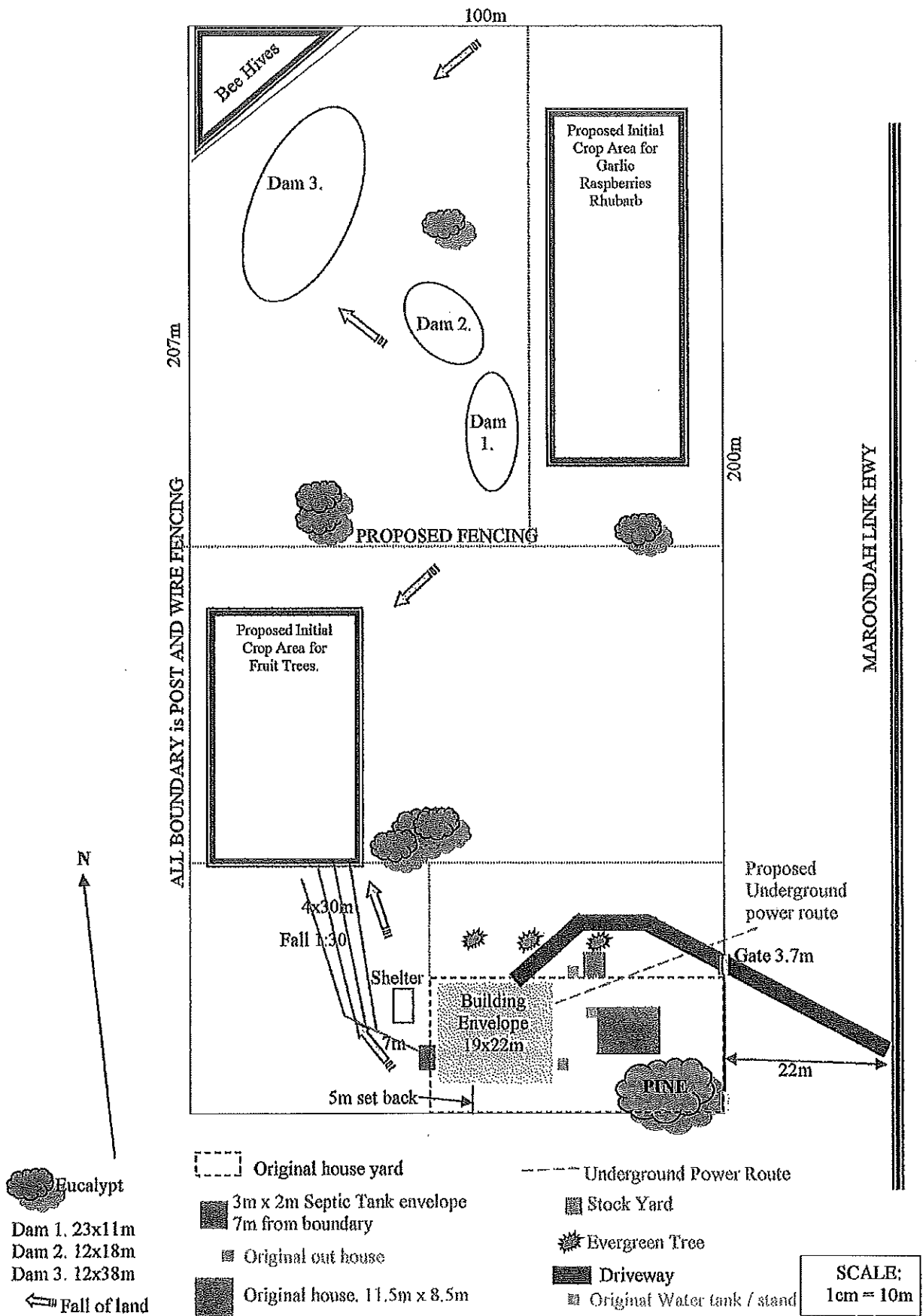






Cropping

Planning Application Number: 2012/199
114 Maroondah Link, Cathkin. [REDACTED]

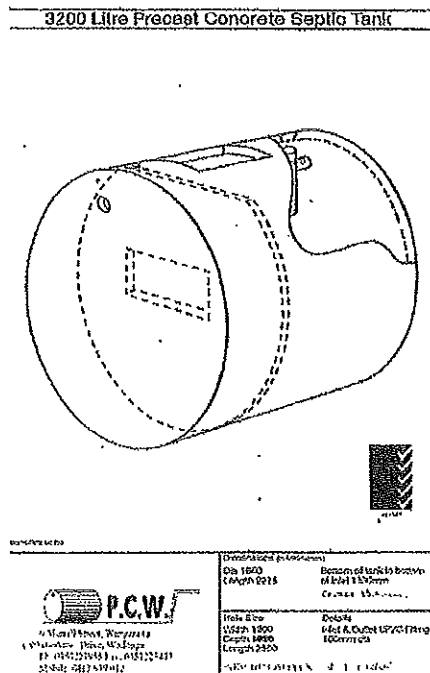


<p>Septic / Wastewater Treatment System: 3200L Precast Concrete Septic System. See example at end of document. 120m absorption field.</p> <p>Photo showing approx location of tank and arrow showing absorption field direction (not to scale).</p>	
<p>Farming: The 5 acre block was subdivided in 1927. Until now the Hopkins Family have owned the block. In the past 85 years the land has been used for light grazing purposes only. In the past 16 years the property has fallen to disrepair. The descendents who inherited the land, found themselves unable to complete the required upkeep and sold out.</p> <p>We will bring the land back to fruition. We will continue to graze sheep at 4 head per acre. We currently have 5 bee hives with annual yield around 30L per hive (surplus to personal use). We are registered bee keepers with the Department of Primary Industries. The bees are an integral component of high fruit yields. We have been searching for a larger property to enable us to plant commercial sized crops. We currently have 1000 garlic planted as a trial crop. We would also like to plant a crop of rhubarb, raspberries and a variety of fruit / nut trees. We will diversify and continue to grow the business.</p>	

<p>Dam 1. Size: 23x11x0.6m Current Capacity: 151m³ Proposed Volume (m³) : Approx 151</p>		
<p>Dam 2. Size: 12x18x0.6m: Current Capacity: 64.8m³ Proposed Volume (m³): approx 129 Minor earthworks required using a bobcat.</p>		
<p>Dam 3. Size: 12x34x1m Current Capacity: Nil Proposed Volume (m³): approx 408 Minor earthworks required using a bobcat.</p>		

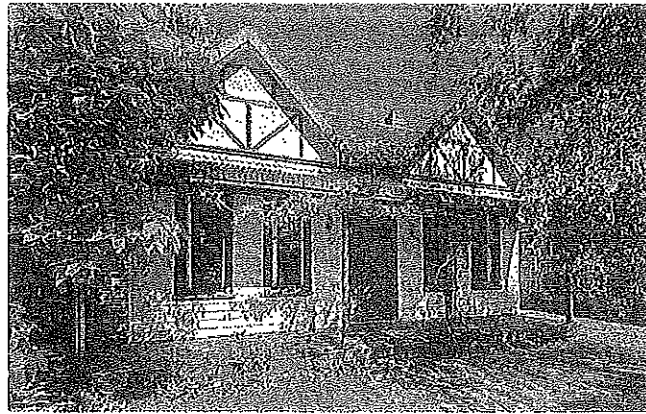
The Dwelling:

We are looking for a Victorian style home with period features. We would like three or four bedrooms a large kitchen and veranda. The house will be of weatherboard construction. We will only use traditional colours for the exterior (and interior) - which all tend to be earthy tones and will sit nicely in the surroundings. For example: Exterior walls would be a pale creamy yellow. Trim in white (windows and doors) and the roof in green or red. These colours can be seen currently in the original homes of the area.

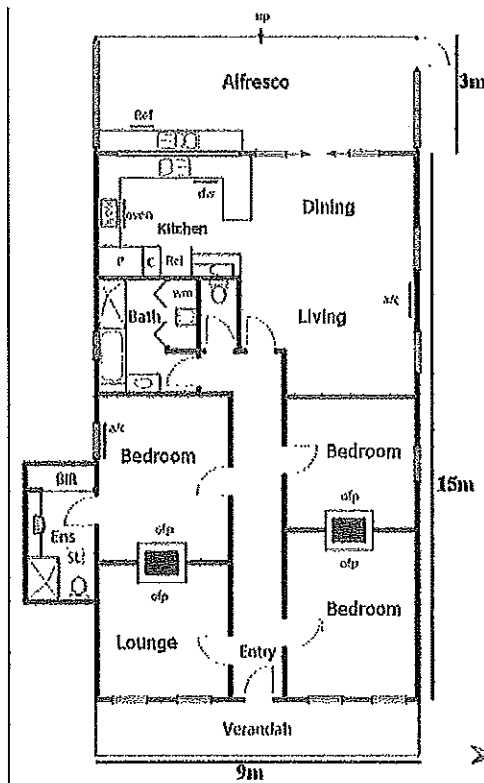
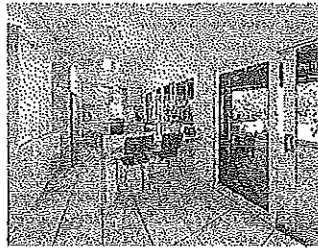
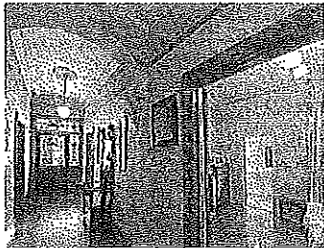


Example waste water system.

Proposal for 114 Maroondah Link, Cathkin. [REDACTED]
Planning Application Number: 2012/199



I have been given the opportunity to secure this home for relocation to Cathkin. I understand this home to be similar in style to the original dwelling. The quality and craftsmanship of this period home is reflected in the presentation. The house has recently been renovated and is of high quality throughout. See photos and plan below (the chimneys will be removed).

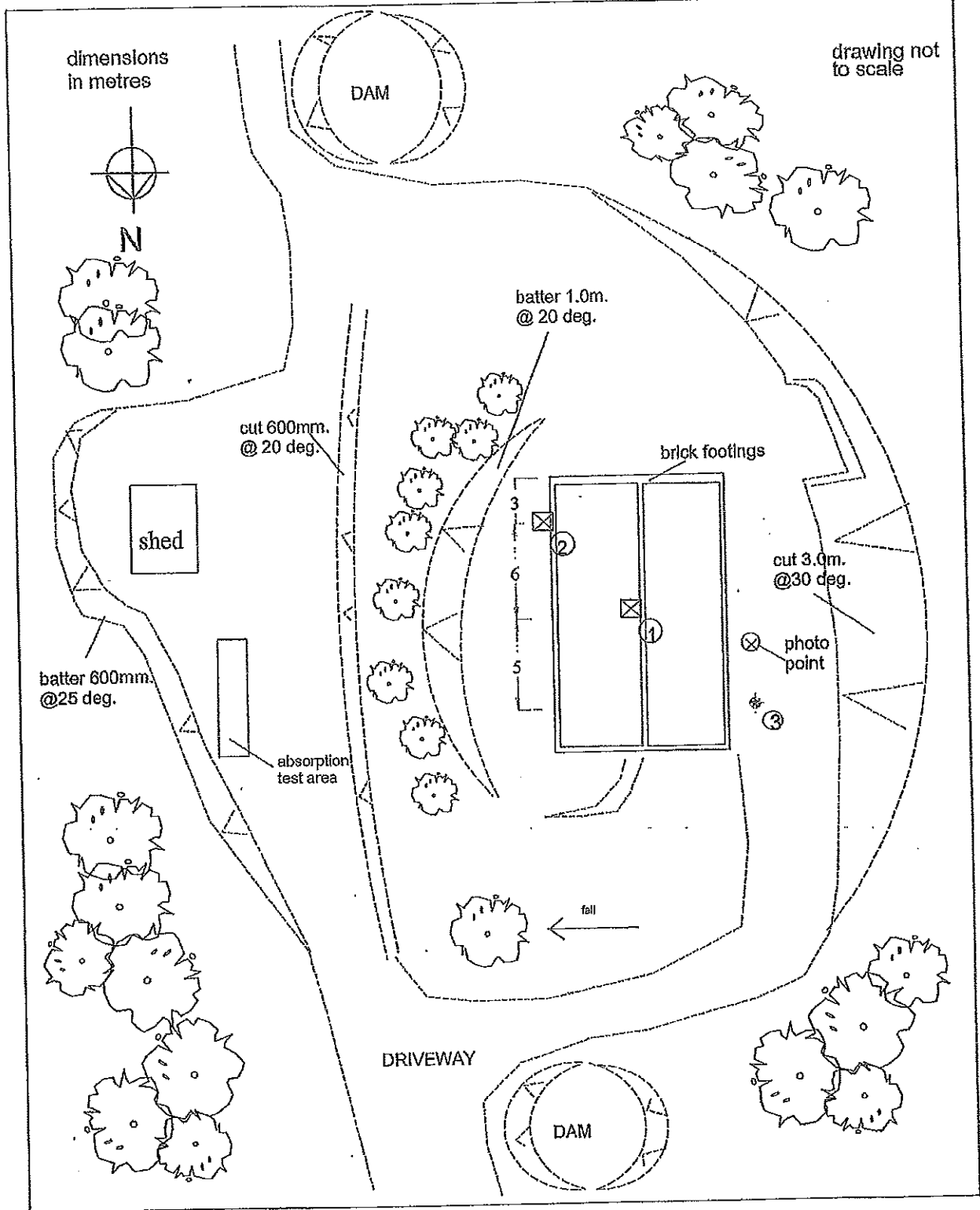


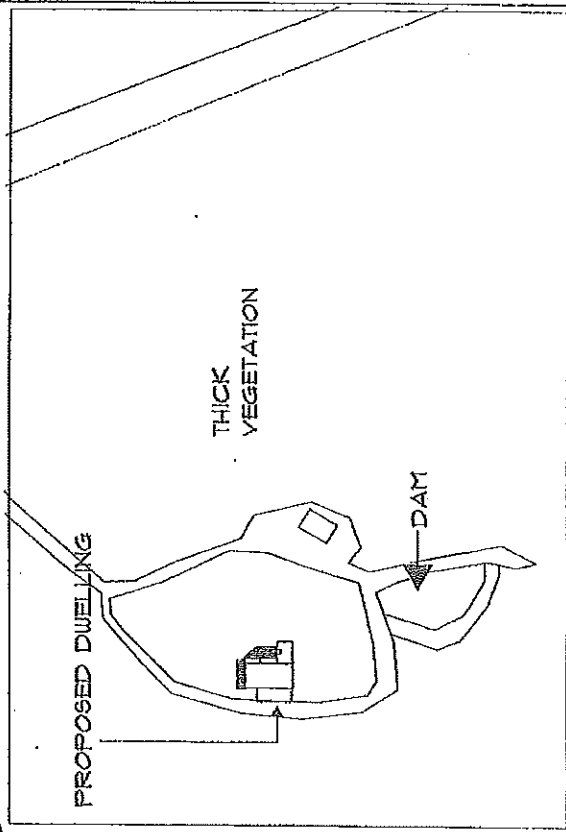
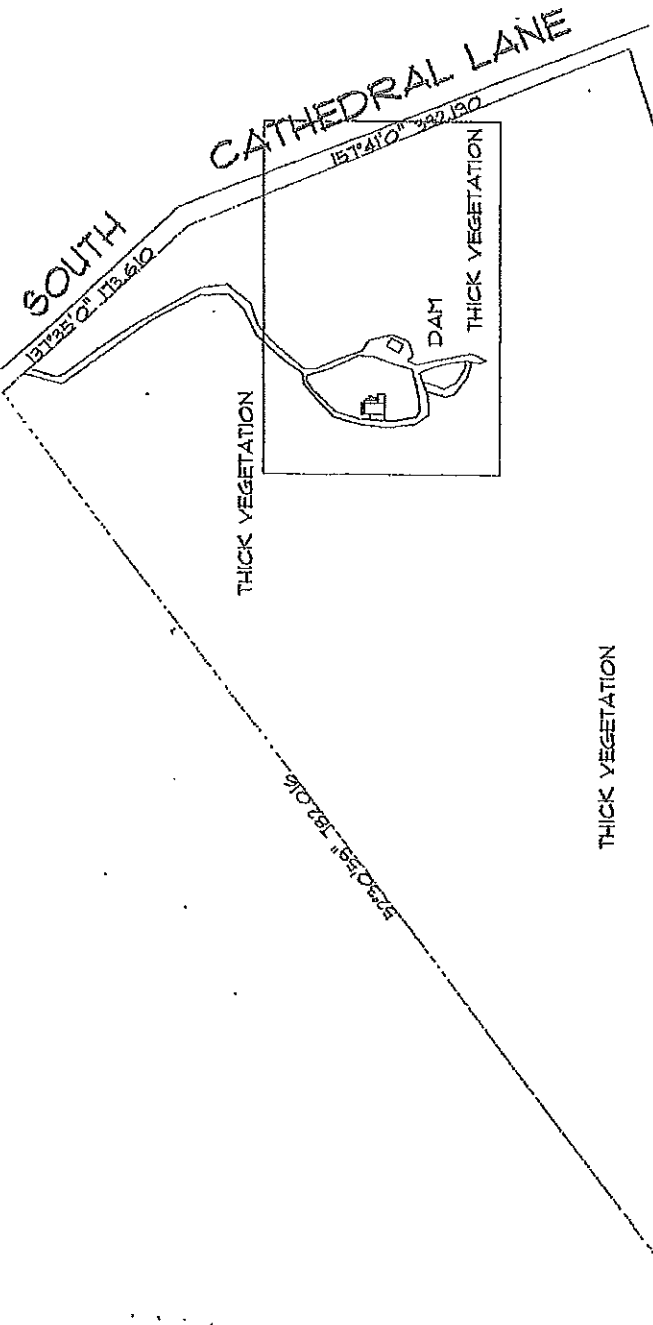
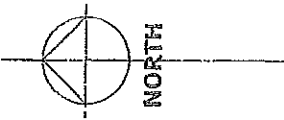
MURRINDINDI SHIRE COUNCIL	DIST. LIST
RECEIVED	MC
4 JAN 2013	
File No 2012/199	DC 72

Site Plan

job number hed18822p

- borehole
- ⊗ pit
- ★ spot level





SITE ENLARGEMENT

SCALE 1:500

SITE
SCALE 1:500

Drawing No.
A07

Scale
As Shown

Drawn.
I.S. & E.M.

Date
2-10-2011

For
Rev 1

Project Name
712 South Cathedral Lane Buxton

Client
[Redacted]

IPS building services pty ltd

Our Ref: 12000-882401-887177
Telephone: 03 5833 2412
Fax: 03 5833 2482
Council Ref: 2012/160
Trax Ref: bmo_1



Tuesday, 22 January 2013

[REDACTED]
Murrindindi Shire Council
P.O. Box 138
ALEXANDRA VIC 3714

Dear Melissa,

OBJECTION TO THE GRANT OF A PERMIT

Permit No: 2012/160
Applicant: Simon Blundell
Site Address: 712 South Cathedral Lane, Buxton
Purpose: Construction and use of one (1) dwelling

I refer to your letter dated 14/09/2012 seeking comments from CFA acting as Referral Authority pursuant to Section 55 of the *Planning and Environment Act, 1987* on the above application.

DECISION

CFA advises that it **objects to the grant of the permit** for the construction and use of one (1) dwelling at 712 South Cathedral Lane Buxton on the following grounds:

State Planning Policy Framework – Clause 13.05

1. The proposal fails to comply with the State Planning Policy Framework Clause 13.05 – *Bushfire* as the risk to human life and property from bushfire will not be reduced to an acceptable level.

Bushfire Management Overlay – Clause 44.06

2. The proposal fails to comply with the purpose of clause 44.06 – *Bushfire Management Overlay* as the application fails to demonstrate that the risk to life and property from bushfire can be reduced to an acceptable level.

HUME REGION

District 22
205 Numurkah Road, Shepparton, Victoria 3630
PO Box 932 Shepparton, Victoria 3630
Telephone: (03) 5833 2400 Fax: (03) 5833 2482
www.cfa.vic.gov.au

Bushfire Protection: Planning Requirements - Clause 52.47-3

3. The proposal fails to comply with the objective of Clause 52.47-3 (Landscape objective) and the requirements of Standard BF3 as:
 - the subject land is located in an area of extreme bushfire risk at both the local and broader scale,
 - the topography of the land surrounding the site will significantly increase the intensity and severity of bushfire.
 - there is no safe access and egress to the site as a bushfire will directly impact the full length of South Cathedral Lane and the site is not located in immediate proximity to an established urban or township area.
 - the landscape risk surrounding the site presents a level of bushfire risk which would warrant development not proceeding.
4. The proposal fails to comply with the objective of Clause 52.47-10 (Water supply and access objectives) and the requirements of Mandatory Standard BF10 as safe access cannot be provided for emergency and other vehicles at all times.

BASIS FOR DECISION

The above decision applies the precautionary principle to the protection of human life as required by Clause 13.05 of the Murrindindi Planning Scheme.

Access & egress to the property and the characteristics of the bushfire hazard in combination with the topography of the land produces an unacceptable risk to life and property (described below in more detail).

Bushfire hazard

The subject land is surrounded in all directions by Herb-rich Foothill forest - EVC 23 (*the* EVC). This EVC typically contains a very high to extreme fuel load and is dominated by Eucalyptus species – including Messmate Stringybark (which is notorious for spotting). This vegetation continues for 1 km to the West, 10 km to the north, 800 m to the south.

Topography

The subject land is located in a heavily forested valley with ridge tops on either side flowing from north-west to south east. Land to the north and east slope up towards the property (downslope from a fire behaviour perspective) and range from 4 - 14 degrees.

Likely bushfire behaviour

As the surrounding land has such a high fuel load, fires are likely to have extreme fire intensity (amount of heat energy produced).

The prevailing winds on days of high bushfire risk typically come from a north to north-west direction then shift to a south westerly direction in the afternoon. The topography of the valley is likely to increase local wind speed as wind will funnel into it. This will significantly increase the rate of spread and intensity of any fire in or entering the valley and, in combination with fire generated winds, has the potential to produce localised wind speeds approaching cyclonic conditions.

Topography will also significantly increase the rate of spread of any fire as flames traveling up hills simply preheat the fuel above. Given the extreme steady-state fuel loads of the EVC, fire intensities are likely to be significant.

A bushfire in the landscape would expose the proposed dwelling to:

- extreme levels of radiant heat
- extreme levels of ember attack and burning debris
- exposure to significant convective forces (fire generated winds)
- prolonged direct flame contact

All of which were representative of the bushfire behaviour that impacted the site and surrounding area during the 2009 Victorian Bushfires.

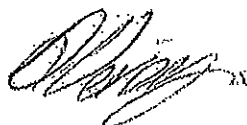
Access & egress

Access to and within the property is via a gravel road that is enclosed by forest on either side. The development will be located a minimum distance of 1.0 km from a non-forested area and 7.4 km from the township of Buxton. Due to the long access & egress route through a heavily forested area, safe access and egress for emergency and other vehicles can not be provided during bushfire events.

CFA requests that a copy of any notice given under section 65 of the Act be sent to CFA pursuant to section 66 of the Act and that a copy of CFA's letter is forwarded to the permit applicant.

If you wish to discuss any of the above conditions or this matter in more detail, please do not hesitate to contact the undersigned on (03) 5833 2400.

Yours sincerely,




Manager Community Safety (delegated officer)
Country Fire Authority

Attachment 1

	Proposed 2013 - 2014 (\$)	Proposed 2014 - 2015 (\$)	Proposed 2015 - 2016 (\$)	Proposed 2016 - 2017 (\$)	Proposed 2017 - 2018 (\$)	Proposed 2018 - 2019 (\$)	Proposed 2019 - 2020 (\$)	Proposed 2020 - 2021 (\$)	Proposed 2021 - 2022 (\$)
Model Ten Year Capital Expenditure Profile									
Available Funds									
1 expenditure from rates	3,015,919	3,015,919	3,015,919	3,015,919	3,015,919	3,015,919	3,015,919	3,015,919	3,015,919
2 loans	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
3 Roads to recovery	833,500	833,500	833,500	833,500	833,500	833,500	833,500	833,500	833,500
4 Waste Management reserve	70,000	300,000	65,000	60,000	40,000	300,000	0	0	0
5 Local Government Infrastructure Program	535,493	535,493							
6 Country Roads and Bridges initiative	1,000,000	1,000,000							
7 Other									
8 Sub Total available funds	5,954,912	6,184,912	4,414,419	4,409,419	4,389,419	4,649,419	4,349,419	4,349,419	4,349,419
Council's Infrastructure Reserve									
9 Infrastructure reserve (2% of Rates)	268,389	284,493	301,562	319,656	338,835	359,166	380,715	380,715	380,715
10 Cumulative Reserve total	760,453	1,044,946	346,508	666,164	1,004,999	364,165	744,880	1,125,595	506,310
Renewal Investment for new and gifted assets									
11	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	0
12 Cumulative Renewal investment	600,000	1,200,000	1,800,000	1,200,000	600,000	1,200,000	600,000	0	0
Proposed additional expenditure									
15 Additional Renewal Investment expenditure		0	0	1,200,000	1,200,000	0	1,200,000	1,200,000	600,000
16 Amounts diverted as debt is retired	0	0	0	0	0	0	132,175	132,175	132,175
17 Proposed expenditure from reserve	0	0	1,000,000			1,000,000			1,000,000
18 Sub Total additional expenditure	0	0	1,000,000	1,200,000	1,200,000	1,000,000	1,332,175	1,332,175	1,732,175
19 Proposed total capital expenditure from high reliability resources	5,954,912	6,184,912	5,414,419	5,609,419	5,589,419	5,649,419	5,681,594	5,681,594	6,081,594
Key Performance Indicators									
20 Target renewal percentage	68.6%	71.7%	81.8%	85.2%	83.7%	75.9%	83.9%	85.8%	84.4%
21 Target new / enhancement percentage	31.4%	28.3%	18.2%	14.8%	16.3%	24.1%	16.1%	14.2%	15.6%
22 Renewal expenditure	4,082,263	4,434,522	4,427,398	4,778,433	4,679,555	4,290,203	4,767,533	4,875,098	5,132,627
22 New / Upgrade expenditure	1,872,649	1,750,390	987,021	830,986	909,864	1,359,216	914,061	806,496	948,967
Total renewal, upgrade and new	5,954,912	6,184,912	5,414,419	5,609,419	5,589,419	5,649,419	5,681,594	5,681,594	6,081,594

Ten Year Capital Improvement Plan										
All groups summary										
Ref.	Asset Group	Proposed 2013 - 2014 (\$)	Proposed 2014 - 2015 (\$)	Proposed 2015 - 2016 (\$)	Proposed 2016 - 2017 (\$)	Proposed 2017 - 2018 (\$)	Proposed 2018 - 2019 (\$)	Proposed 2019 - 2020 (\$)	Proposed 2020 - 2021 (\$)	Proposed 2021 - 2022 (\$)
1	Group 1 (Roads & Transport)	2,731,662	3,243,493	3,147,293	2,352,959	2,643,015	3,046,713	2,531,028	2,573,653	3,454,205
2	Group 2 (Stormwater Network)	352,000	300,000	201,250	250,000	125,000	100,706	129,565	140,441	155,332
3	Group 3 (Community Facilities)	1,391,879	1,297,657	928,000	790,100	715,000	1,450,000	794,000	885,500	996,057
4	Group 4 (Corporate Facilities)	1,479,371	1,343,762	1,137,876	1,016,360	906,404	1,052,000	1,027,000	882,000	876,000
5	Total Capital Expenditure on Council Assets	5,954,912	6,184,912	5,414,419	4,409,419	4,389,419	5,649,419	4,481,593	4,481,594	5,481,594
6	Group 5 (Non Council Facilities)	-	-	-	-	-	-	-	-	-
5	Total Capital Expenditure	5,954,912	6,184,912	5,414,419	4,409,419	4,389,419	5,649,419	4,481,593	4,481,594	5,481,594
6	Total Renewal Expenditure	4,082,263	4,434,522	4,427,398	3,578,433	3,479,555	4,290,203	3,567,533	3,675,098	4,532,627
7	Percentage Renewal of Total	68.6%	71.7%	81.8%	81.2%	79.3%	75.9%	79.6%	82.0%	82.7%
8	Total New / Upgrade	1,960,770	1,750,459	1,015,640	831,127	884,460	1,358,510	913,995	806,055	949,510
9	Percentage New of Total	32.9%	28.3%	18.8%	18.8%	20.1%	24.0%	20.4%	18.0%	17.3%
10	Target Total Capital Expenditure	5,954,912	6,184,912	5,414,419	5,609,419	5,589,419	5,649,419	5,681,594	5,681,594	6,081,594
		1	0	-	1	-	1,200,000	-	1,200,000	-
11	Renewal Expenditure	\$4,082,263	\$4,434,522	\$4,427,398	\$3,578,433	\$3,479,555	\$4,290,203	\$3,567,533	\$3,675,098	\$4,532,627
12	Renewal Requirement	\$4,327,142	\$4,826,090	\$4,908,984	\$4,803,587	\$4,887,957	\$4,939,357	\$5,183,150	\$5,357,449	\$5,656,588
13										
14	Renewal Gap	-\$244,879	-\$391,569	-\$481,586	-\$1,225,154	-\$1,408,402	-\$649,154	-\$1,615,617	-\$1,682,352	-\$1,123,961
15	Cumulative Renewal gap	-\$244,879	-\$636,447	-\$1,118,034	-\$2,343,188	-\$3,751,590	-\$4,400,743	-\$6,016,360	-\$7,698,712	-\$8,822,673
16	Renewal Investment for new and gifted assets.	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
17	Additional Renewal Expenditure (ARE)	\$0	\$0	\$0	\$1,200,000	\$1,200,000	\$0	\$1,200,000	\$1,200,000	\$600,000
18	Revised Total Capital Expenditure	\$5,954,912	\$6,184,912	\$5,414,419	\$5,609,419	\$5,589,419	\$5,649,419	\$5,681,593	\$5,681,594	\$6,081,594
19	Renewal gap	-\$244,879	-\$391,569	-\$481,586	-\$1,225,154	-\$1,408,402	-\$649,154	-\$1,615,617	-\$1,682,352	-\$1,123,961
20	Cumulative renewal gap	-\$244,879	-\$636,447	-\$1,118,034	-\$2,343,188	-\$3,751,590	-\$4,400,743	-\$6,016,360	-\$7,698,712	-\$8,822,673
21	Revised Cumulative Gap with ARE	-\$244,879	-\$636,447	-\$1,118,034	-\$1,143,188	-\$1,351,590	-\$2,000,743	-\$2,416,360	-\$2,898,712	-\$3,422,673
22	Revised Total Renewal	\$4,082,263	\$4,434,522	\$4,427,398	\$4,778,433	\$4,679,555	\$4,290,203	\$4,767,533	\$4,875,098	\$5,132,627
23	% Renewal exp	69%	72%	82%	85%	84%	76%	84%	86%	84%
24	% Upgrade/New	31%	28%	18%	15%	16%	24%	16%	14%	16%



REPORT ON COUNCIL PLAN 2009 – 2013

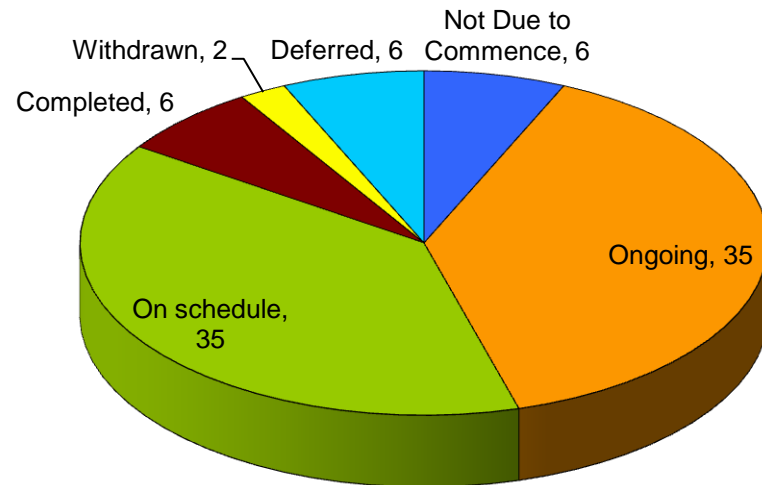
DECEMBER 2012

EXECUTIVE SUMMARY.....	4
GOVERNANCE	5
1.1 Effective leadership providing representation and advocacy for the community backed by a financially strong organisation.	6
1.1.1 Facilitate and support recovery within fire affected communities.	7
1.1.2 Provide opportunity for open and responsive communication with the community	8
1.1.3 Improve governance systems, processes and relationships.....	8
1.1.4 Be consistent, fair and transparent in our decision-making.	10
COMMUNITY	11
2.1 Communities enjoying good health and well being.....	11
2.1.1 Facilitate and support recovery within fire affected communities.	11
2.1.2 Foster a more resilient community by promoting diversity, inclusion, access and equity, and supporting community interaction.....	13
2.1.3 Facilitate improved quality of life for the Murrindindi community.	15
LOCAL ECONOMY	17
3.1 Sustainable growth of our local economy.....	17
3.1.1 Facilitate and support recovery of businesses within fire affected communities.	17
3.1.2 Support and promote events and festivals across the Shire.....	18
3.1.3 Provide support to new and expanding business.	19
3.1.4 Participate in Cooperative marketing.....	21
3.1.5 Facilitate improved access to Information Communication Technology and mobile phone services.....	22
3.1.6 Undertake or facilitate major economic development projects.....	23
CLIMATE CHANGE & NATURAL ENVIRONMENT	25
4.1 A natural environment that is diverse, healthy and cared for.....	25
4.1.2 Promote and advocate sustainable living, business practice and land use.....	25
4.1.3 Reduce generation of waste by Council and the community.	26
4.1.4 Integrate environmental resource and land management across Council operations.	26

4.1.5 Reduce Council and community carbon footprint.	28
4.1.6 Encourage the community to adapt to climate change.	28
PLANNING & ENVIRONMENT	29
5.1 Sustainable land use, development and growth.....	29
5.1.1 Streamline approvals processes to encourage rebuilding in fire affected areas - Land rezoning.	29
5.1.2 Use a strategic approach to land use planning to facilitate integrated residential and public facility construction.	30
5.1.3 Continue to strengthen partnerships with the Department of Sustainability & Environment and the Country Fire Authority.	31
INFRASTRUCTURE.....	35
6.1 To enhance the sustainability of our infrastructure, recognising the changing needs and expectations of our communities	35
6.1.1 Rebuild community infrastructure damaged or destroyed by the February 2009 fires.	36
6.1.3 Undertake a range of community infrastructure projects which enhance community amenity and foster civic pride.	36
6.1.4 Align infrastructure service delivery with community needs and expectations.	36
6.1.5 Improve and expand the network of footpaths and shared trails both within towns and linking communities.	37
6.1.6 Maintain and further develop a safe and efficient transport network.	37
6.1.7 Undertake whole-of-life cost analyses for all new assets, and commit to funding necessary operational, maintenance and renewal amounts. Enhance the organisation’s asset system knowledge and data.	38
6.1.8 Enhance the organisation’s asset system knowledge and data.	38
6.1.9 Define and quantify the infrastructure renewal funding gap and seek to close this gap by 5% per annum.	38
CORPORATE DEVELOPMENT	40
7.1 Improve systems and processes.....	40
7.1.1 Improve systems and processes.....	40
7.1.2 Communicate well with our stakeholders.	42
7.1.4 Reduce organisational risk.....	42

EXECUTIVE SUMMARY

Business Plan Elements - STATUS



■ Not Due to Commence
 ■ Ongoing
 ■ On schedule
 ■ Completed
 ■ Withdrawn
 ■ Deferred

Highlights for the quarter were:

- Council has continued its advocacy to the State government on the securing of resources to contribute to the cost of the operating, maintaining and renewing of the gifted and novated assets. Officers have met with the consultants providing advice to Local Government Victoria and it is understood that further advice will be provided in early 2013.
- The Vulnerable Persons registry is up to date and due to be uploaded to MECC Central by the end of January 2013.
- Volunteers are acknowledged in a number of ways including the annual Volunteer Week events. A Positive Ageing community event is being planned for February 2013.
- An integrated Diversity Plan has been developed in partnership with the Alexandra and District Hospital.
- The successful consortia for the New Marysville Hotel and Conference Centre was announced in October 2012 and an open day was held in November 2012 for members of the public and business operators to view the plans and discuss opportunities with the developers and operators.

- Officers continue to fulfil the agreed outcomes of the Goulburn River Valley Tourism agreement including the conduct of the second Tourism Industry Leadership Program. All 12 Murrindindi participants graduated from this program.
- Advocacy for funding to be allocated to the role of business development manager for the Murrindindi Training Institute has been successful.
- The Murrindindi and Lake Mountain Draft Municipal Fire Management Plan was adopted by Council in December 2012 following extensive community consultation.
- Core level Asset Management Plans were adopted by Council at its December 2012 ordinary council meeting. This meant that Council achieved core competency in relation to the National Assessment Framework.
- A contract for the supply and installation of an electronic document management system was entered into in December 2012.

GOVERNANCE

1.1 Effective leadership providing representation and advocacy for the community backed by a financially strong organisation.

Strategic indicators	Target	Status	Comments
KPI 1.2 Community perception of performance for advocacy	More than or equal to indexed mean of 60	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 1.1 Community perception of overall performance	More than or equal to indexed mean of 62 in annual Community Satisfaction Survey	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
PI 1.3 Financial performance measured through liquidity and operating result	To maintain low level of risk in accordance with VAGO (Victorian Auditor-General's Office) Local Government financial sustainability indicators	Assessment premature	The KPIs for the 2011-12 financial year were not to hand in the final reporting period of the Year 3 Council Plan Review. With Audited Financial Statements now to hand the Liquidity and Underlying result indicators can now be reported on. The 2011-12 Liquidity Ratio of 3:1 against the prudential benchmark of 1.5:1 is favourable indicating a good capacity to service short term debt liabilities. In terms of underlying result the measurement was 23.73% indicating a surplus and positive result in terms of bench marked sustainability. KPIs for the Council Plan Year 4 review will not be known until completion of the annual audit by VAGO in approximately August 2013.

1.1.1 Facilitate and support recovery within fire affected communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.1.1	Continue to provide leadership and advocate for the community in the recovery process.	Executive Director, Reconstruction & Recovery	30/06/13	Ongoing	Various meetings were held between Council and the State Government's Fire Recovery Unit, Department of Planning and Community Development and Department of Human Services to ensure the various local bushfire recovery issues continue to be progressed.
1.1.1.2	Support ongoing community and organisational transition to post recovery operations	General Manager Corporate & Community Services	30/06/13	Ongoing	Council will maintain a high tempo of advocacy with the State Government with regard to seeking financial assistance as detailed in the KPMG report. The Department of Planning and Community Development – Local Government Victoria has prepared a brief on further work to be undertaken by Council to support its current and future needs. In response to this brief, Council has provided their consultants with information required to further consider the quantum of assistance required.
1.1.1.3	Lobby other levels of government to secure recovery resources (c/f from previous year)	Chief Executive Officer	30/06/13	Ongoing	Council has continued its advocacy to the State Government on the securing of resources to contribute to the cost of the operating, maintaining and renewing the gifted and novated assets. This has included a media program with the public release of the KPMG report. Meetings have been held with the Departmental Secretary of DPCD and also with Local Government Victoria to discuss the scope of the project requested by the Departmental Secretary. Officers have met with the consultants providing advice to Local Government Victoria and it is understood that further advice will be provided in early 2013.

1.1.2 Provide opportunity for open and responsive communication with the community

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.2.1	Continue to communicate the Council Plan to the community	General Manager Corporate & Community Services	30/06/13	Ongoing	Council will continue to actively report on specified activities within the Council Plan to the community via its published quarterly report and media releases on activities achieved. Ground work has already been established, via the Community Visioning exercise conducted in August 2012 to engage members of the community to assist the new Council in the development of the Council Plan beyond June 2013. Officers have met with the consultants providing advice to Local Government Victoria and it is understood that further advice will be provided in early 2013.
1.1.2.2	Continue a community visioning exercise to develop a Murrindindi 2030 Community Plan. (c/f from previous year)	Chief Executive Officer	30/06/13	On schedule	Council has received over 270 responses to the community visioning survey. These responses have been collated and will be presented to the new Council for their consideration.

1.1.3 Improve governance systems, processes and relationships.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.3.1	Implement the Murrindindi Reform and Recovery Plan.	Chief Executive Officer	30/06/13	On schedule	The Reform and Recovery Plan is being implemented through a range of actions including the employment of staff and the conduct of programs funded under the Murrindindi Assistance Package as well as the implementation of organisational system improvements and efficiencies.
1.1.3.2	Undertake business planning and implement the Services Review recommendations.	Chief Executive Officer	30/06/13	On schedule	As part of the Services Review, Business Plans are being implemented by each Department. In addition the recommendations

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					of the Services Review are being implemented including position savings, organisational efficiencies and implementation of individual services reviews including the Parks and Gardens, Library and Economic Development reviews. Further reviews will be completed early in 2013.
1.1.3.3	Conduct the induction for new and returning Councillors.	Chief Executive Officer	30/06/13	On schedule	Implementation of the Councillor Induction and Transition Program has been a high priority over the past quarter. Council's legal obligations in relation to its compliance with the Local Government Act, the principles of Good Governance and the role of Council in relation to the Planning and Environment Act have also been key themes for implementation.
1.1.3.4	Monitor and review the changes to the schedule of Council meeting times and locations.	General Manager Corporate & Community Services	30/06/13	On schedule	Ordinary Meetings of Council have been conducted in Yea (August) and in Flowerdale (September) in line with Council's intention to provide opportunity for community participation at Council Meetings around the Shire. Council meetings are currently conducted in the evening with a view to maximising community participation. Attendance by members of the public has been low at all three meetings conducted this quarter.
1.1.3.5	Review governance processes to identify opportunities for improvement (c/f from previous year)	General Manager Corporate & Community Services	30/06/13	On schedule	The Local Government Inspectorate attended Council in the week beginning 3 September 2012 to conduct a review of Council's operations which included Governance elements. The report findings indicated that Council was compliant in 21 out of the 27 areas reviewed. Council has reviewed the report findings and has responded to

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					recommendations, providing the Inspectorate with actions to be undertaken in respect of non compliant areas and timelines for achievement.
1.1.3.6	Progress Council Procurement Roadmap developed through the Council Reforming Business Procurement (c/f from previous year)	Manager Corporate Services	30/06/13	Ongoing	The Procurement Working Group has established a procurement plan and specifications to engage external professionals to assist with establishing a procurement toolkit, provide training and ongoing support and advice and to assist with going to market with prioritised procurement contracts.

1.1.4 Be consistent, fair and transparent in our decision-making.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
1.1.4.1	Complete continuous improvement and Best Value requirements.	General Manager Corporate & Community Services	31/03/13	Ongoing	In terms of continuous improvement, the organisation is currently undergoing a process of developing business plans and service level review of all departments. Specific service level reviews have been completed for Parks and Gardens, Economic Development and Library Services. Other reviews will be completed in early 2013.

COMMUNITY

2.1 Communities enjoying good health and well being.

Strategic indicators	Target	Status	Comments
KPI 2.1 Community Indicators Victoria Subjective well being rating	Maintain better than Victorian average	Assessment premature	Data is unavailable as at December 2012 from Community Indicators Victoria (CIV). It is anticipated that updated survey data will be available in early 2013.
KPI 2.2 Community Indicators Victoria Feeling part of the community rating-	Maintain better than Victorian average	Assessment premature	Data is unavailable as at December 2012 from Community Indicators Victoria (CIV). It is anticipated that updated survey data will be available in early 2013.
KPI 2.3 Community Indicators Victoria Food security rating	Maintain better than Victorian average	Assessment premature	Data is unavailable as at December 2012 from Community Indicators Victoria (CIV). It is anticipated that updated survey data will be available in early 2013.
KPI 2.5 Community perception of performance for recreation facilities	More than or equal to indexed mean of 66	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 2.4 Community perception of performance for health and human services -	More than or equal to indexed mean of 76	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.

2.1.1 Facilitate and support recovery within fire affected communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.1.1	Continue work with fire affected communities to assist with ongoing implementation of community based	Manager Community Services	30/06/13	Ongoing	All service users of the Aged and Disability Services Unit are encouraged and assisted where required to develop personal emergency plans (using the Red

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	recovery plans based on active participation and strengthened community connectedness. (c/f from previous year)				<p>Cross Preparing to Leave Early packs). All Children's Services Home Based Child Care Educators are required to have a documented fire and emergency evacuation plans in place. These plans must be practised regularly.</p> <p>The Vulnerable Persons registry is up to date and due to be uploaded to MECC Central by the end of January. The new DHS Vulnerable Person's Policy is being implemented throughout our recovery planning procedures including the development of an updated Vulnerable Facilities list which will also be uploaded to MECC Central. Support will be offered to other funded agencies to ensure they identify and list vulnerable people they are aware of and access MECC Central to record this.</p>
2.1.1.2	Continue work with fire affected communities to strengthen communities and prepare for future disasters	Manager Community Services	30/06/13	Ongoing	<p>This activity is ongoing and is firmly integrated into the daily program delivery across all units within the Community Services department. Ongoing support has been provided to Playgroups in partnership with Playgroup Victoria (finishing December 2012). Aged and Disability services actively work with individuals to assist their recovery and plan for future events. Community Capacity Building Initiatives including Seniors activities, volunteer support, children's week and Advancing Country Towns early years all have a strong focus on building resilience. The Municipal Recovery Plan is regularly updated and an audit of relief and recovery centres has occurred in November / December 2012 in preparation for the fire season. A full review of the Municipal Relief and Recovery Plan is being planned for the 2013 year with the assistance of the Emergency Management Coordinator.</p>

2.1.2 Foster a more resilient community by promoting diversity, inclusion, access and equity, and supporting community interaction.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.2.1	Implement initiatives from the Inclusiveness, Access and Equity Plan	Manager Community Services	30/06/13	Ongoing	An Inclusiveness, Access and Equity Plan has not been developed to date although several key pieces of work have been completed in the past few years including Access Audits. An Access and Equity working group has been established comprising of key Council officers and external representatives including service providers and a community member. The group is working on the establishment of a Disability Action Plan and has developed a consultation and communication plan and consultation questionnaires for community members. In celebration of the International Day of People with a Disability, two events were held within the Shire of Murrindindi. An information table was hosted in Eildon providing an opportunity for people to access more information on disability services available through Council and other providers. A Silent Morning Tea was also hosted by Murrindindi Shire Council, where participants were provided with information and a chance to experience day to day activities relying only on communication aides rather than speech. Approximately 40 people attended one of four sessions of the morning tea including local high school students, service providers, community members and Council staff.
2.1.2.2	Identify and Implement projects, programs and initiatives to meet the key strategic directions of the “Linking Murrindindi” Access and Liveability for All Strategic Plan 2011-2013 (c/f from previous year)	Manager Community Services	30/06/13	On schedule	Council officers are currently progressing local innovative projects including Youth Commute (Alexandra and surrounds) and Community Connect (Kinglake and surrounds) to address transport isolation issues and access to services for the key target groups of young people and the aged. Officers are also working with the Shire of Yarra Ranges and Whittlesea Shire on the Access to Health project, improving transport to

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Metropolitan medical services including medical transport. The Transport Connections Partnership Group continues to meet regularly and is focusing on sustaining outcomes of the project once funding ceases in June 2013.</p> <p>The Youth Commute Project has attracted the attention of other Local Government Areas and as a result the scope of the project will be broadened to target all community rather than just young people. Council officers are meeting with other Transport Connections providers, their response and capacity to participate will dictate how the project progresses from here.</p>
2.1.2.3	Investigate a community building initiative in Yea (c/f from previous year)	General Manager Sustainability	31/03/13	Ongoing	Officers have held discussions with interested representatives of the Yea Community who had been meeting informally to determine a suitable framework for a community building initiative project. However to date it has not been possible to establish a specific project for Yea and work continues to explore a suitable initiative for the use of the funds.
2.1.2.4	Re-establish maintenance service standards for section 86 committees of management. (c/f from previous year)	Manager Corporate Services	30/06/13	Ongoing	A comprehensive review of all services provided to or supporting section 86 Committees of Management has been undertaken in the second quarter of this financial year. Further information is being collated to clarify and cost outdoor services. The results of the review will provide the basis for completion of Councils Facilities Maintenance Policy which is currently in draft format.
2.1.2.6	Identify and implement priority strategies from the Healthy and Active Third Age Strategy.	Manager Community Services	30/06/13	Ongoing	The Healthy and Active Third Age Strategy has been the focus of the Positive Ageing Advisory Group for the past few months. The group is currently reviewing the strategy with the aim of redeveloping it in line with the Municipal Health and Wellbeing Strategy, in the first half of 2013. The

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Positive Ageing Advisory Group has developed key priorities and a set of values that will underpin the new action plan. A Positive Ageing Forum is being planned for February 2013 with a focus on encouraging older people to become more involved in their local community. This forum will also provide a key opportunity to consult with older people within the community to determine their views on the priorities for the next Positive Ageing Action Plan.
2.1.2.7	Develop an ongoing community strengthening activity to acknowledge the contribution of volunteers.	Manager Community Services	30/06/13	Ongoing	Volunteers are acknowledged in a number of ways including annual Volunteer Week events to celebrate their contribution and commitment. A Positive Ageing community event is being planned for February 2013 which aims to celebrate community participation and promote opportunities for volunteerism within Murrindindi.
2.1.2.8	Develop a Diversity Plan for Council Aged and Disability Services.	Manager Community Services	30/08/12	Completed	An integrated Diversity Plan has been developed in partnership with the Alexandra and District Hospital. The plan is now being implemented and will be reviewed within 12 months. Key actions include a stronger focus on strengthening relationships with the local Indigenous community and improving the cultural awareness of all staff.

2.1.3 Facilitate improved quality of life for the Murrindindi community.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
2.1.3.1	Implement initiatives from the Health and Well Being Plan	Manager Community Services	30/06/13	On schedule	Where relevant, initiatives have been incorporated into standard program delivery improving sustainability of positive outcomes for the community. Many of the initiatives are complete with some activities still continuing including Arts and Cultural Development partnership with Regional Arts Victoria and the Marysville Skate

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Park. The Health and Wellbeing plan will be reviewed with a plan for redevelopment in the first half of 2013.
2.1.3.2	Lobby State Government to improve access to public housing	Manager Community Services	30/09/12	Ongoing	This activity relates to assisting in the rehousing of all residents in temporary villages. All temporary villages have been closed and all residents relocated. The need for this activity will be revisited with community members through consultation in early 2013. If an ongoing need is identified, this activity will be addressed through the Municipal Health and Well Being plan.
2.1.3.3	Review and redevelop the Early Years Plan.	Manager Community Services	30/06/13	Ongoing	A review of the previous Early Years Plan is underway. The development of a new Early Years Plan will occur in conjunction with the broader Municipal Health and Wellbeing Planning in the first half of 2013. Several Family Support agencies have expressed strong interest in being involved in this process.
2.1.3.4	Implement strategies from the Youth Strategy	Manager Community Services	30/06/13	Ongoing	Good progress has been made with the Youth Partnership Group focusing on key priority areas of bullying and education, employment and training. The Youth Partnership Group has held several consultations with young people and supported the ongoing implementation of the TRIBES program and the development of new community youth groups. A partnership with local secondary schools and Youth Apprenticeship providers is currently being explored to extend the training and employment opportunities for young people. This activity is ongoing for the life of the strategy. The Youth Partnership meetings, as a vehicle for the implementation of the Youth Strategy, have recently been reviewed and feedback sought from all participants on any improvements that are required. Results are currently being collated.

LOCAL ECONOMY

3.1 Sustainable growth of our local economy.

Strategic indicators	Target	Status	Comments
KPI 3.1 Community perception of Council's performance on economic development	More than or equal to indexed mean of 56	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of year 4 of the Council Plan
KPI 3.2 Employment rate	Equal to or higher than Victorian average in 2011 census	Met	Results of the most recent Census indicate that 4.6% of working age people in Murrindindi were unemployed. The figure for Victoria was 5.4%. Note: These are unemployment figures not employment figures.

3.1.1 Facilitate and support recovery of businesses within fire affected communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.1.1	Facilitate processes relating to a core tourism development in Marysville	Manager Economic Development	30/06/13	On schedule	The successful project consortia (Melbourne Civic City Property, Metier3 and Toga) for the new Marysville Hotel and Conference Centre was announced in October 2012 by the Deputy Premier, the Hon Peter Ryan. An Open Day was held on 18 November on site for members of the public and business operators to view the plans and discuss opportunities with the developers and operators. The concept design plans were placed on public exhibition from November 1 to December 7 and a submission will go to the Minister for Planning for consideration in early 2013.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>Following fruitful discussions with Regional Development Victoria and the developers, Council joined with the Marysville Chamber of Commerce to host a construction and trades information evening in Marysville in December 2012, with the developers, the Industry Capability Network and a Tender Right Consultant, to enhance the opportunity for local businesses to participate in the construction phase of the project. Council also sponsored a free one on one business development session with Katrina Tehan from Tender Right for any business in attendance at the information evening. Seven local businesses took up the offer and the sessions will occur in January 2013.</p> <p>Pending a satisfactory planning consideration, construction is expected to commence in mid 2013 with the facilities expected to open in late 2014.</p>

3.1.2 Support and promote events and festivals across the Shire.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.2.1	Work with Yarra Ranges Regional Marketing to assist in the delivery of the Marysville and Triangle Marketing and Events Implementation Plan	Manager Economic Development	31/03/13	Ongoing	<p>Council has continued to support Yarra Ranges Regional Marketing in the implementation of the Marysville and Triangle Marketing and Events Implementation Plan. Work has progressed on planning for the Marysville 150 years celebrations, including the commencement of a range of promotional activities. Tourism research on visitor profiles for Marysville and Eildon was completed and publically released in December and funded through this program. Thirty individual events have been identified for the Marysville</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Triangle for the 2013 calendar year and a calendar of events is in preparation for release in January 2013. Work has continued on utilising Social Media tools as promotion mediums for the Marysville Triangle, with Facebook already utilised and an audit of promotional images to be used in future marketing has commenced.
3.1.2.2	Re-establish the Murrindindi Festivals and Events Network to support and promote tourism events in the Shire	Manager Economic Development	31/03/13	Withdrawn	It has not been necessary to re-establish the network, as existing channels of communication between the Shire's major event organisers and Council has been sufficient within the resources available to grow the capacity of event management planning and to ensure regular promotion through the Council's calendar of events.

3.1.3 Provide support to new and expanding business.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.3.1	Attract investment into available industrial land	Manager Economic Development	30/06/13	Ongoing	<p>The draft development plan for industrial land at the Binns-McCrae Rd site in Alexandra is scheduled to be put on public exhibition in January/February 2013.</p> <p>The former Alexandra Mill industrial site in Lamont Street was purchased prior to a second auction by the Glencoe Group who intend to install a manufacturing plant on the site with a focus on timber products such as roof and floor trusses for the local and Melbourne markets. Glencoe plan to build the business up over time and are hopeful of employing a number of people on the site. An offer has been extended for Glencoe management to meet with Council officers to</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					discuss their plans for the site in early 2013. The old Alexandra Saleyards site is part of a group of Council owned properties being prepared for sale as part of the service review process. It is anticipated that there will be considerable local interest in the site for light industrial purposes, once it is on the market.
3.1.3.2	Develop Action Plans to enable implementation of the Economic Development Strategy 2011-2016.	Manager Economic Development	30/06/13	On schedule	An implementation plan for the Economic Development Strategy has been prepared with several actions being pursued during the quarter including the completion and launch of the Yea Saleyards expansion, identification of skill gaps that support local industries through the commencement of a Training Demand audit across the Shire, active support given for new development in tourism accommodation through support to the developers of the new Marysville Hotel and Conference Centre, building strong economic leadership within the Shire through support given to members of the business community for the formation of the Murrindindi Business Association.
3.1.3.3	Progress the development of industrial land in Alexandra – former Alexandra Saleyards	Manager Economic Development	30/06/13	On schedule	Council resolved to sell the former Alexandra Saleyards site which will allow the opportunity for industrial use. Quotations from local real estate agents to drive the public tender/ expression of interest process were received in January 2013. Sale of the site is expected to follow in the not too distant future.

3.1.4 Participate in Cooperative marketing.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.4.1	Subject to available resources, attract investors to fill product gaps on the Goulburn River High - Country Rail Trail and Yarra Valley - High Country touring route	Manager Economic Development	30/06/13	Ongoing	<p>The Goulburn River High Country Rail Trail Product and Services Audit, completed in 2011 will be supplemented by further research being undertaken as part of Goulburn River Valley Tourism's region wide tourism product audit in early 2013.</p> <p>These documents will provide a basis for investment attraction opportunities to be built into the Murrindindi Business Prospectus nearing completion. Promotional activities such as the 2nd Regional Living Expo planned for April 2013 will create the forum for investors to enquire and access specific information. A reasonable degree of informal investor interest is already occurring as the rail trail becomes more popular and well known.</p> <p>It is anticipated that completion of the Integrated Strategy for Interpretation, Identity and Way finding and the subsequent marketing opportunities that will flow from it, will peak investor interest in the rail trail. A consultant team has been appointed to undertake the development of the Strategy.</p> <p>Subject to resources, an investment attraction process will be undertaken for the development of the Murrindindi section of the Yarra Valley to High Country Touring route. The Yarra Valley to High Country Touring Route Strategic Plan produced in 2011 will form the basis of this work.</p>
3.1.4.2	Fulfil undertakings under the Memorandum of Understanding with the	Manager Economic	30/06/13	Ongoing	Officers continue to fulfil the agreed outcomes outlined in the MOU and In Kind agreement.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	Goulburn River Valley Tourism Inc. to grow tourism in the shire	Development			<p>The second Tourism Industry Leadership Program (TILP) concluded in December with all 12 Murrindindi participants graduating with over 30 others from the GRVT and North East tourism regions. A number of participants also achieved Diplomas and/or Graduate Diplomas in Events and/or Tourism through a Recognition of Prior Learning process administered by TILP partner, Goulburn Ovens TAFE.</p> <p>Sales for and interest in the 2nd publication of the regional Holiday Planner continue to go well and GRVT promotions at the Bendigo Leisurefest and the Green Edge Cycling Event at Mitchelton Winery - both in November - were well attended. Work continued on finalising the region wide Tourism Product and Service audit, with a focus on Murrindindi as the initial audit was interrupted by the 2009 bushfires. The audit is due for completion in early 2013.</p>

3.1.5 Facilitate improved access to Information Communication Technology and mobile phone services.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.5.1	Undertake a feasibility study to enable improved access to high speed and affordable broadband services. If warranted apply for grant funding for an initial implementation. If warranted apply for grant funding for an initial implementation.	Manager Economic Development		Withdrawn	Council resources are now being directed to supporting a Hume region approach to advocating for improved ICT services. See Activity 3.1.5.2
3.1.5.2	Investigate and advocate for improved access to high speed and affordable	Manager Economic	30/06/13	Ongoing	Council supports the Hume region approach to improved Information and Communications Technology (ICT) for Murrindindi with ongoing

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	broadband services in the Shire	Development			<p>involvement in the Hume Region National Broadband Network (NBN) Readiness Plan and the Hume Region ICT Strategy development. A key deliverable from the Readiness Plan is the Business Readiness Diagnostic, a tool to be made available to local small businesses to assist them to assess their readiness for the digital economy. The diagnostic tool will help to identify areas for improvement and suggested ways to improve business use of technologies and NBN readiness. The diagnostic will be promoted widely in early 3013.</p> <p>Planning Department officers received an initial briefing from NBN Co on likely tower locations and the extent of associated infrastructure and equipment required for the NBN rollout. Further updates will occur over time.</p>

3.1.6 Undertake or facilitate major economic development projects.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
3.1.6.1	Advocate for the expansion of local provision of post secondary training opportunities through the Murrindindi Training Institute	Manager Economic Development	30/06/13	On schedule	<p>Support for the Murrindindi Training Institute continues through the Advancing Country Towns (ACT) project with two key initiatives being undertaken.</p> <p>The review and re-write of the Murrindindi Training Needs Analysis got underway in November and December following the appointment of Workforce XS, a regional consultancy based in Bendigo. To date Workforce have created and promoted a business survey, begun one on one meetings with key employers across the shire to</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					ascertain their future training needs and developed a business database of over 400 local businesses. Further work to be done prior to the final report, due in February, includes a series of business forums, meetings with existing training providers and an analysis of what training local people receive outside the shire. Advocacy for funding to be allocated to the role of business development manager for the MTI continues with some good signs appearing that these efforts may lead to an appointment in early 2013. This would see the potential growth of the offer at the MTI expand rapidly.
3.1.6.2	Facilitate processes relating to the development of Mt Pinniger Resort	Manager Economic Development	30/06/13	Ongoing	As the issue relating to the possibility of the Department of Sustainability and the Environment acquiring the Mt Pinniger land to incorporate as part of Lake Eildon National Park has been resolved in the negative, the status and future of the project is now in the hands of Goulburn Murray Water (GMW). Council has written to GMW requesting a response regarding their current position on the project.
3.1.6.3	Resolve future management arrangements for Yea Wetlands Centre and pursue a sustainable business model.	General Manager Sustainability	30/03/13	On schedule	Work is progressing on establishing a suitable management arrangement for the soon to be constructed Yea Wetlands Interpretative and Visitor Information Centre. Work has progressed on the finalisation of the building design and layout during the quarter which will enable refinement of the operational costs of the Centre and guide the development of operating and management arrangements.

CLIMATE CHANGE & NATURAL ENVIRONMENT

4.1 A natural environment that is diverse, healthy and cared for.

Strategic indicators	Target	Status	Comments
KPI 4.1 Community Indicators Victoria Household waste recycling rates	Maintain or improve current level of 33%	Target achieved	Kerbside Recycling rates have been improved slightly this quarter from 41.4% to 41.7%.
KPI 4.2 Annual waste diversion rates	65% by 2013-14	Unlikely to be met by required date	The average waste diversion rate shows an improvement to 38% this quarter. Recent data indicates a general increase in diversion rates across the State.
KPI 4.3 Greenhouse gas emissions	Reduce 2006 community emissions by 15% by 2020	Assessment premature	An assessment is underway to determine whether a status measurement can be made this financial year.

4.1.2 Promote and advocate sustainable living, business practice and land use.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.2.1	Develop and implement communication strategy for environment initiatives	General Manager Sustainability	31/03/13	On schedule	The development of the Communications Plan has commenced and initial desktop research of what other Councils are doing is helping to influence the design of our communications program. A member of Council's Environment Advisory Committee has been engaged to assist and advise on the vision, goals, objectives and specific messaging for the plan going forward. Internal workshops are planned for February to develop the plan's content.
4.1.2.2	Review and develop a domestic wastewater management strategy	Manager Development &	30/06/13	Not Due to Commence	A review of the Domestic Waste Water Management Plan will commence in February

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
	subject to funding being available	Environmental Services			2013.
4.1.2.3	Investigate the use of environmental and land management incentives for landholders	General Manager Sustainability	31/03/13	Deferred	In assessing the priorities for the Environmental Programs Unit for 2012/2013 this item has been deferred to the next financial year.

4.1.3 Reduce generation of waste by Council and the community.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.3.1	Establish water use targets for Council facilities and activities and monitor progress	General Manager Sustainability	31/03/13	Deferred	In assessing the priorities for the Environmental Programs Unit for 2012/2013 this item has been deferred to the next financial year.
4.1.3.2	Adopt and commence implementation of Council's waste management strategy, including the expansion of recycling facilities in public spaces	Manager Infrastructure Services	30/06/13	On schedule	The project brief for the Waste Management Strategy is drafted and currently being reviewed, it is expected that tenders will be called by the end of the third quarter.

4.1.4 Integrate environmental resource and land management across Council operations.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.4.1	Implement an environmental best practice code and training plan for outdoor works	General Manager Sustainability	30/06/13	On schedule	An environmental best practice code has been developed as part of Council's draft Roadside Management Plan by the Environmental Programs Unit for the purpose of consulting with staff, contractors and service authorities. This consultation program will be delivered by a professional facilitator of who will be engaged in early February. A training program around how to use the code in the field will be delivered to these stakeholders is being planned.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.4.2	Develop and implement guidelines for the management and protection of roadside conservation values	General Manager Sustainability	30/06/13	On schedule	A draft Roadside Management Plan has been prepared for the purpose of consulting with key internal and external stakeholders who have an interest or influence over the Plan's implementation. This consultation program will be delivered by a professional facilitator of who will be engaged in early February.
4.1.4.3	Identify and prioritise sites, other than roadsides, with significant biodiversity values and formulate management guidelines to protect them	General Manager Sustainability	31/03/13	On schedule	A register of all land owned or controlled by Council has been developed to identify the environmental values (eg ecological vegetation class, conservation significance, and in some cases habitat for rare, threatened or endangered species). A small selection of sites identified in the register have been selected as proposed offset sites and subsequently have had environmental management plans developed to conserve their ecological values.
4.1.4.4	Develop and commence implementation of an offset plan for native vegetation removal associated with Council managed works	General Manager Sustainability	30/06/13	On schedule	Work has commenced on reviewing Council's native vegetation management practices with a view towards establishing an improved policy framework and management approach. A review of Council's vegetation offset obligations has been completed. This has helped to inform the development of a business case which will provide Council with options to consider a best value solution to addressing its obligations.

4.1.5 Reduce Council and community carbon footprint.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.5.1	Identify and purchase eco-friendly products and materials through participation in a green procurement program	General Manager Sustainability	31/03/13	Deferred	In assessing the priorities for the Environmental Programs Unit for 2012/2013 this item has been deferred to the next financial year.

4.1.6 Encourage the community to adapt to climate change.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
4.1.6.1	Provide support to community education on environmental issues	General Manager Sustainability	30/06/13	Ongoing	Early in the year the Environmental Programs Unit has continued to engage with local schools which participated in the development of a book containing the experiences and observations of local young people about the natural environment. Educational materials were distributed to residents of several areas in the south of the Shire concerning actions necessary to preserve habitat for native animals recovering from the 2009 bushfires, particularly the native bandicoot following an increasing number of reports of bandicoot road deaths in recent months. Provision of support to community education on environmental issues will be delivered as part of Council's environmental communications program. This program will be guided by the communications plan currently under development.

PLANNING & ENVIRONMENT

5.1 Sustainable land use, development and growth.

Strategic indicators	Target	Status	Comments
KPI 5.1 Community perception for town planning policy and approvals	Equal to or more than the previous year	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 5.2 VCAT determinations consistent with Council decisions	Equal to or more than 80%	Target partially achieved	100% of all VCAT determinations have upheld Councils decision or granted the request for Consent Orders on the basis of the agreement being reached by all parties.
KPI 5.3 Community perception for town planning approvals	More than or equal to indexed mean of 54	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of Year 4 of the Council Plan.
KPI 5.4 Building and Planning permit turnaround times	Building 30 days / Planning 45 days	Likely to be met by required date	73% of all planning permits were issued within 45 days. 98% of all building permits were issued within 30 days

5.1.1 Streamline approvals processes to encourage rebuilding in fire affected areas - Land rezoning.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.1.1	Assist Goulburn Murray Water in rezoning process related to the Mt Pinniger Resort Development	Manager Development & Environmental Services	30/06/13	Ongoing	The proponents of the Mt Pinniger Resort development have received a decision from the Planning Minister requiring an Environmental Effects Statement (EES) to be undertaken prior to any development occurring. The proponents have been working on further studies to satisfy the additional information required for the EES. There has been very little progress recently due to the

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>state government needing to resolve the future status of the land in question and the status would support the proposal.</p> <p>Council has made representation on this matter to the Minister for Local Government in November 2012 in order to seek clarification on the status of the project. Council has also written to Goulburn Murray Water seeking its current on the progression of the project.</p>

5.1.2 Use a strategic approach to land use planning to facilitate integrated residential and public facility construction.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.2.1	Facilitate development options Goulburn Murray Water Land transfers for future	Manager Development & Environmental Services	30/06/13	Ongoing	<p>Stage 1 of this process has been completed, which comprised the transfer to Council of Roads and Reserves that are managed and maintained by Council.</p> <p>Council is awaiting advice from Goulburn Murray Water on its plans for dealing with other surplus land in and around Eildon. Future urban design work will be necessary for Eildon township to consider development options surplus land owned by Council and Goulburn Murray Water.</p>
5.1.2.2	Review and adopt Alexandra Urban Design Framework	Manager Development & Environmental Services	30/06/13	Ongoing	<p>Work on this project has not commenced due to other competing priorities, both at a strategic and operational program level. It is anticipated work will commence in the next quarter.</p>
5.1.2.3	Develop a plan for the review of existing Urban Design Frameworks	General Manager Sustainability	30/06/13	Ongoing	<p>The development of the plan to review Council's urban design frameworks (UDFs) was not able to be progressed during the quarter due to other priorities of the relevant Department taking precedence. This action</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					has now been scheduled for completion by June 2013.
5.1.2.4	Commence a review of the Municipal Strategic Statement	Manager Development & Environmental Services	30/06/13	Not Due to Commence	A review of the Municipal Strategic Statement (MSS) is scheduled to commence in January 2013.
5.1.2.5	Complete and implement the Kinglake Ranges, Flowerdale and Toolangi Plan	General Manager Sustainability	30/06/13	Ongoing	Work to finalise the Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework has not progressed this quarter and remains on hold pending further advice from the Department of Planning and Community Development (DPCD) on its response to measures contained within the Plan which address bushfire safety. Council officers have held discussions with representatives of DPCD in an attempt to progress actions within the plan that do not relate to bushfire safety. It is hoped that work can progress on developing plans for improving the local streetscape amenity in the coming months.

5.1.3 Continue to strengthen partnerships with the Department of Sustainability & Environment and the Country Fire Authority.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.3.1	Map municipal fire risk	Manager Development & Environmental Services	30/06/13	Ongoing	The Department of Planning and Community Development (DPCD) is coordinating all new bushfire mapping for the whole of Victoria. The Bushfire Management Overlay (BMO) mapping adjustment that occurred on 18 November 2011 applied only to existing Wild Fire Management Overlay (WMO) mapped areas. Updated mapping has been prepared but is yet to be implemented into the

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
5.1.3.2	Ensure appropriate planning responses to the 2009 Bushfire Royal Commission recommendation taking into account any state government subsequent policy or legislative changes	Manager Development & Environmental Services		Ongoing	<p>Murrindindi Planning Scheme (MPS). The current BMO covers approximately 1,500 properties and the updated mapping is expected to cover up to 5,500 properties (additional 4000 properties). Council is not aware of any transitional arrangements for the mapping update, which will have major implications, both for those currently being assessed by Council and for the additional properties that will be subject to this mapping adjustment once it is introduced. Planning consents issued for bushfire rebuilding that are due to expire may also be impacted by these changes. DPCD have been informed of Councils concerns in relation to the impact on Councils resources and the community of this change.</p> <p>Council has completed a draft Local Planning Policy to compliment the State Planning Policy Framework (SPPF) changes already introduced by DPCD, which provides a localised context to bushfire risk assessments under the Murrindindi Planning Scheme (MPS). Council resolved at its December 2012 meeting to consent to the Minister for Planning approving Amendment C44 as a Ministerial Amendment to the Murrindindi Planning Scheme to incorporate additional bushfire risk management measures.</p> <p>Council has responded to significant legislative change since the 2009 Victorian Bushfires and Royal Commission recommendations. Council has worked very hard to fine tune service delivery to achieve a seamless introduction of new government policy direction and regulation change. The</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					<p>implementation of proposed mapping adjustments to the Bushfire Management Overlay are expected to have a significant impact on planning and building controls across the Shire and are still being considered by the Department of Community and Development.</p> <p>Strategic Planning studies have been undertaken for the areas of Marysville and Kinglake, Flowerdale and Toolangi having regard for bushfire. The Kinglake Ranges, Flowerdale and Toolangi Draft Plan and Design Framework February 2011 is also reliant on updated BMO mapping from the Department of Planning and Community Development (DPCD) prior to any further consideration or finalisation.</p> <p>A significant number of corrective amendments to assist bushfire recovery and rebuilding have been undertaken by Council and implemented by the Minister for Planning.</p>
5.1.3.3	Complete the Municipal Fire Management Plan	Manager Development & Environmental Services	31/03/13	Completed	<p>The Murrindindi and Lake Mountain Draft Municipal Fire Management Plan (MFMP) has been finalised and endorsed by Council on 27 August 2012 for public release. The MFMP was released for public exhibition on 1 September 2012 for a two (2) month period. A new Municipal Fire Management Planning Committee (MFMPC) has been established to guide the development and implementation of the Plan.</p> <p>The Municipal Fire Management Plan (MFMP) was adopted by Council on 17 December 2012 and provides a strategic and integrated approach to fire management within</p>

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					Murrindindi Shire and the area of the Lake Mountain Resort. The new MFMP responds to the 2009 Victorian Bushfire Royal Commission findings and forms part of the broader state and regional framework established under the Emergency Management Act (1986).
5.1.3.4	Develop a planning guideline that responds to high fire risk environments having regard to settlement patterns, access and egress options and an improved awareness of the inherent risks posed by wildfire	Manager Development & Environmental Services	31/03/13	Not Due to Commence	Scheduled to commence in January 2013.

INFRASTRUCTURE

6.1 To enhance the sustainability of our infrastructure, recognising the changing needs and expectations of our communities

Strategic indicators	Target	Status	Comments
KPI 6.1 Community perception of performance in relation to Local roads and footpaths	More than or equal to indexed mean of 50	Assessment premature	The Community Satisfaction Survey for 2012/13 is scheduled to be conducted in the final reporting period (May, June13) of Year 4 of the Council plan
KPI 6.2 Community perception of performance in relation to appearance of public areas	More than or equal to indexed mean of 71	Assessment premature	The Community Satisfaction Survey for 2012/13 is scheduled to be conducted in the final reporting period (May, June13) of Year 4 of the Council plan
KPI 6.3 Completion of Capital Works Program-	0.9	Assessment premature	All capital works projects are in the design and contracting phase and are currently on schedule
KPI 6.4 Compliance with Road Management Plan	0.95	Target achieved	Inspections are achieving a Target compliance with the Road Management Plan and rectification works are achieving a 100% compliance to intervention levels and response times.
KPI 6.5 Infrastructure funding gap	Annual improvement	Assessment premature	The infrastructure funding gap calculated for 2011/12 - 2012/13 is artificially low due to disaster recovery works occurring over the past few years. As a result 2013/14 will see an increase. Subsequent years will produce an ongoing reduction in the renewal gap.
KPI 6.6 Asset condition assessments	No demonstrated degradation of overall asset condition	Target achieved	Condition audits programmed for this financial year have been completed.

6.1.1 Rebuild community infrastructure damaged or destroyed by the February 2009 fires.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.1.1	Rebuild damaged and destroyed buildings and other infrastructure including: - Gallipoli Park development - Marysville drainage	Manager Program Delivery	31/12/12	Deferred	Marysville Skate Park works are delaying the completion of the Gallipoli Park project. Contractor expected to resume construction on the skate park in January /February 2013. Marysville Drainage works are completed.

6.1.3 Undertake a range of community infrastructure projects which enhance community amenity and foster civic pride.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.3.1	Develop Asset Management Plans for key infrastructure categories (priorities determined by OAMS). - Roads - Bridges - Paths - Buildings - Drainage	General Manager Infrastructure Services	30/10/12	On schedule	Core level Asset Management Plans were adopted by Council at the December 2012 Ordinary Council Meeting.
6.1.3.2	Implement findings of Alexandra and Yea Stormwater strategies as opportunities arise	Manager Infrastructure Services	30/06/13	On schedule	Officers are currently scoping the works for Alexandra. Yea works have a completion target of 2014 and scoping will commence early in 2014.
6.1.3.3	Undertake a review of Special Charge Scheme policies and processes	Manager Infrastructure Services	31/03/13	On schedule	The initial draft policy has been completed and is awaiting final amendments and presentation to Council. It is anticipated that this will be finalised by March 2013.

6.1.4 Align infrastructure service delivery with community needs and expectations.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.4.1	Develop a shire wide pathway strategy to identify future priorities	General Manager Infrastructure Services	30/06/13	On schedule	The Pathway Strategy is completed and included in the Asset Management Plans. Pathway condition audit currently underway along with maintenance audit.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.4.2	Review key road and related renewal strategies for input into the ten year capital works program	General Manager Infrastructure Services	31/12/13	On schedule	Core Asset Management Plans for Roads include these strategies and were adopted by Council in December 2012. Further review of the 10 year capital improvement plan is currently being undertaken and will be reported by Council by March 2013.
6.1.4.3	Implement essential service safety systems for public buildings under Council control	Manager Infrastructure Services	30/06/13	On schedule	These systems and procedures are currently being developed by Council Officers.

6.1.5 Improve and expand the network of footpaths and shared trails both within towns and linking communities.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.5.1	Pursue funding for Alexandra to Eildon shared path link	Chief Executive Officer	30/06/13	Ongoing	The Hume Regional Strategy has identified the development of a trail from Alexandra to Eildon as a priority. The DPCD is currently preparing a Hume Regional Tracks and Trails Strategy and has involved community consultation as part of its development. The Advancing Country Towns Steering Group has also considered opportunities for funding.

6.1.6 Maintain and further develop a safe and efficient transport network.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.6.1	Undertake works at Breakaway Bridge subject to available funding	Manager Infrastructure Services	30/06/13	On schedule	The Project Reference Group have decided on the design principles for the Breakaway Bridge and Council officers are now finalising the design and will tender the works in January 2013. Works are expected to be finalised by July 2013.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.6.2	Develop a new Road Safety Strategy	Manager Infrastructure Services	30/06/13	On schedule	The brief for consultants is to be prepared by February, 2013. The target date for completion of the Strategy is December 2013.

6.1.7 Undertake whole-of-life cost analyses for all new assets, and commit to funding necessary operational, maintenance and renewal amounts. Enhance the organisation’s asset system knowledge and data.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.7.1	Develop a construction rates database	Manager Infrastructure Services	30/06/13	On schedule	Data is currently being compiled and incorporated into the asset management systems.

6.1.8 Enhance the organisation’s asset system knowledge and data.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.8.1	Development of a working plan that will ensure “core competency” under the National Asset Management Framework (NAMAF)	General Manager Infrastructure Services	30/09/12	Completed	Core competency was achieved in December 2012 in accordance with the NAMAF target dates.

6.1.9 Define and quantify the infrastructure renewal funding gap and seek to close this gap by 5% per annum.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
6.1.9.1	Implement systems that quantify the Infrastructure renewal gap and adopt policies that seek to close the gap by 5% per annum	General Manager Infrastructure Services	31/12/13	On schedule	Core Level Asset Management Plans were adopted by Council in December 2012 and will detail actions to seek to close the renewal gap.
6.1.9.2	Implement project management systems and build project management capacity	Manager Program Delivery	31/10/12	Completed	The new Murrindindi Project Management System was launched in July 2012 and all council projects will be managed using this improved system which aligns with

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					international project management standards.
6.1.9.3	Review the list of annual supply contracts and draft annual supply contracts for key areas not already contracted	General Manager Infrastructure Services	30/06/13	On schedule	Annual supply requirements are being reviewed and new contracts are expected to be tendered by June 2013.
6.1.9.4	Review bridge renewal strategies	Manager Infrastructure Services	31/12/12	Completed	The Bridge Renewal Strategy is completed and included in core level asset management plans. Condition surveys are scheduled for the 2013/14 year.
6.1.9.5	Undertake a review of maintenance scheduling activities for Council buildings	Manager Infrastructure Services	30/06/13	On schedule	The Draft Facilities Maintenance Policy is under review and when complete will feed into Asset Management Plans.

CORPORATE DEVELOPMENT

7.1 Improve systems and processes

Strategic indicators	Target	Status	Comments
KPI 7.1 Staff satisfaction	Within second quartile of benchmarked results	Unlikely to be met by required date	Measure will not be achieved as the Staff Satisfaction Survey will not be conducted during the 2012-2013 financial year.
KPI 7.2 Community perception of performance for customer contact	More than or equal to indexed mean of 68	Assessment premature	The Community Satisfaction Survey for 2012-13 is scheduled for conduct in the final reporting period (May, June 13) of year 4 of the Council Plan.
KPI 7.3 Council's risk audit ranking	JMAP regional ranking of 8 or better	Assessment premature	Ranking is not due to occur until completion of the two year cycle ending in 2013.
KPI 7.4 Council's risk audit ranking -	CMP regional ranking of 10th or better	Assessment premature	Ranking is not due to occur until completion of the two year cycle ending in 2013.
KPI 7.5 Procurement compliance audit result	85% compliant	Assessment premature	Data is in process of being collected via spot audits and will be measured by March 2013.

7.1.1 Improve systems and processes.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.1.1	Continue to investigate electronic document management options	Manager Corporate Services	30/11/12	Completed	A contract for the supply and installation of an electronic document management system was signed in the second quarter of the financial year.
7.1.1.2	Implement procurement policies and processes	Manager Corporate Services	31/12/12	Deferred	Council's Procurement Policy was scheduled for review annually in November at which time all associated policies and procedure would also reviewed. It is intended these reviews

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
					will now be undertaken in February and a focus on promoting the policies will follow.
7.1.1.3	Implement proposed Chart of Accounts	Manager Finance	30/11/12	Ongoing	<p>There has been significant progress with the Chart of Accounts review reassigning all accounts to match organisational Hierarchy A working group has been established to consider expansion of 'resource codes'.</p> <p>All work on the Civica "chart of accounts" conversion has been completed. Additional work on resource codes for income accounts has been undertaken to automate the production of Financial Statements, in particular identifying the 'underlying operating result'.</p> <p>This work should be completed by 31 January 2013 to assist with the Council Plan & Budget development.</p>
7.1.1.4	Progress an electronic document management system	Manager Corporate Services	30/06/13	On schedule	A contract for supply and installation of an electronic document management system was entered into in December 2012. Mapping of data will be conducted in the third quarter of the financial year. It is anticipated that two departments will go live before the end of the financial year.
7.1.1.5	Review and implement the Rating Strategy	General Manager Corporate & Community Services	30/11/12	Ongoing	The Rating Strategy Review Report was submitted to Council on 20 June 2012 and the report was launched with and circulated to residents on 16 July 2012. Information sessions were held and further development of the Strategy will occur following briefing of the new Council.

7.1.2 Communicate well with our stakeholders.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.2.1	Document Policies and Procedures relating to financial services	Manager Finance	30/06/13	Ongoing	A complete review is to be undertaken of Council's Financial Policies / Procedures- in particular those that relate directly to external stakeholders to ensure these are up to date, easily accessible, readily available and easy to understand. This review is due to commence in the third quarter of the 2012-2013 financial year.

7.1.4 Reduce organisational risk.

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.4.1	Support staff to achieve their best given the increased workload of bushfire recovery.	General Manager Corporate & Community Services	30/06/13	Ongoing	An external consultant is working with Managers on a workforce transition plan that will assist in identifying ongoing workforce requirements.
7.1.4.2	Refine the grants application and management process.	Manager Corporate Services	30/06/12	Not Due to Commence	A review of Grant application processes is scheduled for the third quarter of the 2012-2013 financial year.
7.1.4.3	Complete business continuity plans.	General Manager Corporate & Community Services	30/06/13	On schedule	A comprehensive review of the BCP was completed in September 2011. As part of corporate governance auditing HLB Mann Judd, reviewed the Business Continuity Planning and Disaster Recovery Planning in May 2012. In response to the audit 9 items of potential risk (3 high, 5 medium and 1 low risk) were identified. Action plans are in place to address these issues and improve the plan. Actions to improve the frequency of back up of IT systems are now implemented, reducing

Code	Activities	Responsible	Target	Status	Comment on progress and outcomes
7.1.4.4	Develop and implement a workforce development and transition plan	Chief Executive Officer	30/06/13	On schedule	<p>potential loss of data from 1 week, to 1-2 days of information. In addition to these actions, Council proposes to review and redevelop the BCP in 2013.</p> <p>Having prepared the scope of the workforce development and transition plan which is based upon the recognition that MAP funding will be ceasing in 2013, work is currently occurring in relation to the identification of current and future workforce requirements.</p>

S5. Instrument of Delegation to Chief Executive Officer

Murrindindi Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Murrindindi Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on (insert date) 2013
- 2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
- 3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

DATED this day of 2013

THE COMMON SEAL OF THE MURRINDINDI)
 SHIRE COUNCIL was hereunto affixed in the)
 presence of:)

.....

COUNCILLOR

.....

CHIEF EXECUTIVE OFFICER

Murrindindi Shire Council

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

4. The delegate must not determine the issue, take the action or do the act or thing if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$150,000 GST inclusive for goods and services and \$200,000 GST inclusive for building and construction works;
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 noting Declarations of Impartiality by Valuers pursuant to section 13DH(2) of the *Valuation of Land Act 1960*;
 - 4.8 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.9 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.10 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.11 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
6. 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

6.1 policy; or

6.2 strategy

adopted by Council; or

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

S6. Instrument of Delegation – to Members of Council Staff

Murrindindi Shire Council

Instrument of Delegation

to

Members of Council Staff

Approved February 2013

Instrument of Delegation

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

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

“CEO” means Chief Executive Officer

“CAD” means Coordinator Assets and Development

“CIT” means Coordinator Information Technology

“CLL” means Coordinator Local Laws

“CWM” means Coordinator Waste Management

“EHO” means Environmental Health Officer

“GMCCS” means General Manager Corporate and Community Services

“GMIS” means General Manager Infrastructure Services

“GMS” means General Manager Sustainability

“MIA” means Manager Infrastructure Assets

“MBS” means Municipal Building Surveyor

“MCC” means Manager Customer and Communications

“MCORP” means Manager Corporate Services

“MCS” means Manager Community Services

“MDES” means Manager Development and Environmental Services

“MERO” means Municipal Emergency Response Officer

“MF” means Manager Finance

“MIO” means Manager Infrastructure Operations

“PO” means Planning Officer

“SPC” means Statutory Planning Coordinator

“YCTS” means Yea Cemetery Trust Secretary

declares that:

- 2.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on [#date#] [#add "and [date]", if appropriate#]; and
- 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

SCHEDULE

INDEX

CEMETERIES AND CREMATORIA ACT 2003	2
DOMESTIC ANIMALS ACT 1994.....	12
ENVIRONMENT PROTECTION ACT 1970.....	13
FOOD ACT 1984.....	13
HERITAGE ACT 1995.....	20
PLANNING AND ENVIRONMENT ACT 1987.....	21
RAIL SAFETY ACT 2006.....	41
RESIDENTIAL TENANCIES ACT 1997	43
ROAD MANAGEMENT ACT 2004	45
CEMETERIES AND CREMATORIA REGULATIONS 2005	55
PLANNING AND ENVIRONMENT REGULATIONS 2005.....	58
PLANNING AND ENVIRONMENT (FEES) INTERIM REGULATIONS 2012.....	58
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	59
ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	61
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005.....	62

Murrindindi Shire Council

CEMETERIES AND CREMATORIA ACT 2003			
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	power to manage one or more public cemeteries	GMCCS	<ul style="list-style-type: none"> where appointed to manage cemetery by Governor in Council
s.12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	GMCCS	where council is a Class B cemetery trust
s.12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	GMCCS	where council is a Class B cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	GMCCS	
s.14	power to manage multiple public cemeteries as if they are one cemetery	GMCCS	
s.15(1) and (2)	power to delegate powers or functions other than those listed	GMCCS	
s.15(4)	duty to keep records of delegations	GMCCS	
s.17(1)	power to employ any persons necessary	GMCCS	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	GMCCS	
s. 17(3)	power to determine the terms and conditions of employment or engagement	GMCCS	subject to the any guidelines or directions of the Secretary

CEMETERIES AND CREMATORIA ACT 2003			
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(3)	duty to comply with a direction from the Secretary	GMCCS	
s.19	power to carry out or permit the carrying out of works	GMCCS	
s.20(1)	duty to set aside areas for the interment of human remains	GMCCS	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	GMCCS	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	GMCCS	
s.21(1)	power to establish and operate a crematorium in a public cemetery	GMCCS	<ul style="list-style-type: none"> ▪ council must not establish or operate a crematorium set aside for particular religious or community groups.
s.22	power to establish mausolea facilities	GMCCS	<ul style="list-style-type: none"> ▪ subject to the prior written approval of the Secretary
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	GMCCS	
s.26(1)	power to make rules for or with respect to the general care, protection and management of a public cemetery	GMCCS	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	GMCCS	<ul style="list-style-type: none"> ▪ subject to the approval of the Minister

CEMETERIES AND CREMATORIA ACT 2003			
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.37	power to grant leases over land in a public cemetery in accordance with this section	GMCCS	<ul style="list-style-type: none"> ▪ subject to the Minister approving the purpose
s.39(1)	power to fix fees and charges or a scale of fees and charges for its services in accordance with this section	GMCCS	subject to the approval of the Secretary under section 40 unless exempt under section 40A
s.39(3)	power to fix different fees and charges for different cases or classes of cases	GMCCS	
s.40	duty to notify Secretary of fees and charges fixed under section 39	GMCCS	
s.45	power to invest money	GMCCS	<p>subject to any direction of the Minister</p> <p>This provision does not apply if the management of the public cemetery is a municipal council, not a cemetery trust. In this case, the borrowing & investment powers are governed by the <i>Local Government Act 1989</i>.</p>
s.46	power to borrow money to enable it to perform its functions and exercise its powers	GMCCS	<p>subject to the approval and conditions of the Treasurer</p> <p>This provision does not apply if the management of the public cemetery is a municipal council, not a cemetery trust. In this case, the borrowing & investment powers are governed by the <i>Local Government Act 1989</i>.</p>
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	GMCCS	provided the street was constructed pursuant to the <i>Local Government Act 1989</i> .

CEMETERIES AND CREMATORIA ACT 2003			
[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	GMCCS	applies only to municipal councils, not cemetery trusts report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	YCTS	
s.60(1)	duty to make information in records available to the public for historical or research purposes	YCTS	
s.60(2)	power to charge fees for providing information	GMCCS	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	GMCCS	
s.64B(d)	power to permit interments at a reopened cemetery	GMCCS	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	GMCCS	the application must include the requirements listed in s.66(2)(a)–(d)
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	GMCCS	
s.70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	GMCCS	
s.70(2)	duty to make plans of existing place of interment available to the public	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	GMCCS	
s.71(2)	power to dispose of any memorial or other structure removed	GMCCS	
s.72(2)	duty to comply with request received under section 72	GMCCS	
s.73(1)	power to grant a right of interment	GMCCS, YCTS	
s.73(2)	power to impose conditions on the right of interment	GMCCS	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	GMCCS, YCTS	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	GMCCS, YCTS	
s.77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	GMCCS, YCTS	
s.80(1)	function of receiving notification and payment of transfer of right of interment	GMCCS, YCTS	
s.80(2)	function of recording transfer of right of interment	GMCCS, YCTS	
s.82(2)	duty to pay refund on the surrender of an unexercised	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	right of interment		
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	GMCCS	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	GMCCS	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	GMCCS	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	GMCCS	the notice must be in writing and contain the requirements listed in s.85(2)
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	GMCCS	
s.87(3)	duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	GMCCS	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	GMCCS	
s.91(1)	power to cancel a right of interment in accordance with this section	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.91(3)	duty to publish notice of intention to cancel right of interment	GMCCS	
s.92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	GMCCS	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	GMCCS	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	GMCCS	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	GMCCS	
s.100(1)	power to require a person to remove memorials or places of interment	GMCCS	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	GMCCS	
s.100(3)	power to recover costs of taking action under section 100(2)	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	GMCCS	
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	GMCCS	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	GMCCS	
s.103(1)	power to require a person to remove a building for ceremonies	GMCCS	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	GMCCS	
s.103(3)	power to recover costs of taking action under section 103(2)	GMCCS	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	GMCCS	
s.106(2)	power to require the holder of the right of interment to provide for an examination	GMCCS	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	GMCCS	
s.106(4)	power to repair or – with the approval of the Secretary -	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with		
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	GMCCS	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	GMCCS	
s.108	power to recover costs and expenses	GMCCS	
s.109(1)(a)	power to open, examine and repair a place of interment	GMCCS	where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	GMCCS	where the holder of right of interment or responsible person cannot be found
s.109(2)	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	GMCCS	where the holder of right of interment or responsible person cannot be found
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	GMCCS	
s.110(2)	power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	GMCCS	
s.112	power to sell and supply memorials	GMCCS	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	GMCCS	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	GMCCS	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	GMCCS	
s.119	power to set terms and conditions for interment authorisations	GMCCS	
s.131	function of receiving an application for cremation authorisation	GMCCS	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	GMCCS	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	GMCCS	
s.146	power to dispose of bodily remains by a method other than interment or cremation	GMCCS	subject to the approval of the Secretary
s.147	power to apply to the Secretary for approval to dispose	GMCCS	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	of bodily remains by a method other than interment or cremation		
s.149	duty to cease using method of disposal if approval revoked by the Secretary	GMCCS	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	GMCCS	
s.151	function of receiving applications to inter or cremate body parts	GMCCS	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	GMCCS	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	GMCCS	where council is a Class B cemetery trust
Schedule 1 clause 8(8)	power to regulate own proceedings	GMCCS	where council is a Class B cemetery trust subject to clause 8

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS

s.41A(1)	power to declare a dog to be a menacing dog	GMS, MDES	Council may delegate this power to an authorised officer
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ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	GMS, MDES	
s.53M(4)	duty to advise applicant that application is not to be dealt with	GMS, MDES	
s.53M(5)	duty to approve plans, issue permit or refuse permit	GMS, MDES	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	GMS, MDES	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)	GMS, MDES	refusal must be ratified by council or it is of no effect

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	MDES, EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	MDES, EHO	If section 19(1) applies
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or	MDES, EHO	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	(b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise		
s.19(4)(b)	duty to notify the Department of the making of the order	MDES, EHO	If section 19(1) applies
s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	MDES, EHO	If section 19(1) applies and if council is not the registration authority
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	GMS, MDES, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	GMS, MDES, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	GMS, MDES, EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	GMS, MDES, EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	GMS, MDES, EHO	where council is the registration authority
s.19A(4)(b)	function of receiving notice from authorised officer	GMS, MDES, EHO	where council is the registration authority
s.19BA(3)	duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice	MDES, EHO	must be done by the same person as gave the original notice

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19CB(4)(b)	power to request copy of records	MDES, EHO	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	MDES, EHO	where council is the registration authority
s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program	MDES, EHO	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	MDES, EHO	where council is the registration authority
s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits	MDES, EHO	where council is the registration authority
s.19I	duty to conduct a food safety assessment as required under section 19H	MDES, EHO	Subject to section 19J where council is the registration authority
s.19IA(2)	duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies.	MDES, EHO	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	MDES, EHO	where council is the registration authority
s.19N	function of receiving information from a food safety auditor	MDES, EHO	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	MDES, EHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if	MDES, EHO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	there are special circumstances		
s.19U(4)	duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	MDES, EHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	MDES, EHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19UA(4)	duty to consider proprietor's history of compliance in deciding whether to charge the fee	MDES, EHO	
s.19UA(5)	duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	MDES, EHO	
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	MDES, EHO	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	MDES, EHO	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	MDES, EHO	where council is the registration authority
---	power to register, renew or transfer registration	MDES, EHO	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council (see section 58A(2))

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.35A(2)	function of receiving notice of operation from the proprietor of a food premises	MDES, EHO	where council is the registration authority
s.37	function of receiving application, information and documents required under section 36 from the proprietor of a food business	MDES, EHO	
s.38(3)	duty to consult with the Secretary about the proposed exemption under section 38(2)	MDES, EHO	
s.38AA(2)	function of being notified of operation	MDES, EHO	where council is the registration authority
s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration	MDES, EHO	where council is the registration authority
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	MDES, EHO	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	MDES, EHO	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	MDES, EHO	where council is the registration authority
s.38A(5) & (6)	function of receiving a food safety audit certificate from a proprietor	MDES, EHO	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	MDES, EHO	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	MDES, EHO	where council is the registration authority
s.38B(1)(c)	duty to inspect premises	MDES, EHO	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	MDES, EHO	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	MDES, EHO	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	MDES, EHO	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	MDES, EHO	where council is the registration authority
s.38E(1)(c)	function of assessing the requirement for a food safety program	MDES, EHO	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	MDES, EHO	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(3)(a)	function of receiving certificates	MDES, EHO	where council is the registration authority
s.38E(4)	duty to register the food premises when conditions are satisfied	MDES, EHO	where council is the registration authority
s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	MDES, EHO	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	MDES, EHO	where council is the registration authority
s.39(2)	duty to inspect within 12 months before renewal of registration	MDES, EHO	where council is the registration authority
s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	MDES, EHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	MDES, EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.39A(6)	duty to comply with direction of Secretary.	MDES, EHO	
s.40(1)	duty to issue a certificate of registration in the prescribed form	MDES, EHO	where council is the registration authority
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	MDES, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	MDES, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	MDES, EHO	where council is the registration authority
s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)	MDES, EHO	where council is the registration authority
s.40E(4)	duty to comply with direction of Secretary	MDES, EHO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part III	MDES, EHO	where council is the registration authority
s.43(3)	duty to make available information held in records, free of charge, on request	MDES, EHO	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	MDES, EHO	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	MDES, EHO	where council is the registration authority
s.43I	function of receiving a statement of trade of a proprietor of a food business	MDES, EHO	
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	MDES, EHO	where council is the registration authority

HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	power to sub-delegate Executive Director's functions	GMS, MDES	must obtain Executive Director's written consent first.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	CEO, GMS, MDES	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	CEO, GMS, MDES	
s.4H	duty to make amendment to Victoria Planning Provisions available	CEO, GMS, MDES, SPC	
s.4I	duty to keep Victoria Planning Provisions and other documents available	CEO, GMS, MDES, SPC	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	CEO, GMS, MDES	
s.11(3)(b)	duty to submit amendment to planning scheme to Minister for approval if the Minister withdraws authorisation	CEO, GMS, MDES	
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	CEO, GMS, MDES	
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, GMS, MDES	
s.12B(1)	duty to review planning scheme	CEO, GMS, MDES	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12B(2)	duty to review planning scheme at direction of Minister	CEO, GMS, MDES	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, GMS, MDES	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	CEO, GMS, MDES	
s.17(1)	duty of giving copy amendment to the planning scheme	CEO, GMS, MDES	
s.17(2)	duty of giving copy s.173 agreement	CEO, GMS, MDES	
s.18	duty to make amendment etc. available	CEO, GMS, MDES	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	CEO, GMS, MDES	
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	CEO, GMS, MDES	
s.21(2)	duty to make submissions available	CEO, GMS, MDES, SPC	
s.21A(4)	duty to publish notice in accordance with section	CEO, GMS, MDES, SPC	
s.22	duty to consider all submissions	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.23(2)	power to refer submissions to a panel	CEO, GMS, MDES, SPC	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	CEO, GMS, MDES, SPC	
s.26(1)	power to make report available for inspection	GMS, MDES, SPC	
s.26(2)	duty to keep report of panel available for inspection	GMS, MDES, SPC	
s.27(2)	power to apply for exemption if panel's report not received	CEO, GMS, MDES	
s.28	duty to notify the Minister if abandoning an amendment	GMS, MDES	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	CEO, GMS, MDES	
s.30(4)(b)	duty to provide information in writing upon request	CEO, GMS, MDES	
s.31	duty to submit adopted amendment to Minister and, if applicable, details under section 19(1B)	CEO, GMS, MDES	Subject to ratification by Council
s.32(2)	duty to give more notice if required	CEO, GMS, MDES	
s.33(1)	duty to give more notice of changes to an amendment	CEO, GMS, MDES	
s.35A(2)	duty to not approve an amendment under section 35B unless the amendment has been certified by the Secretary	CEO, GMS, MDES	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.35B(1)	power to approve amendment in form certified under section 35A	CEO, GMS, MDES	
s.35B(2)	duty to give to Minister notice of approval, copy of approved amendment and other documents	CEO, GMS, MDES	
s.36(2)	duty to give notice of approval of amendment	CEO, GMS, MDES	
s.38(5)	duty to give notice of revocation of an amendment	CEO, GMS, MDES	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	CEO, GMS, MDES	
s.40(1)	function of lodging copy of approved amendment	CEO, GMS, MDES	
s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	CEO, GMS, MDES, SPC	
s.41	duty to make approved amendment available	CEO, GMS, MDES, SPC	
s.42	duty to make copy of planning scheme available	CEO, GMS, MDES, SPC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	CEO, GMS, MDES, SPC	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, GMS, MDES, SPC	
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	CEO, GMS, MDES, SPC	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, GMS, MDES, SPC	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	CEO, GMS, MDES, SPC	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, GMS, MDES, SPC	
s.46Q(1)	duty to keep proper accounts of levies paid	CEO, GMS, MDES, SPC	
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	CEO, GMS, MDES, SPC	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc.	CEO, GMS, MDES, SPC	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, GMS, MDES	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area	CEO, GMS, MDES, SPC	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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	CEO, GMS, MDES	must be done in accordance with Part 3
s46Q(4)(e)	duty to expend that amount on other works etc.	CEO, GMS, MDES	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	CEO, GMS, MDES, SPC	
s.47	power to decide that an application for a planning permit does not comply with that Act	CEO, GMS, MDES, SPC	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	CEO, GMS, MDES, SPC	
s.49(2)	duty to make register available for inspection	CEO, GMS, MDES, SPC	
s.50(4)	duty to amend application	CEO, GMS, MDES, SPC	
s.50(5)	power to refuse to amend application	CEO, GMS, MDES, SPC	
s.50(6)	duty to make note of amendment to application in register	CEO, GMS, MDES, SPC	
s.50A(1)	power to make amendment to application	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	CEO, GMS, MDES, SPC	
s.50A(4)	duty to note amendment to application in register	CEO, GMS, MDES, SPC	
s.51	duty to make copy of application available for inspection	CEO, GMS, MDES, SPC	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, GMS, MDES, SPC	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	CEO, GMS, MDES, SPC, PO	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	CEO, GMS, MDES, SPC, PO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, GMS, MDES, SPC, PO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, GMS, MDES, SPC, PO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	CEO, GMS, MDES, SPC, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, GMS, MDES, SPC, PO	Subject to Council ratification
s.52(1A)	power to refuse an application	CEO, GMS, MDES, SPC, PO	
s.52(3)	power to give any further notice of an application where appropriate	CEO, GMS, MDES, SPC, PO	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	CEO, GMS, MDES, SPC, PO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	CEO, GMS, MDES, SPC, PO	
s.54(1)	power to require the applicant to provide more information	CEO, GMS, MDES, SPC, PO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	CEO, GMS, MDES, SPC, PO	
s.54(1B)	duty to specify the lapse date for an application	CEO, GMS, MDES, SPC, PO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	CEO, GMS, MDES, SPC, PO	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	CEO, GMS, MDES, SPC, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.55(1)	duty to give copy application to every referral authority specified in the planning scheme	CEO, GMS, MDES, SPC, PO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	CEO, GMS, MDES, SPC	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	CEO, GMS, MDES, SPC, PO	
s.57(5)	duty to make available for inspection copy of all objections	CEO, GMS, MDES, SPC	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	CEO, GMS, MDES, SPC, PO	
s.57A(5)	power to refuse to amend application	CEO, GMS, MDES, SPC	Subject to Council ratification
s.57A(6)	duty to note amendments to application in register	CEO, GMS, MDES, SPC, PO	
s.57B(1)	duty to determine whether and to whom notice should be given	CEO, GMS, MDES, SPC, PO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	CEO, GMS, MDES, SPC, PO	
s.57C(1)	duty to give copy of amended application to referral authority	CEO, GMS, MDES, SPC, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.58	duty to consider every application for a permit except for a development assessment committee application	CEO, GMS, MDES, SPC	
s.60	duty to consider certain matters	CEO, GMS, MDES, SPC, PO	
s60(1A)	power to consider certain matters before deciding on application	CEO, GMS, MDES, SPC	
s.61(1)(a)	power to decide to grant a permit	CEO, GMS, MDES, SPC	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)(b)	power to decide to grant a permit with conditions	CEO, GMS, MDES, SPC	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)(c)	power to refuse the permit	CEO, GMS, MDES, SPC	
s.61(2)	duty to decide to refuse to grant a permit if referral authority objects to grant of permit	CEO, GMS, MDES, SPC	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, GMS, MDES, SPC	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	CEO, GMS, MDES, SPC	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, GMS, MDES, SPC, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(1)	duty to include certain conditions in deciding to grant a permit	CEO, GMS, MDES, SPC, PO	
s.62(2)	power to include other conditions	CEO, GMS, MDES, SPC, PO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, GMS, MDES, SPC, PO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	CEO, GMS, MDES, SPC	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	CEO, GMS, MDES, SPC, PO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	CEO, GMS, MDES, SPC, PO	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	CEO, GMS, MDES, SPC	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	CEO, GMS, MDES, SPC	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, GMS, MDES, SPC, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	CEO, GMS, MDES, SPC, PO	
s.64(3)	duty not to issue a permit until after the specified period	CEO, GMS, MDES, SPC, PO	
s.64(5)	duty to give each objector a copy of an exempt decision	CEO, GMS, MDES, SPC	
s.65(1)	duty to give notice of refusal to grant permit to applicant and objector	CEO, GMS, MDES, SPC, PO	
s.66	duty to give notice under section 64 or section 65 and copy permit to referral authorities	CEO, GMS, MDES, SPC, PO	
s.69(1)	function of receiving application for extension of time of permit	CEO, GMS, MDES, SPC, PO	
s.69(2)	power to extend time	CEO, GMS, MDES, SPC	
s.70	duty to make copy permit available for inspection	CEO, GMS, MDES, SPC, PO	
s.71(1)	power to correct certain mistakes	CEO, GMS, MDES, SPC	
s.71(2)	duty to note corrections in register	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.73	power to decide to grant amendment subject to conditions	CEO, GMS, MDES, SPC	
s.74	duty to issue amended permit to applicant if no objectors	CEO, GMS, MDES, SPC	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, GMS, MDES, SPC	
s.76A	duty to give referral authorities copy of amended permit and copy of notice	CEO, GMS, MDES, SPC, PO	
s.76D	duty to comply with direction of Minister to issue amended permit	CEO, GMS, MDES, SPC	
s.83	function of being respondent to an appeal	CEO, GMS, MDES, SPC	
s.83B	duty to give or publish notice of application for review	CEO, GMS, MDES, SPC	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, GMS, MDES, SPC	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, GMS, MDES, SPC	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(6)	duty to issue permit on receipt of advice within 3 working days	CEO, GMS, MDES, SPC	
s.86	duty to issue a permit at order of Tribunal within 3 working days	CEO, GMS, MDES, SPC	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	CEO, GMS, MDES, SPC	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	CEO, GMS, MDES, SPC	
s.91(2)	duty to comply with the directions of VCAT	CEO, GMS, MDES, SPC	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	CEO, GMS, MDES, SPC	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	CEO, GMS, MDES, SPC	
s.93(2)	duty to give notice of VCAT order to stop development	CEO, GMS, MDES, SPC	
s.95(3)	function of referring certain applications to the Minister	CEO, GMS, MDES, SPC	Subject to Council ratification
s.95(4)	duty to comply with an order or direction	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	CEO, GMS, MDES, SPC	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, GMS, MDES, SPC	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, GMS, MDES, SPC	Subject to Council ratification
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	CEO, GMS, MDES, SPC	
s.96F	duty to consider the panel's report under section 96E	CEO, GMS, MDES, SPC	Subject to Council ratification
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, GMS, MDES, SPC	Subject to Council ratification
s.96H(3)	power to give notice in compliance with Minister's direction	CEO, GMS, MDES, SPC	
s.96J	power to issue permit as directed by the Minister	CEO, GMS, MDES, SPC	
s.96K	duty to comply with direction of the Minister to give notice of refusal	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97C	power to request Minister to decide the application	CEO, GMS, MDES, SPC	Subject to Council ratification
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, GMS, MDES, SPC	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, GMS, MDES, SPC	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	CEO, GMS, MDES, SPC	
s.97L	duty to include Ministerial decisions in a register kept under section 49	CEO, GMS, MDES, SPC	
s.97MCA(2)	function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established	CEO,GMS, MDES,SPC	
s.97MG	duty to provide documents and information to development assessment committee	CEO, GMS, MDES, SPC	
s.97MH	duty to provide assistance to the development assessment committee	CEO, GMS, MDES, SPC	
s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	CEO, GMS, MDES, SPC	
s.97MK	function of nominating member of the development assessment committee	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97ML(4)	power to nominate alternate members of the development assessment committee	CEO, GMS, MDES, SPC	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	CEO, GMS, MDES, SPC	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, GMS, MDES, SPC	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, GMS, MDES, SPC	
s.97Q(4)	duty to comply with directions of VCAT	CEO, GMS, MDES, SPC	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	CEO, GMS, MDES, SPC	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	CEO, GMS, MDES	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	CEO, GMS, MDES	
s.101	function of receiving claim for expenses in conjunction with claim	CEO, GMS, MDES	
s.103	power to reject a claim for compensation in certain circumstances	CEO, GMS, MDES	Subject to Council ratification

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.107(1)	function of receiving claim for compensation	CEO, GMS, MDES	
s.107(3)	power to agree to extend time for making claim		
s.114(1)	power to apply to the VCAT for an enforcement order	CEO, GMS, MDES	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	CEO, GMS, MDES	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	CEO, GMS, MDES	
s.123(1)	power to carry out work required by enforcement order and recover costs	CEO, GMS, MDES	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	CEO, GMS, MDES	except Crown Land. Subject to Council ratification
s.125	power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	CEO, GMS, MDES	
s.129	function of recovering penalties	CEO, GMS, MDES	
s.130(5)	power to allow person served with an infringement notice further time	CEO, GMS, MDES	Subject to Council ratification
s.149A(1)	power to refer a matter to the VCAT for determination	CEO, GMS, MDES	Subject to Council ratification
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	CEO, GMS, MDES	where council is the relevant planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.171(2)(f)	power to carry out studies and commission reports	CEO, GMS, MDES	
s.171(2)(g)	power to grant and reserve easements	CEO, GMS, MDES	If one or more objections. Subject to Council ratification
s.173	power to enter into agreement covering matters set out in section 174	CEO	
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO, GMS, MDES	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, GMS, MDES	
s.177(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	CEO	
s.178	power to amend a s.173 agreement	CEO	
s.179(1)	duty to lodge agreement with Minister	CEO, GMS, MDES	
s.179(2)	duty to make available for inspection copy agreement	CEO, GMS, MDES	
s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	CEO, GMS, MDES	
s.182	power to enforce an agreement	CEO, GMS, MDES	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	CEO, GMS, MDES, SPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.198(1)	function to receive application for planning certificate	CEO, GMS, MDES, SPC, PO	
s.199(1)	duty to give planning certificate to applicant	CEO, GMS, MDES, SPC, PO	
s.201(1)	function of receiving application for declaration of underlying zoning	CEO, GMS, MDES, SPC, PO	
s.201(3)	duty to make declaration	CEO, GMS, MDES, SPC	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, GMS, MDES, SPC	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, GMS, MDES, SPC	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, GMS, MDES, SPC	
		GMIS, MIA, CAD	As it relates to Engineering Plans relating to developments.
-	power to give written authorisation in accordance with a provision of a planning scheme	CEO, GMS, MDES, SPC	

RAIL SAFETY ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	duty to comply with a direction of the Safety Director under this section	GMIS	where council is a utility under section 3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	GMIS	duty of council as a road authority under the <i>Road Management Act 2004</i>
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	GMIS	where council is a utility under section 3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	GMIS	where council is the relevant road manager
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	GMIS	where council is the relevant road manager
s.34D(2)	function of receiving written notice of opinion	GMIS	where council is the relevant road manager
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	GMIS	where council is the relevant road manager
s.34E(1)(a)	duty to identify and assess risks to safety	GMIS	where council is the relevant road manager
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	GMIS	where council is the relevant road manager
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMIS	where council is the relevant road manager

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

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	CEO,GMS, MDES,EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district		[note: this provision is not yet in operation and will commence 1/7/2014 if not proclaimed earlier]
s. 142G(2)	power to enter certain information in the Rooming House Register		[note: this provision is not yet in operation and will commence 1/7/2014 if not proclaimed earlier]
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry		[note: this provision is not yet in operation and will commence 1/7/2014 if not proclaimed earlier]
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	CEO,GMS, MDES,EHO	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	CEO,GMS, MDES,EHO	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	CEO,GMS, MDES,EHO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO,GMS, MDES,EHO	
s.522(1)	power to give a compliance notice to a person	CEO, GMS, MDES, EHO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	MDES, EHO	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(4)	duty to issue identity card to authorised officers	MDES, EHO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	MDES, EHO	
s.526A(3)	function of receiving report of inspection	MDES, EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	MDES, EHO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	CEO,GMIS, MIA	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, GMCCS, GMIS, MIA, SPC	
s.11(9)(b)	duty to advise Registrar	CEO, GMIS, MIA, SPC, CAD	
s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc.	CEO, GMIS, MIA, CAD	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	CEO,GMIS, MIA, CAD	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	CEO,GMIS, MIA	were council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	CEO,GMIS, MIA	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	CEO,GMIS, MIA	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	CEO,GMIS, MIA	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	CEO,GMIS, MIA, CAD, GMCCS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(10)	duty to notify of decision made	CEO,GMIS, MIA, CAD	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary road by publishing notice in Government Gazette	CEO,GMIS, MIA	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	CEO,GMIS, MIA	
s.14(7)	power to appeal against decision of VicRoads	CEO,GMIS	Subject to Council ratification
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO,GMIS, MIA	Subject to Council ratification
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO,GMIS, MIA	Subject to Council ratification
s.15(2)	duty to include details of arrangement in public roads register	CEO,GMIS, MIA	
s.16(7)	power to enter into an arrangement under section 15	CEO,GMIS, MIA	Subject to Council ratification
s.16(8)	duty to enter details of determination in public roads register	CEO,GMIS, MIA	
s.17(2)	duty to register public road in public roads register	CEO,GMIS, MIA	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	CEO,GMIS, MIA	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	duty to register a road reasonably required for general public use in public roads register	CEO,GMIS, MIA	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	CEO,GMIS, MIA	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	CEO,GMIS, MIA	where council is the coordinating road authority
s.18(1)	power to designate ancillary area	CEO,GMIS, MIA	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	CEO,GMIS, MIA	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	CEO,GMIS, MIA	
s.19(4)	duty to specify details of discontinuance in public roads register	CEO,GMIS, MIA	
s.19(5)	duty to ensure public roads register is available for public inspection	CEO,GMIS, MIA	
s.21	function of replying to request for information or advice	CEO,GMIS, GMCCS, MIA	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	CEO,GMIS, GMCCS, MIA	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	CEO,GMIS, GMCCS, MIA	
s.22(5)	duty to give effect to a direction under this section.	CEO,GMIS, GMCCS, MIA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(1)	duty to inspect, maintain and repair a public road.	CEO,GMIS, MIA, MIO	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	CEO,GMIS, MIA, MIO	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	CEO,GMIS, MIA, MIO	
s.42(1)	power to declare a public road as a controlled access road	CEO,GMIS, MIA	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	CEO,GMIS, MIA	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	CEO,GMIS, MIA	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	CEO,GMIS, MIA	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO,GMIS, MIA	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	CEO,GMIS, MIA	
s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	CEO,GMIS, MIA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.49	power to develop and publish a road management plan	CEO, GMIS, MIA	Subject to Council ratification.
s.51	power to determine standards by incorporating the standards in a road management plan	CEO, GMIS, MIA	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO,GMIS, MIA	
s.54(2)	duty to give notice of proposal to make a road management plan	CEO,GMIS, MIA	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	CEO, GMIS, MIA	
s.54(6)	power to amend road management plan	CEO, GMIS, MIA	Subject to Council ratification.
s.54(7)	duty to incorporate the amendments into the road management plan	CEO, GMIS, MIA	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO,GMIS, MIA	
s.63(1)	power to consent to conduct of works on road	CEO,GMIS, MIA, CAD	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO,GMIS, MIA, CAD	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	CEO,GMIS, MIA	where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	power to consent to structure etc	CEO,GMIS, MIA, CAD	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	CEO,GMIS, MIA, CAD	where council is the coordinating road authority
s.67(3)	power to request information	CEO,GMIS, MIA, CAD	where council is the coordinating road authority
s.68(2)	power to request information	CEO,GMIS, MIA, CAD	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO,GMIS	
s.72	duty to issue an identity card to each authorised officer	CEO,GMIS	
s.85	function of receiving report from authorised officer	CEO,GMIS	
s.86	duty to keep register re section 85 matters	CEO,GMIS, MIA	
s.87(1)	function of receiving complaints	CEO,GMIS, MIA	
s.87(2)	duty to investigate complaint and provide report	CEO,GMIS, MIA	
s.112(2)	power to recover damages in court	CEO,GMIS	
s.116	power to cause or carry out inspection	CEO,GMIS, MIO, MIA, CAD	
s.119(2)	function of consulting with VicRoads	CEO,GMIS, MIA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	CEO,GMIS, MIA, MIO	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	CEO,GMIS, MIA, MIO	
s.121(1)	power to enter into an agreement in respect of works	CEO,GMIS, MIA	
s.122(1)	power to charge and recover fees	CEO,GMIS, MIA	Subject to ratification of Council
s.123(1)	power to charge for any service	CEO,GMIS, MIA	Subject to ratification of Council
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	CEO,GMIS, MIA	Subject to ratification of Council
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	CEO,GMIS, MIA	Subject to ratification of Council
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	CEO,GMIS, MIA	Subject to ratification of Council
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	CEO,GMIS, MIA	
Schedule 2 Clause 5	duty to publish notice of declaration	CEO,GMIS, MIA	
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	CEO,GMIS, MIA, MIO	where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CEO, GMIS, MIA, MIO	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO, GMIS, MIA, MIO	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO, GMIS, MIA, MIO	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	CEO, GMIS, MIA, MIO	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	CEO, GMIS, MIA, CAD	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	CEO, GMIS, MIA	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	CEO, GMIS, MIA	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(5)	power to recover costs	CEO, GMIS, MIA	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)	CEO, GMIS, MIA, CAD	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	CEO, GMIS, MIA	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	CEO, GMIS, MIA	where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	CEO, GMIS, MIA, CAD	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	CEO, GMIS, MIA, CAD	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	CEO, GMIS, MIA	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	CEO, GMIS, MIA	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	CEO, GMIS, MIA	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	CEO, GMIS, MIA	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 18(1)	power to enter into an agreement	CEO,GMIS, MIA	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	CEO, GMIS, MIA, CAD	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	CEO,GMIS, MIA	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	CEO, GMIS, MIA	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	CEO, GMIS, MIA	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 road is not an arterial road	CEO, GMIS, MIA	where council is the responsible 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	CEO, GMIS, MIA	where council is the responsible 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	CEO,GMIS, MIA	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2005			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.17	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	GMCCS, YCTS	
r.18(1)	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	GMCCS, YCTS	
r.18(2)	duty to ensure any fittings removed of are disposed in an appropriate manner	GMCCS, YCTS	
r.19	power to dispose of any metal substance or non-human substance recovered from a cremator	GMCCS, YCTS	
r.20(2)	power to release cremated human remains to certain persons	GMCCS, YCTS	Subject to any order of a court
r.21(1)	duty to make cremated human remains available for collection within 2 working days after the cremation	GMCCS, YCTS	
r.21(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	GMCCS, YCTS	
r.21(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	GMCCS, YCTS	
r.21(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	GMCCS, YCTS	
r.22	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	GMCCS, YCTS	

CEMETERIES AND CREMATORIA REGULATIONS 2005			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.26	duty to provide statement that alternative vendors or supplier of monuments exist	GMCCS, YCTS	
r.36	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	GMCCS, YCTS	
r.38(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	GMCCS, YCTS	
Schedule 6, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 6	GMCCS, YCTS	
Schedule 6, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	GMCCS, YCTS	
Schedule 6, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	GMCCS, YCTS	
Schedule 6, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	GMCCS, YCTS	
Schedule 6, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	GMCCS, YCTS	
Schedule 6, clause 11(1)	power to remove objects from a memorial or place of interment	GMCCS, YCTS	

CEMETERIES AND CREMATORIA REGULATIONS 2005			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 6, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	GMCCS, YCTS	
Schedule 6, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	GMCCS, YCTS	
Schedule 6, clause 14	power to approve an animal to enter into or remain in a cemetery	GMCCS, YCTS	

PLANNING AND ENVIRONMENT REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	CEO, GMS, MDES	
r.7	duty of responsible authority to provide copy information or report requested by Minister	CEO, GMS, MDES	
r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act	CEO, GMS, MDES	
r.55	duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement	CEO, GMS, MDES	

PLANNING AND ENVIRONMENT (FEES) INTERIM REGULATIONS 2012			
* These regulations expire on 22 April 2013			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.16	power to waive or rebate fee in prescribed circumstances	CEO, GMS, MDES	where Council is the responsible authority
r.17	power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances	CEO, GMS, MDES	where Council is the planning authority
r.18	duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	CEO, GMS, MDES	where Council is the responsible authority or planning authority

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	MDES, EHO	
r.11	function of receiving application for registration	MDES, EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	MDES	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	MDES	
r.13(4) & (5)	duty to issue certificate of registration	MDES	
r.15(1)	function of receiving notice of transfer of ownership	MDES	
r.15(3)	power to determine where notice of transfer is displayed	MDES	
r.16(1)	duty to transfer registration to new caravan park owner	MDES	
r.16(2)	duty to issue a certificate of transfer of registration	MDES	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	MDES	
r.18	duty to keep register of caravan parks	MDES	
r.19(4)	power to determine where the emergency contact person's details are displayed	MDES, EHO	
r.19(6)	power to determine where certain information is displayed	MDES, EHO	
r.22(6)	duty to notify caravan park owners of emergency service agencies	MDES	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.22(7)	duty to consult with relevant emergency services agency	MDES	
r.23(2)	power to determine places in which caravan park owner must display a copy of emergency procedures	MDES, EHO	
r.24(1)	power to determine places in which caravan park owner must display copy of public emergency warnings	MDES	
r.25(3)	duty to consult with relevant floodplain management authority	MDES	
r.26	duty to have regard to any report of the relevant fire authority	MDES	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MDES	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MDES, EHO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MDES	
r.40(4)	function of receiving installation certificate	MDES, EHO	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MDES	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	MDES, EHO	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.301(1)	duty to conduct reviews of road management plan	CEO, GMIS, MIA, MIO	
r.302(2)	duty to give notice of review of road management plan	CEO, GMIS, MIA, MIO	
r.302(5)	duty to produce written report of review of road management plan and make report available	CEO, GMIS, MIA, MIO	
r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	CEO, GMIS, MIA, MIO	
r.306(2)	duty to record on road management plan the substance and date of effect of amendment	CEO, GMIS, MIA, MIO	
r.501(1)	power to issue permit	CEO, GMIS, MIA, CAD	where council is the coordinating road authority
r.501(4)	power to charge fee for issuing permit under regulation 501(1)	CEO, GMIS, MIA, CAD	where council is the coordinating road authority
r.503(1)	power to give written consent to person to drive on road a vehicle which is likely to cause damage to road	CEO, GMIS, MIA	where council is the coordinating road authority
r.508(3)	power to make submission to Tribunal	CEO, GMIS, MIA	where council is the coordinating road authority
r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, GMIS, MIA, MIO	where council is the responsible road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with regulation 509(3))	CEO, GMIS	where council is the responsible road authority
r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	CEO, GMIS, MIA, MIO, GMCCS	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.10	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those works	CEO, GMIS, MIA	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.18(2)	power to waive whole or part of fee in certain circumstances	CEO, GMIS, MIA	where council is the coordinating road authority

*S11A. Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Murrindindi Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

"MDES" means Manager Development and Environmental Services: Matt Parsons

"SPC" means Statutory Planning Coordinator: Karen Girvan

"PO" means Planning Officer: Angelina Bell, Melissa Crane, Margo Savage

By this instrument of appointment and authorisation Murrindindi Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and [MDES,SPC,PO]
2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument. [MDES, SPC, PO]

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Murrindindi Shire Council on (insert date)

Council seal

Signed

Date:

Statement A							
Murrindindi Shire Council							
Income Statement							
For the period ended 31 December 2012							
	Original Budget	September	December	YTD Budgets	YTD Actuals	Variance	%
	2012/13	Revised Budget	Revised Budget	31/12/12	31/12/12	(unfav)	
	\$	2012/13	2012/13	\$	\$	\$	
		\$	\$				
Revenue							
Rates & Charges	14,403,201	14,403,201	14,638,987	14,582,266	14,613,222	30,956	0%
Special Charge	108,150	108,150	108,150	-	-	-	
Statutory fees and fines	571,277	571,277	571,277	260,101	259,452	(649)	0%
User fees	3,255,900	3,255,900	2,338,145	1,029,231	867,416	(161,815)	-16%
Grants - Recurrent	6,249,796	3,756,164	3,756,164	1,943,666	2,105,251	161,585	8%
Grants - Non-Recurrent	6,951,254	11,349,779	11,759,159	5,932,988	5,289,831	(643,157)	-11%
Contributions - Cash	296,450	301,450	313,341	36,743	111,481	74,738	203%
Contributions - Non Cash	-	-	16,000,000	-	-	-	
Reimbursements	89,680	107,680	89,680	56,069	90,122	34,053	61%
Other revenue	1,005,489	1,005,489	1,021,759	366,488	338,139	(28,349)	-8%
Total Revenue	32,931,197	34,859,090	50,596,662	24,207,552	23,674,914	(532,638)	-2%
Expenses							
Employee Benefits	12,662,087	12,675,101	12,571,783	6,346,814	6,187,674	159,140	3%
Materials and Services	11,170,131	17,306,772	15,619,974	7,698,496	7,881,078	(182,582)	-2%
Depreciation and amortisation	7,183,920	7,183,920	7,183,920	-	-	-	0%
Other Expense	270,768	270,768	270,768	111,597	126,937	(15,340)	-14%
Finance Costs (Interest)	369,900	369,900	351,150	100,257	95,333	4,924	5%
Total Expenses	31,656,806	37,806,461	35,997,595	14,257,164	14,291,023	(33,859)	0%
Net gain(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	262,588	210,812	(51,776)	
Surplus (deficit) for the period	1,274,391	(2,947,371)	14,599,067	10,212,976	9,594,703	(618,273)	-6%
<i>Net gain (loss) on disposal of property, infrastructure, plant & equipment</i>							
<i>Proceeds from Sale of Fixed Assets</i>	1,288,588	1,490,921	1,258,540	262,588	210,812	(51,776)	-20%
<i>Carrying value of assets sold</i>	1,288,588	1,490,921	1,258,540	-	-	-	
<i>Total</i>	-	-	-	262,588	210,812	(51,776)	
Total Materials and Contractors							
Utilities	478,502	473,685	473,080	225,425	234,903	(9,478)	-4%
Contractors	6,842,226	12,692,733	10,639,659	5,720,214	6,031,339	(311,125)	-5%
Legal Expenses	94,319	94,319	94,319	70,341	139,499	(69,158)	-98%
Insurance	458,611	456,707	456,707	424,198	429,620	(5,422)	-1%
Materials	1,320,766	1,413,001	1,405,908	545,824	487,952	57,872	11%
Contributions	454,228	467,528	462,528	182,742	168,070	14,672	8%
Consultants	1,521,479	1,708,799	2,087,773	529,752	389,696	140,056	26%
	11,170,131	17,306,772	15,619,974	7,698,496	7,881,078	(182,582)	-2%

Statement A (Alternative Format)							
Murrindindi Shire Council							
Income Statement							
Underlying Operational Result Format							
For the period ended 31 December 2012							
	Original Budget	September Revised Budget	December Revised Budget	YTD Budgets	YTD Actuals	Variance (unfav)	%
	2012/13	2012/13	2012/13	31/12/12	31/12/12		
	\$	\$	\$	\$	\$	\$	
Revenue							
Rates & Charges	14,403,201	14,403,201	14,638,987	14,582,266	14,613,222	30,956	0%
Special Charge	108,150	108,150	108,150	-	-	-	
Statutory fees and fines	571,277	571,277	571,277	260,101	259,452	(649)	0%
User fees	3,255,900	3,255,900	2,338,145	1,029,231	867,416	(161,815)	-16%
Grants - Recurrent (Operating Only)	6,249,796	3,756,164	3,756,164	1,943,666	2,105,251	161,585	8%
Grants - Non-Recurrent (Operating Only)	-	6,067,111	6,467,036	3,343,042	3,425,240	82,198	2%
Contributions - Cash (Operating Only)	296,450	36,450	48,341	32,743	98,905	66,162	202%
Reimbursements	89,680	107,680	89,680	56,069	90,122	34,053	61%
Other revenue	1,005,489	1,005,489	1,021,759	366,488	338,139	(28,349)	-8%
Total Revenue	25,979,943	29,311,422	29,039,539	21,613,606	21,797,746	184,140	1%
Expenses							
Employee Benefits	12,662,087	12,675,101	12,571,783	6,346,814	6,187,674	159,140	3%
Materials and Services	11,170,131	17,306,772	15,619,974	7,698,496	7,881,078	(182,582)	-2%
Depreciation and amortisation	7,183,920	7,183,920	7,183,920	-	-	-	0%
Other Expense	270,768	270,768	270,768	111,597	126,937	(15,340)	-14%
Finance Costs (Interest)	369,900	369,900	351,150	100,257	95,333	4,924	5%
Total Expenses	31,656,806	37,806,461	35,997,595	14,257,164	14,291,023	(33,859)	0%
Underlying Surplus (deficit) for the period	(5,676,863)	(8,495,039)	(6,958,056)	7,356,442	7,506,723	150,281	1%
Reconciliation to Income Statement							
<i>Proceeds from Sale of Fixed Assets</i>	1,288,588	1,288,588	1,258,540	262,588	210,812	(51,776)	-20%
<i>Less Carrying value of assets sold</i>	(1,288,588)	(1,288,588)	(1,258,540)	-	-	-	
Capital Grants	6,951,254	5,282,668	5,292,123	2,589,946	1,864,591	(725,355)	-28%
Capital Contributions	-	265,000	265,000	4,000	12,576	8,576	214%
Contributions - Non Cash	-	-	16,000,000	-	-	-	
Contributed Assets							
Net Movement in Asset Revaluation Reserve							
Operating Result as per Income Statement	1,274,391	(2,947,371)	14,599,067	10,212,976	9,594,703	(618,273)	-6%

Statement B						
Murrindindi Shire Council						
Balance Sheet						
as at 31 December 2012						
	Original Budget	September	December	YTD Budget	Actual	Variance
	2012/13	2012/13	2012/13	31/12/12	31/12/12	
	\$	\$	\$	\$	\$	\$
Assets						
Current assets						
Cash and cash equivalents	10,271,092	9,717,473	10,366,571	10,902,945	6,670,328	(4,232,617)
Trade and other receivables	3,938,800	3,938,800	3,938,800	13,328,531	18,216,638	4,888,107
Accrued Income	70,000	70,000	70,000	-	-	-
Prepayments	130,000	130,000	130,000	-	2,144	2,144
Inventories	160,000	160,000	160,000	180,000	234,245	54,245
Total current assets	14,569,892	14,016,273	14,665,371	24,411,476	25,123,355	711,879
Non current assets						
Property & Plant & Equipment	303,081,558	284,763,547	301,678,118	283,508,352	282,627,666	(880,686)
Receivables	50,000	50,000	50,000	50,000	56,979	6,979
Total non-current assets	303,131,558	284,813,547	301,728,118	283,558,352	282,684,645	(873,706)
Total assets	317,701,450	298,829,820	316,393,489	307,969,828	307,808,001	(161,827)
Liabilities						
Current liabilities						
Trade and other payables	3,925,401	3,925,401	3,925,401	118,000	723,211	(605,211)
Trust funds and deposits	796,843	796,843	796,843	936,843	852,469	84,374
Provisions - Employee Entitlements	3,051,903	3,051,903	3,051,903	2,846,112	2,739,576	106,536
Interest-bearing loans and borrowings	836,965	836,965	836,965	-	-	-
Total Current Liabilities	8,611,112	8,611,112	8,611,112	3,900,955	4,315,257	(414,302)
Non-Current Liabilities						
Provisions - Employee Entitlements	482,526	482,526	482,526	482,526	527,724	(45,198)
Provisions - Other	1,242,002	1,242,002	1,242,002	1,180,721	1,180,721	-
Interest-bearing loans and borrowings	3,209,535	3,209,535	3,226,766	3,960,634	3,957,580	3,054
Total Non Current Liabilities	4,934,063	4,934,063	4,951,294	5,623,881	5,666,025	(42,144)
TOTAL LIABILITIES	13,545,175	13,545,175	13,562,406	9,524,836	9,981,282	(456,446)
NET ASSETS	304,156,275	285,284,645	302,831,083	298,444,992	297,826,719	(618,273)
Equity						
Accumulated Surplus	151,906,643	126,088,060	124,675,888	126,004,021	126,004,021	0
Surplus for the Year	1,274,391	(2,947,371)	14,599,067	10,212,976	9,594,703	(618,273)
Asset Revaluation Reserve	147,539,704	158,667,028	158,667,028	158,667,027	158,667,028	1
Other Reserves	3,435,537	3,476,928	4,889,100	3,560,968	3,560,967	(1)
TOTAL EQUITY	304,156,275	285,284,645	302,831,083	298,444,992	297,826,720	(618,273)

Statement C					
Murrindindi Shire Council					
Cash Flow Statement					
For the period ended 31 December 2012					
	Original Budget	December Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2012/13	2012/13	31/12/12	31/12/12	
	<i>hardcoded</i>				
	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Inflows/ (Outflows)	Variance (unfav)
	\$	\$	\$	\$	\$
Cash Flow From Operating Activities					
Rates & Charges	14,363,201	14,796,423	5,249,971	4,819,827	(430,144)
User charges and other fines	4,622,378	5,063,489	2,696,268	3,192,086	495,818
Grants	13,201,050	20,463,654	12,824,985	7,339,108	(5,485,876)
Interest	684,568	480,690	324,191	316,665	(7,527)
Net GST Refund/Payment	-	-	-	-	-
Payments to suppliers	(10,955,899)	(17,572,766)	(12,879,117)	(10,629,182)	2,249,935
Payments to employees	(12,455,413)	(12,293,869)	(6,534,691)	(8,335,925)	(1,801,234)
Net cash flow provided by operating activities	9,459,885	10,937,621	1,681,607	(3,297,421)	(4,979,028)
Cash flow from investing activities					
Payment for property, plant and equipment,infrastructure	(10,239,815)	(14,652,093)	(4,039,864)	(3,159,176)	880,688
Proceeds from sale of property, plant and equipment,infrastructure	1,288,588	1,258,540	262,588	210,812	(51,776)
Net cash used in investing activities	(8,951,227)	(13,393,553)	(3,777,276)	(2,948,363)	828,913
Cash flows from financing activities					
Trust funds and deposits	(208,809)	(190,028)	(50,032)	(134,402)	(84,370)
Finance costs	(311,486)	(290,284)	(151,073)	(146,149)	4,924
Proceeds from interest bearing loans and borrowings	500,000	500,000	-	-	-
Repayment of interest bearing loans and borrowings	(830,867)	(813,636)	(416,733)	(419,787)	(3,054)
Net cash provided by (used in) financing activities	(851,162)	(793,948)	(617,838)	(700,338)	(82,500)
Net increase/(decrease) in cash and cash equivalents	(342,504)	(3,249,880)	(2,713,507)	(6,946,122)	(4,232,615)
Cash and cash equivalents at the beginning of the financial year	10,613,596	13,616,451	13,616,451	13,616,451	-
Cash and cash equivalents at the end of the financial year	10,271,092	10,366,571	10,902,944	6,670,329	(4,232,615)
Reconciliation of result from ordinary activities with net cash from operations					
Surplus for the financial year	1,274,391	14,599,067	10,212,976	9,594,703	(618,273)
Depreciation and amortisation	7,183,920	7,183,920	-	-	-
Contributions Non Monetary Assets	-	(16,000,000)	-	-	-
Financing Costs (Cash Portion)	311,486	290,284	151,073	146,149	(4,924)
(Profit)/loss on disposal of property, plant and equipment,infrastructure	-	-	(262,588)	(210,812)	51,776
Change in assets and liabilities					
(Increase)/decrease trade and other receivables	(40,000)	6,189,830	(3,199,846)	(8,094,931)	(4,895,085)
(Increase)/decrease in inventories	(10,000)	153,280	133,280	79,033	(54,247)
(Increase)/decrease in other current assets	(20,000)	61,502	261,502	259,358	(2,144)
Increase/(decrease) in provisions	257,955	484,971	217,899	156,561	(61,338)
Increase/(decrease) in trade and other payables	502,133	(2,025,288)	(5,832,689)	(5,227,478)	605,211
Net cash provided by operating activities	9,459,885	10,937,566	1,681,607	(3,297,417)	(4,979,024)

Statement D							
Murrindindi Shire Council							
Standard Statement of Capital Works							
For the period ended 31 December 2012							
	Original Budget	September Revised Budget	December Revised Budget	YTD Budget	Actuals	Budget/ Actual Variance (unfav)	%
	2012/13	2012/13	2012/13	31/12/12	31/12/12		
	\$	\$	\$	\$	\$	\$	
Buildings	3,884,469	6,014,286	6,672,709	2,340,121	1,848,920	491,201	21%
Plant & Machinery	930,382	1,749,875	1,549,875	364,123	308,391	55,732	15%
Roads Streets & Bridges	4,686,498	5,326,674	5,400,613	969,536	835,403	134,133	14%
Drainage	212,000	340,259	340,259	99,253	38,361	60,892	61%
Heritage Assets	-	-	110,905	-	11,485	(11,485)	0%
Furniture & Equipment	407,020	419,361	490,119	223,013	81,811	141,202	63%
Library Bookstock	119,446	119,446	87,613	43,818	34,807	9,011	21%
Total Capital Works	10,239,815	13,969,901	14,652,093	4,039,864	3,159,178	880,686	22%
Represented by:							
Renewal	4,575,949	5,007,679	4,980,185	557,390	315,998	241,392	43%
Upgrade	1,332,685	2,425,415	2,760,589	1,459,906	1,230,534	229,372	16%
New Assets	4,331,181	6,536,807	6,911,319	2,022,568	1,612,646	409,922	20%
Total Capital Works	10,239,815	13,969,901	14,652,093	4,039,864	3,159,178	880,686	22%
Property, Infrastructure, Plant and Equipment							
movement Reconciliation Worksheet	Original Budget	September Revised Budget	December Revised Budget	YTD Budget	YTD Actual	Variance	
	2012/13	2012/13	2012/13	31/12/12	31/12/12		
	\$	\$	\$	\$	\$	\$	
Total Capital Works	10,239,815	13,969,901	14,652,093	4,039,864	3,159,178	880,686	
Impaired assets						-	
Asset revaluation movement		(0)	(0)		-	-	
Depreciation & amortisation	(7,183,920)	(7,183,920)	(7,183,920)	-	-	-	
Written down value of assets sold	(1,288,588)	(1,490,921)	(1,258,540)	-	-	-	
Contributed Assets		0	16,000,000	0	0		
Net movement in property, infrastructure, plant and equipment	1,767,307	5,295,060	22,209,633	4,039,864	3,159,178	880,686	

Statement E – Reconciliation of Non Discretionary Cash & Reserves

Cash Flow Statement Reconciliation - Non discretionary Cash Requirements					
Required Cash at year End	Original Budget	December Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2012/13	2012/13	31/12/12	31/12/12	
Non discretionary Cash Requirements to be held:					
Reserves		\$	\$	\$	
Account					
070300 Public Open Space Reserve	(428,005)	(398,004)	(333,004)	(333,004)	(0)
070305 Infrastructure Contributions - Parking	(65,480)	(65,480)	(65,480)	(65,480)	-
070312 Infrastructure Maintenance Reserv	(435,366)	(1,935,366)	(206,780)	(206,780)	
070325 Garbage Reserve	(2,171,236)	(2,267,947)	(2,283,737)	(2,283,737)	-
070340 Coster Street Units Reserve	(27,150)	(27,987)	(22,252)	(22,252)	0
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	(131)	(2,374)	(19,244)	(19,244)	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(173,312)	(94,790)	(480,797)	(480,797)	-
070430 Alexandra Saleyards Reserve	(49,838)	-	(48,710)	(48,710)	-
070440 Yea Caravan Park Reserve	(15,560)	(14,364)	(16,247)	(16,247)	-
070445 Marysville Caravan Park Reserve	(9,663)	(22,992)	(24,920)	(24,920)	-
070000 Deposits	(562,333)	(562,333)	(642,333)	(566,134)	76,199
070041 Provision for Employee Entitlement - A/L (25%)	(292,789)	(292,789)	(286,528)	(262,103)	24,425
070060 General Trust Accounts	(165,510)	(165,510)	(165,510)	(184,697)	(19,187)
070200 Provision for Employee Entitlement -60500.9910 LSL	(1,930,905)	-	-	-	-
Quarry Security ANZ	(112,500)	(112,500)	(112,500)	(112,500)	-
					-
Total Required Cash	(6,499,574)	(6,022,232)	(4,767,838)	(4,686,401)	81,437
					-
Total Available Cash	10,271,092	10,366,571	10,902,944	6,670,329	(4,232,615)
Surplus/(Deficit)	3,771,518	4,344,339	6,135,106	1,983,927	(4,151,179)

Notes to the Financial Statements
For Year Ended 30 June XXXX

Note 24 - Reserves

	Balance at beginning of reporting period 30/06/12 \$	Transfer from accumulated surplus \$	Transfer to accumulated surplus \$	Budgetted Balance at end of reporting period 30/06/13 \$
Public Open Space Reserve	333,004	65,000	-	398,004
Garbage Reserve	2,283,737	-	(15,790)	2,267,947
Infrastructure Contributions Parking	65,480	-	-	65,480
Infrastructure Maintenance Reserve	206,780	1,728,586	-	1,935,366
Coster Street Units Reserve	22,252	10,735	(5,000)	27,987
Shaw Avenue Redevelopment	43,752	-	-	43,752
Road Maintenance - Subdividers Contribution	16,044	-	-	16,044
Alexandra Community Leisure Centre	19,244	-	(16,870)	2,374
Yea Saleyards	480,797	69,234	(455,241)	94,790
Alexandra Saleyards	48,710	-	(48,710)	0
Yea Caravan Park	16,247	0	(1,883)	14,364
Marysville Caravan Park	24,920	0	(1,928)	22,992
Total Other reserves	3,560,967	1,873,555	(545,422)	4,889,100

Public Open Space represents payments from Subdividers as specified under the Subdivisions Act, to fund future creation of areas of recreational land

Garbage reserve represents funds set aside for rehabilitation of Landfill site.

Infrastructure Contributions reserve represents payments from Subdividers set aside for future infrastructure works relating to provision of car parking.

Infrastructure Maintenance Reserve represents funds set aside for addressing council's long term infrastructure renewal obligations

Coster Street Units reserve represents funds set aside for future maintenance costs of these units.

Shaw Avenue reserve represents funds set aside for redevelopment of remaining land.

Road Maintenance reserve consists of contributions from Subdividers to future road maintenance cost impacted by respective subdivisions.

Alexandra Community Leisure Centre reserve is surplus operational funds set aside for future capital works.

Yea Saleyards reserve is surplus operational funds set aside for future capital works.

Alexandra Saleyards reserve is surplus operational funds set aside for future capital works.

Yea Caravan Park reserve is surplus operational funds set aside for future capital works.

Marysville Caravan Park reserve is surplus operational funds set aside for future capital works.

Murrindindi Shire Council Policy

Title: Portfolio Councillor

Type: Council

File No: 12/01/01

Date Adopted: To be completed later

Next Review Date: To be completed later

Revision History:

Date	Action	Who
February 2013	Adopted	
February 2015	Review	

1. Purpose

Murrindindi Shire Council has established the Portfolio Councillor system. The purpose of this Policy is to articulate the role and support to be provided to Portfolio Councillors.

2. Rationale

With the appointment of Portfolio Councillors, it is desirable that the objectives of establishing these roles and the support that will be provided to Councillors is articulated.

3. Scope

This policy applies to Portfolio Councillors and Council officers who have a responsibility in ensuring that the Portfolio Councillor is kept informed on key matters relating to their area of portfolio responsibility.

Currently there are six portfolios covering the following areas:

- Land Use Planning
- Economic Development
- Corporate and Customer Services
- Community Services
- Natural Environment and Climate Change
- Infrastructure and Waste

Portfolio Councillors are appointed at the Special Meeting held in December each year. In order to enable Councillors to gain a broader experience of Portfolio roles, Councillors will generally not represent a portfolio for more than two years.

The role of the Portfolio Councillor recognises that the day to day management and direction of staff in implementing Council policy and strategy remains the responsibility of the relevant General Manager. Good governance identifies that the authority of councillors can only be exercised when they meet formally as Council at a properly constituted Council meeting. Outside the Council meeting, individual councillors have no authority.

4. Policy

4.1 Objectives of the Portfolio Councillor system

The objectives of establishing a Portfolio Councillor system are:

- To enable Councillors to have a greater understanding and input to strategic and policy development on portfolio issues. This facilitates the active and regular engagement of Councillors in major planning, projects and services related to the portfolio.
- To enable Councillors to advocate and “Champion” on strategic and policy issues to Council and the community.
- To enable the briefing of other Councillors on specialist areas by the Portfolio Councillor.
- To assist Councillors develop the fullest possible understanding of matters being put to the Council, through the Portfolio Councillor leading discussion of relevant items.

4.2 Portfolio Councillor’s duties

The role of the Portfolio Councillor will include:

- Advocating on strategic and policy issues to Council and the community.
- Briefing of other Councillors on specialist areas through specific workshops or presentation of reports.
- Represent Council on local, regional or state bodies of relevance to the portfolio.
- Act as the spokesperson of Council on matters relating to the Portfolio, including, quotes in Media Releases and speaking on Radio and Television as required.
- Where there is a relevant Council Committee to be the nominated chair for that committee, unless legislative provisions provide otherwise.

4.3 Support provided to Portfolio Councillors

Support to Portfolio Councillors to enable them to fulfil this role will be provided through:

- A designated General Manager being appointed as the primary contact for the Portfolio Councillor
- Induction by the General Manager, and other relevant staff or organisations, in relation to the key issues affecting the portfolio.
- The designated General Manager will initiate regular meetings with the Portfolio Councillor, and other officers where relevant, to keep them briefed on issues (not less than bi monthly) and at other times necessary for the Portfolio Councillor to fulfil their role.
- Facilitating the participation of the Portfolio Councillor in relevant committees
- The provision of memberships, publications, training and/or conference attendance where appropriate to enable to Portfolio Councillor to be informed on issues relevant to their portfolio.

4.4 Reporting of Portfolio Councillors

Council will enable the Portfolio Councillor to report on matters that are relevant to their portfolio by:

- Presentation of minutes and recommendations of Committees that are related to their portfolio at the Ordinary Meeting of Council.
- Presenting a written report on their portfolio issues at the Ordinary Meeting of Council.
- Leading discussion at Councillor Briefing Sessions on matters relevant to their portfolio.
- Leading discussion in the development and annual review of the Council Plan.

5. Supporting Documents

6. Related Policies

Councillor Code of Governance

7. Governance

This policy will be implemented by members of the Executive Management Team and monitored by the Chief Executive Officer.

8. Portfolio and/or Riding Councillor Input

Not applicable.

9. Responsible Officer

Chief Executive Officer

10. Human Rights Charter

This policy has been developed with consideration of the Victorian Charter of Human Rights and Responsibilities.

DRAFT

Murrindindi Shire Council

Health & Community Services Policy Number: 18

Topic: Youth Services

Adopted by Council: 20 January 1997

Review Date:



A. PURPOSE

The purpose of this policy is to recognise the Council's responsibility and participation in the needs of the youth in the Shire of Murrindindi.

B. SCOPE

The policy aims to facilitate the provision of services across cultural, recreational, social, educational and employment frameworks.

C. POLICY

The Shire Council of Murrindindi aims to provide youth services that recognize:

1. The safety, security and well being of our youth should be a paramount concern.
2. The family is the fundamental group in society, thus where practical and possible, programs and services will be provided in the context of the family.
3. Youth is a stressful and important life stage which involves transition towards independence and as such, Council will develop strategies that enable and encourage youth to develop sound decision making skills.
4. Council will recognise achievement and excellence of our youth and will establish appropriate "award" structures.
5. Council will adopt a philosophy around "youth enterprise" as a viable and effective employment option and develop strategies to encourage and nurture youth enterprise.
6. Council will establish a Youth Advisory Committee comprising members of the community.

Murrindindi Shire Council Policy

Title: Youth Services
Type: Council
File No: 06/09/12
Date Adopted:

Next Review Date:

Revision History:

Date	Action	Who

1. Purpose

The purpose of this policy is to recognise the Council's responsibility and participation in the needs of young people in the Shire of Murrindindi.

2. Rationale

Murrindindi Shire Council values young people and their contribution to the communities they live in. The rationale behind this policy document is to provide the guidance to Council in relation to decision making and determining directions that are appropriate for the wellbeing of the community.

3. Scope

The policy aims to facilitate the provisions of services across cultural, recreational, social, educational and employment frameworks for young people.

Young people are defined as anyone aged 12-24 years who resides, works, goes to school or has a significant connection to Murrindindi Shire.

4. Policy

The Council aims to provide youth services that recognise:

1. The safety, security and wellbeing of young people should be of paramount concern.
2. The family is fundamentally important thus where practical and possible, programs and services will be provided in the context of the family.
3. Youth is a stressful and important life stage which involves transition towards independence and as such, Council will develop strategies that enable and encourage young people to develop sound decision making skills.
4. Council will recognise achievement and excellence of our young people.
5. Council will adopt a philosophy around 'youth enterprise' as a viable and effective employment option and develop strategies to encourage and nurture youth enterprise.
6. Council will provide opportunities for young people to engage with their community and participate in decisions that will impact on them.

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Author: Murrindindi Shire Council	Created: 17/08/12 10:30:00 AM
Comment:	Last saved: 19/02/13 11:54:00 AM
	Last saved by: kenneilm
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5. Supporting Documents

Council Plan
Murrindindi Youth Strategy
Get Engaged – Murrindindi Shire Council’s Youth Engagement Manual

6. Related Policies

Community Consultation

7. Governance

This policy is cross functional across all divisions.

8. Portfolio and/or Riding Councillor Input

Community Services

9. Responsible Officer

This policy is managed by the Manager Community Services and will (either directly or through delegated authority) coordinate the implementation and operation of the policy review.

10. Human Rights Charter

This policy does not contravene the Victorian Charter of Human Rights.

Murrindindi Shire Council

Health & Community Services Policy Number: 1
Topic: Home & Community Care
Adopted by Council: 19 June 1995
Review Date:



A. PURPOSE

The purpose of this policy is to provide a framework within which Council's Home and Community Care program will operate.

B. SCOPE

HACC services aim to assist in the prevention of premature or inappropriate admission to long term residential care. This is achieved by contributing to the maintenance and enhancement of the physical, emotional and social well-being and independence of frail older people, people with disabilities, carers and families assessed as in need of support.

HACC Services provide direct practical assistance in the consumers home or local community.

Home and Community Care services provided by the Shire of Murrindindi are:

1. General Home Care
2. Specific Home Care
3. Food Services
4. Home Maintenance
5. Senior Citizens Support
6. Adult Day Activities and Support Services

C. POLICY

* The Shire of Murrindindi will conform with the "Home and Community Care National Service Standards".

* **Referral and Assessment**

All referrals will be dealt with by either the Community Service Officer or Home Care Co-ordinator. In all cases the prospective consumer will have been contacted within three 3 days and "assessed within five 5 working days of receiving this referral.

* **User Charges**

User charges will be set on a sliding scale, at the discretion of the assessment officer and will be based on the individuals capacity to pay. No person shall be denied access to services due to an inability to pay.

Proof of income may be required at the discretion of the Manager Health and Community Services, if in the opinion of that officer a consumer has provided inaccurate financial records during the course of the assessment. Failure to provide such proof will result in a refusal/cessation of service(s).

Any person aggrieved by a decision made in accordance with the section may appeal the decision in accordance with section 4.4 "Grievance Procedures".

* **Priority**

Priority of access to services will be given to those individuals assessed as having the greatest need of access to services or those most at risk of inappropriate institutionalisation, taking into account the following factors:

- Health Status
- other available support services

- other available carers
- alternative accommodation

* **Grievance Procedures**

Any HACC consumer, or their advocate, may lodge a complaint, or appeal any decision by an officer of Council. Any such complaint or appeal must be in writing.

All complaints /appeals should initially be dealt with at management level. If the matter cannot be resolved at this level then a HACC Grievance Committee will consider the issue.

The HACC Grievance Committee will consist of the CEO or nominated delegate, Director Corporate Services (or nominated delegate) and the Manager of Health & Community Services, (or nominated delegate). This Committee shall not consider any complaint or appeal unless two (2) out of three (3) of its members are present.

The HACC Grievance Committee will be delegated sub-committee of Council with the authority to made a determination on any matter brought before it.

* **Confidentiality**

Strict confidentiality regarding personal information on HACC consumers is required of all staff.

All personal information on file shall be securely maintained.

The exchange of information, related to HACC consumers, between agencies will only take place with the express written authority of the consumer, unless in the opinion of the officer the consumers health or well-being requires the immediate disclosure of information.

* **Advocacy**

With the written or specific verbal authority of the consumer the Shire of Murrindindi will recognise an individual as a consumer advocate.

As a consumer advocate with the written authority of the consumer all personal files associates with that consumer will be made available to the advocate.

* **Ineligible Groups**

Council will provide services, at the discretion of the Manager of Health & Community Services, to individuals ineligible for assistance under the HACC guidelines on the basis of full cost recovery, plus a profit margin as determined by the Manager Health and Community Services.

* **Transport**

The transport of consumers outside the Shire boundaries is a low priority and shall only take place if funds are available at the discretion of the Manager of Health and Community Services.

Murrindindi Shire Council

Health & Community Services Policy Number: 19

Topic: Home & Community Care (HACC)
Fees

Adopted by Council: 16 April 1997

Review Date:



The following fees policy has been produced in line with the Victorian Home and Community Care (HACC) Program, interim fees policy. It has been developed in order to provide a consistent overall framework for the assessment and collection of fees for services provided by Murrindindi Care.

Guiding Principles

1. People who are assessed as being in need of a service are eligible to receive the service, regardless of their capacity to pay.
2. People with an assessed need, who have a capacity to pay, are required to do so in a consistent fashion, which ensures that the individual can afford required services.
3. Consumers and their advocates have the right to appeal against a given fee determination.
4. Procedures for the determination of fees, including assessment criteria, are clearly documented and publicly available.
5. Procedures for the determination and collection of fees take into account the situation of special needs groups.
6. Assessment of a person's capacity to pay fees should be as simple and unobtrusive as possible and should respect the consumer's right to privacy and confidentiality.
7. Fee scales should be within the person's capacity to pay and the actual cost of service provision.
8. Fees should not apply to information, advocacy and friendly visiting services, or to carer support groups.
9. The fees for a service should, where possible, be all inclusive and cover costs of material needed, for example bandages and dressings. Home Maintenance fees are for service only, all materials at cost to client. Special material requirements are the responsibility of the client.
10. Fees should be administered efficiently and the cost of administration should be less than the income received.
11. The revenue from fees will be retained within the HACC Program.

The Charging System

The Shire of Murrindindi's charging system will consist of 3 tiers which are based on definition and income level determinations made by the Department of Social Security.

The levels of income will be adjusted when DSS adjusts its rates, based on Consumer Price Index (CPI) movements.

Low Rate

This level of fees will apply to:

- Single people with a before tax income of under \$20,841.60
- Couples with a before tax income of under \$34,798.40
- Families with one child with a before tax income of under \$37,987.40(1) (plus an additional \$3,189 for each extra dependent child).

Income includes the Aged Pension and the Disability Support Pension.

Income levels are based on DSS latest Pensioner rates and Family Support rate.

Medium Rate

This level of fees will apply to:

- Single people with a before tax income greater than \$20,841.60 but less than \$45,440(2).
- Couples with a before tax income greater than \$34,798.40 but less than \$60,587(3).

(1) This figure is calculated by adding the Family Payment figure of \$3,189 for each child to the top couple pensioner income level.

- (2) This figure is calculated at 75 percent of the top couple income.
- (3) This figure is calculated by deducting the Family Payment figure of \$3,189 for each child from the maximum allowable income for families.
- Families with one child with a before tax income greater than \$37,987.40 (plus an additional \$3,189 for each extra dependent child) but less than \$63,776 (plus an additional \$3,189 for each extra dependent child.)

Full Cost Recovery

This level of fees will apply to:

- Single people with a before tax income of more than \$45,440.
- Couples with a before tax income of more than \$60,587.
- Families with one child with a before tax income of more than \$63,776 (plus an additional \$3,189 for each extra dependent child).

Full cost recovery also applies to clients in receipt of compensation payments intended to cover the cost of community care.

Full cost recovery consumers are entitled to elect a HACC service to provide their services or if they choose they may access a private service provider.

Murrindindi Care will use all revenue generated through the charging to support existing and new HACC services

Income Assessments

Income assessment will be conducted on self disclosure of income. Clients will be requested to produce evidence of income level at the time of assessment. Murrindindi Care will conduct assessments of the client's capacity to pay in a manner which is as unobtrusive as possible and ensure that the information obtained is treated as private and confidential. See Appendix 1 attached

In order to determine which income level applies it is important to be clear about whose income is assessed:

- Where there is a couple who are both HACC consumers, the couple's income is assessed.
- Where there is a family/carer with a younger person with a disability under age 16, the parent/guardian's income is assessed. (Parent/s or guardians).
- Where there is a family/carer with a younger person with a disability aged over 16 years of age, the younger person's income is assessed.
-
- Where an older person is living with a family/carer (who are not HACC consumers), the older person's income will be used for the purpose of setting fees.

Verification of Pension or Benefit status can be made with relevant Taxation Office rules on supplementary income, eg. family payments will be used for the purposes of assessment. Refer to the Taxation Office "Master Tax Guide" for outline of taxable income.

Assessment of capacity to pay will take into consideration the costs which may impact on how much clients can afford. These may include:

Any of the following costs may impact on how much you can afford to pay:

Additional Costs Due to Disability

- Pharmaceutical or medication costs
- Aids and equipment
- Transport
- Specialist care
- Special school costs
- Special foods
- Temporary care
- Special clothing

- Utilities (including telephone, water, power, gas) where there is higher usage due to a disability, for example people using pumps overnight do not get a concession on utilities bill.

Location Related Costs

- Property costs
- Transport
- Specialist care, and/or related costs, such as accommodation when travelling to another location to see a specialist.

Other similar Factors

- Health or medical insurance
- The cost of services, other than HACC services, being provided when there is no flexibility in the fee being charged.

There is a range of payments and supports from DSS and other programs, such as the Program of Aids for Disabled People (PADP) that can provide assistance for you to meet all of your costs. (Murrindindi Community Health Service/District Nurse) can provide you with information on these.

All consumers will go through the assessment process prior to services commencing. All information will be included as part of the Client Information and Referral Records (CIARR).

Reducing or Waiving Fees

Murrindindi Care will seek payment only from clients assessed as having the capacity to pay. People will not be denied access to services because of an inability to pay.

Where there are mitigating circumstances which impact on consumers ability to pay a scheduled fee, all consumers have the right to have the fee reduced and or waived, to ensure they are able to access the service they need to remain living in their own home.

In determining whether a fee should be reduced or waived, Murrindindi Care Staff should check that the client is receiving all the financial assistance which is available to them, including referral to a financial counsellor before setting the fee.

The fee schedule when reduced or waived should then be reviewed on a regular basis and restored when the client is able to pay. In these reviews the above list of costs which impact on the capacity to pay should be used.

The first step in reducing/waiving fees is to offer the next lowest fee range to the consumer:

- A full cost recovery consumer may be charged the medium fee rate.
- A medium fee rate consumer may be charged the low fee rate.
- A low fee rate consumer may have fees waived (however, if the person still wants to contribute to the cost of the service the provider can, at its discretion, accept a payment of any amount the consumer wishes to make).

As part of the formal and informal:

- Both consumers and service providers are able to initiate a review of fees.
- If the fee has to be reduced/waived, consumers will not be treated any differently by the service and will be afforded the rights that all consumers have.

Recommended Fees

Fees are recommended for the following services:

- Adult Day Activity Support Service
- Food Services
- General Home Care
- Home Maintenance
- Specific Home Care

Fee Caps

Consumers who have high utilisation of one or more services and who experience difficulty in paying for the services will be eligible to request a fee cap to be developed and implemented.

Fee caps are not service caps. Consumers should receive the level of service they are assessed as requiring, in line with Murrindindi Care's capacity to provide the service.

Fee Collection

The fee collection system should be simple and easy for consumers to use and which provide a measure of confidentiality.

Where a client has been assessed as able to pay for a service and then accumulates a bad debt, the Shire of Murrindindi will proceed with its bad debt collection procedure.

Grievance Process and Procedure

The Shire of Murrindindi complaints process will be made available to consumers of Aged and Disabled services. Where necessary, clients will be assisted by Murrindindi Care Staff to participate in the process.

Where an appeal is to be lodged by a consumer who requires an advocate, Murrindindi Care staff will refer the person to an appropriate agency.

Where a complaint or appeal relates to a fee schedule Murrindindi Care will need to check:

- The assessment process has established the consumer's correct income level.
- The consumer has significant additional cost affecting the consumer's ability to pay for service(s) and whether the assessor has taken this into account and offered that fees be reduced or waived (whichever is appropriate).
- The consumer has understood the fee process and the consumer's entitlements.
- Whether the consumer's circumstances have changed and the fee needs to be reassessed.
- Whether there is a carer/guardian who should be involved in the fee process.

Information for Consumers

The Shire of Murrindindi and Murrindindi Care will provide a consumer with information relating to their rights and responsibility in relation to HACC services at the time of initial assessment.

**SHIRE OF MURRINDINDI
MURRINDINDI CARE
INFORMATION ABOUT INCOME SELF EVALUATION**

<p>This form is used by the Shire of Murrindindi to determine what fee you should be charged for the service/s that you receive.</p> <p>Fees are based on your income level. Your income level is only one indicator of how much you can afford to pay for services. This fees policy outlines your right to seek a fee reduction or waiver if you have any difficulties in paying the proposed fee. If you are at all concerned that you can't afford the fee to be charged, please talk to your service provider and we may be able to reduce your fee or provide a service free of charge.</p> <p>Will you be charged low level fees?</p> <p>If you are single, your before tax income will be less than \$20,841.60 per year.</p> <p>If you are a couple, your before tax income will be less than \$34,798.40 per year.</p> <p>If you are a family with one child, your before tax income will be less than \$37,987.40 (plus an additional \$3,189 for each extra dependent child.).</p> <p>If this is your income level, you will be charged low level fees.</p> <p>Is your income more than that?</p> <p>If you are single, is your before tax income more than \$20,841.60 but less than \$45,440?</p> <p>If you are a couple, is your before tax income more than \$34,798.40 but less than \$60,587?</p> <p>If you are a family (with one child), is your before tax income more than \$37,987.40 but less than \$63,776? (Plus an additional \$3,189 for each extra dependent child.)</p>	<p>If this is your income level, you will be charged medium level fees.</p> <p>Is your income more than that?</p> <p>If you are single, is your before tax income more than \$45,440?</p> <p>If you are a couple, is your before tax income more than \$60,587?</p> <p>If you are a family with one child, is your before tax income more than \$63,776? (Add an additional \$3,189 to the \$63,776 for each extra dependent child.)</p> <p>If this is your income level, you will be charge full cost recovery fees.</p> <p>Determining your income level is the first step in setting the fee you will be charge for services.</p> <p>The list attached shows you the fee you will be charged on your income level.</p> <p>You may think that you can't afford the fee that you are going to be charged. Please talk to your service provider.</p> <p>Some of the factors which may effect your capacity to pay are listed below.</p>
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Any of the following costs may impact on how much you can afford to pay:

Additional Costs Due to Disability

- Pharmaceutical or medication costs
- Aids and equipment
- Transport
- Specialist care
- special school costs
- Special foods
- Temporary care
- Special clothing
- Utilities (including telephone, water, power, gas) where there is higher usage due to disability, for example, people using pumps overnight do not get a concession on utilities bill.

Location Related Costs

- Property costs
- Transport
- Specialist care, and/or related costs, such as accommodation when travelling to another location to see a specialist

Other Similar Factors

- Health or medical insurance
- The cost of services, other than HACC services, being provided when there is no flexibility in the fee being charged.

There is a range of payments and supports from DSS and other programs, such as the Program of Aids for Disabled People (PADP) that can provide assistance for you to meet all of your costs. (Murrindindi Community Health Service/District Nurse) can provide you with information on these.

DECLARATION OF INCOME FOR MURRINDINDI CARE - FEES

Your name: _____

Your address: _____

Your telephone number: _____

Your Income Level

Please circle your income level

Low Level Fees

- Single: before tax income of less than \$20,841.60
- Couple: before tax income of less than \$34,798.40
- Family: with one child with a before tax income of less than \$37,987.40 (plus an additional \$3,189 for each extra dependent child).

Medium Level Fees

- Single: before tax income of more than \$20,841.60 but less than \$45,440.
- Couple: before tax income of more than \$34,798.40 but less than \$60,587.
- Family: with one child with a before tax income of more than \$37,987.40 but less than \$63,776 (plus an additional \$3,189 for each extra dependent child at both the lower and upper incomes)

Full Cost Recovery Fees

- Single: before tax income of more than \$45,440.
- Couple: before tax income of more than \$60,587.

Family: with one child with a before tax income of more than \$63,776 (plus an additional \$3,189 for each extra dependent child).

Do you have other costs which make it difficult for you to pay the set fee for your service(s)? (Please tick either the Yes or the No).

Yes No

Are these costs only short term or ongoing? (Please tick the relevant response.)

Yes No

I agree that this information can be used to set fees for the HACC service(s) I receive and acknowledge that the fee I am charge will be reviewed from time to time at either the request of myself or the service.

Your signature: _____

Date: _____

** All information will be treated confidentially.*

**MURRINDINDI CARE SERVICE TYPES AND
RECOMMENDATIONS FOR FEE LEVELS**

HACC Service Type	Low Fee Range (4)	Medium Fee Range (5)	Indicative Full Cost Recovery Fee (6)
Adult Day Activity and Support Service	\$5.00 per day and additional meal cost where the meal is purchased from another source.	As for Pensioner fee range	\$15.50
Food Services	\$4.00 per meal	As for pensioner fee range	fee schedule according to meal cost on application? Cost hire of equipment
General Home Care	\$4.00 per hour	\$6.00 per hour	\$15.50 Murrindindi Care clients \$20.00 Other service providers
Home Maintenance Safety Works	\$6.00 per hour plus cost of materials and hire of equipment	\$9.00 per hour plus cost of materials and hire of equipment	\$21.60
Home Maintenance Other	\$9.00	\$12.00	\$21.60
Personal Care	\$3.00 per hour	\$3.00 per hour	\$15.15
Integrated	Charge appropriate to service type being provided	Charge appropriate to service type being provided	Charge appropriate to service type being provided
Linkages	Fee will be based on the charge appropriate to the service types being provided as a package. Further information on fees for Linkages services appears in the Linkages Guidelines in the HACC Manual	Fee will be based on the charge appropriate to the service types being provided as a package. Further information on fees for Linkages services appears in the Linkages Guidelines in the HACC Manual	Fee will be based on the charge appropriate to the service types being provided as a package. Further information on fees for Linkages services appears in the Linkages Guidelines in the HACC Manual
Specific Home Care	\$2.00 per hour	\$3.00 per hour	\$15.50 per hour

- 4 Services should set one standard fee, within the indicated range, that they will charge for his income level
- 5 Services can set a number of fees, within the indicated range, that they will charge for this Income level.
6. The fee charged should not exceed the cost of providing the service. Indicative cost will be included in the finalised policy document.
 1. A fee level for allied health services will be incorporated into the final policy
 2. This should in part be related to the cost and value of the meal provided.