$0.40	1.64%
Paynesville - Meeting Rooms 1 or 2 - Community Groups (8 hours)	Daily	Non - Statutory	G	\$48.70	\$49.00	\$0.30	0.62%
Paynesville - Meeting Rooms 1 or 2 - Government/Private	Hourly	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Paynesville - Meeting Rooms 1 or 2 - Government/Private (4 hours)	Each	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Paynesville - Meeting Rooms 1 or 2 - Government/Private (8 hours)	Daily	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Paynesville - Office - Permanent Users	Hourly	Non - Statutory	G	\$3.00	\$3.00	\$0.00	0.00%
Paynesville - Office - Permanent Users (4 hours)	Each	Non - Statutory	G	\$9.00	\$9.00	\$0.00	0.00%
Paynesville - Office - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Paynesville - Office - Community Groups	Hourly	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Paynesville - Office - Community Groups (4 hours)	Each	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Paynesville - Office - Community Groups (8 hours)	Daily	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%
Paynesville - Office - Government/Private	Hourly	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Paynesville - Office - Government/Private (4 hours)	Each	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
Paynesville - Office - Government/Private (8 hours)	Daily	Non - Statutory	G	\$110.00	\$112.00	\$2.00	1.82%
Lakes Entrance - Meeting Room Hire - Permanent Users	Hourly	Non - Statutory	G	\$4.00	\$4.00	\$0.00	0.00%
Lakes Entrance - Meeting Room Hire - Permanent Users (4 hours)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
Lakes Entrance - Meeting Room Hire - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Lakes Entrance - Meeting Room Hire - Community Groups	Hourly	Non - Statutory	G	\$9.00	\$9.10	\$0.10	1.11%
Lakes Entrance - Meeting Room Hire - Community Groups (4 hours)	Each	Non - Statutory	G	\$24.40	\$24.80	\$0.40	1.64%
Lakes Entrance - Meeting Room Hire - Community Groups (8 hours)	Daily	Non - Statutory	G	\$48.70	\$49.50	\$0.80	1.64%
Lakes Entrance - Meeting Room Hire - Government/Private	Hourly	Non - Statutory	G	\$24.40	\$24.80	\$0.40	1.64%
Lakes Entrance - Meeting Room Hire - Government/Private (4 hours)	Each	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Lakes Entrance - Meeting Room Hire - Government/Private (8 hours)	Daily	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Lakes Entrance - Palmers Road Office - Cunninghame Room - Government/Private (4 hours)	Each	Non - Statutory	G	\$200.00	\$200.00	\$0.00	0.00%
Lakes Entrance - Palmers Road Office - Cunninghame Room - Government/Private (8 hours)	Each	Non - Statutory	G	\$400.00	\$400.00	\$0.00	0.00%
Lakes Entrance - Palmers Road Office - Cunninghame Room - Community Groups (minimum hire of 4 hours)	Hourly	Non - Statutory	G	\$10.00	\$10.00	\$0.00	0.00%
Lakes Entrance - Palmers Road Office - Lake Victoria Room - Government/Private (4 hours)	Each	Non - Statutory	G	\$150.00	\$150.00	\$0.00	0.00%
Lakes Entrance - Palmers Road Office - Lake Victoria Room - Government/Private (8 hours)	Each	Non - Statutory	G	\$300.00	\$300.00	\$0.00	0.00%
Lakes Entrance - Palmers Road Office - Lake Victoria Room - Community Groups (minimum hire of 4 hours)	Hourly	Non - Statutory	G	\$10.00	\$10.00	\$0.00	0.00%
Orbost - The Bemm Office - Permanent Users	Hourly	Non - Statutory	G	\$3.00	\$3.00	\$0.00	0.00%
Orbost - The Bemm Office - Permanent Users (4 hours)	Each	Non - Statutory	G	\$9.00	\$9.00	\$0.00	0.00%
Orbost - The Bemm Office - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Orbost - The Bemm Office - Community Groups	Hourly	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Orbost - The Bemm Office - Community Groups (4 hours)	Each	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Orbost - The Bemm Office - Community Groups (8 hours)	Daily	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
Orbost - The Bemm Office - Government/Private	Hourly	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Orbost - The Bemm Office - Government/Private (4 hours)	Each	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
Orbost - The Bemm Office - Government/Private (8 hours)	Daily	Non - Statutory	G	\$110.00	\$112.00	\$2.00	1.82%
Orbost - The Snowy Room - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$43.00	\$44.00	\$1.00	2.33%
Orbost - The Brodribb Room - Permanent Users	Hourly	Non - Statutory	G	\$4.00	\$4.00	\$0.00	0.00%
Orbost - The Brodribb Room - Permanent Users (4 hours)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
Orbost - The Brodribb Room - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Orbost - The Brodribb Room - Community Groups	Hourly	Non - Statutory	G	\$8.00	\$8.00	\$0.00	0.00%
Orbost - The Brodribb Room - Community Groups (4 hours)	Each	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Orbost - The Brodribb Room - Community Groups (8 hours)	Daily	Non - Statutory	G	\$48.70	\$49.00	\$0.30	0.62%
Orbost - The Brodribb Room - Government/Private	Hourly	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Orbost - The Brodribb Room - Government/Private (4 hours)	Each	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Orbost - The Brodribb Room - Government/Private (8 hours)	Daily	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Orbost - Mechanics Hall - Permanent Users	Hourly	Non - Statutory	G	\$4.00	\$4.00	\$0.00	0.00%
Orbost - Mechanics Hall - Permanent Users (4 hours)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
Orbost - Mechanics Hall - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Orbost - Mechanics Hall - Community Groups	Hourly	Non - Statutory	G	\$8.00	\$8.00	\$0.00	0.00%
Orbost - Mechanics Hall - Community Groups (4 hours)	Each	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Orbost - Mechanics Hall - Community Groups (8 hours)	Daily	Non - Statutory	G	\$48.70	\$49.00	\$0.30	0.62%
Orbost - Mechanics Hall - Government/Private Groups	Hourly	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Orbost - Mechanics Hall - Government/Private Groups (4 hours)	Each	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Orbost - Mechanics Hall - Government/Private Groups (8 hours)	Daily	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Mallacoota - Meeting Room Hire - Permanent Users	Hourly	Non - Statutory	G	\$4.00	\$4.00	\$0.00	0.00%
Mallacoota - Meeting Room Hire - Permanent Users (4 hours)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
Mallacoota - Meeting Room Hire - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Mallacoota - Meeting Room Hire - Community Groups	Hourly	Non - Statutory	G	\$8.00	\$8.00	\$0.00	0.00%
Mallacoota - Meeting Room Hire - Community Groups (4 hours)	Each	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Mallacoota - Meeting Room Hire - Community Groups (8 hours)	Daily	Non - Statutory	G	\$48.70	\$49.00	\$0.30	0.62%
Mallacoota - Meeting Room Hire - Government/Private	Hourly	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Mallacoota - Meeting Room Hire - Government/Private (4 hours)	Each	Non - Statutory	G	\$73.00	\$74.00	\$1.00	1.37%
Mallacoota - Meeting Room Hire - Government/Private (8 hours)	Daily	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Omeo Service Centre Training room - Permanent Users	Hourly	Non - Statutory	G	\$4.00	\$4.00	\$0.00	0.00%
Omeo Service Centre Training room - Permanent Users (4 hours)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
Omeo Service Centre Training room - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$24.40	\$25.00	\$0.60	2.46%
Omeo Service Centre Training room - Community Groups	Hourly	Non - Statutory	G	\$8.00	\$8.00	\$0.00	0.00%
Omeo Service Centre Training room - Community Groups (4 hours)	Each	Non - Statutory	G	\$25.50	\$26.00	\$0.50	1.96%
Omeo Service Centre Training room - Community Groups (8 hours)	Daily	Non - Statutory	G	\$50.00	\$51.00	\$1.00	2.00%
Omeo Service Centre Training room - Government/Private	Hourly	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Omeo Service Centre Training room - Government/Private (4 hours)	Each	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
Omeo Service Centre Training room - Government/Private (8 hours)	Daily	Non - Statutory	G	\$110.00	\$112.00	\$2.00	1.82%
Omeo Service Centre Meeting room - Permanent Users	Hourly	Non - Statutory	G	\$3.00	\$3.00	\$0.00	0.00%
Omeo Service Centre Meeting room - Permanent Users (4 hours)	Each	Non - Statutory	G	\$9.00	\$9.00	\$0.00	0.00%
Omeo Service Centre Meeting room - Permanent Users (8 hours)	Daily	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Omeo Service Centre Meeting room - Community Groups	Hourly	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Omeo Service Centre Meeting room - Community Groups (4 hours)	Each	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Omeo Service Centre Meeting room - Community Groups (8 hours)	Daily	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%
Omeo Service Centre - Meeting room - Government/Private	Hourly	Non - Statutory	G	\$9.00	\$9.00	\$0.00	0.00%
Omeo Service Centre - Meeting room - Government/Private (4 hours)	Each	Non - Statutory	G	\$27.40	\$28.00	\$0.60	2.19%
Omeo Service Centre - Meeting room - Government/Private (8 hours)	Daily	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>JETTIES - PRIVATE</b>							
<b>General Fees</b>							
Administration Fee New License	Each	Non - Statutory	G	\$64.00	\$65.00	\$1.00	1.56%
Transfer Jetty License Fee	On Jetty Property Sale	Non - Statutory	G	\$74.00	\$75.00	\$1.00	1.35%
Application to Build New/Extend Existing Private Jetty	Each	Non - Statutory	G	\$194.00	\$197.00	\$3.00	1.55%
Administration Fee for Late Payment	On Each Letter	Non - Statutory	G	\$38.60	\$39.00	\$0.40	1.04%
<b>CHINAMAN'S CREEK PRIVATE JETTIES</b>							
Jetty - Residential rate (per m2)	Annual	Non - Statutory	G	\$14.20	\$14.40	\$0.20	1.41%
Jetty 158 Each License	Annual	Non - Statutory	G	\$545.00	\$554.00	\$9.00	1.65%
Jetty 159 Each License	Annual	Non - Statutory	G	\$439.00	\$446.00	\$7.00	1.59%
Jetty 160 Each License	Annual	Non - Statutory	G	\$453.00	\$460.00	\$7.00	1.55%
Jetty 161 Each Mooring	Annual	Non - Statutory	G	\$398.00	\$405.00	\$7.00	1.76%
Jetty 201 Each License	Annual	Non - Statutory	G	\$416.00	\$423.00	\$7.00	1.68%
Jetty 307 Each License	Annual	Non - Statutory	G	\$461.00	\$469.00	\$8.00	1.74%
<b>MALLACOOTA INLET JETTIES</b>							
<b>Rental Fees</b>							
Jetty M1 Each License	Annual	Non - Statutory	G	\$901.00	\$900.00	-\$1.00	-0.11%
Jetty M2 Each License	Annual	Non - Statutory	G	\$2,090.00	\$1,400.00	-\$690.00	-33.01%
Jetty M3 Each License	Annual	Non - Statutory	G	\$830.00	\$800.00	-\$30.00	-3.61%
Jetty M4 (Share#1) Each License	Annual	Non - Statutory	G	\$235.00	\$225.00	-\$10.00	-4.26%
Jetty M4 (Share#2) Each License	Annual	Non - Statutory	G	\$235.00	\$225.00	-\$10.00	-4.26%
Jetty M4 (Share#3) Each License	Annual	Non - Statutory	G	\$235.00	\$225.00	-\$10.00	-4.26%
Jetty M4 (Share#4) Each License	Annual	Non - Statutory	G	\$235.00	\$225.00	-\$10.00	-4.26%
Jetty M6 Each License	Annual	Non - Statutory	G	\$893.00	\$900.00	\$7.00	0.78%
Jetty M7 Each License	Annual	Non - Statutory	G	\$899.00	\$900.00	\$1.00	0.11%
Jetty M8 (Share#1) Each License	Annual	Non - Statutory	G	\$411.00	\$400.00	-\$11.00	-2.68%
Jetty M8 (Share#2) Each License	Annual	Non - Statutory	G	\$411.00	\$400.00	-\$11.00	-2.68%
Jetty M9 Each License	Annual	Non - Statutory	G	\$930.00	\$900.00	-\$30.00	-3.23%
Jetty M10 (Share#1) Each License	Annual	Non - Statutory	G	\$301.00	\$300.00	-\$1.00	-0.33%
Jetty M10 (Share#2) Each License	Annual	Non - Statutory	G	\$301.00	\$300.00	-\$1.00	-0.33%
Jetty M10 (Share#3) Each License	Annual	Non - Statutory	G	\$301.00	\$300.00	-\$1.00	-0.33%
Jetty M11 Each License	Annual	Non - Statutory	G	\$892.00	\$900.00	\$8.00	0.90%
Jetty M14 Each License	Annual	Non - Statutory	G	\$799.00	\$800.00	\$1.00	0.13%
Jetty M15 Each License	Annual	Non - Statutory	G	\$791.00	\$800.00	\$9.00	1.14%
Jetty M16 Each License	Annual	Non - Statutory	G	\$772.00	\$800.00	\$28.00	3.63%
Jetty M17 (Share#1) Each License	Annual	Non - Statutory	G	\$394.50	\$400.00	\$5.50	1.39%
Jetty M17 (Share#2) Each License	Annual	Non - Statutory	G	\$394.50	\$400.00	\$5.50	1.39%
Jetty M18 (Share#1) Each License	Annual	Non - Statutory	G	\$391.00	\$400.00	\$9.00	2.30%
Jetty M18 (Share#2) Each License	Annual	Non - Statutory	G	\$391.00	\$400.00	\$9.00	2.30%
Jetty M19 (Share#1) Each License	Annual	Non - Statutory	G	\$402.00	\$400.00	-\$2.00	-0.50%
Jetty M19 (Share#2) Each License	Annual	Non - Statutory	G	\$402.00	\$400.00	-\$2.00	-0.50%
Jetty M20 Each License	Annual	Non - Statutory	G	\$847.00	\$800.00	-\$47.00	-5.55%
Jetty M21 (Share#1) Each License	Annual	Non - Statutory	G	\$390.50	\$400.00	\$9.50	2.43%
Jetty M21 (Share#2) Each License	Annual	Non - Statutory	G	\$390.50	\$400.00	\$9.50	2.43%
Jetty M22 Each License	Annual	Non - Statutory	G	\$866.00	\$800.00	-\$66.00	-7.62%
Jetty M23 Each License	Annual	Non - Statutory	G	\$793.00	\$800.00	\$7.00	0.88%
Jetty M24 Each License	Annual	Non - Statutory	G	\$770.00	\$800.00	\$30.00	3.90%
Jetty M25 Each License	Annual	Non - Statutory	G	\$855.00	\$800.00	-\$55.00	-6.43%
Jetty M26 Each License	Annual	Non - Statutory	G	\$773.00	\$800.00	\$27.00	3.49%
Jetty M27 Each License	Annual	Non - Statutory	G	\$819.00	\$800.00	-\$19.00	-2.32%
Jetty M28 Each License	Annual	Non - Statutory	G	\$800.00	\$800.00	\$0.00	0.00%
Jetty M29 (Share#1) Each License	Annual	Non - Statutory	G	\$216.00	\$400.00	\$184.00	85.19%
Jetty M29 (Share#2) Each License	Annual	Non - Statutory	G	\$216.00	\$400.00	\$184.00	85.19%
Jetty M30 Each License	Annual	Non - Statutory	G	\$776.00	\$800.00	\$24.00	3.09%
Jetty M31 (Share#1) Each License	Annual	Non - Statutory	G	\$385.50	\$475.00	\$89.50	23.22%
Jetty M31 (Share#2) Each License	Annual	Non - Statutory	G	\$385.50	\$475.00	\$89.50	23.22%
Jetty M32 Each License	Annual	Non - Statutory	G	\$795.00	\$950.00	\$155.00	19.50%
Jetty M33 Each License	Annual	Non - Statutory	G	\$840.00	\$950.00	\$110.00	13.10%
Jetty M34 (Share#1) Each License	Annual	Non - Statutory	G	\$294.00	\$275.00	-\$19.00	-6.46%
Jetty M34 (Share#2) Each License	Annual	Non - Statutory	G	\$294.00	\$275.00	-\$19.00	-6.46%
Jetty M34 (Share#3) Each License	Annual	Non - Statutory	G	\$294.00	\$275.00	-\$19.00	-6.46%
Jetty M34 (Share#4) Each License	Annual	Non - Statutory	G	\$294.00	\$275.00	-\$19.00	-6.46%
Jetty M35 Each License	Annual	Non - Statutory	G	\$787.00	\$1,100.00	\$313.00	39.77%
Jetty M36 Each License	Annual	Non - Statutory	G	\$1,190.00	\$1,100.00	-\$90.00	-7.56%
Jetty M37 Each License	Annual	Non - Statutory	G	\$1,670.00	\$1,100.00	-\$570.00	-34.13%
Jetty M38 Each License	Annual	Non - Statutory	G	\$1,680.00	\$1,100.00	-\$580.00	-34.52%
Jetty M39 Each License	Annual	Non - Statutory	G	\$921.00	\$950.00	\$29.00	3.15%
Jetty M40 Each License	Annual	Non - Statutory	G	\$850.00	\$950.00	\$100.00	11.76%
Jetty M41 (Share#1) Each License	Annual	Non - Statutory	G	\$409.50	\$475.00	\$65.50	16.00%
Jetty M41 (Share#2) Each License	Annual	Non - Statutory	G	\$409.50	\$475.00	\$65.50	16.00%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>BRODRIBB RIVER MARLO JETTIES</b>							
Jetty M51 Each License	Annual	Non - Statutory	G	\$258.00	\$260.00	\$2.00	0.78%
Jetty M52 Each License	Annual	Non - Statutory	G	\$258.00	\$260.00	\$2.00	0.78%
Jetty M53 Each License	Annual	Non - Statutory	G	\$258.00	\$260.00	\$2.00	0.78%
Jetty M54 Each License	Annual	Non - Statutory	G	\$258.00	\$260.00	\$2.00	0.78%
Jetty M55 Each License	Annual	Non - Statutory	G	\$258.00	\$260.00	\$2.00	0.78%
Pole Mooring M56 Each License	Annual	Non - Statutory	G	\$258.00	\$135.00	-\$123.00	-47.67%
<b>RIVIERA HARBOUR CANAL JETTIES</b>							
Full Share	Annual	Non - Statutory	E	\$309.00	\$314.00	\$5.00	1.62%
Half Share	Annual	Non - Statutory	E	\$154.00	\$157.00	\$3.00	1.95%
Quarter Share	Annual	Non - Statutory	E	\$77.00	\$78.00	\$1.00	1.30%
Administration Fee for Late Payment (per letter)	Each	Non - Statutory	G	\$38.50	\$39.00	\$0.50	1.30%
<b>MARINA FEES</b>							
<b>General Fees</b>							
Administration Fee	Each	Non - Statutory	G	\$38.00	\$39.00	\$1.00	2.63%
Commission Fee on sub letting of multiple year agreements only	Each	Non - Statutory	G	\$52.00	\$53.00	\$1.00	1.92%
Casual Daily Hire - Off Peak 1 May to 30 November - Berth Daily Prorata plus 100%. Shoulder 1 March to 30 April - Berth Daily Prorata plus 125%. Peak 1 December to 28 February - Berth Daily Prorata plus 155%	Daily	Non - Statutory	G	Refer to fee description	Refer to fee description		
Casual Weekly Hire. Off Peak 1 May to 30 November - Berth Daily Prorata plus 75%. Shoulder 1 March to 30 April - Berth Daily Prorata plus 110%. Peak 1 December to 28 February - Berth Daily Prorata plus 130%	Weekly	Non - Statutory	G	Refer to fee description	Refer to fee description		
Casual Calendar Monthly Hire (30 days). Off Peak 1 May to 30 November - Berth Daily Prorata plus 50%. Shoulder 1 March to 30 April - Berth Daily Prorata plus 75%. Peak 1 December to 28 February - Berth Daily Prorata plus 105%	Monthly	Non - Statutory	G	Refer to fee description	Refer to fee description		
Community Use Fee	Each	Non - Statutory	G	\$114.40	\$114.40	\$0.00	0.00%
Commission Fee on sale of berth of multiple year agreement. 2% of sale price.	Each	Non - Statutory	G	Refer to fee description	Refer to fee description		
<b>Chinaman's Creek Marina</b>							
<b>Operations and Maintenance Fee</b>							
K, N and P Berths	Annual	Non - Statutory	G	\$615.00	\$624.00	\$9.00	1.46%
L and M Moorings	Annual	Non - Statutory	G	\$190.00	\$193.00	\$3.00	1.58%
Replacement of Lost Key	Each	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%
<b>Rental Fee</b>							
K pen 3.5m x 10m	Annual	Non - Statutory	G	\$1,015.00	\$1,015.00	\$0.00	0.00%
K pen 4m x 12m	Annual	Non - Statutory	G	\$1,390.00	\$1,390.00	\$0.00	0.00%
L mooring pen 12m x 3m	Annual	Non - Statutory	G	\$270.00	\$270.00	\$0.00	0.00%
M mooring 12m	Annual	Non - Statutory	G	\$210.00	\$210.00	\$0.00	0.00%
M mooring 13m	Annual	Non - Statutory	G	\$220.00	\$220.00	\$0.00	0.00%
M mooring 14m	Annual	Non - Statutory	G	\$285.00	\$285.00	\$0.00	0.00%
M mooring 15m	Annual	Non - Statutory	G	\$375.00	\$375.00	\$0.00	0.00%
M mooring 16m	Annual	Non - Statutory	G	\$460.00	\$460.00	\$0.00	0.00%
M mooring 18m	Annual	Non - Statutory	G	\$585.00	\$585.00	\$0.00	0.00%
N mooring 4.3m x 15m	Annual	Non - Statutory	G	\$1,870.00	\$1,870.00	\$0.00	0.00%
K pen 3.5m x 10m (20 Year Permit)	Multi Year	Non - Statutory	G	\$18,750.00	\$20,300.00	\$1,550.00	8.27%
K pen 3.5m x 10m (15 Year Permit)	Multi Year	Non - Statutory	G	\$15,225.00	\$15,225.00	\$0.00	0.00%
K pen 3.5m x 10m (10 Year Permit)	Multi Year	Non - Statutory	G	\$10,150.00	\$10,150.00	\$0.00	0.00%
K pen 3.5m x 10m (5 Year Permit)	Multi Year	Non - Statutory	G	\$5,075.00	\$5,075.00	\$0.00	0.00%
<b>Metung Dry Berth Marina</b>							
Operations and Maintenance Fee	Annual	Non - Statutory	G	\$150.00	\$152.00	\$2.00	1.33%
Dry Berth Rental	Annual	Non - Statutory	G	\$1,485.00	\$1,485.00	\$0.00	0.00%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>Metung Marina</b>							
Operations and Maintenance Fee	Annual	Non - Statutory	G	\$700.00	\$710.00	\$10.00	1.43%
Replacement of Lost/Temporary Key	Each	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%
<b>Rental fee</b>							
Berth Unserviced 9 metre (Alongside)	Annual	Non - Statutory	G	\$1,530.00	\$1,530.00	\$0.00	0.00%
Berth 9 metre Pen - Serviced	Annual	Non - Statutory	G	\$1,830.00	\$1,830.00	\$0.00	0.00%
Berth 10 metre	Annual	Non - Statutory	G	\$2,670.00	\$2,670.00	\$0.00	0.00%
Berth 12 metre	Annual	Non - Statutory	G	\$3,350.00	\$3,350.00	\$0.00	0.00%
Berth 14 metre	Annual	Non - Statutory	G	\$4,160.00	\$4,160.00	\$0.00	0.00%
Alongside berth rental determined by area of vessel (per m2)	Annual	Non - Statutory	G	\$45.00	\$45.00	\$0.00	0.00%
Berth - 9 metre - 20 Year Permit	Annual	Non - Statutory	G	\$36,600.00	\$36,600.00	\$0.00	0.00%
Berth - 9 metre - 15 Year Permit	Annual	Non - Statutory	G	\$27,450.00	\$27,450.00	\$0.00	0.00%
Berth - 9 metre - 10 Year Permit	Annual	Non - Statutory	G	\$18,300.00	\$18,300.00	\$0.00	0.00%
Berth - 9 metre - 5 Year Permit	Annual	Non - Statutory	G	\$9,150.00	\$9,150.00	\$0.00	0.00%
Berth - 10 metre - 20 Year Permit	Multi Year	Non - Statutory	G	\$53,400.00	\$53,400.00	\$0.00	0.00%
Berth - 10 metre - 15 Year Permit	Multi Year	Non - Statutory	G	\$40,050.00	\$40,050.00	\$0.00	0.00%
Berth - 10 metre - 10 Year Permit	Multi Year	Non - Statutory	G	\$26,700.00	\$26,700.00	\$0.00	0.00%
Berth - 10 metre - 5 Year Permit	Multi Year	Non - Statutory	G	\$13,350.00	\$13,350.00	\$0.00	0.00%
Berth - 12 metre - 20 Year Permit	Multi Year	Non - Statutory	G	\$67,000.00	\$67,000.00	\$0.00	0.00%
Berth - 12 metre - 15 Year Permit	Multi Year	Non - Statutory	G	\$50,250.00	\$50,250.00	\$0.00	0.00%
Berth - 12 metre - 10 Year Permit	Multi Year	Non - Statutory	G	\$33,500.00	\$33,500.00	\$0.00	0.00%
Berth - 12 metre - 5 Year Permit	Multi Year	Non - Statutory	G	\$16,750.00	\$16,750.00	\$0.00	0.00%
Berth - 14 metre - 20 Year Permit	Multi Year	Non - Statutory	G	\$83,200.00	\$83,200.00	\$0.00	0.00%
Berth - 14 metre - 15 Year Permit	Multi Year	Non - Statutory	G	\$62,400.00	\$62,400.00	\$0.00	0.00%
Berth - 14 metre - 10 Year Permit	Multi Year	Non - Statutory	G	\$41,600.00	\$41,600.00	\$0.00	0.00%
Berth - 14 metre - 5 Year Permit	Multi Year	Non - Statutory	G	\$20,800.00	\$20,800.00	\$0.00	0.00%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>Slip Bight Marina</b>							
Operation and Maintenance Fee. Jetty 1-4	Annual	Non - Statutory	G	\$1,335.00	\$1,360.00	\$25.00	1.87%
Operation and Maintenance Fee. Jetty 5	Annual	Non - Statutory	G	\$700.00	\$710.00	\$10.00	1.43%
Replacement of Lost Key	Each	Non - Statutory	G	\$37.00	\$38.00	\$1.00	2.70%
<b>Slip Bight Marina Rental fee</b>							
8 metre berth	Annual	Non - Statutory	G	\$1,375.00	\$1,375.00	\$0.00	0.00%
10 metre berth	Annual	Non - Statutory	G	\$1,645.00	\$1,645.00	\$0.00	0.00%
8 metre berth 4m jetty	Annual	Non - Statutory	G	\$1,530.00	\$1,530.00	\$0.00	0.00%
10 metre berth 4m jetty	Annual	Non - Statutory	G	\$1,830.00	\$1,830.00	\$0.00	0.00%
12 metre berth 4m jetty	Annual	Non - Statutory	G	\$2,670.00	\$2,670.00	\$0.00	0.00%
14 metre berth 4m jetty	Annual	Non - Statutory	G	\$3,350.00	\$3,350.00	\$0.00	0.00%
18 metre berth 4m jetty	Annual	Non - Statutory	G	\$4,570.00	\$4,570.00	\$0.00	0.00%
8 metre berth 8m jetty	Annual	Non - Statutory	G	\$1,685.00	\$1,685.00	\$0.00	0.00%
10 metre berth 8m jetty	Annual	Non - Statutory	G	\$2,020.00	\$2,020.00	\$0.00	0.00%
12 metre berth 8m jetty	Annual	Non - Statutory	G	\$2,950.00	\$2,950.00	\$0.00	0.00%
14 metre berth 8m jetty	Annual	Non - Statutory	G	\$3,700.00	\$3,700.00	\$0.00	0.00%
16 metre berth 8m jetty	Annual	Non - Statutory	G	\$4,160.00	\$4,160.00	\$0.00	0.00%
Alongside berth rental determined by area of vessel (per m2)	Annual	Non - Statutory	G	\$35.10	\$35.10	\$0.00	0.00%
8 metre berth 20 Year Permit	Multi Year	Non - Statutory	G	\$27,500.00	\$27,500.00	\$0.00	0.00%
8 metre berth 15 Year Permit	Multi Year	Non - Statutory	G	\$20,625.00	\$20,625.00	\$0.00	0.00%
8 metre berth 10 Year Permit	Multi Year	Non - Statutory	G	\$13,750.00	\$13,750.00	\$0.00	0.00%
8 metre berth 5 Year Permit	Multi Year	Non - Statutory	G	\$6,875.00	\$6,875.00	\$0.00	0.00%
8 metre berth 4m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$30,600.00	\$30,600.00	\$0.00	0.00%
8 metre berth 4m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$22,950.00	\$22,950.00	\$0.00	0.00%
8 metre berth 4m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$15,300.00	\$15,300.00	\$0.00	0.00%
8 metre berth 4m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$7,650.00	\$7,650.00	\$0.00	0.00%
8 metre berth 8m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$33,700.00	\$33,700.00	\$0.00	0.00%
8 metre berth 8m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$25,275.00	\$25,275.00	\$0.00	0.00%
8 metre berth 8m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$16,850.00	\$16,850.00	\$0.00	0.00%
8 metre berth 8m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$8,425.00	\$8,425.00	\$0.00	0.00%
10 metre berth 20 Year Permit	Multi Year	Non - Statutory	G	\$32,900.00	\$32,900.00	\$0.00	0.00%
10 metre berth 15 Year Permit	Multi Year	Non - Statutory	G	\$24,675.00	\$24,675.00	\$0.00	0.00%
10metre berth 10 Year Permit	Multi Year	Non - Statutory	G	\$16,450.00	\$16,450.00	\$0.00	0.00%
10metre berth 5 Year Permit	Multi Year	Non - Statutory	G	\$8,225.00	\$8,225.00	\$0.00	0.00%
10 metre berth 4m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$36,300.00	\$36,600.00	\$300.00	0.83%
10 metre berth 4m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$27,450.00	\$27,450.00	\$0.00	0.00%
10 metre berth 4m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$18,300.00	\$18,300.00	\$0.00	0.00%
10 metre berth 4m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$9,150.00	\$9,150.00	\$0.00	0.00%
10 metre berth 8m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$40,400.00	\$40,400.00	\$0.00	0.00%
10 metre berth 8m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$30,300.00	\$30,300.00	\$0.00	0.00%
10 metre berth 8m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$20,200.00	\$20,200.00	\$0.00	0.00%
10 metre berth 8m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$10,100.00	\$10,100.00	\$0.00	0.00%
12 metre berth 4m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$53,400.00	\$53,400.00	\$0.00	0.00%
12 metre berth 4m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$40,050.00	\$40,050.00	\$0.00	0.00%
12 metre berth 4m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$26,700.00	\$26,700.00	\$0.00	0.00%
12 metre berth 4m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$13,350.00	\$13,350.00	\$0.00	0.00%
12 metre berth 8m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$59,000.00	\$59,000.00	\$0.00	0.00%
12 metre berth 8m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$44,250.00	\$44,250.00	\$0.00	0.00%
12 metre berth 8m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$29,500.00	\$29,500.00	\$0.00	0.00%
12 metre berth 8m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$14,750.00	\$14,750.00	\$0.00	0.00%
14 metre berth 4m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$67,000.00	\$67,000.00	\$0.00	0.00%
14 metre berth 4m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$50,250.00	\$50,250.00	\$0.00	0.00%
14 metre berth 4m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$33,500.00	\$33,500.00	\$0.00	0.00%
14 metre berth 4m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$16,750.00	\$16,750.00	\$0.00	0.00%
14 metre berth 8m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$74,000.00	\$74,000.00	\$0.00	0.00%
14 metre berth 8m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$55,500.00	\$55,500.00	\$0.00	0.00%
14 metre berth 8m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$37,000.00	\$37,000.00	\$0.00	0.00%
14 metre berth 8m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$18,500.00	\$18,500.00	\$0.00	0.00%
16 metre berth 8m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$83,200.00	\$83,200.00	\$0.00	0.00%
16 metre berth 8m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$62,400.00	\$62,400.00	\$0.00	0.00%
16 metre berth 8m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$41,600.00	\$41,600.00	\$0.00	0.00%
16 metre berth 8m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$20,800.00	\$20,800.00	\$0.00	0.00%
18 metre berth 4m jetty 20 Year Permit	Multi Year	Non - Statutory	G	\$91,400.00	\$91,400.00	\$0.00	0.00%
18 metre berth 4m jetty 15 Year Permit	Multi Year	Non - Statutory	G	\$68,550.00	\$68,550.00	\$0.00	0.00%
18 metre berth 4m jetty 10 Year Permit	Multi Year	Non - Statutory	G	\$45,700.00	\$45,700.00	\$0.00	0.00%
18 metre berth 4m jetty 5 Year Permit	Multi Year	Non - Statutory	G	\$22,850.00	\$22,850.00	\$0.00	0.00%



## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>Slip Bight Marina Jetty 5</b>							
10 Metre	Annual	Non - Statutory	G	\$4,360.00	\$4,360.00	\$0.00	0.00%
12 Metre	Annual	Non - Statutory	G	\$5,020.00	\$5,020.00	\$0.00	0.00%
12 Metre Multi Hull	Annual	Non - Statutory	G	\$6,950.00	\$6,950.00	\$0.00	0.00%
14 Metre	Annual	Non - Statutory	G	\$5,850.00	\$5,850.00	\$0.00	0.00%
14 Metre Multi Hull	Annual	Non - Statutory	G	\$8,320.00	\$8,320.00	\$0.00	0.00%
16 Metre	Annual	Non - Statutory	G	\$6,865.00	\$6,865.00	\$0.00	0.00%
18 Metre	Annual	Non - Statutory	G	\$7,640.00	\$7,640.00	\$0.00	0.00%
10 Metre 5 Year Permit	Multi Year	Non - Statutory	G	\$21,800.00	\$21,800.00	\$0.00	0.00%
12 Metre 5 Year Permit	Multi Year	Non - Statutory	G	\$25,100.00	\$25,100.00	\$0.00	0.00%
12 Metre Multi Hull 5 Year Permit	Multi Year	Non - Statutory	G	\$34,750.00	\$34,750.00	\$0.00	0.00%
14 Metre 5 Year Permit	Multi Year	Non - Statutory	G	\$29,250.00	\$29,250.00	\$0.00	0.00%
14 Metre Multi Hull 5 Year Permit	Multi Year	Non - Statutory	G	\$41,600.00	\$41,600.00	\$0.00	0.00%
16 Metre 5 Year Permit	Multi Year	Non - Statutory	G	\$34,325.00	\$34,325.00	\$0.00	0.00%
18 Metre 5 Year Permit	Multi Year	Non - Statutory	G	\$38,200.00	\$38,200.00	\$0.00	0.00%
10 Metre 10 Year Permit	Multi Year	Non - Statutory	G	\$43,600.00	\$43,600.00	\$0.00	0.00%
12 Metre 10 Year Permit	Multi Year	Non - Statutory	G	\$50,200.00	\$50,200.00	\$0.00	0.00%
12 Metre Multi Hull 10 Year Permit	Multi Year	Non - Statutory	G	\$69,500.00	\$69,500.00	\$0.00	0.00%
14 Metre 10 Year Permit	Multi Year	Non - Statutory	G	\$58,500.00	\$58,500.00	\$0.00	0.00%
14 Metre Multi Hull 10 Year Permit	Multi Year	Non - Statutory	G	\$83,200.00	\$83,200.00	\$0.00	0.00%
16 Metre 10 Year Permit	Multi Year	Non - Statutory	G	\$68,650.00	\$68,650.00	\$0.00	0.00%
18 Metre 10 Year Permit	Multi Year	Non - Statutory	G	\$76,400.00	\$76,400.00	\$0.00	0.00%
10 Metre 15 Year Permit	Multi Year	Non - Statutory	G	\$60,850.00	\$65,400.00	\$4,550.00	7.48%
12 Metre 15 Year Permit	Multi Year	Non - Statutory	G	\$70,300.00	\$75,300.00	\$5,000.00	7.11%
12 Metre Multi Hull 15 Year Permit	Multi Year	Non - Statutory	G	\$97,150.00	\$104,250.00	\$7,100.00	7.31%
14 Metre 15 Year Permit	Multi Year	Non - Statutory	G	\$82,100.00	\$87,750.00	\$5,650.00	6.88%
14 Metre Multi Hull 15 Year Permit	Multi Year	Non - Statutory	G	\$116,700.00	\$124,800.00	\$8,100.00	6.94%
16 Metre 15 Year Permit	Multi Year	Non - Statutory	G	\$95,800.00	\$102,975.00	\$7,175.00	7.49%
18 Metre 15 Year Permit	Multi Year	Non - Statutory	G	\$107,300.00	\$114,600.00	\$7,300.00	6.80%
10 Metre 20 Year Permit	Multi Year	Non - Statutory	G	\$77,600.00	\$87,200.00	\$9,600.00	12.37%
12 Metre 20 Year Permit	Multi Year	Non - Statutory	G	\$90,000.00	\$100,400.00	\$10,400.00	11.56%
12 Metre Multi Hull 20 Year Permit	Multi Year	Non - Statutory	G	\$124,400.00	\$139,000.00	\$14,600.00	11.74%
14 Metre 20 Year Permit	Multi Year	Non - Statutory	G	\$105,000.00	\$117,000.00	\$12,000.00	11.43%
14 Metre Multi Hull 20 Year Permit	Multi Year	Non - Statutory	G	\$149,500.00	\$166,400.00	\$16,900.00	11.30%
16 Metre 20 Year Permit	Multi Year	Non - Statutory	G	\$123,700.00	\$137,300.00	\$13,600.00	10.99%
18 Metre 20 Year Permit	Multi Year	Non - Statutory	G	\$136,200.00	\$152,800.00	\$16,600.00	12.19%
<b>PLANNING SCHEME AMENDMENTS</b>							
Consideration of Request and Supportive Submissions	Each	Statutory	E	\$3,096.20	\$3,096.20	\$0.00	0.0%
Consideration of up to 10 Submissions seeking change to an amendment	Each	Statutory	E	\$15,345.60	\$15,345.60	\$0.00	0.0%
Consideration of 11 to 20 Submissions seeking change to an amendment	Each	Statutory	E	\$30,661.20	\$30,661.20	\$0.00	0.0%
Consideration of greater than 20 Submissions seeking change to an amendment	Each	Statutory	E	\$40,986.80	\$40,986.80	\$0.00	0.0%
Adoption and Requesting Approval	Each	Statutory	E	\$488.50	\$488.50	\$0.00	0.0%
Ministerial Fee for Considering Request for Approval	Each	Statutory	E	\$488.50	\$488.50	\$0.00	0.0%
Administrative Charge for Review of Material for Privately Initiated Planning Scheme Amendments	Hourly	Non - Statutory	G	\$88.00	\$89.50	\$1.50	1.70%
<b>WORKS WITHIN ROAD RESERVES</b>							
<b>Speed limit greater than 50 kph - Works OTHER than Minor Works</b>							
Conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$360.72	\$360.72	\$0.00	0.0%
Not conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$360.72	\$360.72	\$0.00	0.0%
<b>Speed limit greater than 50 kph - Minor Works</b>							
Conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$180.36	\$180.36	\$0.00	0.0%
Not conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$90.18	\$90.18	\$0.00	0.0%
<b>Speed limit NOT more than 50 kph - Works OTHER than Minor Works</b>							
Conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$360.72	\$360.72	\$0.00	0.0%
Not conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$90.18	\$90.18	\$0.00	0.0%
<b>Speed limit NOT more than 50 kph - Minor Works</b>							
Conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$180.36	\$180.36	\$0.00	0.0%
Not conducted on any part of roadway, shoulder or pathway	Each	Statutory	G	\$90.18	\$90.18	\$0.00	0.0%



## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>FORGE THEATRE AND ARTS HUB</b>							
<b>VENUE HIRE AND STAFFING - COMMERCIAL HIRERS *note: staffing additional unless otherwise specified</b>							
McKean Room - minimum 3 hours	Hourly	Non - Statutory	G	\$26.30	\$27.00	\$0.70	2.66%
McKean Room - Daily (up to 8 hours)	Daily	Non - Statutory	G	\$160.00	\$163.00	\$3.00	1.88%
McKean Room - (minimum 3 hours) With AV equipment	Hourly	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
McKean Room - (up to 8 hours) With AV equipment	Daily	Non - Statutory	G	\$318.00	\$324.00	\$6.00	1.89%
Um in McKean Room	Daily	Non - Statutory	G	\$11.50	\$12.00	\$0.50	4.35%
Self Serve Tea/Coffee - minimum 10 people	per person	Non - Statutory	G	\$2.50	\$3.00	\$0.50	20.00%
Self Serve Tea/Coffee ALL DAY SERVICE - minimum 10 people	per person	Non - Statutory	G	\$6.10	\$6.20	\$0.10	1.64%
Theatre Hire - Non-Ticketed Event/Conference - minimum 3 hours	Hourly	Non - Statutory	G	\$150.00	\$153.00	\$3.00	2.00%
Theatre Hire - per day (up to 8 hours access) - Non-Ticketed Event/Conference Includes: Standard Equipment, 5 hrs Duty Technician, 5 hrs FOH Team Leader, standard cleaning	Daily	Non - Statutory	G	\$1,750.00	\$1,780.00	\$30.00	1.71%
Theatre Hire - (up to 8 hours access) - Ticketed Event/Performance. Includes: Standard Equipment, 5 hrs Duty Technician, 5 hrs FOH Team Leader, 2 hrs Box Office Officer, 4 hrs each 2 x Ushers, standard cleaning	Daily	Non - Statutory	G	\$1950+ 5% of Box Office takings (less credit card fees) or No hire fee but 10% of Net Box Office whichever is the greater	\$1980+ 5% of Box Office takings (less credit card fees) or No hire fee but 10% of Net Box Office whichever is the greater	\$30.00	1.54%
Theatre Hire - Ticketed Event/Performance additional performance hours	Hourly	Non - Statutory	G	\$166.00	\$169.00	\$3.00	1.81%
Ticketing Fees	Per Performance	Non - Statutory	G	3.5% of Sales	3.5% of Sales		
Technical Staffing - per person - per hour - minimum 3 hours	Hourly	Non - Statutory	G	\$56.00	\$59.00	\$3.00	5.36%
Front of House Staffing - per person - per hour - minimum 3 hours	Hourly	Non - Statutory	G	\$52.00	\$55.00	\$3.00	5.77%
Stage occupancy charge	Daily	Non - Statutory	G	\$104.00	\$106.00	\$2.00	1.92%
Projector Hire - per performance (min 3 hours)	Hourly	Non - Statutory	G	\$25.00	\$26.00	\$1.00	4.00%
Sound and Lighting - Equipment/Service Hire (from External Provider) (per hire) - Commercial / Community (cost only)	Each	Non - Statutory	G	Cost + 15%	Cost + 15%		
Projector Hire - per performance (up to 8 hours)	Per Performance /Event	Non - Statutory	G	\$112.00	\$115.00	\$3.00	2.68%
Yamaha Vivace Baby Grand piano (tuning additional charge – if specifically required) – per performance/event	Per Performance /Event	Non - Statutory	G	\$112.00	\$115.00	\$3.00	2.68%
Radio Microphones (4 available) (each)	Per Performance /Event	Non - Statutory	G	\$67.00	\$68.00	\$1.00	1.49%
Hazer Machine (includes fluid)	Per Performance /Event	Non - Statutory	G	\$75.00	\$76.00	\$1.00	1.33%
Gaffer Tape	Per Performance /Event	Non - Statutory	G	\$20.50	\$20.90	\$0.40	1.95%
Lighting gels - non-standard stock	Per Performance /Event	Non - Statutory	G	Cost + 15%	Cost + 15%		
Merchandise Fees - on all items sold at the venue	Per Performance /Event	Non - Statutory	G	10% of Gross Sales. Applied once sales reach \$300.00	10% of Gross Sales. Applied once sales reach \$300.00		
Whiteboard	Per day	Non - Statutory	G	\$42.60	\$44.00	\$1.40	3.29%
DVD Player	Per day	Non - Statutory	G	\$21.30	\$22.00	\$0.70	3.29%
<b>VENUE HIRE AND STAFFING - COMMUNITY NOT FOR PROFIT AND SCHOOLS HIRERS</b>							
<b>staffing additional unless otherwise specified</b>							
McKean Room - (up to 8 hours)	Daily	Non - Statutory	G	\$101.00	\$103.00	\$2.00	1.98%
McKean Room - minimum 3 hours	Hourly	Non - Statutory	G	\$16.20	\$17.00	\$0.80	4.94%
McKean Room - Including AV equipment (minimum 3 hrs)	Hourly	Non - Statutory	G	\$30.40	\$31.00	\$0.60	1.97%
McKean Room - Including AV equipment (up to 8 hrs)	Daily	Non - Statutory	G	\$203.00	\$207.00	\$4.00	1.97%
Um in McKean Room	Daily	Non - Statutory	G	\$11.20	\$12.00	\$0.80	7.14%
Self Serve Tea/Coffee - minimum 10 people	Per-person	Non - Statutory	G	\$2.50	\$2.50	\$0.00	0.00%
Self Serve Tea/Coffee ALL DAY SERVICE - minimum 10 people	Per-person	Non - Statutory	G	\$6.10	\$6.20	\$0.10	1.64%
Theatre Hire - Bump In/Out or Rehearsal hours - minimum 3 hours, includes Duty Technician	Hourly	Non - Statutory	G	\$55.00	\$56.00	\$1.00	1.82%
Theatre Hire - Additional Performance hours	Hourly	Non - Statutory	G	\$91.00	\$93.00	\$2.00	2.20%
Theatre Hire Ticketed Event/Performance (up to 8 hours) Includes: Standard Equipment, McKean Room up to 8 hours, 1 x Radio Microphone, 5 hrs Duty Technician, 5 hrs FOH Team Leader, 2 hrs Box Office, 4 hrs x 1 Usher, standard cleaning	Daily	Non - Statutory	G	\$1,250.00	\$1,270.00	\$20.00	1.60%
Theatre Hire Additional Ticketed Performance on the same day Includes: 5 hrs Theatre access, Standard Equipment, 5 hrs use of McKean Room, hire of 1 x Radio Microphone and standard cleaning	Per Performance	Non - Statutory	G	\$416.00	\$423.00	\$7.00	1.68%
Theatre Hire Non-Ticketed Event/Conference (up to 8 hours access) Includes: Standard Equipment, hire of 1 x Radio Microphone, 5 hrs Duty Technician, 5 hrs FOH Team Leader and standard cleaning.	Daily	Non - Statutory	G	\$1,040.00	\$1,060.00	\$20.00	1.92%
Ticketing set up fee	Each	Non - Statutory	G	\$28.40	\$29.00	\$0.60	2.11%
Technical Staffing - per person - minimum 3 hours	Hourly	Non - Statutory	G	\$56.00	\$59.00	\$3.00	5.36%
Front of House Staffing - per person - minimum 3 hours	Hourly	Non - Statutory	G	\$50.00	\$55.00	\$5.00	10.00%
Stage occupancy charge	Daily	Non - Statutory	G	\$70.00	\$71.00	\$1.00	1.43%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>VENUE HIRE AND STAFFING - LOCAL BUSINESSES (INCLUDING PERFORMING ARTS BUSINESSES SUCH AS DANCE, DRAMA AND MUSIC SCHOOLS) : staffing additional unless otherwise specified</b>							
McKean Room - (up to 8 hours)	Daily	Non - Statutory	G	\$135.00	\$137.00	\$2.00	1.48%
McKean Room - minimum 3 hours	Hourly	Non - Statutory	G	\$19.30	\$20.00	\$0.70	3.63%
McKean Room - Including AV equipment -(minimum 3 hours)	Hourly	Non - Statutory	G	\$39.60	\$41.00	\$1.40	3.54%
McKean Room - Including AV equipment (up to 8 hours)	Daily	Non - Statutory	G	\$271.00	\$276.00	\$5.00	1.85%
Urn in McKean Room	Daily	Non - Statutory	G	\$11.20	\$12.00	\$0.80	7.14%
Self Serve Tea/Coffee - minimum 10 people	per person	Non - Statutory	G	\$2.60	\$3.00	\$0.40	15.38%
Self Serve Tea/Coffee ALL DAY SERVICE - minimum 10 people	per person	Non - Statutory	G	\$6.10	\$6.20	\$0.10	1.64%
Theatre Hire - Bump In/Out or Rehearsal hours - minimum 3 hours hire, includes Duty Technician	Hourly	Non - Statutory	G	\$75.00	\$76.00	\$1.00	1.33%
Theatre Hire Additional Performance hours - includes Duty Technician	Hourly	Non - Statutory	G	\$108.00	\$110.00	\$2.00	1.85%
Theatre Hire Additional Performance hours - includes Duty Technician	Daily	Non - Statutory	G	\$1,600.00	\$1,630.00	\$30.00	1.88%
<b>Theatre Hire Non-Ticketed Event/Conference</b> (up to 8 hours access per day) Includes: Standard Equipment, hire of 1 x Radio Microphone, up to 10 hrs of staffing and standard cleaning.	Daily	Non - Statutory	G	\$1,730.00	\$1,760.00	\$30.00	1.73%
<b>Theatre Hire Season of 3 or more Ticketed performances</b> (held on separate days) Includes: Theatre access for up to 8 hours on 1st day and up to 5 hours per day thereafter, Standard Equipment, McKean Room up to 8 hours on 1st day and up to 5 hours per day thereafter, hire of 1 x Radio Microphone, 5 hrs Duty Technician, 5 hrs FOH Team Leader, 2 hrs Box Office, 4 hrs x 1 Usher and standard cleaning	Per Performance	Non - Statutory	G	\$1,630.00	\$1,660.00	\$30.00	1.84%
<b>Theatre Hire Additional Ticketed Performance on the same day</b> Includes: 5 hrs Theatre access, Standard Equipment, 5 hrs use of McKean Room, hire of 1 x Radio Microphone and standard cleaning	Per Performance	Non - Statutory	G	\$431.00	\$439.00	\$8.00	1.86%
Technical Staffing - per person (minimum 3 hours)	Hourly	Non - Statutory	G	\$56.00	\$59.00	\$3.00	5.36%
Front of House Staffing - per person (minimum 3 hours)	Hourly	Non - Statutory	G	\$50.00	\$55.00	\$5.00	10.00%
Stage occupancy charge	Daily	Non - Statutory	G	\$70.00	\$71.00	\$1.00	1.43%
Ticketing Fees	Per Performance	Non - Statutory	G	3% of sales	3% of sales		
<b>Non-Standard Equipment Hire - Not-for-Profit and Schools Hirers and Local Business Hirers</b>							
Yamaha Vivace Baby Grand piano (tuning additional)	Per Performance /Event	Non - Statutory	G	\$53.00	\$54.00	\$1.00	1.89%
Radio Microphones (4 available) ( x each)	Per Performance /Event	Non - Statutory	G	\$31.50	\$32.10	\$0.60	1.90%
Hazer Machine (includes fluid)	Per Performance /Event	Non - Statutory	G	\$20.30	\$21.00	\$0.70	3.45%
Rostra sections (each) – per performance/event	Per Performance /Event	Non - Statutory	G	Free	Free		
Gaffer Tape	Per Performance /Event	Non - Statutory	G	\$20.30	\$21.00	\$0.70	3.45%
Lighting gels - non-standard stock	Per Performance /Event	Non - Statutory	G	Cost + 15%	Cost + 15%		
Whiteboard - Local Business only - NFP free of charge	Per day	Non - Statutory	G	\$16.20	\$22.00	\$5.80	35.80%
DVD Player - Local Business only - NFP free of charge	Per day	Non - Statutory	G	\$10.10	\$12.00	\$1.90	18.81%
Use of Black folding walls x 2 - at Forge Theatre	per wall set/per day	Non - Statutory	G	\$0.00	\$30.00	\$30.00	New
Use of Black folding walls - at outside location, includes transport	per wall set/per day	Non - Statutory	G	\$0.00	\$60.00	\$60.00	New
<b>VENUE RECOVERABLE COSTS - ALL HIRERS - Unless otherwise stated</b>							
Additional Cleaning Costs - weekdays	Hourly	Non - Statutory	G	\$51.00	\$52.00	\$1.00	1.96%
Advertising placement (per placement)	Each	Non - Statutory	G	Cost + 15%	Cost + 15%		
E Blast (Marketing Email)	Each	Non - Statutory	G	\$120.00	\$122.00	\$2.00	1.67%
Arts Program Brochure Entry - per 1/3 page	Each	Non - Statutory	G	\$120.00	\$122.00	\$2.00	1.67%
Arts Program Brochure Entry - per 1/4 page - Commercial Hirers	Each	Non - Statutory	G	\$152.00	\$155.00	\$3.00	1.97%
Arts Program Brochure Entry - per 1/2 page - Community & Local Hirers	Each	Non - Statutory	G	\$122.00	\$124.00	\$2.00	1.64%
Arts Program Brochure Entry - per 1/4 page - Community & Local Hirers	Each	Non - Statutory	G	\$101.00	\$103.00	\$2.00	1.98%
Poster Drop - all hirers	Each	Non - Statutory	G	\$107.00	\$110.00	\$3.00	2.80%
Catering supplied for Performers	Each	Non - Statutory	G	Cost + 15%	Cost + 15%		
Refund fee (on tickets refunded at the hirer's request) *does not apply in the case of refunds required due to pandemic or other natural causes meaning the show can't proceed as planned	Per Performance	Non - Statutory	G		3% of sales		
Fee for variation to On Premises Liquor Licence	Per performance	Non - Statutory	G		\$100 or as charged by VCGLR		

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>OUTDOOR CINEMA EQUIPMENT AND STAFFING</b>							
Outdoor Cinema - East Gippsland Community & NFP Group	Daily	Non - Statutory	G	\$101.00	\$200.00	\$99.00	98.02%
Outdoor Cinema - Screen and Audio/Video - Commercial, private outside of East Gippsland	Daily	Non - Statutory	G	\$507.00	\$700.00	\$193.00	38.07%
Technical Support (per staff member, minimum 2 staff) - East Gippsland Community Group	Hourly	Non - Statutory	G	\$51.00	\$59.00	\$8.00	15.69%
Technical Support (per staff member, minimum 2 staff) - Commercial, private, outside of East Gippsland.	Hourly	Non - Statutory	G	\$127.00	\$150.00	\$23.00	18.11%
<b>RATES/PROPERTY DATA</b>							
Land Information Certificate (LIC)	Each	Statutory	E	\$26.30	\$27.40	\$1.10	4.2%
Copies of Previous Year Rate Notices	Each Notice	Non - Statutory	G	\$19.40	\$19.60	\$0.20	1.03%
Historic Rates and Valuation information (within 10 years only - post 2011/2012)	Each Request	Non - Statutory	G	\$19.30	\$19.60	\$0.30	1.55%
Historic Rates and Valuation information (between 2002/2003 and 2011/2012)	Each Request	Non - Statutory	G	\$30.00	\$30.50	\$0.50	1.67%
Historic Rates and Valuation information (pre 2002/2003) - minimum 1 hour fee.	Per hour	Non - Statutory	G	\$75.00	\$76.00	\$1.00	1.33%
Land Information Certificate Urgent Fee (in addition to LIC fee)	Each	Non - Statutory	G	\$93.00	\$95.00	\$2.00	2.15%
<b>VISITOR INFORMATION CENTRES</b>							
<b>Non ATDW listed operators</b>							
LEVEL 1: Online listing	Each Application	Non - Statutory	G	\$100.00	\$102.00	\$2.00	2.00%
LEVEL 2 - Full partner (online listing, bookable option and brochure)	Annual	Non - Statutory	G	\$300.00	\$305.00	\$5.00	1.67%
A Frame Size Advert - supplied by operator, displayed at Bairnsdale or Lakes Entrance Visitor Information Centres (limited availability)	6 month	Non - Statutory	G	\$200.00	\$204.00	\$4.00	2.00%
Brochure Display - Not for profit	Annual	Non - Statutory	G	Free	Free		
Business and Tourism Association and East Gippsland Marketing Inc. Members that take up either the Brochure Display services will be offered and A4 advert at no additional cost							
<b>ATDW listed operators (ATDW discount applied)</b>							
LEVEL 1: Online listing	Each Application	Non - Statutory	G	\$75.00	\$76.00	\$1.00	1.33%
LEVEL 2 - Full partner (online listing, bookable option and brochure)	Annual	Non - Statutory	G	\$225.00	\$229.00	\$4.00	1.78%
<b>TIPPING FEES</b>							
General Waste - Minimum Fee (up to 80 litre bag)	Each	Non - Statutory	G	\$5.00	\$5.00	\$0.00	0.00%
General Waste (Bin)	Each	Non - Statutory	G	\$12.00	\$12.00	\$0.00	0.00%
General Waste (Car / Station Wagon)	Each	Non - Statutory	G	\$24.00	\$24.00	\$0.00	0.00%
General Waste (Ute Level)	Each	Non - Statutory	G	\$48.00	\$48.00	\$0.00	0.00%
General Waste (Ute High)	Each	Non - Statutory	G	\$97.00	\$97.00	\$0.00	0.00%
Waste - Domestic Household (Trailer (6x4) up to .3m high)	Each	Non - Statutory	G	\$36.00	\$36.00	\$0.00	0.00%
Waste - Domestic Household (Non Weighbridge Site)	Cubic Metres	Non - Statutory	G	\$48.00	\$48.00	\$0.00	0.00%
Waste - Household/Putrescible (Weighbridge Site)	Tonne	Non - Statutory	G	\$236.00	\$236.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Sorted - Non Weighbridge Site)	Cubic Metres	Non - Statutory	G	\$86.00	\$86.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Bag/Bin)	Each	Non - Statutory	G	\$21.00	\$21.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Car/Station Wagon)	Each	Non - Statutory	G	\$43.00	\$43.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Sorted - Ute)	Each	Non - Statutory	G	\$86.00	\$86.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Sorted - Ute High)	Each	Non - Statutory	G	\$172.00	\$172.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Sorted Trailer (6x4))	Each	Non - Statutory	G	\$64.00	\$64.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Non Weighbridge Site)	Cubic Metres	Non - Statutory	G	\$99.00	\$99.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Bag/Bin)	Each	Non - Statutory	G	\$25.00	\$25.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Car/Station Wagon)	Each	Non - Statutory	G	\$50.00	\$50.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Ute)	Each	Non - Statutory	G	\$101.00	\$101.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Ute High)	Each	Non - Statutory	G	\$198.00	\$198.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Trailer (6x4) up to .3m high)	Each	Non - Statutory	G	\$75.00	\$75.00	\$0.00	0.00%
Concrete, Brick and Tile (Sorted - Non Weighbridge Site)	Cubic Metres	Non - Statutory	G	\$171.00	\$171.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Sorted - Weighbridge Site)	Tonne	Non - Statutory	G	\$248.00	\$248.00	\$0.00	0.00%
Waste - Commercial/Industrial/Building (Unsorted - Weighbridge Site)	Tonne	Non - Statutory	G	\$310.00	\$310.00	\$0.00	0.00%
Concrete, Brick and Tile (Weighbridge Site)	Tonne	Non - Statutory	G	\$114.00	\$114.00	\$0.00	0.00%
Packaged Organic Waste	Tonne	Non - Statutory	G	\$440.00	\$440.00	\$0.00	0.00%
Bulk Waste - Commercial Compactor Trucks (Non Weighbridge Site)	Cubic Metres	Non - Statutory	G	\$129.00	\$129.00	\$0.00	0.00%
Bulk Waste - Commercial Compactor Trucks (Weighbridge Site)	Tonne	Non - Statutory	G	\$245.00	\$256.00	\$11.00	4.49%
Tree Prunings - Stumps and Logs >0.3m (Non Weighbridge Site)	Cubic Metres	Non - Statutory	G	\$182.00	\$182.00	\$0.00	0.00%
Tree Prunings - Stumps and Logs >0.3m (Weighbridge Site)	Tonne	Non - Statutory	G	\$256.00	\$256.00	\$0.00	0.00%
Green Waste - <0.3m Diameter	All	Non - Statutory	G	Free	Free		
Tyre (Car / Motorcycle)	Each	Non - Statutory	G	\$8.00	\$8.00	\$0.00	0.00%
Tyre (Light Truck / 4x4)	Each	Non - Statutory	G	\$17.00	\$17.00	\$0.00	0.00%
Tyre (Truck)	Each	Non - Statutory	G	\$27.00	\$27.00	\$0.00	0.00%
Tyre (Tractor)	Each	Non - Statutory	G	\$132.00	\$132.00	\$0.00	0.00%
Tyre (Large Earthmoving)	Each	Non - Statutory	G	\$399.00	\$399.00	\$0.00	0.00%
Tyre Car/Motorcycle on Rim	Each	Non - Statutory	G	\$18.00	\$18.00	\$0.00	0.00%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
Tyre (Light Truck/4x4) on Rim	Each	Non - Statutory	G	\$33.00	\$33.00	\$0.00	0.00%
Tyre (Truck) on Rim	Each	Non - Statutory	G	\$54.00	\$54.00	\$0.00	0.00%
Tyre (Tractor) on Rim	Each	Non - Statutory	G	\$267.00	\$267.00	\$0.00	0.00%
Tyre (Large Earthmoving) on Rim	Each	Non - Statutory	G	\$802.00	\$802.00	\$0.00	0.00%
Steel, White Goods, Batteries (sorted)	Each	Non - Statutory	G	Free	Free		
Motor Oil	Each	Non - Statutory	G	Free	Free		
Mattress (Single)	Each	Non - Statutory	G	\$27.00	\$17.00	-\$10.00	-37.04%
Mattress - Double and above	Each	Non - Statutory	G	\$38.00	\$23.00	-\$15.00	-39.47%
Mattress - King	Each	Non - Statutory	G	\$49.00	\$30.00	-\$19.00	-38.78%
Gas Bottle (10kg or smaller)	Each	Non - Statutory	G	\$10.00	\$10.00	\$0.00	0.00%
Prescribed Waste - Asbestos - Minimum Charge (less than 20kg)	Each	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Prescribed Waste - Asbestos	Tonne	Non - Statutory	G	\$300.00	\$300.00	\$0.00	0.00%
Prescribed Waste - Low Level Contaminated Soil	Tonne	Non - Statutory	G	\$278.00	\$278.00	\$0.00	0.00%
Security Load Confirmation	Load	Non - Statutory	G	\$113.00	\$113.00	\$0.00	0.00%
Recyclable Plastic Drums - All Sizes (Non Drum muster)	Each	Non - Statutory	G	\$1.00	\$1.00	\$0.00	0.00%
Dead Animal Large (Sheep, Cow, Horse)	Tonne	Non - Statutory	G	\$240.00	\$240.00	\$0.00	0.00%
Dead Animal - Dog, Cat, Lamb, Calf (Less than 4 months)	Each	Non - Statutory	G	\$9.00	\$9.00	\$0.00	0.00%
Clean Fill	Cubic Metres	Non - Statutory	G	\$49.00	\$49.00	\$0.00	0.00%
Clean Fill	Tonne	Non - Statutory	G	\$36.00	\$36.00	\$0.00	0.00%
E-waste	Each			FREE	FREE		
Polystyrene	Each			FREE	FREE		
Contaminated Waste/Recyclables - Commercial Loads	Each	Non - Statutory	G	\$231.00	\$231.00	\$0.00	0.00%
Asbestos disposal bag - single	Each	Non - Statutory	G	\$3.00	\$3.00	\$0.00	0.00%
<b>COMINGLED RECYCLABLES AND CARDBOARD/MIXED PAPERS</b>							
Comingled Recyclables and Cardboard/Mixed Papers	Per M3	Non - Statutory	G	FREE	FREE		
<b>DOMESTIC WASTE - KERBSIDE BIN COLLECTION</b>							
120 Litre Mobile Waste Bin - New/Replacement (full fee)	Each	Non - Statutory	G	\$88.00	\$88.00	\$0.00	0.00%
120 Litre Mobile Waste Bin - New/Replacement (pensioner)	Each	Non - Statutory	G	\$78.00	\$78.00	\$0.00	0.00%
240 Litre Mobile Waste Bin - New/Replacement (full fee)	Each	Non - Statutory	G	\$98.00	\$98.00	\$0.00	0.00%
240 Litre Mobile Waste Bin - New/Replacement (pensioner)	Each	Non - Statutory	G	\$87.00	\$87.00	\$0.00	0.00%
<b>FIRE HAZARDS</b>							
Non-Compliance Fine (10 penalty units under Monetary Units Act.)	Each	Statutory	E	\$1,612.00	\$1,612.00	\$0.00	0.0%
Fire hazard clearance charges for private properties: (Slashing costs will be charged out at cost plus an administration fee of \$100)	Each	Statutory	E	Refer to fee description	Refer to fee description		

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>BAIRNSDALE AQUATIC AND RECREATION CENTRE / LAKES</b>							
<b>ENTRANCE AQUADOME</b>							
<b>CASUAL ENTRY</b>							
Casual Adult Swim	Each Visit	Non - Statutory	G	\$7.10	\$7.20	\$0.10	1.41%
Casual Concession Swim	Each Visit	Non - Statutory	G	\$5.60	\$5.70	\$0.10	1.79%
Casual Child (5-15yrs) Swim	Each Visit	Non - Statutory	G	\$5.60	\$5.70	\$0.10	1.79%
Casual Child (0-4yrs) Swim (Accompanying adult fee applies)	Each Visit	Non - Statutory	G	Free	Free		
Adult Swim when accompanying Child under 10	Each Visit	Non - Statutory	G	\$5.60	\$5.70	\$0.10	1.79%
Family Swim	Each Visit	Non - Statutory	G	\$16.20	\$16.50	\$0.30	1.85%
Casual Group Fitness (Land and Water Based)	Each Visit	Non - Statutory	G	\$15.20	\$15.20	\$0.00	0.00%
Casual Group Fitness (Land and Water Based) Concession	Each Visit	Non - Statutory	G	\$12.70	\$12.70	\$0.00	0.00%
Casual Health Club	Each Visit	Non - Statutory	G	\$15.70	\$16.00	\$0.30	1.91%
Casual Health Club Concession	Each Visit	Non - Statutory	G	\$13.70	\$13.90	\$0.20	1.46%
Casual Teen Gym	Each Visit	Non - Statutory	G	\$9.50	\$9.70	\$0.20	2.11%
Casual Gold entry (Includes use of gym, group fitness and pool)	Each Visit	Non - Statutory	G	\$21.00	\$21.40	\$0.40	1.90%
Living Longer Living Stronger	45min Session	Non - Statutory	G	\$7.00	\$7.00	\$0.00	0.00%
Personal Training	Each Visit, 60 mins	Non - Statutory	G	\$62.00	\$55.00	-\$7.00	-11.29%
Personal Training	Each Visit, 30 mins	Non - Statutory	G	\$43.50	\$30.00	-\$13.50	-31.03%
Personal Training - Additional Person	Per Person	Non - Statutory	G	\$25.50	\$30.00	\$4.50	17.65%
Pre Booked Bulk Group Child	Each Child, Each Visit, minimum 12 Children	Non - Statutory	G	\$4.70	\$4.80	\$0.10	2.13%
Huge Pool Inflatable Per Child (in addition to pool entry)	Session	Non - Statutory	G	\$3.70	\$3.80	\$0.10	2.70%
Evolt Body scan	Per person	Non - Statutory	G	\$0.00	\$10.00	\$10.00	New
<b>Visit pass cards</b>							
10 pass Adult (10% discount off single entry)	Each	Non - Statutory	G	\$64.00	\$65.00	\$1.00	1.56%
10 pass Concession/Child (10% discount off single entry)	Each	Non - Statutory	G	\$50.00	\$51.00	\$1.00	2.00%
10 pass Family (Concession) (10% discount off single entry)	Each	Non - Statutory	G	\$146.00	\$148.00	\$2.00	1.37%
Casual Health Club Visit pass x 20	Each	Non - Statutory	G	\$283.00	\$288.00	\$5.00	1.77%
Casual Health Club Concession Visit pass x 20	Each	Non - Statutory	G	\$247.00	\$251.00	\$4.00	1.62%
Personal Training (10% off 10 sessions)	10 session pass - 60 minute sessions	Non - Statutory	G	\$562.00	\$572.00	\$10.00	1.78%
Personal Training (10% off 10 sessions)	10 session pass - 30 minute sessions	Non - Statutory	G	\$393.00	\$400.00	\$7.00	1.78%
<b>Schools - Aquatic Education</b>							
Aquatic Education (July to December)	Each Participant, Each 45 mins Session	Non - Statutory	E	\$8.60	\$8.70	\$0.10	1.16%
Aquatic Education (January to June)	Each Participant, Each 45 mins Session	Non - Statutory	E	\$8.90	\$9.00	\$0.10	1.12%
<b>Aquatic Programs</b>							
Swim Lesson 30 minute - Fortnightly Direct Debit	Fortnightly	Non - Statutory	G	New	\$23.50	New	
Swim Lesson 30 Minute (Concession) Fortnightly Direct Debit	Fortnightly	Non - Statutory	G	New	\$20.00	New	
Swim Lesson 30 Minutes (Multiple child) Fortnightly Direct Debit	Fortnightly	Non - Statutory	G	New	\$20.00	New	
Swim Lesson 45 minute Fortnightly Direct Debit	Fortnightly	Non - Statutory	G	New	\$28.00	New	
Swim Lesson 45 minute (Concession) Fortnightly Direct Debit	Fortnightly	Non - Statutory	G	New	\$24.00	New	
Swim Lesson 45 minute (Multiple Child) Fortnightly Direct Debit	Fortnightly	Non - Statutory	G	New	\$24.00	New	
Swim Lesson 30 minute - Non direct debit	per session	Non - Statutory	G	New	\$20.00	New	
Swim Lesson 45 minute - Non direct debit	per session	Non - Statutory	G	New	\$25.00	New	
Intensive Lesson - 1 Child	30 mins Session	Non - Statutory	E	\$52.00	\$53.00	\$1.00	1.92%
Intensive Lesson - Concession - 1 Child	30 mins Session	Non - Statutory	E	\$44.20	\$44.90	\$0.70	1.58%
Intensive Lesson - 2 Children	Per Child, 30 mins Session	Non - Statutory	E	\$35.70	\$36.30	\$0.60	1.68%
Intensive Lesson - 2 Children - Concession	Per Child, 30 mins Session	Non - Statutory	E	\$30.40	\$30.90	\$0.50	1.64%
Holiday Intensive Swim Program	Per week	Non - Statutory	E	\$56.00	\$57.00	\$1.00	1.79%
<b>Aquatic Hire</b>							
Lane Hire - Casual (No entry fee payable)	Per Lane, Per Hour	Non - Statutory	G	\$42.60	\$43.30	\$0.70	1.64%
Pool Hire	Half Daily (4 Hours)	Non - Statutory	G	\$616.00	\$627.00	\$11.00	1.79%
Pool Hire	Daily (8 Hours)	Non - Statutory	G	\$1,130.00	\$1,150.00	\$20.00	1.77%
Huge Pool Inflatable Hire	Per 2 Hours	Non - Statutory	G	\$364.00	\$370.00	\$6.00	1.65%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>Dry Programs</b>							
Special Programs - Gym/Group Fitness/Aquatics - Non Member (per available class)	Each	Non - Statutory	G	\$14.00	\$14.20	\$0.20	1.43%
Special Programs - Gym/Group Fitness/Aquatics - Member (per available class)	Each	Non - Statutory	G	\$11.20	\$11.40	\$0.20	1.79%
<b>Group Fitness - Standard Programs</b>							
<b>Boot Camp and Limited Duration Programs</b>							
Member (Minimum 12 participants)	Session	Non - Statutory	G	\$10.80	\$11.00	\$0.20	1.85%
Non Member (Minimum 12 participants)	Session	Non - Statutory	G	\$15.00	\$15.20	\$0.20	1.33%
<b>Community Programs</b>							
Community program (plus chat and cuppa time)	45min Session	Non - Statutory	G	\$7.50	\$7.60	\$0.10	1.33%
<b>Junior Fun Fitness Primary School Aged</b>							
Casual (minimum 10 participants)	30min Session	Non - Statutory	G	\$6.30	\$6.40	\$0.10	1.59%
<b>Preschool Fun Fitness</b>							
<b>Teen Fun Fitness</b>							
Casual (minimum 10 participants)	60min Session	Non - Statutory	G	\$8.80	\$9.00	\$0.20	2.27%
<b>Schools</b>							
Supervised Health Club (School Instructor)	Session	Non - Statutory	G	\$6.70	\$6.80	\$0.10	1.49%
Group Exercise - Recreation Centre Instructor (minimum 12 participants)	60min Session	Non - Statutory	G	\$8.80	\$9.00	\$0.20	2.27%
Supervised Health Club - Recreation Centre Instructor	60min Session	Non - Statutory	G	\$8.80	\$9.00	\$0.20	2.27%
<b>MEMBERSHIPS (Direct Debit or Pay in Advance)</b>							
<b>Membership Start up Fees</b>							
Late payment fee - Direct debit only	Each	Non - Statutory	G	\$15.20	\$15.50	\$0.30	1.97%
<b>Fortnightly Membership Fees</b>							
Corporate Membership Single	Fortnightly	Non - Statutory	G	\$32.00	\$32.60	\$0.60	1.88%
Platinum Membership - Foundation price (valid for first 50 sign ups)	Fortnightly	Non - Statutory	G	\$45.70	\$46.50	\$0.80	1.75%
Platinum Membership	Fortnightly	Non - Statutory	G	\$56.00	\$57.00	\$1.00	1.79%
Gold Membership	Fortnightly	Non - Statutory	G	\$40.20	\$40.90	\$0.70	1.74%
Gold Membership (Concession)	Fortnightly	Non - Statutory	G	\$34.10	\$34.70	\$0.60	1.76%
Gold Family Membership	Fortnightly	Non - Statutory	G	Combination of member types less 20%	Combination of member types less 20%	\$0.00	0.00%
Gold Membership - Off Peak (8am to 3.30pm only)	Fortnightly	Non - Statutory	G	\$28.10	\$28.60	\$0.50	1.78%
DRY Membership (Gym and Group Fitness)	Fortnightly	Non - Statutory	G	\$33.30	\$33.90	\$0.60	1.80%
DRY Membership Concession (Gym and Group Fitness)	Fortnightly	Non - Statutory	G	\$28.30	\$28.80	\$0.50	1.77%
Junior Membership	Fortnightly	Non - Statutory	G	\$15.60	\$15.90	\$0.30	1.92%
WET Membership (Pool, Spa and Sauna)	Fortnightly	Non - Statutory	G	\$28.70	\$29.20	\$0.50	1.74%
WET Membership (Concession) (Pool, Spa and Sauna)	Fortnightly	Non - Statutory	G	\$24.50	\$24.90	\$0.40	1.63%
Tourist Park 12 months	Fortnightly	Non - Statutory	G	\$0.00	\$92.25	\$92.25	New
<b>Term Memberships</b>							
Dry 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$232.00	\$236.00	\$4.00	1.72%
Dry 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$448.00	\$456.00	\$8.00	1.79%
Dry 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$881.00	\$896.00	\$15.00	1.70%
Dry (Concession) 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$200.00	\$204.00	\$4.00	2.00%
Dry (Concession) 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$383.00	\$389.00	\$6.00	1.57%
Dry (Concession) 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$751.00	\$764.00	\$13.00	1.73%
Wet 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$202.00	\$205.00	\$3.00	1.49%
Wet 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$389.00	\$396.00	\$7.00	1.80%
Wet 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$762.00	\$775.00	\$13.00	1.71%
Wet (Concession) 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$174.00	\$177.00	\$3.00	1.72%
Wet (Concession) 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$333.00	\$338.80	\$5.80	1.74%
Wet (Concession) 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$652.00	\$663.00	\$11.00	1.69%
Junior 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$125.00	\$127.00	\$2.00	1.60%
Junior 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$218.00	\$222.00	\$4.00	1.83%
Junior 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$421.00	\$428.00	\$7.00	1.66%
Gold - Off Peak (8am to 3.30pm only) 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$198.00	\$201.00	\$3.00	1.52%
Gold - Off Peak (8am to 3.30pm only) 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$381.00	\$388.00	\$7.00	1.84%
Gold - Off Peak (8am to 3.30pm only) 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$746.00	\$759.00	\$13.00	1.74%
Gold 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$277.00	\$282.00	\$5.00	1.81%
Gold 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$538.00	\$547.00	\$9.00	1.67%
Gold 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$1,060.00	\$1,080.00	\$20.00	1.89%
Gold (Concession) 3 month term (no suspension)	3 Monthly	Non - Statutory	G	\$238.00	\$242.00	\$4.00	1.68%
Gold (Concession) 6 month term (no suspension)	6 Monthly	Non - Statutory	G	\$459.00	\$467.00	\$8.00	1.74%
Gold (Concession) 12 month term (no suspension)	12 Monthly	Non - Statutory	G	\$902.00	\$917.80	\$15.80	1.75%
Tourist Park 12 months	12 Monthly	Non - Statutory	G	\$0.00	\$2,264.00	\$2,264.00	New
<b>Holiday Memberships</b>							
Holiday Family Gold	Weekly	Non - Statutory	G	\$93.00	\$94.00	\$1.00	1.08%
Holiday Single Gold	Weekly	Non - Statutory	G	\$31.00	\$31.50	\$0.50	1.61%
Holiday Child (Swim Only)	Weekly	Non - Statutory	G	\$22.50	\$22.90	\$0.40	1.78%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>Stadium (BARC)</b>							
Room Hire - Crèche	Hourly	Non - Statutory	G	\$41.60	\$42.30	\$0.70	1.68%
Room Hire - Crèche with cleaning charge	Hourly	Non - Statutory	G	\$83.00	\$84.50	\$1.50	1.81%
Room Hire - Group Fitness Room - No Instructor	Hourly	Non - Statutory	G	\$41.60	\$42.30	\$0.70	1.68%
Staff Hire Charge (per staff per hour)	Each	Non - Statutory	G	\$48.70	\$49.60	\$0.90	1.85%
Court Hire and patron entry - per court non-peak	Hourly	Non - Statutory	G	\$37.60	\$38.30	\$0.70	1.86%
Court Hire and patron entry - per court peak (Mon-Fri 4.30pm-7.30pm)	Hourly	Non - Statutory	G	\$48.70	\$49.60	\$0.90	1.85%
Court Hire - per day (8 hours)	Day	Non - Statutory	G	\$260.00	\$264.60	\$4.60	1.77%
Stadium Hire - per day (8 Hours)	Day	Non - Statutory	G	\$729.00	\$741.80	\$12.80	1.76%
Casual Rate - per person (No set-up)	Hourly	Non - Statutory	G	\$4.60	\$4.70	\$0.10	2.17%
Casual Rate - Family/Group rate ( Max 5 people - no set up)	Each	Non - Statutory	G	\$0.00	\$10.00	\$10.00	New
Basketball (Monthly Hire)	Monthly	Non - Statutory	G	\$5,000.00	\$5,087.50	\$87.50	1.75%
Stadium non sporting event (Fete, Trade shows with indoor stands) - includes cleaning	Day	Non - Statutory	G	\$445.00	\$452.80	\$7.80	1.75%
Stalls in stadium non sporting event (Fete, Trade shows with indoor stands) - includes cleaning	Day	Non - Statutory	G	\$56.00	\$57.00	\$1.00	1.79%
Structured Sport Fee (Senior) - Indoor cricket, netball, roller derby etc.	Each entry	Non - Statutory	G	\$8.10	\$8.20	\$0.10	1.23%
Structured Sport Fee (Junior) - Indoor cricket, netball, roller derby etc.	Each Entry	Non - Statutory	G	\$6.10	\$6.20	\$0.10	1.64%
<b>Children's Programs</b>							
After School Care (Per Session) (maximum 3 hours)	Daily	Non - Statutory	E	\$32.80	\$33.40	\$0.60	1.83%
After School Care (Per Early Start Session) (maximum 4 hours)	Daily	Non - Statutory	E	\$43.30	\$44.10	\$0.80	1.85%
Holiday Program - In and Out day (8am - 6pm)	Daily	Non - Statutory	E	\$79.00	\$80.40	\$1.40	1.77%
Children's Birthday Parties - per person (With Party Host and Activity) (per 2 hour session)	Session	Non - Statutory	G	\$27.80	\$28.30	\$0.50	1.80%
<b>BAIRNSDALE AND ORBOST OUTDOOR POOLS</b>							
<b>Aquatic</b>							
Adult Swim	Each Visit	Non - Statutory	G	\$6.00	\$6.10	\$0.10	1.67%
Concession/Student/Child Swim	Each Visit	Non - Statutory	G	\$5.00	\$5.10	\$0.10	2.00%
Adult with Child Under 10	Each Visit	Non - Statutory	G	\$5.00	\$5.10	\$0.10	2.00%
Family Swim	Each Visit	Non - Statutory	G	\$14.50	\$14.80	\$0.30	2.07%
Lane Hire	Per Lane, Per Hour	Non - Statutory	G	\$42.60	\$43.30	\$0.70	1.64%
Pool Hire 4 hours	Half Daily (4 Hours)	Non - Statutory	G	\$616.00	\$626.80	\$10.80	1.75%
Pool Hire 8 hours	Daily (8 hours)	Non - Statutory	G	\$1,130.00	\$1,149.80	\$19.80	1.75%
School Bulk - Provide Own Instructor	Per Child, Each Visit	Non - Statutory	G	\$4.70	\$4.80	\$0.10	2.13%
School Bulk - Using Recreation Centre Instructor (all year)	Per Child, Each Visit	Non - Statutory	G	\$8.80	\$9.00	\$0.20	2.27%
<b>Memberships (Season Passes)</b>							
Adult Season Pass	Each	Non - Statutory	G	\$115.00	\$117.00	\$2.00	1.74%
Concession/Student/Child Season Pass	Each	Non - Statutory	G	\$97.00	\$98.70	\$1.70	1.75%
Family Season Pass (per 15 week season)	Each	Non - Statutory	G	\$248.00	\$252.30	\$4.30	1.73%
<b>Aquatic Education</b>							
Swim Lesson (30 mins)	Session	Non - Statutory	E	\$17.20	\$17.50	\$0.30	1.74%
Swim Lesson (2nd Child/Concession) (30 mins)	Session	Non - Statutory	E	\$14.60	\$14.90	\$0.30	2.05%
Private Lessons	Session	Non - Statutory	E	\$53.00	\$53.90	\$0.90	1.70%

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>CANN RIVER CARAVAN PARK - NO CHARGE</b>							
<b>MALLACOOTA CARAVAN PARK</b>							
Waterfront Site Powered Peak (2 adults)	Daily	Non - Statutory	G	\$61.00	\$62.00	\$1.00	1.64%
Waterfront Site Unpowered Peak (2 adults)	Daily	Non - Statutory	G	\$60.00	\$51.00	\$1.00	2.00%
Waterfront Site Powered Off Peak (2 adults)	Daily	Non - Statutory	G	\$34.00	\$34.50	\$0.50	1.47%
Waterfront Site Unpowered Off Peak (2 adults)	Daily	Non - Statutory	G	\$26.50	\$27.50	\$1.00	3.77%
Standard Site Powered Peak (2 adults)	Daily	Non - Statutory	G	\$50.00	\$51.00	\$1.00	2.00%
Standard Site Unpowered Peak (2 adults)	Daily	Non - Statutory	G	\$38.00	\$39.00	\$1.00	2.63%
Standard Site Powered Off Peak (2 adults)	Daily	Non - Statutory	G	\$26.50	\$27.50	\$1.00	3.77%
Standard Site Unpowered Off Peak (2 adults)	Daily	Non - Statutory	G	\$19.00	\$20.00	\$1.00	5.26%
Extra Adult (17 and over) peak periods	Daily	Non - Statutory	G	\$11.00	\$11.00	\$0.00	0.00%
Extra Adult (17 and over) Off Peak periods	Daily	Non - Statutory	G	\$7.50	\$7.50	\$0.00	0.00%
Extra Child (5 to 16 years)	Daily	Non - Statutory	G	\$6.00	\$6.50	\$0.50	8.33%
Extra Child (Under 5 years)	Daily	Non - Statutory	G	Free	Free		
Camp Park Moorings Off Peak	Daily	Non - Statutory	G	\$7.00	\$7.00	\$0.00	0.00%
Camp Park Jetty Off Peak	Daily	Non - Statutory	G	\$11.00	\$11.00	\$0.00	0.00%
Shower Fee - Non Patron	Each	Non - Statutory	G	\$6.00	\$6.00	\$0.00	0.00%
Administration Fee for Booking Cancellation	Each Application			\$35.00	\$35.50	\$0.50	1.43%
Additional casual car site (per car)	Daily	Non - Statutory	G	\$5.50	\$5.50	\$0.00	0.00%
<b>Dynamic Pricing strategy</b> In off peak season the park has the ability to move between the off peak price and peak price subject to occupancy, and booking demands as per commercial caravan and tourism industry demands <b>Peak</b> 25 December to 28 January Easter Period (4 nights) Thursday - Sunday inclusive Melbourne Cup Weekend (4 nights) Friday - Monday inclusive  <b>Off-Peak - Dynamic Pricing</b> 1 February to 25 December							
Recreational Vehicles under 10 metres in length will be charged the same as other patrons as they only occupy one site. The larger RVs occupy 2 sites but will be given a discount to encourage patronage in off peak and shoulder periods only;							
Site fees only cover one car per site;							
Check in time for sites, moorings and jetties is 12pm. Check out time for sites, moorings and jetties is 10am;							
Camp Park moorings and jetties are charged together with a site fee							
<b>EAGLE POINT CARAVAN PARK</b>							
Standard Powered Site Peak (2 adults)	Daily	Non - Statutory	G	\$58.00	\$59.00	\$1.00	1.72%
Standard Powered Site Off Peak (2 adults)	Daily	Non - Statutory	G	\$26.40	\$27.00	\$0.60	2.27%
LARGE Powered Site Peak (2 adults)	Daily	Non - Statutory	G	\$66.00	\$67.00	\$1.00	1.52%
LARGE Powered Site Off Peak (2 adults)	Daily	Non - Statutory	G	\$35.00	\$35.50	\$0.50	1.43%
Standard Unpowered Site Peak (2 adults)	Daily	Non - Statutory	G	\$38.00	\$39.00	\$1.00	2.63%
Standard Unpowered Site Off Peak (2 adults)	Daily	Non - Statutory	G	\$19.50	\$20.00	\$0.50	2.56%
View Unpowered Site Peak (2 adults)	Daily	Non - Statutory	G	\$50.00	\$51.00	\$1.00	2.00%
View Unpowered Site Off Peak (2 adults)	Daily	Non - Statutory	G	\$24.50	\$25.00	\$0.50	2.04%
Budget Cabin Peak (2 adults)	Daily	Non - Statutory	G	\$156.00	\$158.00	\$2.00	1.28%
Budget Cabin Off Peak (2 adults)	Daily	Non - Statutory	G	\$100.00	\$101.00	\$1.00	1.00%
Standard Cabin Peak (2 adults)	Daily	Non - Statutory	G	\$168.00	\$171.00	\$3.00	1.79%
Standard Cabin Off Peak (2 adults)	Daily	Non - Statutory	G	\$116.00	\$118.00	\$2.00	1.72%
Deluxe Cabin Peak (2 adults)	Daily	Non - Statutory	G	\$183.00	\$186.00	\$3.00	1.64%
Deluxe Cabin Off Peak (2 adults)	Daily	Non - Statutory	G	\$130.00	\$132.00	\$2.00	1.54%
Excess Cleaning Fee	Daily	Non - Statutory	G	\$0.00	\$75.00	\$75.00	New
Hire additional linen	Daily	Non - Statutory	G	\$0.00	\$10.00	\$10.00	New
Annual Site Standard up to 84 m2 (2 adults and children under 17)	Annual	Non - Statutory	G	\$3,440.00	\$3,490.00	\$50.00	1.45%
Annual Site View up to 84 m2 (2 adults and children under 17)	Annual	Non - Statutory	G	\$3,480.00	\$3,530.00	\$50.00	1.44%
Annual Site Premium View up to 84 m2 (2 adults and children under 17)	Annual	Non - Statutory	G	\$3,570.00	\$3,620.00	\$50.00	1.40%
Annual site standard (2 adults and children under 17) per m2 rate	Annual	Non - Statutory	G	\$40.60	\$41.20	\$0.60	1.48%
Annual site View (2 adults and children under 17) per m2 rate	Annual	Non - Statutory	G	\$41.60	\$42.20	\$0.60	1.44%
Annual site Premium (2 adults and children under 17) per m2 rate	Annual	Non - Statutory	G	\$42.60	\$43.20	\$0.60	1.41%
Extra Adult (17 and over) peak periods	Daily	Non - Statutory	G	\$17.30	\$18.00	\$0.70	4.05%
Extra Child 5-16 years Peak	Daily	Non - Statutory	G	\$6.50	\$7.00	\$0.50	7.69%
Extra Child 5-16 years Off Peak	Daily	Non - Statutory	G	Free	Free		
Extra Child (Under 5 years)	Daily	Non - Statutory	G	Free	Free		



## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>School Groups - in addition to site fees (2 people)</b>							
Unpowered site additional child/adult	Daily	Non - Statutory	G	\$0.00	\$5.00	\$5.00	New
Powered site additional child/adult	Daily	Non - Statutory	G	\$0.00	\$7.00	\$7.00	New
Cabin additional child/adult	Daily	Non - Statutory	G	\$0.00	\$10.00	\$10.00	New
Recreational Vehicle Site (Over 10 Metres) - Peak unpowered	Daily	Non - Statutory	G	\$77.00	\$78.00	\$1.00	1.30%
Recreational Vehicle Site (Over 10 Metres) - Peak powered	Daily	Non - Statutory	G	\$93.00	\$94.00	\$1.00	1.08%
Recreational Vehicle Site (Over 10 Metres) - Off Peak unpowered	Daily	Non - Statutory	G	\$28.40	\$28.80	\$0.40	1.41%
Recreational Vehicle Site (Over 10 Metres) - Off Peak powered	Daily	Non - Statutory	G	\$38.60	\$39.20	\$0.60	1.55%
Additional casual car site (per car)	Daily	Non - Statutory	G	\$6.10	\$6.20	\$0.10	1.64%
Boat Storage per week	Weekly	Non - Statutory	G	\$40.00	\$40.60	\$0.60	1.50%
Boat Storage per month	Monthly	Non - Statutory	G	\$136.00	\$138.00	\$2.00	1.47%
Boat Storage (per six months)	Each	Non - Statutory	G	\$683.00	\$693.00	\$10.00	1.46%
Boat Storage per week	Annual	Non - Statutory	G	\$1,060.00	\$1,080.00	\$20.00	1.89%
Designated Parking (per m2)	Annual	Non - Statutory	G	\$33.50	\$34.00	\$0.50	1.49%
Postage fee - for request for paper receipts and documents	Each	Non - Statutory		\$0.00	\$2.00	\$2.00	New
Late Payment Fee	Annual	Non - Statutory	G	\$41.00	\$42.00	\$1.00	2.44%
Administration Fee	Annual	Non - Statutory	G	\$36.00	\$37.00	\$1.00	2.78%
Electricity fee - Annual Permit	Annual	Non - Statutory	G	\$135.00	\$137.00	\$2.00	1.48%
Annual Site Sewerage Connection	Annual	Non - Statutory	G	\$135.00	\$137.00	\$2.00	1.48%
<b>Dynamic Pricing strategy</b> In off peak season the park has the ability to move between the off peak price and peak price subject to occupancy, and booking demands as per commercial caravan and tourism industry demands <b>Peak</b> 25 December to 28 January Easter Period (4 nights) Thursday - Sunday inclusive  <b>Off-Peak - Dynamic Pricing</b> 1 February to 25 December							
Recreational Vehicles under 10 metres in length will be charged the same as other patrons as they only occupy one site. The larger RVs occupy 2 sites but will be given a discount to encourage patronage in off peak and shoulder periods only;							
Site fees only cover one car per site; and <b>check in for cabins 2pm</b>							
Check in time for sites is 11am. Check out time for sites is 10am.							
<b>SWIFTS CREEK CARAVAN PARK</b>							
Unpowered Site Off Peak (2 adults)	Daily	Non - Statutory	G	\$16.50	\$17.00	\$0.50	3.03%
Unpowered Site Peak (2 adults)	Daily	Non - Statutory	G	\$18.50	\$19.00	\$0.50	2.70%
Powered Site Off Peak (2 adults)	Daily	Non - Statutory	G	\$26.50	\$27.00	\$0.50	1.89%
Powered Site Peak (2 adults)	Daily	Non - Statutory	G	\$30.50	\$31.00	\$0.50	1.64%
Extra Adult	Daily	Non - Statutory	G	Free	Free		
Extra Child 5 to 17 years	Daily	Non - Statutory	G	Free	Free		
Child under 5	Daily	Non - Statutory	G	Free	Free		
<b>OMELO CARAVAN PARK</b>							
Powered site - (2 adults)	Daily	Non - Statutory	G		\$46.20	\$46.20	New
Powered site - extra person under 15 years of age	Daily	Non - Statutory	G		\$10.50	\$10.50	New
Power site - extra person over 15 years of age	Daily	Non - Statutory	G		\$15.75	\$15.75	New
Unpowered site per person	Daily	Non - Statutory	G		\$17.85	\$17.85	New
<b>Delux Cabin (2 bedroom - sleeps up to 6 - linen provided)</b>							
Two people	Daily	Non - Statutory	G		\$136.50	\$136.50	New
Extra person	Daily	Non - Statutory	G		\$42.00	\$42.00	New
<b>Family Cabin (sleeps up to 8 - 1x Queen bed, 6 bunks -no linen)</b>							
Four people	Daily	Non - Statutory	G		\$105.00	\$105.00	New
Extra person	Daily	Non - Statutory	G		\$26.25	\$26.25	New
<b>Park Cabin (sleeps 4 - no bathroom -no linen)</b>							
Two people	Daily	Non - Statutory	G		\$94.50	\$94.50	New
Extra person	Daily	Non - Statutory	G		\$15.75	\$15.75	New

## Fees and Charges 2022-23

Fee Description	BASIS	FEE STATUS	GST CODE	Adopted Fee at 01 July 2021	Proposed Fee at 01 July 2022	Increase (\$)	Increase (%)
<b>LIVESTOCK EXCHANGE</b>							
<b>Yarding Fees</b>							
Horses	Each	Non - Statutory	G	\$29.00	\$29.50	\$0.50	1.72%
Bulls	Each	Non - Statutory	G	\$23.50	\$24.00	\$0.50	2.13%
Fat Cattle	Each	Non - Statutory	G	\$10.00	\$10.20	\$0.20	2.00%
Sheep	Each	Non - Statutory	G	\$2.10	\$2.10	\$0.00	0.00%
Store Cattle	Each	Non - Statutory	G	\$10.80	\$11.00	\$0.20	1.85%
Cow and Calf Unit (per Unit)	Each	Non - Statutory	G	\$11.80	\$12.00	\$0.20	1.69%
<b>Prime Market Fees</b>							
Live-Weight and Scanning	Each	Non - Statutory	G	\$8.90	\$9.10	\$0.20	2.25%
Unweighed Cattle Scanning	Each	Non - Statutory	G	\$4.10	\$4.20	\$0.10	2.44%
Cow and Calf Unit Scanning (per Unit)	Each	Non - Statutory	G	\$5.45	\$5.50	\$0.05	0.92%
Hook Cattle	Each	Non - Statutory	G	\$11.40	\$11.60	\$0.20	1.75%
Hook Bulls	Each	Non - Statutory	G	\$20.20	\$20.60	\$0.40	1.98%
<b>Store Market Fees</b>							
Weighing fee	Each	Non - Statutory	G	\$0.00	\$2.20	\$2.20	New
Unweighed Cattle Scanning	Each	Non - Statutory	G	\$4.10	\$4.20	\$0.10	2.44%
Cow and Calf Unit Scanning	Each	Non - Statutory	G	\$5.45	\$5.50	\$0.05	0.92%
<b>Agent's Selling Fees</b>							
Agent's Selling Fees (Horse, Sheep Sales)	Each	Non - Statutory	G	\$400.00	\$407.00	\$7.00	1.75%
Agent's Selling Fees (Cattle Sales) - 200 head or less	Each	Non - Statutory	G	\$400.00	\$407.00	\$7.00	1.75%
Agent's Selling Fees (Cattle Sales) - greater than 200 head	Each	Non - Statutory	G	\$400.00	\$407.00	\$7.00	1.75%
<b>In-Transit Yard Use Fees</b>							
In-Transit Horse	Each	Non - Statutory	G	\$14.45	\$14.70	\$0.25	1.73%
In-Transit Sheep	Each	Non - Statutory	G	\$1.90	\$1.90	\$0.00	0.00%
In-Transit Cattle	Each	Non - Statutory	G	\$7.05	\$7.20	\$0.15	2.13%
In-Transit Bulls	Each	Non - Statutory	G	\$14.40	\$14.70	\$0.30	2.08%
Crush Use	Each	Non - Statutory	G	Free	Free		
<b>Other Services</b>							
Post Breeder Tags (Sheep)	Each	Non - Statutory	G	\$3.25	\$3.30	\$0.05	1.54%
Post Breeder Tags (Cattle)	Each	Non - Statutory	G	\$15.20	\$15.50	\$0.30	1.97%
Post Breeder Tags (Sheep) after 2nd warning	Each	Non - Statutory	G	\$18.25	\$18.60	\$0.35	1.92%
Post Breeder Tags (Cattle) after 2nd warning	Each	Non - Statutory	G	\$36.40	\$37.00	\$0.60	1.65%
Abattoirs (Cattle) Weigh/Scan Service	Each	Non - Statutory	G	\$11.30	\$11.50	\$0.20	1.77%
Sheep Scanning		Non - Statutory	G	\$0.20	\$0.20	\$0.00	0.00%
<b>Livestock Carrier Service Fees</b>							
Truck Wash Meter Charges (per Minute)	Each	Non - Statutory	G	\$1.40	\$1.40	\$0.00	0.00%
Shower Facilities	Each	Non - Statutory	G	Free	Free		
Rest Area Parking	Each	Non - Statutory	G	Free	Free		
<b>PLOT PLANS - GEOGRAPHIC INFORMATION SYSTEMS (GIS)</b>							
Plot Plan - A3 Black and White (per page)	Each	Non - Statutory	G	\$10.10	\$10.30	\$0.20	1.98%
Plot Plan - A3 Colour (per page)	Each	Non - Statutory	G	\$12.20	\$12.40	\$0.20	1.64%
Aerial Photograph - A3 Colour (per page)	Each	Non - Statutory	G	\$20.30	\$20.70	\$0.40	1.97%
Plot Plan - A1 Black and White (per page)	Each	Non - Statutory	G	\$33.50	\$34.10	\$0.60	1.79%
Plot Plan - A1 Colour (per page)	Each	Non - Statutory	G	\$41.60	\$42.30	\$0.70	1.68%
Aerial Photograph - A1 Colour (per page)	Each	Non - Statutory	G	\$51.00	\$52.00	\$1.00	1.96%
Plot Plan - A0 Black and White (per page)	Each	Non - Statutory	G	\$51.00	\$52.00	\$1.00	1.96%
Plot Plan - A0 Colour (per page)	Each	Non - Statutory	G	\$61.00	\$62.00	\$1.00	1.64%
Aerial Photograph - A0 Colour (per page)	Each	Non - Statutory	G	\$81.00	\$82.00	\$1.00	1.23%

## Glossary

Term	Definition
Act	<i>Local Government Act 2020</i>
1989 Act	<i>Local Government Act 1989</i>
Accounting Standards	Australian accounting standards are set by the Australian Accounting Standards Board (AASB) and have the force of law for Corporations law entities under section 296 of the <i>Corporations Act 2001</i> . They must also be applied to all other general purpose financial reports of reporting entities in the public and private sectors.
Adjusted underlying revenue	The adjusted underlying revenue means total income other than non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. <i>Local Government (Planning and Reporting) Regulations 2020 - Schedule 3</i>
Adjusted underlying surplus (or deficit)	The adjusted underlying surplus (or deficit) means adjusted underlying revenue less total expenditure. It is a measure of financial sustainability of councils that can be masked in the net surplus (or deficit) by capital-related items.  <i>Local Government (Planning and Reporting) Regulations 2020 - Schedule 3</i>
Annual budget	The budget under section 94 of the Act.
Annual report	The annual report prepared by Council under section 98 of the Act. The annual report to the community contains a report of operations and audited financial and performance statements.
Annual reporting requirements	Annual reporting requirements include the financial reporting requirements of the Act, Accounting Standards and other mandatory professional reporting requirements.
Asset expansion expenditure	Expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries
Asset renewal expenditure	Expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability.
Asset renewal Gap	The gap between the required level of asset renewal expenditure and the actual expenditure on asset renewal
Asset upgrade expenditure	Expenditure that: (a) enhances an existing asset to provide a higher level of service; or (b) increases the life of the asset beyond its original life.
Borrowing strategy	A borrowing strategy is the process by which Council's current external funding requirements can be identified, existing funding arrangements managed and future requirements monitored.

Term	Definition
Balance sheet	<p>The balance sheet shows the expected net current asset, net non-current asset and net asset positions in the forthcoming year compared to the forecast actual in the current year.</p> <p>The balance sheet should be prepared in accordance with the requirements of AASB 101 - Presentation of Financial Statements and the Local Government Model Financial Report.</p>
Comprehensive income statement	<p>The comprehensive income statement shows the expected operating result in the forthcoming year compared to the forecast actual result in the current year. The income statement should be prepared in accordance with the requirements of AASB101 Presentation of Financial Statements and the Local Government Model Financial Report.</p>
Financial Statements	<p>Section 98 of the Act require the following documents to include financial statements:</p> <p>Budget Annual Report</p> <p>The financial statements to be included in the Budget include:</p> <p>Comprehensive Income Statement Balance Sheet Statement of Changes in Equity Statement of Cash Flows Statement of Capital Works</p> <p>The financial statements must be in the form set out in the Local Government Model Financial Report.</p>
Statement of capital works	<p>The statement of capital works shows the expected internal and external funding for capital works expenditure and the total proposed capital works expenditure for the forthcoming year with a comparison with forecast actual for the current year. The statement of capital works should be prepared in accordance with Regulations 7 and 8.</p> <p><i>Local Government (Planning and Reporting) Regulations 2020 – Regulations 7 and 8</i></p>
Statement of cash flows	<p>The statement of cash flows shows the expected net cash inflows and outflows in the forthcoming year in the form of reconciliation between opening and closing balances of total cash and investments for the year. Comparison is made to the current year's expected inflows and outflows. The cash flow statement should be prepared in accordance with the requirements of AASB 107 Statement of Cash Flows and the Local Government Model Financial Report.</p>
Statement of changes in equity	<p>Shows the expected movement in Accumulated Surplus and reserves for the year. The statement of changes in equity should be prepared in accordance with the requirements of AASB 101 - Presentation of Financial Statements and the Local Government Model Financial Report.</p>

Term	Definition
Budget preparation requirement	Under section 94 of the Act, a council is required to prepare and adopt an annual budget by 30 June each year.
Capital expenditure	Capital expenditure is relatively large (material) expenditure that produces economic benefits expected to last for more than 12 months. A pre-determined 'threshold' may be used that indicates the level of expenditure deemed to be material in accordance with Council's policy. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and upgrade expenditures, the total project cost needs to be allocated accordingly.
Capital works program	A detailed list of capital works expenditure that will be undertaken during the 2022/23 financial year. Regulations 8 and 9 requires that the budget contains a detailed list of capital works expenditure and sets out how that information is to be disclosed by reference to asset categories, asset expenditure type and funding sources.
Carry forward capital works	Carry forward capital works are those works that are incomplete in the current budget year and will be completed in the following budget year.
Council Plan	Means a Council Plan prepared by a council under section 90 of the <i>Local Government Act 2020</i> . This document sets out the strategic objectives of the council and strategies for achieving the objectives as part of the overall strategic planning framework required by the Act.
Department of Environment, Land, Water and Planning (DELWP)	Local Government Victoria is part of the Department of Environment, Land, Water and Planning (DELWP). It was previously part of the former: <ul style="list-style-type: none"> <li>• Department of Transport, Planning and Local Infrastructure (DTPLI).</li> <li>• Department of Planning and Community Development (DPCD).</li> <li>• Department of Victorian Communities (DVC)</li> </ul>
Discretionary reserves	Discretionary reserves are funds earmarked by Council for various purposes. Councils can by resolution change the purpose of these reserves.
External influences in the preparation of a budget	Matters arising from third party actions over which Council has little or no control e.g. change in legislation.
Financial sustainability	A key outcome of the strategic resource plan. Longer term planning is essential in ensuring that a Council remains financially sustainable in the long term.
Financing activities	Financing activities means those activities that relate to changing the size and composition of the financial structure of the entity, including equity, and borrowings not falling within the definition of cash.
Four way budgeting methodology	The linking of the income statement, balance sheet, cash flow statement and capital works statement to produce forecast financial statements based on assumptions about future movements in key revenues, expenses, assets and liabilities.
Infrastructure	Non-current property, plant and equipment excluding land.

Term	Definition
Infrastructure Renewal Gap	The gap between the required level of asset renewal expenditure and the actual expenditure on asset renewal.
Internal influences in the preparation of a budget	Matters arising from Council actions over which there is some element of control (e.g. approval of unbudgeted capital expenditure).
Investing activities	Investing activities means those activities which relate to acquisition and disposal of non-current assets, and investments not falling within the definition of cash.
Key assumptions	When preparing a balance sheet of financial position, key assumptions upon which the statement has been based should be disclosed in the budget to assist the reader when comparing movements in assets, liabilities and equity between budget years.
Legislative framework	The Act, Regulations and other laws and statutes that set a council's governance, planning and reporting requirements.
Local Government Model Financial Report	Local Government Model Financial Report published by DELWP from time to time including on DELWP's website.
Local Government( Planning and Reporting) Regulations 2020	Regulations, made under section 325 of the Act prescribe: <ul style="list-style-type: none"> <li>(a) The content and preparation of the financial statements of a Council</li> <li>(b) The performance indicators and measures to be included in a budget, revised budget and annual report of a Council</li> <li>(c) The information to be included in a Council Plan, budget, revised budget and annual report</li> <li>(d) Other matters required to be prescribed under sections 7 and 8 of the Act</li> </ul>
New asset expenditure	Expenditure that creates a new asset that provides a service that does not currently exist <i>Local Government (Planning and Reporting) Regulations 2020 – Regulation 5.</i>
Non-financial resources	Means the resources other than financial resources required to deliver the services and initiatives in the budget
Non-recurrent grant	Means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a Council's four year budget.
Operating activities	Operating activities means those activities that relate to the provision of goods and services.
Operating expenditure	Operating expenditure is defined as consumptions or losses of future economic benefits, in the form of reductions in assets or increases in liabilities; and that result in a decrease in equity during the reporting period.
Operating performance (impact of current year on 2022/23 budget)	This statement shows the expected operating result as compared to the budget result in the current year separating operating and capital components of revenue and expenditure.

Term	Definition
Operating revenue	Operating revenue is defined as inflows or other enhancements or savings in outflows of future economic benefits in the form of increases in assets or reductions in liabilities and that result in an increase in equity during the reporting period.
Own-source revenue	Means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). <i>Local Government (Planning and Reporting) Regulations 2020 – Schedule 3</i>
Performance statement	Means a statement including the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year and included in the annual report
Rate cap	The cap set by the Victorian Government on the percentage of rate increase that councils can apply to their general rates and charges.
Rate structure (rating information)	Site value (SV), capital improved value (CIV) or net annual value (NAV) are the main bases upon which rates may be levied. Council has elected to use CIV as the base for levying rates.
Revenue and Rating Plan	A Revenue and rating PlanA Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years. Section 93 of the Act.
Recurrent grant	A grant other than a non-recurrent grant.
Regulations	Local Government (Planning and Reporting) Regulations 2020.
Restricted cash	Cash and cash equivalents, within the meaning of the AAS, that are not available for use other than a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year.
Revised budget	The revised budget prepared by a council under section 95 of the Act. Section 95 of the Act permits a council to prepare a revised budget if circumstances arise which cause a material change in the budget and which affects the financial operations and position of the council.
Services, Initiatives and Major Initiatives	Section 98 of the Act requires a budget to contain a description of the services and initiatives to be funded by the budget, along with a statement as to how they will contribute to the achievement of the council's strategic objectives as specified in the Council Plan. The budget must also include major initiatives, being initiatives identified by the council as priorities to be undertaken during the financial year. The services delivered by a council means assistance, support, advice and other actions undertaken by a council for the benefit of the local community. Initiatives means actions that are once-off in nature and/or lead to improvements in service. Major initiatives means significant initiatives that will directly contribute to the achievement of the Council Plan during the current year and have a major focus in the budget.

Term	Definition
Statement of Capital Works	Means a statement that shows all capital expenditure of a council in relation to non-current assets and asset expenditure type prepared in accordance with the model statement of capital works in the Local Government Model Financial Report.
Statement of Human Resources	A statement that shows all council staff expenditure and the number of full time equivalent council staff.
Statutory reserves	Statutory reserves are funds set aside for specified statutory purposes in accordance with various legislative requirements. These reserves are not available for other purposes.
Community Plan/Vision	A "community owned" document or process that identifies the long term needs and aspirations of the council, and the medium and short term goals and objectives that are framed within the long term plan.
Underlying surplus/(deficit)	The adjusted underlying result excludes non-recurring capital grants, non-monetary contributions and the impact of revaluations of Councils buildings and other infrastructure and is a measure of financial sustainability
Unrestricted cash	Unrestricted cash represents all cash and cash equivalents other than restricted cash
Valuations of Land Act 1960	The <i>Valuations of Land Act 1960</i> requires a council to revalue all rateable properties.



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## Summary of changes - Revised draft Budget 17 May 2022 to final draft Budget 2022/23

## Operating

	2021/22 Forecast	2022/23 Budget	
	Change Increase/ (Decrease) \$'000	Change Increase/ (Decrease) \$'000	Comments
<b>Income</b>			
Workcover - Reimbursements		200	Estimate added for Workcover reimbursement
Victorian Grants Commission - General Purpose Grant		749	Adjusted based on Indicative advice May 2022
Victorian Grants Commission - Road Grant		223	Adjusted based on Indicative advice May 2022
Capital Grants	(4,895)	5,808	
Capital Contributions		335	
Reimbursement from 2019/20 bushfire works	936		Additional reimbursement
Buchan Recreation reserve Upgrade Grant		1,200	Grant funding
Sarsfield Rec Reserve Upgrade - Grant		1,800	Grant Funding
Statutory Planning Fees	250		Additional income forecast over the previous estimate
Reimbursement for storm and flood events		2,079	
Monetary contributions	(182)		
Adjustments to various user fees income forecasts	(215)		
Adjusted rates income forecast	(15)		
Roundings	(1)	2	
<b>Total Income Changes</b>	<b>(4,122)</b>	<b>12,396</b>	

	2021/22 Forecast	2022/23 Budget	
	Change Increase/ (Decrease) \$'000	Change Increase/ (Decrease) \$'000	Comments
<b>Expenditure</b>			
Vehicles and Plant - Fuel	115	552	Adjusted for the significant increase in fuel costs
Workcover - Salaries		200	Employee cost added for workcover salaries
Trainee		30	Budget for the cost of an Admin trainee
Councillor expenses	38		Adjusted 21/22 forecast and budget
Salaries - Community Programs		9	Correction to EFT for a position
Salary Oncosts - Community programs		3	Correction to EFT for a position
Financial Services - Other Services		80	Additional costs for external revaluation of all land and buildings
Legal Fees	(24)		Adjusted 21/22 forecast
Memberships	(7)		Adjusted 21/22 forecast
Other expenses	(41)		Adjusted 21/22 forecast
Contractor expenses	863		Increase in estimated use of contractors
Various amendments to other materials	(365)		Various forecast adjustments
Waste Kerbside contract		200	Adjusted as per contract pricing for 22-23 year
Buchan Recreation reserve Upgrade		1,200	Expenditure - grant funded
Sarsfield Rec Reserve Upgrade		1,800	Expenditure - grant funded
Road Maintenance increased forecast expenditure	1,000		Amended road maintenance forecasts in line with expected EOY actuals
Estimates for Storm and Flood Events	3,662		Various flood and storm events
Final costs for 2019/20 fire restoration works	556		Adjusted forecast expenditure
Economic Development Fund		(188)	Reduction from 10% to 5% of the Comm/Ind Rates
<b>Total Expenditure Changes</b>	<b>5,797</b>	<b>3,886</b>	
<b>Net Increase/(Decrease) to surplus</b>	<b>(9,919)</b>	<b>8,510</b>	
<b>Original Draft Budget Surplus</b>	<b>24,074</b>	<b>31,577</b>	
<b>Amended Surplus for Final Budget</b>	<b>14,155</b>	<b>40,087</b>	

## Capital Works changes from Draft 2022/23 Budget to 28/6/2022 Final Draft Budget

	2022/23		
	Original	Amended	Change Increase/ (Decrease)
	\$'000	\$'000	\$'000
<b>Projects Expenditure</b>			
Carry forward projects from 2021/22 to 2022/23	41,550	50,296	8,746
New capital works projects 2022/23	50,377	53,795	3,418
<b>Total</b>	<b>91,927</b>	<b>104,091</b>	<b>12,164</b>
<b>Capital Grant funding</b>			
Carry Forward Capital - Various	24,368	28,054	3,686
New Capital Projects 2/23	23,032	25,154	2,122
<b>Total Grant Funding changes</b>	<b>47,400</b>	<b>53,208</b>	<b>5,808</b>

## 5.1.2 Adoption 10-Year Financial Plan 2022/23 to 2031/32 and Four-Year Revenue and Rating Plan 2022/23 to 2025/26

Authorised by General Manager Business Excellence

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### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

### Executive Summary

In accordance with section 91 of the *Local Government Act 2020* (the Act) Council must develop, adopt and keep in force a Financial Plan in accordance with its deliberative engagement practices. The scope of the Financial Plan is a period of at least the next 10 financial years.

Council adopted a 10-Year Financial Plan 2021/22 to 2030/31 (10-Year Plan) on 29 June 2021. As part of the annual budget process, the 10-Year Plan has been updated and rolled forward to 2031/32.

The 10-Year Plan at **Attachment 1** provides 10-year financial and human resource projections and the assumptions that underpin those projections.

The 10-year financial indicators included in the 10-Year Plan are projecting that Council is in a financially sustainable position for the medium to long term. Whilst the underlying surplus/(deficit) projections from 2023/24 year are forecasting underlying deficits in a number of years this is reflective of the bi-annual Raymond Island Ferry maintenance of approximately \$0.850 million every second year. The underlying deficit of \$11.915 million forecast for the 2022/23 year is a result of the advance payment of \$13.8 million of the Victoria Grants Commission 2022/23 allocation in the 2021/22 year. The asset renewal percentage also drops slightly below the target 100 percent in the out years, but it is expected that potentially there will be funding available from grant funds in those years that would be provided for renewal projects and increase the forecast to greater than 100 percent.

Council's unrestricted cash position remains positive and provides an appropriate level of cash to fund a number of non-discretionary reserves.

The assumptions included in the 10-Year Plan and the annual budget 2022/23 and the following three financial years are aligned and support Council's financial sustainability into the future.

In accordance with section 93 of the Act, Council must also prepare and adopt a Revenue and Rating Plan (Four-Year Plan) for a period of at least the next four financial years. Council adopted a Four-Year Plan on 29 June 2021. The Four-Year Plan has now been updated to reflect the four-year period 2022/23 to 2025/26.

The Four-Year Plan 2022/23 to 2025/26 at **Attachment 2** includes information regarding rating legislation and principles together with information on Council's current rating differentials, service charges and other administrative rating matters.

The Four-Year Plan also includes information in regard to all other forms of revenue as well as the assumptions that underpin the Plan for the four years.

The Four-Year Plan supports the 10-Year Plan and the annual budget 2022/23. To provide an opportunity for community engagement, Council placed the draft 10-Year Plan and draft Four-Year Plan on its website and advertised that it had done so. Notice also was provided in local newspapers and on Facebook seeking community feedback on the 10-Year Plan and the Four-Year Plan, with feedback closing at 12 noon on Friday 3 June 2022.

## **Officer Recommendation**

### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report;***
- 2. adopts the 10-Year Financial Plan 2022/23 to 2031/32 as provided at Attachment 1 in accordance with section 91 of the Local Government Act 2020; and***
- 3. adopts the Four-Year Revenue and Rating Plan 2022/23 to 2025/26 at Attachment 2.***

## **Background**

The 10-Year Plan at **Attachment 1** includes financial statements and statements of human resources for the next 10 years. The assumptions that underpin the 10-Year Plan are included and provide information regarding the basis of the projections.

The 10-Year Plan will be reviewed annually and updated as relevant based on amendments to assumptions and decisions of Council.

The 10-Year Plan was first developed in the 2021/22 year in accordance with the requirement to undertake a deliberative engagement process and in accordance with Council's Community Engagement Policy.

The 10-Year Plan is projecting that Council will remain in a sound financial position in the medium to longer term based on the assumptions used for the 10-year period. Whilst the asset renewal projections fall slightly below the target of 100 percent in the out years it is expected that in those years there would be grant funding that would be utilised for renewal projects that would see the target of 100 percent met.

Whilst the underlying operating result is forecasting a deficit in 2022/23 this is the result of the advance payment of \$13.8 million of the 2022/23 Victoria Grants Commission payment in the 2021/22 year. There are some other years where the result is expected to be an underlying operating deficit as a result of the bi-annual cyclic maintenance for the Raymond Island Ferry which is approximately \$0.85 million in each of those years. The average underlying surplus over the final six years of the 10-Year Plan is \$1.2 million.

The projections also assume that service levels to the community will remain at acceptable levels and that Council will continue to embed efficiencies in all areas of service delivery.

The Four-Year Plan at **Attachment 2** includes rating and other revenue information that supports the 10 Year Plan and the annual Budget 2022/23. The Four-Year Plan provides legislative information in relation to rating as well as information regarding Council's application of the legislation in setting of rates and charges, including differential rating.

Information regarding all other sources of income is included in the Four-Year Plan along with the assumptions that underpin the Four-Year Plan.

The Four-Year Plan will be reviewed annually and updated as relevant based on amendments to assumptions and decisions of Council.

## **Legislation**

As of 1 July 2021, all provisions from the *Local Government Act 2020* (the Act) commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

The relevant provisions of the Act prescribes and informs the preparation of the Financial Plan as follows:

- Section 91 outlines the requirements for the Financial Plan
- Section 55 (g) outline the requirement for deliberative engagement for the Financial Plan.

The relevant provision of the Act regarding the Revenue and Rating Plan is as follows:

Section 93 outlines the requirements for the Revenue and Rating Plan.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's *Charter of Human Rights and Responsibilities Act 2006*.

The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

## **Collaborative procurement**

Not applicable for this report.

## **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 5: 5.5 Resources are managed to meet current and future needs and priorities.

## **Council Policy**

The development of the 10-Year Plan and the Four-Year Plan were undertaken in accordance with Council's Community Engagement Policy.

## **Options**

Not applicable for this report.



## **Resourcing**

### *Financial*

Refer to the draft 10-Year Financial Plan 2022/23 to 2031/32 (**Attachment 1**) and the draft Four-Year Revenue and Rating Plan 2022/23 to 2025/26 (**Attachment 2**).

### *Plant and equipment*

Not Applicable for this report.

### *Human Resources*

Not Applicable for this report.

### *Risk*

The risks of this proposal have been considered and there appears to be no risks at this point in time, given that the plan will be endorsed before the legislated date for adoption.

## **Economic**

The 10-Year Plan and the Four-Year Plan are aligned to the Council Plan 2021-2025 and provides information that supports the ongoing provision of services to the community.

## **Social**

The 10-Year Plan and the Four-Year Plan are aligned to the Council Plan 2021-2025 and provides information that supports the ongoing provision of services to the community

### Gender Impact Statement

Given that this report relates to the financial plans a gender impact assessment is not applicable.

## **Environmental**

The 10-Year Plan and the Four-Year Plan are aligned to the Council Plan 2021-2025 and provides information that supports the ongoing provision of services to the community

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

## **Engagement**

To provide an opportunity for community engagement, Council placed the 10-Year Plan and the Four-Year Plan on its website and advertised that it had done so. Notice also was provided in local newspapers and on Facebook seeking community feedback on the 10-Year Plan and the Four-Year Plan, with feedback closing at 12 noon on Friday 3 June 2022. The Councillor group reviewed all feedback on the 10-Year Plan and the Four-Year Plan prior to adoption of the draft 10-Year Financial Plan 2022/23 – 2031/32 and Draft Four-Year Revenue and Rating Plan 2022/23 – 2025/26.

## **Attachments**

1. Draft 10-Year Financial Plan 2022/23 to 2031/32 [**5.1.2.1** - 37 pages]
2. Draft Four-Year Revenue and Rating Plan 2022/23 to 2025/26 [**5.1.2.2** - 27 pages]

# **East Gippsland Shire Council**

## **DRAFT**

### **Financial Plan for the period 2022/23 to 2031/32**



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## 1. Introduction

The *Local Government Act 2020* (the Act) introduced strategic planning principles for Victorian councils which include an integrated approach to planning, monitoring and performance reporting.

A component of the new integrated Strategic Planning and Reporting Framework (SPRF) is the Financial Plan. Victorian councils were required to develop at a minimum, a 10 year Financial Plan for the period 1 July 2021 to 30 June 2031 and maintain the 10 Year Financial Plan.

Council's 10 Year Financial Plan (Plan) provides financial management and guidance to support service delivery and the capital works program. This document outlines the key assumptions and provides an overview of each element of the Plan.

The Plan is reviewed and updated annually to ensure the information and assumptions are up to date and take into account changes that may occur from year to year.

The 10 Year Financial Plan adopted for the 2021/22 year has been updated to reflect the 10 Years 2022/23 to 2031/32.

## 2. Financial Plan Context

This section describes the context and external/internal environment and consideration in determining the 10 year financial projections and assumptions.

**The specific requirements for a Financial Plan are set out in section 91 of the Act as follows:**

A financial Plan must include the following in the manner and form prescribed by the regulations:

- (1) A Council must develop, adopt and keep in force a Financial Plan in accordance with its deliberative engagement practices.
- (2) A scope of a Financial Plan is a period of at least the next 10 financial years.
- (3) A Financial Plan must include the following in the manner prescribed by the regulations:
  - (a) statements describing the financial resources required to give effect to the Council Plan and other strategic plans of the Council;
  - (b) information about the decisions and assumptions that underpin the forecasts in the statements specified in paragraph (a);
  - (c) statements describing any other resource requirements that the Council considers appropriate to include in the Financial Plan;
  - (d) any other matters prescribed by the regulations.
- (4) A Council must develop and review the Financial Plan in accordance with deliberative engagement practices and adopt the Financial Plan by 31 October in the year following a general election.
- (5) The Financial Plan adopted under subsection (4) has effect from 1 July in the year following a general election.

Section 93 of the Act requires Council to prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years. Council has prepared a 4 Year Revenue and Rating Plan and the assumptions that underpin forecasting of revenue over the next four years as well as rating information is contained in the Revenue and Rating Plan - refer to Council's Four Year Revenue and Rating Plan for the period 2022/23 to 2025/26 for further information regarding revenue and rates and charges.

**The key parameters of the 10 Year Financial Plan are detailed below:**

Annual growth at 1% each year;

Annual rates and charges increases will be at the current Essential Services Commission (ESC) rate cap level (1.75%) for the duration of the 10 Year Financial Plan;

User fees and charges, in the main, to increase at the same level as the rates and charges increase;

Statutory fees to increase at CPI each year.

Recurrent Operating Grants to increase at 1%

Non-recurrent grants are only included in the 1st year of the 10 Year Financial Plan as future non-recurrent operating grants cannot be assumed;

Monetary contributions to increase at 1%

Other revenue to increase at 1.0% each year;

Employee costs to increase each year in line with Council's Enterprise Agreement and also include movements within the bands;

Contractor payments will move in line with CPI each year;

Other materials and services will move in line with CPI each year;

Utility and insurance payments will increase above CPI each year;

Depreciation and amortisation will reflect annual consumption taking into account new capitalisation each year and periodic revaluations;

Other expenses will increase annually in line with CPI; and

Borrowings will only be utilised to fund capital projects if they meet the criteria Council has established for borrowings.

## 2.1 Financial Policy Statements

This section defines the measures that demonstrates Council's financial sustainability in order to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast Actual										
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Consistent underlying surplus results	Adjusted underlying result greater than \$1.0M	\$1M	(\$2.551)	(\$11.915)	(\$0.920)	\$0.893	(\$0.230)	\$1.034	\$0.482	\$1.967	\$0.582	\$1.966	\$1.194
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current Assets / Current Liabilities greater than 1.50	1.50	3.03	1.80	1.51	1.29	1.39	1.33	1.16	1.23	1.36	1.43	1.45
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset renewal and upgrade expenses / Depreciation above 100%	100%	149%	285%	189%	153%	106%	108%	99%	93%	94%	96%	96%
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings / Rate revenue to remain below 60%	60%	12.0%	15.3%	14.9%	13.4%	11.9%	10.5%	7.6%	6.3%	4.4%	3.3%	2.1%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Unrestricted cash / current liabilities to be maintained above 80%	80%	155%	95%	56%	45%	47%	58%	48%	48%	60%	68%	71%
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for new and renewal capital.	Capital Outlays as a % of Own Source Revenue to remain above 30%	30%	51%	124%	77%	50%	33%	32%	32%	29%	27%	29%	29%

The projections highlighted Yellow in the table above are forecast to be less than the target indicator. Refer to the notes for commentary on those indicators.

**Notes****Underlying Surplus**

This is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. This measure removes non-recurrent capital related income from the total income so that the income is adjusted to only income for operations and recurrent capital income. The advance payment of \$13.8 million of the Victoria Grants Commission (VGC) 2022/23 payment in the 2021/22 year has impacted on the measure for the 2022/23 year, giving a negative result. The ratio is expected to fluctuate every second year as a result of the bi-annual cyclic Raymond Island Ferry maintenance expenditure of approximately \$0.850 million and in some years the result is less than the target of \$1 million. A result greater than \$0 indicates surpluses are being generated consistently and presents a lower risk of Council not being able to fund works and services. The average over the final six years of the Plan is an underlying surplus of \$1.2 million.

**Working Capital**

There are a number of years that are projected to be slightly below the target of 1.5; but overall the working capital is being maintained at the desired level.

**Asset Renewal**

This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage of 100 or greater indicates that Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Whilst the indicator is forecasting results slightly less than 100 in the outyears the average over the 10 years of the plan is greater than 100. It is expected that there would be other funding sources that will become available in the out years for Council to allocate to renewal of assets and this would increase the results in those years that are currently forecast to be less than 100.

**Unrestricted Cash**

There are some years where the unrestricted cash percentage drops slightly below the 80% target but overall the ration is at an acceptable level over the 10 years.

**Capital Funding**

The percenatge drops to slightly below the 30% target in the out years but remains at an acceptable level.



## 2.2 Assumptions to the financial plan statements

### 2.2.1 Comprehensive Income Statement

This section presents information in regard to the assumptions to the Comprehensive Income Statement for the 10 years from 2021/22 to 2030/31.

**The key parameters of the 10 Year Financial Plan are detailed below:**

- Annual growth at 1% each year;
- CPI assumed at 1.75% for the 1st 4 years and then to increase to 2% for the next 6 years;
- Annual rates and charges increases will be at the current Essential Services Commission (ESC) rate cap level for the duration of the 10 Year Financial Plan;
- User fees and charges, in the main, to increase at the same level as the rates and charges increase;
- Statutory fees to increase at the same level as rates and charges increase;
- Recurrent Operating Grants to increase at 1%
  
- Non-recurrent grants are only included in the 1st year of the 10 Year Financial Plan as future non-recurrent operating grants cannot be assumed;
- Monetary contributions to increase at 1%
- Other revenue to increase in line with CPI each year;
- Employee costs to increase each year in line with Council's Enterprise Agreement and also include movements within the bands;
- Contractor payments will move in slightly above CPI each year;
- Other materials and services and other expenses will increase slightly above CPI each year;
- Utility and insurance payments will increase above CPI each year;
- Depreciation and amortisation will reflect annual consumption taking into account new capitalisation each year and periodic revaluations; and

Description and table of annual escalations, for the 10 year period, for each income and expenditure line item contained in the Comprehensive Income Statement is shown below:

Escalation Factors % movement	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
CPI	1.75%	1.75%	1.75%	1.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Growth	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Rates and charges	1.75%	1.75%	1.75%	1.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Statutory fees and fines	1.75%	1.75%	1.75%	1.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
User fees	1.75%	1.75%	1.75%	1.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Grants - Operating	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.50%	1.50%	1.50%	1.50%
Grants - Capital	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Contributions - monetary	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Contributions - non-monetary	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other income	1.75%	1.75%	1.75%	1.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Employee costs	2.50%	2.25%	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Materials and services and other expenses	1.75%	1.75%	1.75%	1.75%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Depreciation & Amortisation	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program	Based on Capital Program
Other expenses - Insurances and utilities	6.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

## 2.2.2 Balance Sheet

This section presents information in regard to the assumptions to the Balance Sheet for the 10 years from 2022/23 to 2031/32.

There are a number of assumptions that underpin the Balance Sheet for the 10 years as follows:

### Assets

1. There are no new borrowings apart from the Community Infrastructure Low Interest Loans Scheme loans that have been identified in the 2022/23 year.
2. That the capital program is completely delivered every year and associated assets capitalised in that year.
3. The use of Non-discretionary Reserves will be based on identified complying projects.
4. Landfill Rehabilitation Provisions, both current and non-current are based on the planned timing for landfill rehabilitation works.
5. Employee provisions are escalated at the same rate as annual employee cost increases.
6. Unrestricted cash at year end will be sufficient to cover non-discretionary reserves.

### 3. Financial Plan Statements

This section presents information in regard to the Financial Plan Statements for the 10 years from 2022/23 to 2031/32. The following statements for the 10 years are provided with commentary following each statement.

- 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
- 3.7 Summary of Planned Human Resources Expenditure

## 3.1 Comprehensive Income Statement

		Forecast / Actual										
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Assumptions		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>												
Rates and charges	3.1.1	62,560	65,194	67,024	68,660	70,505	72,398	74,338	76,326	78,365	80,455	82,598
Statutory fees and fines	3.1.2	2,405	2,283	2,317	2,352	2,387	2,423	2,459	2,496	2,534	2,572	2,610
User fees	3.1.3	10,874	12,127	13,322	13,519	13,728	13,959	14,194	14,434	14,678	14,928	15,182
Grants - Operating	3.1.4	32,926	11,439	19,622	19,818	20,016	20,217	20,419	20,725	21,036	21,351	21,672
Grants - Capital	3.1.4	17,217	53,208	29,993	16,017	5,704	3,204	3,204	3,204	3,204	3,204	3,204
Contributions - monetary	3.1.5	697	663	50	51	51	51	51	52	52	52	52
Contributions - non-monetary	3.1.5	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other income	3.1.6	7,719	4,108	2,025	2,063	2,104	2,149	2,195	2,243	2,292	2,342	2,392
<b>Total income</b>		<b>136,398</b>	<b>151,022</b>	<b>136,353</b>	<b>124,480</b>	<b>116,495</b>	<b>116,401</b>	<b>118,860</b>	<b>121,480</b>	<b>124,161</b>	<b>126,904</b>	<b>129,710</b>
<b>Expenses</b>												
Employee costs	3.1.7	36,727	35,090	35,059	36,356	37,503	38,473	39,467	40,486	41,531	42,602	43,699
Materials and services	3.1.8	60,105	46,931	42,220	42,650	44,152	44,287	46,299	46,844	48,561	48,713	50,946
Depreciation	3.1.9	22,128	25,659	26,037	26,218	27,131	27,144	27,225	27,865	28,062	28,204	28,428
Amortisation - intangible assets	3.1.9	964	1,214	1,292	1,292	1,158	1,158	1,158	65	1,158	1,158	1,158
Amortisation - right of use assets	3.1.9	71	71	71	71	71	71	71	71	71	71	71
Bad and doubtful debts		38	28	28	29	30	30	31	31	32	33	33
Borrowing costs	3.1.10	340	265	309	267	256	244	132	120	97	52	39
Finance Costs - leases	3.1.10	1	1	1	1	1	1	1	1	1	1	1
Net loss on disposal of property, infrastructure, plant and equipment	3.1.11	0	0	0	0	0	0	0	0	0	0	0
Other expenses	3.1.12	1,869	1,676	1,661	1,690	1,723	1,759	1,794	1,830	1,866	1,904	1,941
<b>Total expenses</b>		<b>122,243</b>	<b>110,935</b>	<b>106,678</b>	<b>108,574</b>	<b>112,025</b>	<b>113,167</b>	<b>116,178</b>	<b>117,313</b>	<b>121,379</b>	<b>122,738</b>	<b>126,316</b>
<b>Surplus/(deficit) for the year</b>		<b>14,155</b>	<b>40,087</b>	<b>29,675</b>	<b>15,906</b>	<b>4,470</b>	<b>3,234</b>	<b>2,682</b>	<b>4,167</b>	<b>2,782</b>	<b>4,166</b>	<b>3,394</b>
<b>Other comprehensive income</b>												
<b>Items that will not be reclassified to surplus or deficit in future periods</b>												
Net asset revaluation increment /(decrement)		148	28,515	0	0	120,252	30,000	0	0	135,345	30,000	0
<b>Total comprehensive result</b>		<b>14,303</b>	<b>68,602</b>	<b>29,675</b>	<b>15,906</b>	<b>124,722</b>	<b>33,234</b>	<b>2,682</b>	<b>4,167</b>	<b>138,127</b>	<b>34,166</b>	<b>3,394</b>

## OPERATING ACTIVITIES REVENUE

## 3.1.1 RATES AND CHARGES

Under the Victorian Government's Fair Go Rates System (FGRS) Council has no ability to raise revenue from rates and charges in excess of the annual rate cap announced by the Minister for Local Government. The exception being if Council applies for a variation. The rates and charges revenue in the 10 Year Financial Plan assumes that the annual increase in rates and charges will be in accordance with the rate cap each year. Supplementary rates and charges are additional income raised as a result of growth in new or extended properties. Current estimates of rates and charges revenue are outlined in the table below.

## RATES AND CHARGES ESTIMATES

Description	Forecast / Actual	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Rates and Charges raised		52,915	54,614	55,952	57,248	58,715	60,219	61,759	63,338	64,954	66,610	68,306
Waste Service charges		8,535	8,661	8,942	9,231	9,550	9,878	10,216	10,563	10,920	11,287	11,665
Waste Levy		0	1,171	1,424	1,463	1,507	1,553	1,600	1,648	1,698	1,749	1,802
Supplementary rates and charges		697	335	286	291	297	304	309	315	322	328	335
Rating Agreements		133	133	135	138	140	143	146	149	152	155	158
Penalty interest on rates and charges		280	280	285	289	296	301	308	313	319	326	332
<b>Total</b>		<b>62,560</b>	<b>65,194</b>	<b>67,024</b>	<b>68,660</b>	<b>70,505</b>	<b>72,398</b>	<b>74,338</b>	<b>76,326</b>	<b>78,365</b>	<b>80,455</b>	<b>82,598</b>

## 3.1.2 STATUTORY FEES AND CHARGES

Statutory fees and fines are those which Council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible and generally councils will have limited discretion in applying these fees. The assumption used in the 10 Year plan is that statutory fees and fines will generally increase at CPI.

## 3.1.3 USER FEES AND CHARGES

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure. Council determines the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide in line with community expectations. User fees and charges are estimated to increase in line with the same percentage increase as the annual rate cap in each year of the Plan.

## 3.1.4 GOVERNMENT GRANTS

**Operating** - These grants are received from Commonwealth and State Governments in support of programs. The largest grant is the Victorian Grants Commission allocation of Commonwealth funding that is allocated to Victorian councils in accordance with a mix of general service criteria and roads and bridges criteria. For recurrent grant funding the assumption is that the funding will continue across the 10 years with an annual increase of 1% annually until the 2028/29 year where the increase is forecast at 1.5% annually.

**Capital** - Capital grants are received from Commonwealth and State Governments for various capital projects. The 10 Year Plan includes known capital grant funding up to the 26/27 year where the level of capital grant funding is assumed to only be recurrent capital funding for the Roads to Recovery program and the Premiers Reading Program.

**3.1.5 CONTRIBUTIONS**

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects. They will include monies collected from developers under development contribution plans and contributions from user groups towards the upgrade of facilities.

Non-monetary contribution represent the value of assets handed over to council from developers at the completion of a subdivision, such as roads, drainage and reserves.

The 10 Year Plan assumes that monetary contributions will increase at 1% each years, whilst the value of non-monetary contributions will remain the same.

**3.1.6 OTHER INCOME**

Other income includes income from the investments of surplus funds, lease income and other sundry income. The assumption across the 10 Year Plan is that this income will increase in line with CPI each year.

**OPERATING ACTIVITIES EXPENDITURE****3.1.7 EMPLOYEE COSTS**

Employee benefits include all labour related expenditure. Employee costs are mainly governed by Council's Enterprise Agreement (EA). In the 2021/22 and 2022/23 years there were a number of temporary employees who were funded through bushfire funding. The number of EFT's from 2023/24 onwards is assumed to remain consistent and the employee related costs are expected to increase in line with EA associated increases.

**3.1.8 MATERIALS AND SERVICES INCLUDING CONTRACTS**

Contract costs will generally increase slightly above CPI increases across the 10 years.

Materials and services will generally increase at CPA across the 10 years with the exception being insurances and utilities which are forecast to increase slightly greater than CPI. Also every 2nd year there is expected to be an increase in materials and services of \$0.85M for the cyclic maintenance for the Raymond Island Ferry. The cost of the Council election every 4 years of approximately \$0.4M has also been factored into the 10 Year Plan.

**3.1.9 DEPRECIATION AND AMORTISATION**

Depreciation is forecast to increase over the 10 years based on the increase in depreciable assets that have been capitalised over that period of time.

Amortisation costs will remain relatively consistent over the 10 years based on the estimated airspace landfill assets and right of use assets.

**3.1.10 BORROWING COSTS**

The finance cost (interest) on borrowings is forecast to increase in the early years when loan borrowings are taken up and then decrease over the remaining years as principle payments are made.

**3.1.11 NET GAIN/(LOSS) ON SALE OF ASSETS**

The assumption in the 10 Year Plan is that the written down value of assets sold will be equal to the sale proceeds.

**3.1.12 OTHER EXPENSES**

Other expenses include Councillor and Mayoral allowances, legal fees, memberships and subscriptions and audit fees. These expenses are forecast to increase at CPI over the 10 years of the Plan.

## 3.2 Balance Sheet

	Assumptions	Forecast / Actual 2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
<b>Assets</b>												
<b>Current assets</b>												
Cash and cash equivalents		75,979	38,437	23,995	21,725	20,496	20,792	19,138	18,414	21,287	23,871	25,016
Trade and other receivables		11,209	12,650	11,188	9,941	8,707	8,571	8,678	8,797	8,921	9,048	9,180
Other financial assets		0	-	0	0	0	0	0	0	0	0	0
Other assets		4,307	4,382	4,455	4,532	4,621	4,712	4,805	4,899	4,994	5,093	5,194
<b>Total current assets</b>	3.2.1	<b>91,495</b>	<b>55,469</b>	<b>39,638</b>	<b>36,198</b>	<b>33,824</b>	<b>34,075</b>	<b>32,621</b>	<b>32,110</b>	<b>35,202</b>	<b>38,012</b>	<b>39,390</b>
<b>Non-current assets</b>												
Trade and other receivables		111	200	180	160	140	120	100	80	60	40	20
Property, infrastructure, plant and equipment		1,259,641	1,367,988	1,409,297	1,427,502	1,551,287	1,584,813	1,588,708	1,590,233	1,725,336	1,757,625	1,760,589
Right-of-use assets		785	785	785	785	785	785	785	757	785	785	349
Investment property		8,882	8,882	8,882	8,882	8,882	8,882	8,882	8,882	8,882	8,882	8,882
Intangible assets		847	3,241	1,879	516	2,567	1,337	108	0	2,023	793	0
<b>Total non-current assets</b>	3.2.2	<b>1,270,266</b>	<b>1,381,096</b>	<b>1,421,023</b>	<b>1,437,845</b>	<b>1,563,661</b>	<b>1,595,937</b>	<b>1,598,583</b>	<b>1,599,952</b>	<b>1,737,086</b>	<b>1,768,125</b>	<b>1,769,840</b>
<b>Total assets</b>		<b>1,361,761</b>	<b>1,436,565</b>	<b>1,460,661</b>	<b>1,474,043</b>	<b>1,597,485</b>	<b>1,630,012</b>	<b>1,631,204</b>	<b>1,632,062</b>	<b>1,772,288</b>	<b>1,806,137</b>	<b>1,809,230</b>
<b>Liabilities</b>												
<b>Current liabilities</b>												
Trade and other payables		8,479	12,573	8,978	7,005	6,292	6,034	6,242	6,382	6,157	6,394	6,648
Trust funds and deposits		2,835	2,835	2,835	2,835	2,835	2,835	2,835	2,835	2,835	2,835	2,835
Unearned Income		5,929	5,929	5,929	5,929	5,929	5,929	5,929	5,929	5,929	5,929	5,929
Provisions		11,189	9,494	7,662	11,335	8,334	8,836	12,149	9,579	10,113	10,559	10,798
Interest-bearing liabilities		1,700	-	776	788	799	1,961	824	1,336	848	861	874
Lease liabilities		62	62	62	62	62	62	62	62	62	62	62
<b>Total current liabilities</b>		<b>30,194</b>	<b>30,893</b>	<b>26,242</b>	<b>27,954</b>	<b>24,251</b>	<b>25,657</b>	<b>28,041</b>	<b>26,123</b>	<b>25,944</b>	<b>26,640</b>	<b>27,146</b>
<b>Non-current liabilities</b>												
Unearned Income		383	383	383	384	380	380	380	380	380	380	380
Provisions		7,182	8,517	8,365	4,916	8,142	7,990	4,940	4,885	8,011	7,860	7,927
Interest-bearing liabilities		5,787	9,955	9,179	8,391	7,592	5,631	4,807	3,471	2,623	1,761	887
Lease liabilities		759	759	759	759	759	759	759	759	759	759	759
<b>Total non-current liabilities</b>		<b>14,111</b>	<b>19,614</b>	<b>18,686</b>	<b>14,450</b>	<b>16,873</b>	<b>14,760</b>	<b>10,886</b>	<b>9,495</b>	<b>11,773</b>	<b>10,760</b>	<b>9,953</b>
<b>Total liabilities</b>	3.2.3	<b>44,305</b>	<b>50,507</b>	<b>44,928</b>	<b>42,404</b>	<b>41,124</b>	<b>40,417</b>	<b>38,927</b>	<b>35,618</b>	<b>37,717</b>	<b>37,400</b>	<b>37,099</b>
<b>Net assets</b>		<b>1,317,456</b>	<b>1,386,058</b>	<b>1,415,733</b>	<b>1,431,639</b>	<b>1,556,361</b>	<b>1,589,595</b>	<b>1,592,277</b>	<b>1,596,444</b>	<b>1,734,571</b>	<b>1,768,737</b>	<b>1,772,131</b>
<b>Equity</b>												
Accumulated surplus		432,443	472,594	502,269	518,225	522,695	525,979	528,661	532,828	535,610	539,776	543,170
Reserves	3.2.4	885,013	913,464	913,464	913,414	1,033,666	1,063,616	1,063,616	1,063,616	1,198,961	1,228,961	1,228,961
<b>Total equity</b>		<b>1,317,456</b>	<b>1,386,058</b>	<b>1,415,733</b>	<b>1,431,639</b>	<b>1,556,361</b>	<b>1,589,595</b>	<b>1,592,277</b>	<b>1,596,444</b>	<b>1,734,571</b>	<b>1,768,737</b>	<b>1,772,131</b>



Assumptions made in relation to Council's Balance Sheet over the 10 years are shown below.

## **ASSETS**

### **3.2.1 CURRENT ASSETS**

#### **CASH AND CASH EQUIVALENTS**

Cash is based on the outcomes of the expected cashflow over the 10 years of the Plan.

#### **RECEIVABLES**

Current receivables at year end is based on a percentage of general debtors and rates raised for each year and an expected percentage that will remain unpaid at each year end.

### **3.2.2 NON-CURRENT ASSETS**

#### **PROPERTY INFRASTRUCTURE PLANT AND EQUIPMENT**

Property, infrastructure and plant and equipment is based on estimates for additions and disposals net of depreciation. The periodic revaluation of assets has also been factored in and will add to the value in the year the revaluation takes place.

#### **RIGHT OF USE ASSETS**

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. It is expected that Right-of-Use assets will remain consistent over the 10 years.

#### **INVESTMENT PROPERTIES**

Investment properties are forecast to remain stable across the 10 years.

#### **INTANGIBLE ASSETS**

Intangible assets relate to airspace assets created when a new landfill cell is opened for use. The life of the airspace asset is amortised (expensed) over the estimated life of the landfill cell. Over the 10 years the year end forecast is based on the timing for new waste cell constructions and the estimated life.

### **3.2.3 LIABILITIES**

#### **PAYABLES**

Payables are forecast to be \$12.573 million at the end of the 2022/23 year and then decrease in 2023/24 and remain stable across the 10 Year Plan. The payables at year end is based on a percentage of the total cost for materials and services and capital and landfill rehabilitation expenditure for each year.

#### **TRUST FUNDS AND DEPOSITS**

Trust funds and deposits are budgeted at \$2.835 million at the end of 2022/23 and forecast to remain stable.

#### **PROVISIONS**

- Employee (Current and Non-Current)  
Employee provisions are forecast to increase in line with wage increases over the 10 years.
- Landfill rehabilitation (Current and Non-Current)  
The provision for landfill rehabilitation is forecast to change over the 10 years in line with the timing for landfill rehabilitation works.

**INTEREST BEARING LIABILITIES**

Loans are based on the repayment schedules for the existing loan for the Tambo Bluff scheme and the two Community Infrastructure Low Interest Loans that will be drawn down over the 2021/22 and 2022/23 years.

**LEASE LIABILITIES**

Lease liabilities are forecast to remain stable over the 10 years.

**3.2.4 RESERVES**

The Asset Revaluation Reserve is forecast to increase in years where revaluation of property and infrastructure are undertaken.

Other Reserves are forecast to only change in years when the funds are used for eligible projects. This reserve is fully cash funded.

## 3.3 Statement of Changes in Equity

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2022 Forecast Actual</b>				
Balance at beginning of the financial year	1,303,153	418,286	883,747	1,120
Surplus/(deficit) for the year	14,155	14,155	0	0
Net asset revaluation increment/(decrement)	148	0	148	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	2	0	(2)
<b>Balance at end of the financial year</b>	<b>1,317,456</b>	<b>432,443</b>	<b>883,895</b>	<b>1,118</b>
<b>2023</b>				
Balance at beginning of the financial year	1,317,456	432,443	883,895	1,118
Surplus/(deficit) for the year	40,087	40,087	0	0
Net asset revaluation increment/(decrement)	28,515	0	28,515	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	64	0	(64)
<b>Balance at end of the financial year</b>	<b>1,386,058</b>	<b>472,594</b>	<b>912,410</b>	<b>1,054</b>
<b>2024</b>				
Balance at beginning of the financial year	-	-	-	-
Balance at beginning of the financial year	1,386,058	472,594	912,410	1,054
Surplus/(deficit) for the year	29,675	29,675	0	0
Net asset revaluation increment/(decrement)	0	0	0	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,415,733</b>	<b>502,269</b>	<b>912,410</b>	<b>1,054</b>
<b>2025</b>				
Balance at beginning of the financial year	1,415,733	502,269	912,410	1,054
Surplus/(deficit) for the year	15,906	15,906	0	0
Net asset revaluation increment/(decrement)	0	0	0	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	50	0	(50)
<b>Balance at end of the financial year</b>	<b>1,431,639</b>	<b>518,225</b>	<b>912,410</b>	<b>1,004</b>
<b>2026</b>				
Balance at beginning of the financial year	1,431,639	518,225	912,410	1,004
Surplus/(deficit) for the year	4,470	4,470	0	0
Net asset revaluation increment/(decrement)	120,252	0	120,252	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,556,361</b>	<b>522,695</b>	<b>1,032,662</b>	<b>1,004</b>
<b>2027</b>				
Balance at beginning of the financial year	1,556,361	522,695	1,032,662	1,004
Surplus/(deficit) for the year	3,234	3,234	0	0
Net asset revaluation increment/(decrement)	30,000	0	30,000	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	50	0	(50)
<b>Balance at end of the financial year</b>	<b>1,589,595</b>	<b>525,979</b>	<b>1,062,662</b>	<b>954</b>

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2028</b>				
Balance at beginning of the financial year	1,589,595	525,979	1,062,662	954
Surplus/(deficit) for the year	2,682	2,682	0	0
Net asset revaluation increment/(decrement)	0	0	0	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,592,277</b>	<b>528,661</b>	<b>1,062,662</b>	<b>954</b>
<b>2029</b>				
Balance at beginning of the financial year	1,592,277	528,661	1,062,662	954
Surplus/(deficit) for the year	4,167	4,167	0	0
Net asset revaluation increment/(decrement)	0	0	0	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,596,444</b>	<b>532,828</b>	<b>1,062,662</b>	<b>954</b>
<b>2030</b>				
Balance at beginning of the financial year	1,596,444	532,828	1,062,662	954
Surplus/(deficit) for the year	2,782	2,782	0	0
Net asset revaluation increment/(decrement)	135,345	0	135,345	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,734,571</b>	<b>535,610</b>	<b>1,198,007</b>	<b>954</b>
<b>2031</b>				
Balance at beginning of the financial year	1,734,571	535,610	1,198,007	954
Surplus/(deficit) for the year	4,166	4,166	0	0
Net asset revaluation increment/(decrement)	30,000	0	30,000	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,768,737</b>	<b>539,776</b>	<b>1,228,007</b>	<b>954</b>
<b>2032</b>				
Balance at beginning of the financial year	1,768,737	539,776	1,228,007	954
Surplus/(deficit) for the year	3,394	3,394	0	0
Net asset revaluation increment/(decrement)	0	0	0	0
Transfers to other reserves	0	0	0	0
Transfers from other reserves	0	0	0	0
<b>Balance at end of the financial year</b>	<b>1,772,131</b>	<b>543,170</b>	<b>1,228,007</b>	<b>954</b>

## 3.4 Statement of Cash Flows

	Forecast / Actual										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>											
Rates and charges	62,742	65,036	66,914	68,562	70,747	72,294	74,231	76,217	78,253	80,340	82,480
Statutory fees and fines	2,405	2,283	2,317	2,352	2,387	2,423	2,459	2,496	2,534	2,572	2,610
User fees	13,915	10,664	14,822	14,790	14,630	14,112	14,105	14,332	14,573	14,819	15,070
Grants - operating	33,672	11,439	19,622	19,818	20,016	20,217	20,419	20,725	21,036	21,351	21,672
Grants - capital	1,251	53,208	29,993	16,017	5,704	3,204	3,204	3,204	3,204	3,204	3,204
Contributions - monetary	697	663	50	51	51	51	51	52	52	52	52
Interest received	250	250	331	330	329	329	329	330	331	332	334
Trust funds and deposits taken	6,500	6,650	6,800	6,950	7,100	7,250	7,400	7,550	7,700	7,850	8,000
Other receipts	7,379	3,858	1,694	1,733	1,775	1,820	1,866	1,913	1,961	2,009	2,059
Net GST refund / payment	0	0	0	0	0	0	0	0	0	0	0
Employee costs	(36,279)	(34,669)	(34,644)	(35,927)	(37,053)	(38,011)	(38,994)	(40,001)	(41,033)	(42,091)	(43,175)
Materials and services	(61,832)	(47,309)	(48,224)	(44,839)	(48,384)	(44,670)	(46,316)	(49,827)	(48,918)	(48,707)	(50,925)
Short-term, low value and variable lease	0	-	0	0	0	0	0	0	0	0	0
Trust funds and deposits repaid	(6,500)	(6,650)	(6,800)	(6,950)	(7,100)	(7,250)	(7,400)	(7,550)	(7,700)	(7,850)	(8,000)
Other payments	(1,869)	(1,676)	(1,661)	(1,690)	(1,722)	(1,759)	(1,794)	(1,830)	(1,866)	(1,903)	(1,942)
<b>Net cash provided by/(used in) operating activities</b>	<b>22,331</b>	<b>63,747</b>	<b>51,214</b>	<b>41,197</b>	<b>28,480</b>	<b>30,010</b>	<b>29,560</b>	<b>27,611</b>	<b>30,127</b>	<b>31,978</b>	<b>31,439</b>
<b>Cash flows from investing activities</b>											
Payments for property, infrastructure, plant and equipment	(42,947)	(104,091)	(65,946)	(43,023)	(29,264)	(29,270)	(29,720)	(27,990)	(26,420)	(29,093)	(29,993)
Proceeds from sale of property, infrastructure, plant and equipment	600	600	600	600	600	600	600	600	600	600	600
<b>Net cash provided by/ (used in) investing activities</b>	<b>(42,347)</b>	<b>(103,491)</b>	<b>(65,346)</b>	<b>(42,423)</b>	<b>(28,664)</b>	<b>(28,670)</b>	<b>(29,120)</b>	<b>(27,390)</b>	<b>(25,820)</b>	<b>(28,493)</b>	<b>(29,393)</b>
<b>Cash flows from financing activities</b>											
Finance costs	(339)	(265)	(309)	(267)	(256)	(244)	(132)	(120)	(97)	(52)	(39)
Proceeds from borrowings	4,137	4,168	0	0	0	0	0	0	0	0	0
Repayment of borrowings	0	(1,700)	0	(776)	(788)	(799)	(1,961)	(824)	(1,336)	(848)	(861)
Interest paid - lease liability	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
<b>Net cash provided by/(used in) financing activities</b>	<b>3,797</b>	<b>2,202</b>	<b>(310)</b>	<b>(1,044)</b>	<b>(1,045)</b>	<b>(1,044)</b>	<b>(2,094)</b>	<b>(945)</b>	<b>(1,434)</b>	<b>(901)</b>	<b>(901)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>(16,219)</b>	<b>(37,542)</b>	<b>(14,442)</b>	<b>(2,270)</b>	<b>(1,229)</b>	<b>296</b>	<b>(1,654)</b>	<b>(724)</b>	<b>2,873</b>	<b>2,584</b>	<b>1,145</b>
Cash and cash equivalents at the beginning of the financial year	92,198	75,979	38,437	23,995	21,725	20,496	20,792	19,138	18,414	21,287	23,871
<b>Cash and cash equivalents at the end of the financial year</b>	<b>75,979</b>	<b>38,437</b>	<b>23,995</b>	<b>21,725</b>	<b>20,496</b>	<b>20,792</b>	<b>19,138</b>	<b>18,414</b>	<b>21,287</b>	<b>23,871</b>	<b>25,016</b>

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Council's cash at the end of each year is restricted in use for commitments such as non-discretionary reserves and Council cash for any carried forward incomplete capital works projects. It is forecast that Council cash for incomplete capital works will only be required to be taken into account for the end of the 2021/22 year forecast with all other years assuming 100% of the capital works will be deleivered in the year it was budgeted.

See Section 4 for all of the forecast indicator results for unrestricted Council cash.

## 3.5 Statement of Capital Works

	Forecast / Actual										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>											
Land	371	2,127	104	106	108	110	112	114	116	118	118
<b>Total land</b>	<b>371</b>	<b>2,127</b>	<b>104</b>	<b>106</b>	<b>108</b>	<b>110</b>	<b>112</b>	<b>114</b>	<b>116</b>	<b>118</b>	<b>118</b>
Buildings	3,142	13,531	5,473	7,074	4,553	2,730	2,000	2,500	2,000	2,500	2,000
<b>Total buildings</b>	<b>3,142</b>	<b>13,531</b>	<b>5,473</b>	<b>7,074</b>	<b>4,553</b>	<b>2,730</b>	<b>2,000</b>	<b>2,500</b>	<b>2,000</b>	<b>2,500</b>	<b>2,000</b>
<b>Total property</b>	<b>3,513</b>	<b>15,658</b>	<b>5,577</b>	<b>7,180</b>	<b>4,661</b>	<b>2,840</b>	<b>2,112</b>	<b>2,614</b>	<b>2,116</b>	<b>2,618</b>	<b>2,118</b>
<b>Plant and equipment</b>											
Plant, machinery and equipment	3,173	3,702	2,231	3,963	2,139	2,567	2,279	2,617	2,220	1,893	2,243
Fixtures, fittings and furniture	30	30	30	30	30	30	30	30	30	30	30
Computers and telecommunications	1,351	6,060	2,809	2,885	600	1,004	500	300	625	1,473	1,473
Library books	209	209	209	209	209	209	209	209	209	209	209
<b>Total plant and equipment</b>	<b>4,763</b>	<b>10,001</b>	<b>5,279</b>	<b>7,087</b>	<b>2,978</b>	<b>3,810</b>	<b>3,018</b>	<b>3,156</b>	<b>3,084</b>	<b>3,605</b>	<b>3,955</b>
<b>Infrastructure</b>											
Roads	9,101	15,467	16,023	10,977	10,797	10,450	10,700	10,400	10,950	10,700	10,700
Bridges	4,796	3,580	1,220	900	860	1,950	870	900	950	1,300	1,800
Footpaths and cycleways	1,285	1,245	1,850	850	850	1,100	1,100	850	850	850	850
Drainage	11	1,962	1,592	800	1,250	1,650	1,250	1,450	1,250	1,450	1,250
Recreational, leisure and community facilities	9,439	14,123	8,219	2,098	2,218	2,470	2,420	2,320	2,170	2,070	2,170
Waste management	4,702	2,564	5,933	2,000	600	450	2,800	2,150	0	2,000	2,800
Parks, open space and streetscapes	3,629	33,113	10,442	4,758	3,450	2,400	2,800	2,550	2,800	2,600	2,750
Aerodromes	574	116	5,423	5,423	100	100	100	100	100	100	100
Off street car parks	28	1,598	-	100	-	100	600	0	0	0	0
Other infrastructure	1,106	4,664	3,388	850	1,500	1,950	1,950	1,500	2,150	1,800	1,500
<b>Total infrastructure</b>	<b>34,671</b>	<b>78,432</b>	<b>54,090</b>	<b>28,756</b>	<b>21,625</b>	<b>22,620</b>	<b>24,590</b>	<b>22,220</b>	<b>21,220</b>	<b>22,870</b>	<b>23,920</b>
<b>Total capital works expenditure</b>	<b>42,947</b>	<b>104,091</b>	<b>64,946</b>	<b>43,023</b>	<b>29,264</b>	<b>29,270</b>	<b>29,720</b>	<b>27,990</b>	<b>26,420</b>	<b>29,093</b>	<b>29,993</b>
<b>Represented by:</b>											
New asset expenditure	10,000	30,931	16,695	2,945	408	0	2,800	2,150	0	2,000	2,800
Asset renewal expenditure	32,947	70,324	46,186	39,973	28,264	29,270	26,920	25,840	26,420	27,093	27,193
Asset expansion expenditure	0	0	0	0	0	0	0	0	0	0	0
Asset upgrade expenditure	0	2,836	3,065	105	592	0	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>42,947</b>	<b>104,091</b>	<b>65,946</b>	<b>43,023</b>	<b>29,264</b>	<b>29,270</b>	<b>29,720</b>	<b>27,990</b>	<b>26,420</b>	<b>29,093</b>	<b>29,993</b>
<b>Funding sources represented by:</b>											
Grants	17,217	53,208	29,992	16,017	5,704	3,204	3,204	3,204	3,204	3,204	3,204
Contributions	1,131	553	0	0	0	0	0	0	0	0	0
Council cash	20,342	45,123	32,954	26,956	23,110	26,566	26,516	24,786	23,216	25,889	26,789
Reserves	120	1,039	3,000	50	450	500	0	0	0	0	0
Borrowings	4,137	4,168	0	0	0	0	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>42,947</b>	<b>104,091</b>	<b>65,946</b>	<b>43,023</b>	<b>29,264</b>	<b>30,270</b>	<b>29,720</b>	<b>27,990</b>	<b>26,420</b>	<b>29,093</b>	<b>29,993</b>

## 3.6 Statement of Human Resources

Staff expenditure	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Total staff expenditure</b>										
Female	14,348	14,706	15,070	15,448	15,967	16,366	16,776	17,195	17,625	18,065
Male	14,992	15,366	15,750	16,144	16,648	17,064	17,491	17,928	18,376	18,836
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total staff expenditure</b>	<b>29,340</b>	<b>30,072</b>	<b>30,820</b>	<b>31,592</b>	<b>32,615</b>	<b>33,431</b>	<b>34,266</b>	<b>35,123</b>	<b>36,001</b>	<b>36,901</b>
<b>Permanent full time</b>										
Female	9,124	9,351	9,582	9,823	10,202	10,457	10,718	10,986	11,261	11,542
Male	11,606	11,896	12,193	12,498	12,911	13,234	13,564	13,904	14,251	14,607
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20,729</b>	<b>21,247</b>	<b>21,775</b>	<b>22,321</b>	<b>23,112</b>	<b>23,690</b>	<b>24,282</b>	<b>24,890</b>	<b>25,512</b>	<b>26,150</b>
<b>Permanent part time</b>										
Female	5,224	5,355	5,488	5,625	5,766	5,910	6,058	6,209	6,364	6,523
Male	3,387	3,470	3,557	3,646	3,737	3,831	3,926	4,025	4,125	4,228
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8,611</b>	<b>8,825</b>	<b>9,045</b>	<b>9,271</b>	<b>9,503</b>	<b>9,740</b>	<b>9,984</b>	<b>10,233</b>	<b>10,489</b>	<b>10,752</b>
<b>Total Permanent staff expenditure</b>	<b>29,340</b>	<b>30,072</b>	<b>30,820</b>	<b>31,592</b>	<b>32,615</b>	<b>33,431</b>	<b>34,266</b>	<b>35,123</b>	<b>36,001</b>	<b>36,901</b>
Casuals, temporary and other expenditure	5,750	4,987	5,536	5,911	5,857	6,036	6,220	6,408	6,601	6,798
<b>Total Operating staff expenditure</b>	<b>35,090</b>	<b>35,059</b>	<b>36,356</b>	<b>37,503</b>	<b>38,473</b>	<b>39,467</b>	<b>40,486</b>	<b>41,531</b>	<b>42,602</b>	<b>43,699</b>
Capitalised labour costs	3,086	2,439	2,217	2,048	2,313	2,351	2,390	2,429	2,470	2,512
<b>Total Operating and Capital labour costs</b>	<b>38,176</b>	<b>37,498</b>	<b>38,573</b>	<b>39,551</b>	<b>40,786</b>	<b>41,818</b>	<b>42,876</b>	<b>43,960</b>	<b>45,072</b>	<b>46,211</b>



Staff numbers										
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
<b>Total permanent staff numbers</b>										
Female	147.70	147.70	147.70	147.70	147.70	147.70	147.70	147.70	147.70	147.70
Male	154.00	154.00	154.00	154.00	154.00	154.00	154.00	154.00	154.00	154.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total permanent staff numbers</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>	<b>301.70</b>
<b>Permanent full time</b>										
Female	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00
Male	119.00	119.00	119.00	119.00	119.00	119.00	119.00	119.00	119.00	119.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>
<b>Permanent part time</b>										
Female	54.70	54.70	54.70	54.70	54.70	54.70	54.70	54.70	54.70	54.70
Male	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>	<b>89.70</b>
Total permanent staff numbers	301.70	301.70	301.70	301.70	301.70	301.70	301.70	301.70	301.70	301.70
Casuals, temporary and other expenditure	93.20	78.20	78.20	78.20	78.20	78.20	78.20	78.20	78.20	78.20
Capitalised	28.00	23.00	22.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
<b>Total staff numbers</b>	<b>422.90</b>	<b>402.90</b>	<b>401.90</b>	<b>400.90</b>	<b>400.90</b>	<b>400.90</b>	<b>400.90</b>	<b>400.90</b>	<b>400.90</b>	<b>400.90</b>

Directorate	Permanent Full Time				Permanent Part Time				2022/23
	Female	Male	Self-described	Total	Female	Male	Self-described	Total	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Assets and Environment	2,025	8,247	0	10,272	1,555	2,890	0	4,445	14,717
Place and Community	2,095	1,555	0	3,649	945	280	0	1,226	4,875
Bushfire Recovery	0	0	0	0	0	0	0	0	0
Business Excellence	4,914	1,525	0	6,438	2,629	216	0	2,845	9,283
Office of the CEO	90	280	0	370	95	0	0	95	465
<b>Total permanent staff expenditure</b>	<b>9,124</b>	<b>11,606</b>	<b>0</b>	<b>20,729</b>	<b>5,224</b>	<b>3,387</b>	<b>0</b>	<b>8,611</b>	<b>29,340</b>
Casuals, temporary and other expenditure									5,750
<b>Total Employee Costs - Operating</b>	<b>9,124</b>	<b>11,606</b>	<b>0</b>	<b>20,729</b>	<b>5,224</b>	<b>3,387</b>	<b>0</b>	<b>8,611</b>	<b>35,090</b>
Capitalised labour costs									3,086
<b>Total employee costs including capitalised labour</b>	<b>9,124</b>	<b>11,606</b>	<b>0</b>	<b>20,729</b>	<b>5,224</b>	<b>3,387</b>	<b>0</b>	<b>8,611</b>	<b>38,176</b>

### 3.7 Summary of Planned Human Resources Expenditure

For the ten years ended 30 June 2032

Directorate	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
<b>Assets and Environment</b>										
Permanent - Full time	10,272	10,528	10,791	11,061	11,438	11,723	12,017	12,317	12,625	12,941
Women	2,025	2,075	2,127	2,180	2,235	2,290	2,348	2,406	2,466	2,528
Men	8,247	8,453	8,664	8,881	9,203	9,433	9,669	9,911	10,158	10,412
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	4,445	4,556	4,670	4,787	4,907	5,029	5,155	5,284	5,416	5,551
Women	1,555	1,594	1,634	1,675	1,717	1,760	1,804	1,849	1,895	1,942
Men	2,890	2,962	3,036	3,112	3,190	3,270	3,351	3,435	3,521	3,609
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Assets and Environment</b>	<b>14,717</b>	<b>15,084</b>	<b>15,461</b>	<b>15,848</b>	<b>16,344</b>	<b>16,753</b>	<b>17,172</b>	<b>17,601</b>	<b>18,041</b>	<b>18,492</b>
<b>Place and Community</b>										
Permanent - Full time	3,649	3,740	3,834	3,930	4,078	4,180	4,285	4,392	4,502	4,614
Women	2,095	2,147	2,201	2,256	2,362	2,421	2,482	2,544	2,608	2,673
Men	1,555	1,593	1,633	1,674	1,716	1,759	1,803	1,848	1,894	1,941
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	1,226	1,256	1,287	1,319	1,352	1,386	1,420	1,456	1,492	1,530
Women	945	969	993	1,018	1,043	1,070	1,096	1,124	1,152	1,181
Men	280	287	294	301	309	316	324	332	341	349
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Place and Community</b>	<b>4,875</b>	<b>4,996</b>	<b>5,121</b>	<b>5,249</b>	<b>5,430</b>	<b>5,566</b>	<b>5,705</b>	<b>5,848</b>	<b>5,994</b>	<b>6,144</b>

Directorate	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Business Excellence</b>										
Permanent - Full time	6,438	6,600	6,762	6,933	7,189	7,369	7,553	7,742	7,936	8,134
Women	4,914	5,037	5,160	5,291	5,506	5,644	5,785	5,930	6,078	6,230
Men	1,525	1,563	1,602	1,642	1,683	1,725	1,768	1,812	1,858	1,904
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	2,845	2,916	2,989	3,064	3,141	3,219	3,300	3,382	3,467	3,553
Female	2,629	2,695	2,762	2,831	2,902	2,974	3,049	3,125	3,203	3,283
Male	216	221	227	233	239	245	251	257	264	270
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Business Excellence</b>	<b>9,283</b>	<b>9,516</b>	<b>9,751</b>	<b>9,997</b>	<b>10,330</b>	<b>10,588</b>	<b>10,853</b>	<b>11,124</b>	<b>11,402</b>	<b>11,687</b>
<b>Office of the CEO</b>										
Permanent - Full time	370	379	388	397	407	417	428	439	450	461
Women	90	92	94	96	98	101	103	106	109	111
Men	280	287	294	301	309	317	325	333	341	349
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	95	97	99	101	104	106	109	111	114	117
Women	95	97	99	101	104	106	109	111	114	117
Men	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Office of the CEO</b>	<b>465</b>	<b>476</b>	<b>487</b>	<b>498</b>	<b>511</b>	<b>524</b>	<b>537</b>	<b>550</b>	<b>564</b>	<b>578</b>
<b>Total permanent employee costs</b>	<b>29,340</b>	<b>30,072</b>	<b>30,820</b>	<b>31,592</b>	<b>32,615</b>	<b>33,431</b>	<b>34,266</b>	<b>35,123</b>	<b>36,001</b>	<b>36,901</b>
<b>Casuals, temporary and other expenditure</b>	<b>5,750</b>	<b>4,987</b>	<b>5,536</b>	<b>5,911</b>	<b>5,857</b>	<b>6,036</b>	<b>6,220</b>	<b>6,408</b>	<b>6,601</b>	<b>6,798</b>
<b>Total Operating staff expenditure</b>	<b>35,090</b>	<b>35,059</b>	<b>36,356</b>	<b>37,503</b>	<b>38,473</b>	<b>39,467</b>	<b>40,486</b>	<b>41,531</b>	<b>42,602</b>	<b>43,699</b>
<b>Total capitalised labour costs</b>	<b>3,086</b>	<b>2,439</b>	<b>2,217</b>	<b>2,048</b>	<b>2,313</b>	<b>2,351</b>	<b>2,390</b>	<b>2,429</b>	<b>2,470</b>	<b>2,512</b>
<b>Total Operating and Capital labour costs</b>	<b>38,176</b>	<b>37,498</b>	<b>38,573</b>	<b>39,551</b>	<b>40,786</b>	<b>41,818</b>	<b>42,876</b>	<b>43,960</b>	<b>45,072</b>	<b>46,211</b>

Directorate	2022/23 FTE	2023/24 FTE	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE	2028/29 FTE	2029/30 FTE	2030/31 FTE	2031/32 FTE
<b>Assets and Environment</b>										
Permanent - Full time	101.0	101.0	101.0	101.0	101.0	101.0	101.0	101.0	101.0	101.0
Women	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0
Men	85.0	85.0	85.0	85.0	85.0	85.0	85.0	85.0	85.0	85.0
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0
Women	14	14	14	14	14	14	14	14	14	14
Men	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Assets and Environment</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>	<b>145.0</b>
<b>Place and Community</b>										
Permanent - Full time	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0
Women	20	20	20	20	20	20	20	20	20	20
Men	15	15	15	15	15	15	15	15	15	15
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Women	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
Men	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Place and Community</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>
<b>Business Excellence</b>										
Permanent - Full time	74.0	74.0	74.0	74.0	74.0	74.0	74.0	74.0	74.0	74.0
Women	56	56	56	56	56	56	56	56	56	56
Men	18	18	18	18	18	18	18	18	18	18
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	32.9	32.9	32.9	32.9	32.9	32.9	32.9	32.9	32.9	32.9
Women	30.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9
Men	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Business Excellence</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>	<b>106.9</b>

Directorate	2022/23 FTE	2023/24 FTE	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE	2028/29 FTE	2029/30 FTE	2030/31 FTE	2031/32 FTE
<b>Office of the CEO</b>										
Permanent - Full time	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Women	1	1	1	1	1	1	1	1	1	1
Men	1	1	1	1	1	1	1	1	1	1
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Women	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Men	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
<b>Total Office of the CEO</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>
<b>Total permanent staff</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>	<b>301.7</b>
<b>Casuals, temporary and other expenditure</b>	<b>93.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>	<b>78.2</b>
<b>Total Permanent and Casual staff numbers</b>	<b>394.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>	<b>379.9</b>
<b>Total Capitalised staff numbers</b>	<b>28</b>	<b>23</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>Total all staff numbers</b>	<b>422.9</b>	<b>402.9</b>	<b>401.9</b>	<b>400.9</b>	<b>400.9</b>	<b>400.9</b>	<b>400.9</b>	<b>400.9</b>	<b>400.9</b>	<b>400.9</b>

Whilst permanent full time and permanent part time employee numbers are forecast to remain the same across the 10 Year period, casuals and temporary staff numbers will decrease in 2023/24. This is due to temporary staff employed to support the community recovery from the 2019/20 bushfires ending part way through 2022/23 year onwards. This program was fully funded from external government grants and the funding will end in the 2022/23 financial year.

The number of capitalised staff will also decrease in the 2023/24 as a result of temporary project officers being engaged in the 2022/23 year to support the deliver of a large capital works program in that year.

#### 4. Financial performance indicators

The following table highlights Council's projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council's 10 year financial projections and should be interpreted in the context of the organisation's objectives and financial management principles.

Indicator	Measure	Notes	Forecast Actual												Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	+/-	
Operating position															
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(2.13%)	(12.03%)	(0.87%)	0.82%	(0.21%)	0.91%	0.41%	1.65%	0.48%	1.58%	0.94%		+
Liquidity															
Working Capital	Current assets / current liabilities	2	303%	180%	151%	129%	139%	133%	116%	123%	136%	143%	145%		+
Unrestricted cash	Unrestricted cash / current liabilities	3	155.24%	94.57%	56.30%	44.91%	46.70%	58.48%	47.61%	48.33%	59.74%	67.88%	70.83%		+
Obligations															
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	11.97%	15.27%	14.85%	13.37%	11.90%	10.49%	7.57%	6.30%	4.43%	3.26%	2.13%		+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.54%	3.01%	0.46%	1.52%	1.48%	1.44%	2.82%	1.24%	1.83%	1.12%	1.09%		+
Indebtedness	Non-current liabilities / own source revenue		16.89%	23.43%	22.06%	16.69%	19.02%	16.23%	11.68%	9.94%	12.03%	10.73%	9.68%		+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	148.89%	285.12%	189.16%	152.86%	106.36%	107.83%	98.88%	92.73%	94.15%	96.06%	95.66%		o
Stability															
Rates concentration	Rate revenue / adjusted underlying revenue	6	52.27%	65.84%	63.37%	62.72%	63.07%	63.40%	63.72%	63.99%	64.25%	64.52%	64.78%		o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.51%	0.40%	0.38%	0.35%	0.33%	0.32%	0.31%	0.31%	0.30%	0.29%	0.29%		-

Indicator	Measure	Notes	Forecast Actual											Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	+/-
Efficiency														
Expenditure level	Total expenses/ no. of property assessments		\$3,742	\$3,395	\$3,233	\$3,258	\$3,328	\$3,329	\$3,383	\$3,383	\$3,465	\$3,469	\$3,535	+
Revenue level	Total rate revenue / no. of property assessments		\$1,915	\$1,995	\$2,031	\$2,060	\$2,094	\$2,129	\$2,165	\$2,201	\$2,237	\$2,274	\$2,312	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		11%	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%	o

Indicator	Measure	Notes	Forecast											Trend
			Actual	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Sustainable Capacity														
Population	Total expenses/ Municipal population		\$2,533	\$2,276	\$2,167	\$2,183	\$2,230	\$2,231	\$2,267	\$2,267	\$2,322	\$2,325	\$2,369	o
Population	Value of infrastructure / Municipal population		\$17,739	\$20,001	\$19,925	\$19,848	\$19,771	\$22,064	\$21,963	\$21,861	\$21,760	\$24,222	\$24,094	+
Population	Municipal population / Kilometres of local roads		16	16	17	17	17	17	17	17	18	18	18	o
Own-source revenue	Own source revenue / Municipal population		\$1,731	\$1,717	\$1,720	\$1,741	\$1,766	\$1,792	\$1,819	\$1,845	\$1,873	\$1,900	\$1,928	o
Recurrent grants	Recurrent grants / Municipal population		\$570	\$187	\$427	\$459	\$458	\$457	\$457	\$458	\$460	\$461	\$463	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****1. Adjusted underlying result**

This is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. This measure removes non-recurrent capital related income from the total income so that the income is adjusted to only income for operations and recurrent capital income. The advance payment of \$13.8 million of the Victoria Grants Commission (VGC) 2022/23 payment in the 2021/22 year has impacted on the measure for the 2022/23 year, giving a negative result. The ratio is expected to fluctuate every second year as a result of the bi-annual cyclic Raymond Island Ferry maintenance expenditure of approximately \$0.850M and in some years the result is less than the target of \$1M. A result greater than 0% indicates surpluses are being generated consistently and presents a lower risk of Council not being able to fund works and services. The average over the 9 years after 2022/23 is a positive 0.63%; noting that the last 6 years is a positive 1.0% average.

**2. Working Capital**

This is a measure of the proportion of current liabilities represented by current assets. Working capital is forecast to remain relatively steady over the life of the 10 year Plan. Council aims to have a working capital ratio of at least 150% and whilst the outyears are trending slightly below the target the overall working capital forecasts are at an acceptable level.

**3. Unrestricted Cash**

Cash and cash equivalents held by Council are restricted in part and not fully available for Council's operations. This indicator measures Council's ability to fund current liabilities with unrestricted cash if they all fell due at year end. The results for this indicator are relatively steady from the 23/24 year through to 2031/32. The ratio varies from year to year and drops below the benchmark of 80% as a result of bi-annual cyclic maintenance for the Raymond Island Ferry and the timing for landfill rehabilitation projects.

**4. Debt compared to rates**

As a result of planned borrowings in 2021/22 and 2022/23 years the indicator shows Council's increased reliance of debt against its annual rate revenue. The indicator though continues to decrease as loans are repaid over the remaining years with no new borrowings forecast after the 2022/23 year for the remainder of the years of the Plan. Overall Council has a low reliance on borrowings.

**5. Asset renewal**

This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage of 100 or greater indicates that Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Whilst the indicator is forecasting results less than 100 percent in the outyears the average over the 10 years of the plan is greater than 100 percent. It is expected that there would be other funding sources that will become available in the out years for Council to allocate to renewal of assets and this would increase the results in those years that are currently forecast to be less than 100 percent.

**6. Rates concentration**

This indicator reflects the extent of reliance on rate revenue to fund Council's ongoing services. The trend analysis indicates Council will become slightly more reliant on rate revenue compared to all other revenue sources.



**Calculation of Adjusted Underlying surplus / (deficit)**

The following table shows how the adjusted underlying result has been calculated.

**Adjusted Underlying Result**

	Forecast / Actual										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Total Income	136,398	151,022	136,353	124,480	116,495	116,401	118,860	121,480	124,161	126,904	129,710
Total expenses	122,243	110,935	106,678	108,574	112,025	113,167	116,178	117,313	121,379	122,738	126,316
<b>Surplus/(deficit) for the year</b>	<b>14,155</b>	<b>40,087</b>	<b>29,675</b>	<b>15,906</b>	<b>4,470</b>	<b>3,234</b>	<b>2,682</b>	<b>4,167</b>	<b>2,782</b>	<b>4,166</b>	<b>3,394</b>
<b>Less non-operating income and expenses</b>											
Grants - Capital (non-recurrent)	(13,575)	(49,449)	(28,595)	(13,013)	(2,700)	(200)	(200)	(200)	(200)	(200)	(200)
Contributions - monetary (capital)	(1,131)	(553)	0	0	0	0	0	0	0	0	0
Contributions - non-monetary	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
<b>Adjusted underlying surplus/(deficit)</b>	<b>(2,551)</b>	<b>(11,915)</b>	<b>(920)</b>	<b>893</b>	<b>(230)</b>	<b>1,034</b>	<b>482</b>	<b>1,967</b>	<b>582</b>	<b>1,966</b>	<b>1,194</b>

## 5. Strategies and Plans

This section describes the strategies and plans that support the 10 year financial projections included to the Financial Plan.

### 5.1 Borrowing Strategy

#### 5.1.1 Current Debt Position

The total amount borrowed as at 30 June 2022 is forecast to be \$7.487M.

Council has one current loan of \$3.350M that is being repaid from the Tambo Bluff Special Charge scheme participants. The new borrowings of \$4.137M in the 2021/22 year are the 1st draw down of loan funds approved under the Victorian governments Community Infrastructure Low Interest Loan Scheme for the Eagle Point Community Hub project and the WORLD Sporting Precinct project.

#### 5.1.2 Future Borrowing Requirements

Council has approved borrowings that span two financial years of \$3.305M for the Eagle Point Community Hub Project. The loan borrowings are sourced under the Victorian governments Community Infrastructure Low Interest Loan Scheme. Once all of the approved borrowings have been drawn down the loan will be repaid over 10 years.

Council has forecast a further new loan of \$5M for the WORLD Sporting Precinct project. It is expected that this will also be from the Victorian governments Low Interest Loan Scheme and would be drawn down over two financial years being 2021/22 and 2022/23. This loan would then be repaid over a 10 year period.

No other new borrowings are forecast over the 10 years of the Plan.

All of the Performance Indicators for Council's borrowings are forecast to be well below the target indicators over the 10 years of the Plan. See the forecast borrowings and Performance Indicators in the tables below.

	Forecast / Actual										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance</b>	3,350	7,487	9,955	9,955	9,179	8,391	7,592	5,631	4,807	3,471	2,623
Plus New loans	4,137	4,168	0	0	0	0	0	0	0	0	0
Less Principal repayment	0	(1,700)	0	(776)	(788)	(799)	(1,961)	(824)	(1,336)	(848)	(861)
<b>Closing balance</b>	<b>7,487</b>	<b>9,955</b>	<b>9,955</b>	<b>9,179</b>	<b>8,391</b>	<b>7,592</b>	<b>5,631</b>	<b>4,807</b>	<b>3,471</b>	<b>2,623</b>	<b>1,762</b>
Interest payment	339	265	309	267	256	244	132	120	97	52	39

Performance Indicator	Target	Forecast /										
		Actual										
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
		%	%	%	%	%	%	%	%	%	%	%
Total borrowings / Rate revenue	Below 60%	12.0%	15.3%	14.9%	13.4%	11.9%	10.5%	7.6%	6.3%	4.4%	3.3%	2.1%
Debt servicing / Rate revenue	Below 5%	0.5%	0.4%	0.5%	0.4%	0.4%	0.3%	0.2%	0.2%	0.1%	0.1%	0.0%
Debt commitment / Rate revenue	Below 10%	0.5%	3.0%	0.5%	1.5%	1.5%	1.4%	2.8%	1.2%	1.8%	1.1%	1.1%
Indebtedness / Own source revenue	Below 60%	16.9%	23.4%	22.1%	16.7%	19.0%	16.2%	11.7%	9.9%	12.0%	10.7%	9.7%

**5.2 Reserves Strategy**

**5.2.1 Current Non-Discretionary Reserves**

The Recreation Land Reserve receives developer contributions for future development of public open space.

The Car Parking Reserve receives developer funds for future development of public car parks.

Development Contribution Plans receive contribution from developers upon the sale of land in a prescribed planning area.

Lakes Entrance Northern Growth Area receive contributions in accordance with the development plan.

The Road Upgrading Reserve receives contributions from developers for the future upgrade of specific roads as required by development plans.

**5.2.2 Current Discretionary Reserves**

The Raymond Island Ferry Replacement Reserve is planned to increase by \$300K each year as an allocation of accumulated surplus to be utilised when the Ferry is replaced in the future.

The Orbost Landfill Bushfire Waste Reserve is the amount of surplus funds that were generated during the period that the 2019/20 bushfire contaminated waste was being disposed at the Orbost landfill site. These funds will be held to fund additional aftercare and monitoring costs that may result from the use of the Orbost Landfill and part of the Bairnsdale landfill for depositing of contaminated bushfire waste.

A discretionary reserve for the Tambo Bluff Property Sales is utilised to allocate Tambo Bluff property sales income to Tambo Bluff property purchases to be able to consolidate into saleable blocks.

### 5.2.3 Reserve Usage Projections

There is projected use of non-discretionary (restricted) reserves is \$66K in the 2021/22 financial year where funds from the Public Open Space will be contributing to a playground upgrade. It is proposed that \$50K of Car Parking reserve funds will be utilised in both the 2024/25 and 2026/27 years to contribute to car parking upgrades.

The discretionary Orbost Landfill Bushfire Waste reserve is projected to utilise \$3M in the 2023/24 year for expected waste compliance works and a further \$0.450M in both the 2025/26 and 2026/27 years for transfer station upgrades. The Tambo Bluff Property sales rReserve will also be utilised to fund land purchases in the Tambo Bluff development.

A summary of both Restricted and Discretionary Reserves is shown below.

<b>Reserves</b>	<b>Restricted / Discretionary</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>	<b>2031-32</b>
		<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>	<b>\$000's</b>
<b>Public Open Space Reserve</b>	<b>Restricted</b>											
<b>Opening balance</b>		873	871	807	807	807	807	807	807	807	807	807
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(2)	(64)	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>871</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>
<b>Car Parking Reserve</b>	<b>Restricted</b>											
<b>Opening balance</b>		193	193	193	193	143	143	93	93	93	93	93
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	(50)	0	(50)	0	0	0	0	0
<b>Closing balance</b>		<b>193</b>	<b>193</b>	<b>193</b>	<b>143</b>	<b>143</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>
<b>Development Contribution Plans</b>	<b>Restricted</b>											
<b>Opening balance</b>		19	19	19	19	19	19	19	19	19	19	19
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>Lakes Entrance Northern Growth Area</b>	<b>Restricted</b>											
<b>Opening balance</b>		1	1	1	1	1	1	1	1	1	1	1
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Road Upgrading</b>	<b>Restricted</b>											
<b>Opening balance</b>		34	34	34	34	34	34	34	34	34	34	34
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>

Reserves Summary	Total Restricted	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
		\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
<b>Opening balance</b>		1,120	1,118	1,054	1,054	1,004	1,004	954	954	954	954	954
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(2)	(64)	0	(50)	0	(50)	0	0	0	0	0
<b>Closing balance</b>		<b>1,118</b>	<b>1,054</b>	<b>1,054</b>	<b>1,004</b>	<b>1,004</b>	<b>954</b>	<b>954</b>	<b>954</b>	<b>954</b>	<b>954</b>	<b>954</b>

Reserves	Restricted / Discretionary	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
		\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
<b>Raymond Island Ferry Replacement</b>	<b>Discretionary</b>											
<b>Opening balance</b>		2,000	2,300	2,600	2,900	3,200	3,500	3,800	4,100	4,400	4,700	5,000
Transfer to reserve		300	300	300	300	300	300	300	300	300	300	300
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>2,300</b>	<b>2,600</b>	<b>2,900</b>	<b>3,200</b>	<b>3,500</b>	<b>3,800</b>	<b>4,100</b>	<b>4,400</b>	<b>4,700</b>	<b>5,000</b>	<b>5,300</b>
<b>Tambo Bluff Property Sales</b>	<b>Discretionary</b>											
<b>Opening balance</b>		394	276	51	51	51	51	51	51	51	51	51
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(118)	(225)	0	0	0	0	0	0	0	0	0
<b>Closing balance</b>		<b>276</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>
<b>Orbost Landfill Bushfire Waste</b>	<b>Discretionary</b>											
<b>Opening balance</b>		9,626	9,626	9,626	6,626	6,626	6,176	5,726	5,726	5,726	5,726	5,726
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	(3,000)	0	(450)	(450)	0	0	0	0	0
<b>Closing balance</b>		<b>9,626</b>	<b>9,626</b>	<b>6,626</b>	<b>6,626</b>	<b>6,176</b>	<b>5,726</b>	<b>5,726</b>	<b>5,726</b>	<b>5,726</b>	<b>5,726</b>	<b>5,726</b>
<b>Reserves Summary</b>	<b>Total Discretionary</b>											
<b>Opening balance</b>		12,020	12,202	12,277	9,577	9,877	9,727	9,577	9,877	10,177	10,477	10,777
Transfer to reserve		300	300	300	300	300	300	300	300	300	300	300
Transfer from reserve		(118)	(225)	(3,000)	0	(450)	(450)	0	0	0	0	0
<b>Closing balance</b>		<b>12,202</b>	<b>12,277</b>	<b>9,577</b>	<b>9,877</b>	<b>9,727</b>	<b>9,577</b>	<b>9,877</b>	<b>10,177</b>	<b>10,477</b>	<b>10,777</b>	<b>11,077</b>

Reserves Summary	Total Restricted and Discretionary											
<b>Opening balance</b>	13,140	13,320	13,331	10,631	10,881	10,731	10,531	10,831	11,131	11,431	11,731	
Transfer to reserve	300	300	300	300	300	300	300	300	300	300	300	300
Transfer from reserve	(120)	(289)	(3,000)	(50)	(450)	(500)	0	0	0	0	0	0
<b>Closing balance</b>	<b>13,320</b>	<b>13,331</b>	<b>10,631</b>	<b>10,881</b>	<b>10,731</b>	<b>10,531</b>	<b>10,831</b>	<b>11,131</b>	<b>11,431</b>	<b>11,731</b>	<b>12,031</b>	

# **EAST GIPPSLAND SHIRE COUNCIL**

## **DRAFT**

### **Four Year Revenue and Rating Plan**

**2022/23 to 2025/26**



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## 1.1 EXECUTIVE SUMMARY

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan (The Plan) establishes the revenue raising framework within which the Council proposes to work.

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

The Plan provides information on Council's rates and charges and other revenue sources. Whilst there are legislative provisions Council must follow in regard to rates and charges there is some discretion in the application of differential rates and service charges. Section 1.5 of the Plan provides information on Council's current application of this legislation for rates and charges.

User fees and charges form an important part of Council's revenue. In providing services to the community, council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations. Section 1.6.1 of the Plan provides information in regard to the considerations that Council takes into account when setting user fees and charges.

Sections 1.6.2 to 1.6.6 of the Plan provides information regarding all of the other sources of revenue of Council that forms part of the annual budget development.

Whilst the Plan provides information regarding Council's current position regarding rates and charges and other sources of revenue, it is a basis for review each year to ensure fair and equitable distribution of rates and charges and user fees and charges.

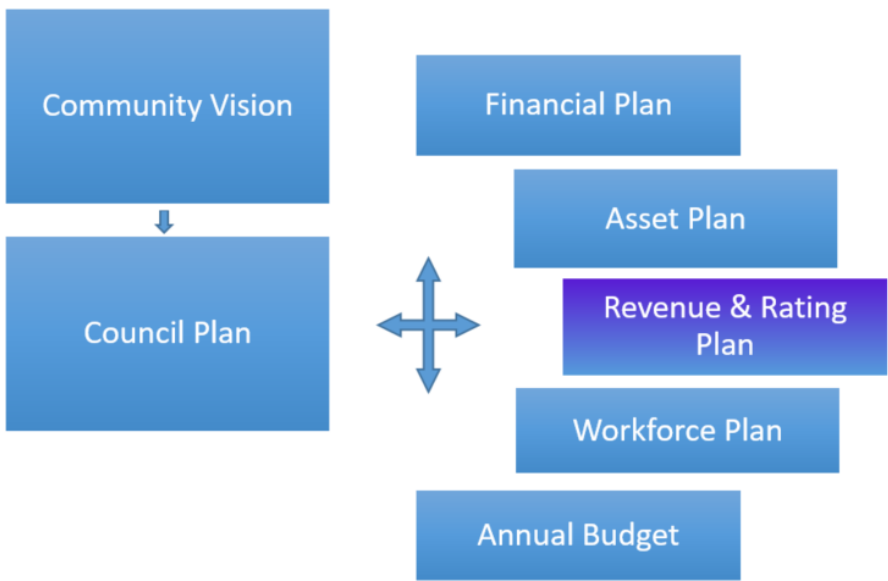
Annually Council will seek comment/feedback from the community on the Plan and will take this into consideration as part of the review process.

1.2 PURPOSE

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for East Gippsland Shire Council which in conjunction with other income sources will adequately finance the objectives in the council plan.

This plan is an important part of Council's integrated planning framework.

Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.



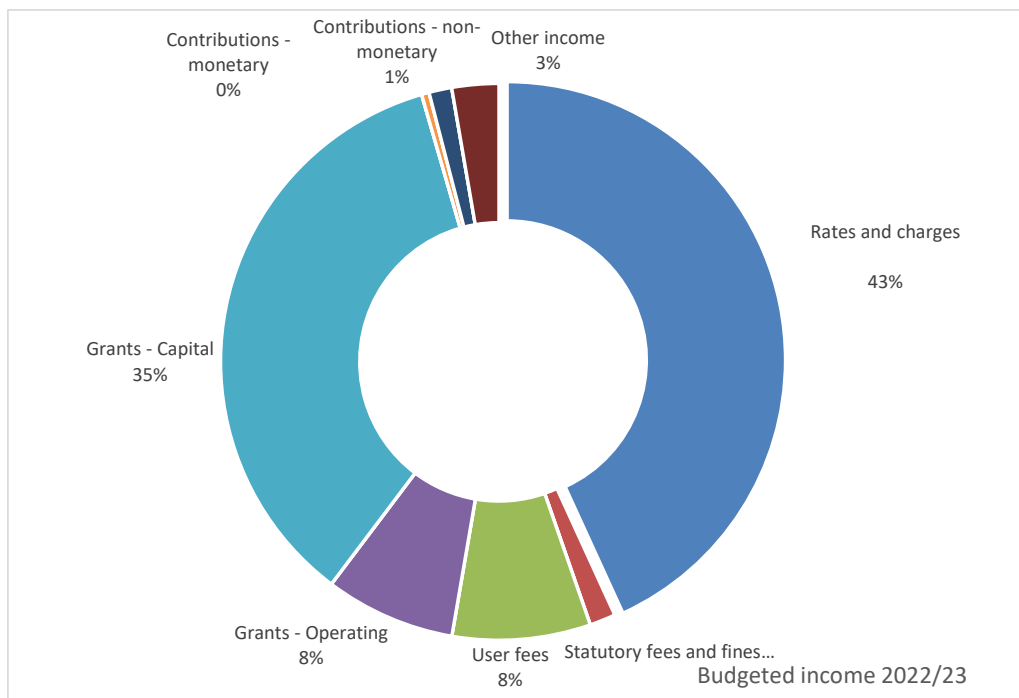
This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

### 1.3 INTRODUCTION

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.



Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (ie developers, community groups)
- Interest from investments
- Sale of Assets

Rates are the most significant revenue source for Council and on average make up over 50% of its annual income.

For the 2022/23 year rates and charges are estimated to only be 43% of total income as a result of the additional total income being greater than an average year due to the increase in capital grant funding.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets

remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

## 1.4 COMMUNITY ENGAGEMENT

The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process will be/was followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Draft Revenue and Rating Plan prepared by officers;
- Draft Revenue and Rating Plan placed on public exhibition for comment/feedback for a period of 14 days;
- Community engagement through local news outlets and social media;
- Consideration of feedback; and
- Draft Revenue and Rating Plan (with any revisions) presented to 28 June 2022 Council meeting for adoption.

Following community feedback' Council's Revenue and Rating Plan there were no updates made to the Plan.

Each year as part of the review of the Four Year Revenue and Rating plan, Council will undertake community consultation to ensure the community has an opportunity to provide comment/feedback.

## 1.5 RATES AND CHARGES

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of three key elements. These are:

- **General Rates** – Based on property values (using the Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*;
- **Service Charges** - A 'user pays' component for council services to reflect benefits provided by Council to ratepayers who benefit from a service; and
- **Municipal Charge** - A 'fixed rate' portion per property to cover some of the administrative costs of Council.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial/industrial, or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

Council's rating structure comprises three differential rates (residential or general, commercial/industrial, and farm). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

Differential rates are reviewed each year. The proposed differential rates to be applied in the 2022/23 year are as follows:

- Residential 100%
- Commercial / Industrial 140%
- Farm land 80%

Council also levies a municipal charge. The municipal charge is a minimum rate per property and declared for the purpose of covering some of the administrative costs of Council. In applying the municipal charge, Council ensures that each rateable property in the municipality makes a contribution.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council's annual budget.

Rates and charges are an important source of revenue, accounting for over 50% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

Council currently utilises a service charge to fully recover the cost of Council's waste services and provide for future landfill rehabilitation costs. The garbage service charge is not capped under the Fair Go Rates System.

### **1.5.1 RATING LEGISLATION**

The legislative framework set out in the *Local Government Act 1989* determines council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges;
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*;

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement –

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual budget.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

## 1.5.2 RATING PRINCIPLES

### Taxation Principles:

When developing a rating strategy, in particular with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

**Wealth Tax**

The “wealth tax” principle implies that the rates paid are dependent upon the value of a ratepayer’s real property and have no correlation to the individual ratepayer’s consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

**Equity**

*Horizontal equity* – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

*Vertical equity* – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden).

**Efficiency**

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

**Simplicity**

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

**Benefit**

The extent to which there is a nexus between consumption/benefit and the rate burden.

**Capacity to Pay**

The capacity of ratepayers or groups of ratepayers to pay rates.

**Diversity**

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

**Rates and Charges Revenue Principles:**

Property rates should:

- be reviewed annually;
- not change significantly from one year to next, except if Council has a rate increase greater than the rate cap that has been approved in accordance with the Essential Services Commission process; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the [Ministerial Guidelines for Differential Rating 2013](#).

**1.5.3 DETERMINING WHICH VALUATION BASE TO USE**

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- **Capital Improved Value (CIV)** – Value of land and improvements upon the land.
- **Site Value (SV)** – Value of land only.
- **Net Annual Value (NAV)** – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

**Capital Improved Value (CIV)**

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements



on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

**Advantages of using Capital Improved Value (CIV)**

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

**Disadvantages of using CIV**

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

**Site value (SV)**

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in an East Gippsland Shire Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the East Gippsland Shire.

**Advantages of Site Value**

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

### Disadvantages of using Site Value

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (eg. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.

### Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

### Recommended valuation base

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

East Gippsland Shire Council applies Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

Differential rating allows (under the CIV method) council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

- a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
  - i. A definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.

- ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
- iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

### Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. East Gippsland Shire Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

### Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations throughout the year and advises council of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

### Objections to property valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

### 1.5.4 RATING DIFFERENTIALS

The Act allows Councils to 'differentiate' rates based on the nature of use of land, its geographic locality, or the use and locality of the land.

Council has a diverse mix of geographically located and land use properties. Valuation methodology is not consistent between differing land use property types. Therefore, the establishment of different rating categories provides greater equity in ratepayers' contribution from rates, taking into account land use characteristics in relation to a range of factors including taxation principles.

Council has utilised a differential rating system since 2004/05, when a Farm rate differential and a Commercial/Industrial rate differential were introduced.

The table below identifies the differential rates currently applied by East Gippsland Shire Council and the proposed differential rates for 2022/23:

**Table 1**

Rating Category	Differential (i.e. relative to General) Rates 2021/22	Proposed 2022/23 Differential (i.e. relative to General) Rates
General (residential)	1.00	1.00
Commercial and Industrial	1.45	1.40
Farming	0.80	0.80

In determining the rate in the dollar for each category of ratepayer, the total Capital Improved Value (CIV) of all properties within each rating category is divided into the rates to be raised, giving a rate in the dollar. The rate in the dollar is applied to the CIV of each rate assessment within each rating category to determine the amount of general rates that will apply to each rate assessment. The rates for each individual rate assessment are totalled by each category to determine the total rates to be raised in each category. The total of all categories then equals the total rates to be raised. This together with the total of the municipal charge applied to every rateable property, with the exception of any single farm enterprise exemptions, makes up the total of rates and charges and must comply with the rate cap determined by the Minister for Local Government each year.

The rationale supporting the provision of a discount to farm properties over time has included the supposition that farm properties do not receive or require the same service levels as general properties and that in general terms they account for a large percentage of the higher value properties within the Shire. The farm rate has also been used at times to provide additional relief to farmers during periods of hardship due to seasonal conditions (e.g. drought, flood) and other factors.

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

#### General Rate

##### **Definition:**

General land is any land that is:

- Used primarily for residential purposes; or
- Unoccupied but zoned Residential, Township or Rural Living under the East Gippsland Shire Council Planning Scheme; or
- Any land that is not defined as Farm Land or Commercial/Industrial Land.

**Objectives:**

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; and
- Development and provision of services to the community.

The types and classes of rateable land within this differential rate are those having the relevant Characteristics described above.

**Characteristics:**

The characteristics of the Planning Scheme zoning are applicable to the determination of vacant land, Which will be subject to the rate applicable to General land. The vacant land affected by this rate is any land that is zoned Residential, Township and/or Rural Living under the East Gippsland Shire Council Planning Scheme. The classification of land that is improved will be determined by the occupation and use of that land and have reference to the Planning Scheme zoning.

**Types and Classes:**

Rateable land having the relevant characteristics described below:

- a) used primarily for residential purposes; or
- b) any land that is not defined as Farm Land or Commercial/Industrial Land.

**Use of Rate:**

Funds raised by the differential rate will be applied to the items of expenditure described in the Budget adopted 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 and to achieve the objectives specified above.

**Level of Rate:**

100% of General Rate.

**Use of Land:**

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

**Geographic Location:**

Wherever located within the municipal district.

**Planning Scheme Zoning:**

The characteristics of the Planning Scheme zoning are applicable to the determination of vacant land, which will be subject to the rate applicable to General land. The vacant land affected by this rate is any land that is zoned Residential, Township and/or Rural Living under the East Gippsland Shire Council Planning Scheme. The classification of land that is improved will be determined by the occupation and use of that land and have reference to the Planning Scheme zoning.

**Types of Buildings:**

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

**Commercial/Industrial Rate****Definition:**

Commercial and industrial land is any land that is:

- Used primarily for the manufacture, or production of, or trade in, goods or services; or
- Obviously adapted for the primary use of commercial or industrial purposes; or

- Occupied primarily for the purpose of service delivery for tourism, leisure and/or accommodation; or
- Unoccupied but zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development Zone under the East Gippsland Shire Council Planning Scheme; or
- Conforming to East Gippsland Shire Council guidelines for the classification of property as Commercial/Industrial Land.

**Objectives:**

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 services to the community;
- Provision of tourism and visitor programs and services;
- Physical beautification of key business areas; and
- Encouragement of economic and employment growth through a range of programs and services.

**Characteristics:**

The characteristics of Planning Scheme zoning are applicable to the determination of vacant land that will be subject to the rate applicable to Commercial and Industrial land. The vacant land affected by this rate is that which is zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development under the East Gippsland Shire Council Planning Scheme.

**Types and Classes:**

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

**Use of Rate:**

Funds raised by the differential rate will be applied to the items of expenditure described in the Budget. 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.

Included in the 140% differential rate for Commercial/Industrial properties is a 5% component that is allocated to an Economic Development Discretionary Fund to be used for specific economic development and tourism activities as determined by Council.

**Level of Rate:**

140% of the General Rate.

**Use of Land:**

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

**Geographic Location:**

The geographic location of the land within this differential rate is wherever it is located within the municipal district.

**Planning Scheme Zoning:**

The characteristics of Planning Scheme zoning are applicable to the determination of vacant land that will be subject to the rate applicable to Commercial and Industrial land. The vacant land affected by this rate is that which is zoned Business, Industrial, Mixed Use, Special Use or Comprehensive Development under the East Gippsland Shire Council Planning Scheme.

**Types of Buildings:**

The types of buildings on the land within this differential rate are all buildings that are now constructed on the land or which are constructed prior to the end of the financial year.

**Farm Rate****Definition:**

In order for a property to be classified under the Differential Farm rate land must fulfil the following Criteria and be defined as such.

Farming land is any land that is:

- Used primarily for a farming or agricultural business; and
- Any land which is "Farm Land" within the meaning of Section 2(1) of the *Valuation of land Act 1960*.
  - a) Farm Land means any rateable land that is 2 or more hectares in area;
  - b) used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- Conforming to East Gippsland Shire Council guidelines for the classification of property as Farm Land; and
- The ratepayer has Primary Producer status with the Australian Taxation Office.

That is used by a business –

- That has a significant and substantial commercial purpose of character;
- That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

**Objectives:**

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 services to the community;
- Preservation and protection of agricultural land as a productive resource; and
- To recognise and address the special circumstances that impact farm properties, including variable income and seasonal fluctuations.

**Characteristics:**

The characteristics of the planning scheme zoning are applicable to the determination of farm land which will be subject to the rate of commercial land. The classification of the land will be determined by the occupation of that land for its best use and have reference to the planning scheme zoning.

**Types and Classes:**

Farm Land having the relevant characteristics described below:

- a) used primarily for primary production purposes; or
- b) any land that is not defined as General Land or Commercial/Industrial Land.

**Use of Rate:**

Funds raised by the differential rate will be applied to the items of expenditure described in the adopted Budget. 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.

**Level of Rate:**

80% of the General Rate.

**Use of Land:**

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

**Geographic Location:**

The geographic location of the land within this differential rate is wherever it is located within the municipal district.

**Planning Scheme Zoning:**

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

**Types of Buildings:**

All buildings which are already constructed on the land or which are constructed prior to the end of the financial year.

**ADVANTAGES AND DISADVANTAGES OF A DIFFERENTIAL RATING SYSTEM**

**1. Advantages of a differential rating system**

The advantages of utilising a differential rating system summarised below are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises.
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome (eg. Farming enterprises).
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community. (ie. Vacant Commercial properties still attract the commercial differential rate)

**2. Disadvantages of a differential rating system**

The disadvantages in applying differential rating summarised below are:

- The justification of the differential rate can at times be difficult for the various groups to accept giving rise to queries and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g. residential to commercial,) requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the rate achieves those objectives.



### 1.5.5 MUNICIPAL CHARGE

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

Council has applied a municipal charge since Council amalgamation occurred in December 1994 and is proposed at \$237 for the 2022/23 year. The revenue to be raised through the application of a municipal charge for the 2022/23 year is approximately 14% of total rates and municipal charges.

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of councils administrative costs can be seen as an equitable method of recovering these costs.

It also had a 'softening' effect for higher valued properties, such as commercial/industrial and farming properties. It was of particular benefit to the farming sector in that there are exemptions available to properties that qualify under the *Local Government Act 1989* as a single farm enterprise and a large proportion of farm properties would be in the higher valued property bracket due to their size.

### 1.5.6 SPECIAL CHARGE SCHEMES

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a. the wards, groups, uses or areas for which the special rate or charge is declared; and
- b. the land in relation to which the special rate or special charge is declared;
- c. the manner in which the special rate or special charge will be assessed and levied; and
- d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no 'free-riders' reaping the benefits but not contributing to fire prevention.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

### 1.5.7 SERVICE RATES AND CHARGES

Section 162 of the *Local Government Act 1989* provides council with the opportunity to raise service rates and charges for any of the following services:

- a. The provision of a water supply;
- b. The collection and disposal of refuse;
- c. The provision of sewage services;
- d. Any other prescribed service.

#### Kerbside Collection Charge

Council currently applies a service charge for the collection and disposal of refuse on residential properties (compulsory within the designated waste collection areas) and rural properties (optional) and providing waste services for the municipality (street litter bins for instance). Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste services, including providing for the cost of rehabilitation of the council's landfill once it reaches the end of its useful life.

It is recommended that council retain the existing waste service charge – should council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

#### Waste Levy

It is proposed that a Waste Levy service charge of \$37 be introduced in the 2022/23 year. The waste levy would apply to all property assessments on the same basis as the application of the municipal charge. It is estimated that the Waste Levy will raise revenue of \$1.171 million in the 2022/23 year.

As a result of the significant increase in the Environment Protection Authority (EPA) levy charges on waste to landfill, together with the increased costs for landfill compliance requirements, the application of a waste levy has been determined to be an equitable spread of these externally imposed waste management expenses. It is proposed that the kerbside collection charge unit rates remain at the 2021/22 level for the 2022/23 year and that waste facility user charges generally not increase for the 2022/23 year as a result of the introduction of the Waste Levy.

### 1.5.8 COLLECTION AND ADMINISTRATION OF RATES AND CHARGES

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

#### Payment options

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council also allows a person to pay a rate or charge in a single lump sum payment. The date for this payment is set by the Minister for Local Government and is currently 15 February.

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash),
- online via Council's ratepayer portal, direct debit (on prescribed instalment due dates or nine monthly payments),
- BPAY,
- Australia Post (over the counter),
- by mail (cheques and money orders only).

#### **Interest on arrears and overdue rates**

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

#### **Pensioner rebates**

##### **1. Government**

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

##### **2. Council**

Council introduced a pensioner rate rebate of 5% of the calculated rate in the 2005/06 rating year. The pensioner rate rebate was introduced to provide rate relief to eligible pensioners, in addition to the Victorian Government concession. The rebate recognises pensioners' limited income source.

An additional factor was the large increase in property valuations across the state, which resulted in a significant increase in rates. The pensioner rate rebate was maintained at 5% of the calculated rate up to and including 2012/13.

In 2013/14 the Council pensioner rate rebate was altered from 5% of the calculated rate to a fixed amount of \$50.00. This resulted from an analysis of the implementation of the pensioner rebate that demonstrated that at 5% of the calculated rate, the upper 30% of higher valued properties were receiving 45% of Council's allocated budget for the rebate, with the remaining 55% of the allocated budget distributed amongst the remaining 70% of lower valued properties. This scenario was considered to be inconsistent with the principle of ensuring a fair and equitable distribution of rates and charges.

When the Council Pensioner Rate Rebate was introduced, it was proposed to increase in line with increases in the government concession. However, Victorian Government concessions do not increase in line with the Consumer Price Index (CPI) but rather, increase by a percentage set by the relevant Minister. In the past, this has been slightly less than the corresponding CPI increase. As a consequence, in 2014/15 Council resolved to increase the Council-provided concession by CPI.

This change ensured that any concessional offset amount provided to ratepayers was applied on a consistent, fair and equitable basis. Therefore, as the rates increases included an amount attributed to CPI movements, it was considered appropriate that any concessions be increased by the same

percentage. This further ensured that eligible pensioners were quarantined as much as possible from rate increases and that the value of the concession was consistent across rating periods.

In 2018/19 a further change in approach was adopted, with Council's Pensioner Rate Rebate amount increasing by the same percentage as the rate cap. This resulted in the rebate for 2021/22 being \$59.33. Applying the rate cap percentage increase to the rebate for the 2022/23 year, a rebate of \$60.36 is proposed for the 2022/23 year with a total estimated cost of \$400,000.

It is considered appropriate that the Council pensioner rate rebate continue to be increased by the same percentage as the rate cap percentage increase applicable for that year, as this will continue to ensure consistency across rating periods.

The Council rebate is provided at the discretion of Council and as such is subject to annual review by Council as to whether it will continue to be provided to eligible ratepayers. This review is part of the annual budget process.

### **Deferred payments**

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to submit a Financial Hardship Application form which is available at the council offices, on the Council website or which can be posted upon request.

### **Waiver and rebates**

The 2019 bushfires in East Gippsland had a significant impact on many ratepayers across the municipality. In recognition of the impact on ratepayers and businesses in East Gippsland, the Victorian Government allocated \$3,620,000 to Council for applying to people who have damaged or destroyed property and businesses and/or to assist economic development and property owners and businesses indirectly affected by the bushfires.

At the Council meeting held on 17 March 2020 Council resolved to utilise the grant funding to apply rate waivers and rate rebates over a number of financial years as follows:

1. *Resolves in accordance with Section 171 (1)(b) of the Local Government Act 1989 to waive rates and charges levied for the 2019/2020 financial year for all properties where the main dwelling(s) has been destroyed or assessed as requiring demolition as a result of the 2019/2020 bushfires;*
2. *Resolves in accordance with Section 171 (1)(b) of the Local Government Act 1989 to waive rates and charges levied for the 2020/2021 financial year for all properties where the main dwelling(s) has been destroyed or assessed as requiring demolition as a result of the 2019/2020 bushfires until the date of a certificate of occupancy is issued for any rebuilt dwelling or the settlement date for any of these properties that are sold or transferred into new ownership;*

3. *Resolves in accordance with Section 171 (1)(b) of the Local Government Act 1989 to waive rates and charges levied for the 2021/2022 financial year for all properties where the main dwelling(s) has been destroyed or assessed as requiring demolition as a result of the 2019/2020 bushfires until the date of a certificate of occupancy is issued for any rebuilt dwelling or the settlement date for any of these properties that are sold or transferred into new ownership;*
4. *Resolves in accordance with Section 171 (2) of the Local Government Act 1989 that the purpose of a rates and charges waiver under Section 171 (1) (b) as detailed in resolutions 2, 3 and 4 is to provide direct financial assistance to ratepayers who have suffered loss of the main dwelling(s) as a result of the 2019/2020 bushfires in East Gippsland;*
5. *Resolves to provide a rate rebate for the 2019/2020 financial year totalling \$1,000,000 to property assessments classified in Council's rating system as commercial/industrial at 31 March 2020, excluding any telecommunication, gas and electricity infrastructure and utilities and vacant land, on a proportional basis, based on the applicable 2019/2020 commercial/industrial general rates raised after the processing of supplementary valuation adjustments that resulted from the 2019/2020 bushfires, excluding any municipal or waste charge; and*
6. *Resolves to provide a rate rebate for the 2020/2021 financial year totalling \$1,000,000 to property assessments classified in Council's rating system as commercial/industrial at 1 July 2020, excluding any telecommunication, gas and electricity infrastructure and utilities and vacant land, on a proportional basis, based on the applicable 2020/2021 commercial/industrial general rates generated effective at 1 July 2020, excluding any municipal or waste charge.*

At the Council meeting held on 5 April 2022 Council resolved to continue the rate waivers for the 2022/23 and 2023/24 financial years as follows:

1. ***resolves in accordance with Section 171 (1)(b) of the Local Government Act 1989 to waive total rates and charges levied for the 2022/2023 financial year for all properties where the main dwelling(s) has been destroyed or assessed as requiring demolition as a result of the Black Summer 2019/2020 bushfires and the property has not been sold since 1 January 2020 or the main dwelling has not been rebuilt on the property, until the date of a certificate of occupancy is issued for any rebuilt dwelling or the settlement date for any of these properties that are sold or transferred into new ownership; and***
2. ***resolves in accordance with Section 171 (1)(b) of the Local Government Act 1989 to waive total rates and charges levied for the 2023/2024 financial year for all properties where the main dwelling(s) has been destroyed or assessed as requiring demolition as a result of the Black Summer 2019/2020 bushfires and the property has not been sold since 1 January 2020 or the main dwelling has not been rebuilt on the property, until the date of a certificate of occupancy is issued for any rebuilt dwelling or the settlement date for any of these properties that are sold or transferred into new ownership.***

It should be noted that the waiver of rates and charges for all properties where the main dwelling(s) has been destroyed or assessed as requiring demolition as a result of the 2019/20 bushfire until the date of a certificate of occupancy is issued for any rebuilt dwelling or the settlement date for any of these properties that are sold or transferred into new ownership, will continue for the 2022/23 and 2023/24 years.

#### **Financial Hardship Policy**

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Financial Hardship Policy is to provide options for ratepayers

facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to submit a Financial Hardship Application form which is available at the council offices, website or can be posted upon request.

#### **Debt recovery**

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

#### **Fire Services Property Levy**

In 2013/14 the Victorian Government introduced the Fire Services Property Levy (FSPL). This charge is collected by Councils on behalf of the Victorian Government and included in the annual rate notice as an additional charge.

Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

## **1.6 OTHER REVENUE ITEMS**

### **1.6.1 USER FEES AND CHARGES**

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of user fees and charges include:

- Caravan Park fees
- Livestock Exchange fees
- Marina fees
- Leisure Centre, Gym, and Pool visitation and membership fees
- Theatre fees
- Waste facilities fees
- Leases and facility hire fees

The provision of infrastructure and services form a key part of council's role in supporting the local community. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. Market Price**
- b. Full Cost Recovery Price**
- c. Subsidised Price**

Market pricing (A) is where council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and council needs to meet its obligations under the government's Competitive Neutrality Policy.

*It should be noted that if a market price is lower than council's full cost price, then the market price would represent council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that council is not the most efficient supplier in the marketplace. In this situation, council will consider whether there is a community service obligation and whether council should be providing this service at all.*

Full cost recovery price (B) aims to recover all direct and indirect costs incurred by council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing (C) is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (ie council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. The subsidy can be funded from council's rate revenue or other sources such as Commonwealth and state funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

As per the Victorian Auditor General's Office report "*Fees and charges – cost recovery by local government*" recommendations, council has developed a user fee pricing policy to help guide the fair and equitable setting of prices. The policy outlines the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be taken into account when setting prices;
- Accessibility, affordability and efficient delivery of services must be taken into account; and
- Competitive neutrality with commercial providers.

Council will develop a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders, where relevant, before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are adopted by Council.

For the 2022/23 year, in general, user fees and charges will increase by 1.75% the same percentage increase as the rate cap. There are some user fees and charges though that have a pricing structure associated with the service, such as caravan parks, and those particular pricing policies are used in the modelling of future fees and charges. Waste facility fees and charges though are proposed to generally remain at the same level as 2021/22 fees and charges.



### 1.6.2 STATUTORY FEES AND CHARGES

Statutory fees and fines are those which council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally councils will have limited discretion in applying these fees.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

#### Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$181.74, from 1 July 2021 to 30 June 2022.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

#### Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the supreme court registrar of probates is 1.6 fee units.

The value of one fee unit is currently \$15.29. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

### 1.6.3 GRANTS

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, Council considers project proposals, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

### 1.6.4 CONTRIBUTIONS

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to council in the form of either cash payments or asset being handed over to Council ownership.



Examples of contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

#### **1.6.5 INTEREST ON INVESTMENTS**

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed in accordance with council's Investment Policy, which seeks to earn the best return on funds, whilst minimising risk.

#### **1.6.6 BORROWINGS**

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by council resolution. The following financial sustainability principles must be adhered to with new borrowings:

- Borrowings must only be applied for where it can be proven that repayments can be met in the Long Term Financial Plan
- Borrowings must not be used to fund ongoing operations
- Borrowings may be appropriate for funding large capital works where the benefits are provided to future generations.
- Borrowings may be considered where the funded project has a business case that shows increased future revenue/reduction in expenditure that can service the loan repayments
- Council will maintain its debt at levels which are sustainable, with:
  - indebtedness <60% of rate and charges revenue, and
  - debt servicing cost <5% of total revenue (excluding capital revenue).

## 1.7 REVENUE AND RATING ASSUMPTIONS FOR THE FOUR YEAR PLAN

Various assumptions are made regarding future revenue from rates and charges and other forms of income. The assumptions used to develop the 2022/23 budget and the estimates for the following three years 2023/24 to 2025/26 are shown below:

Income Type	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26
<b>Rates and Charges</b>	1.75%	1.75%	1.75%	1.75%
<b>User Fees and Charges</b>	1.75%	1.75%	1.75%	1.75%
<b>Statutory Fees and Charges</b>	1.75%	1.75%	1.75%	1.75%
<b>Recurrent Grants</b>	1%	1%	1%	1%
<b>Contributions-monetary</b>	1%	1%	1%	1%
<b>Contributions-Non monetary</b>	1%	1%	1%	1%
<b>Interest on Investments</b>	1%	1.25%	1.5%	1.5%
<b>Other Income</b>	1.75%	1.75%	1.75%	1.75%
<b>Proceeds from loan borrowings for capital projects</b>	\$4.137M	\$4.168M		

These assumptions are reviewed annually in line with budget development timelines. The Revenue and Rating Plan will be reviewed and updated on an annual basis.

### 5.1.3 Council Plan 2021-25 (Year 2)

Authorised by General Manager Business Excellence

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#### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

#### Executive Summary

On 29 June 2021, Council adopted the Council Plan 2021-25 (the Council Plan) following extensive community engagement undertaken over a five-month period. Since then, Councillors and officers have been using the Council Plan to guide strategic direction for decision making and planning.

As the Council Plan was only adopted within the past 12-months and there was such as extensive deliberative engagement to guide the development of the Council Plan, a review of the strategic framework was not necessary. Given that, it is recommended that the Council Plan receives only minor adjustments as we move into year two.

The following changes are being recommended to the Council Plan;

- amendments to improve readability;
- an update to the message from the Mayor and Councillors;
- an update to the Mayor and Deputy Mayor titles on the Councillor detail page; and
- recommended updates to the strategic indicators for 2022-23.

The recommended changes to the strategic indicators reflect the following:

- the indicator was designed to be completed in 2021-22, therefore have been removed or the target has been refined for following years;
- additional indicators were included to better report on achieving the Council Plan strategy; or
- where indicators had crossovers with reporting, these have been consolidated into the one indicator.

With the changes noted above, the document also received graphic design to present a well formatted and refined document (**Attachment 1**).

Council is now in a position to consider adopting the minor changes to the Draft Revised Council Plan.

#### Officer Recommendation

##### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report; and***
- 2. adopts the East Gippsland Shire Council Revised Council Plan 2021-2025 (Year 2) at Attachment 1.***

## Background

The *Local Government Act 2020* (the Act) requires councils to adopt a Council Plan for a period of at least the next four financial years after a general election. The Council Plan is based on a framework of strategic objectives, strategies and strategic indicators, which build on the strengths and attributes of East Gippsland. There is no legislated requirement to update or review the Council Plan on an annual basis, although the minor changes made will provide for an up-to-date plan as we move into year 2 of delivery.

Councillors were highly involved in the community engagement process and used the data from the survey and feedback from the meetings and community panel to help shape the Council Plan. This robust engagement process allowed Council to understand what is important to our communities and where the opportunities and challenges lie in the coming years.

Reporting on the Council Plan has commenced in 2021-22 with quarterly progress reports being presented to Council and being made available to public on our website. A more detailed Annual Report 2021-22 will be presented at the October Council Meeting, which will include how the commitments of the Council Plan were delivered in greater detail.

## Legislation

This report has been prepared in accordance with *Local Government Act 2020*, section 90 from the Act - A Council must develop or review the Council Plan in accordance with its deliberative engagement practices and adopt the Council Plan by 31 October in the year following a general election.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

In preparing this report the Victorian *Gender Equality Act 2020* has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act 2020*. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

## Collaborative procurement

Pursuant of section 109(2) of the *Local Government Act 2020*, this report has not been prepared in collaboration with any external party.

## Council Plan

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 5: 5.1 A better everyday customer experience is created for our residents and visitors.

## Council Policy

Not applicable.

## **Options**

No options available.

## **Resourcing**

### *Financial*

There are no financial resourcing impacts relating to reviewing the Council Plan, however the Council Plan links directly to the Annual Budget and 10-year Financial Plan.

### *Plant and equipment*

Not applicable

### *Human Resources*

There are no human resourcing impacts relating to reviewing the Council Plan, however the Council Plan list the strategic objectives and strategies that requires human resources to action.

### *Risk*

The risks of this proposal have been considered and managed accordingly.

## **Economic**

The Council Plan has no direct economic impact however, the Council Plan strategies relate directly to economic outcomes that have a positive influence on the local economy.

## **Social**

The Council Plan has no direct social impact, however the strategies in the Council Plan relate directly to social outcomes that have a positive influence on the community.

### *Gender Impact Statement*

The review the Council Plan has considered the *Gender Equality Act 2020* in its preparation. This report to Council has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

The Council Plan has no direct environmental impact, however the strategies in the Council Plan relate directly to environmental outcomes that have a positive influence on the natural environment.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

Corporate/Strategic/Council Plan: Consideration is given to climate change in corporate, strategic or council plan(s) and includes responses to direct and indirect impacts.

## **Engagement**

As the Council Plan was only adopted within the past 12-months and there was extensive deliberative engagement to guide the development of the Council Plan at the time, there was no need for further community engagement for the recommended minor changes.

## **Attachments**

1. Council Plan 2021-2025 ( Year 2) [5.1.3.1 - 42 pages]





**Council Plan**  
**2021-2025**  
(Year 2 - Revised June 2022)



## Acknowledgements

### Acknowledgement of Country

East Gippsland Shire Council acknowledges the Gunaikurnai, Monero and the Bidawel people as the Traditional Custodians of this land that encompasses East Gippsland Shire, and their enduring relationship with country. The Traditional Custodians have cared and nurtured East Gippsland for tens of thousands of years.

Council value their living culture and practices and their right to self-determination. Council pays respect to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders, past, present, and future.

### The Community

East Gippsland Shire Council acknowledges the contribution of more than 470 community members, community groups and other stakeholders who participated in a variety of engagement activities, sharing their views and aspirations for the future of East Gippsland. Council thanks you for your time and effort in shaping the future of East Gippsland Shire. All of your input has been used to inform the development of this Council Plan.



*Councillors and members of the Community Panel following the Councillors accepting the recommendations for the Council Plan.*



*Cr Mendy Urie with Aunty Sandra Patten at the NAIDOC Week flag raising ceremony held at the Corporate Centre in Bairnsdale.*

We also acknowledge the community members and Council staff who have been involved in the development of Community Recovery Plans, Community Place Plans and a range of other strategies that have also been used to inform and shape this Council Plan.

### The Community Panel

Council would also like pay tribute to our Community Panel, a group of 15 volunteers who shared their ideas about the future of East Gippsland. These volunteers represented a range of community perspectives from different demographics, sectors and/or interest groups within East Gippsland. After many hours spent reviewing the results of the community consultation process, expert perspectives, and other evidence to ensure the Council Plan contributed to the delivery of Our Community Vision 2040, the panel prepared their recommendations for the Council Plan. They embraced this challenge with enthusiasm, respect, integrity, and passion. Council is proud of the valuable contribution they have made to the new Council Plan 2021-25.



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## Message from the Mayor and Councillors

As the old saying goes, a plan without a goal is just a wish. Well, I'm pleased to report that we have goals, and we're happy to be able to share our plan to achieve those ends.

The Council Plan 2021-2025 sets out our strategic direction and commitment to the community for four years. It shows:

- What we will deliver
- How we will deliver it
- How we will measure progress.

We are delighted to present the Council Plan as we continue to deliver on our five strategic objectives, which you will read about in this plan.

The Council Plan also links with our recently revised Community Vision 2040; developed by the community for the community. It's vital we forge a connection between our long-term vision and what we want to achieve through the Council Plan.

We believe that a successful Council Plan is one that a community is involved in developing. That's why we committed to engaging with the community as much as possible throughout this process.

As Mayor, I am honoured to be in this leadership position and to be chosen by my peers to be the voice for the Councillor group. This position holds great responsibility as it represents not only the Councillor group, but the community and the shire.

As we rebuild from the impacts of the past few years, we look forward to exciting times ahead in East Gippsland. Council's vision reflects our optimism:

*East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making and creates the conditions in which communities can thrive.*

As Councillors, we will continue to improve engagement opportunities for communities throughout the shire to be involved in decision-making processes, including those in less advantaged areas.

We encourage you to read the Council Plan 2021-25 and work alongside us as we continue to move forward with a positive outlook.

**Mayor Cr Mark Reeves and Councillors**

## Your Council

East Gippsland Shire Council is an unsubdivided municipality made up of nine Councillors who each represent the whole shire. Elections are held every four years in October; the last election was held in 2020.

**Cr Mark Reeves**

Mayor

Phone – 0419 016 581

Email – cr.reeves@egipps.vic.gov.au

**Cr Arthur Allen**

Deputy Mayor

Phone – 0429 630 474

Email – cr.allen@egipps.vic.gov.au

**Cr Sonia Buckley**

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**Cr Tom Crook**

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**Cr Mendy Urie**

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**Cr Kirsten Van Diggele**

Phone – 0429 629 950

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**Cr John White**

Phone – 0498 001 531

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## Councillor Standards of Conduct

The Councillor Code of Conduct sets out the standards of conduct that guide the Councillors collectively and individually in undertaking their roles, duties and obligations.



*Genoa community celebrate the work commencing on a new pedestrian bridge across the Genoa River.*

### STANDARDS OF CONDUCT

Treatment of others	A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council Staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect
Performing the role of Councillor	A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly
Compliance with good governance measures	A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with relevant policies, procedures, protocols and legislation
Councillors not discrediting or misleading council or the public	In performing the role of a Councillor, a Councillor must ensure that their behavior does not bring discredit upon the Council and must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.
Standards not limiting robust discussion	Nothing in these standards is intended to limit, restrict, or detract from robust public debate in a democracy.

While Councillors are governed by standards outlined in the Councillor Code of Conduct, Council Officers are guided by the Staff Code of Conduct and a set of organisational values.

## East Gippsland - Who we are

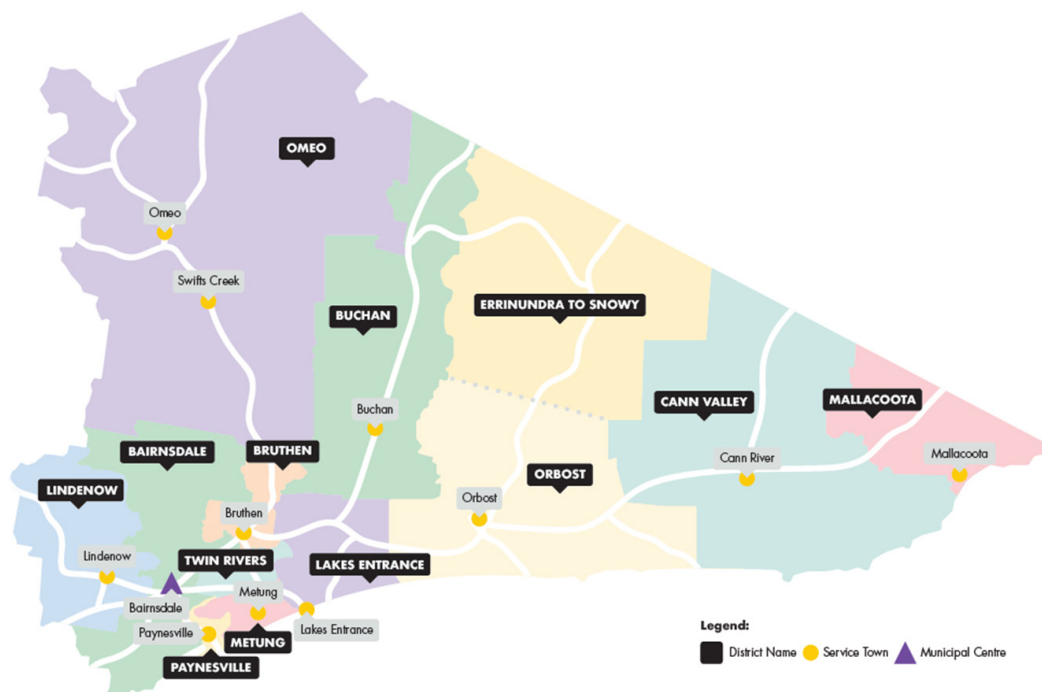
East Gippsland is a large and vibrant region in a beautiful natural setting, home to proud and involved communities that embrace and encourage self-reliance, responsibility and new ideas. The past 30 years have seen East Gippsland evolve from its rural origins to a flourishing economic and tourism region in Eastern Victoria, drawing more than one million visitors each year.

The region has kept its identity and sense of place as it has grown. The shire stretches from west of Bairnsdale to the New South Wales border, covering more than 21,000 square kilometres or 10 per cent of the state.

East Gippsland's unique qualities are both its strength and challenges. The region is distinguished by its natural setting, with its southern edge defined by the Gippsland Lakes and rugged coastline and the rising backdrop of the High Country. Historical rural landscapes and natural bushland areas characterise the region and surround its communities.

As East Gippsland has matured as a region, its communities have also developed and diversified. East Gippsland has an abundance of local producers. Fruit and vegetables, beef, lamb, seafood, milk, eggs and nuts are all grown in this diverse growing region. With its fertile soils, good rainfall and temperate climate, East Gippsland is a food bowl for Australia, producing fresh fruit and vegetables all year round.

Place based planning and working with our local communities is a key to Council's focus, with the shire reflected as 13 separate places (which includes Errinundra to Snowy as a sub-district of Orbost) – with many localities within each place.



## East Gippsland at a glance

### COMMUNITY

47,725  
population

57,799  
population forecast by  
2040

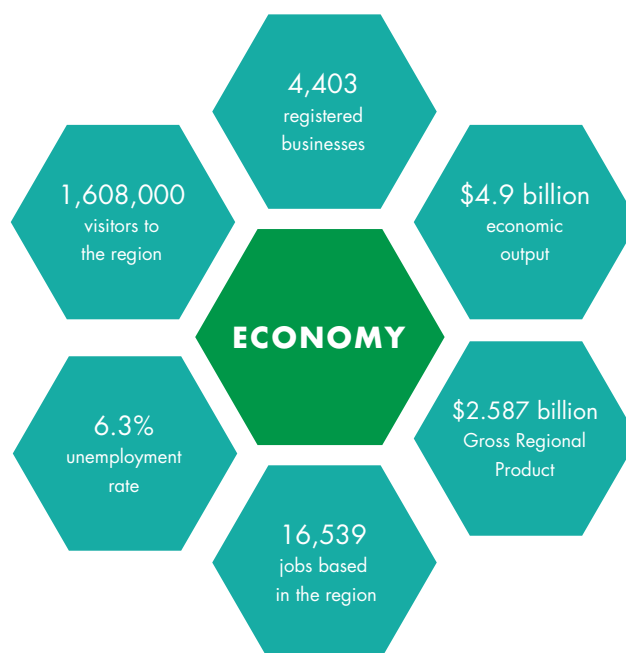
36.5%  
of population over 60  
years old -  
Victoria is 21%

2.9% of population is  
Aboriginal and Torres Strait  
Islander -  
Victoria is 0.8%

10.8%  
of population is born over-  
seas -  
Victoria is 28.3%

Age Group	Population
0 - 17 years old	8,616
18 - 34 years old	6,459
35 - 59 years old	13,500
60 + years old	16,450

Major Towns by Population	
Bairnsdale	17,468
Lakes Entrance	8,534
Paynesville	6,387
Orbost	3,939



Source: Profile id. East Gippsland (2020 data); REMPLAN – East Gippsland (2021 data); and Australian Bureau of Statistics (2019 data).

### Council’s role and responsibilities

Local government is one of three levels of government that actively works within and for the community. Council’s main responsibilities are to set the overall directions and strategic objectives for the municipality and then monitor their implementation and success.

Council provides many services to approximately 48,000 residents and 4,500 businesses every day of the year.

Council does not have direct control over many of the key challenges facing the community. For example, the State and Federal Government plans and funds major transport infrastructure.

Council’s roles are broadly described as:



Council maintains parks and gardens through towns to ensure attractive and functional streetscapes.

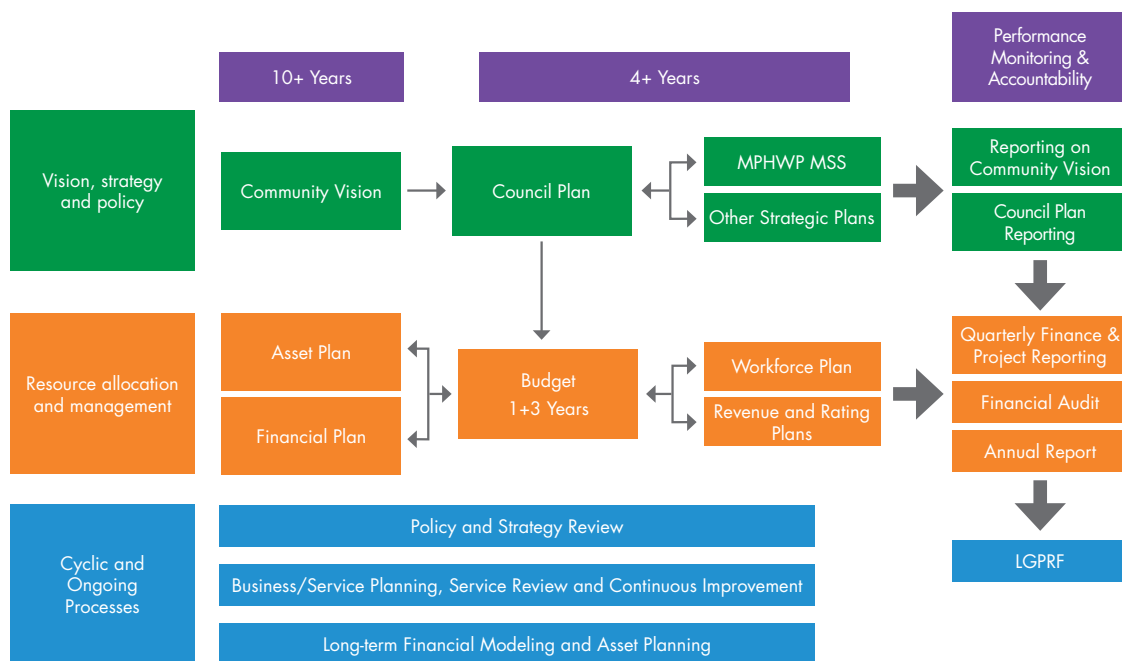
ROLES	PROVIDE	ADVOCATE	FACILITATE
RESPONSIBILITIES	Council funds and delivers services and infrastructure; develops policy and performs critical local legislative roles such as being the local planning authority.	Council advocates on behalf of the community for funding and delivery of services or infrastructure that are not the responsibility of Council to deliver. Council commonly advocates to State and Federal Governments to fund infrastructure.	Council often facilitates outcomes for its community through building partnerships, changing regulations, promoting opportunities, and building the capacity of community members and organisations.

## Our Strategic Planning Framework

Our Strategic Planning Framework shows how our Community Vision 2040 will be delivered through the Council Plan, the Budget and other Council plans and strategies.

The Council Plan outlines the strategic agenda for the Council during its term, including:

- The steps it will take to implement the Community Vision;
- Council's four-year budget, Rating and Revenue Plan and Workforce Plan;
- Budget process with transparent links through strategies, initiatives, and performance indicators;
- A dynamic relationship with mandated (Municipal Strategic Statement / Municipal Public Health and Wellbeing Plan) and other major policies, strategies, and plans; and
- Council's performance against strategic indicators and progress on initiatives and major activities in the Council Plan



MSS = Municipal Strategic Statement

LGPRF = Local Government Performance Reporting Framework



## Our community, our vision

Our Community Vision 2040 is a long-term concept for our region. It expresses the aspirations, values and priorities of the East Gippsland community, and will help shape what we want achieved in our community by 2040.

The Community Vision 2040 was revised alongside the development of the Council Plan 2021-25. To create an integrated connection between the two strategic documents, the strategic objectives contained within the Council Plan were aligned with our community's values and priorities identified in the Community Vision 2040. The Council Plan identifies how Council will work toward achieving the community's vision between 2021 and 2025 and how we will measure our success.

The link between the Community Vision priorities and the Council Plan is referred under each of the five strategic objectives.



*Esplanade, Paynesville.*

## The Council Plan - How we did it

The Council Plan was developed in response to our community's refreshed Community Vision 2040. Between December 2020 and March 2021, we asked our communities to help shape the future by telling us what they valued most about living in East Gippsland, what their vision was for the future, and the opportunities and challenges faced. More than 470 community members provided their feedback via a survey and a series of workshops held across the shire.

Council formed a community panel in February 2021. This group of 15 volunteers who represented a range of community perspectives, demographics, sectors and/or interest groups participated in seven workshops to determine the five strategic themes, values and priorities of the refreshed Community Vision.

They then used these themes, values, and priorities to provide the recommendations that formed the foundation for this Council Plan.

Councillors and Senior Council Officers shaped the content of the Council Plan with:

- Community consultation and engagement
- Previously developed strategic plans
- Place plans, and
- Community Recovery Committee input.

The workshops helped them discover underlying opportunities and challenges, and understand how they could be addressed at a strategic level.



## A plan to support recovery and resilience

In the years leading up to the development of the Council Plan, East Gippsland communities demonstrated incredible resilience in navigating:

- Drought impacting farmers, the broader business community and our rural communities
- Black Summer Bushfires that burnt more than 50 per cent of East Gippsland
- COVID-19 pandemic that has compounded the economic impacts of fires and drought, changing the way we live and increasing isolation

While the impacts of these events have been many and compounding, Council, businesses and communities have demonstrated agility and persistence in responding to:

- New and unexpected pressures on Council services
- New demands on our communities and the support organisations
- Significant economic impacts caused by labour shortages
- Increased demand on our health and wellbeing systems
- Widespread environmental impacts.

These events have also brought opportunity. Now we can:

- Create better community connections
- Build resilience of Council and community
- Learn from our experience and prepare for future events
- Invest in our communities
- Strengthen community leadership and capacity.

We are in a very different place from when the Council Plan 2017-2021 was drafted. New services have emerged in response to these events and our recovery efforts have increased demand on some of our existing services.

## A framework for the future

The Council Plan 2021–25 was developed with the following in mind:

- Supporting our communities' continued recovery from unforeseen and catastrophic events;
- Building resilience and preparedness for future events;
- Taking action help to mitigate the impacts of future events;
- Manage the recovery and grant funds.

Together we have learnt a lot. We can move forward with the confidence and knowledge to respond effectively to future challenges.

As an organisation and community we know that recovery takes time:

- Drought impacted farm businesses take years to restore farm finances, rebuild herds and re-establish farm infrastructure
- Recovery from major bushfires can take many years and experts are recommending governments plan for a five-year recovery framework
- The impacts of COVID-19 are yet to be fully understood, but expert advice is that COVID-19 has delayed recovery and compound the impacts of other events.

To support our recovery, Council will:

- Deliver a comprehensive capital program including economic stimulus projects and improvements to community facilities
- Replacement or repair damaged community assets
- Increased management of hazardous trees to support the safety of our community
- Better manage bushfire fuel on Council land and ensure fuel management on private land
- Enhanced local incident management planning and promotion of personal preparedness
- Provide support for place planning and increase local representation in community groups and recovery committees

- Support community events and activities that promote community wellbeing
- Support economic stimulus and growth projects to support our economic recovery
- Enhance tourism promotion, information and support for our industry to recover
- Help build resilience in our farming community and increase their capacity to manage a changing climate
- Provide support for rebuilding more resilient housing through better planning and approvals
- Build resilience into the way we work going forward
- Increase emphasis on mitigating the impacts of climate change
- Better support impacted staff and those working with impacted communities.

Community recovery is key to this Council Plan. As such, it is not just one of Council's strategic objectives, but a vital component of all our intentions.

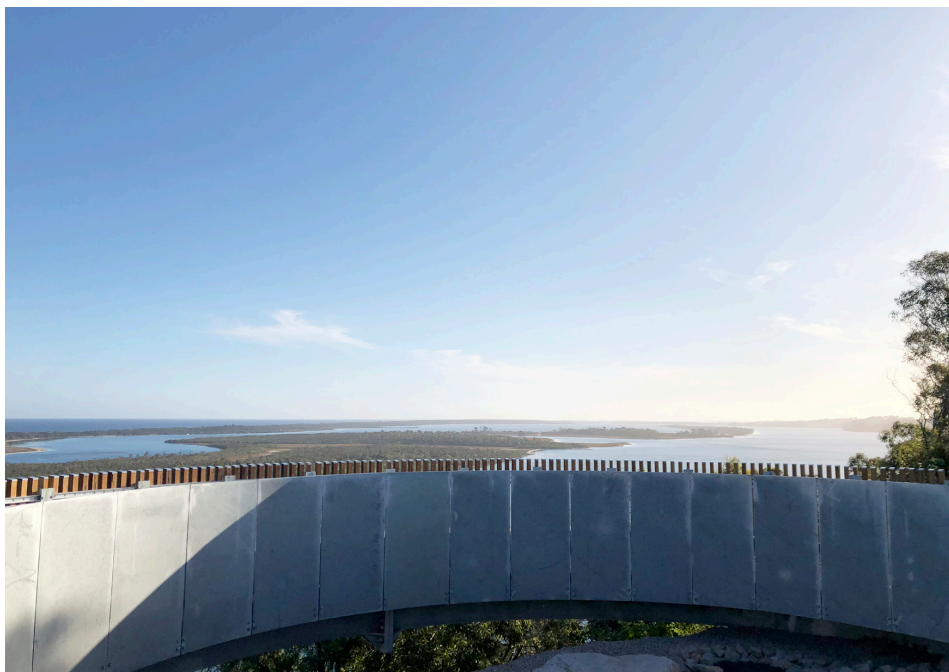
## Climate change

East Gippsland Shire Council is committed to tackling climate change. The *Local Government Act 2020* (The Act) requires councils to consider the impact of climate change as part of overarching governance principles on all Council decisions, including the development of the Council Plan.

Council has a role in maintaining, protecting and enhancing the region's environment, which is reflected in a range of strategies outlined in the Council Plan.

This is done by:

- Striving for a net zero emissions
- Achieving circular economy
- Using our resources more efficiently,
- Reducing our everyday impacts
- Planning for changing conditions, and
- Encouraging the people of East Gippsland to do the same.



*The view of the Gippsland Lakes from Jemmy's Point Lookout, Kalimna.*



## Council Plan structure

As stated in the *Local Government Act 2020*, Council is required to prepare and adopt a Council Plan and it must include:

- Strategic direction of the Council
- Strategic objectives for achieving the strategic direction
- Strategies for achieving the objectives for a period of at least the next four financial years and
- Strategic indicators for monitoring achievement of the strategic objectives

The Council Plan was prepared in line with the strategic planning requirements of The Act by displaying the following:

### COMMUNITY VISION STRATEGIC THEMES

Links to the strategic themes identified in Our Community Vision 2040

### COUNCIL PLAN VISION

Councillors' vision for the next four years

### STRATEGIC OBJECTIVE

Goal for the organisation developed in response to community needs, values and priorities

### STRATEGIES

What Council will do to achieve the strategic objective

### STRATEGIC INDICATORS

How Council will monitor progress and achievement against the strategies

### STRATEGIC DOCUMENTS

Council's operational strategy or plan that will support the delivery of the Council Plan strategies

### MONITORING OUR PROGRESS

How Council will report on its progress against strategies and associated strategic indicators

As a Council, it's important that we can measure the impact and effectiveness of our work. The strategic indicators in the Council Plan allow us to measure outcomes, both internal and external. For example, the number of visitors to our region, Council has some influence, but not sole responsibility or control. Council will also develop an Annual Action Plan for each financial year as a companion document to the Council Plan 2021-25 to identify our annual activities that support the Council Plan strategies. Progress reports will be provided to Council and community quarterly, with a more extensive report provided in the Annual Reports.



*The 2022 Australia Day Awards celebrations held at Nowa Nowa Recreation Reserve.*

## Our Council Plan

### Vision for the next four years

East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making, and creates the conditions in which communities can thrive

### STRATEGIC OBJECTIVES

1

An inclusive and caring community that respects and celebrates diversity

2

Planning and infrastructure that enriches the environment, lifestyle, and character of our communities

3

A natural environment that is managed and enhanced

4

A thriving and diverse economy that attracts investment and generates inclusive local employment

5

A transparent organisation that listens and delivers effective, engaging and responsive services

### Strategies and strategic indicators

### Monitoring our progress



*The Bairnsdale Library has a range of accessible services available to the community.*

## Strategic Objective 1

An inclusive and caring community  
that respects and celebrates diversity

## Strategic Objective 1

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision theme: **Our Communities** will include, encourage, respect and value all others.

Strategies	Council's role
1.1 Council strives to provide equitable access to their services, support and facilities	Provider
1.2 Collaboration with key stakeholders fosters the cultural, arts and creative communities for all activities Council has facilitated or financially contributed to	Facilitator
1.3 Community groups and volunteers are acknowledged, promoted and supported	Provider / Facilitator
1.4 Through targeted services, partnerships and advocacy, communities enjoy strong mental and physical health, well-being and resilience	Provider / Facilitator / Advocate
1.5 Strong working relationships are further developed with Aboriginal people and organisations	Facilitator
1.6 Council is culturally and linguistically inclusive and celebrates diversity	Facilitator



Strategic Indicators	Council's Level of Influence	Target
<b>1.1 Council strives to provide equitable access to their services, support and facilities</b>		
Community satisfaction with accessibility to Council facilities	Influence	Baseline to be confirmed 2022-23
Number of visits to aquatic facilities per head of municipal population	Influence	≥ 10 visits
Number of community facilities and infrastructure upgraded to improve accessibility	Control	≥ 10 upgrades
<b>1.2 Collaboration with key stakeholders fosters the cultural, arts and creative communities for all activities Council has facilitated or financially contributed to</b>		
Number of community organisations / individuals funded through Council's community grants program	Control	≥ 25 community ≥ Nine Arts and Heritage
Develop baseline measures for cultural outcomes for Council programs	Control	Base line developed in 2022-23
<b>1.3 Community groups and volunteers are acknowledged, promoted and supported</b>		
Community group satisfaction with Council support	Influence	Baseline to be developed in 2022-23
Number of events held that recognise and support volunteers	Control	≥ Five events per annum
<b>1.4 Through targeted services, partnerships and advocacy, communities enjoy strong mental and physical health, well-being and resilience</b>		
People attending Council's recreation centres through an allied health service program delivery	Influence	> 800 attendances per annum
Develop a Housing Strategy	Control	Adopted in 2022-23
<b>1.5 Strong working relationships are further developed with Aboriginal people and organisations</b>		
Percentage of total staff who have participated in culture awareness training in the past 24-months	Control	100 per cent
Percentage of Council directorate representation on Reconciliation Action Plan working group	Control	100 per cent
Number of projects and service reviews that have included formal engagement with traditional owners	Control	≥ 10 projects and service reviews
<b>1.6 Council is culturally and linguistically inclusive and celebrates diversity</b>		
The number of multicultural initiatives supported by Council	Control	≥ 10 events per annum

## Strategic Objective 1

An inclusive and caring community that respects and celebrates diversity

### Related strategic documents

- Municipal Public Health and Wellbeing Plan 2021-2025
- Disability, Access, and Social Inclusion Plan 2014-2017
- Ageing Well in East Gippsland – Age Friendly Communities Strategy 2017-2030
- Reconciliation Action Plan 2015-18
- East Gippsland Fires 2019-20 Culture & Healing Recovery Sub-plan
- East Gippsland Shire Regional Youth Plan 2016-2017
- 2022 Vision for Education in East Gippsland
- East Gippsland Shire Council Domestic Animal Management Plan 2021-2025
- Place based Community Plans

### Council services provided

- Arts and Culture
- Community and Place- based Planning
- Community Engagement
- Community Laws
- Community Programs
- Community Support and Development
- Environmental Health
- Library
- Performing Arts
- Recreation Centres



*The Pump and Skills Track at Livingstone Park, Omeo.*

## Strategic Objective 2

Planning and infrastructure that enriches the environment, lifestyle, and character of our communities

## Strategic Objective 2

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision theme: **Our Place** will be accessible, safe, connected, and healthy.

Strategies	Council's role
2.1 Statutory and strategic planning for land use delivers sustainable outcomes that balance the need for growth with the enhancement of our lifestyle, character, the built and natural environment	Facilitator / Provider
2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable	Advocate / Provider / Facilitator
2.3 Planning with local communities for natural disasters and emergencies strengthens capacity, infrastructure, resilience, preparedness, and recovery	Facilitator / Provider

## Strategic Objective 2

Planning and infrastructure  
that enriches the environment,  
lifestyle, and character of our  
communities

Strategic Indicators	Council's Level of Influence	Target
<b>2.1 Statutory and strategic planning for land use delivers sustainable outcomes that balance the need for growth with the enhancement of our lifestyle, character, the built and natural environment</b>		
Community satisfaction with Building and Planning	Influence	≥ Large Rural Council average
Statutory Planning applications decided within required time-frames	Control	> 80 per cent
Average time taken to decide Statutory Planning applications	Control	< 61 days
Council Statutory Planning decisions upheld at VCAT hearing	Control	> 60 per cent
Completion of milestones of key strategic plans: <ul style="list-style-type: none"> <li>• Rural Land Use Strategy,</li> <li>• Housing and Settlement Strategy,</li> <li>• Eagle Point Structure Plan,</li> <li>• Paynesville Structure Plans,</li> <li>• East Gippsland Sporting Facilities Plan, and</li> <li>• Public Open Space Strategy</li> </ul>	Control	> 90 per cent of milestones
<b>2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable</b>		
Asset renewal and upgrade expenses as a percentage of depreciation	Control	> 100 per cent
Percentage of adopted capital projects completed at the conclusion of the financial year (based on the most recent amended budget)	Control	> 80 per cent

Percentage of sealed roads that meet Council's target condition rating	Control	> 97 per cent
Community satisfaction with appearance of public areas in East Gippsland	Influence	≥ Large Rural Council average
Number of Committees of Management and volunteer groups for Council managed land with a guiding plan	Influence	≥ 10 new plans per annum
Percentage of community recreation reserves and halls asset condition above target condition rating	Influence	Target to be confirmed in 2022-23
<b>2.3 Planning with local communities for natural disasters and emergencies strengthens capacity, infrastructure, resilience, preparedness, and recovery</b>		
Community satisfaction with emergency and disaster management	Influence	≥ Large Rural Council average
Percentage of communities that need a Local Incident Management Plan have one in place and reviewed as needed	Influence	100 per cent
Milestones achieved for climate risk analysis	Control	100 per cent



## Strategic Objective 2

Planning and infrastructure that enriches the environment, lifestyle, and character of our communities

### Related strategic documents

- East Gippsland Planning Scheme: Municipal Strategic Statement
- East Gippsland Fires 2019-20 Built Environment Recovery Sub-plan
- Road Management Plan
- Asset Management Plans
- Foreshore Management Plans
- Place-specific Masterplans and Structure Plans
- Open space plans and standards
- Local Incident Management Plans

### Council services provided

- Asset Maintenance
- Asset Management
- Building Controls
- Capital Works
- Emergency Management
- Emergency Response
- Land use Planning
- Open Space Management
- Recreation and Sporting Reserve Management
- Statutory Planning and Development Services
- Strategic Planning



*Solar panels were installed on the Bairnsdale Aquatic and Recreation Centre to reduce Council's carbon emissions.*

## Strategic Objective 3

A natural environment that is managed and enhanced



## Strategic Objective 3

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision theme: **Our Environment** *will be managed and preserved for all generations.*

Strategies	Council's role
3.1 Council works to reduce its own and the communities carbon emissions while supporting the community to mitigate the impact of a changing climate on the environment, safety, health and lifestyles	Facilitator / Provider
3.2 Sustainable land use practices are used to manage council land to protect biodiversity and to provide education and incentives to support the management of private land	Facilitator / Provider / Advocate
3.3 Natural values on key Council managed land are managed and enhanced	Advocate / Provider / Facilitator
3.4 Environmentally and financially sustainable practices reduce waste going to landfill	Facilitator / Provider

### Strategic Objective 3

A natural environment that is managed and enhanced

Strategic Indicators	Council's Level of Influence	Target
<b>3.1 Council works to reduce its own and the communities carbon emissions while supporting the community to mitigate the impact of a changing climate on the environment, safety, health and lifestyles</b>		
Percentage of Council's electricity use from renewable sources	Control	95 per cent by 2023
Carbon emissions from Council operations (2014-15 baseline of 7,600 tonnes CO <sub>2</sub> equivalent)	Control	> 50 per cent decrease from baseline
Proportion of Council passenger vehicle fleet is electric, hybrid or use alternate fuel source	Control	> 25 per cent by 2025
Total kilowatt hours output from renewable energy systems at Council owned facilities	Influence	> 10 per cent increase from the previous year
New public electric vehicle charging stations	Control	7 council owned stations
<b>3.2 Sustainable land use practices are used to manage council land to protect biodiversity and to provide education and incentives to support the management of private land</b>		
Kilometres of regionally controlled and prohibited weeds treated on roadsides	Control	> 200km per annum
Community satisfaction with slashing and weed control	Influence	≥ Large Rural Council average
A baseline for the quality and quantity of land being managed for 'at risk' habitat, biodiversity and community safety purposes on council and private land	Control	Baseline to be developed Year 2
<b>3.3 Natural values on key Council land are managed and enhanced</b>		
Total investment in Council managed land to support natural areas	Control	≥ \$1,710,000 (2020-21 baseline)

<b>3.4 Environmentally and financially sustainable practices reduce waste going to landfill</b>		
Kerbside collection waste diverted from landfill	Influence	> 52 per cent
Community satisfaction with waste management	Influence	≥ Large Rural Council average
Proportion of recycled content in construction projects on Council assets	Control	> 10 per cent of recycled content in all construction projects
Number of community waste education programs delivered	Control	> Five programs per annum
Number of new waste streams collected through waste facilities	Control	≥ Two new waste streams
All Council offices have four streams of recycling (co-mingled, organics, soft plastics, paper/cardboard)	Control	100 per cent of offices have four recycling streams

Strategic Objective 3

A natural environment that is managed and enhanced

**Related strategic documents**

- East Gippsland Shire Council Environmental Sustainability Strategy 2022-2032
- Wellington and East Gippsland Shires Municipal Domestic Wastewater Management Plan 2016
- East Gippsland Shire Council Waste Management Action Plan
- East Gippsland Fires 2019-20 Natural Recovery Sub-plan

**Council Services Provided**

- Building Maintenance
- Delivery of new assets
- Environment Projects Management
- Environmental Sustainability
- Waste Services



*Council supported businesses through major emergencies, such as bushfires and COVID-19 restrictions, to remain open, re-open and to grow.*

## Strategic Objective 4

A thriving and diverse economy that attracts investment and generates inclusive local employment

## Strategic Objective 4

This Strategic Objective describes the action Council will take towards the achievement of the Community Vision theme: **Our Economy** will be sustainable, innovative, and supportive of existing and emerging industries.

Strategies	Council's role
4.1 Leadership enables economic prosperity, investment, recovery, resilience and growth	Facilitator / Advocate
4.2 Collaboration amongst key partners is facilitated to improve pathways for education and skills training	Facilitator / Advocate
4.3 Council's work with stakeholders fosters entrepreneurship and new business opportunities, particularly with communities facing change	Facilitator / Advocate
4.4 Targeted information and streamlined approvals and processes make it easier for business to invest	Facilitator / Advocate
4.5 Tourism sector investment is sought in business capability, product development and experience to meet the changing needs of domestic and international markets	Facilitator / Advocate
4.6 East Gippsland's natural strengths in agriculture and natural resource-based industries are enhanced to increase value, employment, sustainability and resilience	Facilitator / Provider

## Strategic Objective 4

A thriving and diverse economy that attracts investment and generates inclusive local employment

Strategic Indicators	Council's Level of Influence	Target
<b>4.1 Leadership enables economic prosperity, investment, recovery, resilience and growth</b>		
Percentage of actions implemented from the Economic Development Strategy Action Plan 2022-26	Control	≥ 80 per cent of year 1 actions
<b>4.2 Collaboration amongst key partners is facilitated to improve pathways for education and skills training</b>		
Proportion of exiting Year 12 students continuing to university education	Influence	> 20 per cent
Proportion of exiting secondary school students undertaking an apprenticeship / traineeship or TAFE training	Influence	> 24 per cent
<b>4.3 Council's work with stakeholders fosters entrepreneurship and new business opportunities, particularly with communities facing change</b>		
Number of businesses that participate in Council run programs delivered to support business growth	Influence	> 300 businesses per annum
Number of new businesses registered	Concern	Increase from previous year
<b>4.4 Targeted information and streamlined approvals and processes make it easier for business to invest</b>		
Council processing time for events and business permits and registrations (goods on footpath, trading permits and domestic animal business)	Control	Goods on footpath: < 8 days Trading permits: < 6 days Domestic animal business registration: < 6 days

<b>4.5 Tourism sector investment is sought in business capability, product development and experience to meet the changing needs of domestic and international markets</b>		
Total visitation to East Gippsland (international, domestic and daytrip combined)	Influence/ Concern	> 1.3 million visitors per annum
Tourism expenditure in East Gippsland	Concern	> \$360 million per annum
Number of tourism events held during the low and shoulder season periods	Control	> 50 events per annum
<b>4.6 East Gippsland's natural strengths in agriculture and natural resource-based industries are enhanced to increase value, employment and resilience</b>		
Number of jobs in the agriculture sector in East Gippsland	Concern	Increase from previous year
Value added by the agriculture sector in East Gippsland	Concern	Increase from previous year



## Strategic Objective 4

A thriving and diverse economy that attracts investment and generates inclusive local employment

### **Related strategic documents**

- East Gippsland Economic Development Strategy 2022-32
- East Gippsland Education Vision
- East Gippsland Fires 2019-20 Economic Recovery Sub-Plan

### **Council services provided**

- Business Support
- Economic Development
- Economic Recovery
- Events
- Tourism and Visitor Information



*W Tree community engagement was used to connect people and record priorities in recovery planning.*

## Strategic Objective 5

A transparent organisation that listens and delivers effective, engaging, and responsive services

## Strategic Objective 5

This Strategic Objective describes the action Council will take as the foundation for the Council Plan and their contribution towards the achievement of the Community Vision.

Strategies	Council's role
5.1 A better everyday customer experience is created for our residents and visitors	Provider
5.2 Strong relationships with government, partners and stakeholders are maintained and strengthened to advocate for the community	Facilitator
5.3 Communities are engaged in decision-making and support is provided to develop local solutions to local issues	Provider / Facilitator
5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced	Provider
5.5 Resources are managed to meet current and future needs and priorities	Provider / Advocate
5.6 Council attracts, develops, and retains an inclusive workforce to deliver services and priorities	Provider

## Strategic Objective 5

A transparent organisation that listens and delivers effective, engaging, and responsive services

Strategic Indicators	Council's Level of Influence	Target
<b>5.1 A better everyday customer experience is created for our residents and visitors</b>		
Community satisfaction with customer service	Influence	≥ Large Rural Council average
<b>5.2 Strong relationships with government, partners and stakeholders are maintained and strengthened to advocate for the community</b>		
Community satisfaction with advocacy (lobbying on behalf of the community)	Influence	≥ Large Rural Council average
<b>5.3 Communities are engaged in decision-making and support is provided to develop local solutions to local issues</b>		
Community satisfaction with community consultation and engagement	Influence	≥ Large Rural Council average
Community satisfaction with making community decisions	Influence	≥ Large Rural Council average
Community satisfaction with informing the community	Influence	≥ Large Rural Council average
<b>5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced</b>		
Number of service reviews undertaken	Control	≥ two reviews per annum
Permanent workforce has access to mobile technology	Control	> 70 per cent
<b>5.5 Resources are managed to meet current and future needs and priorities</b>		
Victorian Auditor-General's Office assessment of Council's overall Financial Sustainability is low risk	Control	Achieve low risk rating
<b>5.6 Council attracts, develops, and retains an inclusive workforce to deliver services and priorities</b>		
The percentage of actions implemented from the Workforce Plan 2021-25	Control	≥ 80 per cent of year 2 actions
Unplanned staff turnover rate	Influence	< 12 per cent annual rate

## Strategic Objective 5

A transparent organisation that listens and delivers effective, engaging, and responsive services

### Related strategic documents

- Annual Budget
- Long-Term Financial Plan
- Customer Experience Strategy
- Integrated Communications Strategy
- Workforce Plan 2021-2025

### Council services provided

- Commercial Business
- Communications, Media and Civic Events
- Corporate Planning
- Council Enterprises
- Customer Experience
- Finance
- Governance
- Human Resources
- Information Services
- Occupational Health and Safety
- Organisation Development
- Procurement
- Property Administration
- Rates and Valuations
- Risk Management



*Council officers Angus Howlett, Annette Farley and Jenny Heyne offering information at the Orbost Show.*

## Monitoring our Progress

The Council Plan 2021-25 describes what Council will do to work toward the achievement of Our Community Vision strategic themes and priorities for the next four years. Implementation of the Council Plan will be achieved through the Annual Action Plan and the Annual Budget. A set of indicators are included and will be used to measure Council's progress made for each of the strategies outlined in the Council Plan.

Council commits to updating the community on the implementation of the Council Plan through a range of communication methods, including a quarterly progress report and an extensive report included in the Annual Report each year.

Community members will also be involved in the annual Community Satisfaction Survey, which collects data about life in the municipality and satisfaction with Council services. This data will help to track the implementation of Our Community Vision 2040 and Council's contribution via the Council Plan as well as support the development of annual actions and continuous improvement of services.

## Definition of Key Terms

### **Environmental Diversity**

The array of environmental conditions that can co-exist in one space or a spatial sequence such as East Gippsland

### **Equitable Access**

Individuals have fair and socially just opportunities to access services, information, programs, facilities, and opportunities to engage in civic life regardless of diversity and location

### **Diversity of People**

Diversity is any dimension that can be used to differentiate groups and people from one another including age, gender, ethnicity, religion, ability, sexual orientation, education, national origin, and socio-economic status

### **Inclusion**

Inclusion is a universal human right. Inclusion ensures all people regardless of age, ability, race, gender, or other need, have equal access and opportunities to fully participate without discrimination and intolerance

### **Key Council Managed Land**

Land this is identified as having significant natural values worthy of preservation

### **Natural Environment**

Refers to non-human made elements, for Council this includes all reserves, parks and gardens and waterways over which Council has management responsibility

### **Natural Values**

Naturally occurring terrestrial and aquatic native plants, landscapes, animals, their communities, ecosystems, biotic and a-biotic factors such as soils, waterways and geology

### **Resources**

The resources of an organisation or person are the people, materials, money, and other things that they have and can use in order to function effectively



Residents' Information Line: 1300 555 886  
Contact Centre: (03) 5153 9500  
National Relay Service: 133 677

East Gippsland Shire Council, PO Box 1618  
Bairnsdale 3875 Australia

Web [eastgippsland.vic.gov.au](http://eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Fax (03) 5153 9576

#### CUSTOMER SERVICE CENTRES

Bairnsdale: 273 Main Street (Corporate Centre)  
Lakes Entrance: 18 Mechanics Street  
Mallacoota: 70 Maurice Avenue  
Omeo: 179 Day Avenue  
Orbost: 1 Ruskin Street  
Paynesville: 55 The Esplanade

#### OUTREACH CENTRES

Bendoc Outreach Centre - 18 Dowling Street  
Buchan Resource Centre - 6 Centre Road  
Cann River Community Centre - Princes Highway





#### 5.1.4 Endorse Annual Action Plan 2022/23

Authorised by General Manager Business Excellence

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##### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

##### Executive Summary

The Draft Annual Action Plan 2022-23 (Annual Action Plan) provided at **Attachment 1**, is the companion document to the Council Plan 2021-25. The Annual Action Plan identifies the actions that the organisation will undertake to implement the Council Plan strategies.

The Annual Action Plan also identifies the major initiatives that will be undertaken in 2022-23. These represent significant high priority activities that will require substantial time and resources to deliver. They are important to achieving the strategic objectives in the Council Plan.

The nine major initiatives are:

1. Develop a Culture and Creativity Strategy;
2. Develop a new Reconciliation Action Plan;
3. Prepare a Housing and Settlement Strategy to guide future housing development and to support increased housing diversity and affordability;
4. Develop key public open space planning initiatives, which includes the East Gippsland Sporting Facilities Plan and Public Open Space Strategy;
5. Implement a climate risk analysis to identify the likely impact of extreme weather and climate events on Council's infrastructure assets, and ability to provide community services;
6. Support the circular economy through initiatives that reduce waste going to landfill, including:
  - Value adding green and organic waste; and
  - Introducing appropriate glass collection services at locations throughout the Shire.
7. Implement the Tourism Events Action Plan 2022-26;
8. Implement the Customer Experience Strategy. A key project is to enhance systems and processes to increase resolution of customer enquiries and requests at first point; and
9. Review and redevelop the organisation's Occupational Health and Safety Management System.

The progress of the major initiatives and actions in the Annual Action Plan will be reported to Council on a quarterly basis, and then will be made available to the community by accessing the report from Council's website.

##### Officer Recommendation

###### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report; and***
- 2. endorses the Draft Annual Action Plan 2022-23, at Attachment 1, as the companion document to the Council Plan 2021-25.***

## Background

The Annual Action Plan lists the actions, major initiatives and strategic indicators for 2022-23 that have been identified to achieve the strategic objectives and strategies from the Council Plan. The actions, major initiatives, strategic indicators and services are also listed in Section 2 of the Annual Budget.

In addition to the actions outlined in the Annual Action Plan, the organisation delivers many other services and programs. Due to the ongoing nature of these activities, they are not detailed in this plan. These activities represent a core component of Council's services and are a vital part of our work with community, and also ensure that our organisation is appropriately managed and complies with necessary legislation, such as the *Local Government Act 2020*.

Our progress in achieving the actions and performance indicators from the Annual Action Plan is reported quarterly and in further detail in the Annual Report. The actions in this plan are also used as the basis for the business unit plans and individuals' work plans across the organisation.

## Legislation

This report has been prepared in accordance with *Local Government Act 2020*, section 98 (3) from the Act - The report of operations (Annual Report) of the Council must contain the following—

- (a) a statement of progress on implementation of the Council Plan, which includes the results of the strategic indicators;
- (b) a statement of progress in relation to the major initiatives identified in the budget or a revised budget.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of Human Rights and Responsibilities Act 2006.

In preparing this report the *Victorian Gender Equality Act 2020* has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act 2020*. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

## Collaborative procurement

Pursuant of section 109(2) of the *Local Government Act 2020*, this report has not been prepared in collaboration.

## Council Plan

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 5: 5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced.

## **Council Policy**

Not applicable.

## **Options**

No options available.

## **Resourcing**

### *Financial*

There are no financial resourcing impacts relating to the Annual Action Plan, however the delivery of the plan links directly to the Annual Budget and 10-year Financial Plan

### *Plant and equipment*

Not applicable

### *Human Resources*

There are no human resourcing impacts relating to the Annual Action Plan, however the delivery of the plan requires human resources to action each initiative listed.

### *Risk*

The risks of this proposal have been considered and managed accordingly.

## **Economic**

The Annual Action Plan has no direct economic impact however, the delivery of the plan links directly to achieving economic outcomes that have a positive influence on the local economy.

## **Social**

The Annual Action Plan has no direct social impact, however the delivery of the actions relate directly to social outcomes that have a positive influence on the community.

### *Gender Impact Statement*

The review the Council Plan has considered the *Gender Equality Act 2020* in its preparation. This report to Council has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

The Annual Action Plan has no direct environmental impact, however the delivery of actions relate directly to environmental outcomes that have a positive influence on the natural environment.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

Corporate/Strategic/Council Plan: Consideration is given to climate change in corporate, strategic or council plan(s) and includes responses to direct and indirect impacts.

## **Engagement**

No external engagement was conducted on developing the Annual Action Plan. There was extensive community engagement undertaken to develop the Council Plan 2021-25, with the data and themes used to inform the development actions.

## **Attachments**

1. Draft Annual Action Plan 2022-23 [**5.1.4.1** - 23 pages]

# Annual Action Plan

How we will achieve our strategies listed in the Council Plan 2021-25 in

**2022-23**





## Our Vision:

East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making and creates the conditions in which communities can thrive



The Community Panel were recognised for their contribution to the development of the Community Vision 2040 and Council Plan 2021-25 with a tree planting at Howitt Park, Bairnsdale

## THE COUNCIL PLAN 2021-2025

### Vision for the next four years

East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making, and creates the conditions in which communities can thrive

### STRATEGIC OBJECTIVES

1

An inclusive and caring community that respects and celebrates diversity

2

Planning and infrastructure that enriches the environment, lifestyle, and character of our communities

3

A natural environment that is managed and enhanced

4

A thriving and diverse economy that attracts investment and generates inclusive local employment

5

A transparent organisation that listens and delivers effective, engaging and responsive services

Strategies and strategic indicators

Monitoring our progress

## ANNUAL ACTION PLAN 2022-23

### How we will achieve our strategic objectives and strategies

In this document you will find actions, major initiatives and strategic indicators for 2022-23 as we work to achieve the strategic objectives and strategies outlined in the Council Plan 2021-25 (the Council Plan). The Annual Action Plan is the companion document to the Council Plan, as it identifies the actions that the organisation will undertake within a given year to implement the Council Plan strategies.

The actions, major initiatives, strategic indicators and services are also listed in Section 2 of the Budget. Our progress in achieving these actions and performance indicators is reported quarterly and in the Annual Report. This plan is used to develop business unit plans and individuals work plans across the organisation.

### Major initiatives

The nine major initiatives identified by Council represent significant high priority activities that will require substantial time and resources to deliver. They are important to achieving the strategic objectives in the Council Plan. These major initiatives are listed in the tables below in the strategy that they contribute too.

### Business as usual / ongoing Council activities

In addition to the actions outlined in this plan, the organisation delivers many other services and programs. Due to the ongoing nature of these activities, they are not detailed in this plan. These activities represent a core component of Council's services and are a vital part of our work with community and also ensure that our organisation is appropriately managed and complies with necessary legislation, such as *the Local Government Act 2020*.

### A plan for recovery and resilience

Over the last four years our East Gippsland communities have demonstrated incredible resilience in navigating:

- Drought impacting farmers, the broader business community and our rural communities
- Black Summer Bushfires that burnt more than 50 per cent of East Gippsland

- COVID-19 pandemic that has compounded the economic impacts of fires and drought and changed the way we live and increased isolation

While the impacts of these events have been many and compounding, Council, businesses and communities have demonstrated agility and persistence in responding to new and unexpected pressures on Council services, new demands on our communities and the significant economic impacts, increased demand on our health and wellbeing systems and the widespread environmental impacts.

These events also bring opportunity, and together we can:

- greater pathways for connection with communities in place
- Understand and develop the resilience of Council and community
- Learn from the experience and preparing our communities for future events
- Invest in our communities
- Strengthen community leadership and capacity

The Council Plan 2021–25 has been framed around supporting our communities continued recovery from these unforeseen and catastrophic events; whilst also positioning the region to increase its resilience and preparedness for future events; undertake actions that will assist to mitigate the likelihood of future events; and manage the recovery and grant funds.

Together we have learnt a lot and we are well placed to move forward with confidence and knowledge about how to respond to similar challenges in the future.

### Climate Change

This plan has been developed to assist Council in responding to the challenges and opportunities faced in responding to climate change and ensuring our operations and services reduce carbon emissions. We will seek to prioritise actions to reduce emissions and waste in order to protect public health, strengthen the economy and create a region that mitigates and adapts to climate change.



## Strategic Objective 1: An inclusive and caring community that respects and celebrates diversity

Strategy	2022-23 Actions	Business Unit
1.1 Council strives to provide equitable access to their services, support and facilities	Universal access principles are applied to infrastructure construction and upgrades	Assets and Projects Works
	Develop internal capacity to deliver access audits across council service and facilities	Community Engagement and Resilience
	Consider access to services in service reviews undertaken	Organisation Development
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Community satisfaction with accessibility to Council facilities	Community accessibility survey      Baseline to be confirmed 2022-23
	Number of visits to aquatic facilities per head of municipal population	Know Your Council / LGPRF      ≥ 10 visits
	Number of community facilities and infrastructure upgraded to improve accessibility	Internal report      ≥ 10 upgrades

Strategy	2022-23 Actions	Business Unit
1.2 Collaboration with key stakeholders fosters the cultural, arts and creative communities for all activities Council has facilitated or financially contributed to	<b>Major initiative 1</b> - Develop a Culture and Creativity Strategy	Council Enterprises
	Provide arts and cultural services and experiences that encourages connection and creativity, while supporting businesses, community groups and individuals	Community Engagement and Resilience Council Enterprises
	Support projects and events that foster creativity through the funding for visitor events and the community grants program	Community Engagement and Resilience Economic Development and Tourism

	Strategic Indicators	Source	Target
	Number of community organisations / individuals funded through Council's community grants program	Internal report	≥ 25 community ≥ Nine Arts and Heritage
	Develop baseline measures for cultural outcomes for Council programs	Internal report	Base line developed in 2022-23

Strategy	2022-23 Actions	Business Unit
1.3 Community groups and volunteers are acknowledged, promoted, and supported	Implement improvements to Council's processes and online systems to improve access to information regarding community programs and services, and promote volunteer events and opportunities across the shire	Community Engagement and Resilience
	Support volunteer Committees of Management for recreation reserves and halls with funding and capacity building	Community Facilities and Open Space
	<b>Strategic Indicator</b>	<b>Source</b>
	Community group satisfaction with Council support	External survey
	Number of events held that recognise and support volunteers	Internal report
		<b>Target</b>
		Baseline to be developed in 2022-23
		≥ Five events per annum

Strategy	2022-23 Actions	Business Unit
1.4 Through targeted services, partnerships and advocacy, communities enjoy strong mental and physical health, well-being, and resilience	Establish governance arrangements for the implementation, ongoing monitoring and delivery of the Municipal Public Health and Wellbeing Plan 2021-25	Community Engagement and Resilience
	Advocate for and identify opportunities to support social and affordable housing	Community Engagement and Resilience Planning
	Align recreation centre service delivery with regional health and wellbeing programming and allied health services	Council Enterprises

	Strategic Indicator	Source	Target
	People attending Council's recreation centres through an allied health service program delivery	Internal / external report	> 800 attendances per annum
	Develop a Housing Strategy		Adopted in 2022-23

Strategy	2022-23 Actions	Business Unit
1.5 Strong working relationships are further developed with Aboriginal people and organisations	<b>Major initiative 2</b> - Develop a new Reconciliation Action Plan	Community Engagement and Resilience
	Increase and embed understanding of Aboriginal and Torres Strait Islander culture, knowledge and history within the planning and development of Council services, infrastructure and projects	Organisation wide
	Enhance engagement with traditional owners in the development of key Council Capital projects	Assets and Projects Planning
	<b>Strategic Indicator</b>	<b>Source</b> <b>Target</b>
	Percentage of total staff who have participated in cultural awareness training in the past 24-months	Internal report 100 per cent
	Percentage of Council directorate representation on Reconciliation Action Plan working group	Internal report 100 per cent
	Number of projects and service reviews that have included formal engagement with traditional owners	Internal report ≥ 10 projects and service reviews

Strategy	2022-23 Actions	Business Unit
1.6 Council is culturally and linguistically inclusive and celebrates diversity	Develop a process to document and verify inclusive and accessible features of Council programs and facilities	Community Engagement and Resilience
	Develop, implement and promote an annual calendar that recognises events that celebrate diversity and inclusion in East Gippsland	Community Engagement and Resilience
	Strategic Indicator	Source
	The number of initiatives that celebrate diversity and inclusion supported by Council	Internal report
		Target
		≥ 10 events per annum

## Strategic Objective 2: Planning and infrastructure that enhances the environment, lifestyle, and character of our communities

Strategy	2022-23 Actions	Business Unit
2.1 Statutory and strategic planning for land use delivers sustainable outcomes that balance the need for growth with the enhancement of our lifestyle, character, the built and natural environment	<b>Major initiative 3</b> - Prepare a Housing and Settlement Strategy to guide future housing development and to support increased housing diversity and affordability	Assets and Projects Economic Development and Tourism Planning
	<b>Major initiative 4</b> - Develop key public open space planning initiatives, which includes the East Gippsland Sporting Facilities Plan and Public Open Space Strategy	Community Facilities and Open Space
	Deliver rebuilding support for landholders that lost a house and/or sheds in the 2019-20 Black Summer Bushfire	Planning
	Finalise the Rural Land Use Strategy and prepare a Planning Scheme Amendment	Planning
	Prepare Strategic Land Use Plans and Planning Scheme Amendments to address priority growth areas at Eagle Point, Paynesville and Lakes Entrance	Planning
	<b>Strategic Indicators</b>	<b>Source</b>
	Community satisfaction with planning and building permits	Community Satisfaction Survey
	Statutory Planning applications decided within required time frames	Planning Permit Activity Reporting System
	Average time taken to decide Statutory Planning applications	Planning Permit Activity Reporting System
	Council Statutory Planning decisions upheld at VCAT hearing	Planning Permit Activity Reporting System
		<b>Target</b>
		≥ Large Rural Council average
		> 80 per cent
		< 61 days
		> 60 per cent

	Completion of milestones of key strategic plans: <ul style="list-style-type: none"> <li>• Rural Land Use Strategy,</li> <li>• Housing and Settlement Strategy,</li> <li>• Eagle Point Structure Plan,</li> <li>• Paynesville Structure Plans,</li> <li>• East Gippsland Sporting Facilities Plan, and</li> <li>• Public Open Space Strategy</li> </ul>	Internal Report	> 90 per cent of milestones
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Strategy	2022-23 Actions	Business Unit					
2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable	Implement the asset management framework to drive Council's capital and maintenance infrastructure investment in a transparent and financially sustainable way	Assets and Projects					
	Develop and commence the implementation of service standards for the maintenance of asset classes.	Assets and Projects Community Facilities and Open Space					
	Work with community and stakeholders to plan, design, implement and maintain infrastructure to meet community needs in an affordable way	Assets and Projects Planning					
	Deliver a capital works program and asset management program that is aligned to community need and is able to be delivered within Council resources	Assets and Projects Community Facilities and Open Space Sustainability and Waste Minimisation Works					
	Build the capacity of volunteer groups and provide support for volunteer managed community facilities	Community Facilities and Open Space					
	<table> <tr> <th>Strategic Indicators</th><th>Source</th><th>Target</th></tr> <tr> <td>Asset renewal and upgrade expenses as a percentage of depreciation</td><td>Internal Report</td><td>&gt; 100 per cent</td></tr> </table>	Strategic Indicators	Source	Target	Asset renewal and upgrade expenses as a percentage of depreciation	Internal Report	> 100 per cent
Strategic Indicators	Source	Target					
Asset renewal and upgrade expenses as a percentage of depreciation	Internal Report	> 100 per cent					

	Percentage of adopted capital projects completed at the conclusion of the financial year (based on the most recent amended budget)	Internal Report	> 80 per cent
	Percentage of sealed roads that meet Council's target condition rating	Know Your Council / LGPRF	> 97 per cent
	Community satisfaction with appearance of public areas in East Gippsland	Community Satisfaction Survey	≥ Large Rural Council average
	Number of Committees of Management and volunteer groups for Council managed land with a guiding plan	Internal Report	≥ 10 new plans per annum
	Percentage of community recreation reserves and halls asset condition above target condition rating	Internal Report	Target to be confirmed in 2022-23

Strategy	2022-23 Actions	Business Unit
2.3 Planning with local communities for natural disasters and emergencies strengthens capacity, infrastructure, resilience, preparedness, and recovery	<b>Major initiative 5</b> - Implement a climate risk analysis to identify the likely impact of extreme weather and climate events on Council's infrastructure assets, and ability to provide community services	Sustainability and Waste Minimisation
	Develop and implement plans that enhance the organisation's preparedness and ability to manage and mitigate the impact of natural disasters	Emergency Management
	Develop new approaches to road renewal and maintenance that improves resilience to changing climatic conditions	Works
	Design new infrastructure to meet changing climatic conditions and is resilient to the impact of natural disasters	Assets and Projects Planning
	Support and strengthen municipal emergency planning arrangements to meet community expectations for resilience and preparedness	Emergency Management
	Support communities to enhance resilience and strategically respond to recovery challenges and opportunities, including through support to Community Recovery Committees	Bushfire Recovery Coordination Community Engagement and Resilience

	Strategic Indicators	Source	Target
	Community satisfaction with emergency and disaster management	Community Satisfaction Survey	≥ Large Rural Council average
	Percentage of communities that need a Local Incident Management Plan have one in place and reviewed as needed	Internal Report	100 per cent
	Milestones achieved for climate risk analysis	Internal report	100 per cent



### Strategic Objective 3: A natural environment that is preserved and enhanced

Strategy	2022-23 Actions	Business Unit
3.1 Council works to reduce its own and the communities carbon emissions while supporting the community to mitigate the impact of a changing climate on the environment, safety, health and lifestyles	Council's greenhouse gas emissions from energy use are reduced through key projects that include: <ul style="list-style-type: none"> <li>• Install and commission permanent landfill gas flare at Bairnsdale Landfill; and</li> <li>• Purchase additional alternate fuel vehicles for Council's passenger fleet</li> </ul>	Sustainability and Waste Minimisation
	Develop processes and tools that support whole of community (local business, community organisations, and individuals) to take action and participate in a climate response	Sustainability and Waste Minimisation
	Implement infrastructure enhancement and improvements to respond and assist in managing impacts of climate change	Assets and Projects Community Facilities and Open Space Sustainability and Waste Minimisation Works
	Strategic Indicators	Source
	Percentage of Council's electricity use from renewable sources	Internal Report
	Reduce carbon emissions from Council operations	Internal Report
	Proportion of Council passenger vehicle fleet is electric, hybrid or uses alternate fuel sources	Internal Report
	Total kilowatt hours output from renewable energy systems at Council owned facilities	Internal Report
	New public electric vehicle charging stations	Internal Report
		Target
		> 95 per cent
		> 10 per cent decrease from the previous year
		> 10 per cent
		> 10 per cent increase from the previous year
		7 council owned stations

Strategy	2022-23 Actions	Business Unit
3.2 Sustainable land use practices are used to manage council land to protect biodiversity and to provide education and incentives to support the management of private land	Undertake community education to promote the need to protect the natural environment and actions community members can undertake to support this	Sustainability and Waste Minimisation
	Further develop sustainable practices and implement projects around water and land use, which includes the construction of Crooke Street, Bairnsdale wetland	Sustainability and Waste Minimisation
	Advocate for appropriate State Government support for Council's management of public land for natural and biodiversity purposes	Office of CEO
	Continue to manage fire effected Council land to protect biodiversity and ensure public safety, including completing the War on Weeds projects	Community Facilities and Open Space
	Develop and implement suitable plans for managing storm water and water within new urban development	Community Facilities and Open Space Planning Works
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Kilometres of regionally controlled and prohibited weeds treated on roadsides	Internal Report      > 200 km per annum
	Community satisfaction with slashing and weed control	Community Satisfaction Survey      ≥ Large Rural Council average
	A baseline for the quality and quantity of land being managed for 'at risk' habitat, biodiversity purposes, and community safety on Council and private land	Baseline to be developed Year 2

Strategy	2022-23 Actions	Business Unit
3.3 Natural values on key Council land are managed and enhanced	Establish which values are to be managed and develop management plans to guide management of key Council land	Community Facilities and Open Space
	Implement a framework to support partners and volunteers to work on key priority projects for Council land	Community Facilities and Open Space
	Complete the Bairnsdale Alternative Water Project with the development of water management (including effluent) plan for Bairnsdale Saleyards	Community Facilities and Open Space Council Enterprises Sustainability and Waste Minimisation
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Total investment in Council managed land to support natural areas	Internal Report      ≥ \$1,710,000 (2020-21 baseline)

Strategy	2022-23 Actions	Business Unit
3.4 Environmentally and financially sustainable practices reduce waste going to landfill	<b>Major initiative 6</b> - Support the circular economy through initiatives that reduce waste going to landfill, including: <ul style="list-style-type: none"> <li>Value adding green and organic waste; and</li> <li>Introducing appropriate glass collection services at locations throughout the Shire.</li> </ul>	Economic Development and Tourism Sustainability and Waste Minimisation
	Develop and implement waste education programs to focus on key areas of waste reduction	Sustainability and Waste Minimisation
	Implement the Waste Minimisation Action Plan, including delivering key actions: <ul style="list-style-type: none"> <li>Conduct a comprehensive waste service review;</li> <li>Transition Cann River's waste service to a Transfer Station Service and remediate the existing landfill; and</li> <li>Develop a framework for reporting and tracking of illegal dumping.</li> </ul>	Sustainability and Waste Minimisation

	Support the inclusion of more recycled materials in council's infrastructure and maintenance program, with particular focus on roads and footpaths	Sustainability and Waste Minimisation Works
	<b>Strategic Indicators</b>	<b>Source</b>
		<b>Target</b>
	Kerbside collection waste diverted from landfill	Know Your Council / LGPRF
		> 52 per cent
	Community Satisfaction with waste management	Community Satisfaction Survey
		≥ Large Rural Council average
	Proportion of recycled content in construction projects on Council assets	Internal Report
		> 10 per cent of recycled content in all construction projects
	Number of community waste education programs delivered	Internal Report
		> Five programs per annum
	Number of new waste streams collected through waste facilities	Internal Report
		≥ Two new waste streams
	All Council offices have four streams of recycling (co-mingled, organics, soft plastics, paper/cardboard)	Internal Report
		100 per cent of offices have four recycling streams

**Strategic Objective 4: A thriving economy with a diverse industry base and a skilled workforce, that attracts investment and generates inclusive local employment**

Strategy	2022-23 Actions	Business Unit					
4.1 Leadership enables economic prosperity, investment, recovery, resilience and growth	Support businesses to leverage digital technologies to access new markets and create new products and services	Economic Development and Tourism					
	Support business transition toward greater resilience and adoption of environmentally sustainable initiatives or practices and fostering of the circular economy	Economic Development and Tourism Sustainability and Waste Minimisation					
	<table> <tr> <th>Strategic Indicators</th><th>Source</th><th>Target</th></tr> <tr> <td>Percentage of actions implemented from the Economic Development Strategy Action Plan 2022-26</td><td>Internal report</td><td>&gt; 80% of year 1 actions</td></tr> </table>	Strategic Indicators	Source	Target	Percentage of actions implemented from the Economic Development Strategy Action Plan 2022-26	Internal report	> 80% of year 1 actions
Strategic Indicators	Source	Target					
Percentage of actions implemented from the Economic Development Strategy Action Plan 2022-26	Internal report	> 80% of year 1 actions					

Strategy	2022-23 Actions	Business Unit								
4.2 Collaboration amongst key partners is facilitated to improve pathways for education and skills training	Facilitate engagement with young people, youth organisations and social enterprises to understand barriers to training and employment and their vision for the future	Economic Development and Tourism								
	<table> <tr> <th>Strategic Indicators</th><th>Source</th><th>Target</th></tr> <tr> <td>Proportion of exiting Year 12 students continuing to university education</td><td>On Track Report (Victorian Government)</td><td>&gt; 20 per cent</td></tr> <tr> <td>Proportion of exiting secondary school students undertaking an apprenticeship / traineeship or TAFE training</td><td>On Track Report (Victorian Government)</td><td>&gt; 24 per cent</td></tr> </table>	Strategic Indicators	Source	Target	Proportion of exiting Year 12 students continuing to university education	On Track Report (Victorian Government)	> 20 per cent	Proportion of exiting secondary school students undertaking an apprenticeship / traineeship or TAFE training	On Track Report (Victorian Government)	> 24 per cent
Strategic Indicators	Source	Target								
Proportion of exiting Year 12 students continuing to university education	On Track Report (Victorian Government)	> 20 per cent								
Proportion of exiting secondary school students undertaking an apprenticeship / traineeship or TAFE training	On Track Report (Victorian Government)	> 24 per cent								

Strategy	2022-23 Actions	Business Unit
4.3 Council's work with stakeholders fosters entrepreneurship and new business opportunities, particularly with communities facing change	Develop a program to identify, foster and promote emerging business leaders, entrepreneurs and new investors	Economic Development and Tourism
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Number of businesses that participate in Council run programs delivered to support business growth	Internal Report      > 300 businesses per annum
	Number of new businesses registered	Australian Bureau of Statistics      Increase from previous year

Strategy	2022-23 Actions	Business Unit
4.4 Targeted information and streamlined approvals and processes make it easier for business to invest	Review and enhance the coordination of Business Concierge Services	Economic Development and Tourism
	Implement the outcomes of the Better Planning Approvals Project	Planning
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Council processing time for events and business permits and registrations (goods on footpath, trading permits, domestic animal business)	Internal Report      Goods on footpath: < 8 days Trading permits: < 6 days Domestic animal business registration: < 6 days

Strategy	2022-23 Actions	Business Unit
4.5 Tourism sector investment is sought in business capability, product development and experience to meet the changing needs of domestic and international markets	<b>Major initiative 7</b> - Implement the Tourism Events Action Plan 2022-26	Economic Development and Tourism
	Partner with relevant stakeholders to implement key actions of the Destination Management Plan	Economic Development and Tourism
	Undertake major projects that enhance the look and feel of our towns, improving the tourist experience and facilitating business investment including: <ul style="list-style-type: none"> <li>Buchan Streetscape and Activation Project;</li> <li>Bruthen Streetscape and Activation Project; and</li> <li>Mallacoota Streetscape Project.</li> </ul>	Assets and Projects Community Facilities and Open Space Economic Development and Tourism

	Upgrade the Bairnsdale Airport and work towards attracting a commercial air service to the region.	Economic Development and Tourism Works
	Review Council's approach to the provision and management of caravan and camping facilities on Council managed land	Council Enterprises
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Total visitation to East Gippsland (international, domestic and daytrip combined)	Tourism Research Australia > 1.3 million visitors per annum
	Tourism expenditure in East Gippsland	Tourism Research Australia > \$360 million per annum
	Number of tourism events held during the low and shoulder season periods	Internal Report > 50 events per annum

Strategy	2022-23 Actions	Business Unit
4.6 East Gippsland's natural strengths in agriculture and natural resource-based industries are enhanced to increase value, employment, sustainability and resilience	Explore export potential with local businesses who have globally competitive products	Economic Development and Tourism
	Promote the shire as emerging leaders in sustainability and climate change adaptation	Economic Development and Tourism Sustainability and Waste Minimisation
	Provide a voice for agriculture in Council's activities through the Agriculture Sector Advisory Committee	Economic Development and Tourism
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Number of jobs in the agriculture sector in East Gippsland	REMPAN Increase from previous year
	Value added by the agriculture section in East Gippsland	REMPAN Increase from previous year

## Strategic Objective 5: A transparent organisation that listens and delivers effective and responsive services

Strategy	2022-23 Actions	Business Unit
5.1 A better everyday customer experience is created for our residents and visitors	<b>Major initiative 8</b> - Implement the Customer Experience Strategy. Key projects include; <ul style="list-style-type: none"> <li>Enhance systems and processes to increase resolution of customer enquiries and requests at first point; and</li> <li>Streamlining customer response systems and processes</li> </ul>	Customer Experience and Communications
	<b>Strategic Indicator</b>	<b>Source</b>
	Community satisfaction with customer service	Community Satisfaction Survey
		<b>Target</b>
		≥ Large Rural Council average

Strategy	2022-23 Actions	Business Unit
5.2 Strong relationships with government, partners and stakeholders are maintained and strengthened to advocate for the community	Participate in One Gippsland advocacy activities	Office of CEO
	Deliver an advocacy program that focuses on Council's priorities. Key priorities include: <ul style="list-style-type: none"> <li>Seek homelessness funding allocation through 'Big Housing Build';</li> <li>Seek commitment for support to bushfire recovery services at least until year five;</li> <li>Seek commitment to telecommunications infrastructure upgrades;</li> <li>Seek funding programs to implement a net zero emissions target; and</li> <li>Seek funding and support for management of remnant vegetation and weeds on Council managed reserves and road reserves</li> </ul>	Organisation wide
	<b>Strategic Indicator</b>	<b>Source</b>
	Community satisfaction with advocacy (lobbying on behalf of the community)	Community Satisfaction Survey
		<b>Target</b>
		≥ Large Rural Council average



Strategy	2022-23 Actions	Business Unit
5.3 Communities are engaged in decision-making and support is provided to develop local solutions to local issues	Build Council's capacity to deliver consistent and effective community engagement, and embed use of the Community Engagement Toolkit	Community Engagement and Resilience
	Strengthen how council's Place Manager model can support ongoing community engagement in remote areas of the municipality	Community Engagement and Resilience
	Conduct strong and effective community engagement for all major strategies and projects	Organisation wide
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Community satisfaction with community consultation and engagement	Community Satisfaction Survey ≥ Large Rural Council average
	Community satisfaction with making community decisions	Community Satisfaction Survey ≥ Large Rural Council average
	Community satisfaction with informing the community	Community Satisfaction Survey ≥ Large Rural Council average

Strategy	2022-23 Actions	Business Unit
5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced	Undertake service reviews for priority services and implement recommendations	Organisation wide
	Fit for purpose technology is explored, implemented and used to generate productivity and efficiency gains across the organisation. Key projects include: <ul style="list-style-type: none"> <li>• Replace Rates, Property, Planning and Customer Request Management system;</li> <li>• Improve datacentre capability through reduced infrastructure footprint; and</li> <li>• Replace electronic records management system (multi-year project)</li> </ul>	Information Services
	<b>Strategic Indicators</b>	<b>Source</b> <b>Target</b>
	Number of service reviews undertaken	Internal Report ≥ Two reviews per annum
	Permanent workforce has access to mobile technology	Internal Report > 70 per cent

Strategy	2022-23 Actions	Business Unit
5.5 Resources are managed to meet current and future needs and priorities	Manage resources in accordance with Council's 10-year Financial Plan and asset management plans	Finance Assets and Projects
	Advocate to funding bodies to attract external and partner funding for high priority needs	Office of the CEO
	<b>Strategic Indicator</b>	<b>Source</b> <b>Target</b>
	Victorian Auditor-General's Office assessment of Council's overall financial sustainability is rated low risk	Victorian Auditor-General's Office Report      Achieve low risk rating

Strategy	2022-23 Actions	Business Unit
5.6 Council attracts, develops, and retains an inclusive workforce to deliver services and priorities	<b>Major initiative 9</b> - Review and redevelop the organisation's Occupational Health and Safety Management System	Governance
	Implement the Workforce Plan 2021-25. Key actions include: <ul style="list-style-type: none"> <li>Review attraction and retention strategies;</li> <li>Deliver structured leadership development training; and</li> <li>Create succession plans for key roles</li> </ul>	People and Capability
	Deliver actions from the Gender Equality Action Plan. Key actions for include: <ul style="list-style-type: none"> <li>Update employee diverse data collection systems; and</li> <li>Implement a safe and inclusive workplace training framework</li> </ul>	Organisation Development
	<b>Strategic Indicator</b>	<b>Source</b> <b>Target</b>
	The percentage of actions implemented from the Workforce Plan 2021-25	Internal Report      ≥ 80 per cent of year 2 actions
	Unplanned staff turnover rate	Internal report      < 12 per cent annual rate

**Contact us**

**Telephone**

Residents' Information Line: 1300 555 886  
Contact Centre: (03) 5153 9500  
National Relay Service: 133 677

**Post**

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Bairnsdale 3875 Australia

**Fax** (03) 5153 9576

**Web** [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)

**Email** [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

**In person**

Bairnsdale: 273 Main Street  
Lakes Entrance: 18 Mechanics Street  
Mallacoota: 70 Maurice Avenue  
Omeo: 179 Day Avenue  
Orbost: 1 Ruskin Street  
Paynesville: 55 The Esplanade

**Outreach Centres**

Bendoc Outreach Centre: 18 Dowling Street  
Buchan Resource Centre: 6 Centre Road  
Cann River Community Centre: Princes Highway

### 5.1.5 Adoption Audit and Risk Committee Annual Work Program 2022 and Internal Audit Program 2022/23

Authorised by Chief Executive Officer

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#### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

#### Executive Summary

A requirement of the *Local Government Act 2020*, Council's Audit and Risk Committee must adopt an annual work program. This is reflected in the Audit and Risk Committee Charter at clause 1.5.

This report is seeking Council's endorsement of the Committee's Work Program 2022 at **Attachment 1** and the annual Internal Audit Program for 2022-23 provided at **Attachment 2**, endorsed by the Committee at its meeting held on 2 May 2022.

#### Officer Recommendation

##### *That Council:*

- 1. receives and notes this report and all attachments pertaining to this report; and**
- 2. endorses the annual Work Program 2022 and annual Internal Audit Program for 2022/23, provided at Attachments 1 and 2.**

#### Background

The Audit and Risk Committee assists Council to fulfil its oversight and corporate governance responsibilities. The Committee meets five times per year and consists of seven members—four independent members, the Mayor and two Councillors. One of the independent members is elected the Chair.

The Draft Audit and Risk Committee Work Program 2022 (Work Program) at **Attachment 1** was endorsed by the Committee at the 2 May 2022 Committee meeting, in accordance with section 53(3) of the *Local Government Act 2020* which requires the Audit and Risk Committee to adopt an annual work program. The Work Program provides the timeline for the presentation of management reports for the Committee's consideration. This program is developed to address the requirements of the Committee, as outlined in its Charter. The Work Program is presented for Council's consideration.

At the 2 May 2022 meeting the Committee also reviewed and endorsed the internal audit program for 2022/23. It is presented for Council's consideration. As outlined at **Attachment 2** the following matters will be subject to audit in 2022/23:

- Child Safety Standards;
- Purchase cards and fuel cards and data analytics; and
- Payroll and data analytics.

## **Legislation**

As of 1 July 2021, all provisions of the *Local Government Act 2020* commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

This report has been prepared in accordance with sections 53 and 54 of the *Local Government Act 2020*, which establish the requirements for Council's Audit and Risk Committee

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

In preparing this report the Victorian *Gender Equality Act 2020* has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act 2020*. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

## **Collaborative procurement**

As this report does not involve procurement, there is no requirement for collaboration.

## **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 5: 5.5 Resources are managed to meet current and future needs and priorities.

## **Council Policy**

The Audit and Risk Committee Charter, adopted by Council in August 2020, sets out the role and responsibilities of the Committee. The requirement to report bi-annually is outlined in clause 1.5(o) of the Charter and complies with the legislative requirements.

## **Resourcing**

### *Financial*

There are no financial implications with this report.

### *Plant and equipment*

There are no plant and equipment implications with this report.

### *Human Resources*

Secretariat support is provided to the Committee within existing resources.

### *Risk*

This report ensures that Council is complying with the legislative requirements of the Act and the Audit and Risk Committee Charter.

## **Economic**

There are no economic implications with this report.

## **Social**

There are no social implications with this report.

### *Gender Impact Statement*

The annual Work Program 2022 and the annual Internal Audit Plan 2022/23 have considered the *Gender Equality Act 2020* in its preparation. The report and plans have been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

There are no environmental implications with this report.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

## **Engagement**

This report has been prepared with appropriate engagement with Committee members.

## **Attachments**

1. Audit and Risk Committee Work Program 2022 [**5.1.5.1** - 2 pages]
2. Internal Audit Program 2022/23 [**5.1.5.2** - 12 pages]

		Reporting Period 1 January - 30 June 2022				Reporting Period 1 July - 31 December 2022						Comments	
		28 February 2022		2 May 2022		25 July 2022		20 September 2022		7 November 2022			
	Source	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual		
Financial													
Finance Report	LGA 54(2)(b)/ Charter 1.2	✓	✓	✓	✓					✓		A quarterly report is not considered at July meeting due to the Annual Financial and Performance statements being considered at the September meeting.	
Capital Works and Landfill Rehabilitation Report	Part of the financial requirements	✓	✓	✓	✓					✓		A quarterly report is not considered at July meeting due to the Annual Financial and Performance statements being considered at the September meeting.	
Revised Investment Policy	LGA 54(2)(a)(i)	✓	✓										
Investment report	Investment Policy - reporting section									✓			
External Auditor													
External Auditor's Interim Management Letter and Audit Strategy for 2021/22 financial year	LGA 54(2)(b)/Charter 1.1 and 1.5(b)	✓	✓										
Review draft audited Financial Statements and Performance Statement against the Local Government Performance Reporting Framework for the 2021/22 financial year (undertaken at a joint meeting with Councillors at which the external auditor presents).	LGA 54(2)(b)/Charter 1.5(a) and 1.5(e)							✓					
Review External Auditor's Final Management Letter for 2021/22	LGA 54(2)(b)/Charter 1.1 and 1.5(b)							✓					
Meet with external auditor privately (i.e. with no Council officers present).	Charter - Roles							✓					
Performance Report/Council Plan													
Performance Report (to include periodic updates on performance (against Local Government Performance Reporting Framework - KPIs and service outcomes); and development of performance targets for LGPRF indicators and KPIs to measure success).	LGA 54(2)(b)/Charter 1.5(a) and 1.5(e)	✓	✓										
Progress report on Council Plan 2021-25	Charter 1.5(e)	✓	✓										
Risk Management/Occupational Health and Safety													
Risk Management Report	LGA 54(2)(c)	✓	✓	✓	✓	✓				✓			
Occupational Health and Safety Report	LGA 54(2)(c)	✓	✓	✓	✓	✓				✓			
Review Council's Risk Management framework (policies, procedures and program)	LGA 54(2)(a)(i)/Charter 1.5(c)					✓							
Review Operating and Strategic Risk Registers – full report	Charter 1.5(c)					✓							
Legal Activities Report	Charter 1.5(h)	✓	✓	✓	✓	✓				✓			
Insurance Claims Report	Charter 1.5(h)	✓	✓	✓	✓	✓				✓			
Annual - Insurance Claims report	Charter 1.5(h)					✓							
Governance													
Councillor Expenses Report	Councillor Support and Expenses Policy/Charter 1.5(m)	✓	✓	✓	✓	✓				✓			
Gifts, Benefits and Hospitality, Fraud and Conflict Of Interest registers	Charter 1.5(d), Gifts Benefits and Hospitality Policy	✓	X			✓							
Council Policies - statutory obligations and management framework	LGA 54(2)(a)(i)/Charter 1.5(c), (d) and (f)					✓				✓			
Review Audit and Risk Committee Charter	Charter 1.5(n)			✓	✓								
WorkForce Statistics/Human Resources Activity Report	Committee request 23/02/21	✓	✓	✓	X	✓				✓			
Integrity Agency reports, as required	Charter 1.5(k)	✓	✓										
Internal Auditor													
Internal Audit Plan delivery status updates (Internal Auditor report)	LGA 54(2)(b)/Charter	✓	✓	✓	✓	✓				✓			
Internal Audit Review Report - Food Act and Health Compliance	Charter 1.5(g)	✓											
Internal Audit Review Report - Occupational Health and Safety (Staff)	Charter 1.5(g)			✓	✓								
Internal Audit Program Actions Report	LGA 54(2)(b)/Charter 1.5(g)		✓	✓	✓	✓				✓			
Internal Audit Statutory Planning Actions Report	LGA 54(2)(b)/Charter 1.5(g)	✓		✓	✓	✓				✓			
Annual Internal Audit Plan 2022/23	LGA 54(2)(b)/Charter 1.5(g)			✓	✓								
Audit and Risk Committee Meeting Actions Report													
Audit and Risk Committee Meeting Actions completed during the previous calendar year	Committee request 17/10/11	✓	✓	✓	✓	✓				✓			
Annual Performance Review/WorkProgram/Biannual Report													

		Reporting Period 1 January - 30 June 2022				Reporting Period 1 July - 31 December 2022						Comments
		28 February 2022		2 May 2022		25 July 2022		20 September 2022		7 November 2022		
		Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	
	Source											
Confirm process to be undertaken - Audit and Risk Committee's performance review 2021/22	LGA 54(4)(a)			✓	✓							
Finalise Audit and Risk Committee performance evaluation for 2021/22 (final report for consideration by Council)	LGA 54(4)(b)							✓				
Discuss final report on Audit and Risk Committee performance evaluation for 2021/22 with Councillors	LGA 54(4)(b)/Charter 1.5(j)							✓				
Adopt annual Audit and Risk Committee work program for 2022	LGA 54(3)/Charter 1.5	✓	✓	✓	✓							Item deferred from 28 February meeting
Endorse the Audit and Risk Committee activities bi-annual report	LGA 54(5)(a)/Charter 1.5(o)					✓				✓		
Adopt annual Audit and Risk Committee work program for 2023	LGA 54(3)/Charter 1.5									✓		
Other matters considered at the meetings												
Gender Audit Results presentation	Part of consultation process	✓	✓									Due to time constraints, item was deferred from the October 2021 meeting
Project Management Software and processes presentation	Request of the Committee 23/07/19	✓	✓									Due to time constraints, item was deferred from the October 2021 meeting
Capital Works Projects cost escalations	Request of the Committee 19/10/21	✓	✓									





# Strategic Internal Audit Plan July 2022 to June 2023

East Gippsland Shire Council

April 2022

EGSC SIAP 2023\_v1.1\_AZ\_DRAFT\_(issued)

Audit | Tax | Advisory | Financial Advice





# 1. Annual Plan July 2022 to June 2023

## 1.1 Summary: Proposed timing of internal audit projects

No		Internal audit project	Hours	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
	<b>Start date</b>	<b>2022-23 Annual Program</b>														
1	12 September 2022	Child Safety standards	80			■					□*					
2	17 October 2022	Purchase cards & Fuel cards Data Analytics	70 30				■				□*					
3	5 December 2022	Payroll Data Analytics	70 30						■				□*			
		<b>Internal Audit Support</b>														
I.	May 2022	SIAP development	10	□*										■		□*
II.		Client Engagement	10													
		<b>Total</b>	<b>300</b>													

■ Audit field work and report writing and □\* Denotes Audit and Risk Committee Meeting to which the Internal Audit Report will be presented.  
It is expected the ARC will meet in Feb, April, July, October



1.2 Annual Audit Plan for 2022 - 2023					Links to Strategic Risk (refer section 3)
	Audit Project	Start Date	Proposed Hours	Indicative (Brief) Scope	
1	Child Safety Standards	12 September	80	<p>The objectives are to undertake a gap analysis of current practices to assist management in developing an implementation plan to transition to the new Child Safe Standards that came into force effective 1 July 2022.</p> <p>The following standards will be reviewed.</p> <ul style="list-style-type: none"> <li>• Standard 1-Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</li> <li>• Standard 2-Child safety and wellbeing is embedded in organisational leadership, governance and culture.</li> <li>• Standard 3-Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</li> <li>• Standard 4-Families and communities are informed and involved in promoting child safety and wellbeing.</li> <li>• Standard 5-Equity is up-held and diverse needs respected in policy and practice.</li> <li>• Standard 6-People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</li> </ul>	1397 1396



1.2 Annual Audit Plan for 2022 - 2023					Links to Strategic Risk (refer section 3)
	Audit Project	Start Date	Proposed Hours	Indicative (Brief) Scope	
				<ul style="list-style-type: none"> <li>Standard 7-Processes for complaints and concerns are child focused.</li> <li>Standard 8-Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</li> <li>Standard 9-Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</li> <li>Standard 10-Implementation of the Child Safe Standards is regularly reviewed and improved.</li> <li>Standard 11-Policies and procedures document how the organisation is safe for children and young people.</li> </ul> <p>As part of this review, we will look at how existing standards have been implemented across council.</p>	
	Purchase Cards & Fuel Cards	17 October 2022	70	<p><b>Purchasing Cards</b></p> <p>The objectives of the purchasing card review are to:</p> <ul style="list-style-type: none"> <li>Review compliance with policies and procedures</li> <li>Review and test the adequacy of internal controls</li> </ul> <p>Procedures will include:</p> <ol style="list-style-type: none"> <li>Review of policies and procedures.</li> <li>Review compliance with policies and procedures and appropriate practices and processes, including:</li> </ol>	1399 1394



1.2 Annual Audit Plan for 2022 - 2023					Links to Strategic Risk (refer section 3)
	Audit Project	Start Date	Proposed Hours	Indicative (Brief) Scope	
2				<ul style="list-style-type: none"> <li>• maximum monthly and total limits;</li> <li>• process for approval and issue of cards</li> <li>• process for monitoring appropriateness of usage;</li> <li>• controls to ensure card holders do not exceed limits for cards</li> <li>• adequacy of review and authorisation</li> <li>• delegated levels of authority</li> <li>• documentation provided to support purchases</li> <li>• management reporting</li> </ul> <p><b>Fuel Cards</b></p> <p>The objectives are to:</p> <ul style="list-style-type: none"> <li>• Review compliance with policies and procedures</li> <li>• Review and test the adequacy of internal controls</li> </ul> <p>Procedures will include:</p> <ol style="list-style-type: none"> <li>1. Review policies and procedures</li> <li>2. Obtain and understanding of the system used to management fuel cards</li> <li>3. Review driver and operator's handbook and other written instructions relating to fuel card use.</li> <li>4. Review compliance with policies and procedures including:</li> </ol>	



1.2 Annual Audit Plan for 2022 - 2023					Links to Strategic Risk (refer section 3)
	Audit Project	Start Date	Proposed Hours	Indicative (Brief) Scope	
				<ul style="list-style-type: none"> <li>process for issue and approval of fuel cards</li> <li>process for monitoring appropriate usage</li> <li>controls to ensure users do not exceed limits for cards</li> <li>adequacy of review and authorisation</li> <li>delegated levels of authority</li> <li>management reporting</li> <li>segregation of duties between use of fuel card and review of expenditure</li> </ul> <p>The internal audit will consider commercial fuel cards only.</p> <p>The internal audit excludes Data Analytics.</p>	
	Data Analytics - Credit and Fuel Cards		30	<p>Data Analytics of master file and transaction file to be conducted at the time of the review of internal controls.</p> <p>Excludes follow up of anomalies</p>	
3	Payroll	5 December 2022	70	<p>The objectives are to review:</p> <ol style="list-style-type: none"> <li>Internal controls designed to prevent fraud and corruption</li> <li>The process for recording and paying autopay, timesheets, overtime worked and changes in pay rates.</li> <li>Payroll system controls, including reconciliations, bank accounts, leave balances, clearing accounts and master file changes.</li> <li>The process for the transfer of payroll information between the payroll system and the general ledger.</li> </ol>	<p>1399</p> <p>1394</p>



1.2 Annual Audit Plan for 2022 - 2023					Links to Strategic Risk (refer section 3)
	Audit Project	Start Date	Proposed Hours	Indicative (Brief) Scope	
				5. The adequacy of the IT system controls including: 6. Payroll reports, their review and authorisation. 7. The control of PAYG and superannuation payments. 8. The processes for calculating and paying termination payments. 9. The process for recording and paying employees for leave. The internal audit excludes Data Analytics	
	Payroll - Data Analytics		30	Data Analytics of master file and transaction file to be conducted at the time of the review of internal controls. Excludes follow up of anomalies	
	Client engagement		10	Ongoing liaison, including preparation for and attendance at Audit Committee meetings.	-
	Development of Strategic Internal Audit Plan		10	Development of the Strategic Internal Audit Plan	-
	<b>Total</b>		<b>300</b>		

*Notes*

*(a) the fees are exclusive of GST.*

*(b) Nominated Auditors In charge in the plan may change and will be confirmed when finalising the Memorandum of Audit Planning*



## 2. Internal Audit Universe

The Council's internal audit universe contains projects for consideration each year and is presented in the table below. The inclusion and timing of these projects is subject to change based on the assessment that will be performed at the commencement of each internal audit planning cycle.

REVIEWS	Pre Crowe	Completed (Crowe)				(Crowe) Proposed		REVIEWS	Pre Crowe	Completed (Crowe)				(Crowe) Proposed	
		18-19	19-20	20-21	21-22	FY 22-23	FY 23-24			18-19	19-20	20-21	21-22	FY 22-23	FY 23-24
Accounts payable	2018							Statutory Building -Leases and Licences							
Accounts receivable – rates debtors								Leisure centres							
Accounts receivable – sundry debtors	2015							Library facilities							
Aged care services								Living and learning centres							
Animal capture								Local laws enforcement							
Management of plant and equipment								Long term financial planning							
Assets non- infrastructure								Maternal and child health							
Assurance mapping								Mobile plant & equipment							
Budget and budgeting								Occupational health and safety – (contractors)							
Buildings property - maintenance								Occupational health and safety (staff)							
Capital works management								Parking enforcement administration							
Cash handling and receipting	2015							Payroll							
Child Safety Standards								Performance reporting framework							
Climate change adaptation & mitigation								Petty cash							
Communications								Playground maintenance							
Community bus hire								Privacy act compliance							
Contract management								Procurement (Tendering)							





REVIEWS	Pre Crowe	Completed (Crowe)				(Crowe) Proposed		REVIEWS	Pre Crowe	Completed (Crowe)				(Crowe) Proposed	
		18-19	19-20	20-21	21-22	FY 22-23	FY 23-24			18-19	19-20	20-21	21-22	FY 22-23	FY 23-24
Business continuity planning	2018							Procurement (below the tender threshold)	2018						
Customer service								Project management							
Delegations and delegated levels of authority								Property portfolio management							
Developer contributions - assets								Purchasing cards & Fuel cards							
Developer contributions - finances								Rates Management	2017						
EFT transaction controls								Records management							
Environmental management								Revenue & debt collection							
FBT compliance								Risk management	2016						
Fees and charges								Road management plan compliance							
Fleet management	2017							Sale Yards							
Food Act & Health Act compliance								Social Inclusion							
Fraud management & prevention								Statutory building							
Fuel management (IBAC Response)								Statutory planning							
Gifts and donations								Tree management							
Governance framework								Waste management compliance (management review)							
Governance – delegations								Waste handling - recycling							
Grants (outgoing grants provided by Council)								Workforce Planning & Training	2017						
Grants (non-recurring received)															
GST Compliance															
Hall management															



REVIEWS	Pre Crowe	Completed (Crowe)				(Crowe) Proposed		REVIEWS	Pre Crowe	Completed (Crowe)				(Crowe) Proposed	
		18-19	19-20	20-21	21-22	FY 22-23	FY 23-24			18-19	19-20	20-21	21-22	FY 22-23	FY 23-24
Human resource management	2015														
Immunisation management															
Infrastructure delivery (partnerships)															
Infringements & permits system															
Insurance and claims															
IT Cyber Maturity (ASD Essential 8)															
IT Disaster Recovery	2018														
IT E-commerce/PCI															
IT General Controls															
IT Strategy	2018														
Landfill rehabilitation (former landfill sites)															



### 3 Summary of Council's Strategic Risks

The following is a list of Councils Strategic Risks as at December 2021 (Provided in the ARC Agenda 28 Feb 2022).

Risk #	Risk Title	Residual Risk Rating
1398	Critical infrastructure failure	High
1400	Inability to attract, retain and develop skilled and motivated workers.	Medium
1402	Inability to respond to climate change - Impact on development and growth	Medium
1395	Inability to respond to low economic development – No growth or development in communities	Medium
1397	Poor communication and community engagement	Low
1396	Poor service provision to the community	Medium
1401	Poor strategic planning – Failure to set goals and achieve objectives	Medium
1399	Technology risks - Over reliance to ICT, inefficiencies caused by technology and external threats	Medium
1394	Unsustainable finance position - A sustainable long-term financial position is not maintained	Medium



## Contact Us

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## **5.1.6 Instrument of Delegation - Council to Members of Staff**

Authorised by General Manager Business Excellence

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### **Conflict of Interest**

Officers preparing this report have no conflict of interest to declare.

### **Executive Summary**

The delegation of powers and functions is an important governance tool that facilitates day-to-day and operational decisions being made promptly and efficiently. Most statutory bodies have a power of delegation and Local Government Councils are no exception.

From time-to-time instruments of delegation need to be updated to reflect changes in legislation and other influencing factors such as title changes of Council officers. This report presents the revised Instrument of Delegation from Council to Members of Staff (S6 Instrument) for Council's consideration and adoption, with or without amendment.

The draft revised S6 Instrument is presented at **Attachment 1** and **Attachment 2** shows the proposed changes tracked.

### **Officer Recommendation**

#### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report;***
- 2. in the exercise of the powers conferred by section 11 of the Local Government Act 2020 and other legislation referred to in the Instrument of Delegation - Council to Members of Staff (S6) (the Instrument of Delegation) provided at Attachment 1, resolves that:***
  - a. the powers, duties and functions set out in the Instrument of Delegation at Attachment 1 be delegated to members of staff as specified;***
  - b. the Instrument of Delegation provided at Attachment 1 be signed and the common seal of Council affixed;***
- 3. acknowledges that the Instrument of Delegation takes effect immediately after the common seal of Council is affixed;***
- 4. acknowledges that on the coming into force of this Instrument of Delegation Council to Members of Staff, the Instrument of Delegation Council to Members of Staff dated 6 October 2020 is revoked;***
- 5. acknowledges that the duties and functions set out in the Instrument of Delegation must be performed, and the powers set out in the Instrument of Delegation must be executed, in accordance with any guidelines or policies adopted by Council; and***
- 6. authorises the Chief Executive Officer to amend the adopted Instrument of Delegation Council to Staff (S6) without formal Council consideration if the amendments required are of a minor administrative nature.***

## Background

Delegation of powers is generally considered essential in any organisation to enable day-to-day decisions to be made. Most statutory bodies have a power of delegation and Local Government Councils are no exception.

Due to the vast array of duties, functions and powers conferred on Council by a wide range of legislation, Instruments of Delegation provide for effective decision-making and efficient operation within the organisation.

The revised delegation instrument has been prepared using resources provided by Maddocks Lawyers, dated January 2022. They have been reviewed at officer level and are considered appropriate for the ongoing administrative efficiency of Council.

Some of the delegations are subject to conditions or limitations and these are clearly articulated in the Instrument.

Key changes to the S6 Instrument are reflective of changes to the following Acts:

- *Cemeteries and Crematoria Act 2003* Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries changes, there is no need for any Council delegates;
- *Food Act 1984*;
- the *Planning and Environment Act 1987* Section 12A removed as it has been repealed. Section 113(2) inserted as it related to the power to request the Minister for a declaration for land to be proposed to be reserved for public purposes;
- *Residential Tenancies Act 1997* several sections removed and inserted into Instrument of Sub-Delegation Chief Executive Officer to Staff (S7 Instrument) instead;
- *Road Management Act 2004*; and
- *Residential Tenancies Regulations 2021* have been removed.

## Legislation

As of 1 July 2021, all provisions of the *Local Government Act 2020* commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

This report has been prepared in accordance with Council's delegation under section 11 of the *Local Government Act 2020*.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

In preparing this report the Victorian *Gender Equality Act 2020* has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act 2020*. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

In addition, changes to the following Acts have triggered changes to the S6 Instrument:

- *Cemeteries and Crematoria Act 2003*
- *Food Act 1984*;
- *Planning and Environment Act 1987*
- *Residential Tenancies Act 1997*
- *Road Management Act 2004*; and
- *Residential Tenancies Regulations 2021*.

### **Collaborative procurement**

This report does not involve collaborative procurement.

### **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 5: 5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced.

### **Council Policy**

There is no applicable Council Policy for this report.

### **Options**

There are no alternative options for Council to consider in relation to an Instrument of Delegation and Instrument of Sub-Delegation.

### **Resourcing**

#### *Financial*

There are no financial implications from this report.

#### *Plant and equipment*

There are no plant and equipment implications from this report.

#### *Human Resources*

There are no implications for human resources.

#### *Risk*

Implementing the Instrument of Delegation minimises the risks of failing to comply with Acts when officers are acting on behalf of Council.

## **Social**

The East Gippsland Shire will have confidence that Council is applying the powers, duties and functions of the nominated Acts for the well-being and benefit of the municipal community.

### *Gender Impact Statement*

The S6 Instrument has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

The East Gippsland Shire will have confidence that Council is applying the powers, duties and functions of the nominated Acts for the environmental sustainability of the Shire.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

## **Engagement**

The Instrument in the report have been prepared in consultation with appropriate personnel across the Shire.

## **Attachments**

1. Instrument of Delegation Council to members of staff S6 clean [**5.1.6.1** - 105 pages]
2. Instrument of Delegation Council to members of staff S6 track changes [**5.1.6.2** - 146 pages]





East Gippsland Shire Council

Instrument of Delegation Council to Members of Staff

**Approved by Council on \_\_\_\_\_**

Includes legislation updates to January  
2022

## 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. declares that:
  - 2.1 this Instrument of Delegation is authorised by resolution of Council passed on \_\_\_\_\_ and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 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;
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council;
    - 2.3.3 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
    - 2.3.4 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 East Gippsland Shire Council

Was affixed on \_\_\_\_\_ day of \_\_\_\_\_

In the presence of:

Councillor \_\_\_\_\_

Cr \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Instrument of Delegation of Council to Members of Staff (S6) – including updates to January 2022

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## SCHEDULE

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**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under s 5 of this Act, and also apply to Councils appointed to manage a public cemetery under s 8(1)(a)(ii), as though they were a cemetery trust (see s 53).

*Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries changes, there is no need for any Council delegates. This Act remains listed to maintain fidelity with the Maddocks master document.*

<b>DOMESTIC ANIMALS ACT 1994</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	Power to declare a dog to be a menacing dog	General Manager Business Excellence Manager Regulatory and Compliance Services Community Laws Coordinator Senior Community Laws Officer Community Laws Officers	Council may delegate this power to an authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	Power to require further information Septic Tanks	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.53M(4)	Duty to advise applicant that application is not to be dealt with	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.53M(5)	Duty to approve plans, issue permit or refuse permit	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect
s.53M(6)	Power to refuse to issue septic tank permit	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect
s.53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	Power to direct that an order made under s 19(3) (a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(6)(a)	Duty to revoke any order under s.19 if satisfied that an order has been complied with	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(6)(b)	Duty to give written notice of revocation under s.19(6)(a) if satisfied that an order has been complied with	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(2)	Power to direct, by written order, that a person musttake any of the actions described in (a)-(c)	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removedfrom the premises	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s.19CB(4)(b)	Power to request copy of records	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19E(1)(d)	Power to request a copy of the food safety program	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority
s.19EA(3)	Function of receiving copy of revised food safety program	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19IA(1)	Power to form opinion that the food safety requirements orprogram are non-compliant.	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19IA(2)	Duty to give written notice to the proprietor of the premises	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s19IA(3))
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority
s.19NA(1)	Power to request food safety audit reports	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority



<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Into	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the Chief Executive Officer (see s 58A(2)).
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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 subsection (1)	NO DELEGATION	
s.38A(4)	Power to request a copy of a completed food safety program template	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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	General Manager Business Excellence	Where Council is the registration authority
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Manager Regulatory and Compliance Services	Where Council is the registration authority
s.38B(2)	Duty to be satisfied of the matter in s 38B(2)(a)-(b)	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38D(2)	Duty to be satisfied of the matters in s 8D(2)(a)-(d)	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38D(3)	Power to request copies of any audit reports	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Not exceeding the prescribed timelimit defined under s 38(5).
s.38E(4)	Duty to register the food premises when conditions are satisfied	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(24)	Power to require the proprietor of the food premises to comply with any requirement of the Act	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority
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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority
s.39A	Power to register or renew the registration of a food premises despite minor defects	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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 <i>Public Health and Wellbeing Act 2008</i>	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.40C(2)	Power to grant or renew the registration of food premises for a period less than 1 year	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40E	Duty to comply with direction of the Secretary	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	
s 40F	Power to cancel registration of food premises	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s 43	Duty to maintain records of registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers Administration Officers	Where Council is the registration authority
s.43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, or renewing registration of a component of a food business	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s 45AC	Power to bring proceedings	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	
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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority Applies only to proceedings in the Magistrates Court

<b>HERITAGE ACT 2017</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to sub-delegate Executive Director's functions, duties or powers	NO DELEGATION	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

<b>LOCAL GOVERNMENT ACT 1989</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer <sup>1</sup>	

<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the Chief Executive Officer

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	Power to prepare an amendment to the Victoria Planning Provisions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	If authorised by the Minister
s.4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.4H	Duty to make amendment to Victoria Planning Provisions available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Officer Land Use Administration Team Leader	
s.4I	Duty to keep Victoria Planning Provisions and other documents available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Officer Land Use Administration Team Leader	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.8A(5)	Function of receiving notice of the Minister's decision	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	General Manager Place and Community	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officer	
s.12B (1)	Duty to review planning scheme	General Manager Place and Community Manager Planning Strategic Planning Coordinator Strategic Planner	
s.12B (2)	Duty to review planning scheme at direction of Minister	General Manager Place and Community Manager Planning Strategic Planning Coordinator Strategic Planner	
s.12B (5)	Duty to report findings of review of planning scheme to Minister	General Manager Place and Community Manager Planning Strategic Planning Coordinator Strategic Planner	
s.12(3)	Power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager Place and Community Manager Planning Strategic Planning Coordinator Strategic Planner	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14	Duties of the Responsible Authority as set out in s 14(a) to (d)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.17(1)	Duty of giving copy amendment to the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.17(2)	Duty of giving copy s.173 agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.18	Duty to make amendment etc. available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	Function of receiving notice of preparation of an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator	Where Council is a planning authority.
s.21 (2)	Duty to make submissions available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.21A(4)	Duty to publish notice in accordance with section	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.22	Duty to consider all submissions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	Except submissions which request a change to the items in s 22(5)(a) and(b)
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.23(2)	Power to refer to a panel submission/s which does not require a change to the amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	In accordance with approved operational guidelines.
s.24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(1)	Power to make report available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.26(2)	Duty to keep report of panel available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.27 (2)	Power to apply for exemption if panel's report not received	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers	
s.28	Duty to notify the Minister if abandoning an amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers	Note: the power to make a decision to abandon an amendment cannot be delegated.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.30(4)(a)	Duty to say if amendment has lapsed	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.30(4)(b)	Duty to provide information in writing upon request	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.31	Duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	
s.32(2)	Duty to give more notice if required	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.33(1)	Duty to give more notice of changes to an amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.36(2)	Duty to give notice of approval of amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.38(5)	Duty to give notice of revocation of an amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.39	Function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	General Manager Place and Community Manager Planning Strategic Planning Coordinator Statutory Planning Coordinator Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(1)	Function of lodging copy of approved amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer Strategic Planning Coordinator Strategic Planner	
s.40 (1A)	Duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.41	Duty to make approved amendment available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Senior Land Use Planner Land Use Administration Team Leader Land Use Planning Officers Land Use Administration Officer	



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42	Duty to make copy of planning scheme available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Strategic Planning Coordinator Strategic Planner Land Use Administration Team Leader Land Use Planning Officers Land Use Administration Officer	
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.	NOT APPLICABLE	Where Council is a responsible public entity and is a planning authority
s.46AW	Function of being consulted by the Minister	General Manager Place and Community Manager Planning	Where Council is a responsible public entity
s.46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	General Manager Place and Community Manager Planning	Where Council is a responsible public entity
s. 46AZC(2)	Duty to comply with directions issued by the Minister 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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	Where Council is a responsible public entity

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	General Manager Place and Community Manager Planning	
s.46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	General Manager Place and Community Manager Planning	
s.46GN(1)	Duty to arrange for estimates of values of inner public purpose land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GO(1)	Duty to give notice to owners of certain inner public purpose land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.46GP	Function of receiving a notice under s.46GO	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Strategic Planner Land Use Planning Officers	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GV(3)(b)	Power to enter into an agreement with the applicant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	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)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	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	General Manager Place and Community Manager Planning	Where Council is a collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & 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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GY(1)	Duty to keep proper and separate accounts and records	General Manager Business Excellence Manager Finance	Where Council is the collecting agency
s.46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	General Manager Business Excellence Manager Finance	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	General Manager Business Excellence Manager Finance	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	General Manager Business Excellence Manager Finance	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(2)(b)	Function of receiving the monetary component	General Manager Business Excellence Manager Finance	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s.46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	General Manager Place and Community Manager Planning	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	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Civil Works Coordinator Statutory Planning Coordinator	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	General Manager Place and Community Manager Planning	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZ(9)	Function of receiving the fee simple in the land	General Manager Business Excellence Manager Governance Property Administration Coordinator	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	General Manager Business Excellence Manager Finance	Where Council is a 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	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	General Manager Place and Community Manager Planning	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)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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)	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	General Manager Place and Community Manager Governance Property Administration Coordinator	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s.46GZE(2)	Function of receiving the unexpended land equalisation amount	General Manager Business Excellence Manager Finance	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)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	General Manager Place and Community	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)	General Manager Place and Community	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	General Manager Business Excellence Manager Finance	Where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	General Manager Place and Community	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	General Manager Place and Community	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	General Manager Place and Community	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	General Manager Place and Community	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)	General Manager Place and Community Manager Planning Statutory Planning Coordinator	
s.46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46P(1)	Power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	General Manager Place and Community	
s.46Q(1)	Duty to keep proper accounts of levies paid	General Manager Business Excellence Manager Finance	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Business Excellence Manager Finance	
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.	General Manager Business Excellence General Manager Assets and Environment Manager Finance Manager Works Civil Works Coordinator	
s.46Q(1A)	Power to forward any part of the levy to Minister, referral authority or public authority	General Manager Business Excellence Manager Finance	On advice from General Manager Place and Community
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	General Manager Business Excellence Manager Finance	On advice from General Manager Place and Community
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)	General Manager Assets and Environment	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	General Manager Assets and Environment	Must be done in accordance with Part 3
s.46Q(4)(e)	Duty to expend that amount on other works etc.	General Manager Assets and Environment	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	General Manager Business Excellence Manager Finance	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46QD	Duty to prepare report and give a report to the Minister	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Finance	Where Council is a collecting agency or development agency
s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not Applicable	
s.46Y	Duty to carry out works in conformity with the approved strategy plan	Not Applicable	
s.47	Power to decide that an application for a planning permit does not comply with that Act	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.49(2)	Duty to make register available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50(4)	Duty to amend application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.50(5)	Power to refuse to amend application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.50(6)	Duty to make note of amendment to application in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.50A(1)	Power to make amendment to application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(4)	Duty to note amendment to application in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.51	Duty to make copy of application available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(3)	Power to give any further notice of an application where appropriate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.53(1A)	Power to require the applicant to give the notice under s 52(1AA)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1)	Power to require the applicant to provide more information	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1A)	Duty to give notice in writing of information required under s.54(1)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1B)	Duty to specify the lapse date for an application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.55(1)	Duty to give copy application to every referral authority specified in the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(3)	Function of receiving name and address of persons to whom notice of decision is to go	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers\Land Use Administration Team Leader Land Use Administration Officer	
s.57(5)	Duty to make available for inspection copy of all objections	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.57A(4)	Duty to amend application in accordance with applicant's request, subject to s.57A(5)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57A(5)	Power to refuse to amend application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.57A(6)	Duty to note amendments to application in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(1)	Duty to determine whether and to whom notice should be given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57C(1)	Duty to give copy of amended application to referral authority	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.58	Duty to consider every application for a permit except for a development assessment committee application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.58A	Power to request advice from the Planning Application Committee	General Manager Place and Community	
s.60	Duty to consider certain matters	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	In accordance with approved operational guidelines.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.60(1A)	Power to consider certain matters before deciding on application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	In accordance with approved operational guidelines; and The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> ; and The permit must not be inconsistent with Council's Coastal Inundation and Erosion Planning Policy.
s.61(2)	Duty to decide to refuse to grant a permit if relevant determining referral authority objects to grant of permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	NO DELEGATION	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(3)(b)	Duty to refuse to grant the permit when Minister's advises refusal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.62(1)	Duty to include certain conditions in deciding to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(2)	Power to include other conditions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.62(4)	Duty to ensure conditions are consistent with subsections (a),(b) and (c)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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 s173 agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
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)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(6)(b)	Duty not to include a permit condition requiring a person to pay for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(3)	Duty not to issue a permit until after the specified period	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s.65(1)	Duty to give notice of refusal to grant permit to applicant and objector	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(1)	Function of receiving application for extension of time of permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Statutory Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.69(1A)	Function of receiving application for extension of time to complete development	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.69(2)	Power to extend time	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.70	Duty to make copy permit available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	Power to correct certain mistakes	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.71(2)	Duty to note corrections in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.73	Power to grant amendment subject to conditions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.74	Duty to issue amended permit to applicant if no objectors	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.83	Function of being respondent to an appeal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.83B	Duty to give or publish notice of application for review	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	In accordance with approved operational guidelines.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.84(6)	Duty to issue permit on receipt of advice within 3 working days	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.84AB	Power to agree to confining a review by the Tribunal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.86	Duty to issue a permit at order of Tribunal within 3 working days	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator	Council to be advised if the permit was determined by Council
s.90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.91(2)	Duty to comply with the directions of the VCAT	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.93(2)	Duty to give notice of VCAT order to stop development	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.95(3)	Function of referring certain applications to the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.95(4)	Duty to comply with an order or direction	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96F	Duty to consider the panel's report under s 96E	General Manager Place and Community Manager Planning Statutory Planning Coordinator	
s.96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	General Manager Place and Community, Manager Planning Statutory Planning Coordinator Senior Land Use Planner	In accordance with approved operational guidelines.
s.96H(3)	Power to give notice in compliance with Minister's direction	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96J	Power to issue permit as directed by the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.96K	Duty to comply with direction of the Minister to give notice of refusal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97C	Power to request Minister to decide the application	NO DELEGATION	
s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97G(6)	Duty to make a copy of permits issued under s.97F available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97L	Duty to include Ministerial decisions in a register kept under s.49	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97MH	Duty to provide assistance to the development assessment committee	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.97Q(4)	Duty to comply with directions of VCAT	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.97R	Duty to keep register of all applications for certificate of compliance and related decisions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.98(1) and (2)	Function of receiving claim for compensation in certain circumstances	General Manager Place and Community	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	General Manager Place and Community	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.101	Function of receiving claim for expenses in conjunction with claim	General Manager Place and Community	
s.103	Power to reject a claim for compensation in certain circumstances	General Manager Place and Community	
s.107 (1)	Function of receiving claim for compensation	General Manager Place and Community	
s.107(3)	Power to agree to extend time for making claim	General Manager Place and Community	
s.113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	General Manager Place and Community General Manager Assets and Environment	
s.114(1)	Power to apply to the VCAT for an enforcement order	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.117(1)(a)	Function of making a submission to the VCAT where objections are received	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(1)	Power to apply for an interim enforcement order where s.114 application has been made	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.123(1)	Power to carry out work required by enforcement order and recover costs	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	General Manager Place and Community	Except Crown Land
s.125	Power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.129	Function of recovering penalties	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.130(1)	Power to serve Planning Infringement Notice	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.130(5)	Power to allow person served with an infringement notice further time	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.149A(1)	Power to refer a matter to the VCAT for determination	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
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)	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services	Where Council is the relevant planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.162	Function of being heard at a panel	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Development Compliance Officer	
s.171(2)(f)	Power to carry out studies and commission reports	General Manager Place and Community General Manager Business Excellence Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.171(2)(g)	Power to grant and reserve easements	General Manager Place and Community General Manager Business Excellence Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	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)	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a collecting agency specified in an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a development agency specified in an approved infrastructure contributions plan
s.171(2)(i)	Carry out any other use or development necessary for the orderly and proper development of the area covered by the planning scheme for which it is the responsible authority.	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Assets and Projects Manager Community Facilities and Open Space Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.173(1)	Power to enter into agreement covering matters set out in s.174	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Municipal Building Surveyor Senior Land Use Planner	In accordance with approved operational guidelines.
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	Where Council is the relevant responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	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	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	Must consult with Manager Planning, Manager Regulatory and Compliance Services, Municipal Building Surveyor, Statutory Planning Coordinator, or Senior Land Use Planner
---	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	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Strategic Planning Coordinator Municipal Building Surveyor Senior Land Use Planner Strategic Planner Land Use Planning Officers Development Compliance Officer	
s.177(2)	Power to end a Section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	General Manager Place and Community	
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	NO DELEGATION	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(1)	Function of receiving application to amend or end an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178A(5)	Power to propose to amend or end an agreement	General Manager Place and Community	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178C(4)	Function of determining how to give notice under s.178C(2)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(1)	Duty not to make decision until after 14 days after notice has been given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	NO DELEGATION	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	NO DELEGATION	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	NO DELEGATION	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	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	NO DELEGATION	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	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	Power to refuse to amend or end the agreement	NO DELEGATION	After considering objections, submissions and matters in s.178B



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.179(2)	Duty to make available for inspection copy agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar- General	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.182	Power to enforce an agreement	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Municipal Building Surveyor	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Senior Land Use Planner Development Compliance Officer	
s.183	Duty to tell Registrar of Titles of ending/amendment of agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer Strategic Planner	
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	NO DELEGATION	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.184G(2)	Duty to comply with a direction of the Tribunal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.184G(3)	Duty to give notice as directed by the Tribunal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.198(1)	Function to receive application for planning certificate	NO DELEGATION	Minister for Planning is nominated in the Planning Scheme
s.199(1)	Duty to give planning certificate to applicant	NO DELEGATION	Minister for Planning is nominated in the Planning Scheme

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.201(1)	Function of receiving application for declaration of underlying zoning	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.201(3)	Duty to make declaration	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	
	Power to represent Council at a mediation conference and approve mediated outcome	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Technical Officer –Development Technical Officer - DevelopmentStrategic Planner Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines
	Power to decide, in relation to any planning scheme or permit, that a specified Function Delegated has or has not been done to the satisfaction of Council	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services	In accordance with the approved operational guidelines

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Development Compliance Officer	
	Power, in relation to any planning scheme or permit, to consent or to refuse consent to any matter which requires consent or approval of Council	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines
	Power to approve any plan or any amendment to a plan other document in accordance with a provision of a planning scheme or condition of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers	In accordance with the approved operational guidelines

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to give written authorisation in accordance with a provision of a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	In accordance with the approved operational guidelines
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	NO DELEGATION	
s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	NO DELEGATION	



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & 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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Officers Environmental Health Coordinator	
s.522(1)	Power to give a compliance notice to a person	General Manager Business Excellence Manager Regulatory and Compliance Services Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officers	
s.525(2)	Power to authorise an officer to exercise Powers in s.526 (either generally or in a particular case)	General Manager Business Excellence Manager Regulatory and Compliance Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officers	
s.525(4)	Duty to issue identity card to authorised officers	Manager Governance Governance and Compliance Coordinator	
s.526(5)	Duty to keep record of entry by authorised officer under s. 526	General Manager Business Excellence Environmental Health Coordinator Environmental Health Officers Manager Regulatory and Compliance Services Municipal Building Surveyor	
s.526A(3)	Function of receiving report of inspection	General Manager Business Excellence Environmental Health Coordinator Environmental Health Officers Manager Regulatory and Compliance Services	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	General Manager Business Excellence Environmental Health Coordinator Environmental Health Officers Manager Regulatory and Compliance Services Municipal Building Surveyor	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	Power to declare a road by publishing a notice in the Government Gazette	General Manager Assets and Environment Manager Works	Obtain consent in circumstances specified in s.11(2).
s.11(8)	Power to name a road change the name of a road by publishing notice in Government Gazette	General Manager Business Excellence General Manager Assets and Environment Manager Works Manager Finance Rates and Valuations Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph.
s.11(9)(b)	Duty to advise Registrar	General Manager Business Excellence Manager Finance Rates and Valuations Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph.
s.11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	General Manager Business Excellence Manager Finance Rates and Valuations Coordinator	Clause subject to s.11(10)A.
s.11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	General Manager Assets and Environment Manager Works	Duty of coordinating road authority.
s.12(2)	Power to discontinue road or part of a road	General Manager Assets and Environment Manager Works	Power of coordinating road authority.
s.12(4)	Power to publish, and provide copy, notice of proposed discontinuance	General Manager Assets and Environment Manager Works	Power of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(5)	Duty to consider written submissions received within 28 days of notice	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power 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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	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	General Manager Assets and Environment Manager Works	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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified by the regulations or given by the Minister.
s.13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	General Manager Assets and Environment Manager Works	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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14(7)	Power to appeal against decision of the Head, Transport for Victoria	General Manager Assets and Environment	
s.15(1)	Power to enter into an arrangement with another road authority or a utility or a provider of public transport to transfer a road management function of the road authority to the other road authority or to the utility or a provider of public transport	General Manager Assets and Environment	
s.15(1A)	Power to enter into an arrangement to transfer a road management function of the utility to the road authority	General Manager Assets and Environment	
s.15(2)	Duty to include details of arrangement in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.16(7)	Power to enter into an arrangement under s.15	General Manager Assets and Environment	
s.16(8)	Duty to enter details of determination in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.17(2)	Duty to register public road in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.17(3)	Power to decide that a road is reasonably required for general public use	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
s.17(3)	Duty to register a road reasonably required for general public use in public roads register	General Manager Assets and Environment Manager Works	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	Chief Executive Officer	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(1)	Power to designate ancillary area	General Manager Assets and Environment Manager Works	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.19(4)	Duty to specify details of discontinuance in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.19(5)	Duty to ensure public roads register is available for public inspection	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.21	Function of replying to request for information or advice	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Obtain consent in circumstances specified in s11(2)
s.22(2)	Power to comment on proposed direction	General Manager Assets and Environment Manager Works	
s.22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	General Manager Assets and Environment Manager Works	
s.22(5)	Duty to give effect to a direction under this section.	General Manager Assets and Environment Manager Works	
s.40(1)	Duty to inspect, maintain and repair a public road	General Manager Assets and Environment Manager Works	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	General Manager Assets and Environment Manager Works	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.42(1)	Power to declare a public road as a controlled access road	General Manager Assets and Environment Manager Works	Power of coordinating road authority and Schedule 2 also applies
s.42(2)	Power to amend or revoke declaration by notice published in Government Gazette	General Manager Assets and Environment Manager Works	Power of coordinating road authority and Schedule 2 also applies
s.42A(3)	Duty to consult with VicRoads before road is specified	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority if road is a municipal road or part thereof and where roads to be specified a freight road
s.48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works	
s.49	Power to develop and publish a road management plan	General Manager Assets and Environment Manager Works	
s.51	Power to determine standards by incorporating the standards in a road management plan	General Manager Assets and Environment Manager Works	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	General Manager Assets and Environment Manager Works	
s.54(2)	Duty to give notice of proposal to make a road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.54(6)	Power to amend road management plan	General Manager Assets and Environment Manager Works	
s.54(7)	Duty to incorporate the amendments into the road management plan	General Manager Assets and Environment Manager Works	
s.55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.63(1)	Power to consent to conduct of works on road	General Manager Assets and Environment Manager Works	Power of coordinating road authority
s.63(2)(e)	Power to conduct or authorize the conduct of works in, on, under or over a road in an emergency	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager
s.64(1)	Duty to comply with cl13 of sch 7	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	Power to consent to structure etc	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.67(3)	Power to request information	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.68(2)	Power to request information	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.71(3)	Power to appoint an authorised officer	Chief Executive Officer	
s.72	Duty to issue an identity card to each authorised officer	Manager Governance Governance and Compliance Coordinator	
s.85	Function of receiving report from authorised officer	Manager Works General Manager Assets and Environment	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86	Duty to keep register re s.85 matters	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.87(1)	Function of receiving complaints	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.87(2)	Duty to investigate complaint and provide report	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	General Manager Assets and Environment Manager Works Manager Assets and Projects	
s.112(2)	Power to recover damages in court	General Manager Assets and Environment Manager Works	
s.116	Power to cause or carry out inspection	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Area and Works Supervisors Project Supervisor Project Engineer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.119(2)	Function of consulting with the Head, Transport for Victoria	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
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)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.121(1)	Power to enter into an agreement in respect of works	General Manager Assets and Environment Manager Works	
s.122(1)	Power to charge and recover fees	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.123(1)	Power to charge for any service	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NO DELEGATION	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Works General Manager Assets and Environment	
Schedule 2 Clause 5	Duty to publish notice of declaration	NO DELEGATION	
Schedule 7, Clause 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non- road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Duty of infrastructure manager or works manager
Schedule 7, Clause 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	General Manager Assets and Environment Manager Works	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Project Supervisor Project Engineer Works Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Civil Works Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs	Manager Works General Manager Assets and Environment Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7, Clause 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Project Supervisor Project Engineer Works Engineer Road Safety Officer (Technical)	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager
Schedule 7 Clause 16(1)	Power to consent to proposed works	General Manager Assets and Environment Manager Works Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 16(4)	Duty to consult	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	Power to consent to proposed works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(8)	Power to include consents and conditions	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Road Safety Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Road Safety Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator Roads Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	General Manager Assets and Environment Manager Works Civil Works Coordinator	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - where the road is not an arterial road	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
Schedule 7A Clause 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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
Schedule 7A Clause 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting- for arterial roads in accordance with clauses 3(2) and 4	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority that installed the light(re installation costs) and where Council is the relevant municipal Council (re operating costs)



**CEMETERIES AND CREMATORIA REGULATIONS 2015**

##These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]

**Note:** *Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries changes, there is no need for any Council delegates. The Regulations remains to maintain fidelity with the Maddocks document.*

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r. 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	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 s 54 of the Act	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r.25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Strategic Planner Land Use Planning Officers	Where Council is the responsible authority

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r.19	Power to waive or rebate fee relating to an amendment to a planning scheme	General Manager Place and Community Manager Planning	Where Council is the planning authority.
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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 r.20	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	Function of entering into a written agreement with a caravan park owner	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r. 11	Function of receiving applications for registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(1)	Duty to grant registration received under regulation 11, if satisfied that the caravan park complies with these regulations	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(4) and (5)	Duty to issue a certificate of registration on granting registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.15(1)	Function of receiving notice of transfer of ownership	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15(3)	Power to determine where notice of transfer is displayed	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.16(1)	Duty to transfer registration to new caravan park owner	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.16(2)	Duty to issue certificate of transfer of registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.18	Duty to keep register of caravan parks	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.19(4)	Power to determine where the emergency contact person's details are displayed	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.19(6)	Power to determine where certain information is displayed	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.22A(2)	Duty to consult with relevant emergency services agencies	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.23	Power to determine places in which caravan park owner must display a copy of emergency procedures	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.24	Power to determine places in which caravan park owner must display copy of public emergency warnings	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.25(3)	Duty to consult with relevant floodplain management authority	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.26	Duty to have regard to any report of the relevant fire authority	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.40(4)	Function of receiving installation certificate	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	General Manager Business Excellence Manager Regulatory and Compliance Services Municipal Building Surveyor	
Schedule 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	Duty to conduct reviews of road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.9(2)	Duty to produce written report of review of road management plan and make report available	General Manager Assets and Environment Manager Works Civil Works Coordinator	
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)	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.13(1)	Duty to publish notice of amendments to road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.16(3)	Power to issue permit	General Manager Assets and Environment General Manager Business Excellence Manager Works Manager Regulatory and Compliance Services Civil Works Coordinator Roads Safety Coordinator Community Laws Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.18(1)	Power to give written consent re damage to road	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Supervisor	
r.23(2)	Power to make submission to Tribunal	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
r.23(4)	Power to charge a fee for application under s 66(1) Road Management Act	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	General Manager Assets and Environment General Manager Business Excellence Manager Sustainability and Waste Minimisation Manager Works Manager Assets and Projects Manager Regulatory and Compliance Services Coordinator Waste Management and compliance Civil Works Coordinator Community Laws Coordinator Project Supervisor Project Engineer Area and Works Supervisors Senior Community Laws Officer	Where Council is the coordinating road authority
r.25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
r.255)	Power to recover in the Magistrates' Court, expenses from person responsible-/	General Manager Assets and Environment Manager Works	



ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	Power, where consent given under s.63(1) of the Act, to exempt a person from requirement under cl13(1) of Schedule 7 to that Act to give notice as to the completion of those work	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority Where Council is the coordinating road authority and where consent given under s63(1) of the Act
r.22(2))	Power to waive whole or part of fee in certain circumstances	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority



East Gippsland Shire Council Instrument of Delegation Council  
to Members of Staff

**Approved by Council on ~~6 October 2020~~**

Includes legislation updates to January 2022 ~~July 2020~~

**Maddocks reference S6.**

THIS PAGE IS TO BE REPLACED

### 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. declares that:
  - 2.1 this Instrument of Delegation is authorised by resolution of Council passed on 6 October 2020 and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 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;
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy adopted by Council;
    - 2.3.3 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
    - 2.3.4 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 East Gippsland Shire Council was affixed on. day of ..  
in the presence of:

Councillor:

....cJ --- -( ----.....  
Cr ... :[O.- --...I/-J.. - T'?...

Chief Executive Officer:

Instrument of Delegation of Council to Members of Staff (\$6) - including updates to July 2020

Mr Anthony Bassford



## SCHEDULE

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**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under s 5 of this Act, and also apply to Councils appointed to manage a public cemetery under s 8(1)(a)(ii), as though they were a cemetery trust (see s 53).

Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries

~~c~~Changes, there is no need for any Council delegates ~~an assigned delegate against most of these provisions~~. The ~~Act provisions~~ remains ~~however~~ to maintain fidelity with the Maddocks document ~~and remove the possibility that staff will think they have been removed in error~~.

**DOMESTIC ANIMALS ACT 1994**

Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	Power to declare a dog to be a menacing dog	General Manager Business Excellence Manager Regulatory and Compliance Services Community Laws Coordinator Senior Community Laws Officer Community Laws Officers	Council may delegate this power to an authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	Power to require further information Septic Tanks	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.53M(4)	Duty to advise applicant that application is not to be dealt with	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.53M(5)	Duty to approve plans, issue permit or refuse permit	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect
s.53M(6)	Power to refuse to issue septic tank permit	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect
s.53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	Power to direct that an order made under s 19(3) (a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(6)(a)	Duty to revoke any order under s.19 if satisfied that an order has been complied with	<b>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers</b>	If s 19(1) applies
s.19(6)(b)	Duty to give written notice of revocation under s19(6)(a) if satisfied that an order has been complied with	<b>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers</b>	If s 19(1) applies



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(2)	Power to direct, by written order, that a person musttake any of the actions described in (a)-(c)	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19AA(4)(c)	Power to direct, in an order made under s.19AA(2)ora subsequent written order, that a person must ensure that any food or class of food is not removedfrom the premises	<b>General Manager Business Excellence</b> Manager Regulatory and Compliance Services Environmental Health Coordinator	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 givewritten notice of revocation, if satisfied that that order has been complied with	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator	Where Council is the registration authority
s.19CB(4)(b)	Power to request copy of records	<b>General Manager Business Excellence Manager Regulatory and Compliance</b>	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<b>Services</b> Environmental Health Coordinator Environmental Health Officers	
s.19E(1)(d)	Power to request a copy of the food safety program	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority
<u>s 19EA(3)</u>	<u>Power to request a Function of receiving copy of revised food safety program</u>	<u><b>General Manager Business Excellence Manager Regulatory and Compliance Services</b></u> <u>Environmental Health Coordinator</u> <u>Environment Health Officers</u>	<u>Where Council is the registration authority</u>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19GB	Power to request proprietor to provide written detailsof the name, qualification or experience of the current food safety supervisor	<b>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers</b>	Where Council is the registration authority
<u>s19IA(1)</u>	<u>Power to form opinion that the food safety requirements orprogram are non-compliant.</u>	<b><u>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers</u></b>	<u>Where Council is the registration authority</u>
<u>s 19IA(2)</u>	<u>Duty to give written notice to the proprietor of the premises</u>	<b><u>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers</u></b>	<u>Where Council is the registration authority</u> <u>Note: Not required if Council has taken other appropriateaction in relation to deficiencies (see s 19IA(3))</u>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
<u>s.19N(2)</u>	<u>Function of receiving notice from the auditor</u>	<b><u>General Manager Business Excellence Manager Regulatory and Compliance Services</u></b> <u>Environmental Health Coordinator</u> <b><u>Environment Health Officers</u></b>	<u>Where Council is the registration authority</u>
s.19NA(1)	Power to request food safety audit reports	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b>	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<b>Environmental Health Coordinator Environmental Health Officers</b>	
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	<b>General Manager Business Excellence</b> Manager Regulatory and Compliance Services Environmental Health Coordinator	
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Environmental Health Officers	
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	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	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator <b>Environmental Health Officers</b>	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register, <u>or</u> renew <u>or transfer</u> the registration <u>of a food premises</u>	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Refusal to grant <u>or</u> /renew/ <u>transfer the</u> registration <u>of a food premises</u> must be ratified by Council or the Chief Executive Officer (see s 58A(2)).
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator <b>Environmental Health Officers</b>	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 subsection (1)	NO DELEGATION	
s.38A(4)	Power to request a copy of a completed food safety program template	<b>General Manager Business Excellence Manager Regulatory and Compliance</b>	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<b>Services</b> Environmental Health Coordinator Environmental Health Officers	
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	<b>General Manager Business Excellence</b>	Where Council is the registration authority
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Manager Regulatory and Compliance Services	Where Council is the registration authority
s.38B(2)	Duty to be satisfied of the matter in s 38B(2)(a)-(b)	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	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	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38D(3)	Power to request copies of any audit reports	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator <b>Environmental Health Officers</b>	Where Council is the registration authority Not exceeding the prescribed time limit defined under s 38E(5).

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38E(4)	Duty to register the food premises when conditions are satisfied	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator <b>Environmental Health Officers</b>	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	<b><u>General Manager Business Excellence Manager Regulatory and Compliance Services</u></b> <u>Environmental Health Coordinator</u>	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<b><u>Environment Health Officers</u></b>	
<a href="#">s 38G(2)</a>	<a href="#">Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises</a>	<b><u>General Manager</u></b> <b><u>Business Excellence</u></b> <b><u>Manager Regulatory and Compliance Services</u></b> <a href="#">Environmental Health Coordinator</a> <b><u>Environment Health Officers</u></b>	<a href="#">Where Council is the registration authority</a>
<a href="#">s 38G(24)</a>	Power to require the proprietor of the food premises to comply with any requirement of the Act	<b><u>General Manager</u></b> <b><u>Business Excellence</u></b> <b><u>Manager Regulatory and Compliance Services</u></b> <a href="#">Environmental Health Coordinator</a> <b><u>Environment Health Officers</u></b>	Where Council is the registration authority
<a href="#">s 39(2)</a>	<a href="#">Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed</a>	<b><u>General Manager</u></b> <b><u>Business Excellence</u></b> <b><u>Manager Regulatory</u></b>	<a href="#">Where Council is the registration authority</a>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<b><u>and Compliance Services</u></b> Environmental Health Coordinator <b><u>Environment Health Officers</u></b>	
s.39A	Power to register <del>or</del> renew <u>the registration of aer-</u> <del>transfer</del> food premises despite minor defects	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Only if satisfied of matters in s 39A (2)(a)-(c).
<u>s 39A (6)</u>	<u>Duty to comply with a direction of the Secretary</u>	<u>General Manager Business Excellence Manager Regulatory and Compliance Services</u> <b><u>Environmental Health Coordinator</u></b>	
<u>s 40(1)</u>	<u>Duty to give the person in whose name the premises is to be registered a certificate of registration</u>	<u>General Manager Business Excellence Manager Regulatory and Compliance Services</u> Environmental Health Coordinator <b><u>Environmental Health Officers</u></b>	<u>Where Council is the registration authority</u>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator Environmental Health Officers	
s.40C(2)	Power to grant or renew the registration of food premises for a period less than 1 year	<b>General Manager Business Excellence Manager Regulatory and Compliance Services</b> Environmental Health Coordinator	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	<b>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator</b>	Where Council is the registration authority
<u>s 40E</u>	<u>Duty to comply with direction of the Secretary</u>	<u>General Manager Business Excellence Manager Regulatory and Compliance Services</u> <b><u>Environmental Health Coordinator</u></b>	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40F	Power to cancel registration of food premises	<u>General Manager Business Excellence</u> <u>Manager Regulatory and Compliance</u> <u>Services</u> <u>Environmental Health Coordinator</u> <b><u>Environmental Health Officers</u></b>	Where Council is the registration authority
s 43	<u>Duty to maintain records of registration</u>	<u>General Manager Business Excellence</u> <u>Manager Regulatory and Compliance</u> <u>Services</u> <u>Environmental Health Coordinator</u> <u>Environmental Health Officers</u> <b><u>Administration Officers</u></b>	<u>Where Council is the registration authority</u>
s.43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, <del>transferring</del> or renewing registration of a component of a food business	<b>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator</b>	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
<u>s 45AC</u>	<u>Power to bring proceedings</u>	<u>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator</u>	
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	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority Applies only to proceedings in the Magistrates Court

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to sub-delegate Executive Director's functions, duties or powers	NO DELEGATION	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer <sup>1</sup>	

<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the Chief Executive Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	Power to prepare an amendment to the Victoria Planning Provisions	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	If authorised by the Minister
s.4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.4H	Duty to make amendment to Victoria Planning Provisions available	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Officer Land Use Administration TeamLeader	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4l	Duty to keep Victoria Planning Provisions and other documents available	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Officer Land Use Administration TeamLeader	
s.8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning CoordinatorSenior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s8A (3)	Power to apply to Minister to prepare an amendment to the planning scheme	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(5)	Function of receiving notice of the Minister's decision	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
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	General Manager Place andCommunity Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	General Manager Place andCommunity	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<del>s.12A (1)</del>	<del>Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the Planning and Environment (Planning Schemes) Act 1996)</del>	<del>General Manager Place and Community Manager Planning Strategic Planning Coordinator Senior Strategic Planner Strategic Planner</del>	
s.12B (1)	Duty to review planning scheme	General Manager Place and Community Manager Planning Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner	
s.12B (2)	Duty to review planning scheme at direction of Minister	General Manager Place and Community Manager Planning Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner	
s.12B (5)	Duty to report findings of review of planning scheme to Minister	General Manager Place and Community Manager Planning Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner	
s.12(3)	Power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager Place and Community Manager Planning Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14	Duties of the Responsible Authority as set out in s 14(a) to (d)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.17(1)	Duty of giving copy amendment to the planning scheme	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(2)	Duty of giving copy s.173 agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18	Duty to make amendment etc. available	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	Function of receiving notice of preparation of an amendment to a planning scheme	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	Where Council is not the planning authority and the amendment affectsland within Council's municipal district; or Where the amendment will amendthe 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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator	<del>In accordance with approvedoperational guidelines.</del> <u>Where Council is a planning authority.</u>
s.21 (2)	Duty to make submissions available	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21A(4)	Duty to publish notice in accordance with section	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.22	Duty to consider all submissions	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	Except submissions which request a change to the items in s 22(5)(a) and(b)
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.23(2)	Power to refer to a panel submissions which do not require a change to the amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	In accordance with approvedoperational guidelines.
s.24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.26(1)	Power to make report available for inspection	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(2)	Duty to keep report of panel available for inspection	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.27 (2)	Power to apply for exemption if panel's report not received	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers	
s.28	Duty to notify the Minister if abandoning an amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers	Note: the power to make a decision to abandon an amendment cannot be delegated.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.30(4)(a)	Duty to say if amendment has lapsed	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior- Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.30(4)(b)	Duty to provide information in writing upon request	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.31	Duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	General Manager Place andCommunity Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.32(2)	Duty to give more notice if required	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.33(1)	Duty to give more notice of changes to an amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.36(2)	Duty to give notice of approval of amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.38(5)	Duty to give notice of revocation of an amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner Strategic Planner  Land Use Planning Officers	
s.39	Function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	General Manager Place andCommunity Manager Planning Strategic Planning Coordinator Statutory Planning Coordinator <del>Senior Strategic Planner</del> Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(1)	Function of lodging copy of approved amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer Strategic Planning Coordinator <del>Senior- Strategic Planner</del> Strategic Planner	
s.40 (1A)	Duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41	Duty to make approved amendment available	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Senior LandUse Planner Land Use Administration TeamLeader Land Use Planning Officers Land Use Administration Officer	
s.42	Duty to make copy of planning scheme available	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Administration TeamLeader Land Use Planning Officers Land Use Administration Officer	
s.46AAA	Duty to prepare an amendment to a planning schemethat 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.	<del>NO DELEGATION</del> <u>NOT APPLICABLE</u>	Where Council is a responsiblepublic entity and is a planning authority



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AW	Function of being consulted by the Minister	General Manager Place and Community Manager Planning	Where Council is a responsible public entity
s.46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	General Manager Place and Community Manager Planning	Where Council is a responsible public entity
s. 46AZC(2)	Duty to comply with directions issued by the Minister 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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	General Manager Place and Community Manager Planning	
s.46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	General Manager Place and Community Manager Planning	
s.46GN(1)	Duty to arrange for estimates of values of inner public purpose land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GO(1)	Duty to give notice to owners of certain inner public purpose land	General Manager Place andCommunity Manager Planning Manager Community Facilitiesand Open Space Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.46GP	Function of receiving a notice under s.46GO	General Manager Place andCommunity Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the collectingagency
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & 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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & 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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(3)(b)	Power to enter into an agreement with the applicant	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the collectingagency
s.46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the developmentagency
s.46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the collectingagency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	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	General Manager Place and Community Manager Planning	Where Council is a collecting agency
s.46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GY(1)	Duty to keep proper and separate accounts and records	General Manager Business Excellence Manager Finance	Where Council is the collecting agency
s.46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	General Manager Business Excellence Manager Finance	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	General Manager Business Excellence Manager Finance	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	General Manager Business Excellence Manager Finance	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	General Manager Place and Community Manager Planning	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	General Manager Business Excellence Manager Finance	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s.46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
s.46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Civil Works Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place and Community Manager Planning	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZ(9)	Function of receiving the fee simple in the land	General Manager Business Excellence Manager Governance Property Administration Coordinator	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	General Manager Business Excellence Manager Finance	Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	General Manager Place and Community Manager Planning	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	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)	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	General Manager Place and Community Manager Governance <b>Property Administration Coordinator</b>	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(2)	Function of receiving the unexpended land equalisation amount	General Manager Business Excellence Manager Finance	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)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	General Manager Place and Community	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)	General Manager Place and Community	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	General Manager Business Excellence Manager Finance	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)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	General Manager Place andCommunity	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	General Manager Place andCommunity	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	General Manager Place andCommunity	Where Council is a collecting agencyor development agency
s.46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	General Manager Place andCommunity	Where Council is a collecting agencyor 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)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator	
s.46N(1)	Duty to include condition in permit regarding paymentof development infrastructure levy	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46P(1)	Power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	General Manager Place andCommunity	
s.46Q(1)	Duty to keep proper accounts of levies paid	General Manager BusinessExcellence Manager Finance	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager BusinessExcellence Manager Finance	
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.	General Manager BusinessExcellence General Manager Assets and Environment Manager Finance Manager Works Civil Works Coordinator	
s.46Q(1A)	Power to forward any part of the levy to Minister, referral authority or public authority	General Manager BusinessExcellence Manager Finance	On advice from General ManagerPlace and Community
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	General Manager BusinessExcellence Manager Finance	On advice from General ManagerPlace and Community
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)	<u>General Manager Assets and Environment</u> Not Applicable	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	<u>General Manager Assets and Environment</u> Not Applicable	Must be done in accordance with Part 3
s.46Q(4)(e)	Duty to expend that amount on other works etc.	<u>General Manager Assets and Environment</u> Not Applicable	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	General Manager BusinessExcellence Manager Finance	



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46QD	Duty to prepare report and give a report to the Minister	General Manager Place andCommunity General Manager BusinessExcellence Manager Planning Manager Finance	Where Council is a collecting agencyor development agency
s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not Applicable	
s.46Y	Duty to carry out works in conformity with the approved strategy plan	Not Applicable	
s.47	Power to decide that an application for a planning permit does not comply with that Act	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.49(2)	Duty to make register available for inspection	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.50(4)	Duty to amend application	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.50(5)	Power to refuse to amend application	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.50(6)	Duty to make note of amendment to application in register	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(1)	Power to make amendment to application	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.50A(4)	Duty to note amendment to application in register	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.51	Duty to make copy of application available for inspection	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	Must consult with Manager Planning, Statutory Planning Coordinator, or Senior Land Use Planner
s.52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.52(1)(d)	Duty to give notice of the application to other personswho may be detrimentally effected	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.52(3)	Power to give any further notice of an application where appropriate	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.53(1A)	Power to require the applicant to give the notice under s 52(1AA)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1)	Power to require the applicant to provide more information	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1A)	Duty to give notice in writing of information required under s.54(1)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1B)	Duty to specify the lapse date for an application	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.55(1)	Duty to give copy application to every referral authority specified in the planning scheme	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.57(2A)	Power to reject objections considered made primarilyfor commercial advantage for the objector	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.57(3)	Function of receiving name and address of persons to whom notice of decision is to go	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers\ Land Use Administration TeamLeader Land Use Administration Officer	
s.57(5)	Duty to make available for inspection copy of all objections	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(4)	Duty to amend application in accordance with applicant's request, subject to s.57A(5)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57A(5)	Power to refuse to amend application	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.57A(6)	Duty to note amendments to application in register	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers -Land Use Administration TeamLeader Land Use Administration Officer	
s.57B(1)	Duty to determine whether and to whom notice should be given	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57C(1)	Duty to give copy of amended application to referral authority	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.58	Duty to consider every application for a permit except for a development assessment committee application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.58A	Power to request advice from the Planning Application Committee	General Manager Place and Community	
s.60	Duty to consider certain matters	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	In accordance with approved operational guidelines.
s.60(1A)	Power to consider certain matters before deciding on application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	In accordance with approvedoperational guidelines; and The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act</i> 2006;and The permit must not be inconsistent with Council's Coastal Inundation and Erosion Planning Policy.
s.61(2)	Duty to decide to refuse to grant a permit if relevant determining referral authority objects to grant of permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	NO DELEGATION	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(3)(b)	Duty to refuse to grant the permit when Minister's advises refusal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.62(1)	Duty to include certain conditions in deciding to grant a permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(2)	Power to include other conditions	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.62(4)	Duty to ensure conditions are consistent with subsections (a),(b) and (c)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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 s173 agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
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)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(6)(b)	Duty not to include a permit condition requiring a person to pay for or provide works except a conditionthat a planning scheme requires to be included as referred to in s 62(1)(a)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s.65(1)	Duty to give notice of refusal to grant permit to applicant and objector	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(1)	Function of receiving application for extension of time of permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Statutory Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.69(1A)	Function of receiving application for extension of time to complete development	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.69(2)	Power to extend time	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.70	Duty to make copy permit available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	Power to correct certain mistakes	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.71(2)	Duty to note corrections in register	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.73	Power to grant amendment subject to conditions	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.74	Duty to issue amended permit to applicant if no objectors	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76D	Duty to comply with direction of Minister to issue amended permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.83	Function of being respondent to an appeal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.83B	Duty to give or publish notice of application for review	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	In accordance with approvedoperational guidelines.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.84(6)	Duty to issue permit on receipt of advice within 3 working days	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.84AB	Power to agree to confining a review by the Tribunal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86	Duty to issue a permit at order of Tribunal within 3 working days	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator	Council to be advised if the permitwas determined by Council
s.90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.91(2)	Duty to comply with the directions of the VCAT	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.93(2)	Duty to give notice of VCAT order to stop development	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.95(3)	Function of referring certain applications to the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.95(4)	Duty to comply with an order or direction	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	General Manager Place andCommunity General Manager Assets and Environment Manager Planning Manager Community Facilitiesand Open Space Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power unders 96C	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96F	Duty to consider the panel's report under s 96E	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator	
s.96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	General Manager Place and Community, Manager Planning Statutory Planning Coordinator Senior Land Use Planner	In accordance with approvedoperational guidelines.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96H(3)	Power to give notice in compliance with Minister's direction	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.96J	Power to issue permit as directed by the Minister	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.96K	Duty to comply with direction of the Minister to give notice of refusal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.97C	Power to request Minister to decide the application	NO DELEGATION	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.97G(6)	Duty to make a copy of permits issued under s.97F available for inspection	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97L	Duty to include Ministerial decisions in a register kept under s.49	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97MH	Duty to provide assistance to the development assessment committee	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.97Q(4)	Duty to comply with directions of VCAT	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.97R	Duty to keep register of all applications for certificate of compliance and related decisions	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.98(1) and (2)	Function of receiving claim for compensation in certain circumstances	General Manager Place andCommunity	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	General Manager Place andCommunity	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.101	Function of receiving claim for expenses in conjunction with claim	General Manager Place andCommunity	
s.103	Power to reject a claim for compensation in certain circumstances	General Manager Place andCommunity	
s.107 (1)	Function of receiving claim for compensation	General Manager Place andCommunity	
s.107(3)	Power to agree to extend time for making claim	General Manager Place andCommunity	
<u>s.113(2)</u>	<u>Power to request a declaration for land to be proposed to be reserved for public purposes</u>	<u>General Manager Place andCommunity</u> <u>General Manager Assets and Environment</u>	
s.114(1)	Power to apply to the VCAT for an enforcement order	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.117(1)(a)	Function of making a submission to the VCAT where objections are received	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(1)	Power to apply for an interim enforcement order where s.114 application has been made	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.123(1)	Power to carry out work required by enforcement order and recover costs	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	General Manager Place andCommunity	Except Crown Land
s.125	Power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services	



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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.129	Function of recovering penalties	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.130(1)	Power to serve Planning Infringement Notice	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning CoordinatorSenior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.130(5)	Power to allow person served with an infringement notice further time	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.149A(1)	Power to refer a matter to the VCAT for determination	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
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)	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services	Where Council is the relevantplanning authority

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.162	Function of being heard at a panel	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Development Compliance Officer	
s.171(2)(f)	Power to carry out studies and commission reports	General Manager Place andCommunity General Manager Business Excellence Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.171(2)(g)	Power to grant and reserve easements	General Manager Place andCommunity General Manager Business Excellence Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	General Manager Place andCommunity General Manager BusinessExcellence General Manager Assets and Environment	Where Council is a developmentagency specified in an approvedinfrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	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)	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is the development agency specified in an approved infrastructure contributions plan
s.171(2)(i)	Carry out any other use or development necessary for the orderly and proper development of the area covered by the planning scheme for which it is the responsible authority.	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Assets and Projects Manager Community Facilities and Open Space Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.173(1)	Power to enter into agreement covering matters set out in s.174	General Manager Place andCommunity General Manager BusinessExcellence General Manager Assets and Environment Manager Planning Manager Regulatory andCompliance Services Statutory Planning Coordinator Municipal Building Surveyor Senior Land Use Planner	In accordance with approvedoperational guidelines.
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Senior Land Use Planner	Where Council is the relevantresponsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act</i> 1987 requires something to be to the satisfaction of Council or Responsible Authority	General Manager Place andCommunity <u>General Manager Business Excellence</u> Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning CoordinatorSenior Land Use Planner Development Compliance Officer	Must consult with Manager Planning, Manager Regulatory and Compliance Services, Municipal Building Surveyor, Statutory Planning Coordinator, or Senior Land Use Planner

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	General Manager Place and Community <del>General Manager Business Excellence</del> Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Strategic Planning Coordinator Municipal Building Surveyor Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Development Compliance Officer	
s.177(2)	Power to end a Section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	General Manager Place and Community	
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	NO DELEGATION	
s.178A(1)	Function of receiving application to amend or end an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.178A(5)	Power to propose to amend or end an agreement	General Manager Place andCommunity	

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Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178C(4)	Function of determining how to give notice under s.178C(2)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.178E(1)	Duty not to make decision until after 14 days after notice has been given	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.178E(2)(a)	Power to amend or end the agreement in accordancewith the proposal	NO DELEGATION	If no objections are made unders.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	NO DELEGATION	If no objections are made unders.178D Must consider matters in s.178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(c)	Power to refuse to amend or end the agreement	NO DELEGATION	If no objections are made unders.178D Must consider matters in s.178B
s.178E(3)(a)	Power to amend or end the agreement in accordancewith the proposal	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	NO DELEGATION	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	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	Power to refuse to amend or end the agreement	NO DELEGATION	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)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.178I(3)	Duty to notify, in writing, each party to the agreementof the ending of the agreement relating to Crown land	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.179(2)	Duty to make available for inspection copy agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.182	Power to enforce an agreement	General Manager Place andCommunity <del>General Manager Business Excellence</del> Manager Planning Manager Regulatory andCompliance Services Statutory Planning Coordinator Municipal Building Surveyor Senior Land Use Planner Development Compliance Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.183	Duty to tell Registrar of Titles of ending/amendment of agreement	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer <del>Senior Strategic Planner</del> Strategic Planner	
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	NO DELEGATION	
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	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
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	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184G(2)	Duty to comply with a direction of the Tribunal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.184G(3)	Duty to give notice as directed by the Tribunal	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.198(1)	Function to receive application for planning certificate	NO DELEGATION	Minister for Planning is nominated inthe Planning Scheme
s.199(1)	Duty to give planning certificate to applicant	NO DELEGATION	Minister for Planning is nominated inthe Planning Scheme

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.201(1)	Function of receiving application for declaration of underlying zoning	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration TeamLeader Land Use Administration Officer	
s.201(3)	Duty to make declaration	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to represent Council at a mediation conference and approve mediated outcome	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Senior Technical Officer –Development Technical Officer - Development Strategic Planner Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines
	Power to decide, in relation to any planning scheme or permit, that a specified Function Delegated has or has not been done to the satisfaction of Council	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power, in relation to any planning scheme or permit, to consent or to refuse consent to any matter which requires consent or approval of Council	General Manager Place andCommunity General Manager Business Excellence Manager Planning Manager Regulatory andCompliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines
	Power to approve any plan or any amendment to a plan other document in accordance with a provision of a planning scheme or condition of a permit	General Manager Place andCommunity Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Senior Technical Officer –Development Technical Officer - Development Land Use Planning Officers	In accordance with the approved operational guidelines

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to give written authorisation in accordance with a provision of a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	In accordance with the approved operational guidelines
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	NO DELEGATION	
s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	NO DELEGATION	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<del>s 91ZU(1)</del>	<del>Power to give a renter a notice to vacate rented premises</del>	<del>General Manager Business Excellence General Manager Assets and Environment Manager Governance Manager Council Enterprises Commercial Business Coordinator</del>	<del>Where Council is a public statutory authority engaged in the provision of housing</del>
<del>s 91ZZC(1)</del>	<del>Power to give a renter a notice to vacate rented premises</del>	<del>General Manager Business Excellence General Manager Place and Community General Manager Assets and Environment Manager Governance Manager Council Enterprises Commercial Business Coordinator</del>	<del>Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes</del>
<del>s 91ZZE(1)</del>	<del>Power to give a renter a notice to vacate rented premises</del>	<del>General Manager Business Excellence General Manager Assets and Environment Manager Governance Manager Council Enterprises Commercial Business Coordinator</del>	<del>Where Council is a public statutory authority engaged in the provision of housing</del>
<del>s 91ZZE(3)</del>	<del>Power to publish Council's criteria for eligibility for the provision of housing</del>	<del>General Manager Business Excellence</del>	<del>Where Council is a public statutory authority engaged</del>

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<del>General Manager Assets and Environment General Manager Assets and Environment Manager Governance Manager- Council Enterprises Commercial Business Coordinator</del>	<del>in the provision of housing</del>
<del>s.142D</del>	<del>Function of receiving notice regarding an unregistered rooming house</del>	<del>General Manager Business- Excellence Manager Regulatory and Compliance- Services Environmental Health- Coordinator Environmental Health Officers</del>	
<del>s.142G(1)</del>	<del>Duty to enter required information in Rooming House Register for each rooming house in municipal district</del>	<del>General Manager Business- Excellence Manager Regulatory and Compliance- Services Environmental Health- Officers Environmental Health Coordinator</del>	
<del>s. 142G(2)</del>	<del>Power to enter certain information in the Rooming House Register</del>	<del>General Manager Business- Excellence Manager Regulatory and Compliance- Services Environmental Health- Officers Environmental Health Coordinator</del>	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<del>s.142I(2)</del>	<del>Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry</del>	<del>General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Officers Environmental Health Coordinator</del>	
<del>s.206AZA(2)</del>	<del>Function of receiving written notification</del>	<del>General Manager Business Excellence General Manager Assets and Environment Manager Governance Manager Council Enterprises Commercial Business Coordinator</del>	
<del>s.207ZE(2)</del>	<del>Function of receiving written notification</del>	<del>General Manager Business Excellence General Manager Assets and Environment Manager Governance Manager Council Enterprises Commercial Business Coordinator</del>	



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<del>s.311A(2)</del>	<del>Function of receiving written notification</del>	<del>General Manager Business Excellence General Manager Assets and Environment Manager Governance Manager Council Enterprises Commercial Business Coordinator</del>	
<del>s.317ZDA(2)</del>	<del>Function of receiving written notification</del>	<del>General Manager Business Excellence General Manager Assets and Environment Manager Governance Commercial Business Coordinator</del>	
s.518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Officers Environmental Health Coordinator	
s.522(1)	Power to give a compliance notice to a person	General Manager Business Excellence Manager Regulatory and Compliance Services Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(2)	Power to authorise an officer to exercise Powers in s.526 (either generally or in a particular case)	General Manager Business Excellence Manager Regulatory and Compliance Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officers	
s.525(4)	Duty to issue identity card to authorised officers	Manager Governance Governance and Compliance Coordinator	
s.526(5)	Duty to keep record of entry by authorised officer under s. 526	General Manager Business Excellence Environmental Health Coordinator Environmental Health Officers Manager Regulatory and Compliance Services Municipal Building Surveyor	
s.526A(3)	Function of receiving report of inspection	General Manager Business Excellence Environmental Health Coordinator Environmental Health Officers Manager Regulatory and Compliance Services	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	General Manager Business Excellence Environmental Health Coordinator Environmental Health Officers Manager Regulatory and Compliance Services Municipal Building Surveyor	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	Power to declare a road by publishing a notice in the Government Gazette	General Manager Assets and Environment Manager Works	Obtain consent in circumstances specified in s.11(2).
s.11(8)	Power to name a road change the name of a road by publishing notice in Government Gazette	General Manager Business Excellence General Manager Assets and Environment Manager Works Manager Finance Rates and Valuations Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph.
s.11(9)(b)	Duty to advise Registrar	General Manager Business Excellence Manager Finance Rates and Valuations Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph.
s.11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	General Manager Business Excellence Manager Finance Rates and Valuations Coordinator	Clause subject to s.11(10)A.
s.11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of nominated person	General Manager Assets and Environment Manager Works	Duty of coordinating road authority.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(2)	Power to discontinue road or part of a road	General Manager Assets and Environment Manager Works	Power of coordinating road authority.
s.12(4)	Power to publish, and provide copy, notice of proposed discontinuance	General Manager Assets and Environment Manager Works	Power of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies.
s.12(5)	Duty to consider written submissions received within 28 days of notice	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power 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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	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 s12(6) and to give notice	General Manager Assets and Environment Manager Works	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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified by the regulations or given by the Minister.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	General Manager Assets and Environment Manager Works	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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.14(7)	Power to appeal against decision of the Head, Transport for Victoria	General Manager Assets and Environment	
s.15(1)	Power to enter into an arrangement with another road authority or a utility or a provider of public transport to transfer a road management function of the road authority to the other road authority or to the utility or a provider of public transport	General Manager Assets and Environment	
s.15(1A)	Power to enter into an arrangement to transfer a road management function of the utility to the road authority	General Manager Assets and Environment	
s.15(2)	Duty to include details of arrangement in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.16(7)	Power to enter into an arrangement under s.15	General Manager Assets and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.16(8)	Duty to enter details of determination in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.17(2)	Duty to register public road in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.17(3)	Power to decide that a road is reasonably required for general public use	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
s.17(3)	Duty to register a road reasonably required for general public use in public roads register	General Manager Assets and Environment Manager Works	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	Chief Executive Officer	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.18(1)	Power to designate ancillary area	General Manager Assets and Environment Manager Works	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.19(4)	Duty to specify details of discontinuance in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.19(5)	Duty to ensure public roads register is available for public inspection	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.21	Function of replying to request for information or advice	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Obtain consent in circumstances specified in s11(2)
s.22(2)	Power to comment on proposed direction	General Manager Assets and Environment Manager Works	
s.22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	General Manager Assets and Environment Manager Works	
s.22(5)	Duty to give effect to a direction under this section.	General Manager Assets and Environment Manager Works	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(1)	Duty to inspect, maintain and repair a public road	General Manager Assets and Environment Manager Works	
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	General Manager Assets and Environment Manager Works	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.42(1)	Power to declare a public road as a controlled access road	General Manager Assets and Environment Manager Works	Power of coordinating road authority and Schedule 2 also applies
s.42(2)	Power to amend or revoke declaration by notice published in Government Gazette	General Manager Assets and Environment Manager Works	Power of coordinating road authority and Schedule 2 also applies
s.42A(3)	Duty to consult with VicRoads before road is specified	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & 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)	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works	
s.49	Power to develop and publish a road management plan	General Manager Assets and Environment Manager Works	
s.51	Power to determine standards by incorporating the standards in a road management plan	General Manager Assets and Environment Manager Works	
s.53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	General Manager Assets and Environment Manager Works	
s.54(2)	Duty to give notice of proposal to make a road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.54(6)	Power to amend road management plan	General Manager Assets and Environment Manager Works	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(7)	Duty to incorporate the amendments into the road management plan	General Manager Assets and Environment Manager Works	
s.55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.63(1)	Power to consent to conduct of works on road	General Manager Assets and Environment Manager Works	Power of coordinating road authority
s.63(2)(e)	Power to conduct or authorize the conduct of works in, on, under or over a road in an emergency	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager
s.64(1)	Duty to comply with cl13 of sch 7	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	Power to consent to structure etc	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	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	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.67(3)	Power to request information	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.68(2)	Power to request information	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.71(3)	Power to appoint an authorised officer	Chief Executive Officer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.72	Duty to issue an identity card to each authorised officer	Manager Governance Governance and Compliance Coordinator	
s.85	Function of receiving report from authorised officer	Manager Works General Manager Assets and Environment	
s.86	Duty to keep register re s.85 matters	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.87(1)	Function of receiving complaints	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.87(2)	Duty to investigate complaint and provide report	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
<u>s 96</u>	<u>Power to authorise a person for the purpose of instituting legal proceedings</u>	<u>General Manager Assets and Environment</u> <u>Manager Works</u> <u>Manager Assets and Projects</u>	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.112(2)	Power to recover damages in court	General Manager Assets and Environment Manager Works	
s.116	Power to cause or carry out inspection	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Area and Works Supervisors Project Supervisor Project Engineer	
s.119(2)	Function of consulting with the Head, Transport for Victoria	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.121(1)	Power to enter into an agreement in respect of works	General Manager Assets and Environment Manager Works	
s.122(1)	Power to charge and recover fees	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.123(1)	Power to charge for any service	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator	
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	NO DELEGATION	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NO DELEGATION	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Works General Manager Assets and Environment	
Schedule 2 Clause 5	Duty to publish notice of declaration	NO DELEGATION	
Schedule 7, Clause 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Duty of infrastructure manager or works manager
Schedule 7, Clause 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	General Manager Assets and Environment Manager Works	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Project Supervisor Project Engineer Works Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Civil Works Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs	Manager Works General Manager Assets and Environment Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7, Clause 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Project Supervisor Project Engineer Works Engineer Road Safety Officer (Technical)	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager
Schedule 7 Clause 16(1)	Power to consent to proposed works	General Manager Assets and Environment Manager Works Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 16(4)	Duty to consult	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	Power to consent to proposed works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Road Safety Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Road Safety Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator Roads Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	General Manager Assets and Environment Manager Works Civil Works Coordinator	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - where the road is not an arterial road	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority for the road
Schedule 7A Clause 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	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority for the road
Schedule 7A Clause 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting- for arterial roads in accordance with clauses 3(2) and 4	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority that installed the light(re installation costs) and where Council is the relevant municipal Council (re operating costs)

**CEMETERIES AND CREMATORIA REGULATIONS 2015**

[[#These provisions apply to Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]

Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries changes, there is no need for any Council delegates. The Regulations remains to maintain fidelity with the Maddocks document r.

**PLANNING AND ENVIRONMENT REGULATIONS 2015**

Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r. 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	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 REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
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 s 54 of the Act	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
r.25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner <del>Senior Strategic Planner</del> Strategic Planner Land Use Planning Officers	Where Council is the responsible authority



PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r.19	Power to waive or rebate fee relating to an amendment to a planning scheme	General Manager Place and Community Manager Planning	Where Council is the planning authority.
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
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 r.20	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS <del>2010</del> 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	Function of entering into a written agreement with a caravan park owner	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r. 11	Function of receiving applications for registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(1)	Duty to grant registration received under regulation 11, if satisfied that the caravan park complies with these regulations	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS <del>2010</del> 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.13(4) and (5)	Duty to issue a certificate of registration on granting registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.15(1)	Function of receiving notice of transfer of ownership	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.15(3)	Power to determine where notice of transfer is displayed	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.16(1)	Duty to transfer registration to new caravan parkowner	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.16(2)	Duty to issue certificate of transfer of registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS <del>2010</del> 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.18	Duty to keep register of caravan parks	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.19(4)	Power to determine where the emergency contact person's details are displayed	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.19(6)	Power to determine where certain information is displayed	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS <del>2010</del> 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.22A(2)	Duty to consult with relevant emergency services agencies	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.23	Power to determine places in which caravan park owner must display a copy of emergency procedures	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.24	Power to determine places in which caravan park owner must display copy of public emergency warnings	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.25(3)	Duty to consult with relevant floodplain management authority	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.26	Duty to have regard to any report of the relevant fire authority	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS <del>2010</del> 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.40(4)	Function of receiving installation certificate	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	General Manager Business Excellence Manager Regulatory and Compliance Services Municipal Building Surveyor	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS <del>2010</del> 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	General Manager Business Excellence Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	Duty to conduct reviews of road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.9(2)	Duty to produce written report of review of road management plan and make report available	General Manager Assets and Environment Manager Works Civil Works Coordinator	
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)	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.13(1)	Duty to publish notice of amendments to road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	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	General Manager Assets and Environment Manager Works Civil Works Coordinator	



ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.16(3)	Power to issue permit	General Manager Assets and Environment General Manager Business Excellence Manager Works Manager Regulatory and Compliance Services Civil Works Coordinator Roads Safety Coordinator Community Laws Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
r.18(1)	Power to give written consent re damage to road	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Supervisor	
r.23(2)	Power to make submission to Tribunal	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
r.23(4)	Power to charge a fee for application under s 66(1) Road Management Act	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	General Manager Assets and Environment General Manager Business Excellence Manager Sustainability and Waste Minimisation Manager Works Manager Assets and Projects Manager Regulatory and Compliance Services Coordinator Waste Management and Compliance Civil Works Coordinator Community Laws Coordinator Project Supervisor Project Engineer Area and Works Supervisors Senior Community Laws Officer	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 r.25(3))	General Manager Assets and Environment Manager Works	Where Council is the responsible road authority
r.255)	Power to recover in the Magistrates' Court, expenses from person responsible <u>and</u>	General Manager Assets and Environment Manager Works	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	Power, where consent given under s.63(1) of the Act, to exempt a person from requirement under cl13(1) of Schedule 7 to that Act to give notice as to the completion of those work	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority Where Council is the coordinating road authority and where consent given under s63(1) of the Act
r.22(2))	Power to waive whole or part of fee in certain circumstances	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

## 5.2 Assets and Environment

### 5.2.1 Adoption of the Draft East Gippsland Shire Council Asset Plan 2022 - 2032

Authorised by General Manager Assets and Environment

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#### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

#### Executive Summary

Council is a custodian of more than \$1.2 billion of infrastructure assets that assist to deliver a wide range of services to the community. These assets generally have long lifecycles and need to be managed responsibly to preserve this investment, minimise risks and therefore maintain the community's safety, amenity and wellbeing.

The Draft Asset Plan (Asset Plan), presented to Council for consideration as **Attachment 1**, communicates the way Council manages the community's assets to support delivery of services. It provides a strategic and financial view and has a 10-year outlook which applies to all assets owned or controlled by Council.

The purpose of the Asset Plan is to:

1. Ensure that assets support achievement of the East Gippsland Shaping the Future Community Vision 2040 and Council Plan themes and objectives;
2. Provide a strategic and planned approach to asset acquisition, maintenance, upgrade and disposal of assets;
3. Better inform the community of the assets under Council custodianship, the challenges to service levels, costs and financial capacity;
4. Improve the effectiveness of asset management planning through a more engaged community and informed Council;
5. Demonstrate that the Council will responsibly manage the assets to meet service delivery needs of the community into the future in a sustainable and cost-effective manner;
6. Provide coordinated data to inform future financial planning, asset planning and asset maintenance functions of Council; and
7. Make sure that Council complies with legislative obligations.

The Asset Plan is the final step in implementing the *Local Government Act 2020* requirements in this area, which requires the development of a suite of documents to support the asset management process.

The Asset Plan presented for Council consideration has been developed in accordance with Victorian government guidelines and summarises the Asset Management Policy; the Asset Management Improvement Strategy and the six detailed Asset Management Plans for Council's key asset classes.

## Officer Recommendation

### *That Council:*

- 1. receives and notes this report and all attachments pertaining to this report;**
- 2. adopts the East Gippsland Shire Council Asset Plan as provided at Attachment 1; and**
- 3. notes the Asset Management Improvement Strategy provided as Attachment 2.**

## Background

The new *Local Government Act 2020* passed on 24 March 2020 mandated the need for an asset plan that explains how the Council is going to manage its assets throughout its lifecycle from acquisition, operation, maintenance, renewal, and disposal. The six individual asset management plan summaries have previously been reviewed and the detailed plans form the basis of this Asset Plan.

The Asset Plan is the final step in implementing the *Local Government Act 2020* requirements, which requires the development of a suite of documents to support the asset management process. These documents include a revised policy, an Asset Management Improvement Strategy (provided as **Attachment 2**) and six detailed Asset Management Plans for key asset classes, being;

1. Bridges and major culverts;
2. Open Spaces;
3. Drainage;
4. Waste;
5. Buildings; and
6. Roads (including footpaths).

The Asset Plan is identified as one of Council's strategic guiding documents and assists to inform the annual budget, long term financial plans and a range of local plans and strategies.

The Asset Plan has been developed with consideration of other Council adopted plans including:

- Shaping the Future Community Vision 2040;
- Council Plan 2021-2025;
- Long Term Financial Plan (LTFP); and
- Asset Management Policy (2021).

## Legislation

This report has been prepared in accordance with *Section 92 of the Local Government Act 2020* which explains the requirements of the Asset Plan which are:

- (1) Subject to subsection (6), a Council must develop, adopt, and keep in force an Asset Plan in accordance with its deliberative engagement practices.
- (2) The scope of an Asset Plan is a period of at least the next 10 financial years.
- (3) An Asset Plan must include the following—
  - (a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council.
  - (b) any other matters prescribed by the regulations.
- (4) Subject to subsection (6), a Council must develop or review the Asset Plan in accordance with its deliberative engagement practices and adopt the Asset Plan by 31 October in the year following a general election, other than the first general election to be conducted under section 257(1)(a).
- (5) The Asset Plan adopted under subsection (4) takes effect from 1 July in the year following a general election.
- (6) A Council must develop and adopt an Asset Plan under this section in accordance with its community engagement policy by 30 June 2022 following the first general election to be conducted under section 257(1)(a).
- (7) The Asset Plan adopted under subsection (6) takes effect from 1 July 2022.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

## Collaborative procurement

There are no aspects of this report that require entering into a procurement agreement and therefore external collaboration is not appropriate. Section 109(2) of the *Local Government Act 2020* does not apply as this report as it does not relate to procurement.

## Council Plan

This report has been prepared and aligned with the following goals set out in the Council Plan 2021-2025:

Strategic Objective 1: 1.1 Council strives to provide equitable access to their services, support, and facilities;

Strategic Objective 2: 2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable; and

Strategic Objective 5: 5.5 Resources are managed to meet current and future needs and priorities.

The Asset Plan also delivers one of the Major Initiatives of the 2021/22 Council Action Plan, being: *Develop an asset management framework to drive Council's capital and maintenance infrastructure investment in a transparent and financially sustainable way.*

## **Council Policy**

Council has recently reviewed and adopted an Asset Management Policy (2021). The document is available on Council's website. The Asset Plan supports the Policy and is referenced within the Policy.

Development of the Asset Plan was undertaken in accordance with the Council's Engagement Strategy (2021).

## **Options**

There is not an option available to the Council not to adopt an Asset Plan as this is part of a legislative requirement which must be satisfied. The Asset Plan has a 10-year outlook and applies to all assets owned or controlled by Council. It assesses the Council's current asset management environment and proposes a series of strategic actions to achieve the following outcomes;

1. Clear direction for asset management within the organisation;
2. Alignment with the Council Plan vision and objectives;
3. Lifecycle management approach for assets owned or controlled by Council;
4. Long-term financial sustainability in managing assets delivering services to meet community needs;
5. Maximising efficiency and effectiveness of asset management systems and processes; and
6. Improved accountabilities and culture change with respect to asset management.

Should Council not wish to adopt this version of the Asset Plan presented as **Attachment 1**, it would be necessary to seek an extension in order to revise the plan and present an alternate plan for Council consideration. This is not a preferred option.

## **Resourcing**

### *Financial*

While the Asset Plan provides guidance for the future management of assets, there are no direct financial implications associated with the adoption of the Asset Plan. The Asset Plan does, however, assist in informing the Annual Budget and Council's Long-Term Financial Plans.

### *Plant and equipment*

Not Applicable

### *Human Resources*

Not Applicable

### *Risk*

The risks of this proposal have been considered and assessed as low, as the adoption of the Asset Plan has been developed to minimise asset and financial based risk for East Gippsland Shire Council.

## **Economic**

The Asset Plan aligns with broader organisational goals and objectives related to economic development through the provision of targeted supporting infrastructure in a sustainable way.

## **Social**

In implementing this plan, the Council seeks to implement the best appropriate asset management practices. It proposes that by increasing the Council's ability to manage its assets and by improving its knowledge of those assets, the Council can better match its assets with its community needs to achieve East Gippsland's Shaping the Future Community Vision 2040.

### *Gender Impact Statement*

The Asset Plan has considered the *Gender Equality Act 2020* in its preparation. The Asset Plan has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

The Asset Plan sets objectives that consider environmental sustainability in the provision of assets and infrastructure. Strategic objective 3 of the Council Plan states - 'A natural environment that is managed and enhanced'.

### *Climate change*

The strategic actions in the Asset Plan identify the following objective which is relevant to climate change:

We will incorporate climate change and other environmental aspects into asset management.

This report has been prepared and aligned with the following Climate Change function/category:

Asset Management: Climate change is considered in the design and maintenance of assets and includes responses to direct and indirect impacts.

## **Engagement**

Council's Asset Management Steering Committee was established on 18 June 2021. The Committee meets monthly, chaired by the General Manager Assets and Environment. Council's Asset Plan was drafted incorporating feedback from Committee members and two weeks of public exhibition through Facebook, YourSay, Council's website, local newspapers and place managers.

Leading up to the Asset Plan, six individual one page summary plans for each asset class of infrastructure were open for community engagement from 21 February to 29 April 2022.

Deliberative engagement on the six individual one page summary plans was also undertaken on 23 March 2022.

The Asset Plan was also presented for community feedback and this feedback has been incorporated into the final draft of the Plan.



## **Attachments**

1. East Gippsland Shire Council Asset Plan 2022 - 2032 [**5.2.1.1** - 42 pages]
2. EGSC Asset Management Strategy 2022 -2025 - Public Version [**5.2.1.2** - 22 pages]



# East Gippsland Shire Council

## Asset Plan 2022 - 2032



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## Acknowledgement of Country

East Gippsland Shire Council acknowledges the Gunaikurnai, Monero and the Bidawel people as the Traditional Custodians of this land that encompasses East Gippsland Shire, and their enduring relationship with Country. The Traditional Custodians have cared and nurtured East Gippsland for tens of thousands of years.

Council values their living culture and practices and their right to self-determination. Council pays respect to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders, past, present and future.

# 1 Introduction

East Gippsland Shire Council is responsible for the stewardship of approximately \$1.23 billion in community assets. These include roads, footpaths, bridges, buildings, drains, parks, recreation facilities, foreshore assets and waste facilities, as well as natural bushland reserves. We manage this large and diverse portfolio of assets to support the delivery of a range of services to our community.

These assets have been established and invested in progressively over many years, by multiple generations. As the custodian of community assets, we have the responsibility for managing these assets in a cost-effective and sustainable manner, while also supporting community safety, amenity and wellbeing outcomes. This is achieved through effectively managing these assets through their lifecycle, from creation and acquisition, maintenance and operation, through to rehabilitation and decommissioning. These actions are undertaken with the goal of providing efficient, safe and reliable services for current and future generations.

This Asset Plan communicates the way we manage our community's assets to support delivery of services such as sport and recreation, transport, community health, stormwater management and waste management services. The plan provides a strategic and financial view of how we will manage the community assets over the next ten (10) years and beyond, and how they will integrate to deliver on East Gippsland's Shaping the Future Community Vision 2040.

## 1.1 Purpose of Asset Plan

This Asset Plan has been prepared to meet the requirements of section 92 of the *Local Government Act 2020* and is part of our integrated approach to planning our long-term goals.

The purpose of this Asset Plan is to:

- Make sure that we comply with our legislative obligations.
- Ensure that assets support achievement of the East Gippsland Shaping the Future Community Vision 2040 and Council Plan themes and objectives.
- Provide a strategic and planned approach to asset acquisition, maintenance, upgrade and disposal of assets.
- Better inform the community on the assets under our custodianship, our challenges on service levels, costs and financial capacity.
- Improve the effectiveness of asset management planning through a more engaged community and informed Council.
- Demonstrate we will responsibly manage our assets to meet the service delivery needs of our community into the future in a sustainable and cost-effective way.
- Provide co-ordinated data to inform future financial planning, asset planning and asset maintenance functions of Council.

## 1.2 Scope of Asset Plan

While we manage an extensive portfolio of assets, this Asset Plan only covers all fixed, physical infrastructure that is under our control and is recognised as an asset of the East Gippsland Shire Council. Our infrastructure assets addressed in this plan include:

- |                              |                              |
|------------------------------|------------------------------|
| • Road infrastructure        | • Stormwater drainage assets |
| • Buildings                  | • Open space assets          |
| • Bridges and major culverts | • Waste facilities           |

The Asset Plan is an overview document that summarises the key elements of the more detailed asset management plans that we have developed for each of the above infrastructure asset classes. It is

also supported by an Asset Management Strategy that guides Council's future management of its assets.

## 2 Strategic Context

### 2.1 Regulatory Framework

We operate in a complex legislative and policy environment that directly influences the way we do business. The principal legislation in Victoria governing the establishment and operation of councils is the *Local Government Act 2020*. This defines the purposes and functions of local government, as well as providing the legal framework for establishing and administering councils.

This Act requires all councils to develop an integrated, long-term and transparent approach to planning organised around a ten (10) year community vision. This Asset Plan is an important part of our integrated planning framework and drives our approach to asset management. The figure below illustrates our integrated planning framework and shows how our Shaping the Future Community Vision 2040 will be delivered through the Council Plan, Financial Plan, Asset Plan and other Council strategies and plans.

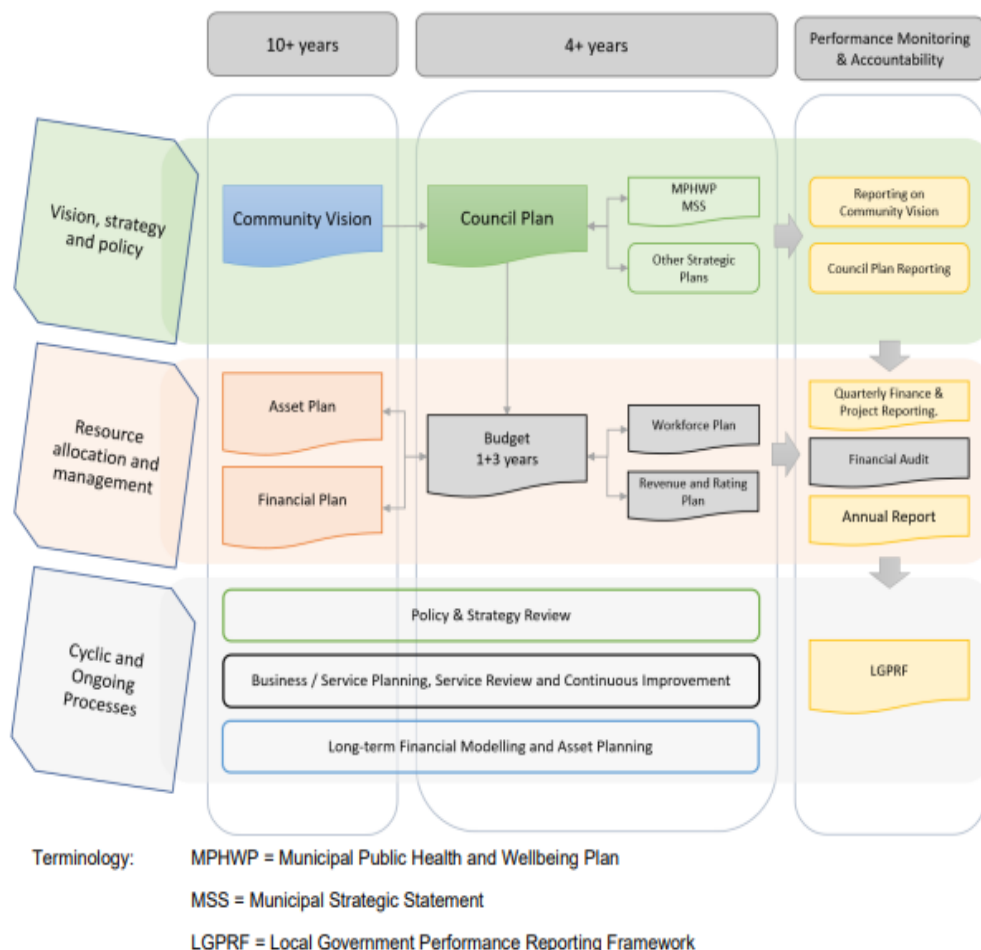


Figure 1 - Integrated Planning Framework

## 2.2 Community Vision

East Gippsland's Shaping the Future Community Vision 2040 is a long-term vision for our region. It expresses the aspirations, values, and priorities of the East Gippsland community, and will help shape what we want achieved in our community by 2040. It is focused on the following four strategic themes. Community assets are an important enabler of this vision.



Figure 2 - Our Community Vision 2040 Strategic Themes

Council recognises its stewardship role in effectively managing the community assets and aims to fulfil its obligations to future communities to provide sustainable assets and services.

## 2.3 Council Plan

Our Council Plan sets out our strategic direction over the next four (4) years and identifies how Council will contribute towards achieving the community's vision between 2021 and 2025 and how success will be measured. The four (4) strategic objectives contained within the Council Plan align with the themes identified through the Community Vision 2040. They are also underpinned by a fifth strategic objective of a transparent organisation that listens and delivers effective and responsive services, which enables Council to deliver on the other four strategic objectives. Effective asset management supports the strategic objectives of our Council Plan and the delivery of sustainable services.



Figure 3 - Our Strategic Objectives



## 2.4 Financial Plan

Our Financial Plan provides a long-term view of the resources that we anticipate will be available and how these will be allocated and prioritised over the next ten (10) years. It identifies our current and projected financial capacity to continue delivering quality services, facilities and infrastructure while identifying critical new capital investment, to respond to our future challenges and support our community's prosperity and wellbeing.

This Asset Plan is based on and linked with the budgets and projections outlined in our Financial Plan, to ensure affordability and ongoing financial sustainability. The Financial Plan in combination with the Asset Plan supports us in achieving this.

## 2.5 Asset Plan

The *Local Government Act 2020* requires Council to develop an Asset Plan as a public-facing document to inform the community on how the Council-controlled infrastructure assets are to be managed to achieve the Community Vision and supporting Council Plan objectives.

This Asset Plan, with a focus of ten (10) years, sets out how Council's stewardship of the community's assets will respond to our Community Vision within the Financial Plan parameters. It also sets out how decision-making is informed by our asset management systems and practices.

## 3 Challenges and Opportunities

The key challenges relating to our ability to manage our assets to deliver on our Community Vision and strategic objectives are summarised below:

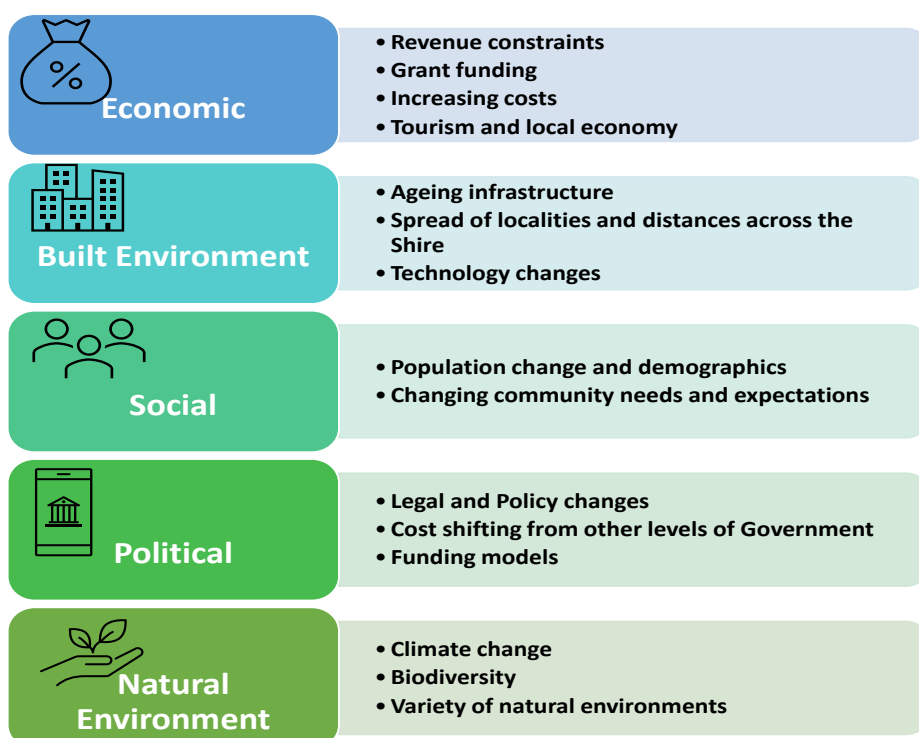


Figure 4 - Our Key Challenges

Key Challenges	What does this mean for Asset Management and Service Delivery?
<b>ECONOMIC</b>	
<p><b>Revenue Constraints</b></p> <p>The impact of rate capping and the significant constraints on our own source revenue, to fund investment in assets for the continued provision of current levels of service.</p> <p>With over 80% of the shire being unratable public land, Council is in an unenviable position of having to provide significant quantities of infrastructure, especially road infrastructure, due to the size of the Council area that needs to be serviced. However, Council is unable to recoup much of the cost of provision and maintenance from the landowners, as much of the land ownership rests with the Crown.</p>	<p>Costs of infrastructure provision need to be borne by a small rate base that is disproportionate to the infrastructure requirements of a large shire such as East Gippsland. This places increased pressure on Council's budgets and financial capacity to maintain its asset portfolio.</p> <p>More innovative approaches to provision of services at a community level in small townships will need to be adopted to ensure ongoing viability. In addition, we will need to explore cost efficiencies in the maintenance of our assets.</p>
<p><b>Grant Funding</b></p> <p>Council has been the beneficiary of significant sums of federal and state government grants for the upgrade, expansion and/or creation of new assets for a growing community.</p> <p>However, this level of government grant funding may not continue, based on several external factors outside of our control. We may need to rely on alternate income streams for financial sustainability.</p> <p>Additionally, grant funding is not available for asset maintenance functions.</p>	<p>Reducing levels of grant funding may force Council to fund only non-discretionary expenditure relating to existing asset renewal and maintenance and limit the expenditure on discretionary projects relating to new or upgraded infrastructure.</p> <p>We will need to continue to maximise service delivery within our funding constraints.</p> <p>We also need to ensure maintenance is cost-efficient as this function is not supported by external funding opportunities other than the generic Financial Assistance Grants.</p>
<p><b>Increasing Costs</b></p> <p>Cost of materials relating to construction, operations and maintenance of assets is increasing at a rate greater than the rate cap. This imposes additional cost challenges to our Shire, which covers 10% of the state and extends up to the NSW border.</p> <p>Recent escalation in fuel prices also place considerable pressure on a Shire with heavy reliance on freight to move goods and services required to construct and maintain assets.</p> <p>Increased development in growth areas also results in additional ongoing asset maintenance and upgrade costs.</p>	<p>This occurs with the expectation of doing more with less or improving our efficiency over time. We will need to continually balance the affordable provision of services against the needs of our community.</p> <p>We may also need to review the costs and charges relating to infrastructure servicing new developments.</p>
<p><b>Tourism and Local Economy</b></p> <p>Council needs to support tourism and commercial growth within the region and continue to support the bushfire recovery process.</p>	<p>Unique tourism offerings in towns across the Shire, using our natural assets and built assets, will continue to be implemented to create a connected experience.</p>

BUILT ENVIRONMENT	
<p><b>Ageing Infrastructure</b></p> <p>One of our biggest financial challenges is the cost of renewing our ageing infrastructure. The period of development in the Shire through the post-war period to today, has created a large peak in the need to invest in renewing these ageing assets, as well as those constructed prior to this era.</p>	<p>As our assets continue to age, increased investment in maintenance and renewal of existing assets will be required to ensure that the current levels of service enjoyed by the community continue to be delivered.</p> <p>We will also need to continue to implement effective asset management systems and processes to monitor asset performance and ensure that the right assets are renewed at the right time and cost.</p>
<p><b>Spread of Localities and Distances across the Shire</b></p> <p>There are 171 localities across East Gippsland, a Local Government Area that covers approximately 10% of Victoria.</p> <p>The number of localities, and vast distances creates an enormous challenge in providing all residents equitable access to assets. For example, for approximately 50,000 people, East Gippsland provides 68 playgrounds. A more densely populated Council of this population may only require a few.</p> <p>These distances (eg: 236km from Bairnsdale to Mallacoota), also present a challenge for maintaining assets. Significant travel time is required to inspect, repair, and manage assets across the shire. Again, a smaller council may centralise works depots and staff, and travel very short distances to maintain all assets.</p>	<p>We need to carefully plan asset provision and maintenance to address issues of equity. We also need to acknowledge that in some localities, assets are required not because of population size, but rather because of relative isolation.</p>
<p><b>Technology Change</b></p> <p>There is a significant move to online and connected services throughout the world. We also need to shift to a 'digital by exception to digital by default' approach as articulated in the 2021 Australian Infrastructure Plan.</p> <p>There are also significant emerging technologies, artificial intelligence and automation for smart cities and management of assets.</p>	<p>We will make more use of available and emerging technologies to make our asset data more accessible and enable our community members to interact with our services digitally.</p> <p>We will enable a more mobile workforce, with real-time access to information in the field.</p> <p>We will also assess and adopt where appropriate, new technologies for building and facility operational systems, asset inspections, asset performance and utilisation monitoring and advanced data analytics for effective decision-making on asset maintenance and investment.</p>

SOCIAL	
<p><b>Population Change and Demographics</b></p> <p>The current population of 47,725 is forecast to grow by over 20% to 57,799 by 2040 and by approximately 47% to 70,000 by 2051.</p> <p>The continued growth and ageing of our population, with a higher than state average proportion of people over the age of 60. Almost 40% of the population was over 60 years in 2020 and we are one of 19 super-aged municipalities in Victoria.</p> <p>The shire also has the second-largest population of Aboriginal people in Victoria.</p> <p>We also need to support service delivery to cater to the unique needs and diversity of the 171 localities making up the shire, including remote and rural settlements.</p>	<p>We will need to expand our services and assets to cater for our growing community and ensure that subdivisional growth does not impact on the services currently being delivered to our community.</p> <p>However, for localities with shrinking populations, we need to ensure that the assets are right-sized, fit for purpose and possibly retire under-utilised assets.</p> <p>We will need to ensure that the planning, upgrade and adaptive use of assets accommodate the changing demographics and provide universal and equitable access and make the shire an age-friendly community.</p> <p>We need to understand the relationship of Aboriginal people with place and their intrinsic connection with the environment, when planning, constructing and/or maintaining our natural and built assets.</p>
<p><b>Changing Community Needs and Expectations</b></p> <p>The community expects Council to quickly respond to emerging needs which can be influenced by numerous drivers such as generational change and facilities experienced elsewhere. Popularity trends also significantly alter services and assets supporting service delivery, particularly in the sport and recreation space.</p> <p>There is also ongoing pressure from the community for higher quality assets and responsive, convenient and accessible services to be provided by Council. The expectation is for a higher level of service for the same amount of money – doing more with less.</p> <p>The financial impact of COVID-19 and potential changes to future community needs may also affect the assets required for service delivery.</p>	<p>We will need to plan assets that are responsive and adaptable to meet shifting community needs, including more advanced and functional, multi-purpose buildings, facilities supporting increased female participation in sports, enhanced open space and foreshore areas and modern technology.</p> <p>We will ensure that multi-purpose facilities are established with effectively utilised and universally accessible spaces, meeting the changing needs of our community.</p> <p>We will ensure that communities are more actively engaged in decision making with respect to asset planning to adapt to a changing environment and impact of catastrophic events, while balancing affordability of levels of service being delivered.</p>

**POLITICAL****Legal and Policy Change**

We operate in a complex legislative environment that directly influences the way we manage our assets. Asset-related compliance and reporting requirements are expected to continue to increase and become more complex.

We also need to be cognisant of the road map for infrastructure reform to 2036, outlined in the 2021 Australian Infrastructure Plan, in response to the 2019 Australian Infrastructure Audit and the Infrastructure Beyond COVID-19 Report.

We need to meet our regulatory and statutory obligations while being conscious of maintaining affordability and financial sustainability. This requires sound decisions to be made to manage competing funding demands across a broad range of projects and services.

We need to align to the vision outlined in the 2021 Australian Infrastructure Plan and ensure that our infrastructure is sustainable, improves quality of life for our community and is resilient to shocks and emerging stresses.

**Cost Shifting from other Levels of Government**

Cost shifting from other levels of government will continue to play a key role in council's ability to maintain service level provided to the community.

There is an expectation that council will continue to deliver services, even when state and federal government funding is withdrawn or reduced.

We will explore service delivery partnerships with other agencies where appropriate, for non-asset service delivery or shared service solutions and in turn, optimise the use of Council's asset portfolio.

We will also continue to strongly advocate to other levels of government for support in meeting the current and future needs of the community.

**Funding Models**

Funding from both levels of government is focused on new or renewed assets which brings with its additional maintenance costs, which are not part of the funding.

Additionally, funding models are usually based on competitive grant processes which are based on the quality of the application rather than need. This places shires like ours at a disadvantage when applying for funding, as we are not well resourced to develop competitive grants.

We will need to consider the maintenance cost implications of any assets for which external funding is being sought, to ensure that Council can afford the future maintenance burden.

We will advocate for changes to government funding models to both consider funding for asset maintenance and management, and for more non-competitive grant streams such as Roads to Recovery that allocate funds based on need.

**NATURAL ENVIRONMENT****Climate Change**

We are already experiencing the impacts of climate change. In the future, we can expect increased heat and drought conditions and bushfires, increased flooding of coastal properties and public facilities due to rising sea levels, beach erosion, storm damage to infrastructure, reduced summer outdoor activities and hotter urban spaces.

We also continue to manage the impacts of a series of natural disasters that occurred in the recent past, such as record drought and bushfire events.

There is also an increased expectation for leadership from Council to develop and implement long-term strategies to address and adapt to climate change impacts.

In the medium to long term, there may also be greater community demand for weather protection for sports and

Council has a responsibility to mitigate climate change, to reduce emissions and environmental impacts where it can. This is being done by:

- striving for net zero emissions by using sustainable energy sources to provide assets that are environmentally efficient.
- implementing a circular economy and using our resources more efficiently in the management and rehabilitation of our infrastructure assets.
- investigating options for re-use of stormwater and recycled water in public buildings and spaces.
- facilitating sustainable modes of transport by improving cycling and pedestrian infrastructure.
- building resilience into the design of infrastructure to cope with severe storm

leisure activities that have traditionally occurred outdoors.	<p>events, drought conditions, bushfires and rise in sea levels.</p> <ul style="list-style-type: none"> <li>• reducing our everyday impacts, including greening of urban areas to reduce heat effects.</li> <li>• increasing usage of electric vehicles and plant and equipment for service delivery</li> <li>• aid and facilitate the East Gippsland community to do the same.</li> </ul>
<p><b>Biodiversity</b></p> <p>We need to manage natural assets within geographically diverse landforms that support distinct vegetation types and biodiversity that are recognised as unique.</p>	<p>We are committed to maintaining, protecting and enhancing the region's natural environment and biodiversity and will continue to strengthen our partnerships with other land care agencies and support Aboriginal participation in management processes for land and natural resources.</p> <p>We have a major role in regulating land use and development and will ensure that our planning policies and overlays protect landscapes, biodiversity and other environmental values.</p> <p>We will also manage our bushland reserves to protect important habitats of native flora and fauna and continue to promote biodiversity values via signs, brochures, and information.</p>
<p><b>Variety of Natural Environments</b></p> <p>While East Gippsland's natural environment is loved by many, the variety of natural environment features presents challenges for managing assets. Coastal and river environments reduce asset lifespans, mountainous land is a challenge to construct and make accessible, and the diverse ecosystems must be worked around when developing assets in these sensitive locations.</p> <p>The diverse natural environment also increases Council's risk exposure to events such as bushfires, flooding, and drought. Assets must be planned and constructed with this in mind, often increasing construction cost, and on occasions forcing replacement or repairs due to adverse events.</p>	<p>We will consider the natural environment when developing assets and move away from standardised designs recognising that one size does not fit all.</p> <p>The risk of disaster will be considered in the design, development and management of assets to ensure that risk is reduced, even if this leads to a higher initial cost.</p> <p>We will insure our assets against the risks of natural disasters and advocate for more of our asset classes to be covered by natural disaster recovery funding.</p>

Table 1 - Summary of Key Challenges and Opportunities

## 4 Community Engagement

### 4.1 Approach to Community Engagement

This Asset Plan was developed with input from our community in line with Council's Community Engagement Policy. This includes three key areas of engagement:

#### 1. Inform:

- A five-minute video was developed to explain Council's assets and asset management processes, with the video used on social media platforms, in induction of new staff, on Council's website and online consultation platform (Your Say).
- A high-level summary of the draft asset management plans that had been completed for each of the six (6) asset classes was released for public review.

#### 2. Consult:

- A community survey to understand the community's views and recommendations for future allocation and priorities for investing in our assets.
- Internal engagement sessions were held with Councillors and Council staff to seek broad organisational input into the draft plan.
- A public exhibition of a draft Asset Plan was posted on Council's website and online consultation platform (Your Say), seeking broader community feedback on contents.

#### 3. Collaborate:

- An Asset Management Steering Committee has been established to ensure all areas of Council's services are involved in the development of the Asset Plan and all other policies, responsibilities and improvements linked to asset use and management.
- A direct engagement session was held with our Community Panel members, who were also involved in the detailed deliberative engagement processes relating to the Community Vision 2040 and Council Plan.

The key objective was to identify the key principles by which we should prioritise and invest in our assets over the next ten (10) years. This collaborative community engagement, consistent with *Local Government Act 2020* requirements, has assisted in shaping this document.

### 4.2 Community Engagement Outcomes

#### 4.2.1 Community Survey Outcomes

- The top 3 principles chosen by the community for prioritising investments were as follows:
  - Focus on recreation assets, walking trails and bike paths that promote a healthy lifestyle
  - Focus on foreshore beautification and facilities promoting tourism
  - Increase investment in climate change strategies to protect assets.
- 14% of the respondents indicated that it was more important to maintain our existing assets, 5% stated that it was more important to create new assets, however, the majority (81%) indicated that a mix of both was preferred.
- Listed below are the top 5 choices, in order of community priority, for focusing Council's investments:
  - Road maintenance / fix existing roads
  - Building / community maintenance



- Fix existing drainage
- Maintain existing parks and reserves
- Bridge maintenance, fix existing bridges.
- ‘Create new waste assets’ was consistently identified as the lowest priority for Council investment.
- The table below summarises some of the key comments made for the other questions of the community survey:

Survey Aspect	Key Comments
Ways in which assets can be used to enrich the character of the community and make it a great place to live	<ul style="list-style-type: none"> <li>• Maintain assets to a high standard so they can be enjoyed by locals and tourists and promote beautiful towns.</li> <li>• Community facilities that are accessible by all ages and physical capabilities. Upgrade them to adapt to the changing world and technologies.</li> <li>• Protect natural flora, fauna and wildlife and minimise weed growth.</li> <li>• Work with the communities, residents and businesses in each area, other agencies and organisations such as DWELP, not just groups.</li> </ul>
Challenges involved in managing assets for a growing, ageing population	<ul style="list-style-type: none"> <li>• Employ and encourage local people to work for the Council and volunteer in the community</li> <li>• Accessibility for everyone – independent housing and all forms of transport – walking, scooters, cars, towed vehicles</li> <li>• Access to medical care and services</li> <li>• Budget allocations for staff and resources to priority areas</li> </ul>
How assets can be used to encourage investment and local employment	<ul style="list-style-type: none"> <li>• Promote and maintain the natural environment to attract people to live here and keep tourists returning</li> <li>• Through public/private partnerships that support building or new industry and businesses</li> <li>• Provide easy access to businesses including car parking for cars and towed vehicles</li> <li>• Employ local and offer traineeships for younger people to encourage them to stay in the area</li> </ul>
How assets can be developed and maintained to support and enhance the environment	<ul style="list-style-type: none"> <li>• Maintain roads and parks and gardens assets to keep them useable and welcoming to everyone</li> <li>• Protect the environment, control weeds and plant more trees</li> <li>• Community garden spaces, art avenues, information boards on indigenous plants</li> <li>• Be aware of the unique flora and fauna</li> </ul>
Other comments on asset management and the six draft asset management plans on the Your Say page	<ul style="list-style-type: none"> <li>• Renewal and maintenance expenditure is inadequate as the assets cannot be looked after properly – fix it once and do it well then take better care of it</li> <li>• Live in an LGA that focuses on community capacity building, community inclusiveness, community consultation and is seen as an employer of choice, not an employer to avoid</li> <li>• Address the shortfall of community safety infrastructure in the growing areas as part of any subdivision planning process</li> <li>• Set a strategic plan across the shire utilising the knowledge of communities and CRCs to understand how the bushfire funding has changed the assets and whether community resilience has improved.</li> </ul>

Table 2 - Summary of Community Survey Responses



## 4.2.2 Community Panel Session Outcomes

The table below summarises the key issues discussed with the Community Panel members and our actions planned for addressing these issues:

Key Issues	Our Planned Asset Management Response
Council needs to be better prepared for climate change and emergency management in relation to its Roads and Building assets	<ul style="list-style-type: none"> <li>We have commenced retrofitting existing building facilities to adhere to AS 3929: Construction of building in bushfire prone areas and installed audio-visual equipment at key facilities for incident management purposes</li> <li>We ensure that any repairs to existing road infrastructure following a natural disaster event include some form of protective treatment to prevent recurrence.</li> <li>We undertake asset inspections and slashing before bushfire season</li> <li>We select native vegetation species to plant along roads for low maintenance, heat tolerance, with consideration for bushfire management.</li> <li>We use improved quality of bitumen alternative.</li> <li>We design roads with bushfire risk in mind (for evacuation / emergency access), coordinating with emergency management planning as necessary.</li> </ul>
Council must aim for net zero carbon emissions and improve its performance relating to environmental sustainability.	<p>We are currently updating our Environmental Sustainability Strategy, which will include but not be limited to:</p> <ul style="list-style-type: none"> <li>Targets for carbon emission reductions</li> <li>Recycling and re-use opportunities relating to assets, including stormwater and grey water re-use</li> <li>Constructing assets to a standard that can withstand at least 1.5 degrees of temperature increase, including using different materials and methods of construction and other innovative approaches.</li> <li>Using environmentally friendly materials where possible and reducing embodied emissions from construction.</li> <li>Purchase of electricity sourced from 100% renewable energy sources.</li> </ul>
Under-utilised assets should be re-purposed or sold, to generate additional funds for Council and/or to reduce ongoing maintenance costs	We are prioritising and evaluating the need for maintaining or re-purposing under-utilised assets and have already identified a few opportunities as indicated in Section 7 of this Asset Plan. We will continue to engage with the community to develop options for re-purposing or decommissioning assets surplus to community needs.
Some of the existing parks and gardens are not designed for the future needs of the community.	We are currently developing our Open Space Strategy and Recreation Strategy, which will focus on the future community needs, including universal access to people of all ages and abilities. This will then inform our ten (10) year program of capital works.
Council should access external funding to deliver capital projects.	The external grants obtained to date for the capital works forecast in this Asset Plan is in the order of \$57 million. We will continue to actively seek funding from all relevant external agencies to fund our capital works.
Council should manage the threats of escalating cost of construction materials and delivery of its entire capital works program by external resources.	We have a sound project management framework for the delivery of our capital works program by external contractors. We also undertake annual review of our projects and budgets to accommodate any increased cost of construction materials and cost creep resulting from completion of detailed design.

Key Issues	Our Planned Asset Management Response
Council should adopt Indigenous name places where possible.	We will consider Indigenous naming for the WORLD Sporting precinct currently under construction and other key precinct developments that may be undertaken in the future.
The place-based community plans should inform the Asset Management Plans	The place-based community plans are a key element of our Asset Management Framework as indicated in Fig. 6.
Council should empower the community to be involved in volunteering and participating in beautification of their townships	Opportunities for volunteerism and engaging community members for some level of participation in asset management related activities will be explored in conjunction with relevant community groups.
The community engagement process should be improved to target community members within each township, to better understand their local issues with services delivered from Council assets.	Community survey responses were reviewed to understand local community concerns relating to Council assets. Deliberative community engagement sessions will be held in the future, as we continue to improve our asset information and management systems and practices

Table 3 - Summary of Community Panel Engagement Outcomes

#### 4.2.3 Feedback from Public Exhibition of Draft Asset Plan

Following inclusion of the outcomes from the above community engagement sessions, the draft Asset Plan was exhibited for broader community feedback via the East Gippsland on-line consultation platform, Your Say.

The community were asked the following questions as part of the feedback sought on the draft Asset Plan:

- *Do you agree with the main asset management challenges and opportunities identified in Section 3?*
- *Are there any challenges or opportunities missing? If yes, briefly summarise*
- *Do you agree with the way that assets are to be funded over the next 10 years as outlined in Section 8? If no, please briefly summarise why*
- *Would you like to make any further comments on the Asset Plan?*

The responses received indicated that:

- 66% agreed with the asset management challenges and opportunities identified and 69% indicated that there weren't any that had been missed
- 41% agreed with how assets are to be funded over the next 10 years, 53% did not agree and 6% did not provide an answer.

The general themes from the responses across all questions have been summarised below:

- Establish dedicated cycling and accessible pedestrian infrastructure to facilitate inclusive, sustainable and alternative transport modes and improve safety of cyclists and pedestrians.
- Establish footpaths in well-developed streets in urban areas.
- Improve condition of roads and review overtaking lanes and changing speed limits to 100 km per hour.
- Multi-purpose facilities with spaces that can be well utilised by everyone, instead of dedicated community groups or sporting clubs only, who may use these spaces only a few days each week.

- Multi-purpose indoor sporting facilities with provision for indoor skating
- Ensure sufficient budget for asset maintenance and allocate more funding for asset upgrades, instead of new discretionary projects.
- Dispose of old and infrequently used buildings and other assets, including some of the old halls. Fewer assets mean there will be more budget for maintaining existing assets.
- Facilitate growth of small townships and provide better facilities for them.
- Ensure that developers fund asset upgrades to surrounding areas impacted by their developments.
- More emphasis on encouraging healthy living and moving.
- Communicate more effectively with local community members most directly affected by any proposals.

There were also some specific issues identified, relating to individual assets, which will be investigated and prioritised appropriately by Council.

The outcomes from the above community engagement processes have been incorporated into the Asset Plan and will guide Council decisions over the life of this Asset Plan.

## 5 Our Assets

Our assets are currently valued at approximately \$1.23 billion. This includes land, infrastructure assets and non-infrastructure assets. This includes a land portfolio valued at \$149.64 million comprising of freehold, leasehold land, land under roads and reserves, which underpin our infrastructure base. The Asset Plan provides guidance on all our assets excluding Land and Plant and Equipment.









Asset Class		Quantity	Current Value (at 30 June 2021) (\$ '000)
	Road Infrastructure	1,298 km Sealed roads 1,720 km Unsealed roads 317 km footpaths and shared paths 550 m kerb and channel	\$679,930
	Buildings	676 Buildings	\$116,510
	Bridges and Major Culverts	191 Road bridges 24 Foot bridges 130 Major culverts	\$100,910
	Stormwater Drainage Assets	166 km stormwater drains 6,122 drainage pits	\$70,230
	Open Space Assets	124 Parks 68 Playgrounds 50 Jetties 12 Marinas 39 Sports courts 11 Cricket pitches 10 Skate parks 7 BMX tracks 24 Fishing platforms 69 Boardwalks 74 km walking trails 93 Barbecues 23 Significant trees	\$50,770
	Waste Facilities & Other Infrastructure	18 transfer stations 2 Landfill sites 15 Transfer trailers 1 split bin (at Gelantipy) 3 Aerodromes	\$45,260
	Plant and Equipment	Fleet vehicles, major plant, minor plant, ferry, ICT equipment, etc.	\$14,270
	Land	Council owned land	\$149,640
<b>TOTAL</b>			<b>\$1,227,520</b>

Table 4 - Asset Portfolio

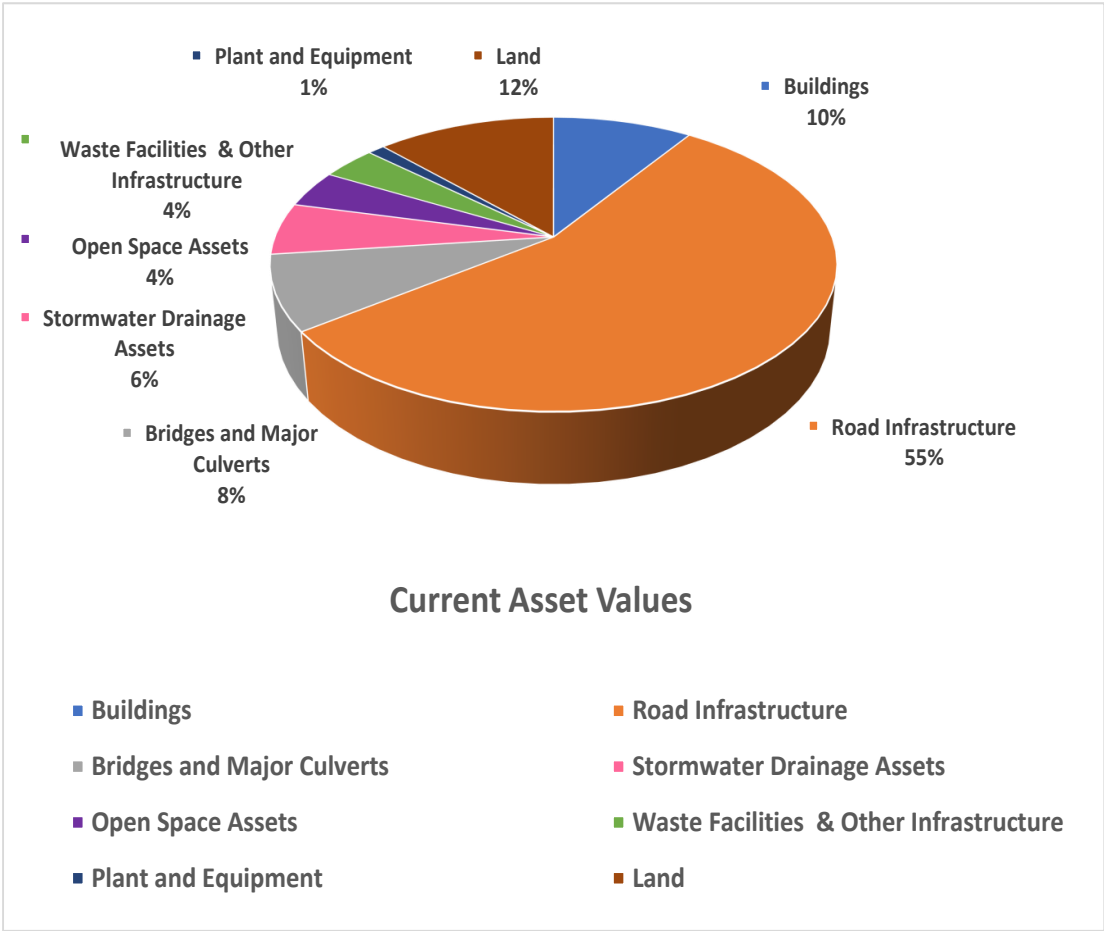


Figure 5 – Our Current Asset Values

## 6 How Do We Manage Our Assets?

### 6.1 Our Role in Managing Community Assets

It is vital that we are good asset managers so that our assets support community outcomes. Our community assets enable the delivery of the following services:

Assets	Services
Road Infrastructure	Vehicles and pedestrian transportation access into and within the Shire.
Buildings	Community based activities and services including but not limited to children's services, youth and family services, aged and disability care services, arts and cultural services and support services for farming and remote communities, such as aerodrome facilities and livestock exchange.
Bridges & Major Culverts	Support the maintenance of vital transport corridors across natural and built obstacles such as rivers and rail lines and ensure access and movement across the Shire.
Drainage assets	Stormwater collection and flood mitigation and management of stormwater quality discharged to natural water courses.
Open Space assets	Support the provision of various types of recreation, leisure and sporting services, including tourism related services.
Waste facilities assets	Waste management services, including kerbside collection, green waste processing, recycling options and disposal to landfill.

*Table 5 – Services Delivered by Assets*

Without these assets we could not provide our diverse range of services to the quality that our community expects. The quality and extent of management applied to our assets will affect the quality of service experienced by our community and delivering on our Community Vision 2040 and Council Plan 2021-2025.

Managing our assets involves balancing risk, cost, opportunities and performance to effectively realise the value of the assets fully over their entire lifespan. We adopt a structured approach by aligning strategic planning with assets and service delivery. Our asset management approach answers the following fundamental questions:

- What assets does the community need now and in the future?
- How can we best manage the assets to serve the community?

Assets also require ongoing management to relevant statutory and regulatory requirements and to ensure they remain safe and serviceable for public use. These are all key considerations in Council's stewardship and management of community assets.

### 6.2 Our Asset Management Framework

The goal of asset management is to meet a required level of service in the most cost-effective manner, through the prudent and efficient management of assets for present and future generations.

Our Asset Management Framework shown below aims to ensure that a systematic approach to asset management is adopted to deliver the necessary prudent and efficient outcomes to meet both our corporate and asset management objectives.

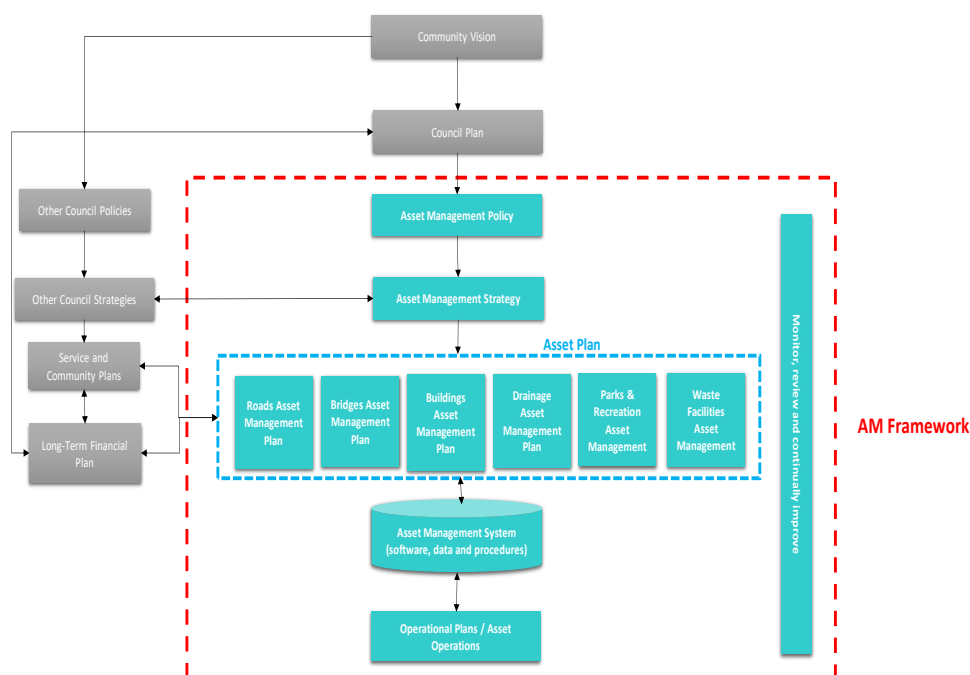


Figure 6 – Our Asset Management Framework

Document	What does this mean for asset management and service delivery?
<b>Asset Management Policy</b>	Our Asset Management Policy summarises the objectives for asset management and outlines responsibilities for asset management across the organisation. It recognises that asset management is a collective responsibility and objectives can only be achieved if all parties responsible work together.
<b>Asset Management Strategy</b>	Our Asset Management Strategy is an internal operational document that outlines how we will deliver our Asset Management Policy intentions. The purpose of the Strategy is to provide a framework for the ongoing enhancement of our asset management practices, to deliver sustainable and effective services, support the implementation of the Asset Management Policy and achieve organisational objectives.
<b>Asset Plan</b>	Our Asset Plan (this document) provides a high level 10-year view of Council's priorities around maintenance, renewal, acquisition, expansion, upgrade and disposal of infrastructure and how these are to be integrated within Council's decision-making process and financial plans. It relates outcomes from community engagement to guide Council asset decisions, needs and activities over the next ten (10) years.
<b>Asset Management Plans</b>	Our Asset Management Plans provide information on how we intend to manage each of our six (6) major asset classes to meet the demands of our community in the future. They provide the roadmap for achieving value from our assets by optimising cost, risk, and performance across the lifecycle of an asset. We currently have Asset Management Plans for Road Infrastructure, Buildings, Bridges & Major Culverts, Stormwater Drainage Assets, Open Space Assets and Waste Facilities Assets. Additional Asset Management Plans will be developed for non-fixed assets (Plant, Fleet and Information Technology and Communication assets) over time.

Figure 7 – Our Asset Management Framework Documents

Underpinning this framework are the key elements of our approach to asset management, which includes:

- Adopting a lifecycle focus in managing our infrastructure assets.
- Developing cost-effective management strategies for the long term.
- Providing defined and agreed levels of service.
- Monitoring and reporting on asset performance.
- Analysing impact of changing service needs and implementing appropriate demand management.
- and infrastructure investment strategies.
- Managing climate change impacts and building asset resilience.
- Managing other risks associated with asset failures.
- Ensuring ongoing sustainability of physical resources.
- Focusing on continuous improvement of asset management processes and practices.

Our asset management activities cover practices such as planning for an asset, asset inspections and maintenance, replacement, renewal, upgrade or expansion of an asset to meet changing community needs and disposal of an asset, when no longer required.

We adopt a holistic approach to determine replacement of assets based on asset condition, utilisation levels, fit for purpose assessments and sustainability aspects, rather than age alone. A multi-year condition assessment program is an essential element of our asset management program and enables the prioritisation and timing of renewal, upgrade and maintenance works. It helps us effectively plan the maintenance and renewal of our assets so that they remain safe and functional and small but timely investments are made, to save money in the long term.

We also aim to maximise the use of our assets through adaptive re-use or co-location of services where appropriate. Where assets do not directly support core service delivery, they are considered for rationalisation.

The above framework ensures that our asset management planning drives the most efficient service delivery outcome with a balance between cost, risk and performance.

### 6.3 Asset Investment Strategy

As custodians of community assets, Council will provide assets to enable a healthy, vibrant, prosperous and sustainable community. Our commitment to being future-focused has highlighted the need to improve liveability, sustainability, resilience, promote social inclusion and strive for increased economic growth.

Outcomes of our community engagement and the following asset management principles guide our asset investment strategy:

- Continue to prioritise the renewal of ageing infrastructure
- Continue to optimise asset life and costs through timely and effective maintenance
- Continue to maintain appropriate levels of service
- Manage impacts of population changes and re-purpose or retire assets with low utilisation, to make room for new assets where they are critical to support growth.
- Manage asset resilience to climate change impacts.
- Continue to maintain and enhance assets supporting tourism and the natural environment
- Continue to focus on assets that promote a healthy lifestyle for the community
- Continue to comply and meet all relevant legislative requirements.
- Provide long-term affordable and sustainable services.

Council is committed to prioritising the renewal funding of its existing infrastructure base before allocating funds to any discretionary projects relating to new assets or expansion or upgrade of existing assets. This is based on the logic that “we cannot afford to expand our asset portfolio if we



cannot afford to look after what we already own.”

As a result, the funding of renewal is deemed a non-discretionary expenditure and has been allocated the highest priority in our Capital Works Program. Retiring old and/or under-utilised assets and reducing levels of service may need to be investigated to ensure that our existing asset base is managed responsibly and sustainably into the future.

Balancing the investment in asset maintenance and renewal of existing assets and meeting the current and future needs of the community through investment in new and upgraded assets is an ongoing challenge for Council, within a constrained financial environment.

Our asset investment strategy can be summarised as shown in the diagram below:

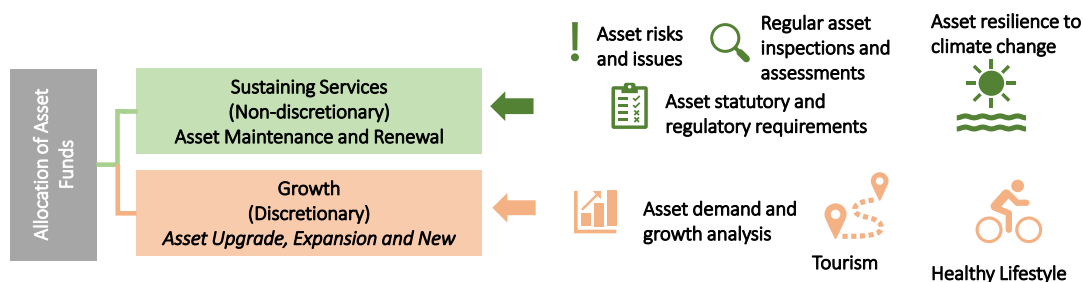


Figure 8 – Asset Investment Strategy

The section below further defines our non-discretionary and discretionary expenditure.

## 6.4 Asset Investment Categories

For the purposes of this Asset Plan, our spending on our infrastructure is categorised as follows:


Expenditure Category	Expenditure Type	Activity	Description
Recurrent	Non-discretionary	Maintenance	Ongoing work required to keep an asset performing at the required level of service.
	Non-discretionary	Operations	Recurrent expenditure that is continuously required to provide a service.
Renewal	Non-discretionary	Renewal	Returns the service potential or the life of the asset up to that which it had originally.
Growth	Discretionary	Upgrade	Enhancements to an existing asset to provide a higher level of service.
	Discretionary	Expansion	Extends or expands an existing asset at the same standard as is currently enjoyed by residents, to a new group of users.
	Discretionary	New	Creates a new asset that provides a service that does not currently exist.

Table 6 - Expenditure Categories

Classifying our investment in this way helps us to plan our budgets and track how we spend our money on our assets and services.

## 7 State of Our Assets

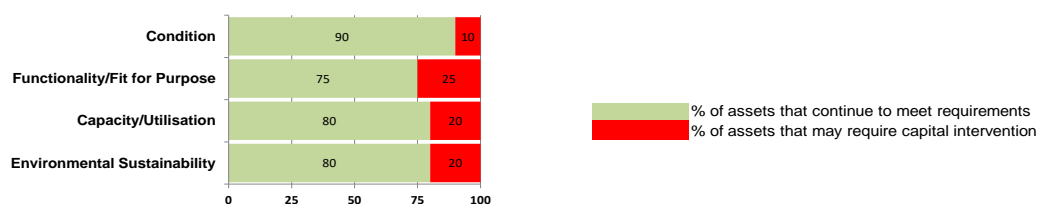
### 7.1 Road Infrastructure

	<b>Service</b> Roads and footpaths related infrastructure form the vehicular and pedestrian transportation network across the shire. They provide vital transport corridors between townships and within townships to ensure key linkages that maintain access and movement while connecting the communities across the shire. Safe and suitable off-street carpark facilities are also provided at key locations.
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#### Future Challenges & Opportunities

Sustainable Transport	Subdivisional Development	Population Growth & Demographics
<ul style="list-style-type: none"> <li>Use and reuse of sustainable materials for road construction</li> <li>Use of improved quality of bitumen alternatives to ensure resilience to extreme weather and drought conditions.</li> <li>Improved on-road and off-road bicycle paths and lanes and pedestrian infrastructure to promote sustainable transport modes.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that any new road infrastructure provides interconnectivity to key destinations and supports emergency management during bush fires.</li> <li>Management of subdivisional development impacts on the road network, such as construction vehicle damage and utility renewals/connections affecting road pavement.</li> <li>Increase in freight movement and separation from residential traffic in urban areas.</li> </ul>	<ul style="list-style-type: none"> <li>Population growth leading to increased traffic on local roads and connections with higher order roads</li> <li>Establishing wider footpaths in urban areas to support the ageing community.</li> <li>Use of technology to assist pedestrians with lower levels of mobility and vision or hearing impairment.</li> </ul>

#### Asset Performance



#### Current Performance

The current condition of the road infrastructure is considered to be in good condition with a small number of roads in poor and very poor condition. There are some sub-standard urban roads that have unsealed verges and lack adequate footpaths, lighting and drainage. In addition, several rural link roads have a narrow width of 4.5 metres, instead of the standard 6 metres and do

#### Fit for the Future?

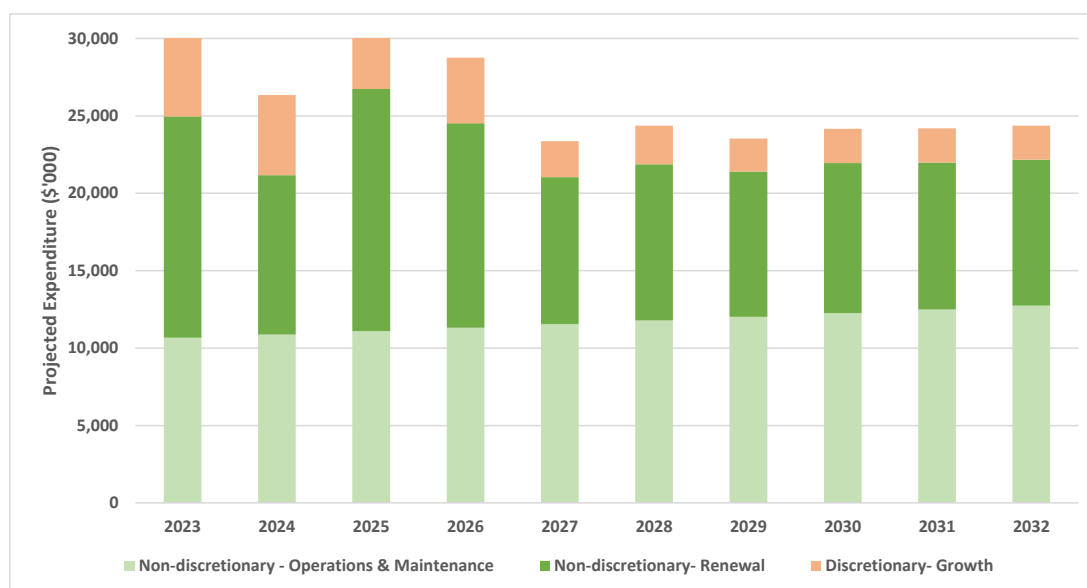
Significant investment continues to be allocated to maintaining our road infrastructure and renewing assets in poor condition, along with improving safety and accessibility of the infrastructure to meet expected demand. The areas with known performance issues with respect to the urban road network, rural road network and footpath network are currently being assessed and

not adequately support the movement of freight and other traffic within the shire.

prioritised for upgrade and funding allocation, to ensure that appropriate levels of service can be delivered.

### Financial Projections

The foreshadowed budget is adequate to meet the anticipated renewal demands and provide some additional capacity for targeted improvement priorities based on the information available on the condition, function and capacity/utilisation of the infrastructure. Proposed expenditure over the next ten (10) years will continue to focus on and prioritise areas for the functional improvement of the urban and rural road networks and ongoing renewal of the various roads, footpaths and ancillary infrastructure to ensure that they are rehabilitated in a timely manner to optimise ongoing maintenance costs. Roads to Recovery grants funding in the order of \$3M per annum is also currently used for these projects.



### Costs

	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)	2031 (\$'000)	2032 (\$'000)	
Operations/ Maintenance	10,668	10,882	11,099	11,321	11,548	11,779	12,014	12,255	12,500	12,750	116,816
Renewal	14,302	10,278	15,636	13,207	9,489	10,093	9,388	9,705	9,490	9,420	111,008
Growth	5,935	5,191	4,625	4,240	2,334	2,493	2,138	2,205	2,205	2,205	33,569
<b>Total</b>	<b>30,905</b>	<b>26,351</b>	<b>31,360</b>	<b>28,768</b>	<b>23,371</b>	<b>24,364</b>	<b>23,539</b>	<b>24,165</b>	<b>24,195</b>	<b>24,375</b>	<b>261,393</b>

### Key Projects & Annual Programs

Annual Programs	Projects 2022/23 – 2023/24	Projects 2024/25 and beyond
<ul style="list-style-type: none"> <li>Reseal program for sealed roads (\$3.4 M)</li> <li>Gravel road renewal (\$1.2M)</li> <li>Sealed road pavement renewal (\$0.6M)</li> <li>Footpath renewal (\$0.35M)</li> <li>Kerb and channel renewal (\$0.46M)</li> <li>Urban road improvement (\$1.6M)</li> </ul>	<ul style="list-style-type: none"> <li>Marine Parade Lakes Entrance upgrade (\$1.4M)</li> <li>Moroney St upgrade (\$1.4M)</li> <li>Bemm River footpath connections (\$1.2M)</li> <li>Footpath Paynesville Road (\$1 M)</li> <li>Cann River off-street parking</li> </ul>	<ul style="list-style-type: none"> <li>Bairnsdale Runway Extension &amp; Lighting upgrade (\$10.6 M)</li> <li>Palmers Road upgrade (\$2 M)</li> <li>Omeo Streetscape (\$1.1 M)</li> <li>Calvert St upgrade (\$0.7M)</li> <li>Bosworth Road - Giles</li> </ul>

<ul style="list-style-type: none"> <li>Rural road improvement (\$0.78M)</li> <li>Road safety improvement (\$0.05M)</li> <li>Protective treatment for roads vulnerable to climate change (\$0.2M)</li> </ul>	<ul style="list-style-type: none"> <li>(\$1.1M)</li> <li>Road safety improvements (\$3.9M)</li> <li>Marine Parade Lakes Entrance upgrade (\$4.9 M)</li> </ul>	<ul style="list-style-type: none"> <li>Street Intersection (\$0.7 M)</li> <li>Roadknight St upgrade (\$0.5M)</li> </ul>
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## 7.2 Buildings



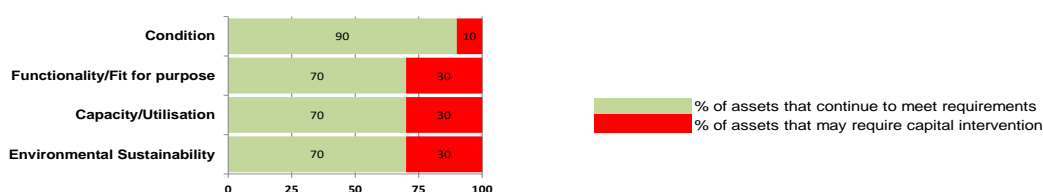
### Service

Our buildings support a range of services including recreation services, community services, children's services, aged care services, commercial services, caravan park facilities, aerodrome facilities and landfill facilities, as well as Council administrative functions and public amenities.

### Future Challenges & Opportunities

Ageing Buildings	Population Growth & Changing Needs	Building Technology
<ul style="list-style-type: none"> <li>Ageing buildings will require increased investment to ensure they are maintained in a safe condition into the future.</li> <li>Some buildings will require upgrade to meet bushfire standards and other current day requirements.</li> <li>Older buildings and/or those surplus to needs may be decommissioned or rationalised and the services co-located, to provide modern multi-purpose facilities whilst reducing ongoing maintenance costs.</li> </ul>	<ul style="list-style-type: none"> <li>Population growth may lead to increased demand for services supported by buildings requiring increased availability of building functional space.</li> <li>Demand for accessible building facilities to accommodate gentle recreational and group activities suited for the ageing community.</li> <li>Increased participation of females in team sporting activities requires the provision of appropriate facilities in club rooms/change rooms.</li> </ul>	<ul style="list-style-type: none"> <li>Multi use and functionality of buildings is increasing as buildings become multi-purpose and are expected to support a range of services to meet contemporary user needs.</li> <li>Smart building controls and on-site power generation with storage can provide opportunities to improve energy and operational efficiencies and reduce ongoing building lifecycle costs.</li> <li>Establishing water harvesting and grey water re-use systems can provide further opportunities for enhancing the star-rating of buildings and reduce ongoing costs.</li> </ul>

### Asset Performance



### Current Performance

The current portfolio of buildings is performing fairly well given the age and standards to which some were constructed. Key facilities such as BARC and the WORLD have been, or are being

### Fit for the Future?

Continued upgrade and construction of new or multi-purpose buildings is required over the next ten (10) years to ensure that our building portfolio continues to support the delivery of the range of services required by the changing

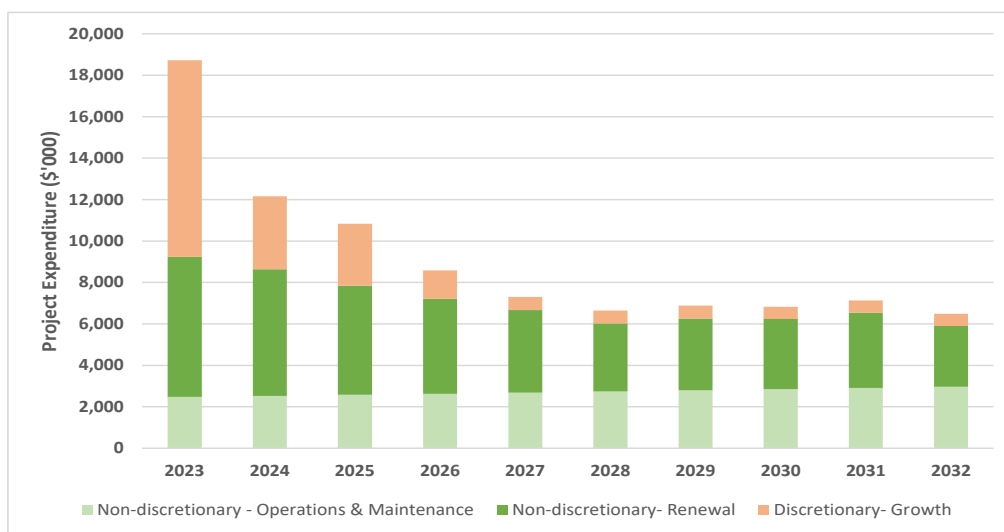
constructed to meet current and future demand. There are however, some community halls and facilities that are under-utilised, surplus to needs or do not comply with current day standards. There are also some facilities that are not universally accessible and fit for purpose and hence limit utilisation and participation in sport, recreation and community events. Several public toilets throughout the shire are also in poor condition and need to be renewed.

needs of our community. Key building upgrades required are focussed on the sports, recreation and community service areas, with continued demand for netball, basketball and gymnasium facilities, as well as facilities to support tourism and the local economy.

A prioritised program for timely renewal of ageing building infrastructure will also continue to be implemented. Decommissioning or rationalising facilities that may be non-compliant or surplus to community needs will be investigated in consultation with key stakeholders in the community.

### Financial Projections

The proposed projects are based on community priorities relating to services delivered, to ensure that funding is targeted towards building facilities that provide higher priority services and there is equitable funding across townships for service delivery and promotion of the economy. Several major projects are proposed to ensure that our building portfolio remains relevant for future community needs. These will be subject to the outcomes of the recreation, sporting and aquatic strategies and site master plans that are currently planned or in progress. They will be eligible for competitive grant programs and this income is not currently foreshadowed within the budget. Council may also need to rationalise and/or dispose of any under-utilised facilities to partly fund these projects and also reduce ongoing maintenance expenditure. These new buildings and building upgrade projects are underpinned by a steady funding requirement for non-discretionary building operations, maintenance, and renewal of building elements over the next ten (10) years.




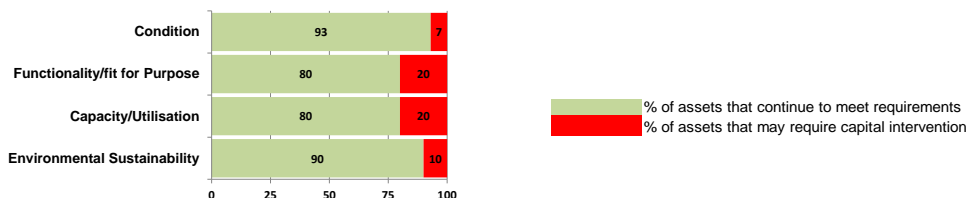
### Costs

	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)	2031 (\$'000)	2032 (\$'000)	
Operations/ Maintenance	2,480	2,529	2,580	2,631	2,684	2,738	2,792	2,848	2,905	2,963	27,151
Renewal	6,761	6,112	5,262	4,577	3,988	3,283	3,468	3,385	3,640	2,930	43,405
Growth	9,490	3,518	2,990	1,371	628	628	628	590	590	590	21,021
<b>Total</b>	<b>18,731</b>	<b>12,160</b>	<b>10,831</b>	<b>8,579</b>	<b>7,299</b>	<b>6,648</b>	<b>6,887</b>	<b>6,823</b>	<b>7,135</b>	<b>6,483</b>	<b>91,577</b>

Key Projects & Annual Programs		
Annual Programs	Projects 2022/23 – 2023/24	Projects 2024/25 and beyond
<ul style="list-style-type: none"> <li>Building renewals (\$1M)</li> <li>Toilet block renewals (\$0.6M)</li> <li>Sporting facilities upgrade program (\$0.3M)</li> <li>Caravan parks infrastructure renewal (\$0.1M)</li> <li>Aerodrome infrastructure renewal (\$0.1M)</li> </ul>	<ul style="list-style-type: none"> <li>Gippsland Yacht Club building upgrade (\$4.16M)</li> <li>WORLD building facilities (\$3M)</li> <li>Gymnastics pavilion, Lucknow Recreation Reserve (\$2M)</li> <li>Eagle Point Foreshore Hub (\$2.4M)</li> <li>Mallacoota Mudbrick Pavilion upgrade (\$0.5M)</li> <li>AJ Freeman female friendly change rooms (\$1.4M)</li> <li>Energy efficiency upgrades at Council facilities (\$0.55M)</li> </ul>	<ul style="list-style-type: none"> <li>Lakes Entrance indoor courts (\$4.2M)</li> <li>Bairnsdale Airport terminal (\$1M)</li> <li>Port of Bairnsdale building facilities (\$0.4M)</li> <li>Community Halls and Centres Renewal (\$1.5M)</li> <li>Aquatic Facility Plant Equipment Renewals (\$0.6M)</li> </ul>

### 7.3 Bridges & Major Culverts

	<b>Service</b>	Bridges and Major Culverts form an integral part of both the road and pathways network of Council. They play a critical role in maintaining vital transport corridors across natural and built obstacles such as rivers and rail lines and ensuring key linkages that maintain access and movement while connecting the communities across the shire.
	<b>Future Challenges &amp; Opportunities</b>	
<b>Ageing Assets</b>	<b>Population Growth</b>	<b>Climate Change</b>
<ul style="list-style-type: none"> <li>Increased loading and use of older structures may require upgrade to current day standards.</li> <li>Ageing structures in a coastal environment are further subject to increased corrosion and deterioration.</li> </ul>	<ul style="list-style-type: none"> <li>Increased loading of road bridges and major culverts can result in increased deterioration and risk.</li> <li>Monitoring the traffic and freight movement across bridge structures to manage the asset in safe and reliable manner.</li> </ul>	<ul style="list-style-type: none"> <li>Mitigating bushfire risks relating to timber bridges and ensuring safe and reliable access across the shire.</li> <li>Sea level rise and coastal inundation can cause increase in corrosion for bridge structures resulting in the need to treat, maintain and renewal these elements early.</li> </ul>
<b>Asset Performance</b>		



<b>Current Performance</b>	<b>Fit for the Future?</b>
The bridge and major culvert portfolio is performing reasonably well, with the current	We have made a commitment to replacing all our road timber bridges with modern equivalent concrete bridges

condition of the structures being considered to be good. Regular bridge inspections and condition assessments are undertaken, and bridge or structure elements identified in poor condition are treated, maintained or renewed in a timely manner.

Several timber road bridges were replaced in the last couple of years, in response to bushfire damage, to minimise risks and ensure access standards could be maintained.

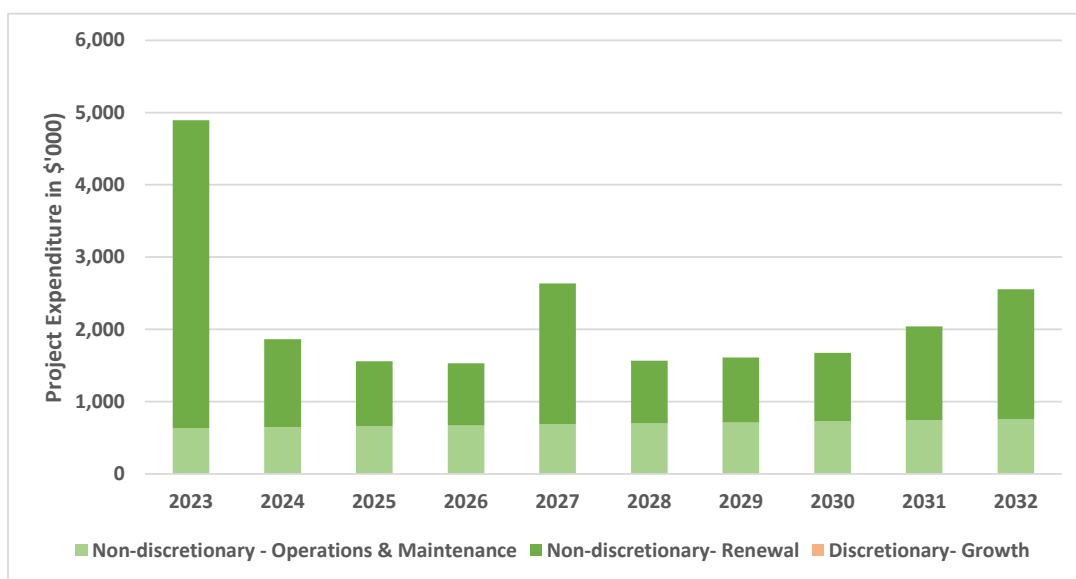
There are currently three (3) load-limited timber bridges that restrict movement and access, particularly for industry utilising large vehicles.

to ensure resilience to bushfire events and other climate change impacts. The condition of the existing structures indicate we need to continue prioritising funding for replacing structures in poor condition, along with improving the safety and accessibility of bridges and optimising lane configuration and load capacity to meet expected demands.

Ongoing monitoring and detailed engineering assessments will be required to ascertain extent of deterioration due to saltwater inundation and other climate change impacts such as sea level rise. The current renewal program may have to adapt and be flexible to accommodate increased renewal and maintenance funding needs to address any structural condition issues that may be identified as a result of more in-depth or ongoing assessment activities.

### Financial Projections

There are no new bridges planned in the next ten (10) years to accommodate the population growth and resulting traffic. The forecast projects relate to non-discretionary expenditure relating to the progressive renewal of the remaining timber road bridges, including the load limited bridges, to ensure safe and reliable access at all times. Approximately 2-3 timber bridges are planned to be renewed each year, until they are all completed by 2030-31. An annual allocation has also been provided for regular repair and renewal works relating to major culverts deemed to be in poor condition. Some funding has also been allocated in the planning period for any unforeseen events and deterioration that may eventuate.



### Costs

	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)	2031 (\$'000)	2032 (\$'000)	
Operations/ Maintenance	632	645	658	671	685	698	712	726	741	756	6,925
Renewal	4,263	1,220	900	860	1,950	870	900	950	1,300	1,800	15,013
Growth	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4,895</b>	<b>1,865</b>	<b>1,558</b>	<b>1,531</b>	<b>2,635</b>	<b>1,568</b>	<b>1,612</b>	<b>1,676</b>	<b>2,041</b>	<b>2,556</b>	<b>21,938</b>

Key Projects & Annual Programs		
Annual Programs	Projects 2022/23 – 2023/24	Projects 2024/25 and beyond
<ul style="list-style-type: none"> <li>Major culvert renewal (\$0.3M)</li> </ul>	<ul style="list-style-type: none"> <li>Black Mountain Limestone Road, timber bridge renewal (\$0.38M)</li> <li>Upper Wingan Road, timber bridge renewal (\$0.3M)</li> <li>W B Line Track, timber bridge renewal (\$0.3M)</li> <li>Gulf Road, timber bridge renewal (\$0.32M)</li> </ul>	<ul style="list-style-type: none"> <li>Replacement of remaining timber road bridges (\$4.45M)</li> <li>Foot bridge renewals (\$1.25M).</li> </ul>

## 7.4 Drainage Assets



### Service

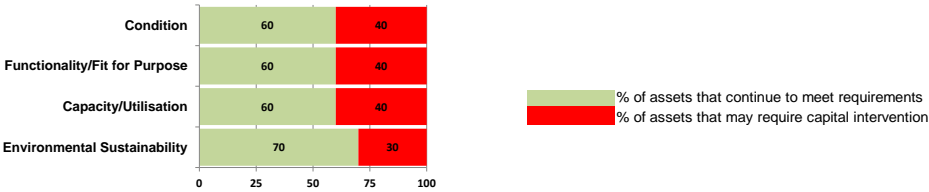
Drainage infrastructure plays a critical role in maintaining safe roads for the community, mitigates flood risk to private properties during major and minor storm events and minimises risk of pollution of waterways in the Shire.

### Future Challenges & Opportunities

Ageing Assets	Subdivisional Development	Climate Change
<ul style="list-style-type: none"> <li>Some older drainage assets do not meet capacity levels of service and may require upgrade to eliminate localised flooding issues.</li> <li>The ability to fund timely renewal and upgrade of drainage assets in poor condition, consequently increasing the maintenance cost.</li> <li>Damage to ageing drainage infrastructure from more frequent rain events.</li> <li>Cost of new technology and innovative solutions for assessing drainage asset condition and performance.</li> </ul>	<ul style="list-style-type: none"> <li>Subdivision growth will lead to an increased area of impervious surfaces and more stormwater run-off, creating pressure on the existing drainage network and the increased need for local stormwater treatment assets.</li> <li>Increased cost of maintaining wetlands in subdivisions donated by developers and the need to upgrade existing infrastructure beyond developer contributions received.</li> </ul>	<ul style="list-style-type: none"> <li>Coastal inundation and sea level rise is beginning to affect the stormwater network as higher tides reach drainage pipes near the coastal areas. This may result in increased corrosion and deterioration of affected pipes and possibly cause localised flood issues requiring network upgrade.</li> <li>More frequent and intense storm events will pose an increased risk of flooding and reduce the reliability of the drainage assets.</li> <li>Increased pressure and demand to treat stormwater prior to it entering waterways, may result in further water harvesting and water sensitive urban design assets being needed.</li> </ul>

### Asset Performance





Current Performance

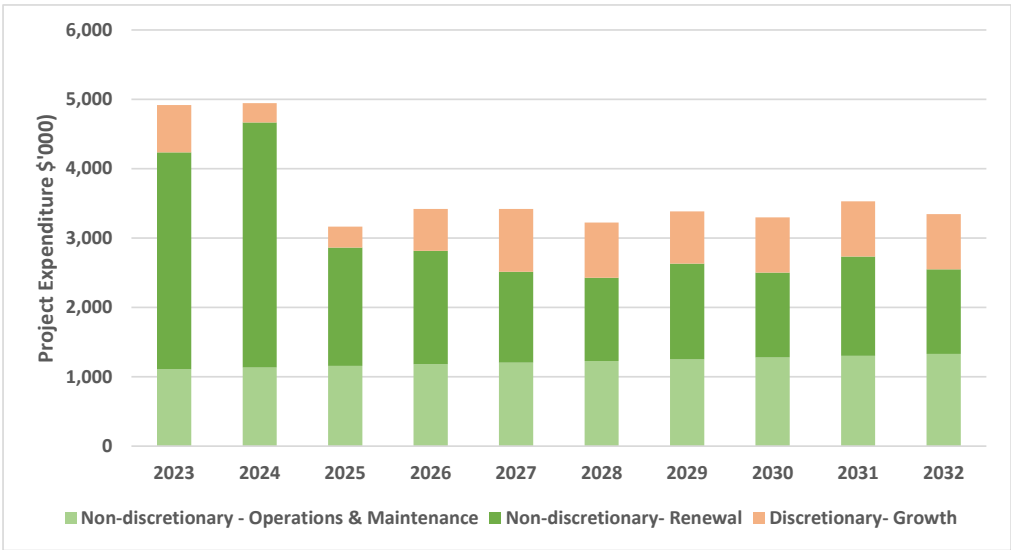
The existing drainage network is steadily ageing and will require increasing investment over the next ten (10) years to renew and upgrade assets identified as being in poor condition and improve levels of service. The drainage assets in a few smaller townships are also not constructed to current day standards and result in localised ponding issues and increased cost for repair or replacement of these assets. A more integrated approach to stormwater management, incorporating but not limited to wetlands and Water Sensitive Urban Design (WSUD) is required in existing urban areas to accommodate growth and climate change impacts.

Fit for the Future?

It is critical that our knowledge of the condition and capacity of the underground drainage network is improved via a prioritised CCTV inspections and data capture program, focusing on key growth areas and areas prone to flooding. Structure plans and options for viable drainage solutions and associated land acquisitions are being investigated to cater to the forecast population in areas zoned or being rezoned as residential, commercial and industrial. A Stormwater Management Plan is also being developed to improve levels of service, integrated water management and resilience to climate change.

Financial Projections

The proposed non-discretionary investment in renewing drainage assets aims to maintain the deterioration rates consistent with the ageing of the drainage assets. Ageing assets in key locations will be prioritised based on local flooding issues and growth forecasts, as condition of the underground drainage assets is currently not fully known. The long-term budget allocations may need to be further reviewed, upon completion of the Stormwater Management Plan and the local structure plans for the urban growth areas. External grants may be required to cover the shortfall for implementing the outcomes of the Stormwater Management Plan and continuing with the renewal and upgrade of the existing drainage system. The currently proposed discretionary expenditure is focused on upgrading the drainage system at Marlo township, improving quantity and quality of stormwater runoff by implementing integrated water management and WSUD devices at various locations and improving existing drainage systems in Lakes Entrance, Bairnsdale, Paynesville and Metung. Further asset condition assessments and improved knowledge of the drainage infrastructure will likely change these funding requirements in future.



Costs											
	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)	2031 (\$'000)	2032 (\$'000)	
Operations/ Maintenance	1,112	1,134	1,157	1,180	1,204	1,228	1,252	1,277	1,303	1,329	12,176
Renewal	3,122	3,532	1,708	1,635	1,311	1,200	1,380	1,225	1,430	1,220	17,762
Growth	685	278	300	605	906	795	750	795	795	795	6,703
<b>Total</b>	<b>4,919</b>	<b>4,944</b>	<b>3,164</b>	<b>3,419</b>	<b>3,420</b>	<b>3,223</b>	<b>3,382</b>	<b>3,297</b>	<b>3,528</b>	<b>3,344</b>	<b>36,640</b>
Key Projects & Annual Programs											
Annual Programs	Projects 2022/23 – 2023/24					Projects 2024/25 and beyond					
<ul style="list-style-type: none"> <li>Drainage renewal (\$0.8M)</li> <li>Stormwater assets improvement (0.45M)</li> <li>Urban Road improvement (\$0.69M)</li> </ul>	<ul style="list-style-type: none"> <li>Marlo town drainage upgrade (\$1.0M)</li> <li>Jones Bay Southern Catchment WSUD (\$1.49M)</li> <li>Moroney Street, Bairnsdale drainage upgrade (\$0.6M)</li> <li>Marine Parade Lakes Entrance drainage upgrade (\$2.0M)</li> <li>Integrated water management Bairnsdale (\$0.23M)</li> </ul>					<ul style="list-style-type: none"> <li>WSUD Renewal (\$0.6M)</li> </ul>					

## 7.5 Open Space Assets



### Service

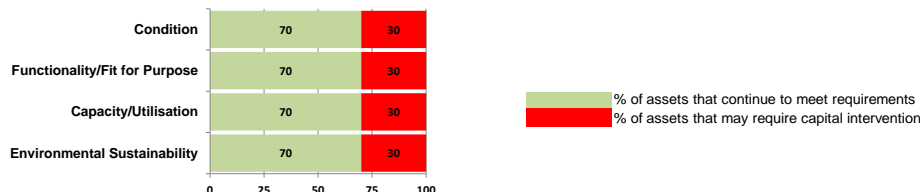
Our open space assets support active and passive recreation activities, in addition to providing streetscape amenity and preservation and management of foreshore areas, flora and fauna, wetlands and bushland areas.

### Future Challenges & Opportunities

Population Growth & Changing Use	Tourism	Sustainability
<ul style="list-style-type: none"> <li>Population growth will increase demand for specific outdoor recreation activities, features and landscape.</li> <li>An increase in popularity of informal exercise and recreational activities such as walking, jogging, cycling and other fitness related activities, requiring reconfiguration of open space and sporting assets. Traditional recreational opportunities such as football grounds could move towards bike pump tracks, skate parks and exercise stations.</li> <li>Increased demand for universal access for children and carers of all ages and abilities to play spaces, incorporating</li> </ul>	<ul style="list-style-type: none"> <li>Growth of tourism in the region, with Lakes Entrance currently being the second most popular tourist spot in Victoria and the need to continue to maintain and preserve the natural beauty and coastal and foreshore areas of the region.</li> <li>More townships will become destinations for tourism, angling and sailing and we will need to continue to provide suitable open space assets and facilities to support this anticipated growth and the local economy.</li> </ul>	<ul style="list-style-type: none"> <li>Climate change may require assessment of viability of providing ongoing services such as irrigation to sports fields.</li> <li>Demand for more sustainable sources of energy and water.</li> <li>Climate change impacts on natural areas such as foreshore erosion.</li> <li>Greater awareness of value of trees to the environment and amenity</li> <li>A growing interest in conservation of bushland areas, habitat enhancement, biodiversity and indigenous links.</li> </ul>

landscaping features and natural shade.

### Asset Performance



### Current Performance

The current condition of the open space asset portfolio is considered to be in good to fair condition with a small number of assets in poor condition. These open space assets have been prioritised for full or part renewal in the capital works program. Our asset portfolio is performing well, which is reflected by the tourism into the region. However, these assets will require ongoing maintenance, upgrade and renewal in order to maintain them to the current level of service. There are also some under-utilised sporting facilities and playgrounds that will need to be rationalised/disposed to reduce ongoing maintenance costs.

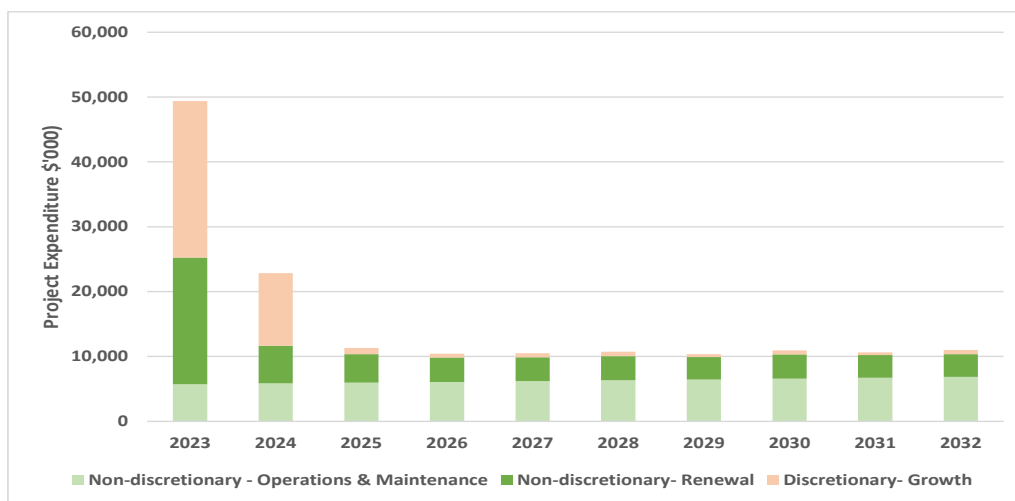
### Fit for the Future?

Further development of foreshore precincts and streetscapes and new/upgraded recreation reserves and trails are needed to support increasing demand for passive and active spaces and promote tourism, the local economy and the health and wellbeing of the community. Sporting facilities will also need to be upgraded for a diversity of structured and unstructured activities while achieving a balance with biodiversity values, cultural heritage and neighbourhood character. All new/upgraded assets will need to use materials that are proven to withstand prolonged high temperatures and dry conditions.

### Financial Projections

The great majority of funding is allocated to non-discretionary operations and maintenance and renewal. Several improvement programs such as trail facilities, foreshore upgrades, sports facilities upgrades and urban revitalisation have been identified to meet current and future demand for enhanced open space areas within the shire.

A few major discretionary projects, supported by external grant funding, have been proposed for implementation in the first two years. Other discretionary projects will be subject to the outcomes of the Open Space Strategy and service plans and site master plans that are currently planned or in progress. They will proceed subject to Council obtaining appropriate levels of grant funding for them.




### Costs

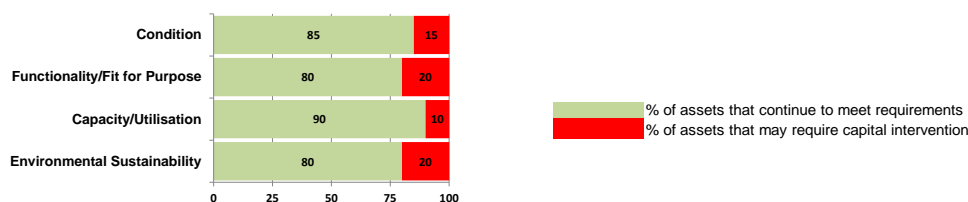
	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)	2031 (\$'000)	2032 (\$'000)	
Operations/ Maintenance	5,726	5,841	5,958	6,077	6,198	6,322	6,449	6,578	6,709	6,843	<b>62,700</b>
Renewal	19,523	5,807	4,386	3,775	3,660	3,720	3,460	3,730	3,510	3,525	<b>55,096</b>
Growth	24,119	11,183	979	585	635	685	460	635	410	635	<b>40,326</b>
<b>Total</b>	<b>49,368</b>	<b>22,831</b>	<b>11,323</b>	<b>10,437</b>	<b>10,493</b>	<b>10,727</b>	<b>10,369</b>	<b>10,943</b>	<b>10,629</b>	<b>11,003</b>	<b>158,122</b>

### Key Projects & Annual Programs

Annual Programs	Projects 2022/23 – 2023/24	Projects 2024/25 and beyond
<ul style="list-style-type: none"> <li>Seawall renewals (\$1M)</li> <li>Playground renewals (\$0.5M)</li> <li>Sports courts, fields and lighting renewal (\$0.3M)</li> <li>Boating infrastructure renewal (\$0.3M)</li> <li>Foreshore renewal (\$0.3M)</li> <li>Other Open Space infrastructure renewal (\$0.3M)</li> <li>Trail renewal (\$0.1M)</li> <li>Street furniture renewal (\$0.1M)</li> <li>Street trees replacement (\$0.05M)</li> </ul>	<ul style="list-style-type: none"> <li>Omeo Mountain bike trail (\$7.97M)</li> <li>WORLD Sporting precinct (\$8.8M)</li> <li>Progress Jetty Precinct upgrade (\$2.6M)</li> <li>Krauatungalung Walk Stages 1 &amp; 2 (\$5.94M)</li> <li>Slip Road Maritime Precinct (\$3.7M)</li> <li>Mallacoota Seawalls (\$1.4M)</li> <li>Bullock Island Masterplan implementation (\$2.5M)</li> <li>Buchan, Bruthen, Nowa Nowa and Mallacoota streetscapes (\$4.7M)</li> </ul>	<ul style="list-style-type: none"> <li>Port of Bairnsdale Open Space assets (\$0.78M)</li> <li>Shaving Point Metung Open Space assets (\$0.3M)</li> </ul>

## 7.6 Waste Facilities

	<b>Service</b>	These assets support the provision of equitable, safe and sustainable waste services to the community, including kerbside collection, green waste processing, recycling options and disposal to landfill. They need to be managed in a way that supports a reduction in waste going to landfill and minimises environmental impacts.
Future Challenges & Opportunities		
Regulatory Environment & Sustainability	Cost Recovery	Population Growth
<ul style="list-style-type: none"> <li>Compliance with all regulatory requirements with respect to design, construction and ongoing operations of waste facilities.</li> <li>Ongoing management of open and closed landfill sites with stringent controls and monitoring, to manage potential environmental, health and safety risks, with groundwater pollution and methane gas emissions.</li> <li>Current EPA regulations that limit the capacity of landfills may need to be reviewed to increase holding capacity of landfills, to manage rapid inflows of large volumes of waste following a disaster event.</li> </ul>	<ul style="list-style-type: none"> <li>Cost recovery is via Council's waste levy and user-pays system and the challenge is to ensure that there is no overall financial deficit in the management and operations of the waste facilities.</li> <li>Significant increases in landfill levies and the higher standards expected by the EPA for risk assessment, monitoring and the site remediation for legacy landfills have further increased the annual cost of waste management.</li> <li>Achieving a more equitable situation with cost recovery for managing environmental risks at unstaffed landfill sites and waste transfer stations.</li> </ul>	<ul style="list-style-type: none"> <li>Population growth will increase consumption resulting in increased waste and landfill sites.</li> <li>More waste and recyclable materials will need to be collected.</li> </ul>
Asset Performance		

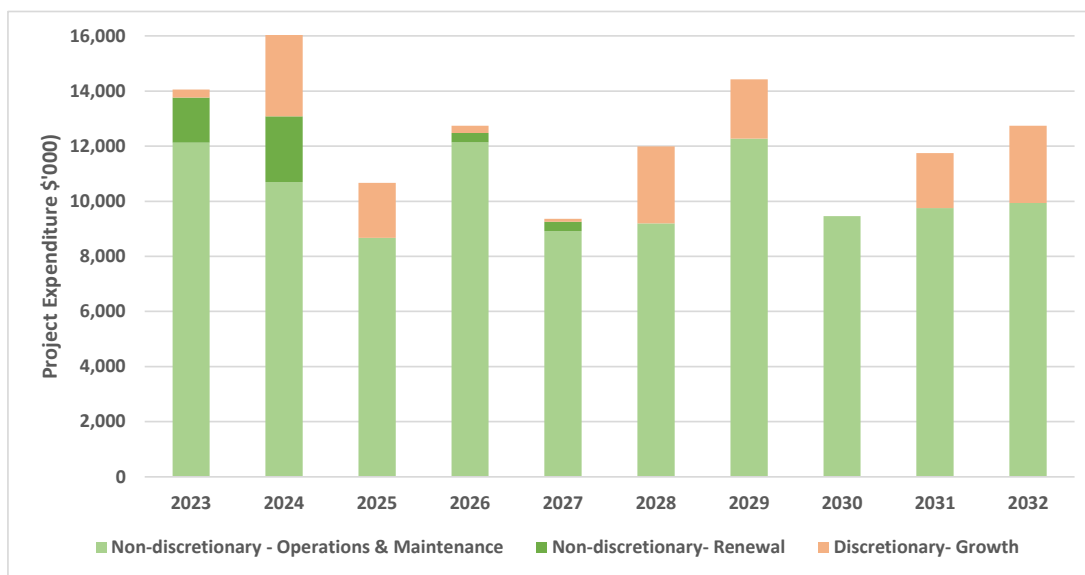


Current Performance	Fit for the Future?
<p>The waste facilities are performing reasonably well, with a majority of the transfer stations considered to be in good condition. Four transfer stations require to be upgraded to eliminate environmental and regulatory risks and/or cater to increased demand. Utilisation of some transfer stations also need to be monitored to determine the need to re-design, upgrade or expand facilities. An unlicensed landfill at Cann River is planned to be closed in the next 12 months, with Bairnsdale remaining as the single</p>	<p>Council is focused on providing the most suitable and safe waste service model for the region. All capital works to ensure that facilities remain operational at best-practice environmental management standards, are planned to be completed in the next five (5) years. Bairnsdale landfill site will also continue to be expanded with four additional cells to cater to the growth in population and increased demand.</p>

licensed landfill site in the shire.

### Financial Projections

A combination of major maintenance and capital expenditure is proposed to ensure that waste facilities remain fit for purpose, safe and comply with the stringent regulatory requirements. Capital investments are planned to ensure that all transfer stations and remaining landfill site are upgraded to adequately service the community in a safe, cost-effective and environmentally sustainable manner. Major maintenance expenditure is also foreshadowed over the next 10 years to ensure adherence to more stringent landfill capping standards at the Bairnsdale site.



### Costs

	2023 (\$'000)	2024 (\$'000)	2025 (\$'000)	2026 (\$'000)	2027 (\$'000)	2028 (\$'000)	2029 (\$'000)	2030 (\$'000)	2031 (\$'000)	2032 (\$'000)	
Operations/ Maintenance	12,129	10,698	8,670	12,139	8,918	9,194	12,273	9,463	9,750	9,940	<b>103,173</b>
Renewal	1,633	2,383	0	338	338	0	0	0	0	0	<b>4,691</b>
Growth	290	3,550	2,000	263	113	2,800	2,150	0	2,000	2,800	<b>15,965</b>
<b>Total</b>	<b>14,052</b>	<b>16,631</b>	<b>10,670</b>	<b>12,739</b>	<b>9,368</b>	<b>11,994</b>	<b>14,423</b>	<b>9,463</b>	<b>11,750</b>	<b>12,740</b>	<b>123,829</b>

### Key Projects & Annual Programs

Annual Programs	Projects 2022/23 – 2023/24	Projects 2024/25 and beyond
<ul style="list-style-type: none"> <li>Aftercare of closed landfill sites (\$0.1M)</li> </ul>	<ul style="list-style-type: none"> <li>Cann River transfer station upgrade (\$0.88M)</li> <li>Bairnsdale transfer station upgrade (\$3M)</li> <li>Establishment of new cells at Bairnsdale landfill (\$2.95 M)</li> <li>Glass recycling upgrade at transfer stations (\$0.58M)</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of new cells at Bairnsdale landfill (\$11.9M)</li> <li>Metung transfer station upgrade (\$0.45M)</li> <li>Buchan transfer station upgrade (\$0.45M)</li> </ul>

## 8 Funding the Asset Plan

### 8.1 Capital Expenditure Projections

This section outlines the projected capital expenditure requirements for our infrastructure over the next ten (10) years. These funding requirements have been determined based on the affordability assessments made in our Financial Plan and represent the investment that is required to maintain appropriate levels of service.

The estimates included in this Asset Plan are for the projected asset costs to cover the planned asset activities in the next ten (10) years. They are based on our determination of the most likely scenarios for management of our infrastructure and the resulting expenditure required to manage the impact on our assets. Based on the current knowledge of the condition of our assets, the renewal funding requirements for couple of asset classes have not been fully allocated in the Financial Plan. The adequacy of Council's renewal funding depends on many variables, including how long individual assets last. Through ongoing investigation and monitoring, including periodic condition surveys, we are gaining a better understanding of how much is required for timely renewal of infrastructure assets.

Increased signs of deterioration are beginning to show in certain asset classes. This will require vigilant monitoring and further analysis as new asset information becomes available through our periodic condition surveys. Funding requirements may potentially change in the future, to continue with the same level of service that is currently provided to the community and adjustments may be required to both this Asset Plan and the Financial Plan. The ability of current assets to service our community also requires further consideration, with some assets potentially able to be retired and / or replaced with more contemporary and suitable assets.

The figure below summarises the expenditure categories of our currently foreshadowed infrastructure capital program projects totalling in the order of \$365 million over the next ten (10) years. It indicates that 68% of the investments relate to non-discretionary asset renewal. This allocation aligns with our principle of prioritising asset renewal when making capital investment decisions, thereby ensuring our existing assets are properly managed to provide acceptable levels of service. The balance 32% is allocated to upgrading or constructing new assets to cater to the population growth and changing needs of our community.

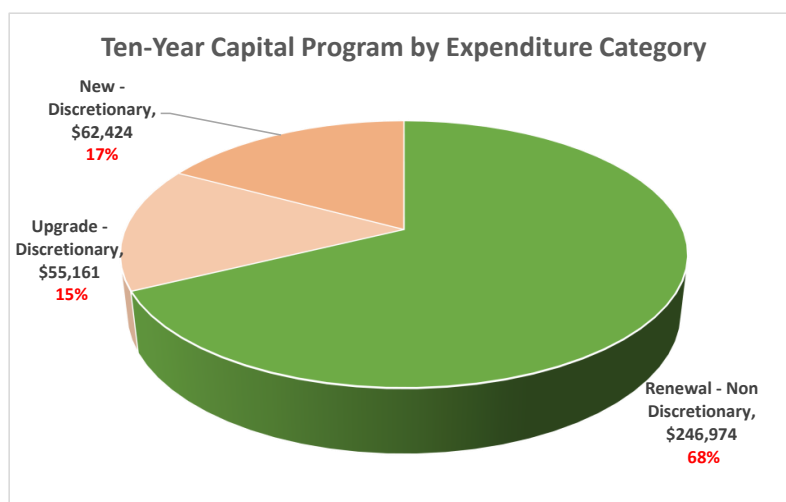


Figure 9 – Ten-Year Capital Expenditure by Category 2022/23 – 2031/32

## 8.2 Total Expenditure Projections

The following graph summarises the total capital, maintenance and operational expenditure projections across the infrastructure assets included in this Asset Plan over the next ten (10) years:

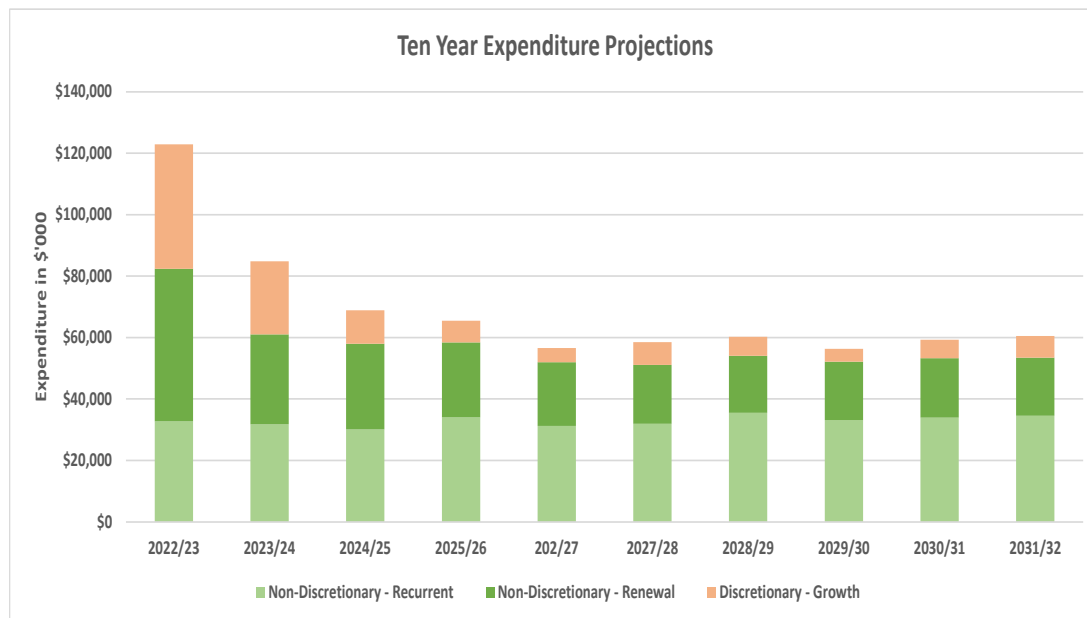


Figure 10 – Total Ten-Year Expenditure Projections 2022/23 – 2031/32

The following table summarises projected total expenditure for each of the six (6) major asset classes over the next ten (10) years:







Asset Class	Recurrent (\$'000)	Renewal (\$'000)	Growth (\$'000)	Total (\$'000)
 Road Infrastructure	\$116,816	\$111,008	\$33,569	\$261,393
 Buildings	\$27,151	\$43,405	\$21,021	\$91,577
 Bridges & Major Culverts	\$6,925	\$15,013	\$0	\$21,938
 Drainage Assets	\$12,176	\$17,762	\$6,703	\$36,640
 Open Space Assets	\$62,700	\$55,096	\$40,326	\$158,122
 Waste Facilities	\$103,173	\$4,691	\$15,965	\$123,829
<b>Total</b>	<b>\$328,941</b>	<b>\$246,974</b>	<b>\$117,585</b>	<b>\$693,500</b>

Table 7 – Total Ten-Year Projected Expenditure by Asset Class 2022/23 – 2031/32



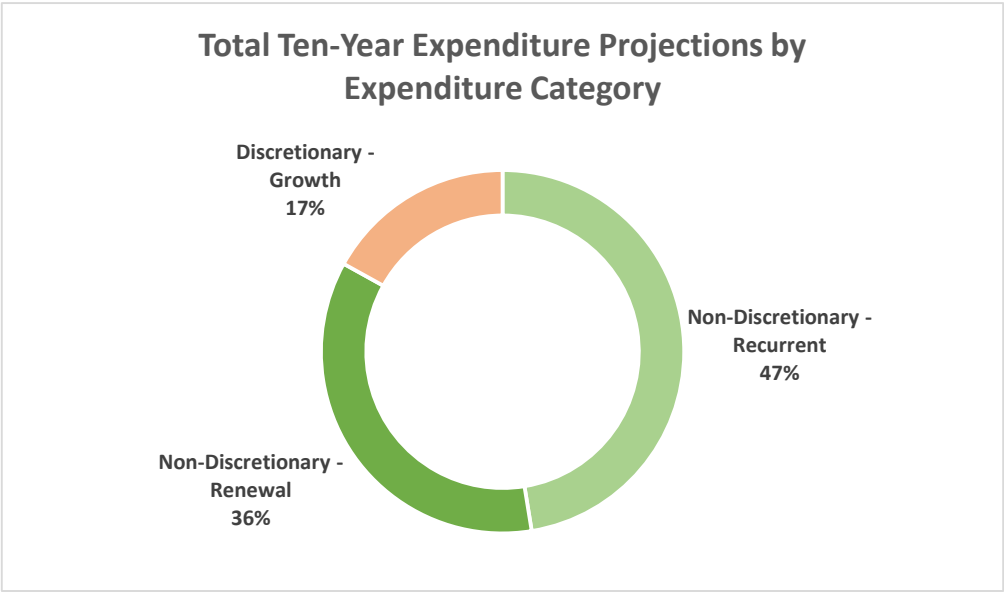


Figure 11 - Total Expenditure Projections by Category for 2022/23 – 2031/32

Our projected expenditure over the next ten (10) years may be summarised as follows:









Figure 12 – Summary of Ten-Year Expenditure Projections 2022/23 – 2031/32

A total investment in the order of **\$694 million** on our infrastructure asset portfolio over the next ten (10) years is proposed so that our assets remain fit for purpose, are safe and support the delivery of services to our growing community. This represents a significant investment that is made on behalf of our community and is fundamental in enabling us to meet ever-changing demands and to safeguard future use of our infrastructure.

8.3 Asset Management Financial Performance Indicators

Current practice indicates that an average target band of 90-110% over a rolling 10-year period for the following financial indicators will demonstrate that a council is operating in a financially sustainable responsible way. Although this is at the discretion of each council, it is worth noting anything outside this band is high-risk.

Our Council's performance measures demonstrate that we are overall investing in our infrastructure assets in a financially sustainable manner, to ensure that levels of service to the community are maintained.

Measure		Target	Total Projected over Ten-Year Period 2022/23 – 2031/32
	Asset renewal funding ratio (proposed renewal budget over 10 years/forecast renewal budget over 10 years)	90% to 110%	104%
	Asset Sustainability Ratio (renewal funding vs depreciation)	90% to 110%	95%
	Asset Renewal and Upgrade Expenditure as a percentage of depreciation	>100%	116%
	Lifecycle cost indicator (proposed 10-year lifecycle financial plan/forecast 10-year lifecycle costs)	90% to 110%	102%
	Infrastructure per head of municipal population	NA	\$22,790 *
	Population density per length of road	NA	15.99 #

\* Current statistic for our shire. The comparative figures for similar councils is \$18,722

# Current statistic for our shire. Current comparative figures for similar councils is 17.05.

*Figure 13 – Performance Indicators for the Ten-year Period 2022/23 – 2031/32*

This Asset Plan has been developed based on existing processes, practices, data and standards. We are committed to striving towards best practice asset management and are always working to improve what we know about our assets and enhancing tools we use to manage them.



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Fax (03) 5153 9576

In person  
Bairnsdale: 273 Main Street  
Lakes Entrance: 18 Mechanics Street  
Mallacoota: 70 Maurice Avenue  
Omeo: 179 Day Avenue  
Orbost: 1 Ruskin Street  
Paynesville: 55 The Esplanade

Outreach Centres  
Bendoc Outreach Centre - 18 Dowling Street  
Buchan Resource Centre - 6 Centre Road  
Cann River Community Centre - Princes Highway



# East Gippsland Shire Council

## Asset Management Strategy 2021-2025

Public Document Version

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## Executive Summary

This document provides the strategic direction and framework for the ongoing improvement of the long-term management of East Gippsland Shire Council's assets. It has a 4-year outlook and applies to all assets owned or controlled by Council.

This Asset Management Strategy outlines:

- The future drivers for asset management and alignment with the East Gippsland 2040 Community vision and asset management framework outlined in Council's Asset Management Policy.
- The current state of Council's asset management environment and the key challenges in managing the asset portfolio for sustainable service delivery.
- Strategic actions for further improved management of Council's assets to deliver the required levels of service, while ensuring long-term sustainability.

A high-level analysis of the following was undertaken in developing this asset management strategy:

- The implications of the new *Local Government Act 2020*, including the requirements with respect to the development of a 10-year Asset Plan via a community deliberative engagement process.
- Other economic, political, social, technology and environment drivers for asset management.
- An assessment of Council's current asset management maturity levels against the National Asset Management Assessment Framework (NAMAF).

The above high-level analysis led to the identification of 38 strategic actions for improving the current asset management environment within Council, to achieve regulatory compliance and required community outcomes. These actions will also enable Council to progress towards Core and then Advanced maturity, as outlined in the NAMAF. The strategic actions are categorised under the following five asset management objectives, which are aligned to the principles outlined in Council's Asset Management Policy:

Asset Management Objectives		Description	No. of Strategic Actions
1	Leadership and Accountability	We will implement a best appropriate practice asset management framework and be accountable to the community for asset management outcomes	8
2	Asset Lifecycle Management	We will support Council's financial sustainability through ensuring lifecycle costs and long-term financial impacts are assessed throughout asset lifecycle	8
3	Service and Outcome driven Asset Management	We will manage our assets to ensure that services are delivered to achieve the required community outcomes.	7
4	Informed Decision-making	We will ensure that reliable information is easily accessible for analysis, decision-making and optimising expenditure on assets.	9
5	Environmental Sustainability.	We will incorporate climate change and other environmental aspects into asset management	6

Please refer to Section 4 for more details on the strategic actions and Table 13 for a summary, including responsibilities, suggested timeframes and need for external resources, if any, for implementation. This Asset Management Strategy also details some indicators for measuring progress against the 5 asset management objectives, as required by the ISO 55000 standards.

A detailed AM Improvement Action Plan and associated processes for monitoring the progress indicators has also been developed to drive the implementation of this strategy over the next 4 years. Council's Asset Management Steering Committee will review progress reports on a quarterly basis and report to the Executive Leadership Team and Council on an annual basis.

## Section 1 - Introduction

### Scope and Purpose

This internal facing strategy outlines Council's high-level, long-term approach to asset management to deliver on its Asset Management Policy intentions.

It sets the future direction and improvement actions necessary for evidence-based, flexible and sustainable asset management, to maximise community asset performance to deliver services that meet community needs and expectations in a financially sustainable manner.

The strategy has a 4-year outlook and applies to all assets owned or controlled by Council. It assesses Council's current asset management environment and proposes a series of strategic actions to achieve the following outcomes:

- Clear direction for asset management within the organisation.
- Alignment with Council Plan vision and objectives.
- Lifecycle management approach for assets owned or controlled by Council.
- Alignment of asset provision and management with service needs and service standards
- Long-term financial sustainability in managing assets delivering services to meet community needs.
- Maximising efficiency and effectiveness of asset management systems and processes
- Improved accountabilities and culture change with respect to asset management.

### Asset Portfolio

East Gippsland Shire Council manages a range of assets to support service delivery. They have an estimated value of \$1.23 billion as at 30 June 2021 and are summarised in the table below:

Asset Category	Description	Quantities	Estimated Fair Value as of 30 June 2021 (\$ in 000's)
<b>Roads</b>	<ul style="list-style-type: none"> <li>• Sealed roads</li> <li>• Unsealed roads</li> <li>• Kerb and channel</li> </ul>	1,298 km 1,720 km 550 km	\$650.47
<b>Bridges</b>	<ul style="list-style-type: none"> <li>• Road concrete bridges</li> <li>• Road timber bridges</li> <li>• Major culverts</li> <li>• Concrete foot bridges</li> <li>• Timber foot bridges</li> </ul>	169 22 131 4 18	\$100.91
<b>Footpaths</b>	<ul style="list-style-type: none"> <li>• Footpaths</li> <li>• Walking trails</li> </ul>	317 km 71 km	\$29.46
<b>Buildings</b>	Various Council owned building structures	676	\$116.51
<b>Drainage</b>	<ul style="list-style-type: none"> <li>• Drainage pipes</li> <li>• Drainage pits</li> <li>• Stormwater wetlands</li> </ul>	166 km 6,122 4	\$70.23
<b>Parks &amp; Recreation Facilities</b>	<ul style="list-style-type: none"> <li>• Numerous play space equipment,</li> <li>• Sports playing surfaces,</li> <li>• Parks &amp; gardens structures,</li> <li>• Foreshore structures.</li> <li>• Other.</li> </ul>	Various	\$50.77
<b>Land</b>	Council owned land	304 ha	\$149.64
<b>Other infrastructure</b>	<ul style="list-style-type: none"> <li>• Aerodromes</li> <li>• Transfer stations</li> <li>• Landfill sites</li> </ul>	3 18 2	\$45.26

Asset Category	Description	Quantities	Estimated Fair Value as of 30 June 2021 (\$ in 000's)
	• Caravan parks	11	
<b>Plant &amp; Equipment</b>	Fleet vehicles, major & minor plant, ferry, IT equipment, etc.	Various	\$14.27
	<b>TOTAL</b>		<b>\$1,227.52</b>

Table 1: Asset Portfolio Replacement Values

## Services Supported by Assets

Council's assets play an integral part in supporting the delivery of a range of services to the community as summarised below:

Assets	Services
Roads, Bridges and Footpaths Infrastructure	Vehicle and pedestrian transportation access into and within the Shire
Buildings	Community based activities and services including but not limited to children's services, youth and family services, aged care services, disability services, arts and cultural services, etc.
Parks & Open Space assets	Various types of active and passive recreation services
Drainage assets	Collection and discharge of stormwater and flood mitigation
Other Infrastructure	Waste management services, tourism related services, support services for farming and remote communities, such as air transport, livestock exchange and fire-fighting services.
Plant and Equipment	Support the delivery of the services summarised above

Table 2: Services Delivered by Assets

Council is governed by the *Local Government Act 2020* in delivering its services to the community and managing the assets supporting service delivery.

## Key Stakeholders and Expectations

Asset provision and management is critical to Council service delivery. Council's key stakeholders with respect to managing assets for service delivery are summarised in the table below:

Key Stakeholders	Perceived Expectations
<b>Residents &amp; Ratepayers</b>	Service provision that meets needs of the disparate communities, sustainable environment, good amenities, value for money, transparency, consultation
<b>Industries &amp; Other Businesses</b>	Service provision, good transport networks, sustainable environment, value for money
<b>Visitors and other service users of Council Services</b>	Availability of services, safe environment, ease of access, good ambience
<b>Councillors</b>	Stewardship of service provision, representation of community issues
<b>State and Commonwealth Governments</b>	Abiding by the laws, rules and regulations, good infrastructure management, environmentally sustainable, good governance, financially sustainable, equitable service provision to the community, needs and interests of local communities are protected and advanced
<b>Employees &amp; Volunteers</b>	Continuity of employment, job satisfaction, safe work environment
<b>State Government Agencies</b>	Cooperation, coordination, regional transport, road maintenance, land development process, flood management, standards & specifications, guidelines, standard drawings, support for public transport, asset management, availability of the road network
<b>Utilities &amp; Other Agencies</b>	Sound working relationship, responsiveness, good decision making, efficient and effective processes
<b>Developers</b>	Responsiveness, affordable fees and charges, efficient and effective processes
<b>Contractors &amp; Suppliers</b>	Sound working relationship, continuity of work, safe work environment
<b>Local Government Insurer</b>	Effective management of infrastructure risks

Table 3: Key Stakeholder Expectations



# Section 2 – What is our Future?

## Community Vision

In implementing this strategy Council seeks to implement best appropriate asset management practices. It proposes that by increasing Council's ability to manage its assets and by improving its knowledge of those assets, Council can better match its assets with its community needs to achieve East Gippsland's Shaping the Future Community Vision 2040.

***In 2040 our people, place, environment, and economy will be connected, in balance and resilient. Our unique and diverse communities will be accessible, inclusive, well connected and safe. We will value and care for each other and our natural environment. Our economy will support existing and emerging industries by being agile, innovative, and sustainable.***

This vision expresses the aspirations, values and priorities of the East Gippsland community and will help shape what we want achieved in our community by 2040. It is focused on the following four strategic themes. Assets are an important enabler of this vision:



Figure 1: Our Community Vision 2040 Strategic Themes

Council's management of assets must support the above strategic themes and the vision and strategic objectives of the Council Plan 2021-2025, as outlined below:

The strategies outlined in the Council Plan 2021 - 25, particularly relevant to managing assets to support service delivery are shown in the table below.



Figure 2: Council Plan Vision and Objectives

A number of strategies within the Council Plan are able to be implemented through the development and implementation of the Asset management Strategy and the associate Asset Management Plans.

Strategic Objectives	Strategies
An inclusive and caring community that respects and celebrates diversity	1.1 Council strives to provide equitable access to their services, support and facilities
Planning and infrastructure that enriches the environment, lifestyle and character of our communities	2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable
A natural environment that is managed and enhanced	3.1 Council works to reduce its own and the communities carbon emissions while supporting the community to mitigate the impact of a changing climate on the environment, safety, health and lifestyles
	3.2 Sustainable land use practices are used to manage council land to protect biodiversity and to provide education and incentives to support the management of private land
	3.3 Natural values on key Council land are managed and enhanced
	3.4 Environmentally and financially sustainable practices reduce waste going to landfill
A transparent organisation that listens and delivers effective, engaging and responsive services	5.1 A better everyday customer experience is created for our residents and visitors
	5.3 Communities are engaged in decision-making and support is provided to develop local solutions to local issues
	5.4 Continuous improvement systems are strengthened, and organisational efficiency enhanced
	5.5 Resources are managed to meet current and future needs and priorities

Table 4: Alignment to East Gippsland Council Plan Strategic Objectives

The creation of an Asset Management Plan is also identified in as a major Initiative in the Council Action Plan that operationalises the Council Plan: **Develop an asset management framework to drive Council's capital and maintenance infrastructure investment in a transparent and financially sustainable way.**

## Asset Management Framework

Council's Integrated Planning Framework, identifies Asset Plans as being one of the critical ten-year horizon documents guiding the organisation:

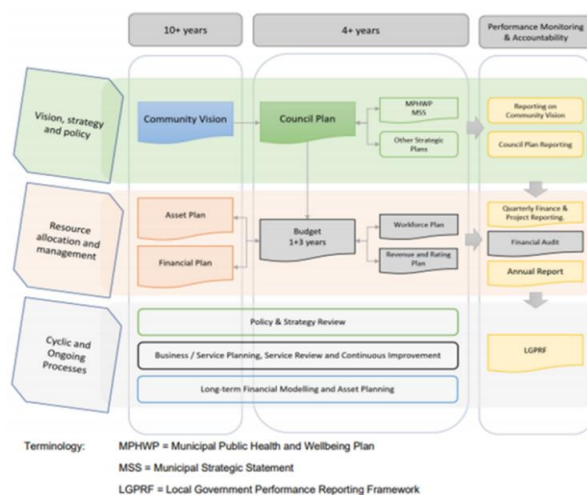


Figure 3: Integrated Planning Framework

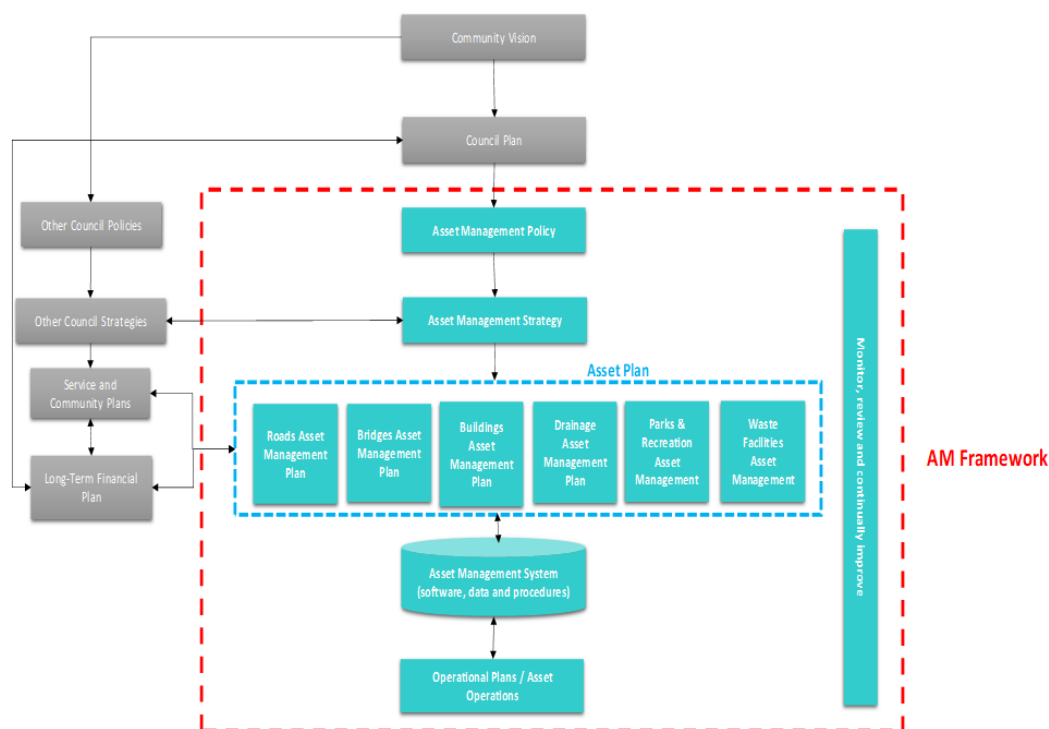


Figure 4: Asset Management Framework

Figure 4 Above explains in more detail how the Asset Management Framework is included and integrated into the overall Integrated Planning Framework. Council's Asset Management Policy focuses on the three elements of services, assets and financial sustainability in Council's integrated planning approach.

## Future Drivers for Asset Management

The table below summarises the future drivers for asset management that relate to Council's ability to deliver on its Community Vision, strategic themes and strategic objectives:

Driver	Description
<b>Economic</b>	<ul style="list-style-type: none"> <li>Bushfire recovery funding for repair of damaged place-based assets and for ongoing service delivery.</li> <li>Financial impact of COVID-19 and potential changes to future community needs and assets required for service delivery.</li> <li>Rate capping impact on Council's revenue and ability to fund the continued provision of current levels of service.</li> <li>Ageing assets and increasing financial liability for funding asset renewals to ensure sustainability of service delivery.</li> <li>Potential reduction in government grants and reliance on alternate income streams for financial sustainability.</li> <li>More innovative approaches to provision of services at a community level in small townships, to ensure ongoing viability.</li> <li>Supporting unique tourism offerings in town across the Shire to create a connected experience.</li> </ul>

Driver	Description
	<ul style="list-style-type: none"> <li>Supporting commercial growth within the region (Council Enterprises and private sector)</li> <li>Cost of operations and maintenance in a large shire covering 10% of the state and extending to the NSW border.</li> <li>Cost of construction and maintenance of assets increasing at a rate greater than CPI.</li> </ul>
<b>Political</b>	<ul style="list-style-type: none"> <li><i>Local Government Act 2020</i> and increased requirements on developing an asset plan with deliberative community engagement.</li> <li>VAGO's increased scrutiny of asset management planning and practices</li> <li>Compliance with the <i>Road Management Act 2004</i>, other legislative requirements and Australian Accounting Standards relating to asset management.</li> <li>Improving alignment with best appropriate practice standards outlined in ISO 55001 and National Asset Management Assessment Framework</li> <li>Adhering to the road map for infrastructure reform to 2036, outlined in the 2021 Australian Infrastructure Plan, in response to the 2019 Australian Infrastructure Audit and the Infrastructure Beyond COVID-19 Report. This Plan's vision for infrastructure is that it '<i>improves the sustainability of the country's economic, social, environmental and governance settings, improve quality of life for all Australians and is resilient to shocks and emerging stresses.</i>' This Plan also recognises that 'infrastructure planning and decision-making are increasingly complicated by the pace of technological change, shifting geopolitical relationships, new consumer expectations, a trend towards localisation, and a changing climate.'</li> </ul>
<b>Social</b>	<ul style="list-style-type: none"> <li>The current population of 47,725 is forecast to grow by over 20% to 57,799 by 2040.</li> <li>The continued population growth and ageing of our population (with a higher than State average proportion of people over the age of 60) will impact on the planning and upgrade of assets required for service delivery.</li> <li>Changes to community attitudes, preferences, needs and expectations and increased demand for quality, responsive, convenient and accessible services.</li> <li>Popularity trends also significantly altering services and assets supporting service delivery, particularly in the sport and recreation space.</li> <li>Supporting service delivery to cater to the unique needs and diversity of the 171 localities making up the Shire, including remote and rural settlements.</li> <li>Understanding the needs of the second largest population of Aboriginal people in the State of Victoria and their relationship with place and intrinsic connection with the environment.</li> <li>Communities being more actively engaged in decision making with respect to asset planning to adapt to a changing environment and impact of catastrophic events and balancing affordability of levels of service being delivered.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>The need to shift from 'digital by exception to digital by default' approach as articulated in the 2019 Australian Infrastructure Plan.</li> <li>Emerging technologies, digitalisation, smart cities, artificial intelligence, and automation</li> <li>Internet of Things (IoT) facilitating real time asset information for capacity, utilisation and asset self-diagnosis.</li> <li>Flexible working arrangements and real-time access to information in the field</li> <li>Reliance on technology to improve productivity and streamline processes.</li> <li>Advanced analytics to assist with improved decision-making in asset maintenance and investment.</li> </ul>

Driver	Description
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Climate change impact on assets and resilience of assets to extreme weather events, such as bushfires, heatwaves, droughts, flooding and rising sea levels.</li> <li>• Managing the impacts of a series of natural disasters that occurred in the recent past, such as record drought and bushfire events.</li> <li>• Minimising negative impacts of management of assets on climate change, adopting reuse/recycling options and reducing carbon footprint</li> <li>• Managing assets within geographically diverse landforms that support distinct vegetation types and biodiversity that are recognised as unique.</li> </ul>

*Table 5: Future Drivers for Asset Management*

## Section 3 – What is Our Current Situation?

### Asset Management Maturity Levels

Council assesses its asset management maturity using the National Asset Management Assessment Framework (NAMAF) and uses the results to continually drive improvements in Asset Management. The chart below illustrates Council's June 2021 assessment of its progress against the core maturity aspects of the eleven elements of this framework.

NAMAF Element	Core Competency Score (Max. Score 1100)	Overall Performance
Strategic Long-Term Plan	75	Proficient
Annual Budget	100	Excellence
Annual Report	100	Excellence
Asset Management Policy	100	Excellence
Asset Management Strategy	50	Systematic
Asset Management Plans	49	Systematic
Governance & Management	61	Proficient
Levels of Service	31	Systematic
Data & Systems	56	Proficient
Skills & Processes	43	Systematic
Evaluation	25	Awareness
<b>TOTAL</b>	<b>690</b>	

Table 6: NAMAF Core Maturity Scores as at 31 Dec 2021

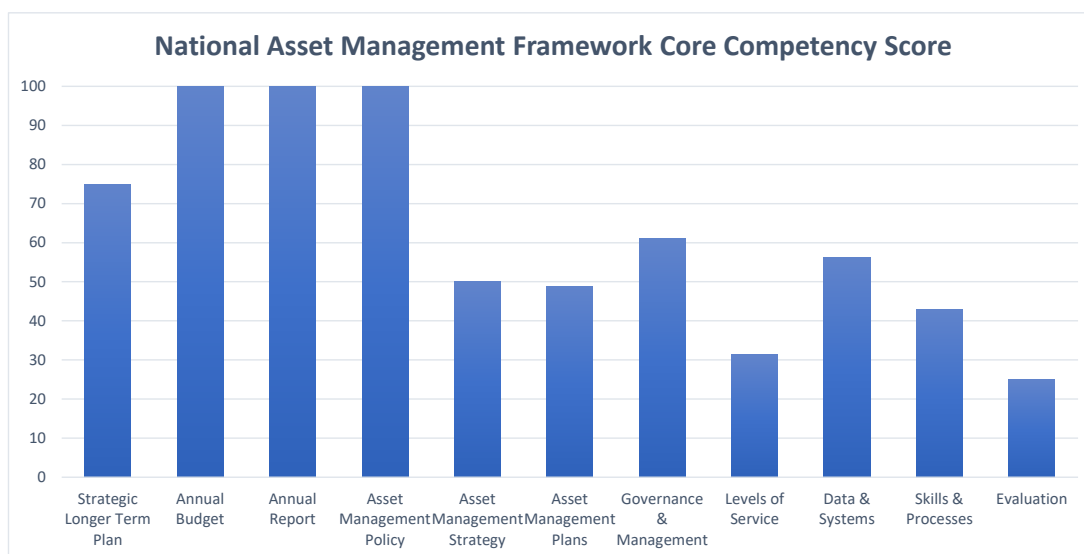


Figure 4: NAMAF Core Competency Scores as at 31 Dec 2021

## Summary of Current State

East Gippsland Shire Council's current maturity levels with respect to the key asset management elements are summarised in the table below:

NAMAF Element	Current Status
<b>Strategic Long-Term Plan</b>	<ul style="list-style-type: none"> <li>East Gippsland 2040 Community Vision and the Council Plan 2021-2025 were recently developed via a deliberative engagement process with the community.</li> <li>The above strategic documents are also supported by a 10-year Long-Term Financial Plan (LTFP) to be endorsed by Council.</li> <li>However, 10-year forecasts in the LTFP are not fully informed by levels of service scenarios and outputs of Service &amp; Community Plans and Asset Management Plans.</li> </ul>
<b>Annual Budget</b>	<ul style="list-style-type: none"> <li>The annual budget is fully aligned with the Council Plan 2021-2025 and East Gippsland 2040 Community Vision.</li> </ul>
<b>Annual Report</b>	<ul style="list-style-type: none"> <li>The annual report complies with all statutory requirements and Accounting Standards.</li> </ul>
<b>Asset Management Policy</b>	<ul style="list-style-type: none"> <li>The Asset Management Policy was recently updated to reflect the current Council Plan objectives, integrated planning framework and other relevant requirements of the <i>Local Government Act 2020</i>.</li> </ul>
<b>Asset Management Strategy</b>	<ul style="list-style-type: none"> <li>Council does not have an endorsed Asset Management Strategy.</li> <li>This Asset Management Strategy document has been developed to bridge this gap and provides the strategic direction for asset management at Council.</li> <li>It also includes a 4-year action plan for improving internal systems, processes, data and governance relating to asset management practices at Council.</li> <li>This Asset Management Strategy reflects Council's strategic actions for aligning with its Community Vision 2040, the <i>Local Government Act 2020</i> and the ISO 55000 series for asset management and progressing towards core and subsequently advanced maturity, as defined in the NAMAF.</li> </ul>
<b>Asset Management Plans</b>	<ul style="list-style-type: none"> <li>Five Asset Management Plans currently exist in draft format for the major asset classes, including Roads, Bridges, Buildings, Drainage and Parks &amp; Recreation Assets.</li> <li>These asset management plans were developed 4-5 years ago, with minimal community consultation and include some 10-year forecasts for asset renewals only.</li> <li>These plans will need to be updated to include service standards aligned with Council's current strategic objectives and provide input to the deliberative engagement process with the community, as specified in the <i>Local Government Act 2020</i>.</li> <li>Additional asset management plans are also required to be developed for Waste Management Assets and Plant &amp; Equipment assets.</li> <li>Ten-year forecasts relating to maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning of assets will need to be included within these plans, to inform the 10-year LTFP and the overall Asset Plan and these forecasts will need to be reviewed annually.</li> <li>The legislation also requires that the community engagement process and Council adoption of its Asset Plan be completed by 30 June 2022.</li> </ul>
<b>Governance &amp; Management</b>	<ul style="list-style-type: none"> <li>An Asset Management Steering Committee has been established to provide a coordinated and collaborative approach to asset management across Council, as per its documented terms of reference.</li> <li>A matrix has now been developed to reflect roles and responsibilities with respect to lifecycle asset management and service planning/management activities</li> </ul>

NAMAF Element	Current Status
	<p>relating to each of the asset types within the major asset classes. This is planned to be finalised shortly and reviewed on a regular basis when there are any changes to organisational structure, resourcing and/or responsibilities.</p> <ul style="list-style-type: none"> <li>• Standard templates exist for submission of capital works bids. They include risk assessments and whole-of-life cost estimates to feed into the LTFP. However, there is currently not a well-structured methodology for prioritisation of capital works.</li> <li>• Asset condition is monitored regularly for bridges, sealed roads and footpaths. Condition assessment of marine structures is nearing completion Regular condition assessments have not been undertaken recently for unsealed roads, buildings, parks and recreation assets and other roads infrastructure.</li> <li>• Asset function and capacity are not being assessed for any asset classes. These assessments should be undertaken in conjunction with the Service Managers and will assist in developing programs for asset upgrades and expansions.</li> </ul>
<b>Levels of Service</b>	<ul style="list-style-type: none"> <li>• Council has recently commenced discussions on developing an integrated approach to documenting Service and Community Plans.</li> <li>• The specific assets supporting each service need to be assessed, so that service standards and any required upgrade or expansion of assets (or new assets) to support the service standards, can be identified to better inform the asset management plans.</li> <li>• A 10-year financial forecast is currently not available for each service, to provide input to the 10-year forecast in the LTFP.</li> <li>• Some documentation on service levels exists. However, they will need to be improved and the affordability of continuing with current levels of service and trade-offs if any, will need to be determined for discussion during the deliberative community engagement on the Asset Plan.</li> </ul>
<b>Data &amp; Systems</b>	<ul style="list-style-type: none"> <li>• Council has implemented the Confirm system as its central asset register.</li> <li>• Asset inventory data is currently recorded in Confirm for majority of asset classes owned and controlled by Council. However, inventory data for trees, street furniture, street and park lighting and street and park signage is not recorded in the system.</li> <li>• The buildings inventory data is only at the building level and does not include all the building components relating to building fit-outs, services, etc.</li> <li>• There is also low confidence in the inventory data recorded for drainage and parks and recreation assets.</li> <li>• The asset hierarchical structure of the Confirm system may need to be improved to ensure that condition assessments and renewal forecasts can be recorded and reported at the right levels within the hierarchy. It will also ensure that the asset types map correctly to the Local Government financial reporting categories within the Council One financial system.</li> <li>• Confirm and its mobility tool is currently used only for road maintenance activities by the relevant contractors. The defects exceeding intervention levels are identified in the field and works programmed for rectification, based on assigned priorities.</li> <li>• Manual processes are in place for the maintenance recording relating to other asset classes. The reactive maintenance requests relating to these asset classes are recorded only in the Pathway Customer Request Management system and not recorded in the Confirm system to monitor lifecycle maintenance costs.</li> <li>• Confirm is integrated with Council's Geographic Information System (GIS) with asset records being accessed by clicking on the asset.</li> <li>• Asset valuations are undertaken outside the Confirm system, with the outputs provided for input to the Council One system for financial reporting.</li> </ul>



NAMAF Element	Current Status
	<ul style="list-style-type: none"> <li>• There is currently no integration between the above two systems. Hence work orders in Confirm also cannot be costed and lifecycle cost information on assets cannot be provided.</li> <li>• There are currently only very basic tools available for renewal modelling. The simple NAMS modelling tool is used to develop the 10-year renewal forecasts, based on any available asset condition data or the age of the assets.</li> <li>• More advanced tools and processes are required for developing renewal forecasts for long-life infrastructure assets and optimising decisions to obtain the best value outcome for defined levels of service, utilising scenario modelling and trade-offs.</li> <li>• The quality of asset data for future predictive modelling and lifecycle management also requires improvement based on a recent data quality audit undertaken.</li> </ul>
<b>Skills &amp; Processes</b>	<ul style="list-style-type: none"> <li>• Asset handover procedures and related data transfer processes are currently being improved, with standard templates being developed to provide to contractors to submit their 'as built' data in the required format for direct upload to Council's systems.</li> <li>• Appropriate condition assessment methodologies need to be developed for asset classes that are not regularly assessed, such as buildings and parks and recreation assets.</li> <li>• Processes have been established for undertaking revaluations relating to majority of the infrastructure asset classes, at specified frequencies.</li> <li>• A corporate risk register exists for recording and monitoring risks and mitigation actions. However, this does not include specific infrastructure asset risks and identification of critical assets for service delivery.</li> <li>• An asset management skills matrix is required to be developed to ensure that the staff responsible for asset management activities have the relevant skills to undertake their duties.</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Regular reporting is undertaken on the progress of the capital works program and relevant asset management indicators identified in the Local Government Performance Reporting Framework.</li> <li>• There is minimal reporting on levels of service and other asset performance indicators that may have been identified in the Asset Management Plans.</li> <li>• A centralised asset monitoring and reporting framework and dashboard should be developed.</li> <li>• An annual 'State of the Assets' Report should also be compiled for regular reporting to the ELT, Councillors and the community.</li> <li>• A regular internal audit process should also be established for reporting on asset management outcomes to Council's Risk &amp; Audit Committee.</li> </ul>

Table 7: Summary of Current State

## Section 4 – The way forward

### Asset Management Objectives

Several actions are outlined in this Asset Management Strategy to align asset management practices to the Council Plan vision and objectives and to cope with the future drivers and challenges being faced by Council. They are also consistent with the 2019 Australian Infrastructure Plan's three strategic focus areas that cut across all infrastructure sectors, i.e.:

1. Unlocking the potential of every place
2. Embedding sustainability and resilience into infrastructure decision-making
3. Driving a step change in industry productivity and innovation

The actions will also enable Council to progress towards Core and subsequently Advanced maturity, as outlined in the NAMAf.

These strategic actions are categorised under the following five asset management objectives, which are in accordance with the principles outlined in Council's Asset Management Policy:

- Leadership and Accountability
- Asset Lifecycle Management
- Service and Outcome driven Asset Management
- Informed Decision-making
- Environmental Sustainability.

These objectives are also aligned to the following key themes outlined in the 2021 Australian Infrastructure Plan:

- Adopting to change and uncertainty and ensuring that infrastructure is resilient and adaptable
- Harnessing transformative technology and digitalisation
- Delivering public value
- Embracing a diverse geography and a place-based approach to infrastructure planning and decision-making
- Providing minimum service levels that support quality of life for all.
- Empowering customers and leveraging data.

The sections below provide more detail on these asset management objectives, related strategic actions and progress indicators.

### AM Objective 1 – Leadership and Accountability

key		
<i>We will implement a best appropriate practice asset management framework and be accountable to the community for asset management outcomes</i>		
Strategic Actions		Progress Indicators
1.1	Develop an Asset Management Strategy to drive asset management improvements	<ul style="list-style-type: none"> <li>Improvement in NAMAF maturity scores</li> <li>Annual report to community on State of the Assets</li> <li>Satisfaction ratings relating to services supported by assets.</li> <li>Successful internal audit outcome for asset management</li> <li>% completion of Asset Management Training &amp; Development Program</li> </ul>
1.2	Establish an Asset Management Steering Committee	
1.3	Finalise the Asset Management Roles and Responsibilities Matrix and reflect them in position descriptions as necessary	
1.4	Develop an Asset Management Skills Matrix and undertake a skill gap analysis	
1.5	Develop and implement a targeted asset management training and development program aligned with Council's training and development framework.	
1.6	Develop and annually report on the State of the Assets to ELT & Council	
1.7	Undertake an internal audit of asset management and report to Council's Audit & Risk Committee	
1.8	Review and update the Asset Accounting Policy	

Table 8: Strategic Actions - Leadership & Accountability

### AM Objective 2 - Asset Lifecycle Management

AM OBJECTIVE 2: ASSET LIFECYCLE MANAGEMENT		
<i>We will support Council's financial sustainability through ensuring lifecycle costs and long-term financial impacts are assessed throughout the asset lifecycle</i>		
Strategic Actions		Progress Indicators
2.1	Develop Asset Management Plans for the Roads infrastructure, Bridges, Buildings, Drains, Parks & Recreation Assets, Waste Management assets and Plant & Fleet with 10-year forecasts to feed into LTFP	<ul style="list-style-type: none"> <li>Improvement in NAMAF maturity scores</li> <li>Asset Plan endorsed by Council prior to 30 June 2022</li> <li>Contingency plans exist for all critical assets</li> <li>Asset Renewal Gap</li> </ul>
2.2	Develop summary Asset Management Plan for community engagement process	
2.3	Develop overall Asset Plan for Council endorsement	
2.4	Implement an improved capital works prioritisation process	
2.5	Implement asset condition monitoring regime for all key asset categories	
2.6	Establish risk registers for assessing and monitoring asset risks	
2.7	Implement approach for asset criticality assessments	
2.8	Establish an approach for ensuring that revenue generated from Council managed assets within Crown Land is re-invested in assets within the Crown Land portfolio managed by Council.	

Table 9: Strategic Actions – Asset Lifecycle Management

### AM Objective 3 – Service and Outcome Driven Asset Management

AM OBJECTIVE 3: SERVICE AND OUTCOME DRIVEN ASSET MANAGEMENT		
<i>We will manage our assets to ensure that services are delivered to achieve the required community outcomes.</i>		
Strategic Actions		Progress Indicators
3.1	Develop an integrated planning framework for service planning and strategies	<ul style="list-style-type: none"> <li>Improvement in NAMAF maturity scores</li> <li>Percentage adherence to contractor performance KPI's</li> <li>Percentage of assets that meet asset performance and outcome KPI's</li> <li>Community satisfaction ratings relating to services supported by assets</li> </ul>
3.2	Develop integrated Service and Place-based Plans with 10-year forecasts related to asset upgrade, expansion and new. With the consideration of Assets and Asset driven services built into a range of council plans.	
3.3	Establish service plans and develop associated service standards for assets	
3.4	Develop and implement a framework for monitoring and reporting on contractors' performance	
3.5	Develop a framework for monitoring and measuring outcomes from assets	
3.6	Develop a community engagement strategy for the Asset Plan and associated levels of service, to improve community's understanding of asset planning to support future service needs in a sustainable manner and their input to decision-making.	
3.7	Develop a methodology for assessing asset function and capacity/utilisation of asset classes and ensuring that it's part of the decision-making process for capital investments	

Table 10: Strategic Actions - Service-Driven Asset Management

### AM Objective 4 – Informed Decision-Making

AM OBJECTIVE 4: INFORMED DECISION-MAKING		
<i>We will ensure that reliable information is easily accessible for analysis, decision-making and optimising expenditure on assets.</i>		
Strategic Actions		Progress Indicators
4.1	Review and improve the asset register structure in Confirm	<ul style="list-style-type: none"> <li>Improvement in NAMAF maturity scores</li> <li>Reduction in asset renewal funding gaps</li> <li>Productivity improvements in asset maintenance activities</li> </ul>
4.2	Establish improved integration between Confirm and the Customer Request Management, Financial and Document Management systems	
4.3	Expand the use of Confirm throughout the organisation for the management of all asset classes	
4.4	Fully implement Confirm mobile computing for all field asset maintenance	
4.5	Implement predictive modelling tools for advanced analytics and develop scenarios to inform the 10-year financial plan	
4.6	Implement asset data quality review and governance procedures	
4.7	Improve asset handover and disposal procedures	
4.8	Implement a prioritised asset data capture and improvement program	

AM OBJECTIVE 4: INFORMED DECISION-MAKING		
<i>We will ensure that reliable information is easily accessible for analysis, decision-making and optimising expenditure on assets.</i>		
Strategic Actions		Progress Indicators
4.9	Trial and implement digital transformation for asset management with sensors and IoT devices for condition-based maintenance and monitoring asset utilisation/capacity	

Table 11: Strategic Actions - Informed Decision-making

### AM Objective 5 – Environmental Sustainability

AM OBJECTIVE 5: ENVIRONMENTAL SUSTAINABILITY		
<i>We will incorporate climate change and other environmental aspects into asset management</i>		
Strategic Actions		Progress Indicators
5.1	Undertake a vulnerability assessment to climate change for each asset class and develop strategies to make assets more resilient to climate change impacts	<ul style="list-style-type: none"> <li>• Reduction in asset vulnerability rating score for each asset class</li> <li>• Reduction in carbon emissions</li> <li>• Zero carbon footprint for all Council buildings by 2040</li> </ul>
5.2	Develop principles and guidelines for incorporating environmental sustainability principles in assets designed and constructed by developers and Council.	
5.3	Adopt circular economy principles and guidelines in the management and rehabilitation of infrastructure assets	
5.4	Investigate options for re-use of stormwater and recycled water in public buildings and spaces	
5.5	Increase the purchase of green power and other alternate energy sources for public buildings and spaces.	
5.6	Implement an approach for increased usage of electric vehicles and plant and equipment for service delivery	

Table 12: Strategic Actions - Environmental Sustainability

## Tracking our Progress

### *Strategic Actions*

The detailed Action Plan has been prepared as an internal document to summarize the scheduling of the strategic actions by year, the responsible officers and whether the action can be implemented within existing resources available to Council.

### *Monitoring and Reporting*

A detailed improvement action plan will be developed to implement each of the strategic actions outlined in this Strategy. Regular progress reports on these actions will be provided to Council's Asset Management Steering Committee on a quarterly basis and to the ELT and Council on an annual basis.

The funding for any additional resources required for implementing the actions will be assessed by the responsible manager and endorsed by Council's Asset Management Steering Committee, prior to submitting for budget approval.

## Section 5 – References and glossary

### References

- East Gippsland Shire Council (2014) East Gippsland 2040 Community Vision
- National Asset Management Assessment Framework
- ISO 55000 series for Asset Management

### Glossary

Acquisition (New)	Expenditure that creates a new asset that provides a service that does not currently exist.
Asset	A physical item (e.g. roads, drains, buildings, open space and fleet, plant & equipment) that is owned or managed by Council, which enables the provision of a service.
Asset Category	An Asset Category (also Asset Group or Asset Class) is a group of asset types with similar attributes.
Asset Management	The combination of management, financial, technical and other practices that are applied to physical assets with the objective of providing the required level of service in the most sustainable, cost effective manner.
Asset Management Framework	A set of documents, systems and processes that address an organisation's asset management objectives, strategies, plans and responsibilities.
Asset Management Plan	Long-term plans (at least 10 or more years) that outline the asset activities and programs for each service area and resources applied to provide a defined level of service in the most cost-effective manner.
Asset Management Strategy	Document that specifies how an organisation's objectives are converted into asset management objectives and the role of the asset management systems and processes in supporting the achievement of the asset management strategy. It includes a roadmap for achieving the desired state of asset management practice including resources, responsibilities, and timeframes.
Community	People who live in East Gippsland; People and organisations who are ratepayers in East Gippsland; and People and organisations who conduct activities in East Gippsland.
Contractor	Person or company engaged to undertake works for Council, including service providers / service partners.
Council	East Gippsland Shire Council
Councillor	Person who has been elected to the office of "Councillor" of East Gippsland Shire Council.
Disposal	Works to remove an asset.
Expansion	Expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries.
Level of Service	The defined service quality for an activity or a service area against which service performance may be measured. Service levels usually related to quality, quantity, reliability, responsiveness, environmental acceptability and cost.
Lifecycle	The stages of an asset's life, including planning, acquisition, operation, maintenance, renewal and disposal.

Maintenance	All actions necessary for retaining an asset as near as practicable to its original condition and service potential, excluding renewal.
Operation	The active process of utilising an asset which will consume resources such as workforce, energy and materials.
Planning	All actions necessary for the acquisition, operation, maintenance, renewal and disposal of an asset including consultation, design and construction.
Renewal	Works to rebuild or replace an asset, to restore it to an existing functional condition and deliver its intended service potential.
Upgrade	The replacement or augmentation of all or part of an existing asset that increases the available service potential.





#### Contact us

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## 5.2.2 Draft East Gippsland Shire Council Environmental Sustainability Strategy 2022-2032

Authorised by General Manager Assets and Environment

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### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

### Executive Summary

Protection and preservation of the environment was identified as one of the highest priorities of our East Gippsland community during the preparation of the 2021 – 2025 Council Plan and the review of the East Gippsland 2040 Vision. As an outcome, the Council Plan identifies the development of an Environmental Sustainability Strategy as being a major initiative for the 2021/22 year.

This report presents Council with the draft Environmental Sustainability Strategy 2022-2032 (Strategy) provided as **Attachment 1** for consideration. The Strategy has been prepared using a comprehensive process of research and consultation to align the Strategy with both current State and National policy, new technologies and approaches, engagement with our external and internal stakeholders, and the views of our local communities and industries.

The Strategy is one of three key outward facing strategies currently being prepared by Council for East Gippsland, with the other two being the Economic Development Strategy and the Municipal Health and Wellbeing Plan. All three strategies have been developed to consider and complement each other and provide Council with comprehensive and long-term plans to assist delivery to the East Gippsland Community Vision.

Recognising that the Strategy is a high-level strategic document, with responsibilities for multiple individuals, industries, groups and agencies, the Strategy will be complemented with four-year action plans that will focus on Council actions and responsibilities. The first of these action plans will be a standalone action plan for waste management.

The Strategy provides a framework for Council to protect and enhance the region's rich natural assets and diverse environments in alignment with the interests of East Gippsland's traditional owner groups. In doing so, Council will be well placed to promote economic growth through the development of sustainable industries and technologies.

The Strategy has recently been through a community consultation and public exhibition process, with the feedback from this final engagement work fed into the final draft, now presented for Council's consideration.

### Officer Recommendation

#### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report; and***
- 2. adopts the draft East Gippsland Environmental Sustainability Strategy 2022 – 2032 as provided as Attachment 1 to this report.***

## Background

Council has had an Environmental Strategy to guide its endeavours for over a decade, with the last version of the Environmental Sustainability Strategy 2014-2017 due for review and renewal. Recognising the changes in evidence, community views and program options, the Strategy was completely re-written rather than updated. With the outcome now presented to Council for formal consideration as **Attachment 1**.

The Strategy is Council's key environmental policy document, guiding work across Council to achieve objectives for climate change, biodiversity, land and water management and resource efficiency. The Strategy outlines Council's role in maintaining, protecting, and enhancing the region's natural environment. The decade long Strategy provides a framework towards a sustainable future within Council's circle of control, influence, and concern.

The Strategy builds on the East Gippsland Community Vision and sets the following aspiration:

*By 2032 sustainable behaviour and decision making will be embedded into all aspects of how East Gippslanders' live and work. East Gippsland's natural environment will be enhanced, connected and resilient and East Gippsland will be recognised as a leader in regional climate change mitigation and adaptation.*

Officers used evidence-based decision making and listened to community feedback to develop this Strategy. A multi-step process has been undertaken to refine the strategic direction and to develop a framework to measure impact.

The Strategy is built around achieving seven central Goals. The following Goals have been ranked by the community in order of importance:

1. Conservation of the natural environment and biodiversity;
2. Sustainable management of natural resources (includes climate mitigation);
3. Community participation in the climate response;
4. Respect and alignment with the rights of the traditional owner groups;
5. Environmental sustainability supports sustainable economic growth and new job opportunities;
6. Growth in the circular economy; and
7. Community resilience to respond to increasing climate risk and natural disasters.

These Goals, in conjunction with those set in Council's Economic Development Strategy and Municipal Health and Wellbeing Strategy, will assist to inform the creation of the annual Council Action Plan, departmental action plans (such as the Waste Management Action Plan) and ultimately individual work plans.

.

Each Goal is further defined by several Targets that will aid the regular review of the Strategy and the setting of specific projects and programs to deliver the Strategy. Progress in delivering on the strategic outcomes will be reported to both the Council and the community periodically. Action Plans will be developed to ensure these high-level Goals lead to measurable action.

## Consultation and Research

The Strategy has been designed to respond to community values and input captured through a range of engagement activities over the past 18 months including the engagement associated with the development of the Council Plan 2021-2025, the Community Vision 2040, and work from the Community Recovery Committees and Place Plans. This past engagement provided valuable insight and informed the direction of the Strategy into three action areas of:

- Managing and mitigating the impact of climate change;
- Achieving sustainable resource management; and
- Facilitating living and working within the capacity of the local environment.

Using the Community feedback as a guide, officers then undertook additional research to develop a Discussion Paper that was used to guide more detailed engagement with:

- Councillors;
- Internal staff;
- Council's Advisory Committees;
- External agencies and stakeholder groups; and
- Online communities and individuals.

In 2021, COVID restrictions prevented additional face to face engagement that had originally been planned to be rolled-out in a range of locations.

Based on the Discussion Paper feedback, the Discussion Paper was developed into a Strategy in preparation for community consultation. This consultation included:

- Creation of an online survey and feedback mechanism on Council's engagement portal Your Say for 10 weeks;
- The opportunity to provide feedback was publicised through Council's social media channels, local newspapers, school newsletters, Council e-Newsletter, and summer edition of Environmental Connect newsletter;
- Hardcopies of flyer plus copies of the Strategy were placed in all Council Libraries and Service Centres;
- Officer attended local markets and four targeted outreach events (face to face) where hard copy flyers and iPads were used to seek engagement; and
- A targeted focus group session was held with the Deliberative Engagement panel formed by Council to assist review the Community Vision.

This consultation saw 472 visits to the Your Say page, 184 downloads of the Strategy and 55 survey responses through the Your Say feedback form, with an additional nine detailed responses being submitted from individuals and community groups.

While the response rate was reasonably low, valuable insight and feedback was provided. This feedback informed revisions of the strategy including ranking of goals in the priority order preferred by community respondents. 70% of survey respondents indicated that they believed the strategy provides the direction required to achieve its objectives.

Much of the feedback gathered can also be used to inform specific actions and projects, as the Strategy is implemented.

## Legislation

Council is required by the *Local Government Act 2020* to promote environmental sustainability principles within the municipality. In addition, the *Climate Change Act 2017* requires that Council demonstrate, plan for, and implement measures to limit the effect of climate change on our communities and environments. This strategy will enable Council to meet its statutory obligations.

This report has been prepared in accordance with *Local Government Act 2020*, under sections 9(2), part (c) Councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks. (b) Councils are required to give priority to achieving the best outcomes for the municipal community, including future generations.

In preparing the Strategy, the following key pieces of legislation were also taken into consideration:

- *Climate Change Act 2017* (Victoria);
- *Planning and Environment Act 1987* (Victoria);
- Codes of Practice and Duty of Care obligations;
- State of the Environment Reporting;
- Regional Catchment Management Strategy;
- The Ramsar listing of the Gippsland Lakes; and
- East Gippsland Shire Planning Scheme section 21.04 Environmental and Landscape Values.

In September 2015, Australia was one of 193 countries to commit to the Sustainable Development Goals (SDGs). All stakeholders, including governments, civil society, and the private sector, are expected to contribute to the realisation of these goals. There are 17 goals and as such, each of the outcomes of the Strategy identifies the corresponding SDG they contribute to.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

In preparing this report the Victorian *Gender Equality Act 2020* has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act 2020*. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act 2020*.

## Collaborative procurement

Pursuant of section 109(2) of the *Local Government Act 2020*, there are no relevant collaborative procurement requirements.

## Council Plan

The Strategy assists to deliver multiple objectives from the Council Plan 2021-2025. Importantly delivery of the Strategy also achieves one of the 2021/22 Major Initiatives from the Council Plan Action Plan: Develop and commence implementation of Environmental Sustainability Strategy with a strong focus and framework for Council and community climate change mitigation measures.

## **Council Policy**

Adoption of this Strategy will provide the framework for the development of policies aligned to Council's statutory and duty of care obligations to East Gippsland's residents.

Engagement practices used to develop the Strategy align with Council's Engagement Policy (2021).

## **Options**

The options available to Council are:

1. Adopt the Strategy in its current form;
2. Adopt the Strategy with amendments; and
3. Not adopt the Strategy.

Option 1 is the option recommended by Officers noting that the final formatting of the draft Strategy may change to ensure a consistent presentation style with the Economic Development Strategy, once finalised.

## **Resourcing**

### *Financial*

No additional financial resourcing will be required for the adoption of this Strategy. However, delivery of the Strategy will require resourcing to effectively achieve the goals set within the strategy. Resourcing will be considered as part of Council's normal, annual budget processes. Where available external funding will be sought to further progress the goals and actions set within this Strategy.

### *Human Resources*

The delivery of the Strategy will be led by a range of internal and external officers and groups. The strategy will be complemented by four-year action plans which will then cascade into Council's Annual Action Plan and individual work plans for areas of Council. Delivery of the goals will require coordination and delivery across all Council Directorates and the use of human resources across the organisation.

### *Risk*

The risks of this proposal have been considered and are considered minimal. There is greater risk for Council in failing to work with our communities for appropriate mitigation and adaptation to climate change.

## **Economic**

The Strategy has been designed to work in support of the principles and objectives identified in the Strategy. Furthermore, the Strategy will actively promote economic prosperity in the creation of circular economies in East Gippsland whilst also supporting the protection of valuable primary industries through climate change mitigation.

## **Social**

The Strategy has been designed to work in support of the principles and objectives identified in the Draft Municipal Health and Wellbeing Plan. The Strategy will also provide significant opportunities for council projects which are well aligned with goals and values of existing community groups and projects.

### *Gender Impact Statement*

The Strategy has considered the *Gender Equality Act 2020* in its preparation. The Strategy has been assessed as not requiring a Gender Impact Assessment (GIA).

The framework of environmental, social, and corporate governance (ESG) has been applied to development of this Strategy.

## **Environmental**

This strategy will provide Council with a framework for the improvement of Environmental Sustainability for East Gippsland.

### **Implementing the Strategy**

By committing to delivery of a 10-year strategy, it is essential that the organisation undertakes regular reviews and monitoring of delivery against the agreed indicators for each outcome. Monitoring allows for a review of not only Council and community performance and expectations, but it also allows for reprioritisation of the strategy to new or developing circumstances.

Four-year action plans will be developed to support the implementation of the strategy. These will be scheduled for adoption six months after the adoption of the relevant Council Plan. The first of these Action Plans will be a stand-alone Waste Management Action Plan. Major monitoring and development of 'State of the East Gippsland Environment' reporting will also be undertaken every 4 years – with the first of these due by 2024.

Communication and engagement, particularly sharing the successes and challenges of activities and actions, will be fundamental to the implementation of this Strategy.

## **Attachments**

1. Environmental Sustainability Strategy EGSC 2022-2032 [5.2.2.1 - 56 pages]



# ENVIRONMENTAL SUSTAINABILITY STRATEGY 2022-2032





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## 2. MAYOR'S MESSAGE

As Mayor of East Gippsland Shire Council, I am delighted to present the Environmental Sustainability Strategy 2022-2032.

East Gippsland is a large and vibrant shire in a magnificent natural setting, home to proud communities that embrace hard work, responsibility and new ideas.

Our communities have long placed a high value on the environment, consistently identifying climate change and the environment as leading issues of concern. Our bushland, wildlife, mountains and rivers form part of who we are.

Within our communities, our traditional custodians, the Gunaikurnai, Monero and Bidjawan people, have a deep and abiding connection with Country and play an active role in natural resource management. We seek to strengthen our partnership with these traditional owners.

Development choices, waste issues, weed control, water quality and climate change are recognised as key issues that impact our natural environment.

Happily, solutions to our environmental problems exist and reducing the impacts of land-use practices on habitat and heading down the path to net-zero offer many benefits.

By continuing to implement improved sustainable management practices we recognise and value our environment as a productive asset that contributes to our wellbeing. A focus on sustainability can slow environmental degradation, ensure development is appropriate and respond to a changing climate.

Sustainable management offers improved community wellbeing, more prosperous businesses, and a healthy natural environment.

This Environmental Sustainability Strategy 2022-2032 outlines the environmental objectives that Council will strive to achieve over the next decade. It will guide our work and address the environmental and sustainability challenges most prevalent in our shire.

This strategy will direct work already set out in existing policies, management plans, strategies and action plans related to the environment.

Our primary goals are to enhance Gippsland's natural environment and see our region recognised as a leader in regional climate change mitigation and adaptation. But we can't do it alone.

This strategy has been built on consultation and, going forward, it will be about collaboration and shared ownership. Council recognises the role we all play in maintaining our valued natural areas for the current community and for future generations.

This strategy is about how all East Gippslanders live and work, so I hope you will join us as we work towards our 2032 goals. Your support and participation will be key to our success.

**- Councillor Mark Reeves, Mayor, East Gippsland Shire Council**



### 3. ACKNOWLEDGMENT OF COUNTRY

East Gippsland Shire Council acknowledges the traditional custodians of this land, the Gunaikurnai, Monero and Bidawal people and their enduring relationship with country. Council aspires to strengthen our partnerships and supports Aboriginal participation in management processes for land and natural resources. We recognise Australia's rich cultural heritage and aim to encourage integrated decision making now and in the future.



## 4. EXECUTIVE SUMMARY

The Environmental Sustainability Strategy 2022-2032 is Council's key environmental policy document, guiding work across Council to achieve objectives for climate change, biodiversity, land and water management and resource efficiency.

This Environmental Sustainability Strategy 2022-2032 outlines East Gippsland Shire Council's role in maintaining, protecting and enhancing the region's natural environment. The decade-long Strategy provides a framework for a sustainable future within Council's Circle of Control, Influence and Concern.

The Environmental Sustainability Strategy 2022-2032 builds on the East Gippsland Community Vision 2040 and sets the following aspiration:

**By 2032 sustainable behaviour and decision making will be embedded into all aspects of how East Gippslanders live and work. East Gippsland's natural environment will be enhanced, connected and resilient and East Gippsland will be recognised as a leader in regional climate change mitigation and adaptation.**

The objectives for each of the key themes are supported by high-level targets designed to work toward the East Gippsland Community Vision 2040 and demonstrate the strategic direction and contribution of Council. Implementation requires collaboration and shared ownership.

Council has used evidence-based decision making and listened to community feedback to develop this Strategy. A multi-step process has been undertaken to refine the strategic direction and engagement with internal staff to develop a framework to measure impact.

Building on the previous two Environmental Sustainability Strategies (2008-2013 and 2014-2017), this Strategy provides practical initiatives that will continue to deliver Council's primary environment and sustainability commitments.

The Strategy has been written to address those environmental and sustainability challenges most prevalent across the municipality. It also demonstrates alignment with the United Nations Sustainability Development Goals (SDGs).

Fundamentally, the Strategy is built around achieving seven central goals. The following goals have been ranked by the community in order of importance:

1. Conservation of the natural environment and biodiversity.
2. Sustainable management of natural resources (includes climate mitigation).
3. Community participation in the climate response.
4. Respect and alignment with the rights of Traditional Owner Groups.
5. Environmental sustainability supports sustainable economic growth and new job opportunities.
6. Growth in the circular economy.
7. Community resilience to respond to increasing climate risk and natural disasters.

Each goal is further defined by several targets that will help us to move towards delivering on the vision. Progress in delivering on the strategic outcomes will be reported to both the Council and the community periodically. Action Plans will be developed to ensure these high-level goals lead to measurable action.

# 5. INTRODUCTION

East Gippsland Shire Council recognises the importance of our natural environment to people living in and visiting East Gippsland. The natural environment contributes to our health and wellbeing, amenity, maintenance of biodiversity, and tourism, and underpins economic activity. Through proactive planning, relevant design work and strong advocacy, we want to ensure East Gippsland’s natural and built environment is sustainable and maintains its ability to meet community needs now and in the future.

The community place a very high value on our natural environment, and it is consistently identified as the number one value for living and visiting East Gippsland. The community have also listed climate change as the top issue of concern for the coming years (from the Community Survey for the development of the Council Plan 2021-2025).


The environment is a critical social and economic asset. Our natural assets include our biodiversity but also clean air, water and fertile soils. They support our economic systems and way of life through the provision of primary products and lived experiences. They also provide services that allow us to exist.

Presently the environment is at risk from overdevelopment and climate change, degrading our natural environment both locally and globally. Managing this risk, however, does not have to be a zero-sum game. The principles of sustainable management allow us to recognise and value the natural environment as a productive asset that contributes to our overall wellbeing. There is no path to net-zero emissions without including nature and many of the solutions already exist and have multiple benefits.


The latest Victorian Climate Projections 2019 by CSIRO are now at the finest scale they’ve been (5km by 5km) and allow for local projections from a range of variables such as average and extreme temperature and rainfall out to 2090.

- East Gippsland faces several varying climate risks including:
- » more days of extreme heat
  - » harsher bushfires
  - » sea level rise combined with storm surges causing inundation, flooding and other impacts
  - » more frequent and intense heavy rainfalls (including hailstorms) causing flooding
  - » drought periods more common


As the impact of a changing climate emerges, the need for us individually and collectively to focus on the sustainability of our environment is desperately needed right now.  
(Source: Snapshot Climate)




MORE DAYS OF  
EXTREME HEAT




HARSHER FIRE  
WEATHER



RISING SEA  
LEVEL



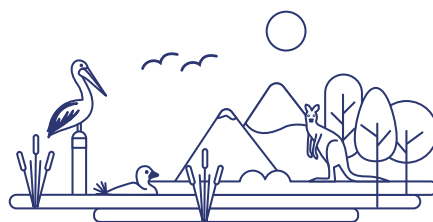
LESS RAINFALL



MORE FREQUENT  
AND INTENSE HEAVY  
DOWNSPOURS

## Summary

### Environmental Sustainability Strategy 2022-2032



#### Our aspirations drive the focus:

"By 2032, sustainable behaviour and decision making will be embedded into all aspects of how East Gippslanders live and work. East Gippsland's natural environment will be enhanced, connected and resilient, and East Gippsland will be recognised as a leader in regional climate change mitigation and adaptation."

#### Over the next ten years, we are committed to:



» Managing and mitigating the impact of climate change.



» Achieving sustainable resource management.



» Facilitating living and working within the capacity of the local environment.

#### Our goals over the next ten years are:

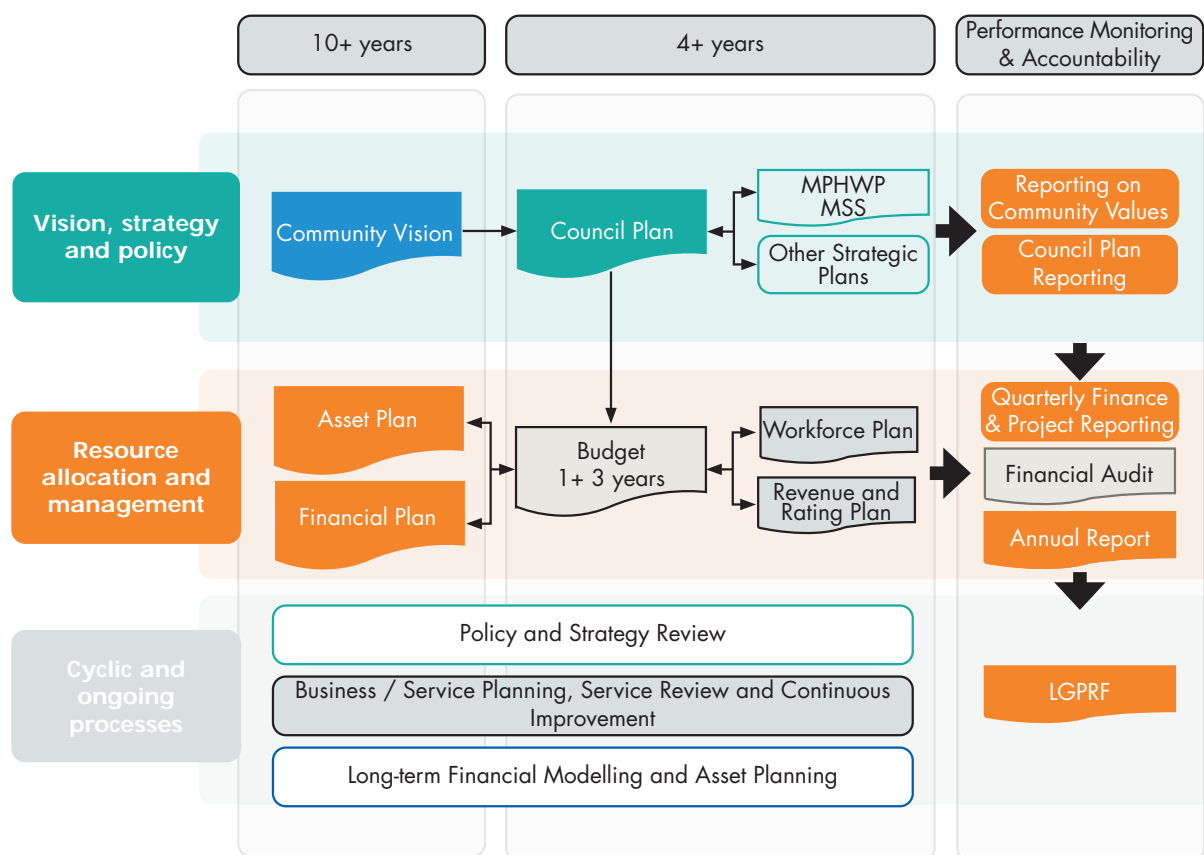
1. Conservation of the natural environment and biodiversity.
2. Sustainable management of natural resources (includes climate mitigation).
3. Community participation in the climate response.
4. Respect and alignment with the rights of the Traditional Owner Groups.
5. Environmental sustainability supports sustainable economic growth and new job opportunities.
6. Growth in the circular economy.
7. Community resilience to respond to increasing climate risk and natural disasters.

## 6. THE BIG PICTURE

### How our plans come together

Council is empowered to act in the area of environmental sustainability through a combination of community expectation and legislative and regulatory responsibilities.

The work that Council has undertaken to develop a range of complementary and interconnected plans is explained through our organisation's Integrated Planning Framework below:



Terminology: MPHWP: Municipal Public Health and Wellbeing Plan

MSS: Municipal Strategic Statement

LGPRF: Local Government Performance Reporting Framework



## 6.1 Community Vision 2040

In 2021 Council engaged with the community in a process to better understand what the residents' vision for the shire was. This led to the following long-term Community Vision for East Gippsland to drive Council's planning and delivery efforts:

In 2040 our people, place, environment, and economy will be connected, in balance and resilient. Our unique and diverse communities will be accessible, inclusive, well connected and safe. We will value and care for each other and our natural environment. Our economy will support existing and emerging industries by being agile, innovative, and sustainable.

Our Community Vision 2040 expresses the aspirations, values and priorities of the East Gippsland community. It emphasises the importance of people, the environment and the economy to East Gippsland.

## 6.2 Environmental Strategy Aspiration

The Environmental Sustainability Strategy's aspiration and focus are drawn from the community vision work undertaken. This aspiration will contribute to the Community Vision 2040:

By 2032 sustainable behaviour and decision making will be embedded into all aspects of how East Gippslanders live and work. East Gippsland's natural environment will be enhanced, connected and resilient and East Gippsland will be recognised as a leader in regional climate change mitigation and adaptation.



## 6.3 How the strategic plans fit together

In developing this Strategy, we have drawn heavily from the community engagement undertaken to inform the Council Plan 2021-2025, the Community Vision 2040, Place Plans and Community Recovery Committee plans.

East Gippsland Shire Council has three key strategies themed around the triple bottom line principles of sustainable development:

1. Environmental Sustainability Strategy 2022-2032 – 10-year horizon
2. Economic Development Strategy – 10-year horizon
3. Health and Wellbeing Strategy – 4-year horizon

These strategies are community-facing and set Council's strategic direction for a diverse range of services and support the work of external agencies and our community.

The interdependence between these three strategies is recognised: they are important tools for delivering the Community Vision:

While there may be some similarities between the goals of these three strategies, the actions and measures will be tailored to the sustainable development theme addressed by each. These strategies have been developed to ensure they complement each other.

Each goal has a number of strategies and targets that sit behind it. Recognising this is a high-level Strategy, four-year action plans will be developed to guide implementation. Implementation is discussed further in Section 8 of this document.

### Community Vision Values

During the consultation on their Community Vision 2040, the following values were identified by the East Gippsland community:

- » natural wilderness
- » connection to country
- » reservoir of biodiversity

### Community Vision Priorities

The following priorities were identified by the community:

- » threat from climate change
- » stopping environmental degradation
- » development must be appropriate





## 6.4 Regulation and Policy Framework

In addition to the Community Vision 2040, this strategy has been informed by a broad range of national, state and local government legislation, policies, plans and strategies.

Key pieces of legislation that need to be considered at this time include the following:

- » *Local Government Act 2020* (Victoria)
- » *Climate Change Act 2017* (Victoria)
- » *Planning and Environment Act 1987* (Victoria)
- » Codes of Practice and Duty of Care obligations
- » State of the Environment Reporting (overseen by the Victorian Commissioner for Environmental Sustainability including the State of the Environment Update Report 2021 post-2019/20 bushfires, with the next report planned for 2023 and beyond).
- » Regional Catchment Management Strategy
- » Gippsland Lakes Ramsar wetlands (listed in 1982) are of international importance listed under the Ramsar Convention on Wetlands. (This Ramsar site consists of a series of lakes and fringing wetlands and is the largest estuarine lagoon system in Australia and are important for waterbirds, including migratory shorebirds, fish such as Black Bream *Acanthopagrus butcheri* and threatened species such as the nationally vulnerable Growling Grass Frog *Litoria raniformis*).
- » East Gippsland Shire Planning Scheme (such as section 21.04 Environmental and Landscape Values).





## 6.5 United Nations Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) set global 2030 targets for all countries that aim to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity.

In September 2015, Australia was one of 193 countries to commit to the Sustainable Development Goals (SDGs). All stakeholders,

including governments, civil society and the private sector, are expected to contribute to the realisation of these goals.

There are 17 goals, and each of the outcomes of this Strategy identifies the SDGs they contribute to. These SDGs are recognised in the East Gippsland Community Vision 2040. The 17 goals are:

### SUSTAINABLE DEVELOPMENT GOALS



## 6.6 Responding to Community Feedback

East Gippsland is a large and vibrant region in a beautiful natural setting. The community place a high value on East Gippsland's landscapes and environment. 'Natural beauty' was mentioned as the top value by residents living in East Gippsland and was identified from the 608 responses as part of the community consultation for the development of the Council Plan 2021-2025, the Community Vision 2040, and work from the Community Recovery Committees and Place Plans.

The following environmental values were identified as part of the Community Vision 2040:

- » The ecological diversity and beauty of East Gippsland make us unique.
- » The Traditional Owners' connection with 'country' and awareness of natural rhythms
- » An outstanding reservoir of biodiversity in temperate Australia.
- » Our rare places of relative wilderness and pristine waterways, our heritage rivers, and internationally recognised alpine and coastal wilderness landscapes.

- » Extensive areas of forests and natural areas can provide biodiversity room to adapt to changes in climate and increased natural events.
- » East Gippsland's weather and its distinct seasons.

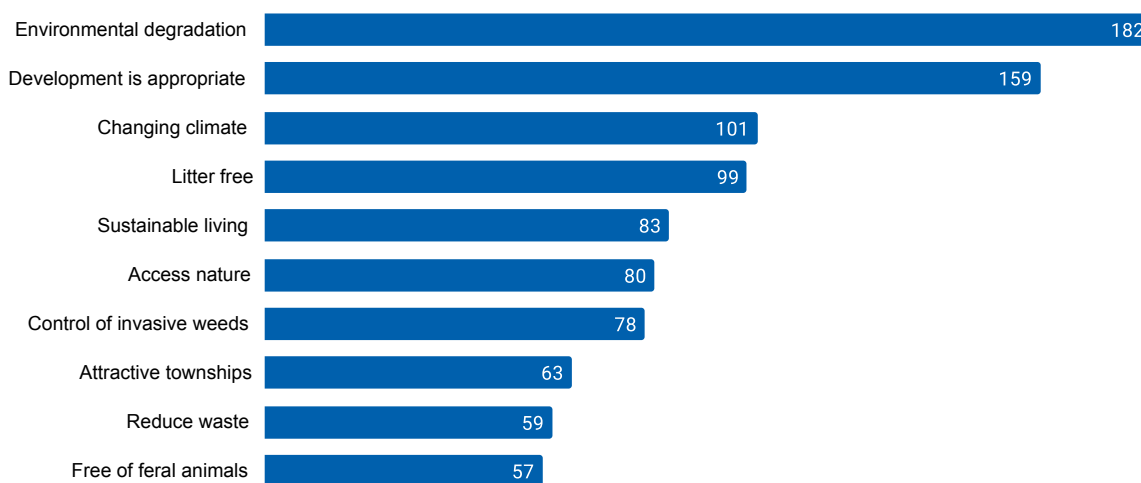
We've also heard climate change is of most concern. Of the 338 responses to the community survey for the Council Plan 2021-25, climate change is the challenge identified most by the community. When specifically asked what is most important for a healthy natural environment in East Gippsland, the top answers were:

1. A focus on stopping environmental degradation.
2. Ensure development is appropriate to conserve our environmentally sensitive landscapes for future generations.
3. Design and maintain landscapes and infrastructure appropriate for a changing climate.



**Please select the top three things you think are important to the healthy natural environment for East Gippsland?**

(Community Survey answers to question 23 for Council Plan 2021-2025)



**Community Survey 2021, Healthy Environment Results**

In the recent Local Government community satisfaction survey for 2021, East Gippsland Shire Council scored below average for environmental sustainability compared with both the State and Large Rural Council categories. The aim is to meet or exceed the community satisfaction scores for our peer Councils in the Large Rural category.

The draft Strategy was taken to the community for feedback between January and March 2022. There were over 55 respondents to the survey and detailed written submissions from individuals and community groups representing 150 members.

The community ranked the following goals in order of importance:

1. Conservation of the natural environment and biodiversity.
2. Sustainable management of natural resources (includes climate mitigation).
3. Community participation in the climate response.

4. Respect and alignment with the rights of Traditional Owner Groups.
5. Environmental sustainability supports sustainable economic growth and new job opportunities.
6. Growth in the circular economy.
7. Community resilience to respond to increasing climate risk and natural disasters.

The issues raised were categorised into the themes of the urgency to act on climate change; the biodiversity crisis given the bushfires of 2019/20 (combined with Australia's very high extinction rate) and the need for strong land-use planning; and the opportunities for co-benefits when the lens of sustainability is applied - such as improved health and wellbeing outcomes, more prosperous businesses, safer communities and a healthy natural environment.

## 6.7 Circles of Control, Influence and Concern

East Gippsland Shire Council is responsible for many activities that impact our environment and enable the adoption of sustainable practices. Not all activities can be controlled by Council and the community also have a responsibility to support actions that contribute to the delivery of the Community Vision 2040.

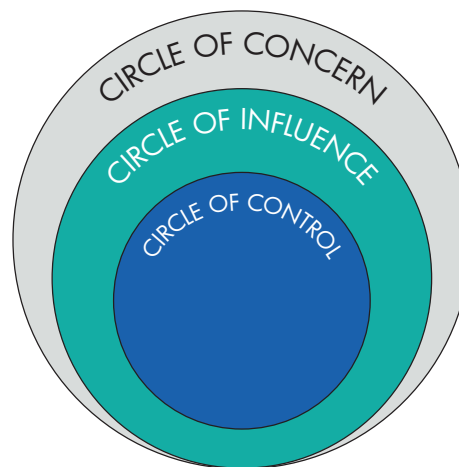
The figure identifies this logic, recognising Circles of Control, Influence and Concern. Some Council activities can be clearly recognised within the Council's **Circle of Control**.

These include the following examples:

- » Waste and recycling services.
- » Council-generated greenhouse gas emissions.
- » Construction and maintenance of infrastructure such as roads and bridges.
- » Management of Council-owned/controlled land.
- » Administering the East Gippsland Planning Scheme and enforcing state and local laws.

The **Circle of Influence** recognises that Council plays a key leadership and advocacy role for the people of East Gippsland. This includes within and between communities and regional stakeholders. Where Council can influence environmental and sustainability outcomes for the shire, then it has a responsibility to do so.

Examples include negotiating with developers about the types of services within a land development or presenting a local perspective on administrative, policy and statutory proposals from the State and Federal Governments.



The **Circle of Concern** includes those things that Council cannot control or influence, for example, total global greenhouse gas emissions. Council has an enduring obligation to understand how the Circle of Concern may impact the delivery of the Strategy.

Achieving the Strategy's vision is emphasised in the response to those drivers, trends, challenges and opportunities that Council can control and influence. Understanding the difference is critical to the efficient delivery of services.

The community also has a role in delivering on the Community Vision and the outcomes sought from this Strategy.

This could include but is not limited to:

- » Reduce our waste in landfill and support the circular economy.
- » Reduce our greenhouse gas emissions.
- » Provide habitat for native flora and fauna.
- » Supporting organisations that adopt Environmental, Social and Governance (ESG) principles within the way they operate within our community.
- » Participate in citizen science initiatives that teach us about our local environments while adding to our collective knowledge.

Sharing responsibilities and working together to implement the Strategy, contributes to the United Nations Sustainability Development Goal 17, Partnerships for the Goals.

## Underlying principles

Enablers or principles help define how we intend to work to deliver on the Strategy's outcomes. Underpinning our success will be an emphasis on:

### **Driving behaviour change**

Changing behaviour will need to occur across both Council and the Community. Delivery of the Strategy's outcomes will mean that all of us will need to do things differently.

### **Ensuring capacity building**

Delivering on the Strategy's initiatives will require capacity building across individuals, organisations and institutions. Providing education and training increases awareness of the opportunities and challenges inherent in delivering on the Strategy. Applying this knowledge builds our skills and capability.

### **Collaborating with key partners**

Council cannot control all aspects of the Strategy's outcomes. Collaboration will need

to occur with other governments (local, state and federal), Traditional Owners, user groups, business, community groups and research institutions.

### **Accountability and ownership**

This can be achieved through implementing Monitoring, Evaluation, Reporting and Improvement (MERI) framework. Open reporting along with clear mandates from Council and the CEO allows for community review of the Strategy's performance.

### **Decision making**

Embedding the Strategy's outcomes into decision-making processes within Council will require that consideration be given to these initiatives. Having clear and purposeful Monitoring, Evaluation, Reporting and Improvement (MERI) will help make better decisions that support the delivery of the Strategy.



## 6.8 Goal 1 - Conservation of the natural environment & biodiversity

Most of the land in East Gippsland is in public ownership, almost 80 per cent of its area (16,578km<sup>2</sup>) is crown land inclusive of 39 per cent National Parks (6,474km<sup>2</sup>) with the remaining State forests, parks and reserves. This large area of public land ownership has protected key habitats and species from the impacts of development, resulting in the region being biologically diverse, particularly in the north and east of the shire.

Between 2014 to 2019, East Gippsland's biodiversity was severely impacted by drought (which also impacted farmers, the broader business community and our rural communities). Then the Black Summer bushfires burnt more than 50 per cent of our shire. The extent of the biodiversity loss is not fully understood; more than 870,000 hectares burnt in the region, with 59 per cent at high or very high severity.

Settlement of East Gippsland is substantially in the west of the region as road, rail and shipping links were established with Melbourne. Agricultural settlement is mostly located along the river valleys and plateaus where land was accessible and of a higher quality ([Victorian Resources Online](#)).

Land-use change, where it has occurred, can be attributed to:

- » the modification of vegetation cover
- » timber production
- » mining and quarrying
- » modification of waterways to supply water for domestic and industrial purposes
- » application of fertilisers, herbicides, pesticides and other chemicals
- » road construction, maintenance and use
- » various forms of recreation, i.e., open space
- » industrial, urban and rural residential

development

- » increased frequency of landscape fires
- » increased frequency of drought

The dominance of freehold land along sections of the Mitchell and Tambo Rivers and the Gippsland Lakes has seen the development of agriculture and horticulture (both dryland and irrigated), urban/industrial and plantations in those locations.

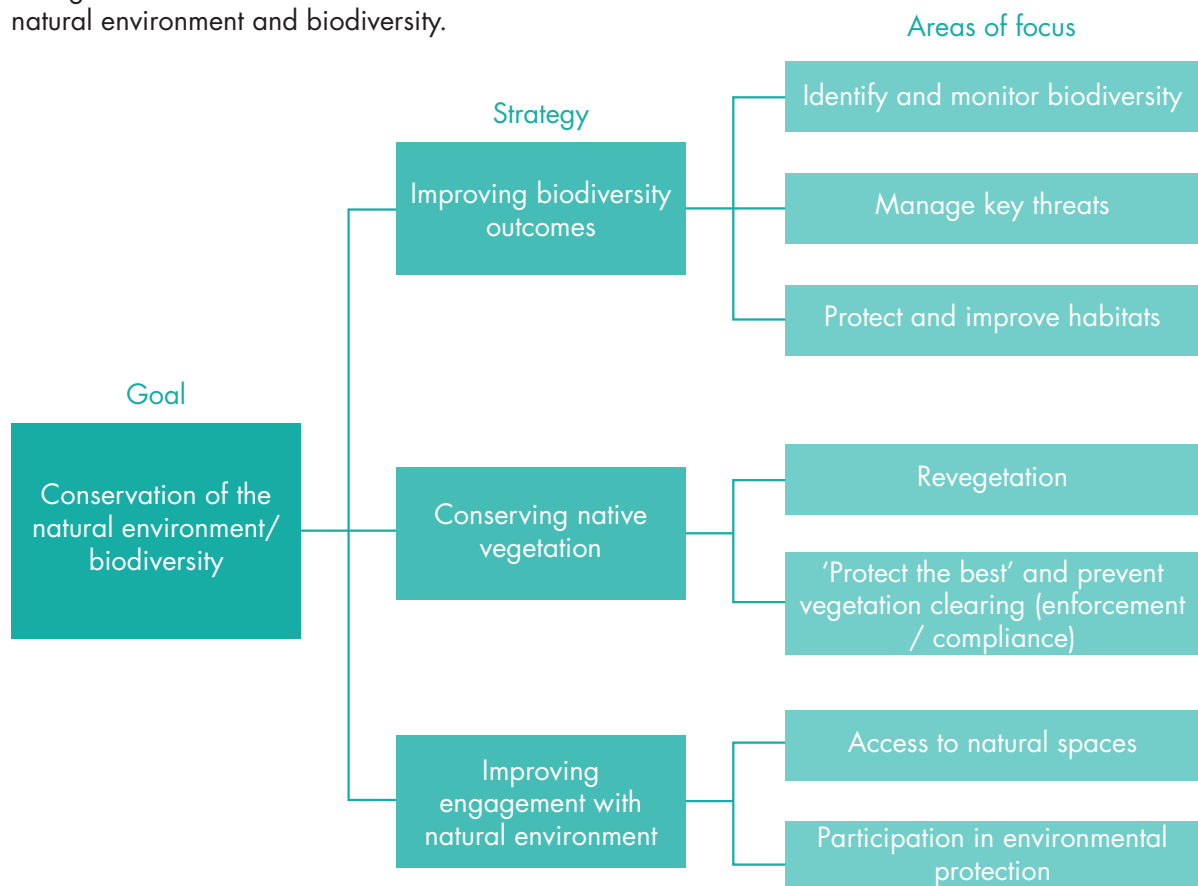
Managing and protecting the region's biodiversity is a key issue and influences regional planning and is identified in the Municipal Strategic Statement.

Conservation of the natural environment refers to the protection of the natural elements of the environment where we live. More specifically, the success of this Goal looks at:

- » All reserves, parks and gardens and waterways over which Council has management responsibility.
- » Growth of biodiversity and conservation of at-risk species.
- » Protection of natural areas and wildlife habitats, including native vegetation.
- » The extent to which the community fully engages with the environment.



The figure below suggests some of the drivers of change that can influence the conservation of natural environment and biodiversity.



## How could Council influence this outcome?

East Gippsland's biodiversity can be protected through the provision of habitat on Council and private land. Working with private landowners, or on land that Council directly manages, on sites where Council could act to reduce the impacts of land-use practices on habitat and biodiversity loss and aim to reduce fragmentation. Council can:

- » With partners, determine the extent and baseline via an audit, of both the quality and quantity of Council and private land

- that is currently maintaining key habitats, providing ecosystem services and supporting biodiversity. For example, roadside vegetation or remnant stands of vegetation on private land with a focus on recovery from the major bushfires.
- » Review and update planning overlays, for example, Environmental Significance Overlay, with a lens to improve connectivity for key habitats.

- » Enforce community laws relating to significant illegal clearing of land and weed management.
  - » Investigate the role of Native Vegetation Precinct Plans and Property Vegetation Plans in future developments, as well as include conservation reserves as per the *Planning and Environment Act 1987*.
  - » Identify critical habitats across the shire on Council-managed and private land and prioritise the protection of these areas of existing habitat and/or habitat restoration activities, particularly those under the most pressure from land-use change (i.e. in the west of the region where clearing for agriculture has been most prevalent and significant remnant vegetation is less common e.g. on the Red Gum Plains).
  - » Collaborate with NGOs that are committed to preserving native habitat on private land to qualify the extent of land protected, and work with them to develop new ways to increase habitat protection and restoration for example, investigating incentives via rate rebates for biodiversity outcomes with the Trust for Nature (TFN) Conservation Covenant Program.
  - » Work with partner agencies to audit vegetation offsets associated with development work by both the public and private sectors to ensure the protection and enhancement of remnant vegetation post-development.
  - » Update the Roadside Vegetation Strategy 2012 and the Infrastructure Design Manual to support environmental outcomes.
  - » Complete the Encroachment Policy to guide compliance, enforcement and prosecution for native vegetation removal on public land incrementally.
  - » Develop and provide regular environmental training for field officers.
  - » Plant locally native species.
  - » Develop internal processes to ensure project developments with a land-use impact have a pre-requisite to complete an environmental analysis prior to planning.
  - » Investigate and develop an Environmental Management Plan to guide internal operational works.
  - » Implement the Biodiversity section (21.04) of the East Gippsland Planning Scheme which recognises that '*Council has an important custodial role in relation to East Gippsland's unique biodiversity and large tracts of intact native vegetation.*'
- There are many things the community can do to support this strategic Goal including the following:
- » Join and support local NGOs committed to enhancing biodiversity outcomes.
  - » Report to Council the clearing of native vegetation where it occurs.
  - » Plant locally indigenous native plant species in gardens to support flora and fauna, including birds and insects, and actively manage weeds and pests.
  - » Work to reclaim derelict land with revegetation works on both public and private land.
  - » Protect significant stands of remnant vegetation with title covenants by Trust for Nature.
  - » Implement the Victorian and Australian government biodiversity priorities (for example, those contained in the regional catchment management strategies, Threatened Species Action Plan, etc.) where relevant to East Gippsland.

## How will we measure success?

Strategy	Target	Council Role
Improved biodiversity outcomes will be supported across the shire	Reduce the decline in biodiversity loss	Influence
Native vegetation conservation will be supported across the shire	Increase in the quantity and quality of vulnerable land, habitat and biodiversity on council and private land	Influence
	Illegal clearing of significant native vegetation will be enforced	
Engagement with the natural environment will support appreciation and enhancement of these values	By 2032 the community are more engaged in conservation efforts and have a greater awareness of our ecological values	Influence
Support the Health and Wellbeing Strategy to build the resilience of communities to manage and respond to increasing climate risk and natural disasters	By 2032 community appreciation of the natural environment measures will have all increased	Influence
Support the actions of the Economic Development Strategy to support the business community to build the resilience and adjust to increasing climate risk and natural disasters	To be determined within the referenced strategies	

As a community-facing strategy, not all actions and responsibility for environmental conservation sits with Council. Council will therefore work with a range of agencies, groups, and individuals to implement this Goal and strive to achieve these targets.

## How does this support the broader strategic commitments?

Delivering on this Goal will also support delivery of other goals:

- » Goal 4 – Respect and alignment with the rights of the Traditional Owner Groups.
- » Goal 7 – Community resilience to respond to increasing climate risk and natural disasters  
The resilience of communities to manage and respond to increasing climate risk and natural disasters is reflected in relevant strategies and practices.



This Goal is also aligned with the United Nations SDGs numbers 14 (Life Below Water) and 15 (Life on Land).



## 6.9 Goal 2 - Sustainable management of natural resources

The sustainable management of natural resources refers to more efficient use of water, energy, fuel for transport, and sustainable use of land, soil and raw materials to support agriculture and industry across the public and private sectors.

East Gippsland is recognised as an important agricultural district of state and national importance. Both socially and economically, East Gippsland recognises itself as a region that produces high-quality produce or 'food and fibre'.

The region's townships capture their social identity from a long history of primary production and economic prosperity such as:

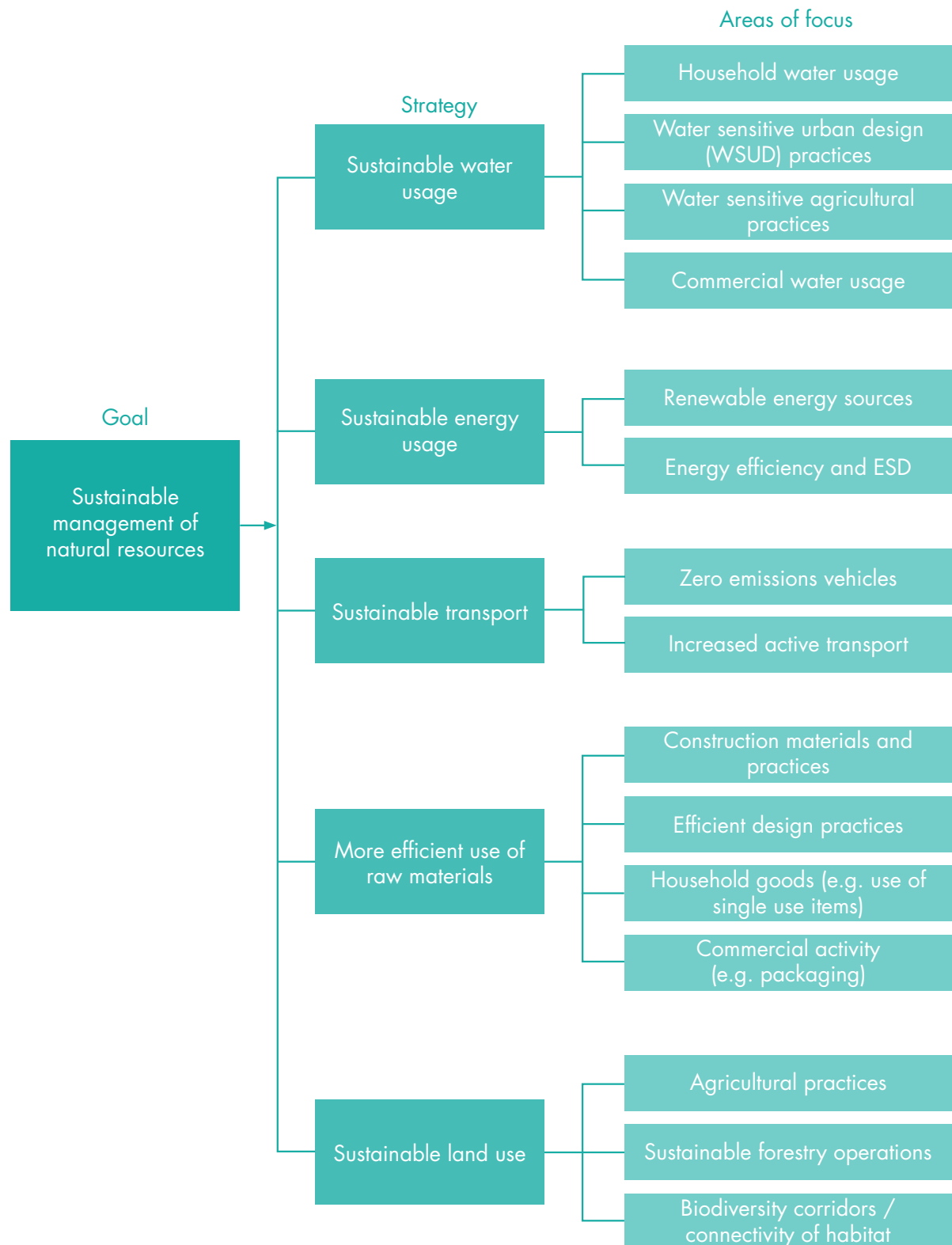
- » Orbost and Swifts Creek as centres that support forest industries.
- » The Snowy River District and particularly Orbost support a dairy industry.
- » Lindenow and Wairewa support horticultural industries.
- » Omeo, Benambra, Swifts Creek, Ensay, Tambo Valley, Bairnsdale and surrounds, and the far east support dryland (beef and sheep) grazing.
- » Lakes Entrance and Mallacoota support fishing and abalone industries.

The importance of the primary production sector is clearly reflected in its significant contribution to the regional economy and is reliant on our natural resources. In 2019, agriculture, forestry and fisheries contributed directly to 13% of economic output and provided 10% of total employment. Value-adding manufacturing is closely linked to primary production through industries like sawmilling and food processing (Source: REMPLAN).

Achieving this goal will depend on more sustainable practices around water usage, energy, transport and land use as well as more efficient use of raw materials overall. Many technologies for sustainable water, energy and transport already exist or are rapidly emerging.

Underpinning these are the strong linkages required to align with Goal 4, to involve Traditional Owners in decision-making. Council aspires to strengthen partnerships to support Aboriginal participation in management processes for land and natural resources.





## How could Council influence this outcome?

Council can drive more sustainable management of natural resources through its own operations and by encouraging more sustainable practices among other parts of the East Gippsland community.

Council will audit organisational greenhouse gas emissions to establish benchmarks for their elimination from Council operations. This could also include the broader community.

Over the next ten years, Council will work towards this Goal through strategic initiatives related to:

- » Strengthening partnerships with Traditional Owners.
- » Support our agricultural sector to adapt.
- » Adopting renewable and energy-efficient technologies.
- » Promoting sustainable land use development.
- » Improving waste and resource management.

The East Gippsland Planning Scheme will be key to achieving this outcome, as it recognises and seeks to protect agricultural land uses including productive farmland and irrigation assets. Managing the development of rural land through the Planning Scheme brings together the range of challenges of sustainable land use. The Municipal Strategic Statement (MSS) sets a local policy direction that requires support for agricultural production whilst also ensuring the ongoing provision of natural resource services including clean water, biodiversity/habitat provision and climate change mitigation.

A clear Planning Scheme position is that land use must be aligned with the capability of that land.

To ensure future agricultural productivity and prosperity continues into the future, the socioeconomic role of agriculture as a lifestyle must be preserved. To do this East Gippsland Shire Council is obligated to ensure future agricultural activity is enhanced and not compromised through land-use decisions made today.

The Council is one of several custodians responsible for the future provision of landscape services including the quality of water, soil condition and the provision of habitat for biodiversity purposes. These landscape services are also essential and support the resilient productivity systems needed to counter future known challenges.

## How will we measure success?

Strategy	Target	Council Role
East Gippsland will use water sustainably	Water use supports necessary environmental flow and best practice measures	Influence
	Council invests in stormwater assets using water sensitive urban design (WSUD) and Integrated Water Management (IWM) principles	Control
East Gippsland will use energy more sustainably	East Gippsland Shire Council's greenhouse gas emissions from energy use (electricity and gas) are reduced by 100%	Control
	All electricity used in council operations is from 100% renewable sources	Control
East Gippsland will use sustainable transport in preference to fossil fuels	Greenhouse gas emissions from light vehicle fleet transport will decrease by 50% (Council fleet and community)	Control
	Increased active transport opportunities (e.g. cycling infrastructure, shared pathways)	Control
	All service towns and prominent localities have access to electric vehicle charging infrastructure	Control
East Gippsland will use its raw materials sustainably	See Growth in the Circular Economy targets	Influence
East Gippsland will use land sustainably	New and existing landuse development incorporates Environmental Sustainable Design (ESD) principles See Respect and Alignment with Traditional Owner targets	Influence

As a community-facing strategy, not all actions and responsibility for natural resource management sit with Council. Council will therefore work with a range of agencies, groups, and individuals to implement this Goal and strive to achieve these targets.



## How does this support the broader strategic commitments?

This Goal compliments several other Strategy Goals including:

- » Goal 1 – Conservation of the natural environment and biodiversity.
- » Goal 3 – Community participation in climate response – through fewer greenhouse gases from energy, transport and land use and more efficient use of resources which might become scarce as a result of climate change.
- » Goal 6 - Growth in the circular economy.

This Goal is also aligned with the United Nations SDGs numbers 6 (Clean Water and Sanitation), 7 (Affordable and Clean Energy), and 12 (Responsible Consumption and Production).



6.10    **Goal 3 - Community participation in the climate response**

Climate change mitigation is often interpreted as a reduction in greenhouse gas emissions. It is an important element and linked to many of the other outcomes.

This Goal focuses specifically on the extent to which the whole community (local businesses, community organisations, individuals, and Traditional Owners) undertake and participate in the climate response. This includes considering their awareness, the tools they need for action, and the level of ownership and leadership they demonstrate to drive change.

As the impact of a changing climate emerges, the need for us individually and collectively to focus on the sustainability of our environment is desperately needed right now.

Our response to this need for action must be to focus on the opportunities that this new environment offers, For example, Environmental sustainable design (ESD) presents opportunities for building owners to reduce the risk profile of their assets, lower operating costs through energy and water efficiencies over the life of their investment all whilst providing an environmental dividend through the use of recycled and repurposed building materials. Overall, the opportunities for the community to adapt to climate change present a range of opportunities including new investment, industries and jobs along with improved health and wellbeing outcomes.



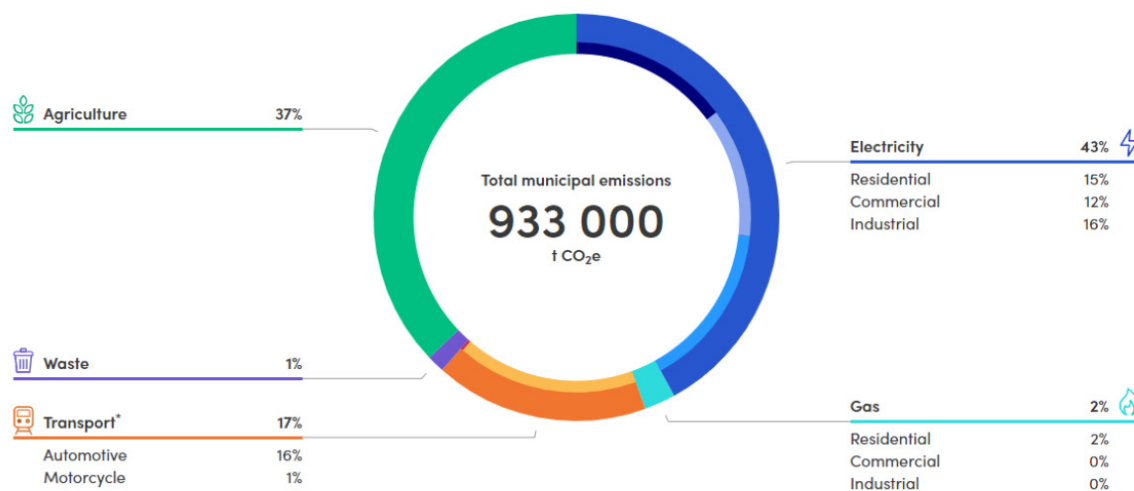
## How could Council influence this outcome?

Understanding the impact of climate change on East Gippsland is complicated. Ultimately the future is unknown; what we do know is that science tells us our future climate will be hotter and drier with more common extreme weather events. The implications for the community are that the future is more uncertain with increased risks. Refer to Goal 7.

Council has been working with other organisations to help us better understand how we can work with the community to increase

community awareness and what actions can be undertaken to reduce their emissions. (For example, the [Building Resilience booklet](#) and the [Smart Living guide](#) can be accessed from Council services centres and libraries, or downloaded from the website).

The 2019 Snapshot Climate community emissions profile for the East Gippsland municipality can be used to inform where efforts for emissions reductions can be made:



Source: [snapshotclimate.com.au](https://snapshotclimate.com.au)

Many solutions exist and are outlined by organisations such as:

- » ClimateWorks
- » Beyond Zero Emissions
- » CSIRO
- » Cities Power Partnership
- » Sustainability Victoria
- » Project Drawdown

## Environmentally Sustainable Design (ESD)

As buildings account for 38% of emissions there is a clear role for future developments to include principles of Environmentally Sustainable Design (ESD). (Source: UNEP 16 Dec 2020). ESD is the principle of designing and constructing buildings that are beneficial to both the environment and the people who live in them and is now being included in planning schemes across Victoria, with the concept gaining traction as the benefits are realised by developers and property owners.

The benefits include:

- » Reduced energy running costs as less gas and electricity are required by using renewable energies and designing buildings to better regulate temperature.
- » Reduced water usage through water capture and storage, and use of recycled water.
- » Improved ventilation.

- » Increased use of natural lighting.
- » Reduced waste during construction via the use of recycled materials.
- » Reduced waste generated over the life of the building by including recycle and reuse principles into the building operation, for example composting food waste.
- » Reduced operating/maintenance costs over the life of the building.
- » Increased resale value as new buyers recognise savings to their cost of living.

Council can send clear signals to developers and builders about expectations when it comes to designing and constructing new building stock in East Gippsland.

Council can also actively engage the community and inform all residents about the benefits of ESD. Informing the public will help drive demand and lift expectations for those constructing or upgrading a building.

## What can the community do?

The community can also adopt climate resilience measures in the way they live. This might include, for example, developing guidelines for sports during extreme weather events like heatwaves and drought. Other measures could include investing in sustainability measures that increase energy efficiency, better regulate temperature in community, residential or commercial buildings or capturing water for reuse. Community climate adaptation measures should be reflected in specific community plans.

The community can also demand ESD principles be included in any new construction they may be involved in.

Learning about the benefits and the cost savings achievable over the life of a building will deliver long-term advantages to residents and industry, improving both environmental and financial outcomes.

The building industry can investigate opportunities to recommend ESD principles to owners who are upgrading, extending or constructing buildings.

Community groups can work alongside local businesses and Council to lead community-based climate action, and local businesses can (and already are) take action to reduce their greenhouse gas emissions through water, waste, energy efficiency and renewable energy.

## How will we measure success?

Strategy	Target	Council Role
Council will undertake a range of organisation-wide actions to reduce its emissions	Council will set a corporate net zero emissions target for 2032	Control
	The proportion of community members who report satisfaction with Council's environmental action will increase	Influence
East Gippsland community members will be encouraged to reduce their environmental footprint and emissions	Support communities to set an emissions target  By 2032 East Gippsland's community emissions will have reduced	Influence
Organisations across the shire will focus on actions to manage and mitigate the impacts of a changing climate		
East Gippsland community members will be encouraged to embrace new businesses and business opportunities that are linked to a changing climate		

As a community-facing strategy, not all actions and responsibility for climate response sits with Council. Council will therefore work with a range of agencies, groups, and individuals to implement this goal and strive to achieve these targets.



## How does this support the broader strategic commitments?

Delivering on this Goal will also support the delivery of other outcomes including:

- » Goal 2 – Sustainable management of natural resources
- » Goal 5 – Sustainable economic growth and new job opportunities
- » Goal 7 – Communities resilient and able to respond to increasing climate risk and natural disasters



This Goal is also aligned with the United Nations SDGs numbers 11 (Sustainable Cities and Communities) and 13 (Climate Action).



East Gippsland Shire Council Environmental Sustainability Strategy 2022-2032

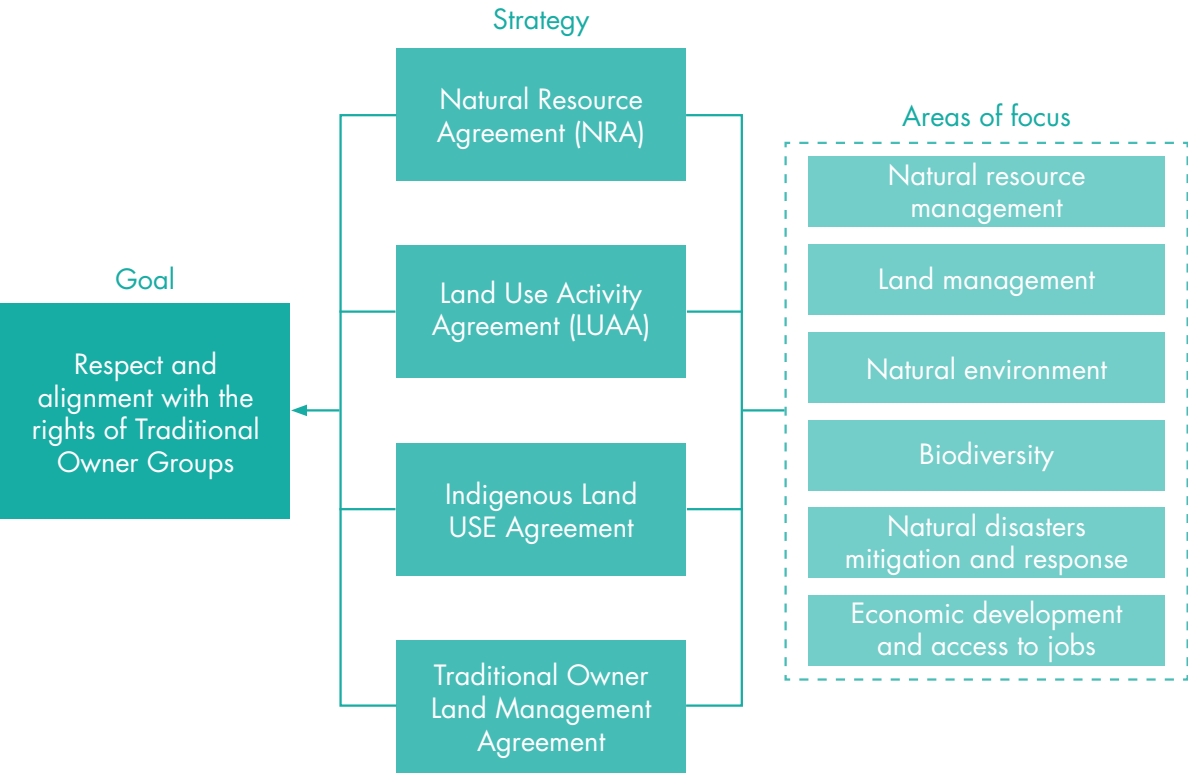
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### 6.11 Goal 4 - Respect and alignment with the rights of Traditional Owner Groups

Respect and alignment with the rights of Traditional Owner Groups are interlinked with every other Goal within this Strategy.

Traditional Owners in East Gippsland are important to delivering sustainability outcomes for the community, not just as owners of the land, but as custodians of traditional customs and land management techniques. This Goal

acknowledges the importance of the role of the Traditional Owner Groups in addressing climate change and working towards environmental sustainability, and the need to ensure they are fully embedded in the design and delivery of strategic initiatives. Some of the ways in which these rights can be embedded in Council’s practices are outlined in the figure below.



## How could Council influence this outcome?

Indigenous land and sea ranger programs have been shown to improve environmental and employment outcomes. Locally specific and traditional knowledge has been used in East Gippsland, demonstrating multiple beneficial outcomes with social, cultural, and economic benefits. The opportunity exists for East Gippsland to learn from these programs and develop similar initiatives for our environment and community too.

GLaWAC (Gunaikurnai Land and Waters Aboriginal Corporation) have developed programs to support the connection between the land (Wurruk), waters (Yarnda) and air (Watpootjan). This includes the areas of:

- » Cultural Heritage Protection
- » joint management of ten National Parks and Reserves
- » natural resource management, revegetation, weed control, landscaping, etc.
- » water
- » bushfire recovery
- » cultural fire

It is Council's view that collaboration with Traditional Owners will support both the environmental and sustainability initiatives outlined in this Strategy and the outcomes sought by First Nations peoples.

There are two ways that Council can help support the implementation of this Goal:

1. Employing Traditional Owners in Council operations serves multiple benefits including:

- » Access to traditional knowledge and beliefs to help build awareness and capacity across Council and the community.
- » Providing economic opportunities to Indigenous businesses and individuals.
- » Employing staff that reflects our community.
- » Improve the way Council interact with Indigenous communities.
- » A practical example of this Goal was the use of GLaWAC crews to provide landscaping services as part of the installation of the Phillips Lane wetland in 2020.

2. Including Traditional Owners in the decision-making processes that Council can directly influence. Indigenous viewpoints need to be heard when Council and the community are considering controversial land management decisions and when developing strategies and policies.



## How will we measure success?

Strategy	Target	Council Role
Council will work with Traditional Owners to develop and implement relevant Natural Resource Agreements and practices	Traditional Owners are fully involved in decision-making around management and use of natural resources including climate change	Influence
	Relevant agreements between Council and Traditional Owner Groups are in place for the use and management of land under Council management	Influence
	Relevant targets set in collaboration with Traditional Owners are met	Influence
Engage Traditional Owners in Council's environmental management operations	Relevant targets set in collaboration with Traditional Owners are met	Influence

As a community-facing strategy, not all actions and responsibility for working with Traditional Owner Groups sits with Council. Council will therefore work with a range of agencies, groups, and individuals to implement this goal and strive to achieve these targets.

## How does this support the broader strategic commitments?

Respect and alignment with the rights of Traditional Owner Groups are interlinked with every other Goal within this Strategy.

This Goal is also aligned with the United Nations SDGs numbers 10 (Reduced Inequalities) and number 17 (Partnerships for the Goals).



## 6.12 Goal 5 - Environmental sustainability supports sustainable economic growth and new job opportunities

Sustainable economic growth will be considered by the extent to which existing industries become more sustainable, and new 'emerging' industries become feasible, operate at scale and create attractive job opportunities for the community. An important element of the success of this Goal will be the growth of sustainability services to support the existing industries to become more sustainable.

Changing climate, along with changing policies and guidelines, will also create new opportunities for businesses to relocate or develop in East Gippsland.

Council also has an Economic Development Strategy that provides key direction for this goal. Much of the focus of the Environmental Sustainability Strategy 2022 -2032 is to support the work of others both within and external to Council with relevant and reliable data and modelling.

### How could Council influence this outcome?

For Council, developing a more sustainable economy in East Gippsland is about supporting consumers and businesses to make procurement and investment decisions that support this outcome. Opportunities to influence this Goal include:

- » Development of the Rural Land Use Strategy to support agricultural land use and investment.
- » Consideration in Council procurement, for example, the use of recycled material in materials supplied and understanding of the scope of Greenhouse Gas Emissions for contractors employed directly by Council.
- » Enabling new private investment through the introduction of Environmental Upgrade Agreements (EUAs) and/or via Council only investing in organisations that adhere to Environmentally Sustainable Governance (ESG) principles.
- » Council investment in renewable energy technologies and enable community facilities to do the same.
- » Provide the emissions profile information (e.g. from ClimateWorks and Snapshot emissions) to the broader community and industry.

## How will we measure success?

Strategy	Target	Council Role
Industries will be supported to become more sustainable	Targets will be set in partnership with the development of the Economic Development Strategy	Influence
The actions of the Economic Development Strategy to attract and grow businesses with a sustainability focus will be implemented		Influence

As a community-facing strategy, not all actions and responsibility for the Economy and job growth sits with Council. Council will therefore work with a range of agencies, groups, and individuals to implement this goal and strive to achieve these targets.

## How does this support the broader strategic commitments?

Sustainable economic growth and new job opportunities complement all of the other goal areas within this Strategy and should not be viewed as an action that can only be undertaken in isolation.

This Goal is also aligned with the United Nations SDGs numbers 2 (Zero Hunger), 3 (Good Health and Well-Being), 8 (Decent Work and Economic Growth) and 11 (Sustainable Cities and Communities).



## 6.13 Goal 6 - Growth in the circular economy

The circular economy replaces the traditional make, use, and dispose of philosophy of consumption with the idea of recycling and reuse. In a circular economy, natural resources are kept in circulation to create new economic opportunities and help conserve natural resources, reducing emissions and waste.

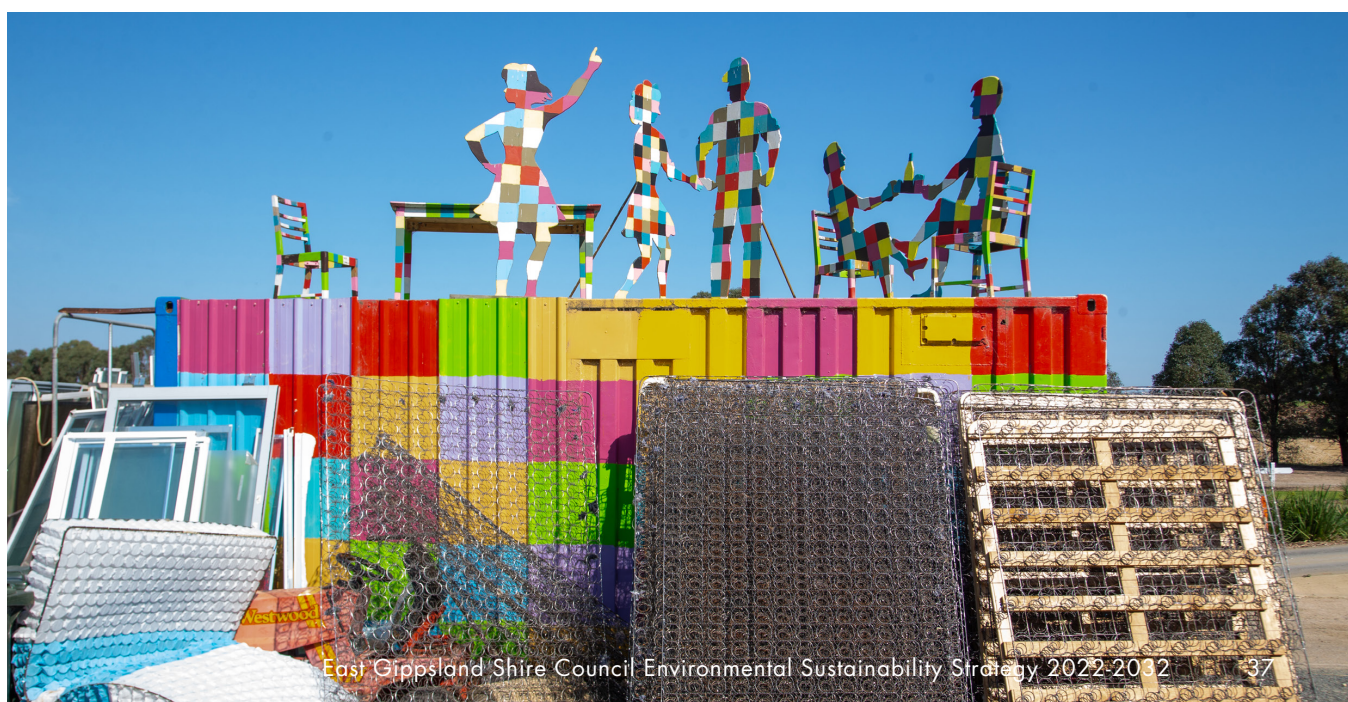
How Council manages its waste services and waste facilities is also of paramount importance to this goal.

In the 2019/20 financial year, 11,975 tonnes of domestic waste and 11,607 tonnes of commercial and industrial waste were deposited in East Gippsland Shire Council's landfills. (Source: Source: Waste Management Action Plan (Draft), 2022 – 2032).

Reducing overall waste is the first step in establishing the circular economy; growing it is based on introducing technologies that will allow for materials and products to be reused or repurposed.

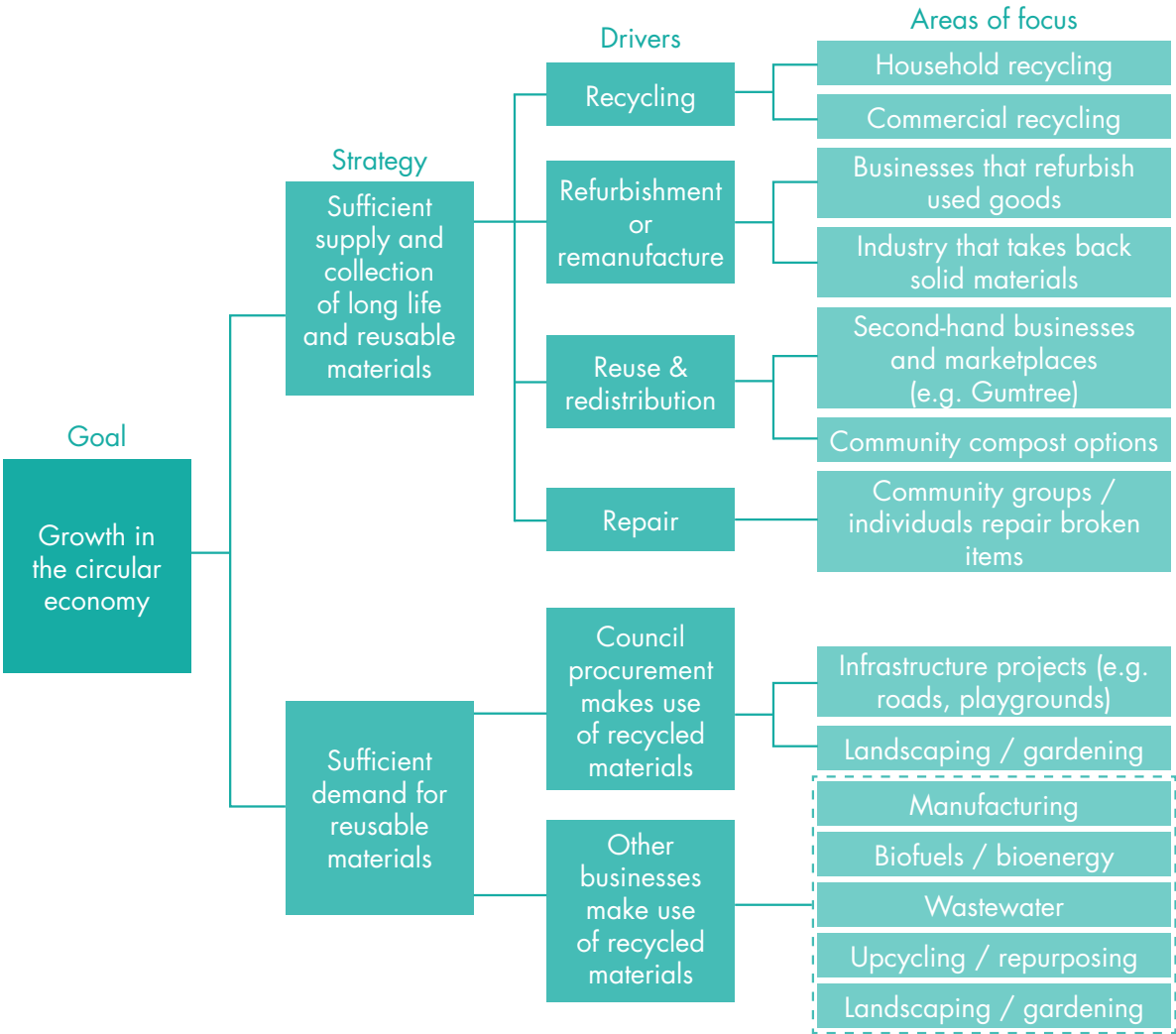
Achieving this Goal will depend on the extent to which there are:

- » enough people taking action to divert waste from landfills (e.g. through recycling)
- » enough companies and organisations interested in collecting those materials – for reuse, repair or repurposing them into something else
- » sufficient demand for recycled/repurposed materials
- » the right infrastructure and appropriate technology to create these products (e.g. facilities to clean and crush glass for roadworks)



East Gippsland Shire Council Environmental Sustainability Strategy 2022-2032

The figure shows how growth in the circular economy is driven by both the supply of and demand for reusable materials.





## How could Council influence this outcome?

As part of this Strategy, Council aims to encourage those types of activities which lead to greater participation in the circular economy. Council plays a direct role in growing the circular economy through its recycling programs and in the use of recycled and repurposed materials through its own procurement practices.

Council's management of its own waste facilities and services will also be a major influencer on this outcome.

Over the next ten years, Council will identify additional opportunities to support all parts of the community to take part in the circular economy, with a particular focus on strategic initiatives related to:

- » Improving waste and resource management.
- » Investing in the growth of new and emerging industries.
- » Building the capacity of all industries to become more sustainable.

Council's Waste Management Strategy and Economic Development Strategy both have core roles to play in the achievement of this Goal and will be key to the achievement of this outcome.

## How will we measure success?

Strategy	Target	Council Role
To ensure sufficient supply and collection of lifelong and reusable materials	Facilitate industry co-operation for a transition to a circular economy	Influence
	Growth in the number of businesses participating in the circular economy.	Influence
To generate sufficient demand for reusable materials	Council has embedded re-use of materials in all policies and practices and supports reuse by businesses and the broader community	Influence
	Council procurement will comprise 10% of recycled material	Control
Council's Waste Services and Waste Management Practices will support the circular economy	Volume of waste going to landfill is reduced by: » organic waste to landfill by 90% » textile waste to landfill by 50% » recyclable materials going to landfill by 90%	Influence
	Greenhouse gas emissions from landfill will be reduced and reported	Control
	Food Organics & Garden Organics (FOGO) will be repurposed to produce organic-based products	Control

As a community-facing strategy, not all actions and responsibility for the circular economy sits with Council. Council will therefore work with a range of agencies, groups and individuals to implement this goal and strive to achieve these targets.

## How does this support the broader strategic commitments?

Growing the circular economy will contribute to the fulfilment of many of the other goals within this Strategy including:

- » Community participation in climate response through a reduction in greenhouse gases from landfills and more sustainable approaches to manufacturing.
- » Sustainable management of natural resources by reducing demand for new raw materials.
- » Supporting economic sustainability and new job growth by contributing new opportunities for employment in sustainable industries.

This Goal is also aligned with the United Nations SDGs numbers 9 (Industry, Innovation and Infrastructure) and 12 (Responsible Consumption and Production).

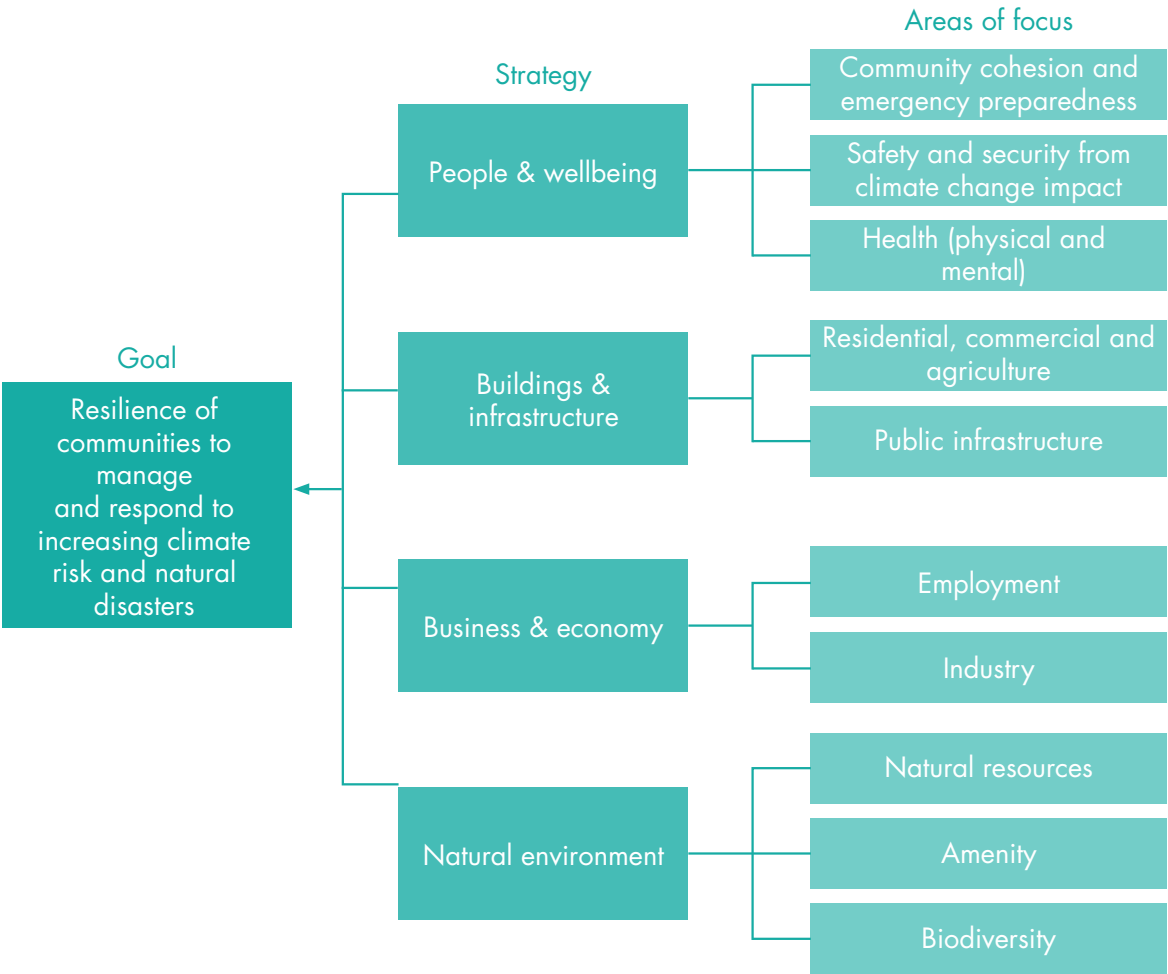




### 6.14 Goal 7 - Community resilience to respond to increasing climate risk and natural disasters

Resilience is the ability of communities, their livelihoods and their surrounding natural environment to respond to and bounce back from disruptive or extreme events caused by climate change. More specifically, the resilience of a community can be considered through the lens of the resilience of its people, its buildings and infrastructure, its businesses and the broader economy, and its natural environment.

Given the vulnerability of East Gippsland to climate change and natural disasters, it is important to prepare for climate change now in order to reduce the impacts on our people, infrastructure, economy and natural environment. This will allow our communities and visitors to continue to live, visit and work in East Gippsland into the future. We need to plan today, to live well tomorrow.





## How could Council influence this outcome?

Over the next ten years, Council will continue to identify and support additional opportunities to contribute to this outcome. This will come under the following strategic initiative areas:

- » Improving community emergency preparedness by planning before events happen.
- » Adapting our agriculture sector.
- » Building resilient communities and infrastructure.
- » Promoting sustainable land-use development.
- » Investing in the growth of emerging industries.
- » Building capacity of all industries to become more sustainable.
- » Protecting our natural heritage and biodiversity.

Council will contribute to this Goal by effectively managing natural environments that fall on Council-managed land and improving Council assets to increase resilience to climate change and natural disasters.

Council's Municipal Emergency Management Plan, Health and Wellbeing Strategy and Economic Development Strategy play core roles in achieving this Goal. While business and community resilience are recognised as being significant from an Environmental Sustainability perspective, it is also recognised that many of the targets and actions belong in other strategies and action plans rather than this Strategy.

To avoid duplication of these actions in this Strategy, the role of the Environmental Sustainability Strategy 2022-2032 is to recognise the importance of resilience at a goal level and influence the actions and measures of these other strategies.

The role of environmental sustainability is to provide the climate data and modelling that will support businesses and community resilience building.



## How will we measure success?

Strategy	Target	Council Role
Reliable and locally relevant climate modelling are developed to inform agencies and units working with communities and businesses to build climate resilience	Reliable climate modelling exists for East Gippsland by 2023	Control
	Proportion of residential, commercial, public and agricultural infrastructure that is insurable for natural disasters	Influence
	East Gippsland planning scheme reflects existing and future predicted climate risk	Control
	Council has implemented a detailed climate risk analysis to identify the likely impact of extreme weather and climate events on Councils infrastructure assets, and the ability to provide community services. Transition costs and risks are also specified.	Control
The majority of strategies for this goal sit within the Municipal Emergency Management Plan; Health and Wellbeing Strategy; the Economic Development Strategy and Council Plan	Agencies working together. See The majority of strategies for this goal sit within the Municipal Emergency Management Plan; Health and Wellbeing Strategy; the Economic Development Strategy and Council Plan for additional targets.	Influence / Control

As a community-facing strategy, not all actions and responsibility for community resilience sits with Council. Council will therefore work with a range of agencies, groups, and individuals to implement this goal and strive to achieve these targets.

## Victorian Climate Change Projections (VCP19)

Council staff have been working with DELWP and the CSIRO to better understand future climate change projections and climate change variability across the municipality. Climate models and climate projections are created to help us understand what the future might look like. Models are used across a large range of disciplines including economics and medicine. They are also used by governments all around the world as a tool to develop policy, this includes climate change.

As more is learnt about the drivers and impacts of climate change, and computing power has increased, the reliability of climate projections has also improved. The most recent climate projections for Victoria are the *Victorian Climate Projections 2019*.

East Gippsland Shire Council is now using the *Victorian Climate Projections 2019* to explore what climate change might look like under

different greenhouse gas emission scenarios for specific localities across the shire. Climate Projections 2019 can be used to help us to understand local climate variability under different climate change scenarios.

Council can engage directly with communities to explain what current climate models are saying about the future climate in specific localities. This is about creating a process that will inform the community so that they can make decisions about their future. We have also provided this modelling to other statutory authorities including the East Gippsland Catchment Management Authority (EGCMA) and East Gippsland Water (EGW).

This would be an evidence-based approach to future planning and preparing for climate uncertainty and risk. It also allows us to understand climate change implications on the coast as opposed to the mountains for example.

This information can help us to plan and prepare for East Gippsland's climate in 2050.



East Gippsland Shire Council Environmental Sustainability Strategy 2022-2032

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## How does this support the broader strategic commitments?

This Goal relates directly to a range of other goals within the strategy including:

- Goal 5 – Community Participation in climate response; and
- Goal 6 – Environmental sustainability supports sustainable economic growth and new job opportunities.

Given the vulnerability of our region to climate change and natural disasters, it is important that we prepare for climate change now in order to

reduce the impacts to our people, infrastructure, economy and natural environment. This will allow our communities and visitors to continue to live, work and play in East Gippsland into the future.

This Goal is also aligned with the United Nations SDGs numbers 1 (No Poverty), 11 (Sustainable Cities and Communities) and 13 (Climate Action).



## 7. OUR STRATEGY

Goal	1. Conservation of the natural environment & biodiversity	2. Sustainable management of natural resources (climate mitigation)	3. Community participation in climate response	4. Respect and alignment with the rights of Traditional Owner Groups	5. Supports sustainable economic growth and new job opportunities	6. Growth in the Circular Economy	7. Community resilience to increasing climate risk and natural disasters
Strategies	<p>a. Improved biodiversity outcomes will be supported across the shire.</p> <p>b. Native vegetation conservation will be encouraged across the shire.</p> <p>c. Engagement with the natural environment will support appreciation and enhancement of these values.</p> <p>d. Support the Health and Wellbeing Strategy to build the resilience of communities to manage and respond to increasing climate risk and natural disasters.</p> <p>e. Support the actions of the Economic Development Strategy to support the business community to build resilience and adjust to increasing climate risk and natural disasters.</p>	<p>a. East Gippsland will use water sustainably.</p> <p>b. East Gippsland will use energy more sustainably.</p> <p>c. East Gippsland will use sustainable transport in preference to fossil fuels.</p> <p>d. East Gippsland will use its raw materials sustainably.</p> <p>e. East Gippsland will use land sustainably.</p>	<p>a. Council will undertake a range of organisation-wide actions to reduce its emissions.</p> <p>b. East Gippsland community members will be supported to reduce their environmental footprint and emissions.</p> <p>c. Encourage organisations across the shire to manage and mitigate the impacts of a changing climate.</p> <p>d. East Gippsland community members will be encouraged to embrace new businesses and business opportunities that are linked to a changing climate.</p>	<p>a. Work with Traditional Owners to develop and implement relevant natural resource agreements and practices.</p> <p>b. Engage Traditional Owners in Council's environmental management operations.</p>	<p>a. Industries will be supported to become more sustainable</p> <p>b. The actions of the Economic Development Strategy to attract and grow businesses with a sustainability focus will be implemented.</p>	<p>a. To ensure sufficient supply and collection of lifelong and reusable materials.</p> <p>b. To generate sufficient demand for reusable materials.</p> <p>c. Council's Waste Services and Waste Management Practices will support the circular economy.</p>	<p>a. Reliable and locally relevant climate modelling is developed to inform agencies and units working with communities and businesses to build climate resilience.</p> <p>b. The majority of strategies for this goal sit within Emergency Management, the Health and Wellbeing Strategy; the Economic Development Strategy and the Council Plan.</p>

Goal	1. Conservation of the natural environment & biodiversity	2. Sustainable management of natural resources (climate mitigation)	3. Community participation in climate response	4. Respect and alignment with the rights of Traditional Owner Groups	5. Supports sustainable economic growth and new job opportunities	6. Growth in the Circular Economy	7. Community resilience to increasing climate risk and natural disasters
Targets	<p>1. Reduce the decline in biodiversity loss.</p> <p>2. Increase in the quantity and quality of vulnerable land, habitat and biodiversity on council and private land</p> <p>3. Illegal clearing of significant native vegetation will be enforced.</p> <p>4. By 2032 the community are more engaged in conservation efforts and have an increased awareness of our ecological values.</p> <p>5. By 2032 community appreciation of the natural environment measures will have all increased.</p>	<p>1. Water use supports necessary environmental flow and best practice measures.</p> <p>2. Council invests in stormwater assets using water sensitive urban design (WSUD) and Integrated Water Management (IWM) principles</p> <p>3. East Gippsland's greenhouse gas emissions from energy use (electricity and gas) reduced by 100%.</p> <p>4. Electricity used in council operations is from 100% renewable sources.</p> <p>5. Greenhouse gas emissions from light vehicle fleet transport will decrease from both Council and community by 50%.</p> <p>6. Increased active transport opportunities (e.g. cycling infrastructure, shared pathways).</p> <p>7. All service towns and prominent localities have access to electric vehicle charging infrastructure.</p> <p>8. New and existing land-use development incorporates ESD</p>	<p>1. Council will set a net zero corporate emissions target for 2032.</p> <p>2. The proportion of community members who report satisfaction with Council's environmental action will increase.</p> <p>3. Support communities to set an emissions target.</p> <p>4. By 2032 East Gippsland's community emissions will have reduced.</p>	<p>1. Traditional Owners are fully involved in decision-making around management and use of natural resources including climate change.</p> <p>2. Relevant agreements between Council and Traditional Owner Groups are in place for the use and management of land under council management.</p> <p>3. Relevant targets set in collaboration with Traditional Owners are met.</p>	<p>Targets will be set in partnership with the development of the Economic Development Strategy.</p>	<p>1. The volume of waste going to landfill is reduced by:</p> <ul style="list-style-type: none"> <li>» organic waste to landfill by 90%</li> <li>» textile waste to landfill by 50%</li> <li>» recyclable materials going to landfill by 90%</li> </ul> <p>2. Greenhouse gas emissions from landfills will be reduced and reported.</p> <p>3. Food Organics &amp; Garden Organics (FOGO) will be repurposed to produce organic based products.</p> <p>4. Growth in number of businesses participating in the circular economy</p> <p>5. Council has embedded re-use of materials in all policies and practices and supports reuse by businesses and the broader community.</p> <p>6. Council procurement will comprise 10% of recycled material.</p>	<p>1. Reliable climate modelling exists for East Gippsland by 2023.</p> <p>2. Proportion of residential, commercial, public and agricultural infrastructure that is insurable for natural disasters.</p> <p>3. East Gippsland planning scheme reflects existing and future predicted climate risk.</p> <p>4. Council has implemented a detailed climate risk analysis to identify the likely impact of extreme weather and climate events on Councils infrastructure assets, and the ability to provide community services. Transition costs and risks are also specified.</p> <p>5. Agencies working together - see Health and Wellbeing Strategy; the Economic Development Strategy and the Council Plan for additional targets.</p>



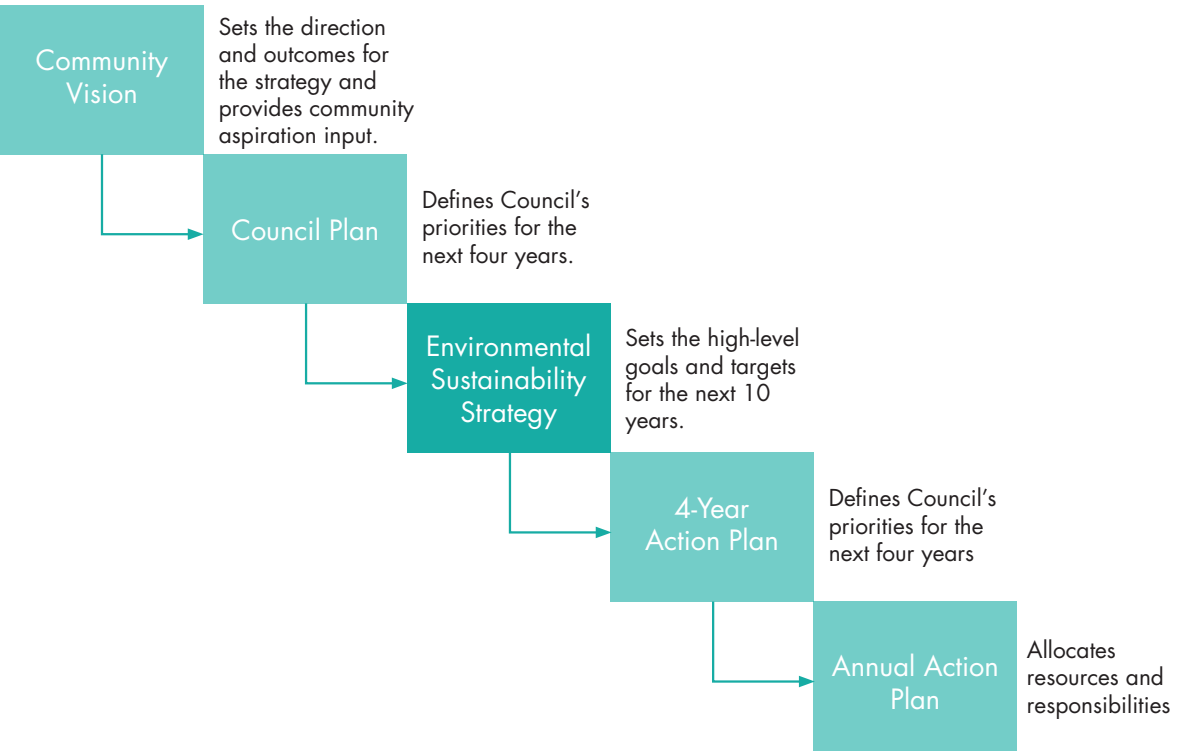
# 8. IMPLEMENTING THE STRATEGY

The Strategy provides direction to Council on how the organisation will respond to a changing climate, embed sustainability into our operations, plan and protect our biodiversity and support the community and business to be sustainable.

The relationship between this Strategy and the other parts of Council’s integrated planning framework is demonstrated in the diagram below. This also shows how the Strategy will be implemented.

The Strategy is informed by background research, uses evidence-based / best practice solutions, and will result in a detailed action plan for the first four years.

Our actions will be driven through Council and department business planning and guided by our principles for sustainability and resilience.

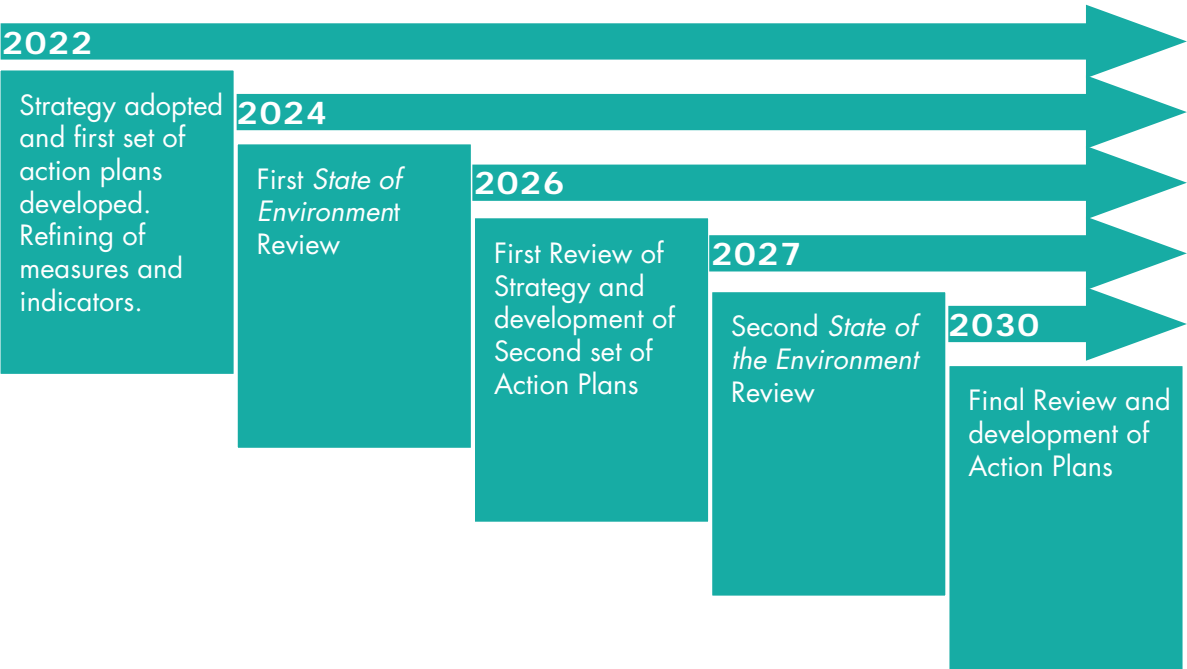




## 8.1 Timelines

By committing to delivery of a 10-year strategy, it is essential that Council undertake regular reviews and monitoring of delivery against the agreed indicators for each outcome. Monitoring allows for a review of not only Council and community performance and expectations, but also allows us to reprioritise or pivot the Strategy to new or developing circumstances.

Four-year action plans will be developed to support the implementation of the Strategy. These will be scheduled for adoption six months after the adoption of the relevant Council Plan. Major monitoring and development of ‘*State of the Environment*’ reporting will also be undertaken every 4 years - with the first of these due by 2024.



## 8.2 Resourcing

The funding we need to implement the strategic actions for each Goal will be considered in our annual planning and budgeting cycles.

We will actively work with the community and other organisations where it is agreed that the Strategy’s outcomes are mutually beneficial to

other partners. This may include sharing data, project co-delivery, funding, etc.

We will also seek external funding opportunities to further progress our vision, outcomes and strategic actions.

## 8.3 Cross-referencing with other strategies

Recognising the interdependencies of the Strategy and our Economic Development Strategy; the Municipal Health and Wellbeing Plan and some of our enabling plans and policies such as the Asset Management Plan, this Strategy is being carefully cross-referenced against these documents.

This cross-referencing will ensure that:

- » where strategies have similar goals, their actions and targets are complementary rather than repetitive
- » there is no conflict between strategy views
- » targets and measures are appropriately set for each document
- » necessary changes to the strategy can be identified through review, and the priorities and strategies targets re-evaluated and changed as needed

## 8.4 Ongoing communication and engagement

Communication and engagement, particularly sharing the successes and challenges of activities and actions, will be fundamental to the implementation of this Strategy.

Examples of communication tools that will be deployed to enable community engagement and partnership formation include:

- » Community newsletter to inform the public about local Council, environmental and sustainability news.
- » Other Council media including local newsletters, websites, social media posts and print.
- » Councillor Briefings and updates.
- » Surveys to test public opinion about key projects.
- » Use of focus groups to test the direction of the Strategy at inception, 4-year and 10-year reviews.
- » Maintaining a commitment to making information public and accessible.
- » Collaborating with the public sector including the EGCMA, DELWP, DPJR (jobs, precincts and regions) and Latrobe Valley Authority (LVA).
- » Collaborating with the private sector including the waste industry, environmental groups and other non-governmental organisations (NGOs).
- » Media releases around key achievements and major project updates.

## 9. REFERENCES

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## 10. GLOSSARY

TERMS	DEFINITIONS
Adaptation	A process of change through which a species becomes better suited to its environment.
Biodiversity	Biodiversity is the variety of life forms on earth - the plants, animals, fungi and microorganisms, their genes, and the terrestrial, marine and freshwater ecosystems of which they are a part. This diversity exists at different scales: regional diversity, ecosystem diversity, species diversity and genetic diversity. High levels of biodiversity are considered desirable.
Circular economy	A circular economy is based on the principle of eliminating waste and pollution by keeping products and materials in use. In a circular economy, natural resources are kept in circulation to create new economic opportunities and employment. It helps conserve natural resources and reduces emissions and waste.
Climate adaptation	Climate change adaptation is the process of adjusting to current or expected climate change and its effects. It is one of the ways to respond to climate change, along with mitigation and varies from place to place, depending on the sensitivity and vulnerability to environmental impacts.
Climate change	A change in global and regional climate patterns that can be attributed to increased levels of greenhouse gases leading to global warming and more extreme weather.
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DELWP	Department of Environment, Land, Water and Planning
EGCMA	East Gippsland Catchment Management Authority
EGW	East Gippsland Water
Environment	The surroundings or conditions in which a person, animal or plants lives and operates.
ESD	Environmentally Sustainable Design (ESD) involves designing the built environment to comply with the principles of sustainability. This includes passive solar (maximised by a building's orientation), reducing consumption of non-renewable materials, waste minimisation and creating healthy, productive environments for humans to live and work in.
Greenhouse gases	A gas that contributes to climate change through absorbing heat radiation from the sun. Carbon dioxide, methane, water vapour and nitrous oxide are examples of greenhouse gases.
Habitat	A habitat is an environment that provides all the conditions necessary for a species to survive.
IWM	Integrated Water Management. A collaborative approach to water planning and management that brings together organisations with an interest in all aspects of the water cycle.

# GLOSSARY

TERMS	DEFINITIONS
Landscape capacity	The degree to which a particular characteristic of a landscape can accommodate change without significantly affecting its overall characteristics.
NECMA	Northeast Catchment Management Authority
NGO	Non-Government Organisation
Resilience	The ability of a species or environment to respond and bounce back from disruptive or extreme events.
Recycle	Converting what would otherwise be waste into a reusable product.
Reuse and repair	Diverting items that would otherwise become landfill into other uses.
RSA	Recognition Settlement Agreement (RSA) is an agreement between Traditional Owners and the Crown relating to native title land-use on Crown land.
Stewardship	The responsible overseeing and protection of something considered worth caring for and preserving.
Strategy	Provides a roadmap that identifies key guiding principles and goals that will inform and prioritise decision making within an organisation.
Sustainability	Focus on meeting the needs of the present without compromising the ability of future generations to meet their needs.
WGCMA	West Gippsland Catchment Management Authority
WSUD	Water Sensitive Urban Design. Managing urban water movements by mimicking the natural water cycle.



# CONTACT US

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(business hours)  
National Relay Service: 133 677

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## In person

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Lakes Entrance: 18 Mechanics Street  
Mallacoota: 70 Maurice Avenue  
Omeo: 179 Day Avenue  
Orbost: 1 Ruskin Street  
Paynesville: 55 The Esplanade

## Outreach Centres

Bendoc Outreach Centre -  
18 Dowling Street  
Buchan Resource Centre -  
6 Centre Road  
Cann River Community Centre -  
Princes Highway

## East Gippsland Shire Council

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Bairnsdale VIC 3875

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Follow us on Twitter: @egsc

Telephone: (03) 5153 9500  
Fax: (03) 5153 9576

National Relay Service: 133 677  
Residents' Information Line: 1300 555 886

ABN: 81 957 967 765







### **5.2.3 Proposed extension to CON2019 1370 - Provision of Waste and Recycling Trailer Service**

Authorised by General Manager Assets and Environment

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#### **Conflict of Interest**

No Officer who has provided advice in the preparation of this report has disclosed a conflict of interest.

#### **Executive Summary**

CON2019 1370 Provision of Waste and Recycling Trailer Service was let as a two-year contract with provision for an additional extension of up to two years. The first two-year contract period is nearing expiry. The contract allows for a two (2) year extension through to 30 June 2024.

The purpose of this report is to provide the background to CON2019 1370 Provision of Waste and Recycling Trailer Service and seek Council's approval for extension of the contract for two years as per the contract terms.

The contract allows for the management of 10 active waste trailers positioned in remote communities to provide a frequent waste service to those communities. The contract comprises of four separate service areas and has been awarded to two local companies

#### **Officer Recommendation**

##### ***That Council:***

- 1. receives and notes this report;***
- 2. approves the contract extension to CON2019 1370 Provision of Waste and Recycling Trailer Service for a period of two (2) years to 30 June 2024, for the tendered lump sums and schedule of rates to Orbost Civil & Civic Pty Ltd and Jamie V Ingram Pty Ltd; and***
- 3. authorises for Chief Executive Officer to finalise the terms, and sign and seal the contract extension in the form proposed.***

#### **Background**

Council's provision of waste management services is diverse and aims to provide for all East Gippsland residents. This service is made up of two landfills, 16 transfer stations and 10 active waste trailers positioned in remote communities to provide a frequent waste service to those communities. Historically, the management of Council's waste trailers was run 'in-house' with several contractors engaged on an informal basis. The complications associated with this led to the creation of CON2019 1370 Provision of Waste and Recycling Trailer Services on 2 June 2020, when it was approved by Council for an initial two (2) year term commencing 1 July 2020 and expiring on 30 June 2022.

An in-house provision analysis was undertaken prior to CON2019 1370 being let, where it found to be more cost effective and efficient to outsource this service.



The waste trailer services are divided into four defined service areas as outlined in Table 1. The contract was awarded to Orbost Civil & Civic Pty Ltd (OCC) for Areas 1, 3 and 4 and Jamie V Ingram Pty Ltd (Jamie Ingram) for Area 2.

<b>Area 1</b>	<b>OCC</b>	Club Terrace
		Combienbar
		Furnell
		Chandlers Creek
<b>Area 2</b>	<b>Jamie Ingram</b>	Goongerah
		Tubbut
		Deddick
		Dellicknora
<b>Area 3</b>	<b>OCC</b>	Gelantipy
<b>Area 4</b>	<b>OCC</b>	Genoa

**Table 1:** Breakdown of service areas by location and contractor

## Legislation

As of 1 July 2021, all provisions of the *Local Government Act 2020* commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

This report has been prepared in accordance with *Local Government Act 2020*.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of Human Rights and Responsibilities Act 2006.

## Collaborative procurement

Given the remote area services this contract addresses, collaborative procurement is not possible.

## Council Plan

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 1: 1.1 Council strives to provide equitable access to their services, support and facilities; and

Strategic Objective 5: 5.1 A better everyday customer experience is created for our residents and visitors.

## Council Policy

Procurement has been undertaken in accordance with the East Gippsland Shire Council Policy (2021).

## Options

There are two options available to Council with the respect to this report.

1. Exercise the two (2) year extension option with Orbost Civil & Civic Pty Ltd and Jamie V Ingram Pty Ltd with the renewed contract completion date being 30 June 2024; or
2. Re-tender for the services provided by Contract CON2019 1370 Provision of Waste and Recycling Trailer Services.

Option 1 is recommended by Officers as it will ensure service continuity and the current contractors have demonstrated a high level of service in years 1 and 2 of the contract.

## **Resourcing**

### *Financial*

As of May 2022, contract expenditure across all four areas was \$207,885 for the two-year period. This included additional collection / removal services that were carried out at peak times of the year to ensure that the trailers do not overflow, and an allowance for provisional collections due to higher-than-expected use of the trailers.

Under the contract, Council has the option to extend for a further two (2) years. The contract is subject to rise and fall should the contract period be extended. It is anticipated that CPI increases will increase the overall value of the contracts by approximately \$10,000.

Council has an annual operating budget for this service which will cater for the contract extension and CPI increases.

### *Plant and equipment*

All plant and equipment requirements of the contracts are provided and insured by the Contractors.

### *Human Resources*

The contract will be managed by the Waste Regulatory Officer from the Sustainability and Waste Minimisation Business Unit.

### *Risk*

The project and proposed contract respond to a mandatory requirement of Environmental Protection Agency Victoria to manage environmental risk. The recommendation made in this report adequately addresses these risks.

## **Economic**

Residents who utilise the waste trailer service have a charge applied to their rates notice annually.

## **Social**

The contracts will ensure that the East Gippsland communities in rural and isolated areas continue to have a waste service.

## **Environmental**

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

**Engagement**

Not Applicable.

**Attachments**

Nil

## **5.2.4 Proposed extension to CON2019 1287 Landfill Environmental Monitoring Services**

Authorised by General Manager Assets and Environment

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### **Conflict of Interest**

Officers preparing this report have no conflict of interest to declare.

### **Executive Summary**

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in **Attachment 1** is confidential because it contains private commercial information, which if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The purpose of this report is to seek Council's approval to exercise its option within CON2019 1287 - Landfill Environmental Monitoring Services, to extend the existing contract for a period of two (2) years to 3 July 2024, based on tendered schedule of rates and lump sum, as provided as **Attachment 1**.

Council is required under the *Environment Protection Act 2018* to conduct environmental monitoring services at its active and non-active registered landfill sites. CON2019 1287 outsources these specialised monitoring tasks and ensures that Council meets its statutory requirements.

### **Officer Recommendation**

#### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report;***
- 2. approves the contract extension to CON2019 1287 Landfill Environmental Monitoring Services for a period of two (2) years to 3 July 2024, to SMEC Australia Pty Limited for the tendered lump sum amount and schedule of rates as provided in Attachment 1;***
- 3. authorises for Chief Executive Officer to finalise the terms and to sign and seal the contract extension in the form proposed; and***
- 4. resolves that the attachment to this report and all discussions pertaining to this attachment remain confidential.***

## Background

Council is required under the *Environment Protection Act 2018* to conduct environmental monitoring services at our active and non-active landfill sites, including:

- Bairnsdale landfill;
- Lakes Entrance landfill;
- Bosworth Road landfill;
- Eagle Point landfill;
- Mallacoota landfill;
- Metung landfill; and
- Orbost landfill.

On 7 July 2019, the awarding of CON2019 1287 Landfill Environmental Monitoring Services to SMEC Australia Pty Limited (SMEC) was approved by Council to carry out the environmental monitoring at Council's landfills. The contract commenced on 4 July 2019 with the initial term scheduled to end 3 July 2022. Under the agreement, Council has the option to extend the contract for a further two (2) years.

During the initial contract term, contract variations were required as the original contracted cost was insufficient to cover monitoring requirements imposed on Council by Environmental Protection Authority (EPA) appointed auditors. On 17 December 2019, Council approved a variation to the contract to facilitate additional monitoring required to meet EPA requirements.

Additional out of scope monitoring works required of Council in 2021 prompted a request to SMEC to provide a Schedule of Rates for consideration. This was provided on 14 January 2021 and approved by Council on 23 February 2021.

Under the agreement, Council has the option to extend CON2019 1287 Landfill Environmental Monitoring Services for a further two (2) years.

SMEC has been contacted and have confirmed agreement for the two (2) year contract extension, subject to Council approval and have also supplied a revised Schedule of Rates that reflects the Contract including approved variations. This revised schedule is provided as **Attachment 1**.

## Legislation

As of 1 July 2021, all provisions of the *Local Government Act 2020* commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

This report has been prepared in accordance with *Local Government Act 2020*.

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in **Attachment 1** is confidential because it contains private commercial information, which if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

## **Collaborative procurement**

Not applicable

## **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 1: 1.1 Council strives to provide equitable access to their services, support and facilities; and

Strategic Objective 5: 5.1 A better everyday customer experience is created for our residents and visitors.

## **Council Policy**

Procurement has been undertaken in accordance with the East Gippsland Shire Council Policy (2021).

## **Options**

There are two options available to Council with respect to this report:

1. Exercise the two (2) year extension options with SMEC Australia Pty. Limited with renewed contract completion date being 3 July 2024; or
2. Re-tender for the services provided by Contract CON2019 1287 Landfill Environmental Monitoring Services.

Option 1 is recommended by Officers as it will ensure that the monitoring of our active and non-active landfill sites can continue uninterrupted in line with Councils' statutory obligations under the *Environment Protection Act 2018*.

## **Resourcing**

### *Financial*

All costs associated with this contract are accounted for in the Waste operational budget.

### *Plant and equipment*

Not applicable

### *Human Resources*

This contract is managed by the Waste Regulatory Officer no additional resources are required to manage the contract.

### *Risk*

The project and proposed contract respond to a mandatory requirement of the EPA to manage environmental risk. The recommendation made in this report addresses these risks.

## **Economic**

There are no identified economic implications in relation to this report.

## **Social**

There are no identified social impacts in relation to this report.

## **Environmental**

Environmental monitoring of Waste sites is a statutory responsibility under the *Environment Protection Act* 2018 administered by the EPA.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

## **Engagement**

Not applicable.

## **Attachments**

1. CONFIDENTIAL - CON 2019 1287 Extension Schedule of Rates to 3 July 2024  
[5.2.4.1 - 2 pages]

## 5.2.5 CON2023 1486 Omeo Recreation Reserve Netball and Tennis Court Upgrade

Authorised by General Manager Assets and Environment

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### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

### Executive Summary

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in **Attachment 1** to this report is confidential because it contains private commercial information, which if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The Omeo netball courts have been assessed as being in poor condition. Netball Victoria granted an exemption for games to be able to proceed in 2021, however future exemptions are not guaranteed and if the courts are not upgraded, future games may be in jeopardy. Without compliant netball courts Omeo will not be able to host home netball games which will have a negative impact on the local social fabric and force local players to play all games away from Omeo, with considerable time and cost implications.

Upgrading the courts and including provision for one court to be used additionally for tennis is a high priority for the Omeo Recreation Reserve Committee of Management and the broader Omeo community. Funding was therefore sought and successfully gained from the Black Summer Bushfire Recovery fund to facilitate this important upgrade.

The project components include resurfacing of courts, new perimeter fencing, new lighting to meet required standards, new player and scorer shelters, secure storage area for equipment, new pedestrian access path, upgrade of the access road and parking area.

The purpose of this report is to present the outcomes of a Tender Evaluation Report for the Omeo Recreation Reserve Netball and Tennis Court Upgrade tender – provided as **Attachment 1**, and to recommend Council accept the recommended tender to appoint a contractor for the upgrade of Omeo Recreation Reserve Netball and Tennis facilities.

### Officer Recommendation

#### *That Council:*

- 1. receives and notes this report and all attachments pertaining to this report;***
- 2. accepts the tender submitted by \_\_\_\_\_ for CON2023 1486 – Design and Construct - Omeo Recreation Reserve Netball & Tennis Court Upgrades for the tendered lump sum price of \_\_\_\_\_ (ex GST) and Provisional Items price of up to \_\_\_\_\_ (ex GST), as provided at Confidential Attachment 1;***
- 3. authorises the signing and sealing of the contract in the form presented; and***
- 4. resolves that the attachment to this report and all discussions about the attachment remain confidential.***



## Background

The Omeo netball and tennis courts have been deemed to be in poor condition, with exposed expansion joints and water running onto the playing surface in rain events. Netball Victoria granted an exemption for games to be able to proceed in 2021, however future exemptions are not guaranteed. Without the upgrade, future play on these courts may be in jeopardy.

The upgrade to the netball and tennis courts will rectify those problems and ensure the future of organised sport, especially for women and girls, in the Omeo region. Being a small, somewhat isolated community, netball and tennis are the only organised team sport activities on offer for women and girls in Omeo.

Research shows that physical exercise and interpersonal connection are key to overcoming trauma. The upgraded netball and tennis facilities will encourage people to get outside, re-engage, and interact. Providing community members within the Omeo and district community with such a quality space to come together, will facilitate intergenerational friendships, netball participation pathways from juniors to seniors, and improved mental health, community connectedness, mentoring and leadership.

These improved sporting facilities will support the community's physical and mental wellbeing, in enabling people to participate in physical activity and reconnecting as a community in the structured environment of organised team sports. The project will also develop facilities that the Omeo community will be proud of, where people of all ages can interact in a positive and healthy environment.

## Legislation

As of 1 July 2021, all provisions of the *Local Government Act 2020* commenced. Some provisions of the *Local Government Act 1989*, that have not been repealed, will remain applicable until such time as they are revoked.

This report has been prepared in accordance with *Local Government Act 2020*.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act 2006*.

In preparing this report the Victorian *Gender Equality Act 2020* has been considered and the need for a Gender Impact Assessment has also been assessed.

## Collaborative procurement

Given the contractual nature of this report, this report has not been prepared in collaboration with another local government or agency.

## Council Plan

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025.

Strategic Objective 2:2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable.

## **Council Policy**

Procurement has been undertaken in accordance with the Council's Procurement Policy.

## **Options**

When developing the specifications for the Omeo Recreation Reserve Netball and Tennis Court Upgrade, a design and construct option was considered and decided to be the most effective delivery method given the nature of works. This report considers the awarding of the design and construct package.

The tender process used for this project has seen multiple contractors bid for the works. The Tender Evaluation Panel evaluated these options in order to arrive at a preferred tenderer recommendation as outlined in **Attachment 1**.

## **Resourcing**

### *Financial*

The project is being funded from the Federal Government's Black Summer Bushfire Recovery Grants Program from the Australian Government (\$659,000) plus Council cash to cover items unable to be claimed under the grant conditions.

### *Plant and equipment*

Plant and equipment are to be supplied as a condition in the contract by the successful contract in the entirety.

### *Human Resources*

This project will be supervised by a Project Supervisor from Council's Assets and Projects Unit. No additional human resources are required to manage this project.

### *Risk*

The risks of this proposal have been considered and tenderers were requested to develop a construction method that minimises risks identified in relation to property access, traffic management, vibration, dust and other key issues associated with the works.

## **Economic**

The tender evaluation process used for this tender included a 5% weighting for local content, with preference given to contractors who employ locally and purchase goods and any subcontracted services locally.

## **Social**

The users of Omeo Recreation Reserve will directly benefit from this project with increased court safety, new perimeter fencing, new lighting to meet required standards, new player and scorer shelters, secure storage area for equipment, new pedestrian access path and upgrade of access road and parking area.

### *Gender Impact Statement*

The *Gender Equality Act 2020* was considered in the preparation of Contract CON2022 1480. Contract CON2022 1480 has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

Replacing existing court surface with the upgraded car parking and entrance road works will decrease sediment going into the drainage system and have a positive environmental impact.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category.

Asset Management: Climate change is considered in the design and maintenance of assets and includes responses to direct and indirect impacts.

## **Engagement**

The Project Supervisor for the works will be responsible for providing initial advice to the Omeo community regarding the construction works, location and expected date. As part of the construction methodology, the contractor will be responsible for ongoing communication with affected residents in terms of property access during the works.

## **Attachments**

1. CONFIDENTIAL - CON2023 1486 Omeo Recreation Reserve Netball and Tennis Court Upgrade - Tender Evaluation Panel Report [5.2.5.1 - 7 pages]

## 5.2.6

## CON2022 1470 Provision of Painting Services

Authorised by General Manager Assets and Environment

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### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

### Executive Summary

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in **Attachment 1** is confidential because it contains private commercial information, which if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

This contract is for a Panel of Contractors to provide, on request, general provision of painting services inclusive of all staff, labour, materials, and plant for Part A – Emergency Response Services, Part B – General Scheduled Services and plasterworks. The works relate primarily to new works, renovation, and vandalism repairs on Council buildings / structures either internally or externally across East Gippsland Shire. The contract is for a three (3) year term with the option of up to twenty-four (24) months extension to be exercised at Council's sole discretion.

A request for tender (RFT) was advertised seeking responses from suitable vendors to undertake painting works. The RFT sought schedules of rates which could be applied to a variety of small projects across the shire within a three-year period. The tender was broken into eight separate localities and tenderers had the option of submitting for one or multiple localities.

Submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria that considered not only financial value (40%) but also capacity (20%), capability (30%), local contribution (5%) and environmental sustainability (5%).

The purpose of this report is to provide the background of the tender and evaluation process for the above contract and seek approval by Council to accept the recommendations made by the Evaluation Panel. The Tender Evaluation Report is detailed at **Attachment 1** for perusal.

As a result of the invitation to tender and the subsequent tender evaluation, Council is able to award the contract. The TEP recommendations are detailed in **Attachment 1**.

## **Officer Recommendation**

### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report;***
- 2. approves entering into a contract with each recommended member of the panel of providers for each area for CON2022 1470 Provision of Painting Services for a three-year term for the schedule of rates as provided in Confidential Attachment 1;***
- 3. approves the Schedule of Rates for Area A – Bairnsdale and District submitted by \_\_\_\_\_ as provided in Attachment 1;***
- 4. approves the Schedule of Rates for Area B – Lakes Entrance and District submitted by \_\_\_\_\_ as provided in Confidential Attachment 1;***
- 5. approves the Schedule of Rates for Area C – Paynesville / Eagle Point submitted by \_\_\_\_\_ as provided in Confidential Attachment 1;***
- 6. approves the Schedule of Rates for Area D – Orbost and District submitted by \_\_\_\_\_ as provided in Attachment 1;***
- 7. approves the Schedule of Rates for Area E – Cann River / Bemm River submitted by \_\_\_\_\_ as provided in Confidential Attachment 1;***
- 8. approves the Schedule of Rates for Area F – Mallacoota submitted by \_\_\_\_\_ as provided in Confidential Attachment 1;***
- 9. approves the Schedule of Rates for Area G – Metung and District submitted by \_\_\_\_\_ as provided in Confidential Attachment 1;***
- 10. approves the Schedule of Rates for Area H – Omeo and District submitted by \_\_\_\_\_ as provided in Confidential Attachment 1;***
- 11. authorises for Chief Executive Officer to finalise the terms and to sign and seal the contract in the form proposed; and***
- 12. resolves that attachment to this report and all discussions about the attachment remain confidential.***

## Background

Contract CON2022 1470 is for the provision of painting services for the painting of Council buildings and structures relating to new works, maintenance, renovation and vandalism repairs either internally or externally. The Contractors may also be requested to undertake project work (subject to quote).

The proposed contract requires the contractor to develop, implement and maintain management systems which includes quality, environmental and occupational health and safety components.

Regular painting of Council buildings extends the life of the asset, enhances amenity and encourages use of the buildings by community members. It also reflects Council's commitment to delivering buildings that reflect the needs and priorities of our community.

## Legislation

As of 1 July 2021, all provisions of the *Local Government Act* 2020 commenced. Some provisions of the *Local Government Act* 1989, that have not been repealed, will remain applicable until such time as they are revoked.

Under section 66(2) of the *Local Government Act* 2020 a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act* 2020, the information contained in **Attachment 1** is confidential because it contains private commercial information, which if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act* 2006.

In preparing this report the Victorian *Gender Equality Act* 2020 has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act* 2020. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act* 2020.

## Collaborative procurement

Not applicable.

## Council Plan

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 2: 2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable.

## Council Policy

This report and its recommendations are in accordance with the Procurement Policy.

## **Options**

The schedule of rates-based services with a panel of providers is the same contract format as used previously by Council. This format has proven to demonstrate substantial value for money and flexibility. Council's current schedule of rates-based contract for provision of painting services expires in July 2022. To enable and maintain renovation and repairs including vandalism on Council's buildings and/or structures both internally and externally, Council has the option to enter a contract for CON2022 1470 Provision of Painting Services or review the market engagement approach related to this service and select an alternative.

## **Resourcing**

### *Financial*

The annual expenditure since the commencement of the Contract is between \$100,000 and \$150,000, this contract does not guarantee work.

The initial contract term of three (3) years is at fixed rates. A CPI increase is applicable if the contract is extended for up to twenty-four (24) months on the anniversary of each year.

Council has allocated funding for this contract as part of its operational budget.

### *Plant and equipment*

Not applicable.

### *Human Resources*

The contract is managed internally by existing staff.

### *Risk*

The risks of this proposal are considered low. Tenderers are to develop Occupational Health and Safety manuals, safe work method statements and procedures that implement safe work practices for every phase of service delivery.

## **Economic**

Local content and local economic benefit are part of the criteria used to evaluate contract CON2022 1470.

## **Social**

There are no identified social implications with the report other than the enhancement of community facilities for the use and enjoyment of local community members.

### *Gender Impact Statement*

The contract for the provision of painting services has considered the *Gender Equality Act* 2020 in its preparation. The contract has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

There are no identified environmental implications with this report.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

This report is assessed as having no direct impact on climate change.

## **Engagement**

Not applicable.

## **Attachments**

1. CONFIDENTIAL - CON2022 1470 Provision of painting services - Tender Evaluation Panel Report [5.2.6.1 - 36 pages]



Authorised by General Manager Assets and Environment

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### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

### Executive Summary

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in **Attachment 1** to this report is confidential because it contains private commercial information, which if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Council is responsible for 1,157 kilometres of sealed road and is required to undertake line marking renewal, replacement and upgrades on a regular basis as part of road reseal and general road and car park maintenance. Line marking forms a critical aspect of road safety, providing information to drivers and help guide them on the road.

Tender proposals were recently sought from the open market for the provision of road line marking services. The 'Request for Tender' (RFT) was advertised through the Bairnsdale Advertiser, Lakes Post, Snowy River Mail, and online through TenderLink.

The initial term of the contract is for three years effective 1 July 2022 to 30 June 2025 with an annual provision for price adjustment. There are a further two (2) extension options each up to 12 months.

This report also outlines the process that was undertaken to assess tenders in **Attachment 1** and provides recommendations for awarding of the contract.

As a result of the invitation to tender, and the subsequent tender evaluation, Council is now in a position to award the contract.

### Officer Recommendation

#### *That Council:*

- 1. receives and notes this report and all attachments pertaining to this report;**
- 2. accepts the tender submitted by \_\_\_\_\_ for CON2022 1471 Provision of Linemarking Services for the Schedule of Rates (ex GST), as provided at Confidential Attachment 1;**
- 3. delegates the power to the Chief Executive Officer to exercise the two extension options each of up to twelve months as per the existing General Conditions of Contract;**
- 4. authorises the signing and sealing of the contract in the form presented; and**
- 5. resolves that the attachment to this report and all discussions regarding the attachment remain confidential.**

## **Background**

Council is responsible for 1,157 kilometres of sealed road and is required to undertake line marking renewal, replacement and upgrades on a regular basis as part of road reseal and general road and car park maintenance. Line marking forms a critical aspect of road safety providing information to drivers and help guide them on the road.

Council provides annual funding as part of the operational works program for line marking to be completed on Council's sealed road network. Line marking works are also undertaken as part of Council's annual capital works reseal program.

Line marking works are undertaken to ensure the ongoing integrity of delineation provided for drivers using the local road network. The program of line marking helps to ensure that ongoing maintenance costs are minimised by prioritising the works in accordance with traffic volumes and the condition of the existing markings.

## **Legislation**

As of 1 July 2021, all provisions of the *Local Government Act* 2020 commenced. Some provisions of the *Local Government Act* 1989, that have not been repealed, will remain applicable until such time as they are revoked.

This report has been prepared in accordance with *Local Government Act* 2020.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act* 2006.

In preparing this report the Victorian *Gender Equality Act* 2020 has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act* 2020. The need for a Gender Impact Assessment has also been assessed. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act* 2020.

## **Collaborative procurement**

Given the nature of the works contracted, this tender has not been prepared as a collaborative tender.

## **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 2: 2.2 Infrastructure provision and maintenance supports a diverse range of current and future user needs and activities and is both environmentally and financially sustainable.

## **Council Policy**

Procurement has been undertaken in accordance with the Procurement Policy 2021.

## **Options**

Council has the option of either awarding or not awarding the contract as presented.

## **Resourcing**

### *Financial*

A detailed project financial assessment is provided within the Tender Evaluation Report provided as **Attachment 1**. With all works to be undertaken within the adopted budget for line marking.

### *Plant and equipment*

All plant and equipment requirements of the project will be provided in accordance with the proposed contract.

### *Human Resources*

No additional resources will be required to manage this contract, with contract supervision responsibility sitting with the Project Supervisor – Roads.

### *Risk*

The risks of awarding this contract have been fully considered. The contract will allow Council to mitigate the risks of having poorly marked sealed roads, which could lead to driver confusion and accidents.

## **Economic**

The tender evaluation process used for this tender included a 5% weighting for local content, with preference given to contractors who employ locally and purchase goods and any subcontracted services locally.

## **Social**

Well line-marked and managed roads improve driver safety, with positive social benefits.

### *Gender Impact Statement*

Council officers have considered the *Gender Equality Act 2020* in the preparation of this report. Contract CON2022 1471 Provision of Linemarking Services has been assessed as not requiring a Gender Impact Assessment (GIA).

## **Environmental**

The tender evaluation process used for this tender included a 5% weighting for environmental sustainability, with preference given to contractors who demonstrate sustainable practices.

### *Climate change*

This report has been prepared and aligned with the following Climate Change function/category:

Asset Management: Climate change is considered in the design and maintenance of assets and includes responses to direct and indirect impacts.

## **Engagement**

Not applicable

## **Attachments**

1. CONFIDENTIAL - CON 2022 1471 Provision of Linemarking Services - Tender Evaluation Panel Report [**5.2.7.1** - 9 pages]

## 5.3 Place and Community

### 5.3.1 Request for In Principle Support to end S173 Agreement AF072419Q - 52 Country Club Drive, Lakes Entrance

Authorised by General Manager Place and Community

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#### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

#### Executive Summary

The purpose of this report is to seek Council's in principle support for the landowners' request to end the Section 173 Agreement AF072419Q (the Agreement) for 52 Country Club Drive, Lakes Entrance. This will allow for the implementation of stage two of the process to end the Agreement which will involve community consultation and a further report to Council to determine the proposal.

The catalyst to end the Agreement AF072419Q as it relates to 52 Country Club Drive, Lakes Entrance is that the land is subject to the Lakes Entrance Northern Growth Area Outline Development Plan, Development Plan for 189 Palmers Road, Lakes Entrance, and a planning permit application (Planning Permit Application 502/2021/P) which would require the ending of the current agreement before the new subdivision works could commence.

Specifically, the permit is proposed to require the Agreement to be ended prior to the commencement of works. A request to end the Agreement and the relevant title documents, including the Agreement, can be found at **Attachment 1**.

The effect of this proposed change is to substitute a requirement in the s.173 Agreement for vegetation protection onsite, with a permit that allows removal of the vegetation onsite and requires provision of an offsite native vegetation offset.

Council has indirectly considered the appropriateness of the ending of the Agreement in its decision to adopt the Development Plan for the site in-principle (Council Meeting 3 October 2017, Item 5.2.4), however this was not a formal determination of in-principle support to end the Section 173 Agreement as required by Section 178A(3) of the *Planning and Environment Act 1987*.

The request is considered suitable to be progressed to notification, which allows for stakeholder submissions. As such, it is recommended that the request is supported in principle, and thereafter is subject to notification and final consideration by Council.

## Officer Recommendation

### ***That Council:***

- 1. receives and notes this report and all attachments pertaining to this report;***
- 2. agrees in principle to the ending of Section 173 Agreement AF072419Q wholly as it relates to Volume 12185 Folio 389 being Lot B on plan of subdivision PS831208Q at 52 Country Club Drive, Lakes Entrance in accordance with Section 178A of the Planning and Environment Act 1987;***
- 3. determines to undertake the necessary public notice of the proposal in accordance with Section 178C of the Planning and Environment Act 1987 before the matter is brought back to Council for determination; and***
- 4. directs that all costs incurred in the ending of the Agreement AF072419Q must be paid by the owners of the land.***

## Background

Council has received a request to end the Agreement AF072419Q (**Attachment 1**) wholly as it relates to Lot B on plan of subdivision PS831208Q at 52 Country Club Drive, Lakes Entrance.

A combined planning scheme amendment seeking for the parent property to be rezoned to Residential 1 (now General Residential) and a 44-lot subdivision was submitted and approved by the Minister for Planning.

The purpose of the Agreement was to address condition 44 of Planning Permit 306/2004/P issued by Council on 15 September 2005.

Condition 44 states:

*Before the issue of a statement of compliance for the approved subdivision, the owner must enter into an agreement with the Responsible Authority made pursuant to section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on the title to the residual lot (as shown on the endorsed plan of subdivision) under section 181 of the Act, which provides: "that the Native Vegetation located within the north-west corner of the residual lot (as shown on the endorsed plan of subdivision) totalling 0.6 ha and identified as Plains Grassy Forest (EVC 151) of high conservation status, shall be permanently protected".*

Planning Permit application 502/2021/P for a Multi-lot Subdivision, Works (roadworks) and Removal of Native Vegetation is currently being processed and a planning permit is expected to be issued shortly.

The Department of Environment, Land, Water and Planning (DELWP) referral response for 502/2021/P includes a condition requiring section 173 agreement AF072419Q to be ended.

Planning application 502/2021/P provides for further residential lots to be created within the Lakes Entrance Northern Growth Area and offsets the previous area of vegetation protection in accordance with today's requirements which, represents a sound environmental and planning outcome.



***That Council having considered all the relevant planning matters:***

- 1. endorses 'in principle' the development plan request for 189 Palmers Road Lakes Entrance as detailed in Appendix 1 as being to its satisfaction, subject to the following conditions of approval,**

**1.10 Before a plan of subdivision is issued under the Subdivision Act 1988, the owner must end Legal Agreement AF072419Q affecting the land in the subdivision so that the proposed vegetation clearing is able to be permitted.**

This consideration in that determination does not specify that an application had been made under S178A(1) nor that this was in principle support required by (3). As such, this process to confirm the in-principle support is necessary.

The ending of the Agreement will allow for the orderly and efficient development of the land consistent with State and Local Planning Policy.

On this basis, it is recommended that the responsible authority should determine to support the end Section 173 Agreement AF072419Q in principle, allowing for public consultation to occur and thereafter to consider the views of any affected parties in making a determination.

## **Legislation**

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the Victorian Government's Charter of *Human Rights and Responsibilities Act* 2006.

In preparing this report the Victorian *Gender Equality Act* 2020 has been considered. The implications of the report have been assessed and are compliant with the obligations and principles of the *Gender Equality Act* 2020. The need for a Gender Impact Assessment has also been assessed. No GIA is required. The implications of this report have been assessed and align with the principles and objects of the *Gender Equality Act* 2020.

The *Planning and Environment Act* 1987 pursuant to section 178A provides the opportunity for Council to consider ending an Agreement, either wholly or in part, without the consent of all persons who are bound by the Agreement.

The applicant is seeking to end the Agreement, however, the consent of all parties bound by the Agreement has not been obtained.

In some instances, such as the case at hand, it is not always reasonable nor practical to obtain the consent of all parties to an Agreement, particularly where there are a significant number of parties, or the parties might initially disagree with the proposal and refuse to provide consent before lodgement.

Where the consent of all parties has not been obtained, section 178B(2) of the *Planning and Environment Act* 1987 provides the framework for the proposal to be assessed and considered by Council.

## **Collaborative procurement**

Not applicable



## **Council Plan**

This report has been prepared and aligned with the following strategic objectives set out in the Council Plan 2021-2025:

Strategic Objective 2: 2.1 Statutory and strategic planning for land use delivers sustainable outcomes that balance the need for growth with the enhancement of our lifestyle, character, the built and natural environment.

## **Council Policy**

There is no specific Council policy established for consideration of these matters.

## **Options**

For 52 Country Club Drive, Lakes Entrance, not giving in principle support would prevent action in relation to the 59 Lot Subdivision currently proposed under 502/2021/P. The area of native vegetation protection would directly impact on the development of the roads and many of the proposed lots.

If the Agreement is not ended, as required by permit conditions, there would need to be a change both to the approved Development Plan and Planning Permit for the land.

As such, the officer recommendation is to process the request and give notice of the proposal before further reporting to outline any responses received.

## **Resourcing**

### *Financial*

Notification of the proposal is required, which is included in the application fees.

### *Plant and equipment*

Nil

### *Human Resources*

Assessment is by planning department officers.

### *Risk*

The risks of this proposal have been considered and there is relatively low risk in the determinations as recommended, as there are further determinations required after notification is given.

## **Economic**

The proposal will facilitate the approved development of a single dwelling on the land.

## **Social**

The procedure to assess proposals to end section 173 Agreements under section 178A of the *Planning and Environment Act 1987* directs that notice of the proposal to all parties bound by the Agreement is undertaken after obtaining 'in principle' support.

Notice for the proposal will take place in the form of direct mail to all persons who own land that has the same Agreement included on their title.

### ***Gender Impact Statement***

Considerations of Gender Equality in Planning are made in relation to planning strategy, including planning scheme amendments and policy changes. Individual assessment of planning applications tends to be gender neutral; however, Council officers consider factors such as community safety, privacy, and accessibility in an integrated and multi-faceted decision-making process.

## **Environmental**

The proposals will not have any significant environmental impacts

### ***Climate change***

This report has been prepared and aligned with the following Climate Change function/category:

Land Use Planning: Consideration is given to climate change in the local land use planning and includes responses to direct and indirect impacts.

## **Engagement**

The procedure to assess proposals to end Section 173 Agreements under section 178A of the *Planning and Environment Act 1987* directs that notice of the proposal to all parties bound by the Agreement is undertaken after obtaining in principle support.

Notice for the proposal will take place in the form of direct mail to all persons who own land that has the same Agreement included on their title.

## **Attachments**

1. Request to End Agreement AF072419Q [**5.3.1.1** - 38 pages]

Our ref: 19572

152 Macleod St.  
PO Box 722,  
Bairnsdale, VIC 3875

P: 5152 5011  
F: 5152 5705

E: [contact@crowthersadler.com.au](mailto:contact@crowthersadler.com.au)

31 May 2022

Statutory Planning Coordinator  
East Gippsland Shire Council  
Via Email: [planning@egipps.vic.gov.au](mailto:planning@egipps.vic.gov.au)

**Attention: Mr. Robert Pringle**

Dear Robert,

**Re: Request to end Legal Agreement AF072419Q  
Lot B on PS831208  
52 Country Club Drive, Lakes Entrance**

We refer to our Multi-lot Subdivision, Works (roadworks) and Removal of Native Vegetation planning application (502/2021/P) on the abovementioned land which was lodged with Council and respectfully request Council's consent to the ending of Legal Agreement AF072419Q as currently registered on title.

## Purpose for Removal and Background

A combined planning scheme amendment seeking for the parent property to be rezoned to Residential 1 (now General Residential) and a 44 lot subdivision was submitted and approved by the Minister for Planning.

The purpose of the agreement was to address condition 44 of planning permit 306/2004/P issued by East Gippsland Shire Council on 15 September 2005.

Condition 44 states:

*Before the issue of a statement of compliance for the approved subdivision, the owner must enter into an agreement with the Responsible Authority made pursuant to section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the agreement registered on the title to the residual lot (as shown on the endorsed plan of subdivision) under section 181 of the Act, which provides:*

*"that the Native Vegetation located within the north-west corner of the residual lot (as shown on the endorsed plan of subdivision) totalling 0.6 ha and identified as Plains Grassy Forest (EVC 151) of high conservation status, shall be permanently protected".*

Ending Agreement Report.docx

Principal: Michael J. Sadler, L.S., Dip Surv, M.I.S., MAICD

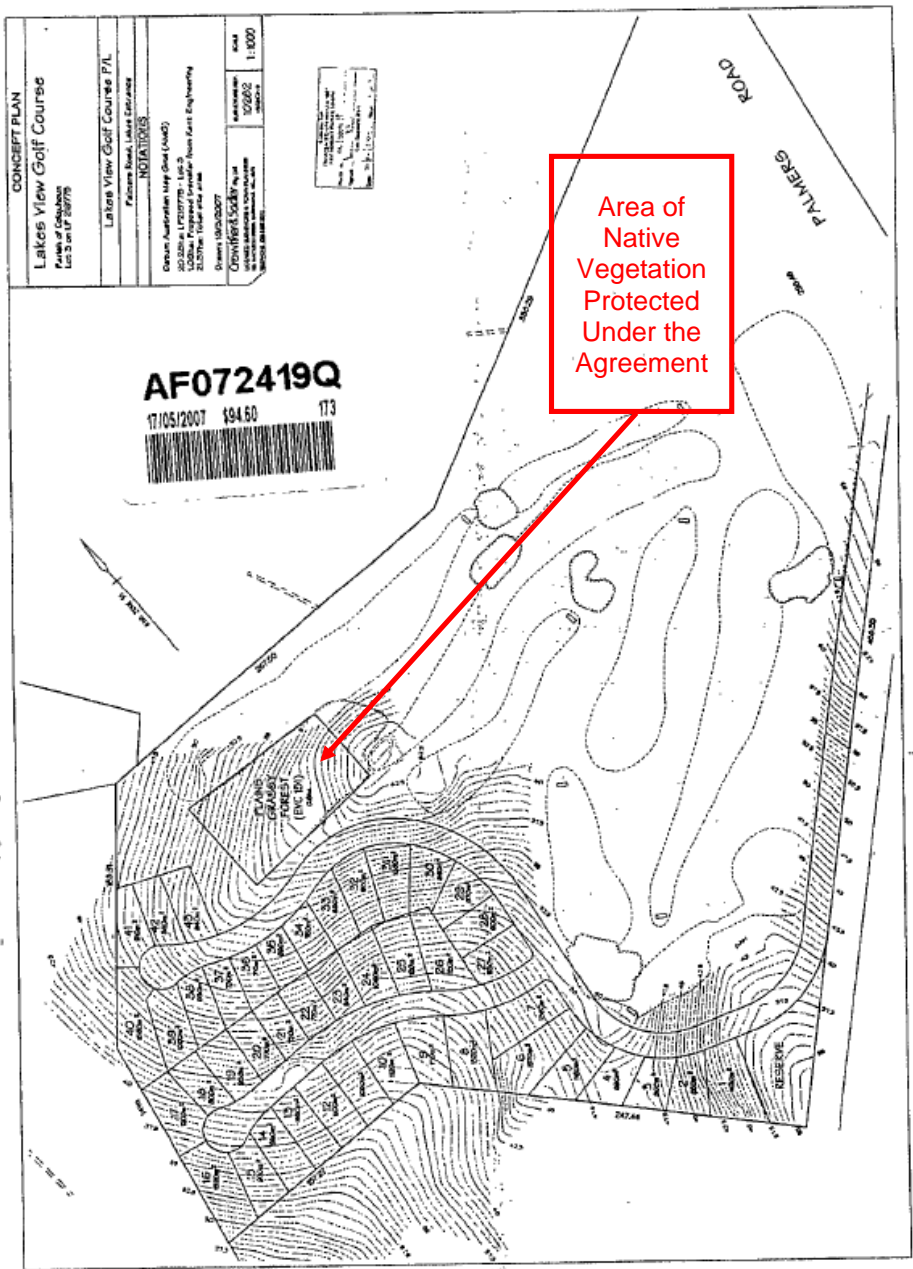


FS 520900



*The owner must pay the reasonable costs of preparation, execution and registration of the agreement.*

The purpose of the condition and subsequent agreement was to offset the native vegetation loss as a result of the subdivision under the then native vegetation framework regulations.



Copy of the Endorsed Plan of Subdivision and Plan Attached to the Agreement

It is understood that planning permit application 502/2021/P for a Multi-lot Subdivision, Works (roadworks) and Removal of Native Vegetation is currently being processed and a planning permit will issue shortly.

The Department of Environment, Land, Water & Planning referral response includes a condition requiring section 173 agreement AF072419Q to be ended.

Planning application 502/2021/P provides for further residential lots to be created within the Lakes Entrance Northern Growth Area and offsets the previous offset in accordance with today's requirements which, represents a sound environmental and planning outcome.

The ending of section 173 agreement AF072419Q is required to facilitate planning permit application 502/2021/P.

#### The Proposal

Our proposal to end the Agreement as it applies to the subject land has been made pursuant to Section 178A(1)(b) of the *Planning & Environment Act 1987*.

Section 178A(2)(b) requires the application to be "*accompanied by the information required by the regulations*". In accordance with the requirements of Regulation 55 of the *Planning & Environment Regulations 2015* we provide the following requisite information:

**Regulation 55(a)** - we confirm the applicant for the request to end the Agreement is Lakes Heights, C/- Crowther & Sadler Pty. Ltd of 152 Macleod Street, Bairnsdale, Victoria, 3875. Phone number for the Applicant is 5152 5011.

**Regulation 55(b)** – the Agreement AF072419Q is to be ended as it applies to 52 Country Club Drive, Lakes Entrance, formally described as Lot B on PS831208.

**Regulation 55(c)** - not applicable as the proposal does not seek to amend the Agreement.

**Regulation 55(d)(i)** – not applicable to the proposal does not seek to end the Agreement in part.

**Regulation 55(d)(ii)** – the proposal seeks to end the Agreement as applying to part of the land. The Agreement is to be ended as it applies to 52 Country Club Drive, Lakes Entrance, formally described as Lot B on PS831208.

**Regulation 55(d)(iii)** – the Agreement is an unnecessary restriction on the land and does not reflect current state and local planning policy and will be at conflict with our Client's desire to undertake subdivision of the subject land in accordance with the provisions of the East Gippsland Planning Scheme and current environmental legislation.

To assist with Council's consideration of our request in accordance with Section 178(B)(2) of the Act, we are pleased to provide the following information.

**Purpose of the Agreement**

The purpose of the Agreement was to ensure the then provisions of the Native Vegetation Framework requirements were met when planning permit application 306/2004/P issued by East Gippsland Shire Council on 15 September 2005.

**Why the Agreement is no longer required**

The agreement is no longer required as a subsequent application (Planning application 502/2021/P) on the land and will offset the previous offset required by planning permit 306/2004/P.

Current native vegetation guidelines contained in the planning scheme requires offsets to be secured in appropriate areas. This is a far better environmental outcome than an isolated patch within a residential growth area.

The agreement is required to be ended in accordance with planning permit conditions required by the Department of Environment, Land, Water and Planning.

**Whether the ending of the agreement would disadvantage any person, whether or not a party to the agreement**

The ending of the Agreement will not give rise to any form of disadvantage to any other person.

The ending of the Agreement will simply enable future subdivision to occur on the subject land consistent with the provisions of the General Residential Zone as currently applying to the land. Subdivision of the whole precinct is an expected outcome as identified in the Lakes Entrance Northern Growth Area.

**The reasons why the responsible authority entered into the agreement**

The Agreement was appropriately entered into by Council at the time in accordance with conditions on Planning Permit 306/2004/P.

**Any relevant permit or other requirements the land is subject to under the Subdivision Act 1988**

None applicable.

**Any other prescribed matter**

We are not aware of any other prescribed matter which is relevant to the request to end the Agreement as it applies to the subject land.

Section 178A(2)(c) of the Act requires an application of this type to be accompanied by the requisite fee as prescribed by the *Planning & Environment (Fees) Regulations 2016*.

Payment to the *East Gippsland Shire Council* in the amount of \$668.84 (Regulation 16) has been made to facilitate the processing of this request.

We trust this information provides sufficient detail to facilitate Council's commencement of the process associated with the ending of the Agreement as it applies to the subject land. We respectfully await Council's timely advice regarding the scheduling of this matter on the next available Ordinary Council Meeting agenda.

Regards,



RICHARD HOXLEY  
Principal Planner

*Encl. Copy of Title (Lot B on PS831208)  
S173LA AF072419Q  
Required fee of \$668.84  
List of Beneficiaries (See Report Page 6)*

**List of Beneficiaries to Section 173 Agreement AF072419Q**

<b>Lot No.</b>	<b>Plan of Subdivision</b>	<b>Address</b>
Reserve 1	PS538571	37 Country Club Drive, Lakes Entrance
1	PS538571	41 Country Club Drive, Lakes Entrance
2	PS538571	43 Country Club Drive, Lakes Entrance
3	PS538571	45 Country Club Drive, Lakes Entrance
4	PS538571	47 Country Club Drive, Lakes Entrance
5	PS538571	49 Country Club Drive, Lakes Entrance
6	PS538571	51 Country Club Drive, Lakes Entrance
7	PS538571	53 Country Club Drive, Lakes Entrance
8	PS538571	3 Riviera Court, Lakes Entrance
9	PS538571	4 Riviera Court, Lakes Entrance
10	PS538571	5 Riviera Court, Lakes Entrance
11	PS538571	6 Riviera Court, Lakes Entrance
12	PS538571	7 Riviera Court, Lakes Entrance
13	PS538571	8 Riviera Court, Lakes Entrance
14	PS538571	9 Riviera Court, Lakes Entrance
15	PS538571	10 Riviera Court, Lakes Entrance
16	PS538571	11 Riviera Court, Lakes Entrance
17	PS538571	12 Riviera Court, Lakes Entrance
18	PS538571	13 Riviera Court, Lakes Entrance
19	PS538571	14 Riviera Court, Lakes Entrance
20	PS538571	15 Riviera Court, Lakes Entrance
21	PS538571	16 Riviera Court, Lakes Entrance
22	PS538571	17 Riviera Court, Lakes Entrance
23	PS538571	18 Riviera Court, Lakes Entrance
24	PS538571	19 Riviera Court, Lakes Entrance
25	PS538571	20 Riviera Court, Lakes Entrance
26	PS538571	21 Riviera Court, Lakes Entrance
27	PS538571	55 Country Club Drive, Lakes Entrance
28	PS538571	57 Country Club Drive, Lakes Entrance
29	PS538571	59 Country Club Drive, Lakes Entrance
30	PS538571	63 Country Club Drive, Lakes Entrance
31	PS538571	65 Country Club Drive, Lakes Entrance
32	PS538571	67 Country Club Drive, Lakes Entrance
33	PS538571	69 Country Club Drive, Lakes Entrance
34	PS538571	71 Country Club Drive, Lakes Entrance
35	PS538571	73 Country Club Drive, Lakes Entrance
36	PS538571	75 Country Club Drive, Lakes Entrance
37	PS538571	77 Country Club Drive, Lakes Entrance
38	PS538571	79 Country Club Drive, Lakes Entrance
39	PS538571	81 Country Club Drive, Lakes Entrance
40	PS538571	83 Country Club Drive, Lakes Entrance
41	PS538571	82 Country Club Drive, Lakes Entrance
42	PS538571	80 Country Club Drive, Lakes Entrance
43	PS538571	78 Country Club Drive, Lakes Entrance
Reserve 2	PS538571	52A Country Club Drive, Lakes Entrance
2	PS804052	191 Palmers Road, Lakes Entrance
Lot B	PS831208	52 Country Club Drive, Lakes Entrance
Lot A	PS831208	189 Palmers Road, Lakes Entrance



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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 12185 FOLIO 389

Security no : 124098052827T  
Produced 02/06/2022 02:14 PM

#### LAND DESCRIPTION

Lot B on Plan of Subdivision 831208Q.  
PARENT TITLE Volume 12158 Folio 636  
Created by instrument PS831208Q 06/02/2020

#### REGISTERED PROPRIETOR

Estate Fee Simple  
Sole Proprietor  
LAKES HEIGHTS PTY LTD of 100 SPRING STREET NORTH PORT MELBOURNE VIC 3207  
AV055845E 25/11/2021

#### ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987  
AF072419Q 17/05/2007

AGREEMENT Section 173 Planning and Environment Act 1987  
AS444568M 16/08/2019

#### DIAGRAM LOCATION

SEE PS831208Q FOR FURTHER DETAILS AND BOUNDARIES

#### ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 52 COUNTRY CLUB DRIVE LAKES ENTRANCE VIC 3909

#### ADMINISTRATIVE NOTICES

NIL

eCT Control 22692Q EASTCOAST CONVEYANCING  
Effective from 25/11/2021

DOCUMENT END

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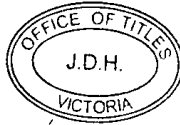
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Section 181



**AF072419Q**



**APPLICATION BY A RESPONSIBLE AUTHORITY FOR THE MAKING  
OF A RECORDING OF AN AGREEMENT**

**Planning & Environment Act 1987**

Privacy Collection Statement

The information from this form is collected under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes in the Victorian Land Registry.

Lodged by: **Warren Graham & Murphy**  
 Name: **5155 1286**  
 Phone: **383 Esplanade, Lakes Entrance**  
 Address: **GRW: ab.**  
 Ref: **1715W**  
 Customer Code:

The Authority having made an agreement referred to in Section 181(1) of the **Planning and Environment Act 1987** requires a recording to be made in the Register for the land.

Land: Certificate of Title Volume 10799 Folio 852

Authority: East Gippsland Shire Council, Corporate Centre, 273 Main Street, Bairnsdale, 3875

Section and Act under which agreement made: Section 173 of the Planning & Environment Act 1987

A copy of the Agreement is attached to this Application.

Signature for the Authority:

Name of Officer:

**AARON HOLLOW, MANAGER DEVELOPMENT**  
 (full name)

Date:

**10-05-2007**

THIS AGREEMENT is made the 15<sup>th</sup> day of May 2007  
BETWEEN EAST GIPPSLAND SHIRE COUNCIL of Corporate Centre, 273 Main  
 Street, Bairnsdale ("the Council") of the first part and DONALD WAYNE DICKSON,  
DIANNE ROBYN DICKSON, ROSS MURRAY NICHOLS and GLENYS PEARL  
NICHOLS all of 189 Palmers Road, Lakes Entrance ("the Owners") of the second  
 part.

WHEREAS:

**AF072419Q**



- A. Subject Land means the land situated at Palmers Road, Lakes Entrance, being the land referred to in Certificate of Title Volume 10799 Folio 852 (**Subject Land**) and any reference to the Subject Land in this Agreement includes any lot created by the subdivision of the Subject Land or any part of it.
- B. The Owners are the registered proprietors of the Subject Land and have made application to the Council as the responsible authority under the East Gippsland Planning Scheme ("the scheme") for a Permit for Subdivision for the Subject Land into forty four lots.
- C. The Council has granted Planning Permit Number 306/2004/P dated the 15<sup>th</sup> September 2005 ("the Permit") for the Subject Land for Subdivision of the Subject Land into forty four lots in accordance with the Endorsed Plan. A copy of the Permit is available for inspection at the Council offices during normal business hours upon giving the Council reasonable notice.
- D. Condition forty four of the Permit requires the Owners to enter into an Agreement with the Council in accordance with Section 173 of the Planning & Environment Act 1987 before the issue of a Statement of Compliance.
- E. The Council and the Owners have agreed that without restricting or limiting their respective powers to enter into this Agreement and insofar as it can be so treated this Agreement shall be treated as being an Agreement under Section 173(1) of the Planning & Environment Act 1987.
- F. As at the date of this Agreement, the Subject Land is encumbered by Mortgage No. AE328733U in favour of the Mortgagee. The Mortgagee has

consented to the Owner entering into this Agreement with respect to the Subject Land.

G. The parties enter into this Agreement:

- (i) to give effect to the requirements of the Permit; and
- (ii) to achieve and advance the objectives of planning in Victoria and the objectives of the scheme in respect of the "Subject Land".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement unless inconsistent with the context or subject matter:

"Act" means the Planning and Environment Act 1987.

"Agreement" means this agreement and any agreement executed by the parties expressed to be supplemental to this agreement.

"Endorsed Plan" means the plan endorsed with the stamp of the Council from time to time as the plan which forms part of the Permit. A copy of the Endorsed Plan is attached to this Agreement and marked "A".

"Lot" means a lot on the Endorsed Plan.

"Mortgagee" means the person or persons registered or entitled from time to time to be registered by the Registrar of Titles as Mortgagee of the Subject Land or any part of it.

"Native Vegetation" means locally indigenous species.

"Owners" shall mean the person or persons entitled from time to time to be registered by the Registrar of Title as the proprietor or proprietors of an estate in fee simple of the Subject Land or any part of it and includes a Mortgagee-in-possession.

**AF072419Q**



"Party" or "Parties" means the Owners and the Council under this Agreement as appropriate.

"Statement of Compliance" means the Statement of Compliance under the Subdivision Act 1988.

"Vegetation to be Retained" means any Native Vegetation on the Subject Land which is identified on the Endorsed Plan as 'Plains Grassy Forest' or the like.

2. The Owners covenant and agree that no Native Vegetation in areas identified as Vegetation to be Retained will be removed, destroyed, felled, lopped, trimmed, ringbarked or uprooted or otherwise damaged without the prior written consent of the Council.
3. In this Agreement unless the context admits otherwise:
  - (a) The singular includes the plural and vice versa.
  - (b) A reference to a gender includes a reference to each other gender.
  - (c) A reference to a person includes a reference to a firm, corporation or other corporate body and that person's successors in law.
  - (d) If a party consists of more than one person this Agreement binds them jointly and each of them severally.
  - (e) A term used in this Agreement has its ordinary meaning unless that term is defined in this Agreement. If a term is not defined in this Agreement and it is defined in the Act it has the meaning as defined in the Act.
  - (f) A reference to an Act, Regulation or the scheme includes any Acts, Regulations or amendments amending, consolidating or replacing the Act, Regulation or scheme.
4. The Owners further covenant and agree that:



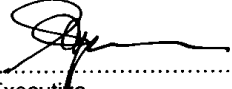
- (a) the Owners will do all things necessary to give effect to this Agreement;
  - (b) the Owners will consent to the Council making application to the Registrar of Titles to make a recording of this Agreement in the Register on the Certificate of Title of the Subject Land in accordance with Section 181 of the Act and do all things necessary to enable the Council to do so including signing any further agreement, acknowledgement or document or procuring the consent to this Agreement or any mortgagee or caveator to enable the recording to be made in the Register under that section.
5. The Owners further covenant and agree that the Owners will immediately pay to the Council, the Council's reasonable costs and expenses (including legal expenses) of and incidental to the preparation, drafting, review, finalisation, engrossment, execution, registration and enforcement of this Agreement which are and until paid will remain a debt due to the Council by the Owners.
6. The Council and the Owners agree that without limiting or restricting the respective powers to enter into this Agreement and, insofar as it can be so treated, this Agreement is made as a Deed pursuant to Section 173 of the Act, and the obligations of the Owners under this Agreement are obligations to be performed by the Owners as conditions subject to which the Subject Land may be used and developed pursuant to the Permit.
7. Without limiting the operation or effect which this Agreement has, the Owners warrant that apart from the Owners and any other person who has consented in writing to this Agreement, no other person has any interest, either legal or equitable, in the Subject Land which may be affected by this Agreement.
8. Without limiting the operation or effect that this Agreement has, the Owners must ensure that, until such time as a memorandum of this Agreement is registered on the title the Subject Land, successors in title shall be required to:



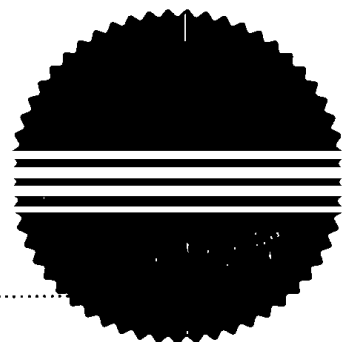
- (a) give effect to and do all acts and sign all documents which will require those successors to give effect to this Agreement; and
  - (b) execute a deed agreeing to be bound by the terms of this Agreement.
9. Any time or other indulgence granted by the Council to the Owners or any variation of the terms and conditions of this Agreement or any judgment or order obtained by the Council against the Owners will not in any way amount to a waiver of any of the rights or remedies of Council in relation to the terms of this Agreement.
10. If a court, arbitrator, tribunal or other competent authority determines that a word, phrase, sentence, paragraph or clause of this Agreement is unenforceable, illegal or void then it must be severed and the other provisions of this Agreement will remain operative.
11. It is acknowledged and agreed that this Agreement does not fetter or restrict the power of discretion of the Council to make any decision or impose any requirements or conditions in connection with the granting of any planning approval or certification of any plans of subdivision applicable to the Subject Land and or relating to any use or development of the Subject Land.
12. Unless otherwise provided in this Agreement, this Agreement commences from the date of this Agreement.

IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first hereinbefore written.

THE COMMON SEAL of **EAST GIPPSLAND SHIRE COUNCIL** )  
 was hereunto affixed on the )  
 day of 24<sup>th</sup> April 2007 )  
 in the presence of: )

  
 .....  
 Chief Executive

  
 .....  
 Witness



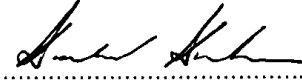
**AF072419Q**





Delivered by LANDATA®, timestamp 11/10/2021 14:50 Page 7 of 8

SIGNED SEALED and DELIVERED )  
 by the said **DONALD WAYNE DICKSON** )  
 in the presence of: )

DWD  
 X 

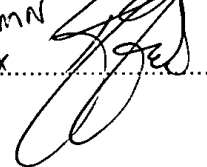
witness  
 X  (witness)

SIGNED SEALED and DELIVERED )  
 by the said **DIANNE ROBYN DICKSON** )  
 in the presence of: )

DRD  
 X 

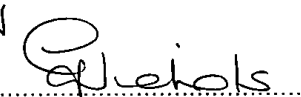
witness  
 X  (witness)


SIGNED SEALED and DELIVERED )  
 by the said **ROSS MURRAY NICHOLS** )  
 in the presence of: )

RMN  
 X 

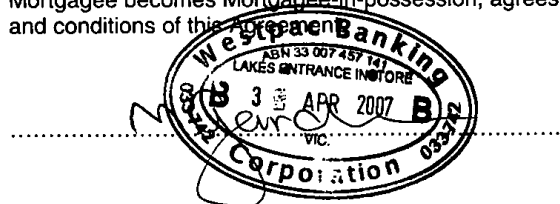
witness  
 X  (witness)

SIGNED SEALED and DELIVERED )  
 by the said **GLENYS PEARL NICHOLS** )  
 in the presence of: )

GPN  
 X 

witness  
 X  (witness)

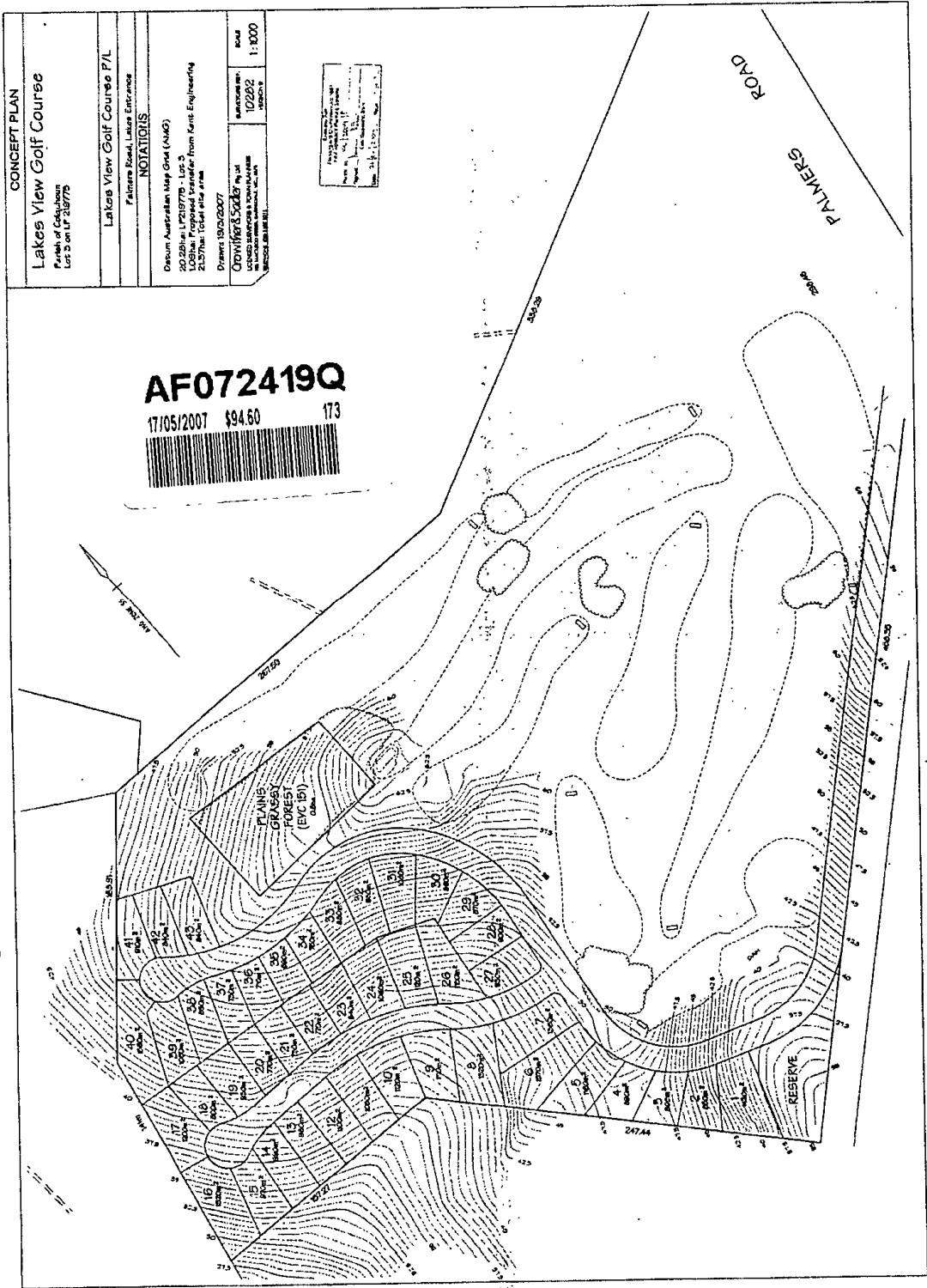
Westpac Banking Corporation as Mortgagee of registered mortgage No. AE328733U  
 consents to the Owners entering into this Agreement and in the event that the  
 Mortgagee becomes Mortgagee-in-possession, agrees to be bound by the covenants  
 and conditions of this Agreement



AF072419Q



"A"



DataWorks Document Number: 2850055



## Department of Environment, Land, Water & Planning

### Electronic Instrument Statement

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

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Status	Registered	Dealing Number	AS444568M
Date and Time Lodged	16/08/2019 08:56:44 AM		

#### Lodger Details

Lodger Code	17223H
Name	MADDOCKS
Address	
Lodger Box	
Phone	
Email	
Reference	MYM:S173LC 7827274

### APPLICATION TO RECORD AN INSTRUMENT

Jurisdiction	VICTORIA
--------------	----------

#### Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

#### Estate and/or Interest

FEE SIMPLE

#### Land Title Reference

11014/436

#### Instrument and/or legislation

RECORD - AGREEMENT - SECTION 173  
Planning & Environment Act - section 173

#### Applicant(s)

Name	EAST GIPPSLAND SHIRE COUNCIL
Address	
Street Number	273
Street Name	MAIN
Street Type	STREET
Locality	BAIRNSDALE
State	VIC
Postcode	3875

#### Additional Details

Reference :MYM:S173LC 7827274  
LAND USE VICTORIA, 2 Lonsdale Street Melbourne Victoria 3000  
GPO Box 527 Melbourne VIC 3001, DX 250639  
ABN 90 719 052 204

AS444568M

Page 1 of 2





## Department of Environment, Land, Water & Planning

### Electronic Instrument Statement

Refer Image Instrument

The applicant requests the recording of this Instrument in the Register.

#### Execution

1. The Certifier has taken reasonable steps to verify the identity of the applicant or his, her or its administrator or attorney.
2. The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
3. The Certifier has retained the evidence supporting this Registry Instrument or Document.
4. The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Executed on behalf of	EAST GIPPSLAND SHIRE COUNCIL
Signer Name	THY NGUYEN
Signer Organisation	PARTNERS OF MADDOCKS
Signer Role	AUSTRALIAN LEGAL PRACTITIONER
Execution Date	13 AUGUST 2019

#### File Notes:

NIL

This is a representation of the digitally signed Electronic Instrument or Document certified by Land Use Victoria.

Statement End.



## Imaged Document Cover Sheet

The document following this cover sheet is an imaged document supplied by LANDATA®, Victorian Land Registry Services.

Document Type	<b>Instrument</b>
Document Identification	<b>AS444568M</b>
Number of Pages (excluding this cover sheet)	<b>17</b>
Document Assembled	

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The document is invalid if this cover sheet is removed or altered.

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CLAYTON UTZ

## Agreement under section 173 of the *Planning and Environment Act (1987)*

Donald Wayne Dickson, Dianne Robyn Dickson and Ross Murray Nichols  
Owner

East Gippsland Shire Council  
Council

Land: 189 Palmers Road, Lakes Entrance

The Clayton Utz contact for this document is  
**Sharene Hambur on +61 3 9286 6000921**

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Lawyers  
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DX 38451 333 Collins VIC  
T +61 3 9286 6000 F +61 3 9629 8488

[www.claytonutz.com](http://www.claytonutz.com)

Our reference 14826/80163151.012

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[7827274: 23908575\_1]

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This Agreement made on 9 August 2019

**Parties** Donald Wayne Dickson, Dianne Robyn Dickson and Ross Murray Nichols of  
189 Palmers Road, Lakes Entrance

("Owner")

East Gippsland Shire Council of 273 Main Street, Bairnsdale

("Council")

#### Background

- A. The Owner is registered as the proprietor of the Land.
- B. The Council is the responsible authority under the Act for the administration and enforcement of the Scheme which applies to the Land.
- C. The Council has issued the Planning Permit.
- D. The Planning Permit, amongst other things, requires the Owner to enter into this Agreement to provide for the matters set out in condition 17 of the Planning Permit.
- E. The Council and the Owner have agreed to enter into this Agreement to give effect to the requirements of condition 17 of the Planning Permit.
- F. The Land is encumbered by two registered caveats in favour of SPI Electricity Pty Ltd (number AK104043U) and LDC Infrastructure Holding Company Pty Ltd (number AM895179H) respectively. The caveators have consented to the Owner entering into this Agreement.
- G. The Council and the Owner have agreed that without limiting or restricting their respective powers to enter into this Agreement, and in so far as it can be so treated, this Agreement is made pursuant to Section 173 of the Act.

#### Operative provisions

### 1. Definitions and interpretations

#### 1.1 Definitions

In this Agreement unless expressed or implied to the contrary:

"Act" means the Planning and Environment Act 1987.

"Agreement" means this agreement and any agreement executed by the parties expressed to be supplemental to this agreement.

"Business Day" means any day other than a Saturday, Sunday or bank or public holiday in Melbourne.

"Commencement Date" means the date on which this Agreement is executed by the Owner and the Council.

"Easement" means the carriageway easement marked E-2 and E-4 on the Proposed Plan of Subdivision.

"Enwave" means Enwave Regional Energy (Victoria) Pty Ltd ACN 163 232 166 or its successors in law or title.

"GST Act" means A New Tax System (Goods and Services Tax) Act 1999 (Cth).



**"Land"** means the land described in certificate of title volume 11014 folio 436.

**"Lot 1"** means lot 1 on the Proposed Plan of Subdivision;

**"Lot 2"** means lot 2 on the Proposed Plan of Subdivision;

**"Owner"** means the person or persons from time to time registered or entitled to be registered as the proprietor of an estate in fee simple in the Land or any part of it.

**"Planning Permit"** means planning permit number 412/2017/P issued by the Council on 31 May 2018.

**"Proposed Plan of Subdivision"** means proposed plan of subdivision no. PS804052Y a copy of which is attached to this Agreement as Annexure 1;

**"Scheme"** means the East Gippsland Planning Scheme.

**"Termination Date"** means the date upon which this Agreement ends in whole or in part in accordance with Section 177 of the Act, namely on the date on which the Owner has complied with its obligations specified in this Agreement.

**"Utility Installation"** means the proposed utility station for the storage of compressed natural gas cylinders that will be installed by Enwave on Lot 2 of the Proposed Plan of Subdivision in accordance with the agreement between the Owner and Enwave and the Planning Permit.

## 1.2 Interpretation

In this Agreement, unless expressed or implied to the contrary:

- (a) undefined terms or words have the meanings given to them in the Act or the Scheme;
- (b) the singular includes the plural and vice versa;
- (c) a gender includes the other gender;
- (d) a reference to a person includes a reference to a firm, corporation or other corporate body;
- (e) if a party consists of more than one person this Agreement binds them jointly and each of them severally;
- (f) a reference to a 'planning scheme' or 'the Scheme' includes any amendment, consolidation, or replacement of such scheme and any document incorporated by reference into such scheme;
- (g) a reference to a statute includes any statutes amending, consolidating or replacing those statutes and any regulations made under the statutes;
- (h) where, in this Agreement, the Council may exercise any power, duty or function, that power may be exercised on behalf of the Council by an authorised or delegated officer;
- (i) all headings are for ease of reference only and do not affect the interpretation of this Agreement;
- (j) the recitals to this Agreement form part of this Agreement;
- (k) no word, words or provision shall operate to limit or in any way prejudice the effect of any other word, words or provision unless it is expressly provided otherwise;

- (l) a reference to "writing" or "written" and any words of similar import include printing, typing, lithography and any other means of reproducing characters in tangible and visible form, including any communication effected through any electronic medium if such communication is subsequently capable of reproduction in tangible or visible form;
- (m) if the day or last day for doing anything or on which an entitlement is due to arise is not a Business Day, the day or last day for doing the thing or date on which the entitlement arises shall for the purposes of this Deed be the next Business Day;
- (n) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (o) a reference to an agreement or a document is to that agreement or document as amended, novated, supplemented, varied or replaced from time to time except to the extent prohibited by this Agreement;
- (p) a reference to any thing includes the whole and each part of it;
- (q) "include" (in any form) when introducing a list of items does not limit the meaning of the words to which the list relates to those items or to items of a similar kind;
- (r) a reference to "\$" or "dollar" is to Australian currency;
- (s) where a party covenants, promises, undertakes or agrees to:
  - (i) perform; or
  - (ii) refrain from doing or carrying out, some act or thing, that party must:
  - (iii) procure that their respective contractors, employees and agents perform such act or thing; or
  - (iv) refrain from so doing or carrying out such act or thing;
- (t) a provision must not be interpreted to the disadvantage of a party because that party (or its representative) drafted that provision.
- (u) if a reference is made to any person, body or Authority and that person, body or Authority has ceased to exist, then the reference is deemed to be a reference to the person, body or Authority that then serves substantially the same objects as the person, body or Authority that has ceased to exist; and
- (v) a reference to the President of a person, body or Authority shall, in the absence of a President, be read as a reference to the senior officer for the time being of the person, body or Authority or such other person fulfilling the duties of President.

## 2. Purposes of Agreement

The Council and the Owner acknowledge and agree that the purposes of this Agreement are to:

- 2.1 give effect to the Planning Permit;
- 2.2 achieve and advance the objectives of planning in Victoria and the objectives of the Planning Scheme in respect of the Subject Land

---

### **3. Reasons for Agreement**

The Parties acknowledge and agree that Council entered into this Agreement for the following reasons:

- 3.1 Council would not have issued the Planning Permit without the condition requiring this Agreement; and
- 3.2 the Owner has elected to enter into this Agreement in order to take the benefit of the Planning Permit.

---

### **4. Agreement required**

The Parties agree that this Agreement:

- 4.1 will continue to be required unless Council confirms in writing that it is no longer required; and
- 4.2 is made pursuant to Section 173 of the Act.

---

### **5. Commencing and effect of Agreement**

#### **5.1 Commencing of Agreement**

This Agreement commences on the date specified on page one or if no date is specified on page one, the date Council executes this Agreement.

#### **5.2 Covenants**

The Owner's obligations under this Agreement will take effect as separate and several covenants which will be annexed to and run at law and equity with the Land.

---

### **6. Owner's specific obligations**

#### **6.1 Easement**

The Owner must ensure that, at all times, unencumbered access to the Easement is available equally for both Lot 1 and Lot 2.

#### **6.2 Maintenance of the Easement**

The Owner must enter into an agreement with Enwave which provides for the obligations of the owner of Lot 1 and the Owner of Lot 2 to proportionally contribute to the future capital improvement and maintenance of the Easement.

#### **6.3 Access to Lot 2**

The Owner must not access or egress Lot 2 from or to Palmers Road and all access or egress from or to Palmers Road for Lot 2 must be via the Easement.

---

**7. Owner's Warranties**

Without limiting the operation or effect of this Agreement, the Owner warrants that apart from the Owner and any other person who has consented to this Agreement, no other person has any interest either legal or equitable in the Land which may be affected by this Agreement.

---

**8. Registration****8.1 Registration**

The Owner:

- (a) consents to the Council making application to the Registrar of Titles to make a recording of this Agreement in the Register on the folio of the Register which relates to the Land in accordance with Section 181 of the Act; and
- (b) will do all things necessary to enable the Council to do so including signing any further agreement, acknowledgment or document or procuring the consent to this Agreement of any mortgagee or caveator to enable the recording to be made in the Register under that section.

**8.2 Notice**

The Owner agrees to bring this Agreement to the attention of all prospective purchasers, mortgagees, transferees and assigns of the Land.

---

**9. Non-compliance**

If the Owner has not complied with this Agreement within 20 Business Days after service of a notice by the Council specifying any non-compliance, the Owner covenants:

- (a) to allow the Council, its officers, employees, contractors or agents to enter the Land and rectify the non-compliance; and
- (b) to pay to the Council on demand, the Council's reasonable costs and expenses incurred as a result of the non-compliance.

---

**10. General****10.1 Further acts**

Each party must promptly sign any documents and do anything else reasonably necessary to give effect to this Agreement.

**10.2 Successors in title**

Without limiting the operation or effect of this Agreement, the Owner must ensure that, until this Agreement is recorded on the folio of the register which relates to the Land, the Owner's successors in title will be required to:

- (a) give effect to, do all acts and sign all documents requiring those successors to give effect to this Agreement; and
- (b) execute a deed agreeing to be bound by this Agreement.

**10.3 Council's costs to be paid**

The Owner covenants to pay to the Council's reasonable costs and expenses (including legal expenses) incidental to the preparation, drafting, finalising, recording, amending and ending of this Agreement, within 14 days after a written request for payment.

**10.4 Governing law**

This Agreement is governed by and must be construed according to the law applying in Victoria.

**10.5 No fettering of Council's powers**

This Agreement does not fetter or restrict Council's power or discretion to make decisions or impose requirements or conditions in connection with the grant of planning approvals or certification of plans subdividing the Subject Land or relating to use or development of the Subject Land.

**10.6 Jurisdiction**

Each party irrevocably:

- (a) submits to the non-exclusive jurisdiction of the courts of Victoria, and the courts competent to determine appeals from those courts, with respect to any proceedings that may be brought at any time relating to this Agreement; and
- (b) waives any objection it may now or in the future have to the venue of any proceedings, and any claim it may now or in the future have that any proceedings have been brought in an inconvenient forum.

**10.7 Amendments**

This Agreement may only be varied by a document signed by or on behalf of each party.

**10.8 Notices**

Each communication (including each notice, consent, approval, request and demand) under or in connection with this Agreement:

- (a) must be in writing, be in English and dated;
- (b) must be addressed as follows (or as otherwise notified by that party to each other party from time to time):

**Council**

Name: East Gippsland Shire Council  
 Address: 273 Main Street, Bairnsdale, VIC 3875  
 Fax: (03) 5153 9576  
 For the attention of:

**Owner**

Name: Donald Wayne Dickson, Dianne Roby Dickson and Ross Murray Nichols  
 Address:  
 Fax: (03)  
 For the attention of: ;

- (c) must be signed by the party making it or (on that party's behalf) by the solicitor for, or any attorney, director, secretary or authorised agent of, that party;
- (d) must be delivered by hand or posted by prepaid post to the address, or sent by fax to the number, of the addressee, in accordance with clause 10.8(b); and
- (e) is taken to be received by the addressee:
  - (i) (in the case of prepaid post sent to an address in the same country) on the third day after the date of posting;
  - (ii) (in the case of prepaid post sent to an address in another country) on the fifth day after the date of posting by airmail;
  - (iii) (in the case of fax) at the time in the place to which it is sent equivalent to the time shown on the transmission confirmation report produced by the fax machine from which it was sent; and
  - (iv) (in the case of delivery by hand) on delivery,

but if the communication is taken to be received on a day that is not a Business Day or after 5.00 pm, it is taken to be received at 9.00 am on the next Business Day.

---

## 11. Ending of Agreement

The Parties intend that this Agreement will continue to remain registered on the Land in perpetuity unless terminated by agreement of the parties.

---

## 12. GST

### 12.1 Interpretation

Expressions used in this clause and in the GST Act have the same meanings as when used in the GST Act.

### 12.2 GST exclusive amount

Except where this Agreement states otherwise, each amount payable by a Recipient under this Agreement in respect of a taxable supply by a Supplier is expressed as a GST exclusive amount and the Recipient must, in addition to that amount and at the same time, pay to the Supplier the GST payable in respect of the supply.

### 12.3 Creditable acquisition

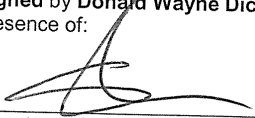
If a party is entitled to be reimbursed under this Agreement, the amount to be reimbursed does not include any amount for GST for which the party is entitled to an input tax credit.

### 12.4 Tax invoice


A party is not obliged to pay the GST on a taxable supply to it under this Agreement until given a valid tax invoice for the supply.

Signed as an agreement

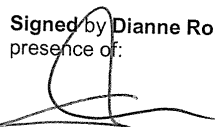
Signed by Donald Wayne Dickson in the presence of:

  
Signature of witness

Sarah Clough  
Full name of witness

  
Signature

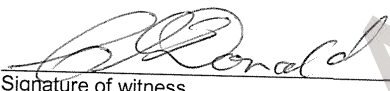
Signed by Dianne Robyn Dickson in the presence of:

  
Signature of witness

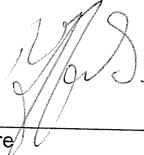
Sarah Clough  
Full name of witness

  
Signature

Signed by Ross Murray Nichols in the presence of:

  
Signature of witness

CAROL McDONALD  
Full name of witness

  
Signature

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Signed sealed and delivered by the Chief Executive Officer on behalf of the **East Gippsland Shire Council** pursuant to the power delegated to that person by an Instrument of Delegation in the presence of:

Colleen Smith

Witness

Colleen Smith

Print name

Anthony Basford CEO

Anthony Basford 9.8.19




AS444568



**Caveators's consent**

SPI Electricity Pty Ltd as Caveator under Caveat No. AK104043U consents to the Owner entering into this Agreement.

Executed by Caveator:

  
Bryon Scott  
Property Manager  
Aurora Services

LDC Infrastructure Holding Company Pty Ltd as Caveator under Caveat No. AM895179H consents to the Owner entering into this Agreement.

Executed by Caveator:

**Caveator's consent**

SPI Electricity Pty Ltd as Caveator under Caveat No. AK104043U consents to the Owner entering into this Agreement.

Executed by Caveator:

LDC Infrastructure Holding Company Pty Ltd as Caveator under Caveat No. AM895179H consents to the Owner entering into this Agreement.

Executed by Caveator:

**SIGNED SEALED and DELIVERED** by )  
NATALIE BRYANT as attorney )  
 for LDC Infrastructure Holding )  
 Company Pty Ltd under a power of )  
 attorney dated 14 November 2018 in )  
 the presence of )

Hugh Rusfeldt  
 Signature of witness

N Bryant  
 Signature of Attorney

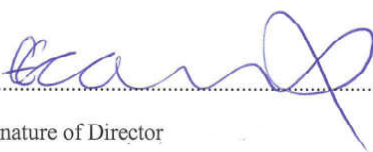
HUGH RUSFELDT  
 Name of witness (print)

8-12 CHIFLEY SQUARE, SYDNEY NSW 2000  
 Address of witness

Purchasers' Consent

Enwave Regional Energy (Victoria) Pty Ltd as purchasers of the proposed part of the land, more particularly Lot 2 on the proposed plan of subdivision no. PS804052Y, consents to the Owner entering into this Agreement.

Executed by Enwave Regional Energy (Victoria) )  
Pty Ltd ACN 163 232 166 in accordance with )  
s 127(1) of the Corporations Act 2001: )

  
Signature of Director

Cameron Evans  
Print full name

  
Signature of Director/Company Secretary

Kathryn Howe  
Print full name


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**Annexure 1**  
**Proposed Plan of Subdivision**

AS444568M

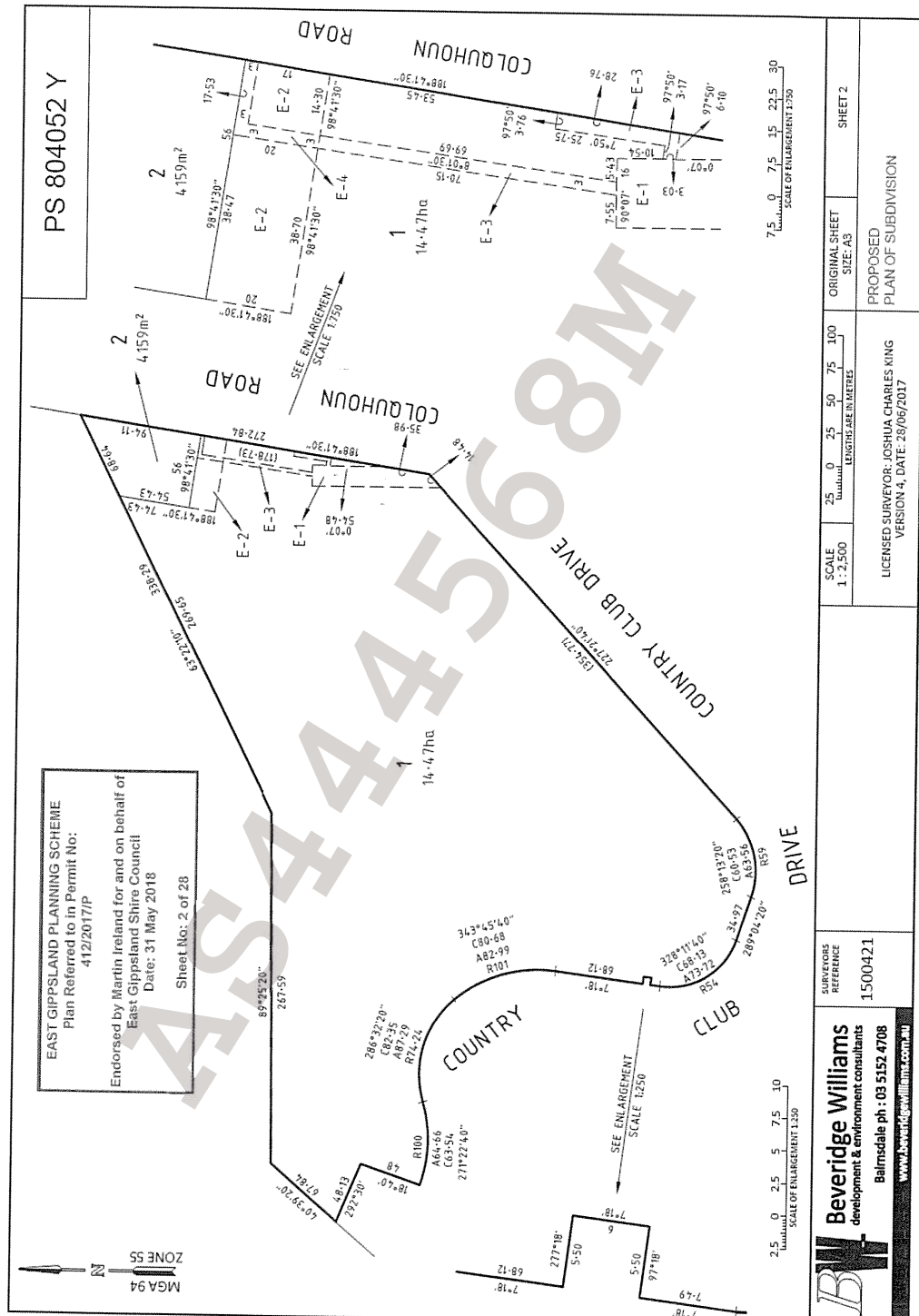
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<b>LOCATION OF LAND</b> PARISH: COLQUHOUN TOWNSHIP: — SECTION: — CROWN ALLOTMENT: 124 & 31 (PARTS) CROWN PORTION: — TITLE REFERENCE: VOL. 11014 FOL. 436  LAST PLAN REFERENCE: PS 538571E (LOT Z) POSTAL ADDRESS: 189 PALMERS ROAD (at time of subdivision) LAKES ENTRANCE, VIC, 3909  MGA CO-ORDINATES: E: 588 200 ZONE: 55 (of approx centre of land in plan) N: 5 809 020 GDA 94		COUNCIL NAME: EAST GIPPSLAND SHIRE COUNCIL  <div style="border: 1px solid black; padding: 5px;">           EAST GIPPSLAND PLANNING SCHEME            Plan Referred to in Permit No: 412/2017/P             Endorsed by Robert Pringle for and on behalf of            East Gippsland Shire Council            Date: 31 May 2018            Sheet No: 1 of 28         </div>																				
<b>VESTING OF ROADS AND/OR RESERVES</b> <table border="1"> <tr> <th>IDENTIFIER</th> <th>COUNCIL/BODY/PERSON</th> </tr> <tr> <td>NIL</td> <td>NIL</td> </tr> </table>		IDENTIFIER	COUNCIL/BODY/PERSON	NIL	NIL	<b>NOTATIONS</b> ONLY LOT ONE IS SUBJECT TO SURVEY. THE AREA OF LOT ONE HAS BEEN CALCULATED VIA DEDUCTION FROM TITLE.																
IDENTIFIER	COUNCIL/BODY/PERSON																					
NIL	NIL																					
<b>NOTATIONS</b> DEPTH LIMITATION: DOES NOT APPLY  <b>SURVEY:</b> This plan is based on survey.  <b>STAGING:</b> This is/is not a staged subdivision.  Planning Permit No. To Be Approved This survey has been connected to permanent marks No(s). To Be Surveyed In Proclaimed Survey Area No. —		THIS IS A SPEAR PLAN																				
<b>EASEMENT INFORMATION</b> LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)																						
<table border="1"> <thead> <tr> <th>Easement Reference</th> <th>Purpose</th> <th>Width (Metres)</th> <th>Origin</th> <th>Land Benefited/In Favour Of</th> </tr> </thead> <tbody> <tr> <td>E-1</td> <td>POWERLINE</td> <td>16</td> <td>PS 538571 E</td> <td>SPI ELECTRICITY PTY. LTD.</td> </tr> <tr> <td>E-2, E-4</td> <td>CARRIAGEWAY</td> <td>20</td> <td>PS 804052Y - THIS PLAN</td> <td>LOT 2 ON PS 804052Y</td> </tr> <tr> <td>E-3, E-4</td> <td>POWERLINE</td> <td>SEE PLAN</td> <td>PS 804052Y - THIS PLAN SECTION 88 OF THE ELECTRICITY INDUSTRY ACT 2000</td> <td>SPI ELECTRICITY PTY. LTD.</td> </tr> </tbody> </table>	Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of	E-1	POWERLINE	16	PS 538571 E	SPI ELECTRICITY PTY. LTD.	E-2, E-4	CARRIAGEWAY	20	PS 804052Y - THIS PLAN	LOT 2 ON PS 804052Y	E-3, E-4	POWERLINE	SEE PLAN	PS 804052Y - THIS PLAN SECTION 88 OF THE ELECTRICITY INDUSTRY ACT 2000	SPI ELECTRICITY PTY. LTD.	PROPOSED PLAN ONLY: PLEASE NOTE THAT EASEMENTS E-2, E-3 & E-4 DO NOT YET EXIST ON TITLE AND WILL ONLY BE CREATED ONCE THE PLANS ARE REGISTERED AT THE LAND TITLES OFFICE	
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of																		
E-1	POWERLINE	16	PS 538571 E	SPI ELECTRICITY PTY. LTD.																		
E-2, E-4	CARRIAGEWAY	20	PS 804052Y - THIS PLAN	LOT 2 ON PS 804052Y																		
E-3, E-4	POWERLINE	SEE PLAN	PS 804052Y - THIS PLAN SECTION 88 OF THE ELECTRICITY INDUSTRY ACT 2000	SPI ELECTRICITY PTY. LTD.																		
 <b>Beveridge Williams</b> development & environment consultants Bairnsdale ph : 03 5152 4708 <a href="http://www.beveridgewilliams.com.au">www.beveridgewilliams.com.au</a>		SURVEYORS FILE REF: 1500421 1500421-PS(V3).dwg  LICENSED SURVEYOR: JOSHUA CHARLES KING VERSION 4, DATE: 28/06/2017	ORIGINAL SHEET SIZE: A3  SHEET 1 OF 2																			

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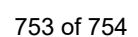
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PLAN OF SUBDIVISION		EDITION 1	PS 831208Q	
<b>LOCATION OF LAND</b> <b>PARISH:</b> COLQUHOUN <b>TOWNSHIP:</b> _____ <b>SECTION:</b> _____ <b>CROWN ALLOTMENT:</b> 124 (PART) <b>CROWN PORTION:</b> _____ <b>TITLE REFERENCE:</b> VOL FOL  <b>LAST PLAN REFERENCE:</b> LOT 1 - PS804052Y  <b>POSTAL ADDRESS:</b> 189 PALMERS ROAD, <b>(at time of subdivision)</b> LAKES ENTRANCE, 3909  <b>MGA94 CO-ORDINATES:</b> E: 588 200 <b>ZONE:</b> 55 <b>(of approx centre of land in plan)</b> N: 5809 090		Council Name: East Gippsland Shire Council Council Reference Number: PS831208Q Planning Permit Reference: 13/2019/P SPEAR Reference Number: S141707V  <b>Certification</b> This plan is certified under section 6 of the Subdivision Act 1988 Public Open Space A requirement for public open space under section 18 of the Subdivision Act 1988 has not been made Digitally signed by: Aaron David Hollow for East Gippsland Shire Council on 26/11/2019 <b>Statement of Compliance</b> issued: 17/01/2020		
<b>VESTING OF ROADS AND/OR RESERVES</b>		<b>NOTATIONS</b>		
IDENTIFIER	COUNCIL/BODY/PERSON	THIS IS A PARTIAL SURVEY DIMENSIONS SHOWN UNDERLINED ARE NOT THE RESULT OF THIS SURVEY. THE AREA OF LOT B IS BY DEDUCTION FROM TITLE.		
NIL	NIL			
<b>NOTATIONS</b>				
<b>DEPTH LIMITATION</b> DOES NOT APPLY  <b>SURVEY:</b> This plan is based on survey.  <b>STAGING:</b> This is not a staged subdivision. Planning Permit No. 13/2019/P  This survey has been connected to permanent marks No(s). 173 & 174  In Proclaimed Survey Area No. _____				
<b>EASEMENT INFORMATION</b>				
<b>LEGEND:</b> A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1	POWERLINE	16	PS53857/E - SECTION 88 OF THE ELECTRICITY INDUSTRY ACT 2000	SPI ELECTRICITY PTY LTD
E-2 & E-4	WAY	20	PS804052Y	LOT 2 ON PS804052Y
E-3 & E-4	POWERLINE	SEE DIAG.	PS804052Y - SECTION 88 OF THE ELECTRICITY INDUSTRY ACT 2000	AUSNET ELECTRICITY SERVICES PTY LTD
<b>Crowther &amp; Sadler Pty. Ltd.</b> <b>LICENSED SURVEYORS &amp; TOWN PLANNERS</b> 162 MACLEOD STREET, BAIRNSDALE, VIC., 3875 P. (03) 6162 6011 E. <a href="mailto:contact@crowthersadler.com.au">contact@crowthersadler.com.au</a>		<b>SURVEYORS FILE REF: 18257</b> Digitally signed by: Michael J Sadler, Licensed Surveyor, Surveyor's Plan Version (1), 31/05/2019, SPEAR Ref: S141707V		<b>ORIGINAL SHEET SIZE: A3</b> <b>SHEET 1 OF 2 SHEETS</b>  <b>PLAN REGISTERED</b> TIME: 10:02AM DATE: 6/02/2020 R.D'Rozario Assistant Registrar of Titles

Amended by: Michael J Sadler, Licensed Surveyor 05/02/2020.





## **6 Urgent and Other Business**

## **7 Confidential Business**

Nil

## **8 Close of Meeting**