



Alpine Shire

ORDINARY COUNCIL MEETING

MINUTES

M2 – 3 March 2020

Auditorium @ Mount Beauty Visitor Information Centre

7:00pm



The **Ordinary Meeting** of the **Alpine Shire Council** was held in the Auditorium @ Mount Beauty Visitor Information Centre, Kiewa Valley Highway, Mount Beauty on **3 March 2020** and commenced at **7:00pm**.

PRESENT

COUNCILLORS

Cr Peter Roper - Mayor

Cr Sarah Nicholas - Deputy Mayor

Cr John Forsyth – Councillor

Cr Kitty Knappstein - Councillor

Cr Daryl Pearce - Councillor

OFFICERS

Mr Charlie Bird - Chief Executive Officer

Ms Nathalie Cooke - Director Corporate

Mr William Jeremy - Director Assets

APOLOGY

Cr Ron Janas - Councillor



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1 RECORDING OF COUNCIL MEETINGS

The CEO read the following statement:

All council meetings are filmed with both video and audio being recorded.

Video is focused on a specific area however audio from the entire room is captured.

By speaking during question time, or at any time during the meeting, you consent to your voice and any comments you make being recorded.

In common with all narrative during council meetings verbal responses to congratulations, obituaries and question time will not be recorded in the written minutes.

The reasoning behind recording council meetings is of course to hold us more accountable and improve transparency of council's decision making to our community.

The full meeting is being recorded and a copy will be uploaded to Council's YouTube channel which is "Alpine Shire Council" and will be available for viewing shortly after this meeting.

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS, AND RECOGNITION OF ALL PEOPLE

The CEO read the following statement:

The Alpine Shire Council acknowledges the traditional owners of the land we are now on.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

3 CONFIRMATION OF MINUTES

3.1 ORDINARY COUNCIL MEETING – M1

Cr Forsyth

Cr Pearce

That the minutes of Ordinary Council Meeting M1 held on 4 February 2020 as circulated be confirmed.

Carried

4 APOLOGIES

Cr Janas

5 OBITUARIES / CONGRATULATIONS

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au for its YouTube recording for obituaries and congratulations.



6 DECLARATIONS BY COUNCILLORS OF CONFLICT OF INTEREST

Nil

7 PUBLIC QUESTIONS

Questions on Notice will be limited to two questions per person.

Questions on Notice can be written or from the floor.

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au for its YouTube recording for responses to questions.



8 PRESENTATION OF REPORTS BY OFFICERS

8.1 CHIEF EXECUTIVE OFFICER – CHARLIE BIRD

8.1.1 Contracts approved by the CEO

Cr Nicholas

Cr Pearce

That the Contracts approved by the CEO be noted.

Carried

Contract No:	CQ19047	Process:	Request for Quotation
Title:	Cartage of crushed rock for annual gravel re-sheeting program		
Tenderer:	GW & BR Crameri Pty Ltd		
\$ (excl. GST):	\$32,945.00		
Tenderer:	McPhersons Earthmoving Contractors Pty Ltd		
\$ (excl. GST):	\$15,675.00		
Tenderer:	North East Civil Construction Pty Ltd		
\$ (excl. GST):	\$48,618.00		



8.2 DIRECTOR ASSETS – WILLIAM JEREMY

8.2.1 Project Management and Design Services for Alpine Better Places Harrietville and Tawonga

File Number: CT19098

INTRODUCTION

This report relates to the award of a contract for the project management and preparation of detailed concept designs for the Harrietville and Tawonga townships.

Cr Keeble

Cr Nicholas

That Council awards Contract No. 1909801 for "Project Management and Design Services for Alpine Better Places Harrietville and Tawonga" to MDG Landscape Architects Pty Ltd for the lump sum price of \$147,700 + GST.

Carried

BACKGROUND

The Harrietville and Tawonga communities are both seeking revitalisation of their townships. Both towns are dominated by major arterial roads which carry travellers through the towns, rather than to the towns. Both towns have evolved over time in an ad-hoc way, with little or no spatial master planning to tie all the key features of the towns together. Public spaces are generally poorly defined and identified, and pedestrian connections between key nodes and facilities are inadequate. Both towns also suffer from a poor sense of town centre and destination.

Both communities seek for their towns:

- Improved streetscapes, including wayfinding signage, paths, tracks or trails to better connect the town's assets and facilities, integrated landscape treatments and improved parking options.
- Improved open space reserves, including upgraded and/or additional facilities and amenities.

Council previously prepared detailed concept designs for Myrtleford, Porepunkah, and Bright under the Alpine Better Places project. These detailed concept designs supported successful funding applications for the implementation of streetscape and open space upgrades in Myrtleford, Porepunkah and Bright.

The Tender was advertised in the Herald Sun on 8 January 2020, on Tenders.net and Alpine Shire Council's website.

The Tender documents were downloaded by 44 prospective tenderers and 11 responses were received by the closing date.



EVALUATION

The evaluation panel consisted of the Manager Asset Development and the Director Assets. The tenders were evaluated according to the key selection criteria listed in the Invitation to Tender:

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

Reference checks were undertaken on shortlisted tenderers and these tenderers were also asked to clarify aspects of their tender submission.

Through this evaluation process it was determined that the tender from MDG Landscape Architects best met the selection criteria.

ISSUES

The tender was originally advertised to close on 16 January 2020 to allow time for award at the February Council meeting. As a result of the bushfires in early January, the tender close date was extended, which has pushed out the recommendation to award by one month. The delay in award of the contract will mean that this project will not be able to be completed during the current financial year, and a portion of the project will need to be carried forward for completion early in the 2020/21 financial year.

POLICY IMPLICATIONS

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- Incredible places for our community and visitors

FINANCIAL AND RESOURCE IMPLICATIONS

There is enough allocation within the project budget to deliver the Project Management and Design Services for Alpine Better Places Harrietville and Tawonga through award of this Contract.

CONSULTATION

The tender was advertised and evaluated in accordance with Council's Procurement Policy.

CONCLUSION

Following a comprehensive assessment, the tender from MDG Landscape Architects is considered to present the best value option for Council.



DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Development

ATTACHMENT(S)

Nil



8.2.2 Sealing of Unsealed Roads Policy

File Number: Policy Register

INTRODUCTION

The purpose of this report is to present to Council the 2020 review of the Alpine Shire Council Sealing of Gravel Roads Policy No.38 and seek Council's adoption of the revised and renamed policy, Alpine Shire Council Sealing of Unsealed Roads Policy No.38, Version 3.0.

Cr Keeble

Cr Nicholas

That Council:

- 1. Revoke Alpine Shire Council Sealing of Gravel Roads Policy No. 38, Version 2.0, 4 April 2006.***
- 2. Revoke Alpine Shire Council Road Dust Suppression Policy No. 81, Version 1.0, 1 June 2010***
- 3. Adopt Alpine Shire Council Sealing of Unsealed Roads Policy No. 38, Version 3.0.***
- 4. Sign and seal Alpine Shire Council Sealing of Unsealed Roads Policy No. 38, Version 3.0.***

Carried

BACKGROUND

The Sealing of Gravel Roads Policy and Road Dust Suppression Policy have been reviewed as part of a holistic policy review.

ISSUES

Council has limited funds to spend on upgrading its road network, and it relies on external grant funding opportunities to enable planned road upgrade projects to be delivered. It is many years since Council last sealed an unsealed road. In the current financial year, Council has been able to seal several unsealed roads across the Shire following the grant of funding under Round 2 of the Fixing Country Roads program. No further rounds of Fixing Country Roads funding have been announced.

Council regularly receives requests from members of the public to seal unsealed roads, primarily driven by concerns relating to nuisance dust and safety. Council's current Sealing of Gravel Roads Policy is an internal policy which provides guidance to staff when assessing these requests. As there is no public-facing policy in place, the transparency of this assessment process to members of the public is poor. A key change in presenting the Sealing of Unsealed Roads Policy Version 3.0 to Council for adoption is that this policy is now presented as an external policy with the intention that this policy is shared with members of the public who present requests for sealing of unsealed roads.



The Sealing of Unsealed Roads Policy outlines the process to be followed for establishing whether the traffic volumes meet the minimum threshold for a road to be considered for sealing, and where traffic volumes are demonstrated to exceed this minimum threshold, it outlines the process to establish the priority of this sealing project relative to other projects in Council's project pipeline. Irrespective of its place on the project pipeline, delivery of a road sealing project will always be subject to availability of funding and the support of Council through the annual capital works budgeting process.

The Road Dust Suppression Policy No. 81 was also reviewed and requires revocation. There existed a significant overlap between the Sealing of Gravel Roads Policy and the Road Dust Suppression Policy, given that sealing of an unsealed road is the most effective means of dust suppression. On this basis, the relevant content from the Road Dust Suppression Policy has been incorporated into the Sealing of Unsealed Roads Policy.

POLICY IMPLICATIONS

This recommendation is in accordance with the following Strategic Objective of the Council Plan 2017-2021:

- Infrastructure and open space that our community is proud of

FINANCIAL AND RESOURCE IMPLICATIONS

Council has limited funds to spend on upgrading its road network, and it relies on external grant funding opportunities to enable planned road upgrade projects to be delivered. Road sealing projects will always be subject to availability of funding and the support of Council through the annual capital works budgeting process.

CONSULTATION

The current policy was developed through consultation with adjacent councils and has been reviewed by key members of Council's Asset Development and Asset Maintenance teams who hold responsibility for assessing road sealing requests and delivering road sealing projects.

CONCLUSION

The review of the Sealing of Gravel Roads Policy is now complete. The revised policy outlines the process to be followed when assessing road sealing requests, and for roads where traffic volumes exceed the minimum threshold to be considered for sealing, to establish the relative priority compared to other projects in the project pipeline. The revised policy is an external policy accessible by members of the public and incorporates the relevant content from the Road Dust Suppression Policy No.81, recommended for revocation.



DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Assets
- Manager Asset Maintenance

ATTACHMENT(S)

8.2.2 Alpine Shire Council Sealing of Unsealed Roads Policy No. 38, Version 3.0



8.3 DIRECTOR CORPORATE – NATHALIE COOKE

8.3.1 Quarterly Report – Council Plan 2017-2021

File Number: SU600.03

INTRODUCTION

This report provides the second quarterly report for 2019/20 against the Alpine Shire Council Plan 2017-2021

Cr Keeble

Cr Forsyth

That the Alpine Shire Council Plan Quarterly Report ending 31 December 2019 be received and noted.

Carried

BACKGROUND

The Alpine Shire Council Plan 2017-2021 was developed following the election of the Council in October 2016. The Council Plan outlines the strategic objectives, strategies and indicators determining Council's direction for the four-year term of the Plan. The document is reviewed by Council annually to ensure that it continues to provide Council's intended direction for their term.

While there is no legislative requirement to report to Council on the progress against the Council Plan, the Governance and Management Checklist that forms part of the Local Government Performance Reporting Framework (LGPRF) suggests that it is best practice to report at least on a six-monthly basis.

By reporting quarterly, Council ensures that progress against the Council Plan is on schedule, and that actions and indicators are maintained as priorities throughout the year.

Where quarterly or half-yearly reporting of indicators does not generate meaningful results, these are reported at end of financial year as part of the annual report.

HIGHLIGHTS

Highlights are shown for October - December 2019. The bushfires that affected a large part of the Alpine Shire during January 2020 will be reported as part of Q3 reporting, which is due to be presented to Council in May.

A high performing organisation

- Training opportunities occurred across the organisation, including mandatory Bystander training for all staff as part of the Gender Equity program.

A responsible and sustainable organisation

- The Business Systems Transformation project is a joint project with Indigo Shire Council and Towong Shire Council. The contract for the preferred systems vendor



was awarded by all three Councils in December, allowing implementation to commence.

Incredible places for our community and visitors

- The Victoria Bridge on Lewis Avenue in Myrtleford has been upgraded to enable a load limit increase from 25 tonnes to 50 tonnes, enabling use by heavy vehicles when the Standish Street crossing is closed by floodwaters.
- Contracts were awarded for the Buckland Bridge and Pebble Beach footpath projects, with implementation due to commence in Q3. Other projects were placed out to tender including: Alpine Better Places - Harrietville; Alpine Better Places - Tawonga; and the Mount Beauty Skate Park upgrade.

Infrastructure and open space that our community is proud of

- Maintenance programs continue across the Shire, and summer fire season preparation and response occurred.

Highly utilised and well managed community facilities

- Contracts were awarded for the Libraries RFID project, and the e-waste project. Implementation is due to commence in Q3.

A well planned and safe community

- The Better Approvals project has designed an improved process for small business customers to navigate the permit approvals process through Council, shortening the time required to obtain permits through planning, local laws, events and customer service areas.

A thriving and connected community

- Successful events including the Dinner Plain Mountain Bike trail launch, Rod Run and Spartan were held during Q2.
- Council provided its emergency response / relief and recovery roles during Q2, responding to Kiewa Valley fires.

POLICY IMPLICATIONS

The Council Plan is a specific requirement of the *Local Government Act 1989* and is a guiding document for Council. The Council Plan and Budget identify and commit Council to the completion of specific initiatives each year.

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A high performing organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The Council Plan is a key document informing the financial and human resources required to achieve Council's objectives.

**CONSULTATION**

The Council Plan is subject to public exhibition prior to being adopted by Council.

Many of the individual initiatives and activities included in the Council Plan are subject to their own community participation and consultation processes.

CONCLUSION

This quarterly report shows that progress is being made on the delivery of key Council Plan actions.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director
- Managers
- Governance Officer

ATTACHMENT(S)

8.3.1 Alpine Shire Council Quarterly Report - ending 31 December 2019



8.3.2 Public Memorials Policy

File Number: Policy Register

INTRODUCTION

Council is in the process of undertaking a holistic review of its policies. A review of Policy No.57, Place, Road and Memorial Naming has been completed and as a result a new Public Memorials Policy has been developed.

The purpose of this report is to seek Council's revocation of its Place, Road and Memorial Naming Policy No.57, Version 1.0, 13 December 2005 and adoption of a new Public Memorials Policy No.113, version 1.0.

Cr Nicholas

Cr Knapstein

That Council:

- 1. Revoke Alpine Shire Council Place, Road, Memorial Naming Policy No.57, Version 1.0, 13 December 2005.***
- 2. Adopt Alpine Shire Council Public Memorials Policy No.113, Version 1.0.***
- 3. Sign and seal Alpine Shire Council Public Memorials Policy No.113, Version 1.0.***

Carried

BACKGROUND

Council's Place, Road and Memorial Naming Policy No.57 was adopted in December 2005. Place and Road naming are now comprehensively addressed within legislation and guidelines, being the *Naming rules for places in Victoria. Statutory requirement for naming roads, features and localities 2016* that are established under the *Geographic Place Names Act 1998*. As such, no Council policy is required for these matters. Memorialisation via road or place naming remains an appropriate option in some instances, the process for memorialisation in this way is via a request to Council's Building and Amenity Department, who will refer the request to the Council's Place Naming Committee.

The proposed Public Memorials Policy only addresses requests for memorialisation via memorial plaque.

Council typically receives less than ten of these types of requests each year. Other potential types of Council memorialisation, i.e. through the erection of a statue or other feature, may still be considered should there be significant community support for such, this is outside of the scope of the policy and would be considered on a case by case basis by Council.

The Place, Road and Memorial Naming Policy No.57 was originally reviewed in early 2018, with a revised policy put out for public consultation. The key change for this policy was that memorialisation would only occur through the naming of a place or



road, under the relevant guideline. No submissions were received on this draft revised policy, but it was not progressed for adoption.

A further review of the policy has now been undertaken and a draft of the proposed Public Memorials Policy was exhibited for public comment in late 2019.

ISSUES

The key aspects of the proposed Public memorials Policy are as follows:

- Memorials are to consist of a plaque on existing Council seats.
- Other requests for memorials (e.g. stones, statues) are not considered under this policy.
- Applications must be made by registered associations, not individuals / families. In effect, an individual or family must gain the support of a community organisation who would make the application on their behalf. This ensures that there is a level of accountability and support for the memorial in the wider community.
- Public consultation and ratification by Council on memorial requests is not required.
- Approval of plaques is delegated to the Manager Building and Amenity, in consultation with the Manager Asset Maintenance.
- Plaques are returned to the family or disposed of after ten years, or when the seat is no longer required. This is intended to prevent the cumulative build-up of plaques in public places around the Shire. If a plaque is still deemed to be required after ten years, a registered association (e.g. community group) may apply to retain the plaque for a further ten-year period.
- Maintenance of the plaque is to be the responsibility of the relevant family or registered association, not Council.

Importantly, the proposed policy notes that there are several ways people can be memorialised, which may be more appropriate and may provide a more lasting legacy to a person's life. These include the creation of a scholarship or bursary, donation to a charitable organisation, creation of an online history or app, or planting a tree. Many of these options can be undertaken privately and do not require any consideration by Council.

POLICY IMPLICATIONS

This recommendation is consistent with the following Strategic Objective of the Council Plan 2017-2021:

- A well planned and safe community.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The proposed Public Memorials Policy is expected to result in a more streamlined and efficient approval process for memorials, with less officer time required and no decision required by Council. An administrative fee will be proposed as part of the 2020-21 Council Budget to account for a portion of officer time taken in assessing and installing plaques.

CONSULTATION

The proposed Public Memorials Policy was exhibited for public comment from 11 December 2019 to 26 January 2020. One submission was received, which has resulted in improvements to the wording of the draft policy, clarification on existing plaques and other minor updates.

CONCLUSION

The proposed Alpine Shire Council Public Memorials Policy No.113 will provide the community with a clear, transparent process to memorialise members of our community.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Building and Amenity

ATTACHMENT(S)

8.3.2 Alpine Shire Council Public Memorials Policy No.113, Version 1.0



8.3.3 Permit and registration fee relief for Alpine Shire residents and businesses

File Number: SU535.35

INTRODUCTION

The purpose of this report is to recommend that Council approves fee relief for residents and businesses in the Shire during the current 2019/20 financial year as a result of receiving funding for this purpose from the Victorian Government.

Alpine Shire Council has received funding from the Victorian Government's Council Assistance Fund. These funds have been made available to the six local government areas in the declared State of Disaster area, and the intention of the funding is to assist people who have damaged or destroyed property as well as businesses that have been indirectly affected by the recent fires.

Cr Forsyth

Cr Nicholas

That Council:

- 1. Adopt a fee of zero dollars (\$0.00) for registrations and permit applications under the Food Act 1984, Public Health and Wellbeing Act 2008, Residential Tenancies Act 1997 and Community Local Law 2019, in the 2019/20 financial year;***
- 2. Approve a refund of any fees already paid under the Food Act 1984, Public Health and Wellbeing Act 2008, Residential Tenancies Act 1997 and Community Local Law 2019, in the 2019/20 financial year;***
- 3. Approve the payment of building and planning fees by Council on behalf of the applicants, under the Building Act 1993 and Planning and Environment Act 1989 for rebuilding only those assets directly impacted by the January 2020 bushfires, for applications made prior to 30 June 2021; and***
- 4. Note the fee relief will be funded from the Victorian Government's Council Assistance Fund.***

Carried

BACKGROUND

Council adopts fees for a range of regulatory functions each year as part of the annual budget process. This includes registration fees for food premises, caravan parks, health and beauty businesses as well as footpath advertising, trading and dining permits. In addition, Council charges fees for planning and building permit applications.

These fees are generally either set by legislation or are benchmarked against other councils. Fees levied for registrations / permits under the *Food Act 1984, Public Health and Wellbeing Act 2008, Residential Tenancies Act 1997* and *Community Local Law 2019* for the 2019/20 financial year fees are detailed in Attachment 8.3.3. All these categories of fees are exempt from GST.



The impacts of the recent fires have been widespread in the Alpine Shire. One quarter of the Shire has been burnt and much of fire-affected, including 1,500 ha of softwood plantations directly impacted and the 2020 wine vintage has been lost due to smoke damage. The loss of tourism income for businesses and families for the January is estimated to be \$90m, which has had a significant flow on effect for non-tourism related business in the Shire.

Alpine Shire Council has received funding from the Victorian Government's Council Assistance Fund to allow Council to waive or refund fees paid by businesses under the *Food Act 1984*, *Public Health and Wellbeing Act 2008*, *Residential Tenancies Act 1997* and the *Community Local Law 2019*, as well as building and planning permit fees for any assets directly impacted by the bushfires.

ISSUES

Estimated value of fee relief

The proposed fee relief includes the following components, based on the current number of registered premises, permits issued and the actual and estimated fees levied:

<i>Food Act 1984</i> registrations	\$91,090
<i>Public Health and Wellbeing Act 2008</i> registrations	\$12,452
<i>Residential Tenancies Act 1997</i> registrations	\$23,118
<i>Community Local Law 2019</i> business permits (including those due in January 2020 but yet to be paid, estimated at \$5,000)	\$12,985
<i>Planning and Environment Act 1987</i> fees for directly impacted assets: up to	\$20,000
<i>Building Act 1993</i> fees for directly impacted assets: up to	\$20,000
Total:	\$179,645

It is noted that there may be additional premises that will register over the course of the year. As such, the total amount of fees for the current financial year is likely to be higher than the amounts listed above.

New applications

Businesses would still be required to obtain permits / registration as per the normal requirements; however, no fees would be payable under the *Food Act 1984*, *Public Health and Wellbeing Act 2008*, *Residential Tenancies Act 1997* and the *Community Local Law 2019*.

Planning and building permit fees are payable upon application under the *Planning and Environment Act 1987* and the *Building Act 1993* respectively.

The *Planning and Environment (Fees) Regulations 2016* at section 20 gives Council as the responsible Authority under the *Planning and Environment Act 1987* the power to waive fees. In waiving a fee under the regulations Council must document in writing the basis for its decision to waive the fee.



Schedule 2 of the *Building Act 1993* requires an application to be accompanied by the appropriate fees and there is no provision to waive prescribed fees. The Act also requires the applicant to pay a building permit levy which Council collects on behalf of the Victorian Building Authority. It is proposed that the required building permit application fee and building permit levy for applications for directly impacted assets be paid by Council from the Victorian Government's Council Assistance Fund.

It is proposed that the waiving and subsidy of fees under the *Planning and Environment Act 1987* and the *Building Act 1993* sunset on 30 June 2021.

Refund of fees already paid

Permits and registration fees already paid under the *Food Act 1984*, *Public Health and Wellbeing Act 2008*, *Residential Tenancies Act 1997* and the *Community Local Law 2019* would be refunded.

Fees for registration under the *Food Act 1984*, *Residential Tenancies Act 1997* and *Public Health and Wellbeing Act 2008* are levied by calendar year, so the refunded registration fees would be for the 2020 calendar year.

Local laws permits are renewed every financial year, so the refunded permit fees would apply to the 2019/20 financial year.

It is recommended that refunds are issued by cheque. Council has records of all businesses that have paid fees, and cheques could be raised and sent to the businesses. This would be a relatively straight forward process, as Council has all the information required to undertake this task, and this would not require any additional action on the part of businesses. It is anticipated that fees could be refunded within approximately one month following approval by Council.

POLICY IMPLICATIONS

This recommendation is consistent with the following Strategic Objectives of the Council Plan 2017-2021:

- A well planned and safe community
- A thriving and connected community

FINANCIAL AND RESOURCE IMPLICATIONS

The costs of the proposed fee relief will be completely offset by funding from the Victorian Government's Council Assistance Fund.

The proposed fee relief will require an administrative staff member approximately one week, with input from Accounts and Environmental Health. The key tasks will be identifying businesses that have paid, raising cheques and mailing them to the registered business addresses.

CONSULTATION

The following Council officers have been consulted in the preparation of this report:

- Manager Building and Amenity
- Accountant

**CONCLUSION**

Alpine Shire Council has received funding from the Victorian Government's Council Assistance Fund through Bushfire Recovery Victoria. This includes funding to allow Council to waive fees to assist people who have damaged or destroyed property as well as businesses that have been indirectly affected by the recent fires.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Manager Building and Amenity

ATTACHMENT(S)

8.3.3 Summary of registration and permit costs for 2019/20



8.3.4 Rate relief – January 2020 Bushfires

File Number: SU535.35 and SU950

INTRODUCTION

The purpose of this report is to recommend that Council approves rate relief for properties burnt and businesses affected by bushfires in the Shire during the current 2019/20 financial year.

Alpine Shire Council has received funding from the Victorian Government's Council Assistance Fund. These funds have been made available to the six local government areas in the declared State of Disaster area, and the intention of the funding is to assist people who have damaged or destroyed property as well as businesses that have been indirectly affected by the recent fires. This includes funding to allow Council to waive part of the 2019/20 rates raised in accordance with the *Local Government Act 1989*.

Cr Nicholas

Cr Keeble

That Council:

- 1. Note the objective of providing rate relief in the 2019/20 financial year is to reduce financial hardship caused by loss of property or of business income due to the January 2020 bushfires.***
- 2. In accordance with s171(1)(b) of the Local Government Act 1989 provide the following rate relief:***
 - a. One quarter of the rates as levied for the 2019/20 financial year be waived without application in the 2019/20 financial year for properties covered by the following:***
 - i. Commercial / Industrial Differential Rate policy – non-vacant;***
 - ii. Dinner Plain Special Rate;***
 - iii. Farming Differential Rate policy - non-vacant (only for commercial wineries / vineyards).***
 - b. The rates as levied for the 2019/20 financial year be waived without application in the 2019/20 financial year for other properties not defined in (2)(a) above that have been directly impacted (burnt); and***
- 3. In accordance with s171A(1) of the Local Government Act 1989, acknowledge that other businesses impacted by the January 2020 bushfire not defined in (2)(a) above may be eligible to apply for a waiver of one quarter of the rates as levied for the 2019/20 financial year. Council may require applicants to provide or verify further particulars.***

Carried



BACKGROUND

The impacts of the recent fires have been widespread in the Alpine Shire:

- Many people were evacuated from their homes – many people more than once
- Approximately a quarter of the Shire has been burnt
- Loss of tourism income for businesses and families is estimated to be \$90m
- Approximately 1,500 ha of softwood plantations have been burnt
- The 2020 wine vintage has been written off by smoke damage
- One home and many farm assets have been destroyed.

The Victorian Government has made funds available for the Alpine Shire and Council needs to determine how they can be allocated. The intention is to assist people who have damaged or destroyed property as well as businesses that have been indirectly affected by the recent fires. This includes funding to allow Council to waive part of the 2019/20 rates raised in accordance with the *Local Government Act 1989*.

ISSUES

The *Local Government Act 1989* allows Council to provide rate relief through the following sections:

Section 171 Waiver

- (1) *The Council may waive the whole or part of any rate or charge or interest in relation to —*
 - (a) *an eligible recipient under subsection (4); or*
 - (b) *any other class of persons determined by the Council for the purpose of waiving rates or charges on the grounds of financial hardship.*
- (2) *A resolution of the Council for the purposes of subsection (1)(b) must include the objectives to be achieved by the waiver.*

Section 171A Waiver by application—financial hardship

- (1) *A person who —*
 - (a) *is suffering financial hardship; or*
 - (b) *would suffer financial hardship if that person paid the full amount of a rate or charge for which he or she is liable —*

may apply to a Council for the waiver of the whole or part of any rate or charge or of any interest imposed for late payment.
- (2) *The Council may require the applicant —*
 - (a) *to give further particulars; or*
 - (b) *to verify particulars —*

in relation to the application.



Under sections 171(A)1, 171(A)2, and 171(A)3 of the *Local Government Act 1989*, and Council's instrument of delegation the Director Corporate and Manager Corporate are delegated the authority to receive an application for waiver, the power to require verification or information and the power to waive the rate as long as this is in accordance with a resolution of Council.

POLICY IMPLICATIONS

This recommendation is consistent with the following Strategic Objectives of the Council Plan 2017-2021:

- A responsible and sustainable organisation

FINANCIAL AND RESOURCE IMPLICATIONS

The cost of the proposed rate relief is estimated to be \$1,020,000 and will be offset by funding from the Victorian Government's Council Assistance Fund. The amount to be waived is an estimate, Council may seek further funding if discrepancy to actual is material.

The table below details the category of property eligible for rate waiver, or eligible to apply for a rate waiver.

Category	Details	Application Required Yes / No
Properties directly impacted by bushfire.	<ul style="list-style-type: none"> • Waive 2019/20 rates. 	No
Businesses indirectly impacted by bushfire.	<ul style="list-style-type: none"> • Waive a quarter of the 2019/20 rates for all commercial and industrial rated properties, properties covered by the Dinner Plain special rate, commercial vineyards/wineries, as struck at the beginning of the rateable year. • Eligible businesses have been identified in Councils rating system. 	No
Other indirectly impacted businesses.	<ul style="list-style-type: none"> • Waive a quarter of the 2019/20 rates for other impacted businesses that may not been identified in Council's rating system. • These businesses will be required to apply and demonstrate eligibility. Final day for submission of applications will be 30 April 2020, with no extensions to be applied. 	Yes

Administration of the waivers in Council's systems will be time consuming and Council will allocate internal resourcing to manage this process.



CONSULTATION

It is proposed to write to those ratepayers deemed eligible to advise them what their credit (waiver) amount will be. Refund cheques can be issued upon request if the account has already been paid in full.

For those businesses who believe they may be eligible to apply for consideration, applications will be processed on their merit via an application form and supporting documentation and if approved a credit or refund (again if requested) will be issued.

CONCLUSION

Alpine Shire Council has received funding from the Victorian Government's Council Assistance Fund through Bushfire Recovery Victoria. This includes funding to allow Council to waive part of the 2019/20 rates raised in accordance with the *Local Government Act 1989*. Waiving rates or part thereof will assist people who have damaged or destroyed property as well as businesses that have been indirectly affected by the recent fires.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Rates Officer
- Governance Officer

ATTACHMENT(S)

Nil



8.3.5 Planning Application 5.2019.152.1 Buildings and Works associated with Aquaculture

Application number:	5.2019.152.1
Proposal:	Buildings and Works (Development of Agricultural Sea Containers and Greenhouse) associated with an Aquaculture (Aquaponics) Use
Applicant's name:	Mrs Yvonne Kennewell
Owner's name:	Mrs Yvonne Kennewell
Address:	Lot 1 on PS 316685C – Buffalo River Road, Buffalo River
Land size:	3,732m ²
Current use and development:	Vacant site with concrete slabs
Site features:	The site is an irregular shape, with direct road frontage to Buffalo River Road. There is vegetation on the site visible from Buffalo River Road. The site is predominantly vacant with a concrete pad sited in the western area of the site.
Why is a permit required?	Pursuant to clauses 35.07-4 (Buildings and Works within the Farming Zone); and 44.04-2 (Buildings and Works within the Land Subject to Inundation Overlay) under the Alpine Shire Planning Scheme
Zoning:	Farming Zone (FZ)
Overlays:	Land Subject to Inundation Overlay (LSIO)
Restrictive covenants on the title?	Nil
Date received:	16 December 2019 (amended plans)
Statutory days:	65 days @ 19 February 2020
Planner:	James Trimble

***Cr Forsyth
Cr Nicholas***

That Council issue a Notice of Decision to grant a planning permit for buildings and works to construct two agricultural sea containers and a greenhouse at Lot 1 on PS 316685C, Buffalo River Road, Buffalo River in accordance with the conditions outlined in Attachment 8.3.6 and for the following reasons:



- 1. It is considered that the amenity impacts created by the proposed buildings and works subject to the inclusion of conditions, are acceptable;**
- 2. The proposal generally complies with the provisions of the Farming Zone, Land Subject to Inundation Overlay, and Clause 65.01 – Approval of an application or plan decision guidelines within the Alpine Shire Planning Scheme; and**
- 3. On balance it is considered that the proposal responds reasonably to State and Local Planning Policies.**

Carried

PROPOSAL

The proposed development incorporates the construction of two sea containers with an awning attached to northern sea container and one greenhouse to allow for the storage of aquaponics and associated equipment, testing and evaluating aquaponic systems, and to provide infrastructure to allow for expansion once the next stage of the development is ready to be submitted for planning approval once systems are established. The proposed use of land for aquaponics is exempt from requiring planning permit approval on the site in accordance with the provisions of the Farming Zone. The proposal also includes a chicken enclosure and fence, and vehicle access from Buffalo River Road.

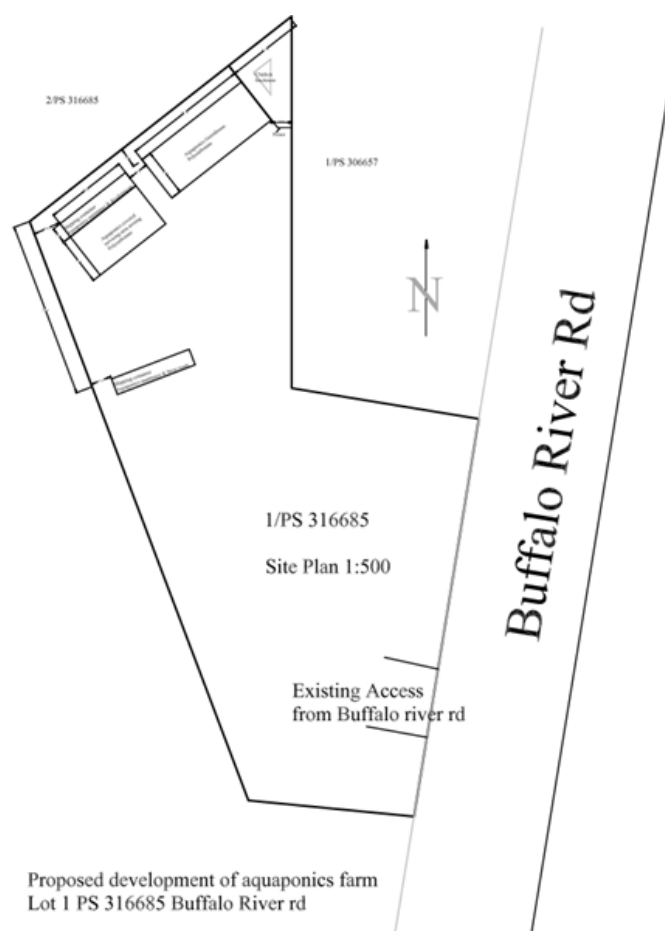


Figure 1: Proposed development site plan

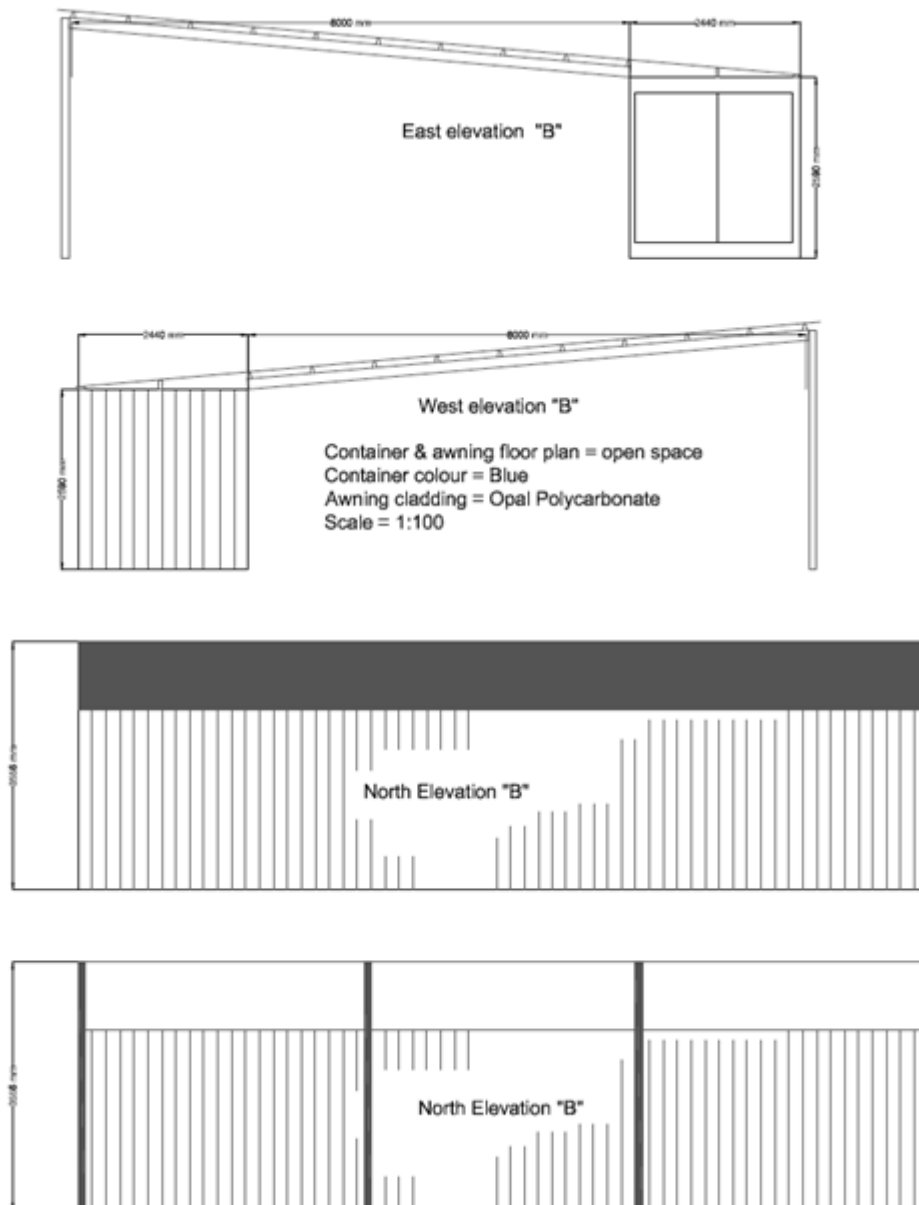
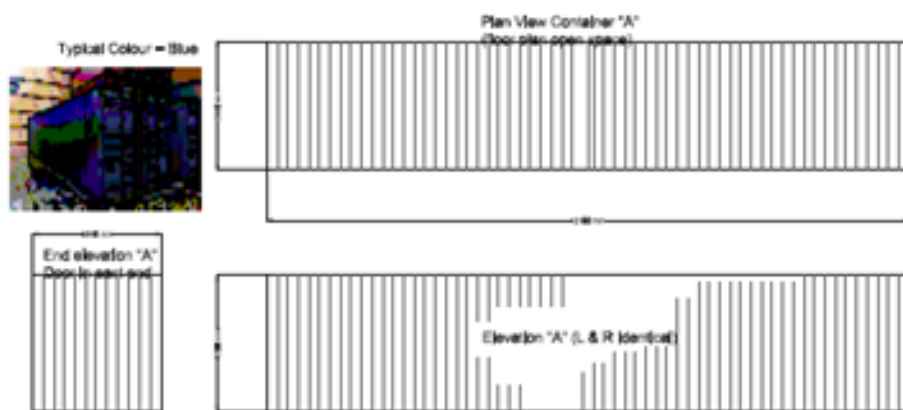


Figure 2: Container awning



Proposed Stage 1 development of aquaponics farm Lot 1 PS 316685 Buffalo River rd

Figure 3: Container

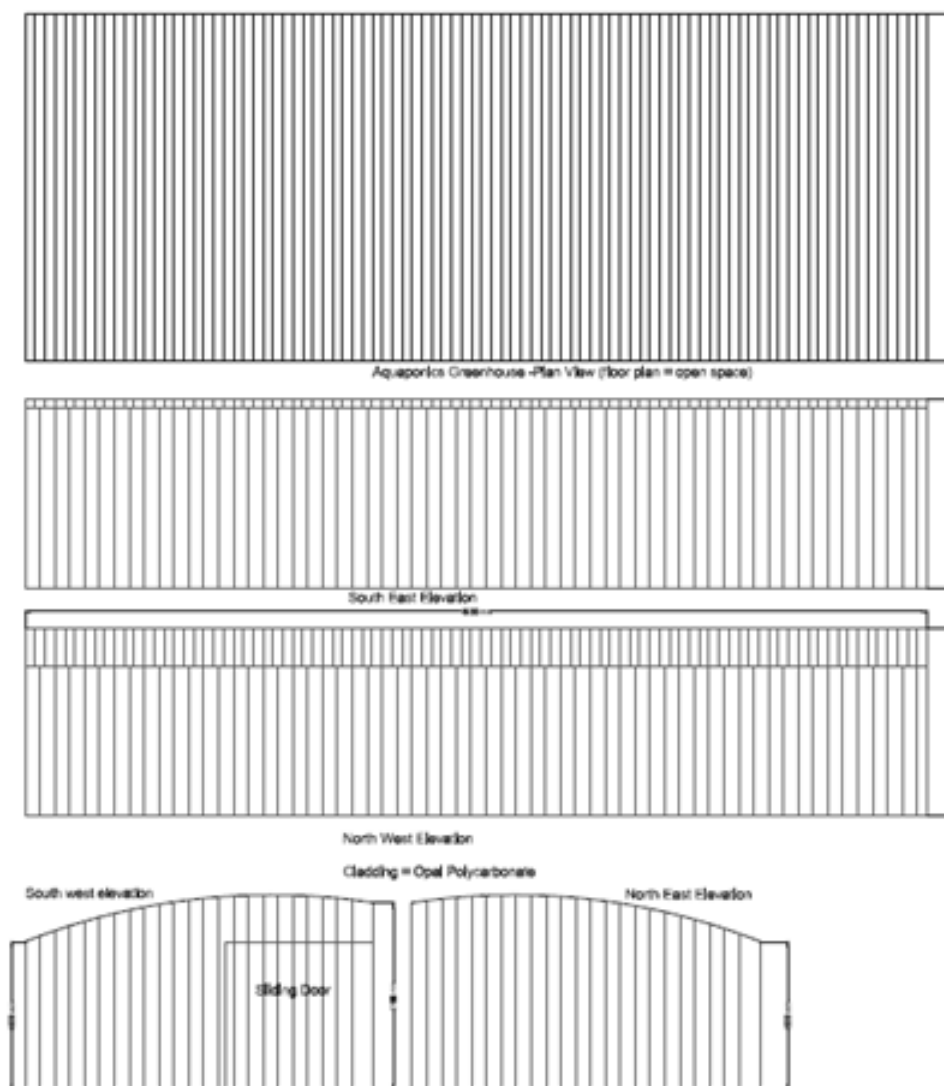


Figure 4: Aquaponics greenhouse

SUBJECT LAND AND SURROUNDS

The site is an irregular shape with the side boundaries measuring 77.65 metres (abutting adjoining 648 Buffalo Rover Road, Buffalo River) and 178.65 metres (abutting adjoining 642 Buffalo River Road, Buffalo River), with the front lot boundary measuring 58.13 metres. The site has an area of 3,733sqm, contains a concrete pad, a driveway and landscaping, and is relatively flat.

The site is surrounded by land of varied lot sizes within the Farming Zone (3,217sqm to 116,267sqm), and to the east of the site on the eastern side of Buffalo River Road the land is zoned Rural Living Zone. Most of the surrounding smaller sites are developed for the purpose of a single dwelling, and larger lots being used for agricultural purposes. The site abuts Buffalo River Road which is zoned Road Zone – Category 1, and is sited approximately 240 metres to the south, and 285 metres to the east of Buffalo River.



Figure 5: Subject land

PUBLIC NOTIFICATION

The application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987*. Notice of the application was sent to the immediately surrounding landholders and occupiers. A sign was displayed on the site. One combined objection signed by two parties was received. The objection was signed by the owners of directly adjoining properties. Several matters were raised in the objection which are further discussed in the following sections of this report.

REFERRALS

Referrals / Notice	Advice / Response / Conditions
Section 55 referrals:	<ul style="list-style-type: none"> • North East Catchment Management Authority – Conditional consent • Goulburn Murray Water – Conditional consent • VicRoads – No objection
Internal / external referrals:	<ul style="list-style-type: none"> • Council Environmental Health – Conditional consent • Agriculture Victoria – No response provided within the timeframe provided. • Environmental Protection Authority – No objection • North East Water – No objection • Victorian Fishers Authority – No objection



PLANNING ASSESSMENT AND RESPONSE TO GROUNDS OF OBJECTION

State Planning Policy Framework (SPPF)

The following State Planning Policy Framework policies are considered relevant:

Clause 14.01-1S - Protection of agricultural land

Objective - *"To protect the state's agricultural base by preserving productive farmland."*

The proposal is considered to meet the objective of clause 14.01-1S.

Clause 14.01-2S - Sustainable agricultural land use

Objective – *"To encourage sustainable agricultural land use."*

The proposal is considered to meet the objective of clause 14.01-2S.

Clause 15.01-6S - Design for rural areas

Objective – *"To ensure development respects valued areas of rural character."*

The proposal is considered to respect the rural character of the area and meet the objective of clause 15.01-6S, as the proposed buildings and works are considered to have an appropriate height, site coverage, setbacks, and built form. There are other existing buildings in the area which have been built up to the lot boundary. The buildings are sited to the rear of the lot predominantly behind the existing dwelling on adjoining 648 Buffalo River Road, Buffalo River.

The proposed external sea container colour of blue, is not considered to respect the rural character of the area. It is proposed that a condition be included, should the application be supported, requiring that the external colour of the sea containers be dark green.

The surrounding area includes landscaping around buildings, therefore it is proposed that a condition be included, should the application be supported, to require landscape screening around the proposed building and works.

Local Planning Policy Framework (LPPF)

The following Local Planning Policy Framework provisions are considered relevant:

Clause 21.04-4 – Environmental Risk

This clause provides general strategies for development within Alpine Shire that are subject to environmental risk. Those relevant to the proposed development are:

- *"Discourage buildings, works, land use and subdivision that would be detrimental to the maintenance of the natural systems of land affected by flooding and inundation."*
- *"Ensure that environmental risks, constraints and hazards are fully considered in proposals for the use and development of land."*
- *"Prevent inappropriate development in areas subject to flooding."*

The application was referred to the North East Catchment Management Authority (NECMA) as the relevant floodplain management authority, and in accordance with



the provisions of the Alpine Shire Planning Scheme. Conditional consent was provided by NECMA. The proposal is considered to meet the relevant strategies of clause 21.04-4. The Land Subject to Inundation Overlay is further discussed below.

Clause 22.03-2 – Agriculture

This policy applies to all land in the rural zones.

The relevant objectives of the clause include:

- *“Promote agricultural industries which are ecologically sustainable and incorporate best management practices.”*
- *“Prevent land use conflicts between agricultural uses and sensitive uses and ensure that use and development in the Shire is not prejudicial to agricultural industries or the productive capacity of the land.”*
- *“Support the diversification of agriculture, the development of rural dependent enterprises in appropriate locations and value adding through the processing of agricultural products grown within the municipality.”*

The proposal is considered to meet the above objectives of clause 22.03-2.

Zone

Purpose

The purposes of the Farming zone are to:

- *“Implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies”.*
- *“Provide for the use of land for agriculture”.*
- *“Encourage the retention of productive agricultural land”.*
- *“Ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.”*
- *“Encourage the retention of employment and population to support rural communities”.*
- *“Encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision”.*
- *“Provide for the use and development of land for the specific purposes identified in a schedule to this zone”.*

Decision Guidelines

The decision guidelines of the Farming Zone relevant to the proposed development are:

- *“Any Regional Catchment Strategy and associated plan applying to the land”*

The proposal is within a designated drinking water catchment area however does not include any wet areas requiring immediate wastewater disposal, habitable rooms, and is not within proximity (100 metres) of any mapped waterway. The



application was referred to Goulburn Murray Water for comment who provided conditional support for the proposal.

- *"The capability of the land to accommodate the proposed use or development, including the disposal of effluent"*

The proposal does not include any details in relation to the disposal of effluent, it does not include any wet areas requiring immediate wastewater disposal, or any habitable rooms. The proposed use relates to a closed or recirculating aquaculture system. The site has no availability at this time for connection to reticulated sewerage. The application was referred to Goulburn Murray Water and Council's Environmental Health Department for comment. Conditional consent was provided from both referrals. These conditions have been included should the application be supported.

- *"Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses."*

The proposed use of the land being aquaponics is most appropriately classified as an Aquaculture use, nested within Agriculture within the Alpine Shire Planning Scheme. Aquaculture is defined in the Scheme as "Land used to keep or breed aquatic Agriculture animals or cultivate or propagate aquatic plants." An agriculture use is a section 1 – permit not required use within the Farming Zone. The proposed use of the site is exempt from requiring planning permit approval. The buildings and works proposed are considered to be compatible with adjoining and nearby land uses which includes residential and agricultural uses as the proposed buildings are considered to have an appropriate height, site coverage, setbacks, and built form subject to the inclusion of conditions to manage amenity impacts.

- *"Whether the use or development will support and enhance agricultural production."*

The proposed agricultural use of the land is considered to support and enhance agricultural production.

- *"Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production."*

The site contains an existing concrete pad. The proposal is unlikely to adversely affect soil quality or permanently remove land from agricultural production as it proposes an agricultural use on a currently vacant site.

- *"The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses."*

Adjoining sites to the north and east are used for residential (non-agricultural purposes). Adjoining sites the south and west may be used for agricultural purposes. The proposed Agricultural use is permitted on the site in accordance with the provisions of the Farming Zone. The proposed buildings and works are considered to have minimal impact on the operation and expansion of adjoining and nearby agricultural uses.



- *"The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure."*

"The capacity of the site to sustain the agricultural use."

The site has an existing concrete pad and an area of 3,733sqm. The proposed aquaponics use is a closed loop system requiring minimal space. The site is considered to have capacity to sustain the proposed use.

- *"The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land."*

"The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts."

"The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance."

There are a cluster of buildings to the north of the site. The site is considered to have minimal agricultural value, based on the size and site features. The proposed buildings are considered to have an appropriate height, site coverage, setbacks, and built form. Appropriate conditions have been included to minimise the visual impact on existing adjoining dwellings within proximity of the site, should the application be supported. These conditions relate to reflectivity, external colour and landscaping.

The proposed buildings and works are considered to have a rural character. The surrounding area consists of dwellings and sheds.

- *"The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities."*

There is no known mapped underground infrastructure within the site. There is a driveway which runs centrally through the site, which connects with Buffalo River Road. The application was referred to VicRoads for comment. A letter advising of no objection was provided. The applicant has not provided details of water, drainage and sewerage facilities. The application was referred to North East Water. A letter advising of no objection was provided.

- *"Whether the use and development will require traffic management measures."*

The application was referred to VicRoads for comment. A letter advising of no objection was provided. Should the application be supported as condition has been included requiring the loading/unloading of all goods to occur within the site.



Land Subject to Inundation Overlay

Within the Land Subject to Inundation Overlay, a permit is required for the buildings and works. Pursuant to clause 44.04-7 an application under the overlay must be referred to the relevant floodplain manager under Section 55 of the Planning and Environment Act 1987. The application was referred to the North East Catchment Management Authority (NECMA) being the relevant floodplain management authority. Conditional consent was provided. These conditions have been included should the application be supported.

The proposed development complies with the general requirements relating to flooding in the SPPF and LPPF and the decision guidelines contained in Clause 44.04-8.

General Provisions

Clause 65 of the Alpine Planning Scheme provides the decision guidelines that must be considered before deciding on an application. The decision guidelines relevant to the proposed development are:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land to minimise any such hazard.

All the above matters have been taken into consideration in the assessment of the proposed development.

Matters of Contention

Chicken coop

Is the chicken coop part of the application?

The amended site plans submitted by the applicant identifies a proposed chicken enclosure in the northern portion of the lot. No elevations or further details of the chicken enclosure have been provided. Should the proposed chicken enclosure involve more than post and wire and post and rail fencing there is a planning permit trigger within the Farming Zone and Land Subject to Inundation Overlay. Should the application be supported it is proposed that a condition requiring the removal of the chicken enclosure and fence be included, due to the lack of detail provided by the applicant in relation to the chicken enclosure.

Works currently being carried out on the site

There is no current planning permit in existence for any works on the site. Should this application be refused the site may need to be remediated.

Removal of trees from the property

There is an exemption for the removal of native vegetation from the site in accordance with the provisions of clause 52.17 Native Vegetation within the Alpine Shire Planning Scheme, as the site has an area of less than 0.4. There is no other planning overlay on the site which requires planning permit approval for the removal of trees from the property.

Flooding impacts

The amended application was referred to the North East Catchment Management Authority (NECMA) for comment, as the relevant floodplain manager and in accordance with the Alpine Shire Planning Scheme. Conditional consent was provided. These conditions have been included, should the application be supported. There is no planning permit trigger within the Land Subject to Inundation Overlay for post and wire and post and rail fencing. There is a further exemption at clause 62.02-2 buildings and works not requiring a permit unless specifically required by the planning scheme for a fence.

Storm water pipes

Storm water pipes run across the subject property. Access will be required for repairs.

The applicant submitted a recent copy of title for the land, including the relevant plan of subdivision. The relevant plan of subdivision being PS316685C does not identify any easements on the subject site.

Water pipes

Water Trust Pipes for domestic use water run through the subject property to supply eight residences. Will there be building over these pipes? Will there be access to the subject property for pipe maintenance ie. breakages/leaks etc? What safeguards are in place to ensure continued uninterrupted supply?

The applicant submitted a recent copy of title for the land, including the relevant plan of subdivision. The relevant plan of subdivision being PS316685C does not identify any easements on the site. The application including the amended plans were referred to North East Water for comment. A letter of no objection was received.

Wastewater

Where will waste water be dispersed?

The application was referred to Council Environmental Health department and Goulburn Murray Water for comment. Conditional approval was provided. Should the application be supported the requested conditions have been included, and appropriate conditions have been included in relation to wastewater. Should the application be supported an additional note has been included advising that the placement of an additional permanent holding tank not sited within the greenhouse or sea containers on the site requires additional planning permit approval.



Water supply

Where is the water coming from for this project and how does it reach the subject property? There is only a domestic water allocation for the subject property.

Should the application be supported an additional note has been including advising that the placement of an additional permanent rainwater tanks not sited within the greenhouse or sea containers on the site requires additional planning permit approval.

Noise

Aquaculture requires water/pumps, would these run 24hours per day? Are there noise restrictions?

The proposed buildings and works are not considered to result in noise impacts. The proposed use of the land is exempt from requiring planning permit approval in accordance with the provisions of the Farming Zone, therefore some loss of amenity from time to time is not considered unreasonable. Separate legislation exists which controls noise. Should the application be supported an additional condition has been included in relation to the siting of air conditioners and water pumps.

Smell

The proposed buildings and works are not considered to result in smell impacts. Separate legislation exists which controls odour. Should the application be supported a condition has been included requiring the submission of a waste management plan. This waste management plan must cover matters including the collection and disposal of dead stock, and contingency plans for the storage and disposal of stock in the event of mass mortalities.

Future residence

Are there any plans to erect a residence on the subject property in the future?

The application submitted with Council for consideration does not include any dwelling component.

Insufficient "use" details

No explanation for the ultimate end use of the stored equipment is given and therefore the application lacks sufficient detail.

The applicant has submitted information with the application indicating the use associated with the proposed buildings and works will be aquaponic, which fits within the definition of aquaculture, nested within Agriculture. The proposed use of the site is exempt from requiring planning permit approval in accordance with the provisions of the Farming Zone within the Alpine Shire Planning Scheme. The application has been assessed using the information submitted with the application. Should the application be supported a condition has been included to ensure no goods are stored or left exposed outside the buildings so as to be visible from any public road or thoroughfare.



CONCLUSION

The application is consistent with the Alpine Planning Scheme and should be approved for the following reasons:

- The proposed development of two sea containers and one greenhouse generally complies with the requirements of the Farming Zone, Land Subject to Inundation Overlay and Clause 65.
- The proposal is consistent with the relevant State and local planning policies.
- Subject to conditions, the proposed development will facilitate an appropriate 'as of right' agricultural land use within the Farming Zone of the Alpine Shire whilst still ensuring the amenity of the surrounding landowners and occupants is not compromised.

DECLARATION OF CONFLICT OF INTEREST

Under Section 80C of the Local Government Act 1989, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate
- Statutory Planning Coordinator
- Statutory Planning Officer

ATTACHMENT(S)

8.3.6 5.2019.152.1 Conditions

DEVELOPMENT CONDITIONS

Amended Plans

1. Before the development starts, amended plans must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must show:
 - a) The accurate dimensions of the width and length of the awning attached to the sea container.
 - b) The removal of the fence surrounding the chicken enclosure.
 - c) The removal of the chicken enclosure.
 - d) The external colour of all sea containers being dark green.
 - e) The provision of screen landscaping around buildings and works, which provides effective screening from existing adjoining dwellings to the north and east of the site to the satisfaction of the responsible authority.



Endorsed Plans

2. The layout of the site and the size of the proposed buildings and works must be generally in accordance with the endorsed plan/s which form part of this permit. The endorsed plan/s must not be altered or modified (whether or not to comply with any statute statutory rule or local law or for any other reason) without the consent of the responsible authority.

External Materials

3. The external materials of the shed including the roof must be constructed in materials of muted colours. No materials having a highly reflective surface shall be used. For the purposes of this condition 'highly reflective' surfaces include unpainted aluminium, zinc or similar materials.

Landscape Plan

4. Before the development starts, a landscape plan must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - a) The area(s) set aside for landscaping;
 - b) Details of surface finishes of pathways and driveways;
 - c) A schedule of all proposed trees, shrubs and ground cover, which will include the location, number, height and spread at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface material as specified;
 - d) Planting required by any other Condition of this permit;
 - e) Canopy trees (minimum two metres tall when planted) in the immediate areas surrounding buildings and works, which provides effective screening of the buildings from existing adjoining dwellings to the north and east of the site;
 - f) The means of watering/irrigation proposed to be used.

Completion of Landscaping

5. Before the occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

Landscaping Maintenance

6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

External Lighting

7. Any external lighting shall be installed and maintained so as to avoid distracting passing motorists or causing nuisance to neighbouring properties, to the satisfaction of the responsible authority.

Waste Management Plan

8. Prior to the commencement of the use of the buildings hereby permitted a Waste Management Plan shall be submitted for the approval of the Responsible Authority. The Plan shall detail the management of all wastes, including dead stock, generated by the use to the satisfaction of the Responsible Authority. The Plan must include, but not necessarily be limited to:
 - a) The designation of storage areas for all wastes.
 - b) Methods and frequency of collection and transportation of all waste products.
 - c) Methods to prevent vermin and fly infestation.
 - d) Collection and disposal of dead stock.
 - e) Contingency plans for the storage and disposal of stock in the event of mass mortalities.
9. The storage, removal and disposal of garbage, stock and refuse must be undertaken in accordance with the Waste Management Plan referred to in this permit and in such a manner as to avoid any nuisance, pollution or loss of amenity to the surrounding area, to the satisfaction of the Responsible Authority.

Waste Storage Area Screening

10. Waste storage area(s) must be graded, drained and screened from public view to the satisfaction of the responsible authority.

Wastewater

11. Effluent must not drain directly or indirectly into any adjoining property, street or any watercourse or drain, to the satisfaction of the Responsible Authority.

Exposed Storage

12. No goods shall be stored or left exposed outside the buildings so as to be visible from any public road or thoroughfare.

Vehicle Access

13. Access to the site must be made to the satisfaction of Vic Roads and the Responsible Authority.

Loading and Unloading

14. The loading and unloading of goods must only be carried out on the land.

Stormwater

15. All roof water from buildings and surface water from paved areas must be collected and conveyed to a drainage easement or to the legal point of discharge so as not to prevent stormwater nuisance to adjoining properties, to the satisfaction of the responsible authority.

Use

16. The buildings and works authorized by the permit must not be used for human habitation and must not contain any wastewater producing fixtures.

External Fixtures and Fittings

17. All external fixtures and fittings including but not limited air conditioners and water pumps, which generate noise must be sited as far away from existing surroundings dwellings as reasonably practical, to the satisfaction of the responsible authority, or alternatively external fixtures and fittings must be acoustically treated or placed in soundproof housing to reduce noise to a level satisfactory to the responsible authority.

Plant/Equipment or Features on Roof

18. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building(s) without the written consent of the responsible authority.

Security Alarms

19. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.

ENVIRONMENTAL HEALTH CONDITIONS

20. The development of the site must not compromise the existing septic tank system and disposal area.

NORTH EAST CATCHMENT MANAGEMENT AUTHORITY (NECMA) CONDITIONS

21. The shipping containers shall be erected on columns or piers to achieve a minimum finished floor level of RL 215.2 m AHD. For the purposes of these works a finished floor level a minimum 800 mm above the existing surface level will be deemed to comply with this condition.
22. The area beneath the shipping containers shall have the minimum of obstructions to flows, i.e. only bracing, steps and necessary building parts shall be permitted below floor level. The area beneath the structure shall not be subsequently enclosed in any way.
23. The foundations and support system for the shipping containers must be designed to withstand lateral loading from floodwaters, inclusive of potential



hydrostatic, hydrodynamic and debris loads, allowing for design velocity 0.5 m/s and prevent dislodgment by floodwater.

24. No fill shall be placed on or allowed to spill to land with an existing surface level below RL 214.9m AHD.
25. Any chemicals, oil, fuel, grease, waste or other potential pollutants must be stored above RL 215.2 m AHD. Adequate storage areas and shelving must be provided for this purpose.
26. If electrical power is to be provided to the proposed greenhouse and shipping containers, all electrical wiring, power outlets, switches, etc. must, to the maximum extent possible, be located above RL 215.2 AHD. Any electrical below this level must be suitable for continuous submergence in water.

GOULBURN MURRAY WATER (GMW) CONDITIONS

27. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
28. No buildings are to be constructed within 30 metres of any waterways or on any drainage lines.

EXPIRY CONDITIONS

Time for starting and completion

29. This permit will expire if one of the following circumstances applies:
 - a) If the development is not started within two years of the date of this permit.
 - b) If the development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months afterwards.

End of Conditions

PLANNING NOTES:

1. There is a planning permit trigger for the chicken enclosure and fence if it involves more than post and wire and post and rail fencing.
2. This permit does not authorise approval under the Building Act. It is the responsibility of the applicant to determine if a building permit is required for the proposed buildings and works.
3. The Fisheries Division issues licences that permit the holder to use aquaculture equipment to culture fish as defined in the *Fisheries Act 1995*.



4. All sewage and sullage and polluted drainage must be treated in accordance with the requirements of the *Environment Protection Act 1970* and the *Health Act 1958*.
5. In Victoria any person or company that wishes to conduct aquaculture activity is required to hold an aquaculture licence issued under section 43 of the *Fisheries Act 1995* (the Act). The holder of an aquaculture licence is bound by the conditions prescribed by the Act and the *Fisheries Regulations 1998* and conditions prescribed in the licence. Conditions of an aquaculture licence may vary depending on the type of activity being conducted, the species being farmed or any other reason that the Secretary considers appropriate. For licensing enquiries and application forms contact Commercial Licensing at (03) 8392 6861.
6. The placement of additional fill, permanent rainwater tanks, and/or an additional permanent water holding tank not sited within the greenhouse or sea containers on the site requires additional planning permit approval from the responsible authority.
7. Unless no permit is required under the planning scheme, no sign must be constructed or displayed without a further permit.



9 ASSEMBLY OF COUNCILLORS

INTRODUCTION

Section 80A of the *Local Government Act 1989* requires a written record of Assemblies of Councillors to be reported at an ordinary meeting of the Council and to be incorporated in the minutes of the Council meeting.

Cr Keeble

Cr Nicholas

That the summary of the Assemblies of Councillor for January and February 2020 be received.

Carried

BACKGROUND

The written records of the assemblies held during the previous month are summarised below. Detailed assembly records can be found in Attachment 9.0 to this report.

Date	Meeting
28 January 2020	Briefing Session
4 February 2020	Briefing Session
18 February 2020	Briefing Session
25 February 2020	Briefing Session

ATTACHMENT(S)

- 9.0 Assemblies of Councillors – January and February 2020



10 GENERAL BUSINESS

Refer to Alpine Shire Council's website www.alpineshire.vic.gov.au; for its YouTube recording for items raised in general business.

11 MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil

12 RECEPTION AND READING OF PETITIONS

Nil



13 DOCUMENTS FOR SEALING

Cr Keeble

Cr Knappstein

That the following documents be signed and sealed.

- 1. Contract No. CT1907201 in favour of Haley Constructions Pty Ltd for the detailed design and construction of the Mount Beauty Skate Park upgrade.***
- 2. Contract No. CQ19037 in favour of Downer EDI Works for the Resealing (2019-20) Sprayseal.***
- 3. Contract No. CT1909001 in favour of Stadelmann Enterprises Pty Ltd for local road construction and sealing works.***
- 4. Contract No. CT1908201 in favour of NELMAC Pty Ltd for the Buckland Bridge replacement.***
- 5. Alpine Shire Council Sealing of Unsealed Roads Policy No.038, Version 3.0.***
- 6. Alpine Shire Council Public Memorials Policy No113, Version 1.0.***

Carried

There being no further business the Chairperson declared the meeting closed at 8.01pm.

.....

Chairperson

INSTRUMENT OF DELEGATION

Council to Chief Executive Officer

7 April 2020

Instrument of Delegation

In exercise of the power conferred by s 98(1) of the *Local Government Act 1989* (the Act) and any power of delegation conferred by any other Act, Alpine 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 **7 April 2020**;
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 s 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
Hereunto affixed this 7th day of
April 2020 in the presence of:

.....
COUNCILLOR

.....
Name

.....
COUNCILLOR

.....
Name

.....
CHIEF EXECUTIVE OFFICER

.....
Name

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

A. Only if there is a state of emergency declared under the *Public Health and Wellbeing Act 2008* or state of disaster under the *Emergency Management Act 1986* and the delegate forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum, and following consultation with all available Councillors prior to making any decisions ordinarily presented to Council for determination, may the delegate:

1. award a contract exceeding the value of \$150,000 [inclusive of GST];
2. make a local law under Part 5 of the Act;
3. approve the Council Plan under s 125 of the Act;
4. adopt the Strategic Resource Plan under s 126 of the Act;
5. prepare or adopt the Budget or a Revised Budget under Part 6 of the Act;
6. adopt the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
7. determine pursuant to s 37 of the Act that an extraordinary vacancy on Council not be filled;
8. exempt a member of a special committee who is not a Councillor from submitting a return under s 81 of the Act;
9. appoint Councillor or community delegates or representatives to external organisations;
or
10. return the general valuation and any supplementary valuations;
11. authorise the use of Council's common seal; and
12. determine an issue, take action or do an act or thing which would or would be likely to involve a decision which is inconsistent with a:
 - 12.1 policy; or
 - 12.2 strategyadopted by Council.

Conditions and Limitations (continued).....

- B. The delegate must not determine the issue, take the action or do the act or thing:
 - 1. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
 - 2. 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 s 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3. 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.
- C. After exercising any of the powers set out in Section A above, the delegate must report to the next available Council meeting on those decisions made by the delegate which would normally be determined by Council.

INSTRUMENT OF DELEGATION

**Council to
Members of Council Staff**

7 April 2020

Instrument of Delegation

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

- 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;
- record that references in the Schedule are as follows:

DELEGATE	TITLE
ACC	Accountant
AOBEH	Administration Officer (Building and Environmental Health)
AOP	Administration Officer (Planning)
AOSLL	Administration Officer (Subdivision and Local Laws)
BI	Building Inspector
BS	Building Surveyor
CEO	Chief Executive Officer
CWC	Civil Works Coordinator
DA	Director Assets
DC	Director Corporate
DSD	Director Sustainable Development
EACEO	Executive Assistant (CEO)
EC	Engineering Coordinator
EHO	Environmental Health Officer
EMC	Emergency Management Coordinator
FO	Finance Officer
FOVICH	Facilities Officer (VICs and Holiday Parks)
GISAO	GIS and Assets Officer
GO	Governance Officer
LLO	Local Laws Officer
LLO2	Local Laws Officer
MAD	Manager Asset Development
MAM	Manager Asset Maintenance
MBA	Manager Building and Amenity
MC	Manager Corporate
MF	Manager Facilities
MP	Manager Planning

DELEGATE	TITLE
OSEC	Open Spaces and Environment Coordinator
PO	Planning Officer
PC	Planning Co-ordinator
POD	Project Officer (Delivery)
PRO	Prosecutor
PRO2	Prosecutor
RC	Rates Coordinator
SP	Strategic Planner
SPO	Senior Planning Officer
TOA	Technical Officer (Assets)
TOAM	Technical Officer (Asset Maintenance)

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **7 April 2020**; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

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

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

Instrument of Delegation to Members of Council Staff – April 2020

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
Hereunto affixed this 7th day of
April 2020 in the presence of:

.....
COUNCILLOR

.....
Councillor Name

.....
COUNCILLOR

.....
Councillor Name

.....
CHIEF EXECUTIVE OFFICER

.....
CEO Name

SCHEDULE

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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

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	DC, MF	<i>Note: Alpine Shire Council is defined as a Class B cemetery trust - only those clauses that apply to this class is delegated in this document</i>
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	DC, MF	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	DC, MF	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	not delegated	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	not delegated	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	DC, MF	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	not delegated	
s 15(1) and (2)	Power to delegate powers or functions other than those listed	DC, MF	
s 15(4)	Duty to keep records of delegations	DC, MF	
s 17(1)	Power to employ any persons necessary	not delegated	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	DC, MF	
s 17(3)	Power to determine the terms and conditions of employment or engagement	not delegated	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	DC, MF	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	not delegated	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	not delegated	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	not delegated	Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	not delegated	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	not delegated	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	not delegated	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	not delegated	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	not delegated	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	not delegated	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	not delegated	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	not delegated	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	not delegated	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	not delegated	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	not delegated	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	not delegated	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	not delegated	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	not delegated	Where Council is a Class A cemetery trust

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	not delegated	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	not delegated	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	not delegated	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	DC, MF	
s 20(1)	Duty to set aside areas for the interment of human remains	DC, MF	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	DC, MF	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	DC, MF	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	not delegated	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	not delegated	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	not delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	DC, MF	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	not delegated	Provided the street was constructed pursuant to the <i>Local Government Act 1989</i>
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DC, MF	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	DC, MF	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	DC, MF	
s 60(2)	Power to charge fees for providing information	DC, MF	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	DC, MF	
s 64B(d)	Power to permit interments at a reopened cemetery	DC, MF	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	not delegated	The application must include the requirements listed in s 66(2)(a)–(d)

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

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	DC, MF	
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	DC, MF	
s 70(2)	Duty to make plans of existing place of interment available to the public	DC, MF	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	DC, MF	
s 71(2)	Power to dispose of any memorial or other structure removed	DC, MF	
s 72(2)	Duty to comply with request received under s 72	DC, MF	
s 73(1)	Power to grant a right of interment	DC, MF	
s 73(2)	Power to impose conditions on the right of interment	DC, MF	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	DC, MF	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	DC, MF	
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	DC, MF	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	DC, MF	
s 80(2)	Function of recording transfer of right of interment	DC, MF	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	DC, MF	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DC, MF	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	DC, MF	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	DC, MF	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	DC, MF	The notice must be in writing and contain the requirements listed in s 85(2)

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

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	DC, MF	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	DC, MF	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
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	DC, MF	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	DC, MF	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	DC, MF	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	DC, MF	
s 86(4)	Power to take action under s 86(4) relating to removing and re-intering cremated human remains	DC, MF	
s 86(5)	Duty to provide notification before taking action under s 86(4)	DC, MF	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	DC, MF	
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	DC, MF	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	DC, MF	
s 91(1)	Power to cancel a right of interment in accordance with s 91	DC, MF	
s 91(3)	Duty to publish notice of intention to cancel right of interment	DC, MF	
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	DC, MF	

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

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	DC, MF	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	DC, MF	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	DC, MF	
s 100(1)	Power to require a person to remove memorials or places of interment	DC, MF	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	DC, MF	
s 100(3)	Power to recover costs of taking action under s 100(2)	DC, MF	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	DC, MF	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	DC, MF	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	DC, MF	
s 103(1)	Power to require a person to remove a building for ceremonies	DC, MF	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	DC, MF	
s 103(3)	Power to recover costs of taking action under s 103(2)	DC, MF	
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	DC, MF	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	DC, MF	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	DC, MF	
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	DC, MF	

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

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	DC, MF	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	DC, MF	
s 108	Power to recover costs and expenses	DC, MF	
s 109(1)(a)	Power to open, examine and repair a place of interment	DC, MF	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	DC, MF	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	DC, MF	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	DC, MF	
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	DC, MF	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DC, MF	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	DC, MF	
s 112	Power to sell and supply memorials	DC, MF	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	DC, MF	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	DC, MF	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	DC, MF	
s 119	Power to set terms and conditions for interment authorisations	DC, MF	
s 131	Function of receiving an application for cremation authorisation	DC, MF	

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

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	DC, MF	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	DC, MF	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	DC, MF	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	DC, MF	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	DC, MF	
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	DC, MF	
s 151	Function of receiving applications to inter or cremate body parts	DC, MF	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	DC, MF	
SCHEDULE 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	DC, MF	
SCHEDULE 1 cl 8(8)	Power to regulate own proceedings	DC, MF	Subject to cl 8
SCHEDULE 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	not delegated	Where Council is a Class A cemetery trust
SCHEDULE 1A cl 8(8)	Power to regulate own proceedings	not delegated	Where Council is a Class A cemetery trust. Subject to cl 8.

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Councils appointed to manage

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	DC, MF	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	DC, MF	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	not delegated	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	not delegated	
r 28(2)	Duty to ensure any fittings removed or are disposed in an appropriate manner	not delegated	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	not delegated	
r 30(2)	Power to release cremated human remains to certain persons	not delegated	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	not delegated	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	not delegated	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	not delegated	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	not delegated	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	DC, MF	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	DC, MF	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	DC, MF	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	DC, MF	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	not delegated	
r 40	Power to approve a person to play sport within a public cemetery	DC, MF	
r 41(1)	Power to approve fishing and bathing within a public cemetery	DC, MF	

CEMETERIES AND CREMATORIA REGULATIONS 2015

These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Councils appointed to manage

Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 42(1)	Power to approve hunting within a public cemetery	DC, MF	
r 43	Power to approve camping within a public cemetery	DC, MF	
r 45(1)	Power to approve the removal of plants within a public cemetery	DC, MF	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	DC, MF	
r 47(3)	Power to approve the use of fire in a public cemetery	DC, MF	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	DC, MF	
Note: SCHEDULE 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	DC, MF	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	DC, MF	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	DC, MF	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	DC, MF	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	DC, MF	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	DC, MF	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	DC, MF	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	DC, MF	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	DC, MF	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	DC, MF	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	DC, MF	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	DC, MF	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	DC, MF	See note above regarding model rules

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	DC, MBA, LLO, LLO2	Council may delegate this power to a Council authorised officer

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	DC, MBA, EHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	DC, MBA, EHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	DC, MBA, EHO	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	DC, MBA, EHO	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	DC, MBA, EHO	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	DC, MBA, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	DC, MBA, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	DC, MBA, EHO	If s 19(1) applies. Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DC, MBA, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	DC, MBA, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	DC, MBA, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DC, MBA, 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	DC, MBA, 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	DC, MBA, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	DC, MBA, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	DC, MBA, 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	DC, MBA, 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	DC, MBA, 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 19NA(1)	Power to request food safety audit reports	DC, MBA, EHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DC, MBA, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	DC, MBA, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DC, MBA, 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	DC, MBA, 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	DC, MBA, EHO	Where Council is the registration authority
---	Power to register, renew or transfer registration	DC, MBA, EHO	Where Council is the registration authority. Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	DC, MBA, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	DC, MBA, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	DC, MBA, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	DC, MBA, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	DC, MBA, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	DC, MBA, 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 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	DC, MBA, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	DC, MBA, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	DC, MBA, EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	DC, MBA, EHO	Where Council is the registration authority. Not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	DC, MBA, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	DC, MBA, EHO	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	DC, MBA, EHO	Where Council is the registration authority. Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	DC, MBA, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	DC, MBA, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	DC, MBA, 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	DC, MBA, 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	DC, MBA, 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 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	DC, MBA, EHO, PRO	Where Council is the registration authority

HERITAGE ACT 2017

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	Must first obtain Executive Director's written consent. Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO[1]	

[\[1\] The only member of staff who can be a delegate in Column 3 is the CEO.](#)

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 Victorian Planning Provisions	DC, MP, PC, SP	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 4H	Duty to make amendment to Victorian Planning Provisions available	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DC, MP, PC, SP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DC, MP, PC, SP	
s 8A(5)	Function of receiving notice of the Minister's decision	DC, MP, PC, SP	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DC, MP, PC, SP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DC, MP, PC, SP	
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, DC, MP, PC, SP	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, DC, MP, PC, SP	
s 12B(1)	Duty to review planning scheme	CEO, DC, MP, PC, SP, SPO, PO	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, DC, MP, PC, SP, SPO, PO	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DC, MP, PC, SP, SPO, PO	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(1)	Duty of giving copy amendment to the planning scheme	DC, MP, PC, SP, SPO, PO	
s 17(2)	Duty of giving copy s 173 agreement	DC, MP, PC, SP, SPO, PO	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DC, MP, PC, SP, SPO, PO	
s 18	Duty to make amendment etc. available	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DC, MP, PC, SP, SPO, PO	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DC, MP, PC, SP, SPO, PO	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DC, MP, PC, SP, SPO, PO	
s 21(2)	Duty to make submissions available	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 21A(4)	Duty to publish notice	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 22	Duty to consider all submissions	DC, MP, PC, SP, SPO, PO	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DC, MP, PC, SP, SPO, PO	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DC, MP, PC, SP, SPO, PO	
s 26(1)	Power to make report available for inspection	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 26(2)	Duty to keep report of panel available for inspection	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 27(2)	Power to apply for exemption if panel's report not received	DC, MP, PC, SP, SPO, PO	
s 28	Duty to notify the Minister if abandoning an amendment	DC, MP, PC, SP, SPO, PO	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	DC, MP, PC, SP, SPO, PO	
s 30(4)(b)	Duty to provide information in writing upon request	DC, MP, PC, SP, SPO, PO	
s 32(2)	Duty to give more notice if required	DC, MP, PC, SP, SPO, PO	
s 33(1)	Duty to give more notice of changes to an amendment	DC, MP, PC, SP, SPO, PO	
s 36(2)	Duty to give notice of approval of amendment	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 38(5)	Duty to give notice of revocation of an amendment	DC, MP, PC, SP, SPO, PO	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DC, MP, PC, SP	
s 40(1)	Function of lodging copy of approved amendment	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41	Duty to make approved amendment available	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 42	Duty to make copy of planning scheme available	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	not delegated	Where Council is a responsible public entity and is a planning authority. Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils - <i>and does not affect Alpine Shire Council.</i>
s 46AW	Function of being consulted by the Minister	DC, MP, PC	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy. Power to <u>endorse the draft Statement of Planning Policy</u>	DC, MP, PC	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed <u>to be binding on the responsible public entity</u>	DC, MP, PC	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty <u>or exercising a power in relation to the declared area</u>	DC, MP, PC	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	not delegated	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency. <i>There are no Development Contribution Plans incorporated in the Alpine Planning Scheme. Currently, Infrastructure Contribution Plans only apply to the Metropolitan Greenfield Growth Area surrounding Melbourne. Therefore, no delegations are made regarding these provisions for Alpine Shire Council.</i>
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	not delegated	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	not delegated	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	not delegated	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	not delegated	
s 46GP	Function of receiving a notice under s 46GO	not delegated	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	not delegated	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	not delegated	
s 46GR(2)	Power to consider a late submission. Duty to consider a late submission if directed to do so by the Minister	not delegated	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	not delegated	

PLANNING AND ENVIRONMENT ACT 1987

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

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	not delegated	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	not delegated	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	not delegated	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	not delegated	Where the Council is the planning authority. This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	not delegated	Where Council is the development agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the relevant development agency.
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	not delegated	Where Council is the development agency specified in the approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency.
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan.
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	not delegated	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4). Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development
s 46GZ(9)	Function of receiving the fee simple in the land	not delegated	Where Council is the development agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	not delegated	Where Council is a development agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	not delegated	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	not delegated	If the VPA is the collecting agency under an approved infrastructure contributions plan. Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	not delegated	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	not delegated	Where Council is the development agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is also the development agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	not delegated	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	not delegated	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	not delegated	Where Council is the collection agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	not delegated	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	not delegated	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	not delegated	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	not delegated	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	not delegated	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	not delegated	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	not delegated	
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	not delegated	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	not delegated	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	not delegated	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	not delegated	
s 46Q(1)	Duty to keep proper accounts of levies paid	not delegated	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	not delegated	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	not delegated	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	not delegated	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	not delegated	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	not delegated	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	not delegated	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	not delegated	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46QD	Duty to prepare report and give a report to the Minister	not delegated	Where Council is a collecting agency or development agency.
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	not delegated	<i>Does not apply to Alpine Shire Council</i>
s 46Y	Duty to carry out works in conformity with the approved strategy plan	not delegated	<i>Does not apply to Alpine Shire Council</i>
s 47	Power to decide that an application for a planning permit does not comply with that Act	DC, MP, PC, SP, SPO, PO	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 49(2)	Duty to make register available for inspection	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 50(4)	Duty to amend application	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AOBFH	
s 50(5)	Power to refuse to amend application	DC, MP, PC, SP, SPO	
s 50(6)	Duty to make note of amendment to application in register	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AOBFH	
s 50A(1)	Power to make amendment to application	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AOBFH	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AOBFH	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(4)	Duty to note amendment to application in register	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 51	Duty to make copy of application available for inspection	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
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	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
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	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
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	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	

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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	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 52(3)	Power to give any further notice of an application where appropriate	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 54(1)	Power to require the applicant to provide more information	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 54(1B)	Duty to specify the lapse date for an application	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AORFH	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time und s 54A(3)	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AOREH	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DC, MP, MBA, PC, SP, SPO, PO, AOSLL, AOP, AOREH	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DC, MP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 57(5)	Duty to make available for inspection copy of all objections	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 57A(5)	Power to refuse to amend application	DC, MP, PC, SP, SPO	
s 57A(6)	Duty to note amendments to application in register	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 57B(1)	Duty to determine whether and to whom notice should be given	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57C(1)	Duty to give copy of amended application to referral authority	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 58	Duty to consider every application for a permit	DC, MP, PC, SP, SPO, PO	
s 58A	Power to request advice from the Planning Application Committee	DC, MP, PC, SP, SPO, PO	
s 60	Duty to consider certain matters	DC, MP, PC, SP, SPO, PO, OSEC	
s 60(1A)	Duty to consider certain matters	DC, MP, PC, SP, SPO, PO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DC, MP, PC, SP, SPO, PO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DC, MP, PC, SP, SPO, PO	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DC, MP, PC, SPO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DC, MP, PC, SPO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	not delegated	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	not delegated	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DC, MP, PC, SPO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DC, MP, PC, SPO, PO, SP	
s 62(2)	Power to include other conditions	DC, MP, PC, SPO, PO, SP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DC, MP, PC, SPO, PO, SP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DC, MP, PC, SPO, PO, SP	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DC, MP, PC, SPO, PO, SP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DC, MP, PC, SPO, PO, SP	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DC, MP, PC, SPO, PO, SP	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	DC, MP, PC, SPO, PO, SP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DC, MP, PC, SPO, PO, SP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	not delegated	This provision applies also to a decision to grant an amendment to a permit - see s 75 <i>Where there are objections, the decision regarding the permit is presented to a Council meeting.</i>
s 64(3)	Duty not to issue a permit until after the specified period	not delegated	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	not delegated	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DC, MP, PC, SPO, PO, SP	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 69(1A)	Function of receiving application for extension of time to complete development	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 69(2)	Power to extend time	DC, MP, PC, SP, SPO, PO	
s 70	Duty to make copy permit available for inspection	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 71(1)	Power to correct certain mistakes	DC, MP, PC, SP, SPO, PO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Duty to note corrections in register	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 73	Power to decide to grant amendment subject to conditions	DC, MP, PC, SP, SPO, PO	
s 74	Duty to issue amended permit to applicant if no objectors	DC, MP, PC, SP, SPO, PO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority.
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76D	Duty to comply with direction of Minister to issue amended permit	DC, MP, PC, SP, SPO, PO	
s 83	Function of being respondent to an appeal	DC, MP, PC, SP, SPO, PO	
s 83B	Duty to give or publish notice of application for review	DC, MP, PC, SP, SPO, PO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DC, MP, PC, SP, SPO, PO	
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	DC, MP, PC, SP, SPO, PO	
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	DC, MP, PC, SP, SPO, PO	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	DC, MP, PC, SP, SPO, PO	
s 84AB	Power to agree to confining a review by the Tribunal	not delegated	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	DC, MP, PC, SP, SPO, PO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DC, MP, PC, SP, SPO, PO	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DC, MP, PC, SP, SPO, PO	
s 91(2)	Duty to comply with the directions of VCAT	DC, MP, PC, SP, SPO, PO	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DC, MP, PC, SP, SPO, PO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DC, MP, PC, SP, SPO, PO	
s 93(2)	Duty to give notice of VCAT order to stop development	DC, MP, PC, SP, SPO, PO	
s 95(3)	Function of referring certain applications to the Minister	DC, MP, PC, SP, SPO, PO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 95(4)	Duty to comply with an order or direction	DC, MP, PC, SP, SPO, PO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DC, MP, PC, SP, SPO, PO	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, DC, MP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DC, MP, PC, SP, SPO, PO	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DC, MP, PC, SP, SPO, PO	
s 96F	Duty to consider the panel's report under s 96E	DC, MP, PC, SP, SPO, PO	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DC, MP, PC, SP, SPO, PO	
s 96H(3)	Power to give notice in compliance with Minister's direction	DC, MP, PC, SP, SPO, PO	
s 96J	Power to issue permit as directed by the Minister	DC, MP, PC, SP, SPO, PO	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DC, MP, PC, SP, SPO, PO	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	DC, MP, PC, SP, SPO, PO	
s 97C	Power to request Minister to decide the application	DC, MP, PC, SP, SPO, PO	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DC, MP, PC, SP, SPO, PO	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	DC, MP, PC, SP, SPO, PO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	DC, MP, PC, SP, SPO, PO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97L	Duty to include Ministerial decisions in a register kept under s 49	DC, MP, PC, SP, SPO, PO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DC, MP, PC, SP, SPO, PO	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DC, MP, PC, SP, SPO, PO	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DC, MP, PC, SP, SPO, PO	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DC, MP, PC, SP, SPO, PO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DC, MP, PC, SP, SPO, PO	
s 97Q(4)	Duty to comply with directions of VCAT	DC, MP, PC, SP, SPO, PO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	DC, MP, PC, SP, SPO, PO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DC, MP, PC, SP, SPO, PO	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DC, MP, PC, SP, SPO, PO	
s 101	Function of receiving claim for expenses in conjunction with claim	DC, MP, PC, SP, SPO, PO	
s 103	Power to reject a claim for compensation in certain circumstances	DC, MP, PC, SP, SPO, PO	
s 107(1)	Function of receiving claim for compensation	DC, MP, PC, SP, SPO, PO	
s 107(3)	Power to agree to extend time for making claim	DC, MP, PC, SP, SPO, PO	
s 114(1)	Power to apply to the VCAT for an enforcement order	DC, MP, PC, SP, SPO, PO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DC, MP, PC, SP, SPO, PO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DC, MP, PC, SP, SPO, PO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DC, MP, PC, SP, SPO, PO	Except Crown Land
s 129	Function of recovering penalties	DC, MP, PC, SP, SPO, PO	
s 130(5)	Power to allow person served with an infringement notice further time	DC, MP, PC, SP, SPO, PO	
s 149A(1)	Power to refer a matter to the VCAT for determination	DC, MP, PC, SP, SPO, PO	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DC, MP, PC, SP, SPO, PO	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	DC, MP, PC, SP, SPO, PO	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DC, MP, PC, SP, SPO, PO	
s 171(2)(g)	Power to grant and reserve easements	CEO, DC, MP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	not delegated	Where Council is a development agency specified in an approved infrastructure contributions plan <i>As previously stated, ICPs do not apply to Alpine Shire Council</i>
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	not delegated	Where Council is a collecting agency specified in an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	not delegated	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	not delegated	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DC, MP, PC, SP, SPO, PO	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DC, MP, PC, SP, SPO, PO	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DC, MP	
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DC, MP, PC, SP, SPO, PO	
s 178A(1)	Function of receiving application to amend or end an agreement	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DC, MP, PC, SP, SPO, PO	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DC, MP, PC, SP, SPO, PO	
s 178A(5)	Power to propose to amend or end an agreement	DC, MP, PC, SP, SPO, PO	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DC, MP, PC, SP, SPO, PO	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DC, MP, PC, SP, SPO, PO	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	DC, MP, PC, SP, SPO, PO	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DC, MP, PC, SP, SPO, PO	If no objections are made under s 178D. Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DC, MP, PC, SP, SPO, PO	If no objections are made under s 178D. Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	DC, MP, PC, SP, SPO, PO	If no objections are made under s 178D. Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DC, MP, PC, SP, SPO, PO	After considering objections, submissions and matters in s 178B.
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DC, MP, PC, SP, SPO, PO	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DC, MP, PC, SP, SPO, PO	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	DC, MP, PC, SP, SPO, PO	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	DC, MP, PC, SP, SPO, PO	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DC, MP, PC, SP, SPO, PO	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 179(2)	Duty to make available for inspection copy agreement	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DC, MP, PC, SP, SPO, PO	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DC, MP, PC, SP, SPO, PO	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DC, MP, PC, SP, SPO, PO	
s 182	Power to enforce an agreement	DC, MP, PC, SP, SPO, PO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DC, MP, PC, SP, SPO, PO	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DC, MP, PC, SP, SPO, PO	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	DC, MP, PC, SP, SPO, PO	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DC, MP, PC, SP, SPO, PO	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 184G(2)	Duty to comply with a direction of the Tribunal	DC, MP, PC, SP, SPO, PO	

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(3)	Duty to give notice as directed by the Tribunal	DC, MP, PC, SP, SPO, PO	
s 198(1)	Function to receive application for planning certificate	DC, MP, PC, SP, SPO, PO	
s 199(1)	Duty to give planning certificate to applicant	DC, MP, PC, SP, SPO, PO	
s 201(1)	Function of receiving application for declaration of underlying zoning	DC, MP, PC, SP, SPO, PO	
s 201(3)	Duty to make declaration	DC, MP, PC, SP, SPO, PO	
-	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	DC, MP, PC, SP, SPO, PO, OSEC	
	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	DC, MP, PC, SP, SPO, PO, OSEC	
	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	DC, MP, PC, SP, SPO, PO, OSEC	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DC, MP, PC, SP, SPO, PO, OSEC	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	

PLANNING AND ENVIRONMENT REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	Where Council is the responsible authority
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DC, MP, PC, SP, SPO, PO, AOSLL, AOP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

Column 3			
Column 1	Column 2	DELEGATE	Column 4
PROVISION	THING DELEGATED		CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DC, MP	
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DC, MP	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	DC, MP	

RESIDENTIAL TENANCIES ACT 1997

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	not delegated	Where Council is a public statutory authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	not delegated	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes. Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	not delegated	Where Council is a public statutory authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	not delegated	Where Council is a public statutory authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 1 July 2020, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house	MBA, EHO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	MBA, EHO, AOBEL	
s 142G(2)	Power to enter certain information in the Rooming House Register	MBA, EHO, AOBEL	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	MBA, EHO, AOBEL	
s 206AZA(2)	Function of receiving written notification	DC, MBA, MF	Note: this function is not yet in force and will commence on 1 July 2020, unless proclaimed earlier

RESIDENTIAL TENANCIES ACT 1997

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 207ZE(2)	Function of receiving written notification	DC, MBA, MF	Note: this function is not yet in force and will commence on 1 July 2020, unless proclaimed earlier
s 252	Power to give tenant a notice to vacate rented premises if s 252(1) applies	CEO, DC	Where Council is a public statutory authority engaged in the provision of housing Note: this provision will be repealed on 1 July 2020, unless proclaimed earlier
s 262(1)	Power to give tenant a notice to vacate rented premises	CEO, DC	Where Council is a public statutory authority engaged in the provision of housing Note: this provision will be repealed on 1 July 2020, unless proclaimed earlier
s 262(3)	Power to publish its criteria for eligibility for the provision of housing by Council	CEO	Where Council is a public statutory authority engaged in the provision of housing. Note: this provision will be repealed on 1 July 2020, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	DC, MBA, MF	
s 317ZDA(2)	Function of receiving written notification	DC, MBA, MF	
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, DC, MBA, MF, LLO, LLO2, EHO, EMC, FOVICH, FC	
s 522(1)	Power to give a compliance notice to a person	CEO, DC, MBA, MF, EHO, FOVICH, FC	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	
s 525(4)	Duty to issue identity card to authorised officers	GO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MBA, MF, EHO, AOB, FOVICH	

RESIDENTIAL TENANCIES ACT 1997

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 526A(3)	Function of receiving report of inspection	CEO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	

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	CEO, DC, MBA, EHO	
r 11	Function of receiving application for registration	MBA, EHO, AOEHE	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	MBA, EHO	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	MBA, EHO	
r 13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MBA, EHO	
r 13(4) & (5)	Duty to issue certificate of registration	MBA, EHO	
r 15(1)	Function of receiving notice of transfer of ownership	MBA, EHO, AOEHE	
r 15(3)	Power to determine where notice of transfer is displayed	MBA, EHO	
r 16(1)	Duty to transfer registration to new caravan park owner	MBA, EHO	
r 16(2)	Duty to issue a certificate of transfer of registration	MBA, EHO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	MBA, EHO, AOEHE	
r 18	Duty to keep register of caravan parks	MBA, EHO, AOEHE	
r 19(4)	Power to determine where the emergency contact person's details are displayed	MBA, EHO	
r 19(6)	Power to determine where certain information is displayed	MBA, EHO	
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MBA, EHO	
r 22A(2)	Duty to consult with relevant emergency services agencies	MBA, EHO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	MBA, EHO, BS	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	MBA, EHO, BS	

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 25(3)	Duty to consult with relevant floodplain management authority	MBA, EHO, BS	
r26	Duty to have regard to any report of the relevant fire authority	MBA, EHO, BS	
r28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MBA, EHO	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MBA, EHO, AOBEL	
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MBA, EHO	
r 40(4)	Function of receiving installation certificate	MBA, EHO, AOBEL	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MBA, EHO, BS, MP, SPO, PO	
SCHEDULE 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	MBA, 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	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO	
s 11(9)(b)	Duty to advise Registrar	DA, DC, MAD, MAM, MBA, MP	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	DA, DC, MAD, MAM, MBA, MP	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DA, DC, MAD, MAM, MBA, MP	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	CEO, DA	Where Council is the coordinating road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	CEO, DA, MAD, MAM	Power of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	CEO, DA, MAD, MAM	Duty of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	CEO, DA, MAD, MAM	Function of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	DA, MAD, MAM	Duty of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	DA, MAD, MAM	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 of a road by publishing notice in Government Gazette	CEO, DA, MAD, MAM	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

ROAD MANAGEMENT ACT 2004

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, DA	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, DA	
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, DA	
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, DA	
s 15(2)	Duty to include details of arrangement in public roads register	DA, MAM, GISAO, EC, ED	
s 16(7)	Power to enter into an arrangement under s 15	CEO, DA, DC	
s 16(8)	Duty to enter details of determination in public roads register	DA, MAM, GISAO, EC, ED	
s 17(2)	Duty to register public road in public roads register	DA, MAM, GISAO, EC, ED	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, DA	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	DA, MAM, GISAO, EC, ED	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, DA, DC	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	DA, MAM, GISAO, EC, ED	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, DA	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	DA, MAM, GISAO, EC	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	DA, MAM, GISAO, EC	
s 19(4)	Duty to specify details of discontinuance in public roads register	DA, MAM, GISAO, EC, ED	

ROAD MANAGEMENT ACT 2004

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(5)	Duty to ensure public roads register is available for public inspection	DA, MAM, GISAO, EC	
s 21	Function of replying to request for information or advice	CEO, DA, MAD, MAM	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	CEO, DA, MAD, MAM	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	CEO, DA, MAD, MAM, GO	
s 22(5)	Duty to give effect to a direction under s 22	CEO, DA MAD, MAM	
s 40(1)	Duty to inspect, maintain and repair a public road.	DA, MAM, CWC, EC	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	DA, MAM, CWC, EC	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DA, MAM, MAD, EC, ED, POD	
s 42(1)	Power to declare a public road as a controlled access road	CEO, DA	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, DA	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with VicRoads before road is specified	DA, MAM	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, DA	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)	DA, MAD, MAM	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	DA, DC, MAD, MAM, MP	

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, DA, MAM	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, DA, MAM	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DA	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, DA, MAM	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, DA, MAM	
s 54(6)	Power to amend road management plan	CEO, DA, MAM	
s 54(7)	Duty to incorporate the amendments into the road management plan	DA, MAM	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	DA, MAM	
s 63(1)	Power to consent to conduct of works on road	DA, MAM, EC, MAD	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, DA, MAM, CWC, EC, ED, TOA	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	DA, MAD, MAM	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	DA, DC, MAD, MAM, MBA, LLO	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	DA, DC, MAD, MAM, MBA, LLO	Where Council is the coordinating road authority
s 67(3)	Power to request information	DA, DC, MAD, MAM, MBA, LLO	Where Council is the coordinating road authority
s 68(2)	Power to request information	DA, DC, MAD, MAM, MBA, LLO	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO	
s 72	Duty to issue an identity card to each authorised officer	MC, GO	
s 85	Function of receiving report from authorised officer	DA, DC, MAD, MAM, MBA, GO	

ROAD MANAGEMENT ACT 2004

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to keep register re s 85 matters	MAD, MAM, MC, GO	
s 87(1)	Function of receiving complaints	CEO, DA	
s 87(2)	Duty to investigate complaint and provide report	CEO, DA, DC, MAM, MAD	
s 112(2)	Power to recover damages in court	CEO, DA	
s 116	Power to cause or carry out inspection	DA, MAD, MAM	
s 119(2)	Function of consulting with the Head, Transport for Victoria	DA, MAD, MAM	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DA, MAD, MAM	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	DA, MAD, MAM	
s 121(1)	Power to enter into an agreement in respect of works	DA, MAD, MAM	
s 122(1)	Power to charge and recover fees	DA, DC, MAM, MBA, MC	
s 123(1)	Power to charge for any service	DA, DC, MAM, MBA, MC	
SCHEDULE 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CEO, DA	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	CEO, DA	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, DA	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	CEO, DA	
sch 2 cl 5	Duty to publish notice of declaration	CEO, DA	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DA, MAD, MAM	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DA, MAD, MAM	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 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DA, MAD, MAM, EC, ED	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DA, MAD, MAM, POD, EC, ED, GISAO	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DA, MAD, MAM, POD, EC, ED, GISAO	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	DA, DC, MAD, MAM, MC, ACC	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	DA, MAD, MAM, POD, EC, ED	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, DA	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	DA, MAD, POD, MAM, POD, EC, ED	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority, responsible authority or infrastructure manager

ROAD MANAGEMENT ACT 2004

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 16(5)	Power to consent to proposed works	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
SCHEDULE 7A cl 2	Power to cause street lights to be installed on roads	DA, MAD, MAM, POD, EC, ED	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	DA, MAD, MAM, MC, ACC	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	DA, MAD, MAM, MC, ACC	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	DA, MAD, MAM, MC, ACC	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	DA, MAM	
r 9(2)	Duty to produce written report of review of road management plan and make report available	DA, MAM	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	DA, MAM	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	DA, MAM	
r 13(1)	Duty to publish notice of amendments to road management plan	DA, MAM	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	DA, MAM	
r 16(3)	Power to issue permit	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, DA, DC, MAD, MAM, MBA	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) <i>Road Management Act</i>	DA, DC, MC	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	DA, MAD, MAM, TOA, CWC, TOAM, LLO, LLO2, EC, ED, POD	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DA, DC, MAM, MC, MAD	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DA, DC, MAM, MC, MAD	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	DA, MAD, MAM, POD, EC, ED	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	DA, DC, MAD, MAM, MC	Where Council is the coordinating road authority



MUNICIPAL PANDEMIC PLAN



DOCUMENT UNCONTROLLED WHEN PRINTED


During, or in preparation for a pre-emptive emergency declaration, an electronic version of this plan can be sourced through the MECC, MERO, MRM or via CrisisWorks.

DOCUMENT CONTROL

Approved by: Council	Date approved: 7 th April 2020	Next review date: April 2023
Directorate: Assets	Department: Asset Maintenance	Contact officer: Emergency Management Coordinator

Endorsement and Adoption

This plan was adopted by the Alpine Municipal Emergency Management Planning Committee (MEMPC) at their meeting on 11th March 2020:

Signed  Date: 11 / 03 / 2020
Chair Cr. Ron JANAS

This plan was considered, endorsed and adopted by *Alpine Shire Council* at its meeting of 7th April 2020:

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL WAS AFFIXED this:

_____ day of _____ 2020 in the presence of:

_____ Councillor
Print name Sign

_____ Councillor
Print name Sign

Charlie BIRD _____ Chief Executive Officer
Sign

Version Control table

Version Number	Date of Issue	Author(s)	Brief Description of Change
Version 1	22/08/2014	Paul Bond	Doc development
Version 2	21/02/2020	Karen van Huizen	Complete review and rewrite in line with the 2014 VHMPPI and Victorian Action Plan for Human Influenza Pandemic 2015
	03/03/2020	Karen van Huizen	Changes from MEMPC comments

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1 INTRODUCTION

This document provides a framework and guidance for the Alpine Shire Council and other pandemic stakeholders in the municipality to appropriately plan for and effectively respond to pandemic conditions. The Plan is supported by a set of operational documents found in **Appendix 1** - Council Pandemic Response Procedures. These documents detail specific actions to be conducted by Council staff before, during and after a pandemic outbreak.

All facts and figures cited in this Plan have been taken from the Victorian Health Management Plan for Pandemic Influenza (VHMPPi) unless otherwise stated. Direction in the event of a pandemic will come largely from the Commonwealth and or State and local level of government will implement controls.

This plan is to be read in conjunction with the *Alpine Shire Municipal Emergency Management Plan (MEMP)*.

2 AIMS AND OBJECTIVES

The aim of this plan is to enable an integrated approach to response and recovery for a pandemic outbreak impacting on the Alpine Shire. Specifically, Council Officers with emergency management responsibilities will use this plan and other emergency management arrangements to reduce, as far as is practical, the impact of a pandemic on the Community. It considers the affected stakeholders and ongoing health issues within the municipality. The roles and responsibilities within the community; control measures, state and local communication, as well as continual community support across the municipality and region.

The Municipal Pandemic Response Plan aims to:

- Assist in reducing the impacts of a pandemic.
- Raise awareness and promote preventative measures.
- Provide support throughout the duration of the pandemic.
- Ensure response and recovery activities are consistent across whole of government.

The objective of this plan is to:

- **Preparedness** – Arrangements to reduce the impact of a pandemic.
- **Containment** - Prevent transmission and implement infection control measures while providing support services to people who are isolated or quarantined within the municipality.
- **Maintain essential Council services** – Continue to provide services during the absence of staff and the rising demand placed on municipal services.
- **Mass Vaccination** – Assist in providing vaccination services to the community when appropriate.
- **Communicate** - Inform the public and staff of changes to regular services within the municipality.
- **Relief and Recovery** – Ensure a comprehensive approach to emergency recovery planning in the MEMP, with a focus on influenza pandemic and other pandemics.

3 POLICY CONTEXT

The context within this document is aligned and referenced with the Victorian Health Management Plan for Pandemic Influenza (VHMPPI), October 2014. It takes into consideration Appendix 10 of the VHMPPI, which is a guide to for local government. This document also considers information provided in the Victorian Action Plan for Human Influenza Pandemic 2015, World Health Organization Pandemic preparedness plan 2013. The Influenza Pandemic Response Plan aligns with the following State, Federal and International Plans:

- *Australian Health Management Plan for Pandemic Influenza (AHMPPI) April 2014*
- *State Health Emergency Response Plan (SHERP) Oct 2017*
- *Victorian Health Management Plan for Pandemic Influenza (VHMPPI) October 2014*
- *Victorian Action Plan for Human Influenza Pandemic August 2015*
- *Victorian Public Health and Wellbeing Plan 2019 – 2023*
- *The Pandemic Influenza Preparedness Framework WHO 2011*
- *Pandemic Influenza Risk Management – WHO Interim Guidance 2013*
- *Victorian Action Plan for Human Influenza Pandemic: Frequently asked questions (FAQs)*
- *Pandemic Plan for the Victorian Health Sector 2020 – Version 1.0 March 2020*

The Influenza Pandemic Response Plan complies and aligns with the following legislation:

- *National Health Security Act 2007*
- *Emergency Management Act 1986/2013*
- *Public Health and Wellbeing Act 2008*
- *Public Health and Wellbeing Regulations 2019*
- *International Health Regulations 2005*

A Community Emergency Risk Assessment (CERA) has been completed for Pandemic Influenza with a residual risk rating of medium. For further detail refer to **section 4.4** of the *Alpine Shire Council Municipal Emergency Management Plan (MEMP)*.

4 PANDEMIC STAKEHOLDERS

A range of stakeholders have important roles and responsibilities regarding pandemic influenza planning, preparedness, response and recovery, including:

[Alpine Shire Roles and Responsibilities](#)

Under the VHMPPI, Alpine Shire is expected to:

- Prepare and maintain the *Pandemic Response Plan* as a Sub Plan of the *MEMP*.
- Activate the plan to assist with reducing the impacts of a pandemic.
- Provide support and recovery assistance throughout the duration of the pandemic to staff and community.

- Provide information to staff and community.
- Have business continuity arrangements in place to maintain essential services.
- Provide vaccination services when appropriate.
- Support community resilience by having effective arrangements in place to inform people about how to assess risks and reduce their exposure and vulnerability to the virus.
- Have clear and effective education systems so people understand what options are available and what the best course of action is in responding to the pandemic.
- Support individuals and communities to prepare for pandemic events.
- Undertake a Community Emergency Risk Assessment for Pandemic Influenza.
- Form a specialist working group every to provide input and give advice for the plan.
- Annually review and update the plan when necessary.

Emergency Management Coordinator

Planning for a pandemic is a complex task, requiring input from a range of work areas and specialists to ensure a cohesive and effective response to and recovery from such an emergency.

The role includes:

- Administering the Pandemic Planning working group with the support of Environmental Health Officer (EHO).
- Liaising with municipal Health, Safety and Risk Officer to ensure the Municipal Business Continuity Plan has addressed the specific considerations likely to arise in a pandemic.
- Increasing awareness among municipal health care providers about pandemics and involving them in the development of planned municipal arrangements
- Identifying vulnerable groups within the community to ensure plans developed are appropriate for them
- Arranging exercises or workshops in conjunction with Environmental Health Officer

Pandemic Coordinator

A Pandemic Coordinator will be identified and activated during the 'Stand By' stage. The role includes:

- Coordination of the response stage of the Pandemic Plan.
- Liaising with the Municipal Recovery Manager (MRM) in relation to specific community support and recovery considerations in an influenza pandemic.
- Liaising with the Municipal Incident Controller for Business Continuity to ensure a coordinated approach.

Working group

The role of this working group is to assist the Emergency Management Coordinator to develop a sub plan of the Municipal Emergency Management Plan. This is to ensure the arrangements dovetail and link to existing emergency management and public health arrangements and work being undertaken in the municipality and across Victoria.

The working group should consist of but is not limited to:

- Emergency Management Coordinator (EMC)
- Environmental Health Officer (EHO)
- Department of Health and Human Services (DHHS) Hume Region
- Advice from the following areas of council:
 - Human resources (especially with skill in work planning, industrial relations and financial management)
 - IT management
 - Economic Development Officer
 - Health, Safety and Risk Officer
 - Immunisation and Maternal Child Health Nurses
 - Communications Officer.
- Local health sector such as primary health networks and hospitals – Alpine Health
- Representation from other community related health services
- Support services such as meals on wheels, home care, community nursing - managed by Alpine Health
- Victoria Police
- Ambulance Victoria
- Community and business representatives, especially from special needs groups.

Department of Health and Human Services (DHHS)

DHHS is the control agency for an influenza pandemic in Victoria. The Chief Health Officer will activate the VHMPPi and DHHS will activate the Victorian response to the pandemic through the VHMPPi.

Responsibilities of DHHS include:

- Surveillance systems to rapidly and efficiently identify the emergence of new strains of influenza in the Victorian community.
- Timely implementation of measures seeking to limit or prevent the transmission of a pandemic in the various stages of a pandemic.
- Provide alerts and information to health services, primary care, residential facilities, schools, education and care facilities, local government and emergency services.
- Continue surveillance to monitor the status of the outbreak.
- Maximise the use of resources.
- Public health strategies to best meet the needs of the current situation based on the best surveillance data.

- Implement policies on the use of personal protective equipment (PPE) and antivirals.
- Communicate accurate, consistent and comprehensive information about the situation to the general public, the media, partners in the health sector and other key stakeholders.

The VHMPPPI specifies a number of strategies that will assist Council, allied health services and service providers during a pandemic. The VHMPPPI includes:

- Appendix 8: Communication
- Appendix 11: Schools and Children Services
- Appendix 12: Residential Aged Care
- Appendix 13: Disability Accommodation Services
- Appendix 14: Custodial Facilities
- Appendix 15: Management of the Deceased

Health Services and Primary Health Care

Health services, including all public sector services, private hospitals, and primary healthcare, including general practice, community pharmacy, community nursing, ambulance services and community health services will form part of the front line of Victoria's response for a human pandemic. Primary healthcare plays an important role in minimising the spread of a pandemic and treatment of people in a community setting. The particular needs and concerns of Aboriginal and Torres Strait Islander peoples should also be recognised during a pandemic.

Responsibilities are detailed in Appendix 6 and 7 of the VHMPPPI, and include:

- Prepare and maintain an influenza pandemic plan which covers patient, visitor, staff and contractor protection as well as business continuity.
- Health services may consider establishing influenza wards or clinics as numbers increase.
- Primary Health Care should activate and de-activate clinics based on health services demand in consultation with DHHS.
- Provide staff and resources for each clinic as detailed in specific clinic plans.
- Provide triage to clinics.
- Provision of specialist staff and services as required (e.g. infection prevention and control, infectious diseases, pharmacy, pathology, public relations).
- Phone screening for patients.
- Separate waiting and consulting rooms for suspected influenza patients.
- Encourage staff and high-risk patients to have seasonal influenza vaccinations.

There are a number of health service providers in the Alpine Shire. Refer to **Appendix C2** of *MEMP* for contacts.

Commercial Groups, Not for Profit groups, Residents and Visitors

Everyone has a role to play in preparing for and coping with a pandemic. The following actions are advised for commercial groups, not for profit groups, residents and visitors to the Alpine Shire:

- Undertake seasonal influenza vaccination and encourage staff and members to do so.
- Stay informed – keep up to date with current information being distributed via Council via: www.alpineshire.vic.gov.au and <http://www.health.vic.gov.au/chiefhealthofficer/alerts/>
- Practise good personal hygiene – cover your mouth and nose with a tissue when you cough or sneeze, put the used tissue in a rubbish bin and wash your hands with soap and running water. Dry hands thoroughly with a paper towel. Wash hands regularly and avoid touching eyes, nose or mouth. Refer to **Appendix 3** for further detail.
- Don't go to work or public areas if you have symptoms (chills, shivering, fever, muscles aches and pains, sore throat, dry cough, trouble breathing, sneezing, stuffy or runny nose and extreme tiredness). Check DHHS website for up to date information on the symptoms of the particular pandemic.
- Seek medical advice if you have concerns regarding any symptoms.
- Alpine Health may require support during a pandemic. e.g. home care, meal provision. For contact details refer to **Appendix C2** – Contact Directory of *MEMP*.

5 DEFINITION OF SEASONAL AND PANDEMIC INFLUENZA

A pandemic is the worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity. Seasonal influenza ("the Flu") occurs annually, primarily it attacks the respiratory tract (nose, throat, and lungs) in humans. The illness usually comes on suddenly and may include fever, headaches, fatigue, cough and muscle aches. It can lead to complications such as pneumonia and can be an extremely serious illness for vulnerable population groups such as the elderly, immune compromised people and pregnant women. The vast majority of people exposed will recover and develop immunity to that strain of virus. The key differences between seasonal influenza and pandemic influenza can be found in **Table 1**.

The impact of a pandemic will depend on the clinical severity of the disease, the ability to transmit between humans, the functionality of the state's health systems, the state's level of effective response to a pandemic and the population. Once the pandemic has been effectively contained the state can then measure the effect. DHHS will estimate the level of the pandemic early in the response and inform the state of that level based on information collected.

A number of risk associated scenarios can eventuate due to the nature of the virus. The amount of vulnerable people and or their level of exposure, the ability of local municipalities and the state as a whole's ability to cope with an influenza pandemic, will be vital in the progress of overcoming a pandemic.

Table 1 – Differences between seasonal and pandemic influenza

SEASONAL INFLUENZA	PANDEMIC INFLUENZA
Annual, largely predictable, occurs year round due to global travel and in winter	Rare, unpredictable, can begin in any season
Most people under the age of 65 have some level of immunity	No one will have any immunity
Annual vaccine available pre-season	No vaccine for up to 9 months after the virus is sequenced
The elderly, the very young, immune compromised and pregnant women most at risk of severe illness and complications	Can affect all demographics, harder to predict who will be most at risk
Severity and transmissibility are within certain parameters	Severity and transmissibility can vary significantly between pandemic strains of virus
Mild-moderate impact on the community, health system, workforce and economy	Unpredictable, but possibly severe impact on community, health system, workforce and economy

6 MODE OF TRANSMISSION

The main mode of transmission for the human influenza virus is by respiratory and contact spread. Respiratory spread occurs by **droplet transmission**. The droplets from an infected person cough, sneeze or talking are propelled through the air (generally up to one metre) and land on the mouth, nose or eye of a nearby person. **Contact transmission** occurs when a person touches a surface, object or another person with influenza virus droplet on it. Then touch their own mouth, nose or eyes (or someone else's mouth, nose or eyes) before washing their hands.

In some situations, **airborne transmission** may result from medical procedures that produce very fine droplets that are released into the air and breathed in. Influenza virus may be present in faeces, blood or other body fluids, but this is unlikely to be a significant route of transmission. The Incubation period for influenza is usually one to four days after infection, however average incubation period is two days. Up to date Information on incubation periods for other identified pandemics can be found on the DHHS website at:

<https://www.dhhs.vic.gov.au/incidents-and-emergencies>

Adults have shed the influenza virus from one day before developing symptoms, to up to seven days after the onset of the illness. Young children can shed the influenza virus for longer than seven days. The influenza virus remains infectious in aerosols for hours and potentially remains infectious on hard surfaces for one to two days. Up to date Information for other identified pandemics can be found on the DHHS website at:

<https://www.dhhs.vic.gov.au/incidents-and-emergencies>

Survival of the virus on surfaces

The virus can survive if not cleaned/undisturbed and is potentially infectious for the following lengths of time:

- On hard non-porous surfaces such as stainless steel and plastic it can last up to 48 hours.
- On cloth, paper and tissues it can last up to 12 hours.
- On surfaces contaminated with blood or faeces it can last up to five days.
- On unwashed hands it can last up to 30 minutes.
- Virus may be found within a cadaver for several days, possibly weeks after death, particularly if the body has been refrigerated.
- In low temperature, protected by organic matters, the virus might survive for up to five weeks (H5N1 data).

Physical Health

Respiratory symptoms usually include:

- High fever, chills and sweating
- Cough
- Lethargy
- Headache
- Muscle and joint pain (in the legs and back)
- Sore throat, shortness of breath/difficulty breathing

A non-productive dry cough that can later become more severe and productive (sputum or mucous is coughed up) can result. Pneumonia can also develop as a result from influenza and other pandemics.

Infections in children may also be associated with gastrointestinal symptoms such as nausea, vomiting and diarrhoea. It is estimated that 10% of the population (approximately 592,700 Victorians) would show clinical signs of infection and 1.2 % of the population (approximately 7,100 Victorians) would die (VHMPPI, 2014).

Mental Health

Chaos, confusion, distress and trauma triggered by public health threats and emergencies can place enormous stress on the coping abilities of even the healthiest people. In the case of a pandemic, effects on mental health can occur regardless of whether an individual is directly affected with pandemic influenza, whether their family or close friends are affected or whether they are indirectly affected.

Individuals may develop mental health concerns following experiences with sick and dying loved ones, with prolonged isolation or with other significant changes to their daily lives. Existing mental health conditions such as depression may worsen. These mental health effects may be long lasting.

History of Influenza Pandemics

Information about the history of influenza pandemics, the most recent outbreaks and their impact can be found on the DHHS website at:

<https://www2.health.vic.gov.au/emergencies/emergency-type/infectious-diseases/pandemic-influenza>

Pandemic Phases

The World Health Organisation (WHO) has a set of pandemic phases that it uses to describe the global situation. The Australian pandemic phases are designed to describe the situation in Australia and guide the response.

Further information can be found in Appendix 2 or on page 15 of the AHMPPI found at:

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-ahmppt.htm>

Victoria also defines pandemic status using a set of phases. Dependant on the state of spread the Victorian phase may differ from the Australian and World phases.

Further information can be found in Appendix 2 or on page 30 of the VHMPP found at:

<https://www2.health.vic.gov.au/emergencies/emergency-type/infectious-diseases/pandemic-influenza>

The impact on the Alpine Shire community may be different to elsewhere in Australia. It is important that Council is proactive to assess the impact of the pandemic of its own community and staff to determine which elements of this plan to activate. This will be done with the advice and support from the Department of Health and Human Services (DHHS) and other stakeholders.

7 PANDEMIC VULNERABILITY PROFILE

It is understood that most individuals will be susceptible to any pandemic and the level of susceptibility will differ in groups. At risk groups for influenza pandemic include pregnant women, people who are immunocompromised, people with chronic respiratory conditions, cardiac disease, Down syndrome, diabetes mellitus, chronic renal failure, chronic liver disease, chronic neurological conditions, alcoholism, haemoglobinopathies, chronic inherited metabolic diseases, people who are obese, children receiving long-term aspirin therapy, Aboriginal and Torres Strait Islander peoples, children under 5 and people aged over 65 years. Carers and household contacts of the above groups can also be considered at risk. An individual's own levels of immunity will have an effect on influenza type during a pandemic.

Each individual's ability to overcome the effects of a pandemic will differ greatly due to previous exposure to influenza types and a person's level of immune system strength. The environment in which a person is exposed to the virus can greatly affect the ability to fight off infection as well.

For example, due to the level of vulnerability, rates in children may be higher than in adults. Persons in health care facilities have the potential to be exposed at high levels unless there has been effective infection control measures taken. Residential facilities and learning

institutions for example may have potentially high levels of exposure as will any place in which a mass gathering of people is set will be vulnerable to the spread of the pandemic.

Shire

It is expected that most individuals will be vulnerable to pandemic however a level of partial protection may occur in some groups. Individuals who have recovered from a natural infection will have a reasonably high degree of protection from a second infection but this cannot be presumed due to changes in virus strains over time.

In general, the attack rates in children for influenza pandemic (20 – 30%) will be higher than in adults (5-10%). Attack rates in health care settings have the potential to be very high unless effective infection control measures are implemented and closed settings such as institutions and households will have higher attack rates than other settings.

Some people in the community have fewer support structures to assist in times of stress and rely on Council or community group programs to assist. These members are more vulnerable to illness, less able to cope with illness and are referred to as the existing vulnerable group.

Groups in the Alpine Shire who may be more vulnerable than others as a result of a pandemic outbreak are listed in **Appendix 2** of this plan. As a pandemic progresses, there will be new groups of people who will become vulnerable; these are known as "emerging vulnerable groups". Emerging vulnerable groups are also listed in **Appendix 2** of this plan.

8 PANDEMIC INFLUENZA SUB PLAN

Activating the Pandemic Influenza Plan

This Plan will be activated following advice from Department of Health and Human Services (DHHS) who receives advice from the Australian Government Department of Health via the Australian Health Protection Principal Committee (AHPPC), who in turn refer to the World Health Organisation as they determine each pandemic phase.

Following advice from DHHS, the MERO/MRM will alert the Council's executive and activate the relevant response procedures listed in **Appendix 1** – Municipal Pandemic Action Plan ensuring that Council responds appropriately to the pandemic in a coordinated manner.

Upon 'activation' of this Plan, at the earliest opportunity, the Municipal Recovery Manager (MRM) shall convene a meeting of Alpine Shire Emergency Management Team (EMT) and activate the Pandemic Coordinator. In addition, and at the earliest opportunity, either the MERO or MRM will inform Council's Chief Executive Officer that the Council's Municipal Emergency Management Plan and Pandemic Sub-Plan have been activated.

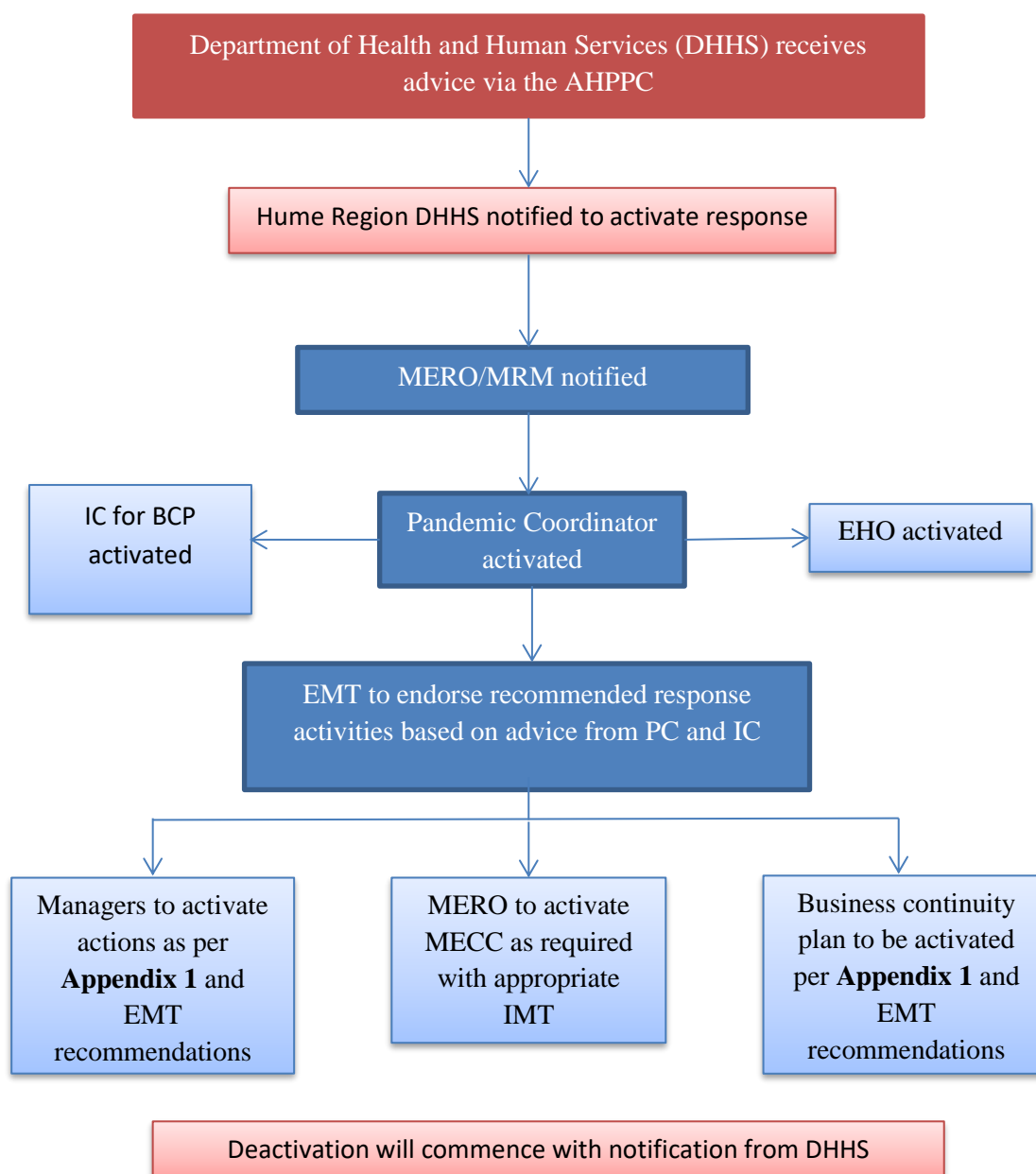
Individual departments and Council may activate their Business Continuity Plan as necessary under the direction of the Pandemic Coordinator and activate the Municipal Incident Controller for Business Continuity. It may be necessary that only some aspects of the plan are activated during a pandemic depending on the severity of the disease and the impact it has on the community, and the needs of the community.

Review and Evaluation

The Pandemic Plan will be reviewed annually and if required updated periodically to reflect new developments and changes as requested by DHHS. The plan is a dynamic document that will be aligned with the most recent VHMPP. The plan will be updated, and an amendment register, or document update will be completed as part of the document.

Review and evaluation of the plan will be undertaken in consultation with DHHS, the Municipal Emergency Management Planning Committee (MEMPC) who may form a working group of specialists for the review of the plan triennially.

Activation Process



Exercising of the plan

The Municipal Emergency Management Planning Committee (MEMPC) will ensure that the Pandemic Plan is exercised when the State activation level has reached the 'standing by for response' phase if the plan has not already been activated in the last three years. The exercise process will be completed prior to the activation level reaching 'response phase'. DHHS will support Council in planning and conduct of exercises.

Refer to **Appendix 1** – Municipal Pandemic Influenza Action Plan – Response Stage - Standby.

9 BUSINESS CONTINUITY

Alpine Shire Council's **Business Continuity Plan** details each of Council's critical services, current resource levels, minimum resources required to complete the work and areas where staff may be available for redeployment. Each Business Unit identified as having a critical service will have a unit-specific continuity plan.

A pandemic could create a unique staff loss environment for a long period of time. It is estimated that at the peak of a pandemic there may be significant staff absenteeism.

Staff absences are expected for many reasons including:

- Illness/incapacity (suspected/actual/post-infectious).
- To care for ill family members.
- To look after children if schools or childcare centres are closed.
- Feeling safer at home (e.g. to keep away from crowded places such as public transport).
- Fulfilling other voluntary roles in the community.

The above will also apply to Council's contracted service providers so contingency plans will need to be considered

Modelling for an influenza pandemic as severe as that in 1918, but with modern day preparation, medication and response strategies shows that work absenteeism would be 30-50% with the duration of the pandemic to last 7-10 months in a single wave (VHMPPI, 2014).

10 CONTROL STRATEGIES

Basic Precautions

Preventing transmission and infection during a pandemic will require a package of related measures: Refer to VHMPPI – Appendix 1: Guide to implementation of the suite of measures.

Depending on the transmission mode of the agent, varied control measures will be implemented to prevent/limit transmission. During a Pandemic, agencies within the Alpine

Shire may be required to assist with control strategies appropriate to the nature of the contagion. This will be handled within existing Emergency Management arrangements.

Alpine Shire will encourage the following basic precautions:

- Individual measures – hand hygiene, respiratory and oral hygiene, cough etiquette and immunisation.
- Appropriate personal protective equipment (PPE as directed by DHHS).
- Organisational and environmental measures – patient placement, social distancing and cleaning.

The overall aim of these measures is to minimise the risk of exposure to the influenza virus, reducing transmission, infections and illness. All three components are essential.

Education and Training

Council will provide education and training to staff in terms of implementing the appropriate infection control protocols in the workplace, which includes procedures to manage incidents of suspected influenza. Council will disseminate literature, brochures and posters, developed by DHHS, to increase awareness about the disease and to outline infection control protocols in a practical manner.

Specific issues covered in training will include:

- The establishment of 'social distancing' (greater than one-meter separation) between staff at the various worksites in the workplace or during business transactions.
- Disinfection protocols to reduce contaminated surfaces through alcohol or chlorine disinfection.
- Incident management processes where staff present with symptoms or refuse to leave work to seek medical attention.
- Disposal of contaminated materials.
- Use of appropriate and context specific Personal Protective Equipment (PPE).
- Storage, supply and stock control of PPE and Disinfectants.
- Return to work processes.

Communication and education will be provided to employees to best prepare them for what may be encountered such as:

- Information about signs, symptoms and transmission.
- Personal and family protection and response.
- Anticipation of fear, anxiety, rumours and misinformation.
- Preparedness and response obligations.
- Advice regarding management of home care and ill relatives.
- Hotline and Website communications.
- Community resources available for accessing.

Personal Protective Equipment (PPE)

In addition to Councils existing hygiene measures, PPE stocks will be obtained in accordance with the activation table in **Appendix 1** of this plan. Appropriate training will be provided to

individuals using PPE at a time prior to a pandemic to ensure they become competent and proficient in its use.

The decision to deploy PPE from the Victorian medical stockpile to healthcare and other settings will be taken by the Chief Health Officer.

Municipal Waste Collection Arrangements

Council will work with DHHS and Environment Protection Authority (EPA) regarding suitable disposal of any contaminated waste product during a pandemic. It is anticipated that normal levels of service will continue to prevent the build-up of waste in the municipality.

Social Distancing

This comprises interventions to reduce normal physical and social population mixing, in order to slow the spread of a pandemic. Measures need to be implemented appropriately and progressively at different phases of a pandemic, in order to maximise their benefits and limit any unnecessary impact on communities and business.

- Moderate measures may include advising people to minimise physical contact such as hand shaking and hugging and avoid large gatherings. An imaginary one-metre distance rule should be implemented to eliminate physical interaction

Limiting Mass Gatherings

Mass gatherings have the capacity to spread viruses among participants. Places that may be considered as mass gatherings include schools/education facilities such as childcare centres, kindergartens, maternal and child health centres workplaces and recreational facilities.

In the event of a pandemic, mass gatherings organised within or by council will be reviewed in line with DHHS advice. DHHS will determine the approach based on the particular nature of the contagion and advise private business and event organisers of their obligation to close and cancel public events such as concerts, large sporting events, festivals, shopping areas, cinemas, and places of worship.

Work from home/Restricting Workplace Entry

As a minimum, on declaration of the Australian 'Contain Phase', agencies will, via their Business Continuity Plan, determine the need to advise staff and visitors not to attend if they have symptoms of the pandemic or been in contact with someone who has or has had symptoms of the pandemic.

Employees shall be advised not to come to work when they are feeling unwell, particularly if they are exhibiting symptoms associated with the pandemic. Unwell employees will be advised to see a doctor, to stay at home until symptom free for at least eight days, and medical clearance has been provided.

Staff who have recovered from the pandemic related illness are unlikely to be re-infected, dependant on the pandemic, (most will have natural immunity) and will be encouraged to

return to work as soon as medical clearance is provided. In extreme cases it may be desirable that staff are not gathering in the same place. In this instance work from home (remote) practices may need to be authorised.

Council visitors

In order to prevent and limit the likelihood of transmission between Council staff and visitors the current infection control protocols may need to be enhanced:

- Stringent cleaning procedures and the use of appropriate cleaning products.
- Enhanced cleaning and servicing of air conditioners or switching off/isolating air conditioning in favor of providing natural ventilation.
- Sanitary waste management, including the installation of foot pedal operated lidded bins
- Distribute face masks to council staff as required.
- Increased budget allowance for essential supplies.
- Provision of education / awareness programs regarding transmission of infection and exclusion requirements.

In response to pandemic extra precautions would be taken to prevent infection. Some of these actions will only be implemented if the pandemic is particularly infectious or severe. These include:

- Minimising direct face-to-face contact with customers.
- Restricting staff travel and using other non-contact methods of communication.
- Restrict entry to the public and contractors into Council Offices.
- Closure of non-essential locations.
- Suspension of non-essential services
- Implement enhanced cleaning services.

11 SUPPORT

Business & Community Support

Support during an emergency or pandemic is covered in the *Municipality Emergency Management Plan (MEMP)*. Specific consideration is required for:

- Isolated or Quarantined People
- Business & Community Resilience
- Council Staff

Where possible consideration should be given to culture, faith, and what language is required for effective communication when providing support.

Support for Isolated or Quarantined people

People quarantined or isolated may not have an advocate or someone to provide for their needs:

- Food

- Water
- Shelter
- Medicine

Effective arrangements to provide for these needs should be considered. This would include Council supporting the Alpine Health pandemic strategy, which includes locally run services such as Community Care Services. In planning for support, planning will address likely demand patterns and timing and include escalation to DHHS when capacity is likely to be exceeded.

Other support requirements such as personal support, and financial special consideration are detailed in the *MEMP*.

Pharmaceutical Access

Whilst it is expected that normal pharmaceutical business will continue to operate, each business will determine its own risk exposure and level of operation. In a pandemic this may impact the ability for the community to access pharmaceutical supplies. In this eventuality the State Pandemic Incident Management Team will be required to manage the supply of pharmaceutical goods.

12 COMMUNICATIONS

State Communication Plan

A whole of Victorian Government communication strategy is produced by DHHS to strengthen pandemic preparedness at state, regional and local level and ensure that timely, informative and consistent messages are provided to the wider community. The strategy supports the Australian Government Department of Health Communication Strategy, while accommodating Victorian circumstances.

During a pandemic the Australian Department of Health and DHHS will deliver messages via national and state media outlets and in addition provide guidance and key local messages to be distributed via council.

Council Communication Plan

At the municipal level, Alpine Shire Council's Communications Officer and Customer Service branches are responsible for both community and internal staff pandemic communications.

Effective engagement is essential with community and staff. Communication to affected communities needs to be targeted, timely and clear. Alpine Shire Council has an Emergency Communications Plan that governs the way that we communicate as specified in **Appendix 17** of the *MEMP*.

All Council services will have a responsibility to promote or distribute approved information as provided by the Australian Department of Health and DHHS. For example, Environmental Health to restaurants, Engineers to contractors, Social and Community to community groups and CALD Community leaders, etc.

Council's Communications team will prepare a script based on State Department advice, for customer service staff or other Council staff who may take calls from the general public seeking help and information during a pandemic.

Alpine Shire Council Communication Plan – Pandemic protocols.

STAGE	COMMUNICATION
1 Proactive communication Planning and proactive communication	<ul style="list-style-type: none"> • Preparation of key messages • Focus on promoting facts/key information of pandemic in Victoria, contact key agencies and prevention through hygiene measures • Internal communication and briefings • Community and staff education • Information/updates • Liaison with DHHS Hume Region, adjacent councils, Municipal Association of Victoria (MAV) and health care providers.
2 Pandemic management information Influenza case/s in Alpine Shire – response and containment	<ul style="list-style-type: none"> • Regular updates: information and advice to staff and community/with revised key messages to cater for new information as directed by DHHS • Messages to focus on communicating services available/clarifying Council's role and referral to appropriate agencies • Communicating actions to ensure business continuity • Communicating occupational health & safety measures for staff • Liaison with adjacent councils, MAV, DHHS and health care providers.
3 Crisis communication Widespread cases and high service demands	<ul style="list-style-type: none"> • Regular updates: information and advice to staff and community/with revised key messages to cater for new information (e.g. vaccinations, use of masks, staffing & service arrangements, etc.) as directed by DHHS • Communication of temporary closures of facilities/sporting events/mass gathering activity • Messages to focus on communicating services available/clarifying Council's role and referral to appropriate agencies • Communicating actions to ensure business continuity • Off-site communications • Liaison with adjacent Councils, MAV, DHHS and health care providers.

Internal Communication

The Municipal Emergency Management Team (see **Part 3.1.4** of *MEMP*) will be formed to stand by for response stage then meet weekly at initial response phase (or more regularly as

required) to discuss management of Council operations and associated issues during the pandemic. The Communications Officer will be requested to attend these meetings.

The Municipal Recovery Manager (MRM) will be responsible for providing initial information to Council's CEO, Executive, Councillors and staff. Initial briefing will be at pandemic alert then at weekly intervals.

Internal communication with council staff will be via the following:

- Manager/Coordinator briefing
- Staff briefing
- FAQs
- All users email
- Posters

External Communication

Council is able to provide information to the community via a number of avenues. DHHS information will be utilised to ensure consistent messages are being communicated.

Methods used to distribute information and provide links to DHHS, DHA and WHO websites:

- Council webpage
- Media release
- Fact sheets and posters at Council offices and Visitor Information Centres
- Advertising - local newspapers
- Local radio
- Multi-lingual communication
- Facebook
- Live streams
- Public events
- Recorded messages on Council phone line

13 IMMUNISATION

Victoria has a wide range of immunisation providers and Council may play an active role in the delivery of a pandemic vaccination program, be it mass vaccination or any other means vaccination program. The most effective way of preventing infection with an influenza virus is vaccination. A pandemic vaccine will be developed once the nature of the virus is known, and is likely to take some time before being available. Pharmaceutical companies under prearranged contracts with the Commonwealth Government produce pandemic vaccines.

When a customised pandemic vaccine does become available, a mass vaccination program will be coordinated by DHHS. Alpine Shire Council and GP networks may be asked to support DHHS by providing staff, facilities or by promoting the vaccination program throughout the community.

At the time of such a program, guidelines will be developed to provide useful information, forms, guidelines and tips to be used to implement such as program. The purpose of such guidelines would be to assist immunisation providers in a range of settings to meet their professional responsibilities and community expectations for a quality program and safe service delivery.

14 MASS FATALITY

The Victorian Institute of Forensic Medicine (VIFM) is responsible for all deceased persons where there is no Doctor's certification of death. It is anticipated that this would be most likely occurrence in the event of a pandemic. The VIFM has the capacity for normal operations and surge capacity arrangements for a significant number of deceased persons. Depending on the emergency and situation, there remains an unlikely potential that local government may be requested to assist. Requests would be made to Victoria Police and the MERC would make any requests of the MERO.

In ALL instances, detailed advice should be obtained from the VIFM.

Temporary mortuary facilities

The VIFM may request a location to establish a temporary storage facility if the fatality rate is expected to exceed capacity – for further information see **Appendix 4**. The VIFM has arrangements in place for the supply of refrigerated shipping containers, the support services required to fit them out and the staff to manage them. A location such as a sporting oval would be suitable depending upon whether a mortuary is also established on site.

Other considerations should include:

- Location – away from schools, community facilities ore residential areas.
- Vehicular access for two-wheel drive vehicles
- Access to power – supply grid or generators
- Access to water – mains preferred
- Security – temporary fencing with black screening mesh
- Signage

Sites should be identified on a needs basis and agencies will need to remain flexible.

Funeral directors, Cemeteries and Crematoria

VIFM, The Australian Funeral Director Association (AFDA) and Cemeteries and Crematoria Association of Victoria (CCAV) all need to be involved in the development of guidelines and plans which addresses specific pandemic situations. The Coroner will not be involved with the majority of cases and normal funeral industry arrangements will continue. Crematoria can be used if there is no disruption to gas supply, no crematoria malfunctions and enough staff to manage the service.

Refer to VHMPPPI Appendix 15 Management of the Deceased. For further information see **Appendix 4**.

Burial Sites

In rare, exceptional circumstances, the Alpine Shire Council may be asked to identify possible sites for burial of deceased persons if fatality rate is expected to exceed the capacity of cemeteries within the Shire. For further information see **Appendix 4**. This should take careful consideration as they are likely to remain, at the very least, memorial sites into the future and the site will have little chance of repatriation and return to its previous use.

Civil Disturbance

It is likely that as health and mortality issues increase, the responsibility of the justice system will rapidly expand through greater calls for service, added security responsibilities for health care and related facilities, enforcement of court-imposed restrictions, public education, control of panic and fear and associated behaviours, and ensuring that the public health crisis is not used as an opportunity for individual or organisational (criminal) gains.

Public health emergencies pose special challenges for Victoria Police, whether the threat is manmade (e.g. the anthrax terrorist attacks) or naturally occurring (e.g. flu pandemics). Policing strategies will vary depending on the cause and level of the threat, as will the potential risk to the responding officers.

Depending on the threat, the role of Victoria Police may include enforcing public health orders (e.g. quarantines or travel restrictions), securing the perimeter of contaminated areas, securing health care facilities, securing vaccination centres, controlling crowds, investigating scenes of suspected biological terrorism, and protecting national stockpiles of vaccines or other medicines. If this occurs, the request will originate from the controlling agency (DHHS) but a protocol with DHHS outlines that all necessary PPE will be provided by DHHS.

Victoria Police will monitor and manage the following potential impacts:

- Increased violence at medical clinics
- Hijacking of vehicles transporting vaccines
- Burglaries on pharmaceutical suppliers and local chemists
- Black market selling vaccines
- Police Officers reluctant to enter home where persons suspected to be affected

15 STANDDOWN

When response activities are nearing completion, the MERC in conjunction with the control agency will call together relevant relief and recovery agencies including the MERO and the MRM to consult and agree on the timing and process of the response stand down.

Stand- down activities include:

- Liaise with the DHHS Hume Region for up-to-date information.
- Implement plan for resumption of full business capacity.
- Restock inventory and resupply.
- Document financial expenditure and seek advice from DHHS Hume Region in relation to any financial support packages available.
- Conduct staff debriefs.

- Review plans and prepare for the next influenza pandemic using lessons learnt.
- Continue recovery processes to assist with community resilience.

16 COMMUNITY SUPPORT AND RECOVERY

Municipal recovery arrangements are detailed in **Part 6** the *Alpine MEMP*. The recovery arrangements in a pandemic are coordinated at regional level by DHHS and will be long lasting and operate parallel to response activities.

Responsibilities in Recovery

Under the current emergency recovery arrangements, Emergency Management Victoria (EMV) is the lead agency for recovery in Victoria and DHHS is responsible for regional coordination. Local Government plays a key role in coordinating the provision of services at a local level due to the close relationship they have with the community. The MEMP outlines arrangements Council has in place in relation to the provision of aid and support in the event of an emergency.

In the event of a pandemic, recovery arrangements will be similar to those outlined in the *MEMP*. This includes the following:

- Provision of material aid as required
- Assistance from various recovery agencies
- Provision of information (Recovery Centre)
- Establishment of a Community Recovery Committee

In an emergency situation a Recovery Centre is usually established as a one stop shop for information for people that have been affected by the emergency. In the event of a pandemic this will not be able to be established due to requirements for social distancing to reduce spread of the virus.

A virtual Recovery Centre may be established via Council's website and telephone and email contacts. This will involve information being provided on an ongoing basis via Council's website updating people with the most recent information available. For those that do not have access to the internet they will be able to contact an on-call number and will be provided with the information they require, depending on the enquiry. An independent email could also be made available that would be monitored by recovery volunteers and staff throughout the pandemic. The community will be able to email in specific questions relating to their concerns and can either be emailed back the information or be contacted by telephone by a recovery staff member or volunteer.

Recovery from a pandemic will focus mainly on three of the four environments:

Social:

- Encourage people to return to their 'normal' social routine.
- Facilitate community events.
- Work with at risk or Culturally and Linguistically Diverse (CALD) communities.
- Provide measures to restore emotional and psychological wellbeing.

Economic:

- Return to regular retail spending.
- Return to work and disposable income.
- Decreased demand on the health system.

Built:

- Return to normal use of essential and community infrastructure (public transport).
- Transition back into office buildings for people who were temporarily working from home.
- Lessening demand on medical facilities.

Alpine Shire Role

Local government has a pivotal role in assisting individuals and communities in the recovery phase of an emergency. The Emergency Management Manual Victoria (EEMV) outlines the key activities carried out by local government in close conjunction with, or with direct support by, government departments.

During a pandemic these may include:

- Providing information services to affected communities through information lines, newsletters, community meetings and websites
- Providing and staffing of recovery/information centers
- Forming and leading municipal/community recovery committees
- Post-impact assessment — gathering and processing of information
- Environmental Health — including food and sanitation safety, vector control
- Providing and managing community development services
- Providing and/or coordinating volunteer helpers
- Providing personal support services, such as counselling, advocacy, in home support
- Providing/coordinating temporary accommodation
- Organising, managing or assisting with public appeals.

Many of the above issues are currently identified in the MEMP.

Coordination with DHHS Hume Region and neighbouring MRMs will be on going to discuss and assess the sharing and coordination of recovery resources. Refer to **Part 6** of the *Alpine MEMP*— Relief and Recovery Arrangements for details on the arrangements for the management of community support and recovery and the community organisations and agencies that can assist.

Community Recovery Committee

To drive the recovery process, a Community Recovery Committee may be established. This committee will be the instigator of community recovery activities for the Alpine. This committee will consist of Council staff, recovery agencies and community members.

The committee will assess the impact the pandemic has had on the community as well as anticipating ongoing impacts and will establish arrangements to assist the community. It is anticipated that the social and economic impacts will have the greatest effect on the community and that the built environment will only be impacted if utilities such as power and water supply are affected. Refer to **Part 6.2.2** of *Alpine Shire MEMP* for further detail.

Possible outcomes during/after a pandemic for the committee to consider:

Impact as a result of an influenza pandemic	Consequence to the community
Staff absenteeism from MSC and community agencies	Reduced ability to deliver basic services e.g. maternal; and child health, kindergarten, Home and Community Care (HACC) and health services. Loss of income. Extra stress on already struggling families.
Death of employees	Loss of local knowledge, will take longer to train new person and restore the service, time for organisation to find new person
Decreased socialisation/breakdown of community support mechanisms	Depression, loneliness
Increased pressure on services	Greater demand on resources, decrease in means of distribution. Current receivers of care may receive insufficient care
School closure	Parents of dependent children can't go to work. Teachers and school staff can't work. Economic loss
Increased need for information	Conflicting messages and misinformed social media groups can cause anxiousness and fear
Overloaded hospitals and medical centers	Reduced capacity to treat all patients, patients with minor problems less likely to be admitted
Animal abandonment	Abandonment of the animal originally responsible for carrying the flu if relevant. Fear of animals. Animal cruelty.
Increased numbers of vulnerable people and emergence of new groups	More pressure on already struggling services. Increases care requirements of vulnerable people. Less numbers of carers available.
Closure of public places	Reduced ability to buy supplies, loss of entertainment
Widespread economic disruption	Increase in crime. Stress on families. Businesses will struggle. Reduced ability to buy essential supplies. Reduced employment
Psychological health	Trauma, depression
Mental health	Survivor guilt

17.4 Financial Arrangements

Accurate and comprehensive expenditure recording are referred to in the MEMP a dedicated cost centre number will established to 'capture' costs associated with the pandemic event, this allows for tracking of expenditure for potential funding claims to the Department of Treasury and Finance (DTF).

17 APPENDICES

APPENDIX 1 – Municipal Pandemic Influenza Action Plan

- Preparedness Stage
- Response Stage – Standby
- Response Stage – Initial Action
- Response Stage – Activation
- Targeted Response – Moderate and high clinical severity
- Stand down

APPENDIX 2 – Stages of Pandemic

APPENDIX 3 -Vulnerable Groups

APPENDIX 4 – Supporting People Isolated in their Home

APPENDIX 5 – Signage

APPENDIX 6 - Storage, Funeral and Burial Considerations

APPENDIX 7 - Abbreviations

APPENDIX 8 – Resources and Fact Sheets

Appendix 1: Municipal Pandemic Influenza Action Plan

ACTIONS REQUIRED		RESPONSIBLE	✓
PREPAREDNESS STAGE			
No novel strain has been detected OR emerging strain under initial detection			
Objective: Plan and prepare for Pandemic Influenza as part of normal risk management process			
Prior to normal influenza season			
1	Review the Municipal Pandemic Plan and update any contact details or operating procedures.	-EMC	
2	Promote influenza prevention activities with staff such as: <ul style="list-style-type: none"> • Workplace seasonal influenza immunisation programme • Importance of good personal hygiene – hand hygiene and respiratory/cough etiquette. Refer to Appendix 3 – ‘Signage’ for further detail. • Staying away from work or public gatherings if symptomatic 	-EMC -Health, Safety and Risk Officer - EHO -Immunisation team	
3	Review Business Continuity Plan to ensure plans and procedures are up to date	-Health, Safety and Risk Officer	
4	Promote seasonal influenza vaccination to the broader community via local newspaper, Council website and Facebook page	-Communications	
5	Check Influenza PPE stockpiles: <ul style="list-style-type: none"> • Current levels of PPE adequate? • Are masks, gloves and hand sanitisers within adequate use by date? • Current storage and location OK? If not, what alternatives are available? 	-EMC -Health, Safety and Risk Officer - EHO	
6	Check all measures to prevent transmission have been assessed such as posters and soap in toilet blocks etc.	-EHO -Health, Safety and Risk Officer	
7	Review current Influenza/Mass Vaccination clinics	-MRM	
8	Convene meeting with Pandemic working group members to discuss organizational preparedness (as required)	-EMC -MRM	
9	Ensure people on Vulnerable Person's Register are offered vaccination	-MRM -Care Agencies	

ACTIONS REQUIRED		RESPONSIBLE	✓
RESPONSE STAGE – Standby			
Sustained human-human transmission of a novel influenza virus has been detected overseas in one or more countries triggering a response by the Chief Health Officer.			
Objective: Commence arrangements to reduce the impact on the Alpine Shire and increase vigilance for case detection			
Chief Health Officer issues advice			
1	Convene the Emergency Management Team of the Alpine Shire Council to ensure the following occurs: <ul style="list-style-type: none"> Maintain access to the Chief Health Officer's alerts to monitor the situation Liaise with DHHS Hume Region and other agencies 	-MRM -EMC	
2	Alert Executive Chief Officer and provide advice	-MRM	
3	Identify and activate Pandemic Coordinator	-MRM -EMT	
4	Identify Incident controller for Business Continuity Plan	-EMT	
4	Provide messaging to staff. Messaging include: <ul style="list-style-type: none"> Explanation of the local status. Incorporate advice from Department of Health & Human Services. Need to increase vigilance for case detection. Staff Vaccination Programme The infection prevention arrangements and promote ongoing education regarding the minimizing of infection spread. Refer Part 12- 'Control Strategies' for further detail. Messages for employees to convey to fellow staff members, friends, family, clients and customers. Links to the Department of Health & Human Services website and other pandemic information resources. Refer Appendix 6 –Resources and Fact Sheets for further detail. 	-Pandemic Coordinator -IC for PCP -MRM -Health, Safety and Risk Officer - EHO	
5	Confirm procedures to support people in home isolation are current and operable. Refer Appendix 3 – "Procedure for supporting People Isolated in their home"	-Pandemic Coordinator -MRM	
6	Meet with Health, Safety and Risk Officer and Incident Controller for Business Continuity Plan to ensure Council's Business Continuity plan considers the impacts of a pandemic event	-Pandemic Coordinator -IC for BCP -Health, Safety and Risk Officer - EHO	

ACTIONS REQUIRED		RESPONSIBLE	✓
RESPONSE STAGE – Standby			
Sustained human-human transmission of a novel influenza virus has been detected overseas in one or more countries triggering a response by the Chief Health Officer.			
Objective: Commence arrangements to reduce the impact on the Alpine Shire and increase vigilance for case detection			
Chief Health Officer issues advice			
7	Review stocks of Personal Protection Equipment (PPE) and make any necessary arrangements to increase capacity.	-Pandemic Coordinator -Health, Safety and Risk Officer - EHO	

ACTIONS REQUIRED		RESPONSIBLE	✓
RESPONSE STAGE – Initial Action			
Novel influenza virus or pandemic virus declared in Australia with limited information available			
Objective: Minimise transmission by implementing maximum infection control procedures and monitoring staff wellness.			
Chief Health Officer alert notification			
1	Alert council staff of the situation and reinforce the infection control measures implemented in the previous stage. In addition: <ul style="list-style-type: none"> Stay away from work or public gatherings if symptomatic to minimise the risk of infecting others. Seek medical advice if symptoms continue or get worse. 	-Pandemic Coordinator -IC for BCP -Health, Safety and Risk Officer - EHO	
2	Maintain the communication activities initiated in the Standby Response stage.	-Communications	
3	Consider further arrangements for minimising the risk of infection in the workplace: <ul style="list-style-type: none"> Implement remote work arrangements if applicable. Use alternate non face-to-face work arrangements. Use clear screens or PPE for staff in customer interactive roles. Encourage home quarantine for suspected cases.	- Pandemic Coordinator -Health, Safety and Risk Officer -IC for BCP - EHO	
4	Review cleaning procedures for council facilities: <ul style="list-style-type: none"> Cleaning contracts to be reviewed and enhanced cleaning standards to be negotiated. Introduce additional cleaning and disinfecting (handrails, door handles, lift controls, telephones, rubbish bins). Provide all workstations with alcohol wipes for phones and computers Check wash areas regularly to replenish supplies 	-IC for BCP -Manager Facilities	
5	Report any changes in activities or resource levels to Pandemic Coordinator	-All staff	

ACTIONS REQUIRED		RESPONSIBLE	✓
RESPONSE STAGE - Activation			
The pandemic virus has entered the country and is spreading throughout the community. Enough is known about the disease to tailor measures to specific needs			
Objective: Provide targeted support and quality care while maintaining business continuity			
Pandemic virus infections are being reported in Alpine Shire			
1	Alert Executive and provide advice	-Pandemic Coordinator	
2	<p>Liaise with DHHS and the Merc to determine the need to establish a virtual Municipal Emergency Coordination Centre (MECC) and implement the following:</p> <ul style="list-style-type: none"> Conduct regular tele-conferences with DHHS, support agencies and neighbouring municipalities. Identify which parts of the municipal plan will need to be implemented on advice from DHHS. 	- MRM -Pandemic Coordinator	
3	MERO/EMLO to liaise with DHHS to inform of Council activity and resourcing	-MRM/EMLO	
	<p>Maintain current infection control measures implemented in the Initial Action stage. If the severity of the influenza virus is deemed high the following is recommended:</p> <ul style="list-style-type: none"> Provide antiseptic hand wash to ingress points of Council buildings Public access to the Council offices be restricted. Secure any closed sites. Promote social distancing. Investigate Work from home options / accessibility of systems from remote locations Unwell staff to be excluded from the workplace. Additional cleaning and increased infection control procedures for communal areas PPE usage – the State controller will provide advice about the appropriate use of PPE. Isolate air circulation systems (heating/cooling) for all municipal facilities if required. 	-Pandemic Coordinator -IC for BCP -Health, Safety and Risk Officer -Customer Service - EHO	
4	Implement procedures to ensure continued support for Agencies caring for HACC clients and people who are isolated in their homes, including those of the Vulnerable Person's Register.	-Health care Providers -Pandemic Coordinator -MRM	
5	Implement the procedure to establish and deliver community support services. The nature of these will vary, depending on the degree of impact. Similarly, how they are delivered (single gathering point for the community or 'delivered services') will also vary. Refer Appendix 3 – "Procedure for supporting People Isolated in their home" for further detail.	-Pandemic Coordinator	

ACTIONS REQUIRED		RESPONSIBLE	✓
RESPONSE STAGE - Activation			
The pandemic virus has entered the country and is spreading throughout the community. Enough is known about the disease to tailor measures to specific needs			
Objective: Provide targeted support and quality care while maintaining business continuity			
Pandemic virus infections are being reported in Alpine Shire			
6	Liaise with the Health, Safety and Risk Officer and Customer Service Team regarding measures to maintain critical council service delivery.	-IC for BCP -EMC & EMT -Health, Safety and Risk Officer	
7	Maintain communication with Council staff and the community <ul style="list-style-type: none"> • Prepare internal and external messages using advice from DHHS. • Reinforce good personal hygiene and infection control procedures • Promote information on vaccination services • Ensure staff have OH&S training on using PPE • Provide area specific information for work units dealing with the public – customer service, family case workers, maternal and child health nurses, childcare centers, library, visitor information centers, leisure, and civic facilities 	-Communications -Health, Safety and Risk Officer - EHO	
8	Provide vaccination services to the priority community groups when directed by DHHS. Listings made available through: <ul style="list-style-type: none"> • Family, youth and children services • Ages and disability service agencies 	-Pandemic Coordinator -Immunisation Team	
9	Continue to review services and resource levels	-IC for BCP -EMC & EMT -Pandemic Coordinator -Health, Safety and Risk Officer - EHO	
10	Prepare for the recovery arrangements for the affected community as the needs arise. Liaise with the local health and other service providers to ensure these actions complement each other	-Pandemic Coordinator -MRM	

ACTIONS REQUIRED		RESPONSIBLE	✓
TARGETED RESPONSE – Moderate and high clinical severity			
When pandemic virus is spreading throughout the Alpine Shire.			
Objective: To provide targeted support and high quality care while maintaining critical services			
Where multiple virus infections are being reported in Alpine Shire			
1	Maintain virtual Municipal Emergency Coordination Centre (MECC) as per 'Activation' stage as a virtual centre if required. <ul style="list-style-type: none"> Maintain regular contact with DHHS, IMT, EMT and other agencies. 	-EMC -MRM -Pandemic Coordinator	
2	Continuation of critical services: <ul style="list-style-type: none"> Working from home / accessibility of systems from remote locations in place. Consider closure of facilities based on DHHS advice. Ascertain critical services to continue. Arrange for employment/deployment of staff to ensure continuation of critical services 	-IC for BCP -EMC & EMT -CEO -MRM -Pandemic Coordinator	
3	Regularly update Council staff and the community with the following: <ul style="list-style-type: none"> Pandemic situation and advice from DHHS such as droplet protection plus eye protection. Where support services can be accessed Information on council services and public access points – website, Facebook, phone wait message, Virtual customer service and other access points facilities 	-Pandemic Coordinator -IC for BCP -Communications -Health, Safety and Risk Officer - EHO	
4	Implement enhanced infection control procedures based on advice from DHHS <ul style="list-style-type: none"> Implement illness register Liaise with DHHS to discuss contact tracing arrangements 	-Pandemic Coordinator -Health, Safety and Risk Officer - EHO	
5	Continuation of vaccine and PPE as directed by DHHS <ul style="list-style-type: none"> Review and confirm vaccine and PPE supply chain Cold storage for vaccines If clinical severity is high, all cases should be treated to reduce mortality and morbidity. Purchase or procure health, PPE and cleaning products / consumables for an extended period Arrange secure storage for vaccine and PPE supplies to avoid theft 	-MERO -Pandemic Coordinator -Health, Safety and Risk Officer - EHO	
6	Continue to coordinate vaccination sessions directed by DHHS <ul style="list-style-type: none"> Promote vaccination for identified high risk groups 	-Immunisation Team	

ACTIONS REQUIRED		RESPONSIBLE	✓
TARGETED RESPONSE – Moderate and high clinical severity			
When pandemic virus is spreading throughout the Alpine Shire.			
Objective: To provide targeted support and high quality care while maintaining critical services			
Where multiple virus infections are being reported in Alpine Shire			
7	Review cleaning and infection control procedures for communal areas <ul style="list-style-type: none"> • Provide handwash to ingress points of council buildings • Which buildings and services should be closed 	-IC for BCP -Pandemic Coordinator -Health, Safety and Risk Officer -Manager Facilities - EHO	
8	Liaise with DHHS to determine continued level of support for quarantined and isolated community members <ul style="list-style-type: none"> • Arrange for employment/deployment of staff to ensure continuation of support services 	-Pandemic Coordinator - EMC & EMT -MRM	
9	Review listings of vulnerable and communication channels	-Pandemic Coordinator -MRM	
10	Ensure Employee Assistant Program (EAP) is available for staff by phone	-HR Officer	
11	Liaise with local businesses (eg supermarkets) to support continuity of services	-Pandemic Coordinator -MRM -Communications - EHO	
12	Report any changes or activities to MRM	-All staff	

ACTIONS REQUIRED		RESPONSIBLE	✓
STAND DOWN			
Pandemic subsiding and/or vaccinations result in a protected population			
Objective: The public health threat is managed within normal arrangements and monitoring for change is in place			
Infection rate has dropped significantly			
1	Stand-down: Initiate stand down procedures which include: <ul style="list-style-type: none"> Reducing community support activities Cease activities that are no longer needed (eg the MECC) Communicate these changes to staff and external agencies Maintain normal infection control procedures Monitor for a second wave of the outbreak and also for development of anti-viral resistance Document financial expenditure and seek advice from DHHS regarding financial support packages available. 	-CEO IC for BCP -EMC & EMT -MRM -Pandemic Coordinator - EHO	
2	Liaise with DHHS Hume Region regarding a hand-over from response to recovery operations. Refer to Alpine Shire MEM P for more detail on the recovery services likely to be required.	- MRM -Pandemic Coordinator	
3	Continue to coordinate vaccination sessions when requested by DHHS	- Pandemic Coordinator -Immunisation Team	
4	Participate in a Pandemic Recovery Committee to determine the services and resources required to address the identified needs	-MRM	
5	Conduct staff debriefs to determine: <ul style="list-style-type: none"> Status of their psycho-social well-being Effectiveness of the Pandemic Plan procedures 	-CEO -EMC & EMT -MERO/MRM -HR Officer	
6	Participate in regional operations debrief/s	-EMC -Pandemic Coordinator -All agencies	
7	Review municipal plans and implement recommendations arising from the debriefs. Modify the Mitchell Shire Influenza Pandemic Plan to reflect those actions.	-EMC -Pandemic Coordinator	

Appendix 2 AHMPPI – Stages of Pandemic

Australian Pandemic phases and key activities – Page 15 of AHMPPI

<p>Preparedness</p> <p><i>No novel strain detected (or emerging strain under initial investigation)</i></p>		<ul style="list-style-type: none"> Establish pre-agreed arrangements by developing and maintaining plans; research pandemic specific influenza management strategies; ensure resources are available and ready for rapid response; monitor the emergence of diseases with pandemic potential, and investigating outbreaks if they occur.
<p>Response</p>	<p>Standby</p> <p><i>Sustained community person to person transmission overseas</i></p>	<ul style="list-style-type: none"> Prepare to commence enhanced arrangements; identify and characterise the nature of the disease (commenced in Preparedness); and communicate to raise awareness and confirm governance arrangements.
	<p>Action</p> <p><i>Cases detected in Australia</i></p>	<p>Action is divided into two groups of activities:</p> <p>Initial (when information about the disease is scarce)</p> <ul style="list-style-type: none"> prepare and support health system needs; manage initial cases; identify and characterise the nature of the disease within the Australian context; provide information to support best practice health care and to empower the community and responders to manage their own risk of exposure; and support effective governance. <p>Targeted (when enough is known about the disease to tailor measures to specific needs):</p> <ul style="list-style-type: none"> support and maintain quality care; ensure a proportionate response; communicate to engage, empower and build confidence in the community; and provide a coordinated and consistent approach.
	<p>Standdown</p> <p><i>The public health threat can be managed within normal arrangements and monitoring for change is in place</i></p>	<ul style="list-style-type: none"> Support and maintain quality care; cease activities that are no longer needed, and transitioning activities to seasonal or interim arrangements; monitor for a second wave of the outbreak; monitor for the development of antiviral resistance; communicate to support the return from pandemic to normal business services; and evaluate systems and revise plans and procedures.

Victorian Pandemic stages and actions – Page 30 of VHMPP

STAGE		DESCRIPTION	KEY ACTIONS
Prevention		<i>Prevention is not the primary focus of this plan</i>	
Preparedness		No novel strain detected (or emerging strain under initial detection)	<ul style="list-style-type: none"> Establish pre-agreed agreements by developing and maintaining plans Research pandemic-specific influenza management strategies Ensure resources are available and ready for rapid response Monitor the emergence of diseases with pandemic potential, and investigate outbreaks if they occur
Response	Standby	Sustained community person-to-person transmission detected overseas	<ul style="list-style-type: none"> Prepare to commence enhanced arrangements Identify and characterise the nature of the disease (commenced in preparedness) Communicate measures to raise awareness and confirm governance arrangements
	Action <i>Initial and targeted</i>	Cases detected in Australia	<p>Initial (when information about the disease is scarce)</p> <ul style="list-style-type: none"> Prepare and support health system needs Manage initial cases Identify and characterise the nature of the disease within the Australian context Provide information to support best practice healthcare and to empower the community and responders to manage their own risk of exposure Support effective governance <p>Targeted (when enough is known about the disease to tailor measures to specific needs):</p> <ul style="list-style-type: none"> Support and maintain quality care Ensure a proportionate response Communicate to engage, empower and build confidence in the community Provide a coordinated and consistent approach
	Stand down	Public health threat can be managed within normal arrangements Monitoring for change is in place	<ul style="list-style-type: none"> Support and maintain quality care Cease activities that are no longer needed, and transition activities to seasonal or interim arrangement Monitor for a second wave of the outbreak Monitor for the development of antiviral resistance Communicate activities to support the return from pandemic to normal business services Evaluate systems and revise plans and procedures
Recovery		<i>Recovery is not the primary focus of this plan</i>	

Appendix 3 Vulnerable Groups

Existing Vulnerable group	Ways affected
Children	More likely to contract pandemic influenza due to reduced natural immunity
People living in healthcare settings	Reduced natural immunity due to other health conditions
Young families, especially single-parent families	May need to manage a range of demands with minimum support
Older people, living alone without support	Isolation could cause deterioration in health and ability to function
Socially isolated	Lack of family and friends to provide personal or physical support. Lack of information could lead to anxiety
Physically isolated	Reduced ability to call on assistance from other members of the community, or from agencies
Unemployed	Lack of financial and physical resources may result in higher levels of disadvantage
People relying on external help	Existing support, such as home support, may be compromised
People living in an institutional setting	More exposed to the spread of disease, due to close living arrangements and sharing of facilities
People with existing disability, physical or mental illness	Existing support may be compromised. Higher risk of exposure to infection and psychological stressors
People with limited coping capability	Reduced capacity to manage life events
Substance dependent	Vulnerability if medical and other care arrangements are disrupted
Culturally and linguistically diverse communities (CALD)	Reduced understanding of potential risks and difficulty gaining access to information and resources
Financially disadvantaged, individuals and families on low incomes and/or high debt levels	May have limited access to goods and services. May not be able to stockpile, due to diminished supply and potential rising costs
Homeless	More exposed to the spread of disease, due to sharing of facilities. Lack of financial and physical resources may result in higher levels of disadvantage
People who use public transport	Higher likelihood of infection and transmission due to close contact with others

Emerging Vulnerable group	Ways affected
People confined to their homes as a result of illness or quarantine	Lack of family and friends to provide adequate levels of care. Fear of being socially marginalised or stigmatised.
Children orphaned and without a carer, particularly where there is no alternative carer	Heightened levels of grief, anxiety, stress and trauma due to issues around housing and care. Potential dislocation and developmental effects.
Children whose parents become ill, particularly where there is no alternative carer	Heightened levels of grief, anxiety, stress and trauma. Increased vulnerability in the longer term.
Families where a pandemic influenza bereavement has taken place	Heightened levels of grief, anxiety, stress and trauma.
People whose caregiver is sick and unable to care for them	Lack of alternative support could lead to general deterioration of health and wellbeing.
People who become unemployed, due to business closure or economic downturn	Lack of financial and physical resources and high debt levels, with minimum savings in reserve.
People on low incomes or otherwise economically vulnerable	Lack of financial and physical resources to manage consequences over an extended period of time.
The worried well—people whose physical health has not been affected by the virus but are worried or anxious about getting sick	High levels of anxiety due to fear of illness, death, unemployment and lack of access to services and information.
Families	Increased risk of family violence and breakdown of family unit, due to a shift in household dynamics. Children will lack social interaction, following school closures.
Small business owners	Significant reduction in demand in some sectors. Lack of resources to maintain financial viability during a downturn in the economy and/or unable to function due to absence of key personnel.
Health care workers and workers who are in close regular contact with members of the public	Exposure to risk of infection and potential isolation from family and support networks could increase stress and anxiety levels.

APPENDIX 4 Supporting People Isolated in their Home

Council may be asked to extend support to members of their community who are quarantined in their homes who don't have any form of assistance (family or friends) or assist the care agencies for the HACC clients within Alpine Shire. Identification of these people could be made by DHHS via their Help Line, requests for assistance through Council Reception or referrals from members of the community. They may also be on the Vulnerable Person's Register.

Points to consider:

- Council will have limited capacity to respond
- Least human contact is the underlying principle
- Triage could be conducted by the care agency for HACC clients using the phone to determine:
 - Health status
 - Access to food and support
 - Access to medication
- The need to maintain regular phone contact
- Food deliveries initially could be through the Food Bank and Meals on Wheels through the care agencies
- Information management will be through the use of Records Manager

APPENDIX 5 Signage

Coughing sneezing and hand hygiene procedures posters can be obtained from DHHS.

Table 4.1



APPENDIX 6 Storage, funeral and burial considerations

FUNERAL BUSINESS	ADDRESS	CAPACITY	CONTACT
Chiltern and District Funerals	70 Main Street Rutherglen	Capacity to store x 6 bodies Capacity to conduct x 3 funerals a day Plans for increased capacity - No	02 6032 8881
John Hossack Ovens Valley Funerals	53 High Street Beechworth	Capacity to store x 20 bodies Capacity to conduct x 8 funerals a day Capacity to conduct 8-10 cremations Plans for increased capacity - No	03 5728 1052
Tate Funeral Services	63 Greta Road Wangaratta	Capacity to store x 15 bodies Capacity to conduct x 3-5 funerals a day Plans for increased capacity - No	03 5722 2525
Christopher Tate Funeral Services	166 Myrtle Street Myrtleford	Capacity to store x 4 bodies Capacity to conduct x 2 funerals a day Plans for increased capacity - No	03 5752 2995
Howard Funeral Directors	11 Sanger Street Corowa	Capacity to store x 10 bodies Capacity to conduct x 4 funerals a day Plans for increased capacity - Yes	02 6033 4255
Conway Family Funeral Home	20 South Street Wodonga	Capacity to store 10-11 bodies Capacity to conduct x 4 funerals a day Plans for increased capacity - No	02 6024 1093
Lester & Son Funeral Home	49 Thomas Mitchell Drive Wodonga	Capacity to store 12 bodies Capacity to conduct x3 funerals a day Plans for increased capacity - No	02 6056 1700

CEMETERIES	ADDRESS	BURIAL CAPACITY	CONTACT
Bright Public Cemetery	20 Coronation Ave, Bright	Plenty of walls & camellia trees for ashes Approx. 1000 plots available 30 burials and 20-25 cremations per year	03 5755 1553
Myrtleford Lawn Cemetery	386 Yackandandah- Myrtleford Rd Barwidgee	Approx. 1500 Burial plots & ashes wall Cater for Muslim community 40 burials a year max 2 per day incl ashes	03 5751 1458
Bowmans Forest Cemetery	Great Alpine Road Bowmans Forest	Approx. 2500 plots in front & back Ashes wall has 45 spaces Currently 4 burials & 2 cremations per yr Has a section for Chinese and others	03 5727 1327
Buckland Cemetery		Approx	
Harrietville Public Cemetery	Cemetery Lane Harrietville	400 Plots currently available 2 x burials a year – not on code red days	03 5759 2686 0409 936 050
Havilah Cemetery			0424 615 050
Tawonga Cemetery	Cemetery Lane Coral Bank	1000 plots currently available 8 burials a year	0419 976 092

Beechworth Cemetery	Balaclava Rd Beechworth	400 plots & capacity for 200 ashes 26 x burials a year	
Milawa Cemetery		Lots of plots currently available 12 x burials a year	0429 304 730

APPENDIX 7 Abbreviations

AHMPPI	Australian Health Management Plan for Pandemic Influenza
AHPPC	Australian Health Protection Principal Committee
BCP	Business Continuity Plan
CMP	Crisis Management Plan
DHHS	Department of Health and Human Services
DPC	Deputy Pandemic Coordinator
MERO	Municipal Emergency Resource Officer
MEMP	Municipal Emergency Management Plan
MRM	Municipal Recovery Manager
PC	Pandemic Coordinator
PIP	Pandemic Influenza Plan
PPE	Personal Protective Equipment
VIFM	Victorian Institute of Forensic Medicine
VHMPPI	Victorian Health Management Plan for Pandemic Influenza

APPENDIX 8 Resources and Fact Sheets

RESOURCES

Victorian Government, Department of Health & Human Services (DHHS) 2014: Victorian Health Management Plan for Pandemic Influenza, October 2014.

Victorian-action-plan-for-pandemic-influenza Available:

<https://www.emv.vic.gov.au/plans/victorian-action-plan-for-pandemic-influenza/>

Pandemic Influenza

<https://www2.health.vic.gov.au/emergencies/emergency-type/infectious-diseases/pandemic-influenza>

FACT SHEETS

How to fit and remove protective gloves

<http://www.health.gov.au/internet/main/publishing.nsf/Content/how-to-fit-and-remove-protective-gloves>

How to fit and remove a protective gown

<http://www.health.gov.au/internet/main/publishing.nsf/Content/how-to-fit-and-remove-a-protective-gown>

How to fit and remove a surgical mask

<http://www.health.gov.au/internet/main/publishing.nsf/Content/how-to-fit-and-remove-a-surgical-mask>

How to fit and remove a P2 -N95 respirator

<http://www.health.gov.au/internet/main/publishing.nsf/Content/how-to-fit-and-remove-a-P2-N95-respirator>

Protective eyewear

[https://www.health.gov.au/internet/main/publishing.nsf/Content/ABAE785E7AC39EFECA257E35007F6925/\\$File/eyewear.pdf](https://www.health.gov.au/internet/main/publishing.nsf/Content/ABAE785E7AC39EFECA257E35007F6925/$File/eyewear.pdf)

How to fit and remove personal protective equipment

[https://www.health.gov.au/internet/main/publishing.nsf/Content/6C98191BEBE4B05ECA257E35007F6926/\\$File/correct_order.pdf](https://www.health.gov.au/internet/main/publishing.nsf/Content/6C98191BEBE4B05ECA257E35007F6926/$File/correct_order.pdf)

Clean hands

[http://www.health.gov.au/internet/main/publishing.nsf/Content/FEBD5FAF9B3B6A0ACA257E35007F6928/\\$File/clean_hands_alcohol.pdf](http://www.health.gov.au/internet/main/publishing.nsf/Content/FEBD5FAF9B3B6A0ACA257E35007F6928/$File/clean_hands_alcohol.pdf)

Travel health – Have you recently returned from overseas?

<http://www.health.gov.au/internet/main/publishing.nsf/Content/travel-health-have-you-recently-returned-from-overseas>

Avian Influenza

http://www.health.gov.au/avian_influenza

Seasonal and pandemic influenza

<http://www.health.gov.au/internet/main/publishing.nsf/Content/seasonal-and-pandemic-influenza>

Transmission of respiratory disease and managing the risk

<http://www.health.gov.au/internet/main/publishing.nsf/Content/transmission-of-respiratory-diseases-and-managing-the-risk>

World Health Organisation – Fact Sheet

<http://www.who.int/influenza/en/>

Finance Report Quarterly Review



For the period ending 31 December 2019

Finance Report – Quarterly Review

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Introduction

Preparation of report

The purpose of this report is to provide Council with an overview of quarterly results and an update on the forecast financial position for the year against budget, and it includes:

- Income Statement
- Departmental Summary
- Capital Works Summary
- Balance Sheet
- Dinner Plain Reserve
- Cash and Investments

Explanations are provided for variances greater than \$100,000.

The report has been prepared as required under section 138 of the *Local Government Act 1989* and has not been audited. Explanations for budgets and variances have been provided by each department and reviewed by the Finance department.

The report is presented to the Finance Committee, and also to the Audit Committee and Council for noting.

Summary

Council is forecasting a full year surplus of \$7.1m, which is \$1.3m higher than budgeted surplus of \$5.8m.

The primary drivers of this increase include:

- lower than expected employee costs by \$0.7m, largely due to the impact of vacant positions.
- additional grant income received for flood damage remediation (\$0.2m).
- Victorian Grants Commission funding is expected to be higher than budget by \$0.2m.
- lower than budgeted materials and services expenses (\$0.1m) due to a calculation error on the budget of \$0.3m.

This was partially offset by higher forecasted expenditure including:

- a) Business systems transformation program (\$90k).
- b) Insurance costs (\$71k)
- c) Workforce support costs (\$135k).

Comparison to Q1 Forecast

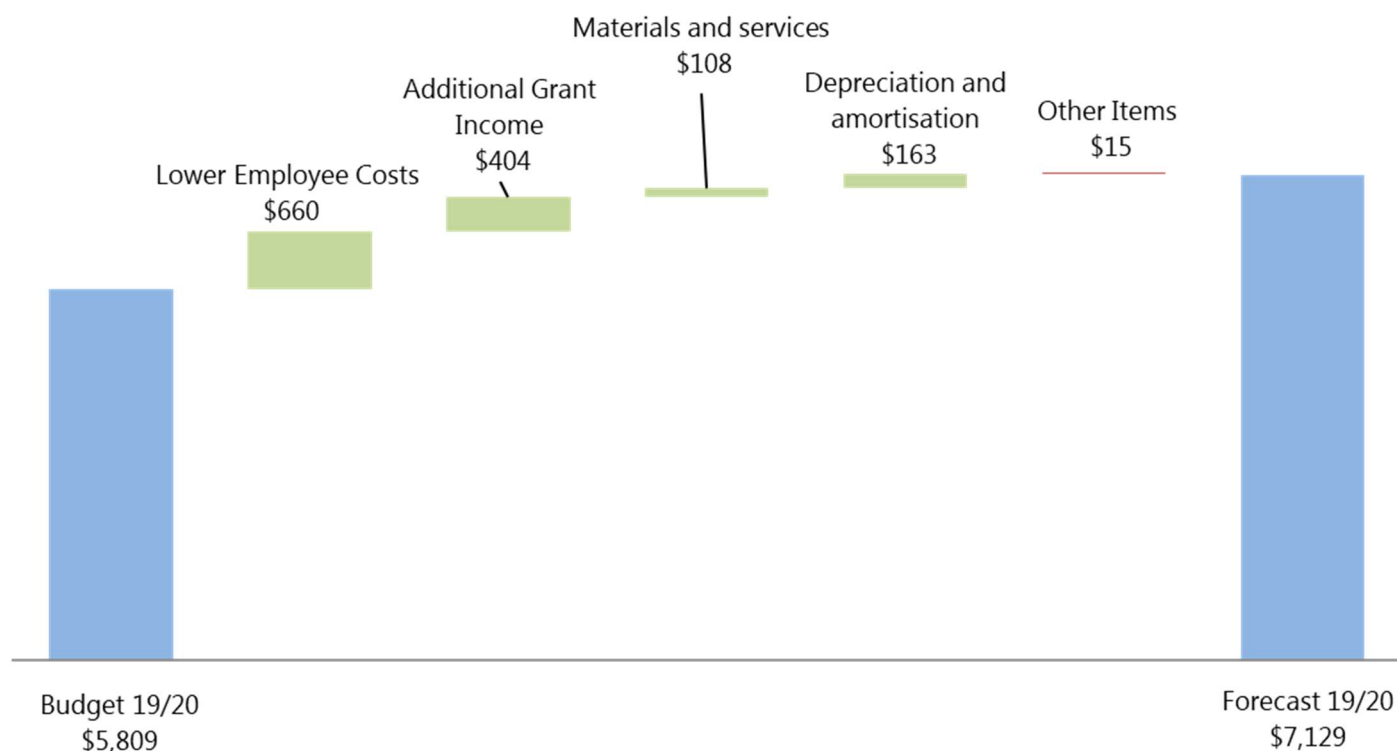
The Q2 forecast surplus has not substantially changed from the Q1 forecast. This is primarily due to a reduction in additional unbudgeted grant funding for Buckland bridge \$0.6m which has been offset by lower forecasted employee costs (\$0.2m) and materials and services (\$0.2m) as well as higher flood damage remediation funding (\$0.2m).

Balance Sheet Health

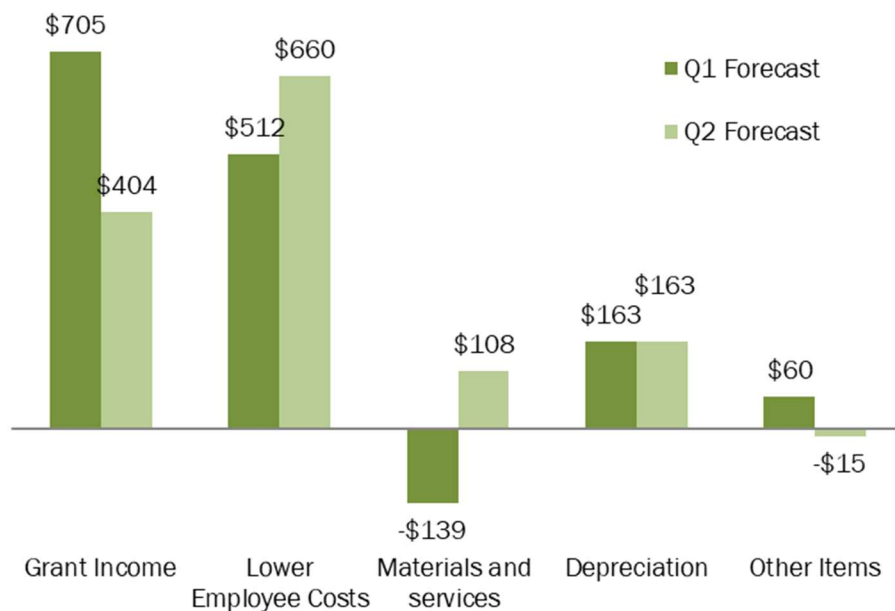
The forecast Working Capital Ratio for the end of financial year is 4.2 representing the ratio of current assets (funds accessible within a short timeframe) to current liabilities (short term debt). This is higher than the average for Victorian Councils of 3.2 (based on 2018-19 Know Your Council Performance Reports).

Finance Report – Quarterly Review

Q2 Forecast to FY19/20 Budget Surplus (\$k)



Q1 to Q2 Forecast - Key Variances (\$k)



Finance Report – Quarterly Review

Income Statement

Year-end forecast against budget

	Actual YTD December \$'000	Budget Full year \$'000	Forecast Full year \$'000	Variance		Ref
				\$'000	%	
Income						
Rates and charges	18,495	18,634	18,663	29	0%	
Statutory fees and fines	256	541	557	16	3%	
User fees	581	1,065	991	(74)	-7%	
Contributions - cash	445	735	786	51	6%	
Contributions - non-monetary assets	-	210	210	-	0%	
Grants - Operating (recurrent)	1,410	4,296	4,600	304	7%	1
Grants - Operating (non-recurrent)	234	405	530	125	24%	2
Grants - Capital (recurrent)	-	710	710	-	0%	
Grants - Capital (non-recurrent)	2,458	3,540	3,515	(25)	-1%	
Other income	486	863	826	(37)	-4%	
Total income	24,365	30,999	31,388	389	1%	
Expenses						
Employee costs	3,916	8,476	7,816	(660)	-8%	3
Materials and services	5,176	10,688	10,580	(108)	-1%	4
Depreciation and amortisation	2,462	5,088	4,925	(163)	-3%	5
Landfill rehabilitation	-	107	107	-	0%	
Other expenses	249	731	731	-	0%	
Net gain on disposal of property, infrastructure, plant and equipment	-	100	100	-	0%	
Total expenses	11,803	25,190	24,259	(931)	-4%	
Surplus (deficit) for the year	12,562	5,809	7,129	1,320	19%	

Income Statement – explanations of variances

Ref	Item	Explanation
1.	Grants – Operating (recurrent)	Victorian Grants Commission funding is expected to be higher than budget by \$200k. Also, several minor community grants have been reclassified from non-recurrent to recurrent operating grant income.
2.	Grants - Operating (non-recurrent)	Higher than budget as a result of unanticipated income received for flood damage remediation (\$247k). Partially offset by \$35k income for the 2020 MTBA Nationals event received in Q4 2018/19 FY and a reclassification of grant income as in reference 1.
3.	Employee Costs	Lower than budgeted due to the ongoing impact of vacancies. Monitoring backfill via Workforce Support account (captured in Materials and Services).

Finance Report – Quarterly Review

- | | | |
|-----------|-------------------------------|---|
| 4. | Materials and Services | <p>Lower than budget due to :</p> <ul style="list-style-type: none">a) An error in the budget amount as a result of the internal charges (\$324k) not being eliminated.b) lower than budgeted charges for processing charges for comingled kerbside waste (\$24k).c) lower expected road and drainage maintenance expenditure (\$100k). <p>Partially offset by increased expenditure including:</p> <ul style="list-style-type: none">a) Increased costs to deliver the Business Systems Transformation Program including unbudgeted Program Manager costs, legal fees and contractor fees, some of which will be offset by additional income (\$90k).b) Increased insurance expenditure due to industry-wide cost increases (\$71k).c) Higher workforce support costs to cover unfilled positions (\$135k) |
| 5. | Depreciation and amortisation | <p>Lower than budget due to asset write downs in 2018/19 for open spaces as a result of a change in capitalisation methods.</p> |

Finance Report – Quarterly Review

Departmental Summary

	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	Ref
Income					
Asset Development	2,649	4,250	4,563	313	1
Asset Maintenance	110	148	156	8	
Building and Amenity	242	505	518	13	
Corporate Services	17,192	20,736	20,974	238	2
Councillors and Executive	6	4	6	2	
Economic and Community Development	341	717	647	(70)	
Facilities	3,956	4,529	4,499	(30)	
Planning Services	185	284	330	46	
Grand Total	24,681	31,173	31,693	520	
Expenditure					
Asset Development	1,710	11,391	10,215	(1,176)	3
Asset Maintenance	939	2,663	2,565	(98)	
Building and Amenity	28	177	162	(15)	
Corporate Services	1,351	2,519	2,702	183	4
Councillors and Executive	4,250	8,987	8,488	(499)	5
Economic and Community Development	745	1,415	1,387	(28)	
Facilities	1,512	3,883	3,854	(29)	
Planning Services	17	298	318	20	
Expenditure Total	10,552	31,333	29,691	(1,642)	

Departmental summary – explanations of variances

Ref	Item	Explanation
1.	Asset Development Income	Additional funding for Alpine Better Places Myrtle Street and flood damage remediation offset by some timing differences. Refer to the Capital Works Summary for further detail.
2.	Corporate services Income	Victorian Grants Commission funding is expected to be higher than budget by \$200k.
3.	Asset Development Expenditure	Lower than budgeted expenditure expected for Buckland Bridge (\$750k) and a delay in the Porepunkah Landfill Rehabilitation (\$445k). Refer to the Capital Works Summary for further detail.
4.	Corporate Services Expenditure	Higher than expected with significant variances including: <ul style="list-style-type: none"> a) Increased costs to deliver Business Systems Transformation Program including Program Manager costs, legal fees and contractor fees totalling \$90k, some of which will be offset by additional income. b) Increased insurance costs due to cost increases industry-wide \$71k.
5.	Councillors and Executive Expenditure	Employee costs are expected to be lower than budget due to the ongoing impact of vacancies (\$660k), partially offset by higher contractor costs (Workforce Support \$135k).

Finance Report – Quarterly Review

Ref	Item	Explanation
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Capital Works Summary

The following table summarises all capital works projects where the forecast full year income or expenditure varies from the budgeted amount by more than \$100,000.

	Actual YTD \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance \$'000	%	Ref
Income						
Alpine Better Places Myrtle Street Income	245	-	245	245	100%	1
December 2018 Flood Damage Remediation Income	13	-	129	129	100%	2
Great Valley Trail Income	-	250	50	(200)	-400%	3
Mount Beauty Skate Park Upgrade Income	-	165	30	(135)	-450%	4
October 2016 Flood Damage Remediation Income	118	-	118	118	100%	5
Expenses						
Buckland Bridge	-	2,250	1,500	(750)	-50%	6
Great Valley Trail	14	500	390	(110)	-28%	7
Mount Beauty Depot	-	150	10	(140)	-1400%	8
Myrtleford Indoor Sports Stadium Expansion	387	550	387	(163)	-42%	9
Myrtleford Showgrounds Water Supply Upgrade	224	-	224	224	100%	10
Porepunkah Landfill Rehabilitation	10	500	55	(445)	-809%	11
Ranch Road Drainage Upgrade (3843)	171	-	171	171	100%	12
Victoria Bridge (3802)	32	-	227	227	100%	13

Capital works summary – explanation of variances

Ref	Item	Explanation
1.	Alpine Better Places Myrtle Street Income	This income is as per our funding agreement with the National Stronger Regions Fund. The project completion report was finalised in October 2019 triggering the remaining milestone payment. The income was not captured in the 2019/20 budget.
2.	December 2018 Flood Damage Remediation Income	This income relates to claims submitted in the 2018/19 financial year. The income was not captured in the 2019/20 budget.
3.	Great Valley Trail Income	The grant funding agreement was finalised late in 2018/19 financial year, and in this agreement the grant funding to be received in 2019/20 is capped at \$50,000.
4.	Mount Beauty Skate Park Upgrade Income	\$135k already received from SRV in 2018/19.
5.	October 2016 Flood Damage Remediation Income	This income relates to a claim submitted in the 2018/19 financial year. The income was not captured in the 2019/20 budget.
6.	Buckland Bridge	This project is forecast to be delivered \$750K under budget due to competitive tender pricing.
7.	Great Valley Trail	This project is running behind schedule due to the planning approvals process taking longer than anticipated. Forecast expenditure is therefore lower than budgeted
8.	Mount Beauty Depot	The delivery of this project has been delayed whilst a significant opportunity is explored which relates to the use of the depot site.

Finance Report – Quarterly Review

Ref	Item	Explanation
9.	Myrtleford Indoor Sports Stadium Expansion	More expenditure incurred in 2018/19 than expected when the budget was set for 2019/20.
10.	Myrtleford Showgrounds Water Supply Upgrade	Expenditure should have been budgeted, but was missed in error.
11.	Porepunkah Landfill Rehabilitation	Delays in obtaining approvals for extraction of clay for the construction of the landfill cap for rehabilitation, have resulted in a potential redesign to geofabric as an alternative due to this issue. Costs forecast are for biofilter design modification, repairs and possible redesign consultancy fees.
12.	Ranch Road Drainage Upgrade	Expenditure should have been carried forward from 2018/19, but was not budgeted.
13.	Victoria Bridge	Works were not completed as anticipated in 2018/19 at the time of setting the budget.

Finance Report – Quarterly Review

Balance Sheet

	Actual YTD December	Budget Full year	Forecast Full year	Variance		Ref
	\$'000	\$'000	\$'000	\$'000	%	
Assets						
Current assets						
Cash and cash equivalents	2,673	2,082	2,835	753	36%	1
Trade and other receivables	9,714	1,855	1,886	31	2%	
Financial assets	18,000	13,000	16,000	3,000	23%	1
Inventories	64	49	49	-	0%	
Other assets	598	267	267	-	0%	
Total current assets	31,049	17,253	21,037	3,784	22%	
Non-current assets						
Investment properties	3,260	3,260	3,260			
Investment in shared services	76	101	98	(3)	-3%	
Property, infrastructure, plant & equipment	219,037	231,891	230,217	(1,674)	-1%	2
Inventories	105	110	102	(8)	-7%	
Total non-current assets	222,478	235,362	233,677	(1,685)	-1%	
Total assets	253,527	252,615	254,714	2,099	1%	
Liabilities						
Current liabilities						
Trade and other payables	395	1,877	1,859	(18)	-1%	
Trust funds and deposits	401	406	393	(13)	-3%	
Provisions	2,346	2,545	2,745	200	8%	3
Income received in advance	36	30	36	6	20%	
Total current liabilities	3,178	4,858	5,033	175	4%	
Non-current liabilities						
Provisions	3,842	2,261	3,527	1,266	56%	3
Income received in advance	494	368	458	90	24%	
Total non-current liabilities	4,336	2,629	3,985	1,356	52%	
Total liabilities	7,514	7,487	9,018	2,887	39%	
Net assets	246,013	245,128	245,696	568	0%	
Equity						
Accumulated surplus	121,052	118,736	116,447	(2,289)	-2%	
Reserves	124,961	126,392	129,249	2,857	2%	
Total equity	246,013	245,128	245,696	568	0%	

Finance Report – Quarterly Review

Balance Sheet – explanations of variances

Ref	Item	Explanation
1.	Cash and cash equivalents and Financial Assets	Higher than budget by \$3.8m as a result of positive cash variances to budget both in 2018/19 and 2019/20.
2.	Property, infrastructure, plant & equipment	Lower than budget due to asset write downs in 2018/19 for open spaces as a result of a change in capitalisation methods.
3.	Provisions	Higher than budgeted as the provision for landfill rehabilitation was increased in 2018/19 as a result of higher costs to complete rehabilitation works and aftercare.

Dinner Plain Reserve

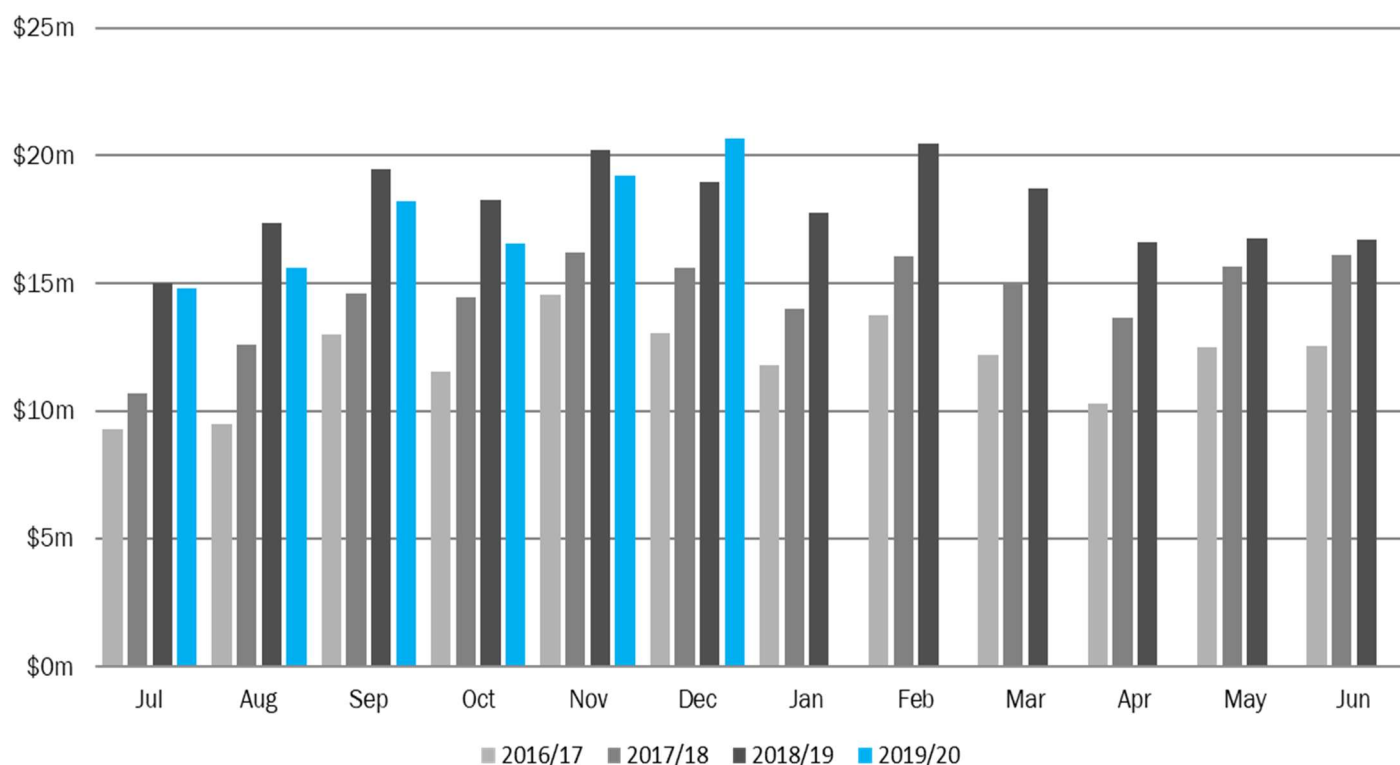
	Actual YTD December \$'000	Budget Full Year \$'000	Forecast Full Year \$'000	Variance	
				\$'000	%
Balance as at 1 July 2019	727	686	727	41	
Income	1,300	1,386	1,403	17	1%
Expenditure	752	1,471	1,474	3	0%
Net	548	(85)	(71)	14	-20%
Balance	1,275	601	656	55	8%

The Dinner Plain Reserve is forecast to be \$656k by the end of FY19/20. This is \$55k higher than budgeted, the most significant variance was caused by the starting balance of the Reserve at 1 July being lower than budgeted due to a number of variances occurring between when the budget was set and the end of financial year (\$41k).

Finance Report – Quarterly Review

Cash and Investments

Monthly Cash Balance



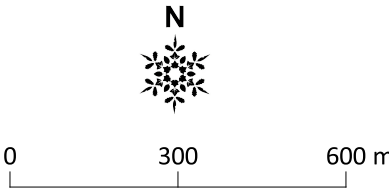
The cash balance was \$20.7 million at the end of Q2, of which \$18.0m was term deposits. This was \$1.7m higher than the 2018/19 Q2 cash balance of \$19.0 million, the main contributing factor was receiving fixing country roads grant funding (\$1.9m) earlier than in 2018/19.

Area Designated for Alcohol Restrictions

10pm
Thursday 5 November 2020
to
7am
Monday 9 November 2020

Legend

- Alcohol Restriction Area
- Alcohol Restriction Area Boundary



Coordinate System GDA94 MGA Zone 55

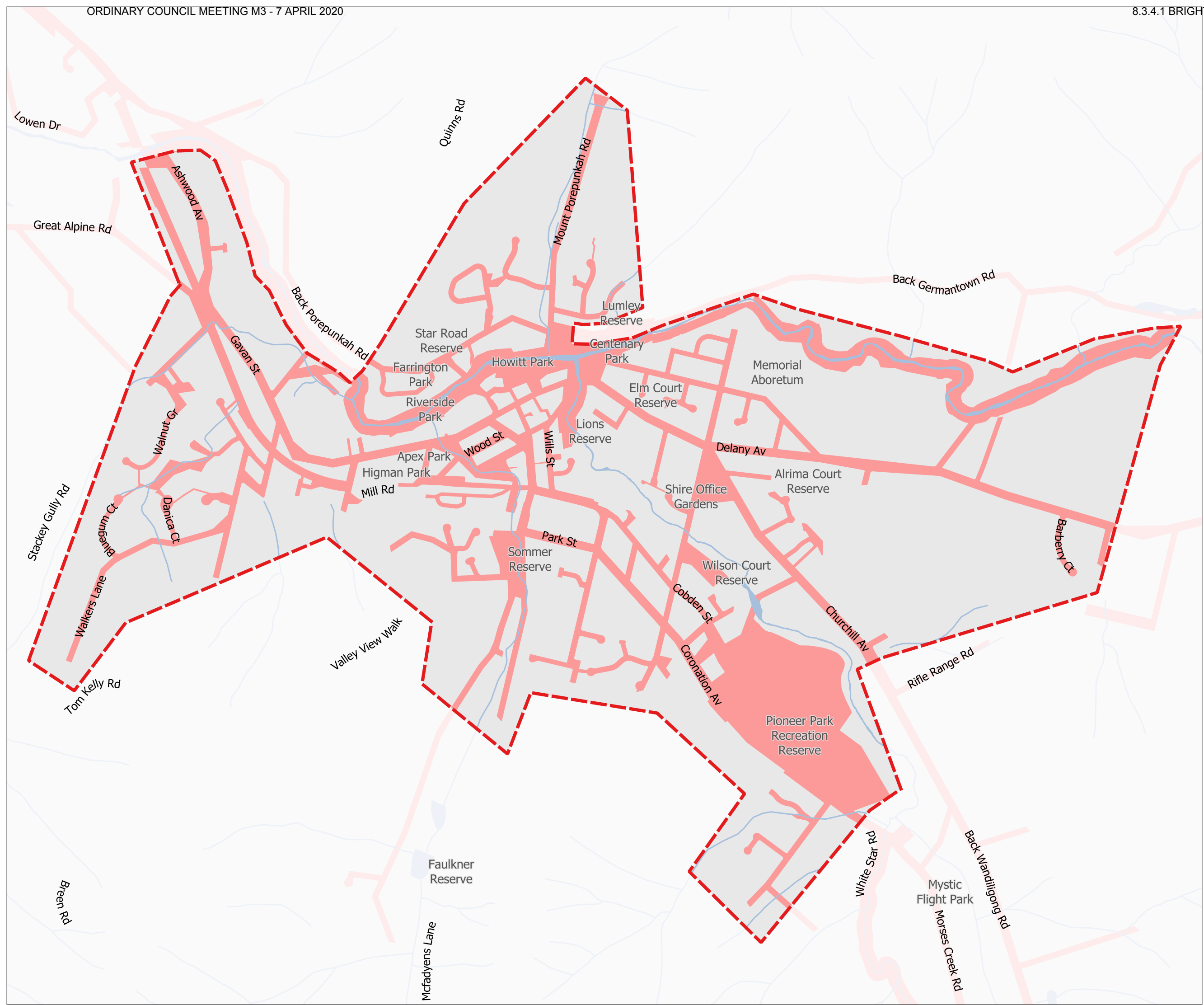
Created: 19/3/2020

While every care is taken by Alpine Shire Council and the Department of Environment, Land, Water and Planning (DELWP) to ensure the accuracy of this data, Alpine Shire Council and DELWP jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



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10pm - 7am restriction

Alcohol restriction area



0 70 140 m

Coordinate Systems: GCS: NAD 83, Zone 18

Created: 10/5/2019

While every case is taken by the State Council Land Use and the Department of Sustainability and Environment to ensure the accuracy of the data, the State Council Land Use and the Department of Sustainability and Environment jointly and mutually make some corrections as necessary about the accuracy, reliability, completeness or timeliness for any particular project and disclose all inaccuracies and all liability (including without limitation, liability in negligence for all expenses, losses, damages (including without or consequential damages) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



ALPINE

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Budget 2020/21

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1 Mayor and CEO's Introduction

There is no doubt that we have had a difficult beginning to 2020. Following the devastating impact of the bushfires early in the year, the novel coronavirus (COVID-19) presents us all with a new set of pressing risks and challenges. It is critical that we maintain our flexibility to adapt and respond to the social and economic needs of the community over the course of the next financial year.

Council's 2020/21 budget provides a prudent financial position, enabling us to target the critical services and initiatives which support our community's resilience and vibrancy as conditions evolve.

Significantly Council is positioned to spend over \$1m on Bushfire Recovery in 2020/21, through a series of initiatives to boost our businesses and our community. Notably we will be boosting our community grants program from \$80,000 to over \$500,000, and our events grants program will increase from \$200,000 to \$300,000.

We will continue to maintain our vital civil assets to a standard that we are all proud of, from our roads, bridges and footpaths, to our buildings, public amenities, bins and recreational areas. Our planning, building, local laws and environmental health functions will continue to underpin our ability to support a safe, sustainable and highly liveable Shire.

We will continue to deliver our essential waste collection and waste management services and are pleased to announce a reduction in our general waste charge from \$89.20 to \$80 per premise. We will direct resourcing towards supporting Council's sustainability, aligning to the new Recycling Victoria policy while developing and actioning a suite of climate action initiatives.

Whilst we may need to adapt to changing conditions, our budget provides full support for our diverse community facilities and activities, from our libraries, airports, swimming pools and visitor information centres, to our youth activities and maternal child health services. We are well positioned to continue support for the Shire's economic and social development through a range of grant programs and initiatives.

Following Council elections in October we will have the opportunity to refresh our vision and key strategies. Following community consultation, we will be developing a new four-year Council Plan, as well as fresh Economic Development, Land Development and Events Strategies.

Our 2020/21 capital works pipeline will continue to develop and maintain our community assets, while balancing expenditure with long term financial sustainability. Notably nearly \$1m will be directed towards Dinner Plain Activation, and work on the Great Valley Trail connecting Bright and Harrietville will continue.

Planned works to renew the historical Myrtleford Memorial Hall will be completed, along with the rollout of the Alpine Better Places program in Harrietville and Tawonga. Bright will benefit from the implementation of targeted car parking improvements.

The budget proposes a rate increase of 2.0% for 2020/21, compared with last year's increase of 2.5%, and in line with the Fair Go Rates System which caps Victorian council rate increases in line with inflation. Council has worked hard to maintain underlying departmental costs at the same level as 2019/20; increases to electricity prices and insurance premiums have been offset by strong cost management and smart sourcing.

We are proud to serve an area which is known for its natural beauty, its vibrant communities and its many opportunities for both residents and visitors. We look forward to supporting the Alpine Shire in its ability to thrive for years ahead, and as always welcome your suggestions as to how we can make our region an even better place to live and to visit.

Cr Peter Roper
Mayor

Charlie Bird
Chief Executive Officer

Financial Snapshot

Key Statistics	2019/20 Forecast	2020/21 Budget
Total Expenditure (\$000)	24,556	27,494
Underlying Operating Surplus (\$000)	9,029	1,227
Capital Works Program (\$000)	10,215	6,512
Staff Numbers (EFT)	105	113

Budgeted Expenditure by Strategic Objective	2020/21 Budget	% of Budget
A high performing organisation	9,864	35%
A responsible and sustainable organisation	1,895	7%
Incredible places for our community and visitors	6,512	23%
Infrastructure and open spaces that our community is proud of	2,605	9%
Highly utilised and well managed community facilities	4,564	16%
A well planned and safe community	370	1%
A thriving and connected community	2,391	8%

2 Link to Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework.

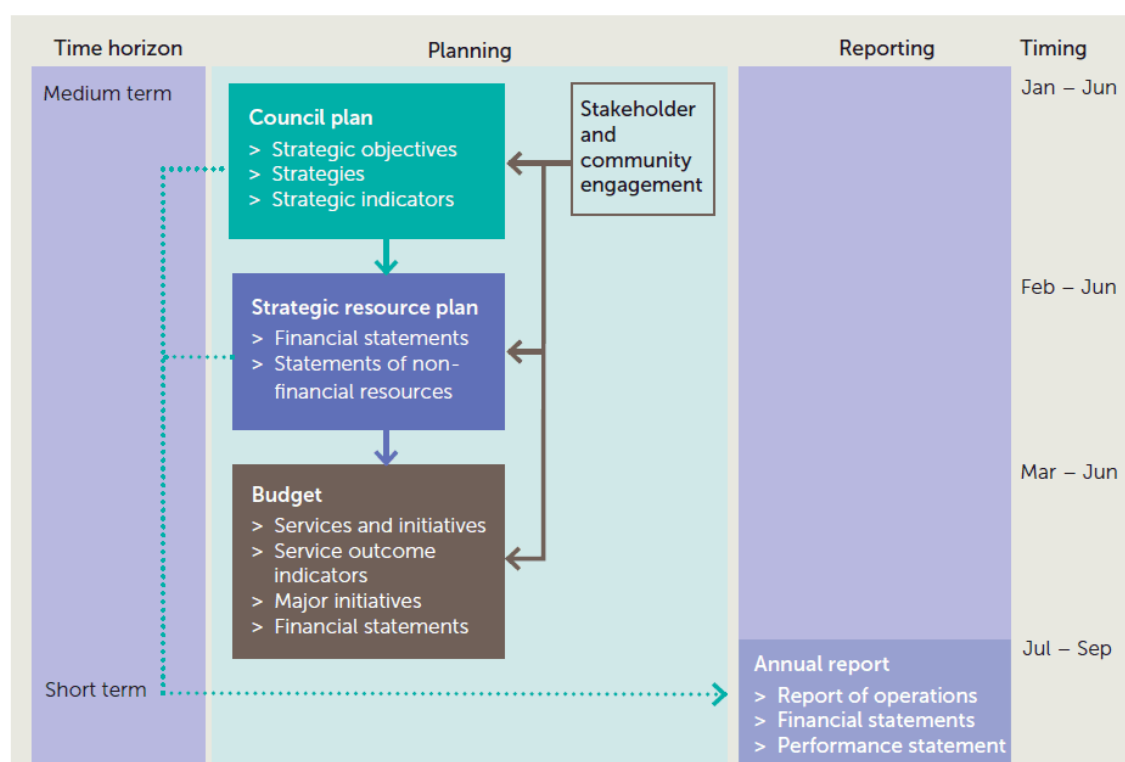
2.1 Background: Planning and Accountability Framework

The local government planning and accountability framework guides the Council in identifying community needs and aspirations, and determining how it will deliver upon them.

The foundation of the Council Plan is the 2030 Vision, which is an overarching intention statement of what the Council intends to deliver into the longer term. This then frames the medium term Council Plan, which is developed following Council elections. 2020/21 marks Year 4 of the 2017-2021 Plan.

The four year Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan.

The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (formerly Department of Transport, Planning and Local Infrastructure)

2.2 Our Purpose

2030 Community Vision

“The Alpine Shire provides outstanding opportunities for its residents and visitors through sustainable growth in balance with the natural environment”.

The 2030 Community Vision was developed in consultation with our community in 2005 and revised in 2010. This vision identifies and articulates the long term aspirations, needs and opportunities of our community and is also consistent with community sentiment expressed during the development of the Council Plan 2017-21.

2.3 Strategic Objectives

To achieve this vision, the Council focuses its efforts on delivering seven long term objectives as detailed in the Council Plan 2017-21. These objectives guide Council's delivery of projects and services to the community over the course of the Council term.

Strategic Objectives	Strategies
1. A high performing organisation	<ul style="list-style-type: none"> Communicate and engage with stakeholders. Advocate for the community on key issues. Lead and govern with integrity. Build a skilled organisation with a positive culture.
2. A responsible and sustainable organisation	<ul style="list-style-type: none"> Provide an excellent customer experience. Manage our financial resources sustainably. Identify and manage Council's risk. Balance financial, environmental and community outcomes.
3. Incredible places for our community and visitors	<ul style="list-style-type: none"> Identify our community's infrastructure aspirations. Deliver Council's capital works program on time, to budget, and to the satisfaction of stakeholders.
4. Infrastructure and open spaces that our community is proud of	<ul style="list-style-type: none"> Manage and maintain Council infrastructure. Understand and plan for Council's asset renewal requirements. Prepare for and respond to community emergency events. Maintain Council's parks, trees and reserves.
5. Highly utilised and well managed community facilities	<ul style="list-style-type: none"> Soundly operate and manage community facilities. Deliver quality services for our community. Align services with community expectations.
6. A well planned and safe community	<ul style="list-style-type: none"> Plan for and manage development to enhance liveability. Raise awareness and educate our community about laws, regulations and codes. Enforce local laws, regulations and codes.
7. A thriving and connected community	<ul style="list-style-type: none"> Strengthen visitor attraction and the visitor experience. Support and encourage investment and enterprise. Improve healthy eating and physical activity. Stop family violence against women and children. Reduce the incidence of alcohol and other drug harm. Create socially connected and supported communities.

3 Services, Initiatives and Service Performance Indicators

This section outlines how the Annual Budget will contribute to the strategic objectives outlined in the Council Plan 2017-21. It describes the major services and initiatives for key areas of Council's operation, and links them to the key service performance indicators which are prescribed for Local Government under the *Local Government (Planning and Reporting) Regulations 2014*. In line with legislation, Council will report against these services, initiatives and service performance indicators in the end-of-year Annual Report to support transparency and accountability.

3.1 A High Performing Organisation

Following Council elections in October, a new Council Plan will be developed in consultation with the community, resetting the vision and strategies to guide Council's activities over the next four years.

Council will continue to invest in its workforce to ensure that our people have the skills and capabilities to deliver a high level of customer service in a safe and compliant manner. Increased human resource expenditure reflects Council's focus on sustainability bushfire recovery and moving delivery of certain activities in-house.

Council will continue its strong program of advocacy to all levels of government and to key groups across the North East and Hume region.

3.1.1 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Councillors and Executive	Includes all human resources support, marketing and communications activities, and advocacy activities. This area also includes remuneration for the Council workforce, the Mayor and the Councillors.	Exp	8,473	9,864
		Rev	6	0
		NET Expense (Revenue)	8,467	9,864

It is noted that the expenditure for this service area captures all employee costs across Council.

3.1.2 Major Initiatives

- Council Plan

3.1.3 Service Performance Outcome Indicators

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

3.2 A Responsible and Sustainable Organisation

Council will focus effort on implementing the new Local Government Act, representing the most comprehensive reform of local government in Victoria for 30 years. The Act will improve local government democracy, accountability and service delivery and is to be phased in four stages to June 2022.

Following a review of Council's business technology strategy, Council will continue work to upgrade its core technology applications to improve our customers' experience. New functionality will better enable timely and efficient handling of customer requests, and reduce manual effort, duplication and rework for staff. Council will also continue to improve its IT Governance to ensure that technology investments are prudent, prioritised and effective.

At the same time Council will renew its network infrastructure and review its IT controls to ensure that it remains adaptable and resilient given evolving technology needs and risks.

Council takes the health and safety of its people seriously and will continue to implement improvements to procedures to ensure that health and safety risks in our workplaces are mitigated.

3.2.1 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Corporate	Corporate manages the supporting functions to help Council to deliver services in an efficient, effective and safe manner. This includes financial control and planning, revenue collection, information technology, customer service, governance, and risk management.	Exp	1,670	1,895
		Rev	19,784	20,158
		NET Expense (Revenue)	(18,114)	(18,264)

3.2.2 Major Initiatives

- Local Government Act Implementation
- Business Systems Transformation Program
- IT Governance Framework
- IT Controls Review
- Health and Safety Improvements

3.2.3 Service Performance Outcome Indicators

There are no prescribed service performance outcome indicators for this service.

3.3 Incredible Places for our Community and Visitors

In 2020/21 Council will deliver a steady pipeline of capital projects to renew, upgrade and develop the Shire's suite of capital assets. Council continues in its commitment to ensuring that our properties, plant and equipment, roads, bridges, footpaths, recreational areas, and the Rail Trail remain in a condition that we can be proud of.

Notably Council will spend \$0.9m on Dinner Plain Activation and will continue the significant program of work to construct the Great Valley Trail connecting Bright and Harrietville.



Other notable projects include the completion of Alpine Better Places Harrietville and Tawonga, the renewal of Myrtleford Memorial Hall, and the delivery of Bright Car Parking Improvements.

3.3.1 Services

Service area	Description of services provided	2018/19 Forecast \$'000	2019/20 Budget \$'000
Asset Development	This area delivers the critical projects to renew and upgrade our community assets, and to develop new assets. The area is in part subsidised by recurrent and non-recurrent grants.		Refer to Capital Works budget

3.3.2 Major Initiatives

- Dinner Plain Activation
- Great Valley Trail
- Alpine Better Places Harrietville and Tawonga
- Myrtleford Memorial Hall
- Bright Car Parking Improvements

Please refer to the Capital Works budget for the full project list.

3.3.3 Service Performance Outcome Indicators

There are no prescribed service performance outcome indicators for this service.

3.4 Infrastructure and Open Spaces that our Community is Proud Of

Council will continue to deliver its regular maintenance programs across our civil infrastructure and open spaces to ensure the every-day amenity and long lifespan of our assets.

Council will also invest in the governance of our heavy vehicles through its Chain of Responsibility Solutions review.

In addition, Council will continue to undertake any relevant actions in line with the Municipal Emergency Management Plan and the Road Management Plan.

3.4.1 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Local Roads, Bridges and Drainage	This area involves the maintenance of all Council's roads, and bridges. Council has 576km of roads, 120 bridges and over 40 major culverts. Spending in this area also covers roadside vegetation and drainage.	Exp	759	745
		Rev	18	18
		NET Expense (Revenue)	741	728
Footpaths	Maintenance of Council footpaths. Also includes snow grooming services for Dinner Plain.	Exp	86	86
		Rev	0	0
		NET Expense (Revenue)	86	86
Open Spaces	This service involves the maintenance of all of Council's open space areas such as playgrounds, parks, street trees, roundabouts and public reserves.	Exp	640	614
		Rev	22	22
		NET Expense (Revenue)	618	592
Building Maintenance	This service is responsible for the maintenance of all of Council's buildings. This includes operational buildings such as depots, administration buildings and libraries as well as community buildings such as halls, senior citizens centres and childcare centres. This area is also responsible for rectifying damage caused by vandalism.	Exp	293	320
		Rev	0	0
		NET Expense (Revenue)	293	320
Operations	Administration and management of Myrtleford, Bright and Mount Beauty works depots and plant maintenance and operational expenses.	Exp	678	772
		Rev	31	32
		NET Expense (Revenue)	647	740
Emergency Management	This covers the administrative costs of Council's Emergency Management Planning role, maintenance of various flood warning infrastructure, and additional coordination activities which are fully grant funded.	Exp	68	68
		Rev	86	98
		NET Expense (Revenue)	(18)	(30)

3.4.2 Major Initiatives

- Chain of Responsibility Solutions

3.4.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Roads	Satisfaction	Satisfaction with sealed local roads	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

3.5 Highly Utilised and Well Managed Community Facilities

During 2020/21 Council will implement its events waste management plan and invest in rehabilitating its Porepukah and Myrtleford landfills to meet environmental obligations. Council will also upgrade its electronic waste infrastructure to better enable effective processing.

Council will direct resources towards improving its sustainability through 'circular economy' and climate action initiatives. Council will also implement renewable energy upgrades for Council's buildings.

The Council will continue to support its libraries, Visitor Information Centres, seasonal pools and sports centres for the benefit of our residents and visitors.

3.5.1 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Airports	Provision and maintenance of aerodromes at Mount Beauty and Porepukah.	Exp	40	40
		Rev	32	33
		NET Expense (Revenue)	8	8
Property Management	This service manages public amenity facilities across the Alpine Shire as well as the Bright Holiday Park.	Exp	684	695
		Rev	464	463
		NET Expense (Revenue)	220	232
Recreation	Council supports the development and maintenance of recreation reserves across the Shire and also supports recreation clubs and committees.	Exp	90	89
		Rev	0	0
		NET Expense (Revenue)	90	89
School Crossings	Council provides the school crossing supervisor function to schools within the Alpine Shire Council.	Exp	2	2
		Rev	37	37
		NET Expense (Revenue)	(36)	(36)
Swimming Pools	This service involves the running of Bright Sports Centre, the provision of outdoor seasonal pools at Myrtleford and Mount Beauty and lifeguarding at the Bright and Porepukah river pools.	Exp	375	402
		Rev	214	210
		NET Expense (Revenue)	161	192
Visitor Information Centres	This service comprises visitor information services located at Bright, Mount Beauty and Myrtleford. Income is derived from the sale of souvenirs and the lease of the River-deck Café in Bright.	Exp	150	162
		Rev	180	208
		NET Expense (Revenue)	(30)	(46)
Waste and Recycling	Provision of waste management and recycling services across the Shire. This includes kerbside garbage and recycling collection services as well as the operation of the Myrtleford landfill and transfer stations at Mount Beauty and Porepukah.	Exp	2,176	2,216
		Rev	3,213	3,229
		NET Expense (Revenue)	(1,037)	(1,013)

3.5.2 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Libraries	Libraries consist of the Alpine Shire library branches in Myrtleford, Bright and Mount Beauty and delivery of programs such as rhyme time, story time, school holiday programs and visiting authors. The Council also operates the High Country Library Network Hub, which undertakes the purchase and management of books and library materials for the Alpine Shire Council as well as neighbouring councils of Benalla, Mansfield and Wangaratta as a shared service.	Exp	657	632
		Rev	948	870
		NET Expense (Revenue)	(291)	(238)
Dinner Plain Facilities	Provision of specific waste collection and public facilities services for Dinner Plain.	Exp	332	328
		Rev	359	374
		NET Expense (Revenue)	(27)	(46)

3.5.3 Major Initiatives

- Events Waste Management Plan Implementation
- Porepunkah Landfill Rehabilitation
- Myrtleford Landfill Rehabilitation
- Electronic Waste Infrastructure Upgrade
- Renewable Energy Upgrade for Council Buildings

3.5.4 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members	[Number of active library members / municipal population] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities	Number of visits to aquatic facilities / Municipal population

3.6 A Well Planned and Safe Community

Based on community consultation, Council will commence the development of a Land Development Strategy to ensure that our town planning framework is best able to support Alpine Shire's environmental, economic and community outcomes.

Council will also complete selected Planning Scheme Amendments to ensure that our planning scheme is in line with contemporary requirements.

Council will continue to ensure that environmental health is maintained through its regular food premise inspections and handling of wastewater applications. In addition Council will align to legislation requiring the registration and inspection of swimming pools across the Shire.

3.6.1 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Statutory Planning	This function covers the assessment of planning applications, the provision of advice to developers and property owners and representing Council at the Victorian Civil and Administrative Tribunal. The cost of this service is partially offset by income received as planning application fees.	Exp	123	70
		Rev	285	294
		NET Expense (Revenue)	(162)	(224)
Building Services	This service provides statutory building services to the community and includes processing of building applications, emergency management responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works. The cost of this service is partially offset by income received as application permits.	Exp	36	36
		Rev	234	290
		NET Expense (Revenue)	(198)	(254)
Environmental Health	This service provides for the registration and inspection of all food premises, waste water applications, investigation of complaints in relation to noise, odours, dealing with infectious disease outbreaks and other health issues.	Exp	78	75
		Rev	181	128
		NET Expense (Revenue)	(103)	(53)
Local Laws	This area provides animal registrations, animal management, and local law enforcement.	Exp	49	49
		Rev	104	105
		NET Expense (Revenue)	(55)	(56)
Strategic Planning	Strategic planning prepares and reviews amendments to the Alpine Planning Scheme, structure plans, strategies, master plans, urban growth plans, frameworks and design guidelines.	Exp	190	140
		Rev	45	20
		NET Expense (Revenue)	145	120

3.6.2 Major Initiatives

- Land Development Strategy
- Planning Scheme Amendments

3.6.3 Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Statutory planning	Decision making	Council planning decisions upheld at VCAT	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Animal Management	Health and safety	Animal management prosecutions	Number of successful animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

3.7 A Thriving and Connected Community

In 2020/21 Council is positioned to spend over \$1m on Bushfire Recovery initiatives, strengthening the resilience and vibrancy of our businesses and our community. Most expenditure will be in this service area and a portion will be delivered through the direct employment of temporary staff (accounted for in A High Performing Organisation service area.)

Council will also refresh its Economic Development Strategy and its Events Strategy to underpin the direction of our economy over the coming years.

Additionally Council will invest to ensure that we remain amenable to the disabled in our community through implementation of a Disability Action Plan.

3.7.1 Services

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Community Development	This service is concerned with building community capacity. Key areas include community resilience, the community grant program and implementing the Municipal Health and Wellbeing Plan.	Exp	143	827
		Rev	372	377
		NET Expense (Revenue)	(229)	450
Dinner Plain Services	Provision of specific services to Dinner Plain such as marketing and events of this alpine village, and the provision of the Dinner Plain to Mount Hotham winter bus service.	Exp	432	410
		Rev	97	95
		NET Expense (Revenue)	335	315

Service area	Description of services provided		2019/20 Forecast \$'000	2020/21 Budget \$'000
Economic Development	This service facilitates local and new business to develop and grow.	Exp	85	528
		Rev	0	0
		NET Expense (Revenue)	85	528
Festivals and Events	Events are a major contributor to the economy. Council has a role in facilitating the events agenda.	Exp	260	212
		Rev	15	0
		NET Expense (Revenue)	245	212
Tourism	This services provides destination marketing and aids in the development of the local industry. It develops and distributes tourism collateral including the Shire's Official Visitors Guide, trail brochures, maps and retail and dining guide.	Exp	320	328
		Rev	28	32
		NET Expense (Revenue)	292	296
Youth	Provision of specific services to youth in the community, including youth awards, youth activities and the Learner to Probationary (L2P) program.	Exp	100	87
		Rev	103	79
		NET Expense (Revenue)	(3)	8

3.7.2 Major Initiatives

- Bushfire Recovery
- Economic Development Strategy
- Events Strategy
- Disability Action Plan

3.7.3 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Maternal and Child Health	Participation	Participation in the MCH service	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Aboriginal participation in the MCH service	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

4 Financial Statements

This section presents the following financial statements, prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*:

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

The financial statements supporting the budget for 2020/21 have been supplemented with updated projections to 2023/24.

4.1 Comprehensive Income Statement

For the four years ending 30 June 2024

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Strategic Resource Plan Projections		
			2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Income					
Rates and charges	18,635	19,061	19,584	20,164	20,761
Statutory fees and fines	557	533	545	559	573
User fees	991	1,138	1,165	1,193	1,222
Contributions - cash	786	771	788	807	827
Contributions - non-monetary assets	210	214	219	224	230
Grants - Operating (recurrent)	4,600	4,639	2,660	4,841	4,963
Grants - Operating (non-recurrent)	2,755	201	-	-	-
Grants - Capital (recurrent)	710	710	710	710	728
Grants - Capital (non-recurrent)	3,515	720	1,475	380	380
Other income	826	734	884	1,065	1,117
Total income	33,585	28,721	28,030	29,943	30,801
Expenses					
Employee costs	7,816	9,265	9,159	9,311	9,495
Materials and services	10,990	12,343	10,943	11,010	11,304
Depreciation	4,812	5,000	5,064	5,292	5,472
Amortisation	-	-	29	27	24
Landfill rehabilitation	107	81	62	53	41
Other expenses	731	703	717	733	749
Net gain on disposal of property, infrastructure, plant and equipment	100	102	104	106	109
Total expenses	24,556	27,494	26,077	26,531	27,194
Surplus (deficit) for the year	9,029	1,227	1,953	3,412	3,607
Other comprehensive income items that will not be reclassified to surplus or deficit:					
Net asset revaluation increment /(decrement)	5,479	4,485	5,140	5,947	6,143
Comprehensive result	14,508	5,712	7,093	9,359	9,750

4.2 Balance Sheet

For the four years ending 30 June 2024

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Strategic Resource Plan Projections		
			2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Assets					
Current assets					
Cash and cash equivalents	2,508	3,069	1,667	2,643	3,323
Trade and other receivables	2,068	1,652	1,575	1,711	1,759
Financial assets	18,000	19,000	17,000	17,000	17,500
Inventories	49	53	55	55	53
Other assets	267	263	260	254	261
Total current assets	22,892	24,037	20,557	21,663	22,896
Non-current assets					
Investment properties	3,260	3,260	3,260	3,260	3,260
Investments in shared services	98	120	142	165	189
Property, infrastructure, plant & equipment	230,330	234,650	244,090	251,937	259,979
Intangibles	-	294	265	238	214
Inventories	102	99	96	93	90
Total non-current assets	233,790	238,423	247,853	255,693	263,732
Total assets	256,682	262,460	268,410	277,356	286,629
Liabilities					
Current liabilities					
Trade and other payables	1,927	2,145	1,917	1,930	1,981
Trust funds and deposits	393	413	433	453	473
Provisions	2,305	2,973	2,515	2,648	2,143
Income received in advance	36	36	36	36	36
Total current liabilities	4,661	5,567	4,901	5,067	4,633
Non-current liabilities					
Provisions	3,967	3,163	2,722	2,180	2,173
Income received in advance	458	422	386	350	314
Total non-current liabilities	4,425	3,585	3,108	2,530	2,487
Total liabilities	9,086	9,152	8,009	7,597	7,120
Net assets	247,596	253,308	260,401	269,759	279,509
Equity					
Accumulated surplus	118,347	119,574	121,527	124,938	128,546
Reserves	129,249	133,734	138,874	144,821	150,963
Total equity	247,596	253,308	260,401	269,759	279,509

4.3 Statement of Changes in Equity

For the four years ending 30 June 2024

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020				
Balance at beginning of the financial year	233,088	109,680	121,457	1,951
Comprehensive result	14,508	9,029	5,479	-
Impact of adoption of new accounting standards				
Adjusted opening balance				
Transfer to reserves	-	(433)	-	433
Transfer from reserves	-	71	-	(71)
Balance at end of the financial year	247,596	118,347	126,936	2,313
2021				
Balance at beginning of the financial year	247,596	118,347	126,936	2,313
Comprehensive result	5,631	1,146	4,485	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	567	-	(567)
Balance at end of the financial year	253,227	120,060	131,421	1,746
2022				
Balance at beginning of the financial year	253,227	120,060	131,421	1,746
Comprehensive result	7,032	1,892	5,140	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	260,258	121,951	136,561	1,746
2023				
Balance at beginning of the financial year	260,258	121,951	136,561	1,746
Comprehensive result	9,305	3,358	5,947	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	269,563	125,309	142,508	1,746
2024				
Balance at beginning of the financial year	269,563	125,309	142,508	1,746
Comprehensive result	9,708	3,566	6,142	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	-	-	-
Balance at end of the financial year	279,272	128,876	148,650	1,746

4.4 Statement of Cash Flows

For the four years ending 30 June 2024

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Strategic Resource Plan Projections		
			2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	18,617	19,042	19,561	20,138	20,734
Statutory fees and fines	557	533	545	559	573
User fees	991	1,138	1,165	1,193	1,222
Contributions - monetary	786	771	788	807	827
Grants - operating	7,633	5,275	2,760	4,731	4,942
Grants - capital	4,225	1,430	2,185	1,090	1,108
Interest	256	163	301	467	504
Other receipts	722	727	744	763	783
Trust funds deposits taken	2,420	2,420	2,420	2,420	2,420
Trust funds deposits repaid	(2,400)	(2,400)	(2,400)	(2,400)	(2,400)
Employee costs	(7,753)	(8,897)	(9,185)	(9,273)	(9,448)
Materials and consumables	(11,576)	(12,707)	(12,102)	(11,488)	(11,855)
Other payments	(731)	(703)	(717)	(733)	(749)
Net cash provided by operating activities	13,747	6,792	6,065	8,275	8,661
Cash flows from investing activities					
Payments for property, plant and equipment	(10,023)	(5,318)	(9,556)	(7,391)	(7,575)
Proceeds from sale of property, plant and equipment	85	87	89	92	94
Proceeds from investments	(3,000)	(1,000)	2,000	-	(500)
Net cash used in investing activities	(12,938)	(6,231)	(7,467)	(7,299)	(7,981)
Cash flows from financing activities					
Finance costs	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-
Net cash provided by (used in) financing activities	-	-	-	-	-
Net (decrease) increase in cash & cash equivalents	809	561	(1,401)	976	680
Cash and cash equivalents at beginning of the financial year	1,699	2,508	3,069	1,667	2,643
Cash and cash equivalents at end of the financial year	2,508	3,069	1,667	2,643	3,323

4.5 Statement of Capital Works

For the four years ending 30 June 2024

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Strategic Resource Plan Projections		
			2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Property					
Land	-	-	-	-	-
Buildings	1,440	812	1,876	1,504	1,541
Total property	1,440	812	1,876	1,504	1,541
Plant and equipment					
Plant, machinery and equipment	651	452	377	379	380
Fixtures, fittings and furniture	-	-	-	-	-
Computers and telecommunications	276	148	147	147	147
Library books	81	79	79	80	82
Total plant and equipment	1,008	679	603	606	609
Infrastructure					
Roads	3,038	1,608	3,268	2,122	2,176
Bridges	2,042	415	306	313	321
Footpaths and cycleways	1,118	1,081	877	247	253
Drainage	262	289	238	243	250
Recreational, leisure and community facilities	953	0	196	200	205
Parks, open space and streetscapes	55	56	127	130	133
Waste	107	85	65	66	68
Total infrastructure	7,575	3,533	5,077	3,321	3,406
Unallocated	-	-	0	2,000	1,960
Total capital works	10,023	5,024	7,556	7,431	7,516
Represented by:					
New asset expenditure	1,433	1,247	-	-	-
Asset renewal expenditure	6,242	3,294	5,256	5,491	5,675
Asset upgrade expenditure	2,348	482	4,300	1,900	1,900
Asset expansion expenditure	-	-	-	-	-
Total capital works expenditure	10,023	5,024	9,556	7,391	7,575

4.6 Statement of Human Resources

For the four years ending 30 June 2024

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Strategic Resource Plan Projections		
			2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Staff expenditure					
Employee costs - operating	7,816	9,265	9,159	9,311	9,495
Employee costs - capital	411	801	666	677	690
Total staff expenditure	8,227	10,066	9,825	9,988	10,185
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	104	113	111	111	111
Total staff numbers	104	113	111	111	111

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

Department	Comprises				
	2020/21 \$'000	Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part time \$'000		
Asset Development	-	-	-	-	-
Asset Maintenance	3,191	2,760	125	22	284
Bushfire Recovery	202	-	-	-	202
Corporate	1,760	517	939	111	193
Councillor And Executive	873	559	257	14	43
Economic And Community Development	951	135	532	180	104
Facilities	1,254	315	463	264	212
Building And Amenity	735	257	407	-	71
Planning	501	150	351	-	-
Total Staff Expenditure	9,265	4,693	3,074	591	1,109
Capitalised Labour Costs	801				
Total Expenditure	10,066				

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

Department	Comprises				
	2020/21	Permanent		Casual	Temporary
		Full Time	Part time		
Asset Development	6	3	2	-	1
Asset Maintenance	39	33	1	-	5
Bushfire Recovery	8	3	4	-	1
Corporate	2	-	-	1	1
Councillor And Executive	20	6	11	-	3
Economic And Community Development	9	4	2	2	1
Facilities	12	1	6	4	1
Building And Amenity	12	3	6	-	3
Planning	5	2	3	-	-
Total staff full time equivalent	113	55	35	7	16

5 Notes to the Financial Statements

This section presents detailed information on material components of the financial statements.

5.1 Rates and Charges

This section presents information about the Council's rates and charges as prescribed for inclusion in the budget in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*:

- Rates and Charges Overview
- Detailed Rating Strategy and Policies
- Detailed Charges Strategy and Policies
- Rebates and Concessions
- Detail Rates and Charges Outcomes

5.1.1 Rates and Charges Overview

In combination with grants, rates and charges are an important source of funding which support our ongoing ability to provide community facilities, services and capital works. They account for an estimated 66% of total revenue to be received by the Council in 2020/21. In assessing our rates and charges, we take into account:

- Our ability to deliver ongoing cost savings;
- Our ability to source revenue through other means, for example grants;
- Our ability to support community facilities and services;
- Our ability to deliver our capital works pipeline, now and into the future.

In 2020/21, we are proposing a 2.0% increase in average rates, compared to a 2.5% increase in 2019/20. This is in line with the State Government cap under the Fair Go Rates System, which allows local governments to raise rates in line with inflation.

In line with Victorian standards, each Ratepayer's rates are calculated by applying a standard 'rate in the dollar', which is multiplied by the ratepayer's property value ('Capital Improved Value' or CIV) to derive their rates bill.

It is noted that there are typically some variations in actual rates collected compared to the Budget due to:

- Supplementary valuations, whereby under the *Valuation of Land Act 1960* a ratepayer's CIV is adjusted due to (for example) improvement of the developments on their land;
- Ratepayer valuation appeals;
- Changes in land use, for example when rateable land becomes non-rateable, or when residential land becomes commercial / industrial or farm land, or vice versa.

Waste charges will continue to be charged according to a) the bins or waste services that each ratepayer has, and b) the overall cost of managing waste, for example developing, monitoring, managing and rehabilitating landfills; operating our transfer stations; and managing public place waste.

5.1.2 Detailed Rating Strategy and Policies

This statement accompanies the Rates and Charges overview to outline the actual rating strategy of the Council. The purpose of the rating strategy is to identify the fairest and most equitable method of distributing rates across the Alpine Shire.

5.1.2.1 Level of Rates and Charges

The guiding principle for setting of the level of rates and charges is the long term sustainability of the Council, while enabling sufficient funding to deliver:

- Valued Council services,
- Critical capital renewal projects, and
- Works that create new and improved infrastructure for the benefit of residents and visitors.

The guiding documents that aid Council to assess this balance are the Council Plan, which is developed in consultation with the community every four years following general elections; and its associated medium and longer term financial plans, namely the Strategic Resource Plan and the Long Term Financial Plan.

Consideration is also given to financial risks such as inflationary risks and local economic risks.

5.1.2.2 Application of Rates to Properties

When levying rates, Council adheres to three overriding principles:

- Equity: including both horizontal and vertical equity in the basis of rating. Horizontal equity means that those in the same position, i.e. with the same property value, should be treated the same. Vertical equity demands that higher property values should attract a higher level of rates;
- Efficiency: that the rating system is easy to apply and is consistent with the major policy objectives of the Council;
- Simplicity: that the rating system is easy to understand. This ensures that the rating system is transparent and capable of being questioned and challenged by ratepayers.

In line with these principles, rates are applied in proportion to the Capital Improved Value (CIV) of each property, as is the standard for the majority of Victorian Councils. CIV is essentially the market value of a property which is easily understood by the average ratepayer. It has been used uniformly by the Alpine Shire Council since the 1995/96 financial year.

The formula for determining the rates payable on a property is: Capital Improved Value (CIV) multiplied by the rate in the dollar.

The rate in the dollar is adjusted as part of the annual budget process to ensure that the correct amounts of rates are raised to fund Council's operations.

In addition to this, the Alpine Shire Council applies a rating structure which includes a general rate, differential rates, and a special rate.

The general rate is the cornerstone of the Council's rating structure and is applied to every property unless the property falls into a specific differential rate category.

The *Local Government Act 1989* enables the Council to apply differential rates if the Council considers that they will contribute to the equitable and efficient carrying out of its functions, in line with local objectives. The Alpine Shire currently has two differential rates, namely the Farm Rate, and the Commercial / Industrial Rate.

The *Local Government Act 1989* also enables the Council to apply special rates and charges for funding initiatives which directly benefit specific segments of the community. Council can require a person to pay a special rate or charge, if it will defray the expense of an initiative of special benefit to



the person required to pay it. Council proposes one special rate to fund the special services at Dinner Plain Village, deemed the Dinner Plain Special Rate.

It is noted that the *Local Government Act 1989* also allows for a Municipal Charge, which is a flat charge per assessment that can be used to offset administrative costs of the Council and is in addition to general rates. Municipal Charges have the effect of flattening the rate burden making people in lower valued properties pay more. The Alpine Shire does not have a large number of low value properties as some other Councils do and to place a charge on the rate notice to cover the 'administrative costs' of Council, is unpopular and hard for the ratepayer to understand. Accordingly, this mechanism has been deemed to be unsuitable and is not applied to the Alpine Shire.

5.1.2.3 The Farm Rate Policy

Purpose

The objective of the farm rate policy is to *"to allow for a reduced rate on all land declared as farm land which will more equitably spread the general rate burden over the rate base of the municipality given the broad nature of services provided by Council and their availability to the farming community."*

It is important to ensure that highly productive farming land is not rated at levels that force farmers to seek to subdivide and sell off parcels to remain viable.

Scope

The policy applies to Council when considering and determining the annual budget of rates and charges. It does not apply to land located in Bogong Village or the Dinner Plain Village.

Policy Details

A differential rate is applied to farm land at 73% of the general rate. An application must be made in writing to change the classification of a property to the differential farm rate. "Farm Land" means any rateable land which satisfies the following criteria:

- The land area must be of 8Ha or over; or
 - be used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
 - show that the primary source of income is derived from the land; and
- The land must be used by a business:
 - that has a significant and substantial commercial purpose or character; and
 - that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

Any variations outside this policy require Council approval.

5.1.2.4 The Differential Commercial / Industrial Rate Policy

The objective of the Commercial / Industrial Rate Policy is *"to ensure equity in the application of the rating burden across the Shire. It provides for the higher costs of servicing commercial and industrial properties, specialist properties and undertaking economic development and tourism*



strategies. This is reflected in the application of a rate in the dollar which is higher than the rate in the dollar for other land."

The tourism industry is the largest industry within the Shire. Festivals and events are a critical driver for the Alpine Shire economy and Council delivers a coordinated program to facilitate a strong calendar of events.

A significant portion of the money raised is invested to undertake economic development and tourism strategies, to support the growth and future wellbeing of both tourism and economic development within the Shire.

Investment in tourism and economic development, along with the physical location and general nature of commercial/industrial properties, results in a higher servicing cost to Council. Therefore, a differential rate is applied to ensure equity.

Scope

The policy applies to Council when considering and determining the annual budget of rates and charges. It does not apply to land located in Bogong Village or the Dinner Plain Village.

Policy Details

A commercial/industrial differential rate of 143% of the general rate is applied to Commercial / Industrial land.

Commercial or Industrial Land means land which:

- is used primarily for commercial or industrial purposes (including but not limited to any accommodation premises, motel or hotel used primarily to accommodate travellers, tourists or other persons engaged in recreational pursuits); or
- is adapted or designed to be used primarily for commercial or industrial purposes (including but not limited to any accommodation premises adapted or designed to be used primarily for accommodating travellers, tourists or other persons engaged in recreational pursuits); or
- is located in a Commercial 1 Zone, Industrial 1 Zone or Industrial 2 Zone under the Alpine Planning Scheme; or
- has a dwelling constructed on it, which is not the principal place of residence of the owner and which is made available for commercial hire, lease or licence to tourists, persons engaged in recreational pursuits or other like persons (on either a casual or permanent basis). This is defined as a 'holiday house'.

Method of Determination

The classification of which properties fall within the definition (excluding 'holiday houses') will be assigned by the Alpine Shire Contract Valuer, or the classification of which dwellings satisfies the definition of a 'holiday house' as stated above, will be assigned by the Manager Corporate and Director Corporate.

Any variations outside this policy require Council approval.

5.1.2.5 The Dinner Plain Special Rate

Dinner Plain receives a number of services of special benefit to the Dinner Plain's Commercial and Industrial ratepayers. In 2020/21 this includes the Dinner Plain to Hotham winter bus service, roadways snow clearing, cross country trail grooming, marketing and event support undertaken specifically for Dinner Plain, and cable television maintenance.



The Dinner Plain Special Rate is applied to defray the expenses associated with these special services. The Special Rate is applied to Commercial and Industrial ratepayers in the Dinner Plain village in addition to the General Rate and Dinner Plain waste collection charges.

This Special Rate has been reducing over time and is now aligned to the rate applied to Commercial and Industrial land across the rest of the Alpine Shire.

5.1.2.6 Cultural and Recreational Lands

Under the *Cultural Recreational Land Act 1963*, Council has the ability to charge a reduced amount of rates, or not charge rates, to lands that fall under this category. These may include, for example, tennis clubs, bowls clubs or golf clubs. In making this decision, Council needs to have regards to the services provided by the Council and the benefit to the community derived from the recreational lands.

Council individually considers community recreational lands that provide a community benefit as to whether they warrant a reduced or nil rate charge. These lands may still be required to pay service charges such as a waste and recycling collection on a user pays basis.

5.1.2.7 Rates in Lieu

In line with the *Electricity Industry Act 2000*, the Council has a 'Rates In Lieu' arrangement with the AGL Hyrdro Partnership for its properties within the Alpine Shire. The amount paid is determined by a Victorian Government Gazette and is based on the power generating capacity of the operation, indexed annually in line with CPI. Discounts may be provided where the station operates at low capacity.

5.1.3 Detailed Charges Strategy and Policies

Service rates and charges may be declared for provision of water supply, collection and disposal of refuse and the provision of sewage services. A service rate or charge may be declared on the basis of any criteria specified by the Council.

The annual service rate or charge is applied according to the service delivered and is fully funded from this area. It is not funded by general rates, differential rates or special rates.

Alpine Shire Council levies the following annual waste service charges:

- Waste & Recycling Collection
- Dinner Plain Waste Collection
- Waste Management Charge

5.1.3.1 Waste Services Charge Policy

Purpose

The purpose of this policy is to ensure that Council has a sound and equitable basis on which to determine the application of waste collection, recycling collection and waste management charges and ensure consistency with provisions of the *Local Government Act 1989*.

Scope

This policy applies to Council when considering and determining the annual budget of rates and charges. This policy does not apply to land located in Bogong Village.

Policy Details – Waste and Recycling Collection



Council operates a waste and recycling kerbside collection service. The waste and recycling kerbside collection service is a compulsory charge to all ratepayers excluding the following:

- Dinner Plain ratepayers (refer to Dinner Plain Waste Collection); and
- Ratepayers who have been provided an exemption from the standard waste and recycling kerbside service.

An exemption may be granted on the waste and recycling kerbside collection service on the following basis:

- Properties not included on a collection service route;
- Undeveloped land; or
- An existing commercial service already in place.

The waste and recycling kerbside collection will be charged to ratepayers on the following basis:

- Sizes of bins supplied;
- Types of bins supplied (standard or recycling);
- Quantity of bins supplied; and
- Frequency of bin collection.

The waste and recycling kerbside collection charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto ratepayers. If revenue raised from the waste and recycling kerbside collection charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the 'Waste Reserve'. The Waste Reserve will then be used for future purposes. Balances retained in the Waste Reserve must be considered each year in determining any future waste kerbside collection charge with the aim of minimising increments being applied to ratepayers.

Policy Details - Dinner Plain Waste Collection

Dinner Plain ratepayers are provided with a separate waste service under a separate waste collection contract due to the specific waste collection requirements of the village. The Dinner Plain waste service is charged on the following basis:

- Standard service; or
- Commercial service.

The commercial service is provided to properties that operate as businesses outside of normal residential property rentals. The Dinner Plain waste services charge is in lieu of the waste and recycling kerbside collection charge.

Any variations outside this policy require Council approval.

Policy Details – Waste Management

Council operates three transfer stations and has a number of landfills which are closed and require remediation in the future as required by the Environmental Protection Authority Victoria (EPA). Council also provides a public place waste and recycling service. There are significant costs associated with the management of these sites and provision of these services. The waste management charge is raised to recover the costs incurred.

Expenditure included within the Waste Management Charge includes:

- Landfill rehabilitation expenditure;

- Landfill monitoring expenditure;
- Landfill and transfer stations capital works (renewal and development) expenditure;
- Transfer station operations;
- Waste diversion; and
- Public place bin renewals, purchases and service costs.

The Waste Management Charge will be charged to all rateable assessments on which a building adapted for separate occupancy exists.

The Waste Management Charge operates on a total cost recovery basis which can be applied across multiple years to avoid yearly fluctuations in charges being passed onto ratepayers. If revenue raised from the Waste Management Charge exceeds that of expenditure incurred in a given year, then the balance will be transferred to a reserve, namely the 'Waste Reserve'. The Waste Reserve will then be used for application to future waste related expenditure as specified above.

Balances retained in the Waste Reserve must be considered each year in determining any future Waste Management Charge with the aim of minimising increments being applied to ratepayers.

5.1.4 Rebates and Concessions

The *Local Government Act 1989* provides for concessions applicable under the State Concessions Act 1986. Eligible pensioners may apply for a rate concession on their principle place of residence as funded by the State Government.

5.1.5 Detailed Rates and Charges Outcomes

5.1.5.1 The rate in the dollar to be levied as general rates and under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2019/20 cents/\$CIV	2020/21 cents/\$CIV	Change %
General rate for rateable residential properties	0.4158	0.4241	2.00%
General rate for rateable Dinner Plain properties	0.4158	0.4241	2.00%
Differential rate for rateable commercial/industrial properties	0.5946	0.6065	2.00%
Differential rate for rateable farm properties	0.3035	0.3096	2.00%

5.1.5.2 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2019/20 Number	2020/21 Number	Change Number	%
Residential	6,241	6,241	0	0%
Dinner Plain	542	542	0	0%
Commercial/Industrial	946	946	0	0%
Farm	1,078	1,078	0	0%
Total number of assessments	8,807	8,807	0	0%

5.1.5.3 The estimated total value of each type or class of land compared with the previous financial year. The basis of valuation is the Capital Improved Value (CIV).

Type or class of land	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
Residential	2,168,768	2,168,768	0	0.00%
Dinner Plain	171,498	171,498	0	0.00%
Commercial/Industrial	443,521	443,521	0	0.00%
Farm	786,315	786,315	0	0.00%
Total value of land	3,570,102	3,570,102	0	0.00%

5.1.5.4 Reconciliation of rates and charges to the Comprehensive Income Statement

	Forecast 2019/20 \$'000	Budget 2020/21 \$'000	Change \$'000	%
General rates*	14,754	15,049	295	2.00%
Waste management charges	3,179	3,167	(12)	(0.38)%
Special rates and charges	179	183	4	2.00%
Supplementary rates and rate adjustments	175	160	(15)	(8.57)%
Interest on rates and charges	70	80	10	14.29%
Revenue in lieu of rates	278	422	144	51.80%
Total rates and charges	18,635	19,061	426	2.29%

* Includes the estimated impact of supplementary development in the Shire.

5.1.5.5 The rate in the dollar to be levied as special rates and under section 163 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2019/20 cents/\$CIV	2020/21 cents/\$CIV	Change %
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	0.1788	0.1824	2.00%

5.1.5.6 The estimated total amount to be raised by special rates in relation to Dinner Plain properties compared with the previous financial year

Type or class of land	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
Special rate for rateable Commercial/Industrial Dinner Plain properties (Airport not included)	179	183	4	2.00%
Total amount to be raised	179	183	4	2.00%

5.1.5.7 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2019/20	Per Rateable Property 2020/21	Change	
	\$	\$	\$	%
Waste - 80 litre bin - weekly	217.71	222.06	4.35	2.0%
Waste - 240 litre bin - weekly	482.70	492.35	9.65	2.0%
Waste - 240 litre bin - fortnightly	217.71	222.06	4.35	2.0%
Recycling - 140 litre - fortnightly	89.34	91.13	1.79	2.0%
Recycling - 240 litre - fortnightly	89.34	91.13	1.79	2.0%
Recycling - 360 litre - fortnightly	89.34	91.13	1.79	2.0%
Recycling - 240 litre - weekly	178.80	182.38	3.58	2.0%
Recycling - 360 litre - weekly	178.80	182.38	3.58	2.0%
Dinner Plain standard service	668.86	682.24	13.38	2.0%
Dinner Plain commercial service	1,471.06	1,500.48	29.42	2.0%
Waste management charge	89.20	80.00	(9.20)	-10.3%

5.1.5.8 The number of items in relation to each charge type compared to the previous financial year

Type of Charge	Bins 2019/20	Bins 2020/21	Change
	#	#	#
Waste - 80 litre bin - weekly	5,810	5,815	5
Waste - 240 litre bin - weekly	613	613	-
Waste - 240 litre bin - fortnightly	196	196	-
Recycling - 140 litre - fortnightly	401	401	-
Recycling - 240 litre - fortnightly	5,822	5,822	-
Recycling - 360 litre - fortnightly	423	423	-
Recycling - 240 litre - weekly	82	82	-
Recycling - 360 litre - weekly	76	76	-
Dinner Plain standard service	385	385	-
Dinner Plain commercial service	13	13	-
Total number of bins	13,821	13,826	5

Type of Charge	Assessments 2019/20	Assessments 2020/21	Change
	#	#	#
Waste management charge	7,590	7,666	76

5.1.5.9 The estimated total amount to be raised by each type of service rate or charge compared with the previous financial year

Type of Charge	2019/20 \$	2020/21 \$	Change %
Waste - 80 litre bin - weekly	1,264,895	1,291,279	2.1%
Waste - 240 litre bin - weekly	295,895	301,813	2.0%
Waste - 240 litre bin - fortnightly	42,671	43,525	2.0%
Recycling - 140 litre - fortnightly	35,825	36,543	2.0%
Recycling - 240 litre - fortnightly	520,137	530,559	2.0%
Recycling - 360 litre - fortnightly	37,791	38,548	2.0%
Recycling - 240 litre - weekly	14,662	14,955	2.0%
Recycling - 360 litre - weekly	13,589	13,861	2.0%
Dinner Plain standard service	257,511	262,662	2.0%
Dinner Plain commercial service	19,124	19,506	2.0%
Waste management charge	677,028	613,280	(9.4)%
Total	3,179,128	3,166,531	-0.4%

5.2 Grants

5.2.1 Grants – Operating

Operating grants are projected to reduce by \$2.5m compared to the forecast for 2019/20. This is primarily due to the receipt of Bushfire Recovery grants in 2019/20 which will fund a range of initiatives to boost community and economic resilience over the three years to 2021/22.

5.2.1.1 Recurrent Operating Grants

Operating Grant Funding Type and Source	Forecast 2019/20 \$'000	Budget 2020/21 \$'000	Variance \$'000
Recurrent - Commonwealth Government			
Victorian Grants Commission	3,974	4,031	57
Recurrent - State Government			
Senior citizens	27	26	(1)
Youth services	69	62	(7)
School crossing supervisors	37	37	-
Maternal and child health	280	276	(4)
Libraries	159	154	(5)
Other	54	53	(1)
Total recurrent grants	4,600	4,639	39

Council allocates its Victorian Grants Commission (VGC) income to specific business functions which benefit the community. The table below sets out how the VGC income has been allocated.

Business Function	VGC Allocation \$'000
Airports	8
Building Maintenance	200
Community Development	300
Councillors and Executive	1,400
Economic Development	450
Festivals & Events	200
Footpaths	23
Libraries	50
Local Laws	50
Open Spaces	350
Operations	350
Property Management	120
Recreation	60
Strategic Planning	100
Swimming Pools	120
Tourism	250
TOTAL	4,031

5.2.1.2 Non-recurrent Operating Grants

Operating Grant Funding Type and Source	Forecast 2019/20 \$'000	Budget 2020/21 \$'000	Variance \$'000
Non-recurrent - Commonwealth Government			
Bushfire Recovery	1,225	-	(1,225)
Non-recurrent - State Government			
Bushfire recovery	1,000	-	(1,000)
Economic development and tourism	39	30	(9)
Community development	128	91	(37)
Emergency services	60	60	-
Flood restoration	247	-	(247)
Other	56	20	(36)
Total non-recurrent grants	2,755	201	(2,554)

5.2.2 Grants – Capital

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall, the level of capital grants will decrease by \$2.8m compared to the forecast for 2019/20. This is mainly as 2019/20 featured a large capital works program which is reducing to more typical levels in 2020/21 in order to maintain long term financial sustainability.

A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

5.2.2.1 Recurrent Capital Grants

Capital Grant Funding Type and Source	Forecast 2019/20 \$'000	Budget 2020/21 \$'000	Variance \$'000
Recurrent - Commonwealth Government			
Roads to recovery	710	710	-
Recurrent - State Government			
Nil	-	-	-
Total recurrent grants	710	710	-

5.2.2.2 Non-Recurrent Capital Grants

Capital Grant Funding Type and Source	Forecast 2019/20 \$'000	Budget 2020/21 \$'000	Variance \$'000
Non-recurrent - Commonwealth Government			
Nil			
Non-recurrent - State Government			
Buildings	12	320	308
Roads	1,000	-	(1,000)
Bridges	1,743	-	(1,743)
Pathways	195	400	205
Recreational	266		(266)
Waste	299	-	(299)
Total non-recurrent grants	3,515	720	(2,795)

5.3 Borrowings

The Council continues to operate free from borrowings.

	2019/20	2020/21
Total amount borrowed as at 30 June of the prior year	-	-
Total amount to be borrowed	-	-
Total amount projected to be redeemed	-	-
Total amount of borrowings proposed as at 30 June	-	-

5.4 Capital Works Program

This section presents an overview of capital works expenditure and funding sources, as well as a listing of the capital works projects that will be undertaken for the 2020/21 financial year. Works are also disclosed as current budget or carried forward from last year.

5.4.1 2020/21 Budget Works

Capital Works Area	Project cost	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Buildings									
Dinner Plain Activation	900	900	-	-	-	320	-	580	-
Electronic Waste Infrastructure Upgrade	60	60	-	-	-	-	-	60	-
Renewable Energy Upgrade For Council Buildings	150	150	-	-	-	-	-	150	-
Pool Chlorine Dosing System Renewal	50	-	50	-	-	-	-	50	-
Myrtleford Library External Timber Renewal	30	-	30	-	-	-	-	30	-
Myrtleford Pool Tile And Cover Renewal	35	-	35	-	-	-	-	35	-
Myrtleford Pool Vacuum Replacement	20	-	20	-	-	-	-	20	-
Total property	1,245	1,110	135	-	-	320	-	925	-
Plant and equipment									
Plant, machinery and equipment									
Large Plant Renewal	392	-	392	-	-	-	-	392	-
Small Plant And Equipment Renewal	35	-	35	-	-	-	-	35	-
Vehicle Renewal	42	-	42	-	-	-	-	42	-
Office furniture and equipment									
Branch IT Network Renewal	68	-	68	-	-	-	-	68	-
Business Systems Transformation Project	138	-	69	69	-	-	-	138	-
Intranet Renewal	30	-	30	-	-	-	-	30	-
Server Infrastructure Renewal	80	-	80	-	-	-	-	80	-
Library Books	79	-	79	-	-	-	-	79	-
Total plant and equipment	864	-	795	69	-	-	-	864	-

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost	New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Infrastructure									
Roads									
Asphalt Overlays	140	-	140	-	-	140	-	-	-
Gravel Resheeting	287	-	287	-	-	210	-	77	-
Kerb And Channel Renewal	45	-	45	-	-	-	-	45	-
Line Marking	75	-	75	-	-	-	-	75	-
Resealing	360	-	360	-	-	360	-	-	-
Road Stabilisation And Patching	150	-	150	-	-	-	-	150	-
Footpaths and cycleways									
Great Valley Trail	860	860	-	-	-	400	-	460	-
Path Renewal	145	-	145	-	-	-	-	145	-
Drainage									
Drainage Renewal	126	-	126	-	-	-	-	126	-
Recreational, leisure and community facilities									
Pioneer Park Events Infrastructure	20	20	-	-	-	-	-	20	-
Fire Hydrant Renewal	100	-	100	-	-	-	-	100	-
Parks, open space and streetscapes									
Myrtleford Piazza Lighting And Electrical Upgrade	25	-	-	25	-	-	-	25	-
Irrigation Renewal	50	-	50	-	-	-	-	50	-
Parks and Facilities Signage Upgrade	40	-	40	-	-	-	-	40	-
Waste infrastructure									
Kerbside Bins Renewal And New	35	-	35	-	-	-	-	35	-
Myrtleford Landfill Rehabilitation	65	-	65	-	-	-	-	65	-
Public Bins Renewal	50	-	50	-	-	-	-	50	-
Total infrastructure	2,573	880	1,668	25	-	1,110	-	1,463	-
Capitalised wages	678	353	320	4	-	-	-	678	-
Total capital works expenditure	5,360	2,343	2,918	98	-	1,430	-	3,930	-

5.4.2 Works Carried Forward from 2019/20

Capital Works Area	Project cost	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property									
Buildings									
Mount Beauty Depot Upgrade	25	25	-	-	-	-	-	25	-
Myrtleford Memorial Hall Renewal	185	-	185	-	-	-	-	185	-
Total property	210	25	185	-	-	-	-	210	-
Infrastructure									
Roads									
Alpine Better Places Harrietville And Tawonga	100	-	-	100	-	-	-	100	-
Road Reconstruction	25	-	-	25	-	-	-	25	-
Bright Car Parking Improvements - Stage 1	50	-	25	25	-	-	-	50	-
Bridge									
Buckland Bridge	200	-	-	200	-	-	-	200	-
Waste									
Porepunkah Landfill Rehabilitation	520	-	520	-	-	-	-	520	-
Total infrastructure	895	-	545	350	-	-	-	895	-
Total capital works carried forward from 2019/20	1,105	25	730	350	-	-	-	1,105	-

5.4.3 Summary of Works

Capital Works Area	Project cost	Asset expenditure type				Summary of funding sources			
		New	Renewal	Upgrade	Expansion	Grants	Contri- butions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	1,455	1,135	320	-	-	320	-	1,135	-
Plant and equipment	864	-	795	69	-	-	-	864	-
Infrastructure	4,146	1,233	2,533	379	-	1,110	-	3,036	-
Total capital works	6,465	2,368	3,648	448	-	1,430	-	5,035	-

5.5 Financial Performance Indicators

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

Indicator	Measure	Notes	Forecast Actual 2019/20	Budget 2020/21	Strategic Resource Plan Projections			Trend +/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue		15.1%	-1.7%	-2.0%	6.8%	7.2%	-
Liquidity								
Working Capital	Current assets / current liabilities		491.1%	431.8%	419.4%	427.5%	494.2%	-
Unrestricted cash	Unrestricted cash / current liabilities		447.3%	323.2%	384.4%	391.5%	454.1%	o
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	1	0.0%	0.0%	0.0%	0.0%	0.0%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.0%	0.0%	0.0%	0.0%	0.0%	o
Indebtedness	Non-current liabilities / own source revenue		21.1%	16.7%	14.0%	11.0%	10.5%	-
Asset renewal	Asset renewal expenditure / depreciation		129.7%	65.8%	103.8%	103.7%	103.7%	o
Stability								
Rates concentration	Rate revenue / adjusted underlying revenue		62.4%	68.6%	74.4%	68.7%	68.8%	+
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.5%	0.5%	0.5%	0.6%	0.6%	o
Efficiency								
Expenditure level	Total expenditure / no. of property assessments		\$2,788	\$3,122	\$2,961	\$3,013	\$3,088	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$1,590	\$1,651	\$1,701	\$1,752	\$1,805	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		10.7%	7.0%	7.0%	7.0%	7.0%	o

Notes to indicators

1 Loans and borrowings – Council repaid all its borrowings in July 2015 and does not forecast to take out any further borrowings.

Key to Forecast Trend:

- + Forecast increase in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast reduction in Council's financial performance/financial position indicator



6 Fees

This section presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2020/21 year.

Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
ASSET MAINTENANCE									
Asset Maintenance	Operations	Application for Occupation/Works on Council Managed Land permit		Yes	free	free		per permit	No
CORPORATE – FINANCE									
Corporate	Finance	Land information certificate	Within 7 days	Yes	as per legislation	as per legislation		as per legislation	Yes
Corporate	Finance	Land information certificate	Within 24 hrs	Yes	\$50.00	\$50.00		per certificate	No
Corporate	Finance	Copy of rates notice	Post 1999	Yes	\$12.00	\$12.00		per notice per year	No
Corporate	Finance	Copy of rates notice	Pre 1999	Yes	\$41.00	\$42.00	\$1.00	per notice per year	No
Corporate	Finance	Rates debt recovery costs		Yes	Cost recovery from the ratepayer	Cost recovery from the ratepayer			Partial
Corporate	Finance	Freedom of information		Yes	as per legislation	as per legislation		as per legislation	Yes
Corporate	Finance	Records retrieval	5 years old or less	Yes	\$12.00	\$12.00		per item	No
Corporate	Finance	Records retrieval	over 5 years old	Yes	\$41.00	\$42.00	\$1.00	per item	No
Corporate	Finance	Disabled parking permit			free	free			No
CORPORATE – LIBRARIES									
Corporate	Libraries	Overdue fine > than 2 days	Adult	Yes	\$0.20	\$0.20		per day	No
Corporate	Libraries	Overdue fine > than 2 days	Junior	Yes	nil	nil		per day	No
Corporate	Libraries	Overdue fine > than 2 days	Inter library	Yes	\$0.50	\$0.50		per day	No
Corporate	Libraries	Overdue fine > than 2 days	Book Club	Yes	\$1.00	\$1.00		per day	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Corporate	Libraries	Overdue fine with lost status		Yes	\$5.00	\$5.00		per item	No
Corporate	Libraries	Printing/photocopying	Black & White A4	Yes	\$0.10	\$0.10		per page	No
Corporate	Libraries	Printing/photocopying	Colour A4	Yes	\$0.50	\$0.50		per page	No
Corporate	Libraries	Printing/photocopying	Black & White A3	Yes	\$0.20	\$0.20		per page	No
Corporate	Libraries	Printing/photocopying	Colour A3	Yes	\$1.00	\$1.00		per page	No
Corporate	Libraries	Maximum unpaid fines before borrowing privileges are suspended	Adults	Yes	\$12.50	\$12.50		per member	No
Corporate	Libraries	Maximum unpaid fines before borrowing privileges are suspended	Junior	Yes	n/a	n/a		per member	No
Corporate	Libraries	Minor damage to an item or barcode		Yes	\$2.20	\$2.20		per item	No
Corporate	Libraries	DVD or CD ROM replacement cover		Yes	\$2.20	\$2.20		per item	No
Corporate	Libraries	CDB covers		Yes	\$10.00	\$10.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is known		Yes		Price of item		Per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Adult book	Yes	\$26.00	\$26.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Junior book	Yes	\$14.00	\$14.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Light romance	Yes	\$2.00	\$2.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Periodical	Yes	\$9.00	\$9.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Book on disk	Yes	\$100.00	\$100.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Single disk	Yes	\$19.00	\$19.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	DVD	Yes	\$27.00	\$27.00		per item	No
Corporate	Libraries	Lost or damaged items, where price is unknown	Playaway	Yes	\$100.00	\$100.00		per item	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Corporate	Libraries	Lost or damaged items, where price is unknown	MP3	Yes	\$105.00	\$105.00		per item	No
Corporate	Libraries	Replacement of lost or damaged cards		Yes	\$2.50	\$2.50		per card	No
Corporate	Libraries	Interlibrary loans (for loans outside of Victoria or from non-library institutions)		Yes	\$16.50	As determined by ALIA ¹		per item	No
Corporate	Libraries	Inter library loan strap/barcode		Yes	\$3.30	\$3.30		per item	No
Corporate	Libraries	Requests for photocopies not in stock and obtained on inter library loan		Yes	As charged by supplier	As charged by supplier		per item	No
Corporate	Libraries	Research fee		Yes	\$16.00	\$16.00		per half hour	No
Corporate	Libraries	Programs and activities		Yes	Free to minimal charge	Free to minimal charge		per attendee	No
Corporate	Libraries	Disc Cleaning		Yes	\$4.00	\$4.00		per item	No
BUILDING & AMENITY - HEALTH									
Building & Amenity	Health	Class 1 food premises		No	\$537.00	\$537.00		per annum	No
Building & Amenity	Health	Class 1 food premises - Charity and Community Groups		No	\$268.00	\$268.00		per annum	No
Building & Amenity	Health	Class 2 food premises		No	\$466.00	\$466.00		per annum (pro rata)	No
Building & Amenity	Health	Class 2 food premises - Charity and Community Groups		No	\$233.00	\$233.00		per annum (pro rata)	No
Building & Amenity	Health	Class 3 food premises		No	\$266.00	\$266.00		per annum (pro rata)	No
Building & Amenity	Health	Class 3 food premises - Charity and Community Groups		No	\$133.00	\$133.00		per annum (pro rata)	No

¹ Australian Library and Information Association



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Health	Class 4 food premises		No	free	free		per annum	No
Building & Amenity	Health	Class 2 temporary food premises & mobile food vendors (Streatrader)		No	\$208.00	\$208.00		per annum	No
Building & Amenity	Health	Class 2 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$54.00	\$54.00		per annum	No
Building & Amenity	Health	Class 3 temporary food premises & mobile food vendors (Streatrader)		No	\$124.00	\$124.00		per annum	No
Building & Amenity	Health	Class 3 temporary food premises & mobile food vendors, charitable and community groups (Streatrader)		No	\$ 30.00	\$30.00		per annum	No
Building & Amenity	Health	New premises fee		No	50% of annual registration fee plus applicable registration fee	50% of annual registration fee plus applicable registration fee		pro rata	
Building & Amenity	Health	Inspection and report fee		No	\$153.00	\$153.00		per registration	No
Building & Amenity	Health	Major non-compliance inspection fee		No	\$179.00	\$179.00		per inspection	No
Building & Amenity	Health	Major non-compliance inspection fee (where a notice has been issued)		No	\$241.00	\$241.00		per inspection	No
Building & Amenity	Health	Hairdresser premise registration		No	\$205.00	\$205.00		per premise	No
Building & Amenity	Health	Beauty or skin penetration registration		No	\$164.00	\$164.00		per annum	No
Building & Amenity	Health	Prescribed accommodation premise registration		No	\$215.00	\$215.00		per annum	No
Building & Amenity	Health	Permit to install wastewater system		No	\$490.00	\$490.00		per application	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Health	Change to an existing wastewater permit		No	n/a	\$150.00		per application	No
Building & Amenity	Health	Permit to alter wastewater system		No	\$245.00	\$245.00		per application	No
Building & Amenity	Health	Health search		No	\$40.00	\$40.00		per hour or part thereof	No
Building & Amenity	Health	Caravan park registration		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Health	Caravan park rigid annex approval fee		No	\$160.00	\$160.00		per approval	No
Building & Amenity	Health	Transfer registration fee		No	50%	50%		of applicable annual registration fee	No
Building & Amenity	Health	Registration late penalty fee		No	30%	30%		of original registration fee	No
BUILDING & AMENITY - STREET & ROADS									
Building & Amenity	Streets & Roads	Outdoor eating facility – footpath dining		No	\$153.00	\$153.00		per annum	No
BUILDING & AMENITY - MEMORIALS									
Building & Amenity	Memorials	Memorial plaque fee		Yes	n/a	\$60.00	\$60.00	per annum	No
BUILDING & AMENITY - ROADSIDE TRADING									
Building & Amenity	Roadside Trading	Commercial participant – events		No	\$66.00	\$66.00		per event	No
Building & Amenity	Roadside Trading	Business premises – footpath trading		No	\$153.00	\$153.00		per annum	No
Building & Amenity	Roadside Trading	Approved site location – annual		No	\$236.00	\$236.00		Per annum	No
Building & Amenity	Roadside Trading	Horse drawn vehicle / motorcycle tour operator		No	\$153.00	\$153.00		per year	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Roadside Trading	Advertising sign		No	\$72.00	\$72.00		per sign	No
Building & Amenity	Roadside Trading	Busking (adult)	Commercial	No	\$32.00	\$32.00		per year	No
BUILDING & AMENITY - LOCAL LAWS									
Building & Amenity	Local Laws	Dog registration	Full	No	\$84.00	\$90.00	\$6.00	per animal	Partially
Building & Amenity	Local Laws	Dog registration	Pensioner	No	\$43.00	\$42.00	-\$1.00	per animal	Partially
Building & Amenity	Local Laws	Dog registration	Reduced (Desexed/working dog)	No	\$33.00	\$30.00	-\$3.00	per animal	Partially
Building & Amenity	Local Laws	Dog Registration	Reduced Pensioner	No	\$17.00	\$16.50	-\$0.50	Per animal	Partially
Building & Amenity	Local Laws	Dog Registration	Declared Dog	No	n/a	\$90.00		Per animal	Partially
Building & Amenity	Local Laws	Cat registration	Full	No	\$84.00	\$90.00	\$6.00	per animal	Partially
Building & Amenity	Local Laws	Cat registration	Pensioner	No	\$43.00	\$42.00	-\$1.00	per animal	Partially
Building & Amenity	Local Laws	Cat registration	Reduced	No	\$33.00	\$30.00	-\$3.00	per animal	Partially
Building & Amenity	Local Laws	Cat registration	Reduced Pensioner	No	\$17.00	\$16.50	-\$0.50	Per animal	Partially
Building & Amenity	Local Laws	Domestic Animal Act infringements (e.g. Failure to Register Dog or Cat)		No	as per legislation	as per legislation		as per legislation	Partially
Building & Amenity	Local Laws	Animal registration tag replacement		Yes	\$7.00	\$5.00	-\$2.00	per tag	No
Building & Amenity	Local Laws	Pound release fee – animals	Registered	No	\$82.00	\$82.00		per animal	Partially
Building & Amenity	Local Laws	Pound release fee – animals	Unregistered	No	\$164.00	\$164.00		per animal	Partially
Building & Amenity	Local Laws	Impounded item release fee – all other items		Yes	n/a	\$60.00	\$60.00	Per movement	No
Building & Amenity	Local Laws	Animal sustenance fee		Yes	\$15.00	\$15.00		per animal per day	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Local Laws	Livestock impound fee – small stock		Yes	n/a	\$22.00	\$22.00	Per animal	No
Building & Amenity	Local Laws	Livestock impound fee – large stock		Yes	n/a	\$100.00	\$100.00	Per animal	No
Building & Amenity	Local Laws	Sustenance fee – small stock		Yes	n/a	\$10.00	\$10.00	Per animal per day	No
Building & Amenity	Local Laws	Sustenance fee – large stock		Yes	n/a	\$20.00	\$20.00	Per animal per day	No
Building & Amenity	Local Laws	Veterinary fees		Yes	n/a	Reasonable costs		Per animal	No
Building & Amenity	Local Laws	Cat trap hire deposit		No	nil	nil		per hire	No
Building & Amenity	Local Laws	Cat trap hire fee		Yes	nil	nil		per hire	No
Building & Amenity	Local Laws	Domestic animal business fee		No	\$130.00	\$130.00		per year	Partially
Building & Amenity	Local Laws	Dinner Plain snowmobile permit		No	\$71.00	\$71.00		per snowmobile	No
Building & Amenity	Local Laws	Parking infringement	Category 1 (e.g. Time Limit)	No	\$80.00	0.5 Penalty Unit		As per legislation	Partially
Building & Amenity	Local Laws	Parking infringement	Category 2 (e.g. Bus Zone)	No	as per legislation	0.6 Penalty Unit		as per legislation	Yes
Building & Amenity	Local Laws	Parking infringement	Category 3 (e.g. No Stopping Area)	No	as per legislation	1.0 Penalty Unit		as per legislation	Yes
Building & Amenity	Local Laws	Vehicle impound fee		No	\$112.00	\$112.00		per vehicle	No
Building & Amenity	Local Laws	Vehicle storage fee		Yes	\$15.00	\$15.00		per vehicle per day	No
Building & Amenity	Local Laws	Vehicle & livestock transport fee		Yes	n/a	Reasonable costs		Per movement	No
BUILDING & AMENITY - DEVELOPMENT									
Building & Amenity	Development	Application for permit to work in a road reserve		No	as per legislation	as per legislation		as per legislation	Yes
BUILDING & AMENITY - BUILDING									



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Building	Commercial works <\$15,000	+ lodgement fee	Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Commercial works \$15,001 - \$40,000	+ lodgement fee	Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Commercial works >\$40,001		Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Carport, garage, sheds, verandah and other small extensions		Yes	\$580.00	\$580.00		minimum fee	No
Building & Amenity	Building	Swimming pool (in-ground)		Yes	\$697.00	\$697.00		minimum fee	No
Building & Amenity	Building	Swimming pool (above ground)		Yes	\$464.00	\$464.00		minimum fee	No
Building & Amenity	Building	Swimming pool / spa registration		No	n/a	as per legislation		Per property	Yes
Building & Amenity	Building	Swimming pool / spa document search fee		No	n/a	as per legislation		Per property	Yes
Building & Amenity	Building	Swimming pool / spa inspection		Yes	n/a	\$400.00		Minimum fee	No
Building & Amenity	Building	Restumping or demolition		Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Dwelling extensions and alterations		Yes	competitive quote	competitive quote		minimum fee plus applicable levies	No
Building & Amenity	Building	New dwelling		Yes	competitive quote	competitive quote		minimum fee plus applicable levies	No
Building & Amenity	Building	Multi-unit development		Yes	competitive quote	competitive quote		minimum fee	No
Building & Amenity	Building	Extension of time for building permit		Yes	\$264.00	\$264.00		per extension	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Building & Amenity	Building	Place of public entertainment (POPE)		Yes	\$465.00	\$465.00		per application	No
Building & Amenity	Building	Minor amendment to building permit		Yes	\$132.00	\$132.00		per amendment	No
Building & Amenity	Building	Major amendment to building permit		Yes	\$264.00	\$264.00		per amendment	No
Building & Amenity	Building	Variation to ResCode (report and consent)		Yes	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Additional inspection or re-inspection		Yes	\$232.00	\$232.00		per inspection	No
Building & Amenity	Building	Additional inspection or re-inspection (remote area)		Yes	\$316.00	\$316.00		per inspection	No
Building & Amenity Planning	Building	Copy of building permit, endorsed plans or occupancy permit		Yes	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Legal point of discharge information		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Build over easement		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Building information certificate		No	as per legislation	as per legislation		as per legislation	Yes
Building & Amenity	Building	Essential service inspection and report		Yes	\$348.00	\$348.00		per inspection	No
Building & Amenity	Building	Non-mandatory inspection		Yes	\$232.00	\$232.00		per inspection	No
PLANNING - PLANNING									
Planning	Planning	Public notification	Notice to neighbours	Yes	\$66.50	\$66.50		per general notification	No
Planning	Planning	Public notification	Additional notices	Yes	\$8.00	\$8.00		per notice	No
Planning	Planning	Public notification	Notice on land	Yes	\$84.00	\$84.00		up to two signs	No
Planning	Planning	Public notification	Additional notices on land	Yes	\$13.00	\$13.00		each additional sign	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Planning	Planning	Public notification	Notice in papers	Yes	\$205.00	\$205.00		per notice	No
Planning	Planning	Planning advice in writing - cert of verbal advice		Yes	\$123.00	\$123.00		per advice	No
Planning	Planning	Sect 173 agreements		Yes	\$410.00	\$410.00		per agreement	No
Planning	Planning	Certificate of title and restrictions covenant		Yes	\$61.50	\$61.50		per certificate	No
Planning	Planning	Copy of planning permit, endorsed plans or occupancy permit		Yes	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Planning panel - proponent request amendment		Yes	cost of panel	cost of panel			Yes
Planning	Planning	Extension of time for planning permit certificate fee		No	\$123.00	\$123.00		per extension	No
Planning	Planning	Class 1 – Change of use only		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:							
Planning	Planning	Class 2 - Dwellings \$10,000 to \$100,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 3 - Dwellings more than \$100,001		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:							
Planning	Planning	Class 4 - \$10,000 or less		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 5 - \$10,000 to \$250,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 6 - \$250,000 to \$500,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 7 - \$500,000 to \$1,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 8 - \$1,000,000 to \$7,000,000		No	as per legislation	as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Planning	Planning	Class 9 - \$7,000,000 to \$10,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 10 - \$10,000,000 to \$50,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 11 - Over \$50,000,000		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 12 - Subdivide existing building		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 13 - Subdivide land into two lots		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 14 - To effect a realignment of a common boundary between lots or to consolidate two or more lots		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 15 - To subdivide land		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 16 - To remove a restriction (within the meaning of the Subdivision Act 1988) over land if the land has been used or developed for more than 2 years before the date of the applications in a manner which would have been lawful under the Planning and Environment Act 1987 but for the existence of the restriction		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Class 17 - To create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right of way		No	as per legislation			as per legislation	Yes
Planning	Planning	Class 18 - To create, vary or remove an easement other than a right of way or to vary or remove a condition in the nature of an easement other than a right of way in a Crown grant		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Amend an application for a permit after notice has been given for every class of application (other than Class 4)		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Amend an application for a permit after notice has been given for every class of application (other than Class 5)		No	as per legislation	as per legislation		as per legislation	Yes



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Planning	Planning	The fee for an application for any combination of the classes of application outlined above is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made.			as per legislation	as per legislation			
Planning	Planning	Application to amend the planning scheme	Stage 1	No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Application to amend the planning scheme	Stage 2	No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Application to amend the planning scheme	Stage 3	No	as per legislation	as per legislation		as per legislation	Yes
Planning	Planning	Application to amend the planning scheme	Stage 4	No	as per legislation	as per legislation		as per legislation	Yes
PLANNING - SUBDIVISION									
Planning	Subdivision	Certification of a plan of subdivision	Fixed	No	as per legislation	as per legislation		per subdivision	Yes
Planning	Subdivision	Supervision of works		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Subdivision	Checking engineering plans		No	as per legislation	as per legislation		as per legislation	Yes
Planning	Subdivision	Public open space contributions		No	<= 5.0%	<= 5.0%		subdivision value	Yes
FACILITIES - WASTE									
Facilities	Waste	Domestic putrescible and hard waste		Yes	\$45.50	\$45.50		per cubic metre	No
Facilities	Waste	Domestic putrescible and hard waste	minimum charge	Yes	\$7.00	\$8.00	\$1.00	per large bag	No
Facilities	Waste	Concrete and bricks		Yes	\$39.00	\$39.00		per cubic metre	No
Facilities	Waste	Cement sheeting, plaster board		Yes	\$45.50	\$54.50	\$9.00	per cubic metre	No
Facilities	Waste	Green waste		Yes	\$18.50	\$18.50		per cubic metre	No
Facilities	Waste	Raw organic timber		Yes	\$18.50	\$18.50		per cubic	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
								metre	
Facilities	Waste	Processed/treated timber		Yes	\$45.50	\$45.50		per cubic metre	No
Facilities	Waste	Whitegoods (all)		Yes	\$11.50	\$11.50		each	No
Facilities	Waste	Steel		Yes	\$12.00	\$12.00		per cubic metre	No
Facilities	Waste	Oil		Yes	free	free		per litre	No
Facilities	Waste	Plastic and metal oil containers			free (up to 20L)	\$0.80		per item	No
Facilities	Waste	Car bodies		Yes	\$25.50	\$25.50		per item	No
Facilities	Waste	Aluminium, cardboard, steel cans, plastic bottles and containers	1st 1/4 cubic metre free	Yes	\$12.50	\$15.00	\$2.50	per cubic metre	No
Facilities	Waste	Paint cans 10 litres and over of any size containing paint		Yes	\$3.60	\$3.60		per litre	No
Facilities	Waste	Car batteries		Yes	free	free		each	No
Facilities	Waste	LPG cylinders		Yes	\$6.00	\$6.00		each	No
Facilities	Waste	Tyres small/4WD		Yes	\$10.50	\$10.50		each	No
Facilities	Waste	Tyres large - truck		Yes	\$15.50	\$15.50		each	No
Facilities	Waste	Tyres large - tractor or truck		Yes	\$92.50	\$92.50		each	No
Facilities	Waste	Ewaste - Small appliances		Yes	free	free		each	No
Facilities	Waste	Ewaste - Medium appliances		Yes	free	free		each	No
Facilities	Waste	Ewaste - Large appliances		Yes	free	free		each	No
Facilities	Waste	Ewaste scheme exempt items		Yes	free	free		each	No
Facilities	Waste	Asbestos - Porepunkah only	Minimum charge \$5	Yes	\$77.00	\$100.00	\$23.00	per cubic metre	No
Facilities	Waste	Green organic mulch sales		Yes	free	free		per cubic metre	No
Facilities	Waste	Crushed concrete sales		Yes	\$39.00	\$39.00		per cubic	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
								metre	
Facilities	Waste	Mattress - any size except cot		Yes	\$28.00	\$28.00		each	No
Facilities	Waste	Mattress - cot		Yes	\$28.00	\$10.00	-\$18.00	each	No
Facilities	Waste	Single seater couch		Yes	\$16.50	\$20.00	\$3.50	each	No
Facilities	Waste	Two seater, sofa or larger couch		Yes	\$27.00	\$29.00	\$2.00	each	No
Facilities	Waste	Skis or snowboards		Yes	\$5.80	\$6.00	\$0.20	per pair or board	No
Facilities	Waste	Silage wrap		Yes	\$3.50	\$3.50		per cubic metre	No
Facilities	Waste	Drum master		Yes	free	free			No
FACILITIES - SWIMMING POOLS									
Facilities	Swimming Pools	Adult daily		Yes	\$5.00	\$5.20	\$0.20	per person	No
Facilities	Swimming Pools	Child/concession daily		Yes	\$2.50	\$2.50		per person	No
Facilities	Swimming Pools	Supervising parent		Yes	\$4.00	\$4.00		per person	No
Facilities	Swimming Pools	Family season - early bird		Yes	\$89.00	\$89.00		per season	No
Facilities	Swimming Pools	Adult season		Yes	\$77.00	\$80.00	\$3.00	per season	No
Facilities	Swimming Pools	Child/concession season		Yes	\$41.00	\$42.50	\$1.50	per season	No
Facilities	Swimming Pools	Adult 10 visit pass		Yes	\$45.00	\$47.00	\$2.00	per 10 visits	No
Facilities	Swimming Pools	Child/concession 10 visit pass		Yes	\$22.50	\$23.00	\$0.50	per 10 visits	No
Facilities	Swimming Pools	Mount Beauty stadium hire		Yes	\$27.00	\$27.00		per hour	No
Facilities	Swimming Pools	Aqua fit/concession		Yes	\$7.50	\$7.50		per session	No
Facilities	Swimming Pools	Aqua fit/adult		Yes	\$10.50	\$10.50		per session	No
Facilities	Swimming Pools	Arthritis group		Yes	\$3.00	\$3.00		per hour	No
Facilities	Swimming Pools	Lane hire		Yes	\$29.00	\$30.00	\$1.00	per hour	No
Facilities	Swimming Pools	Learn to swim		Yes	\$17.00	\$17.50	\$0.50	one lesson	No



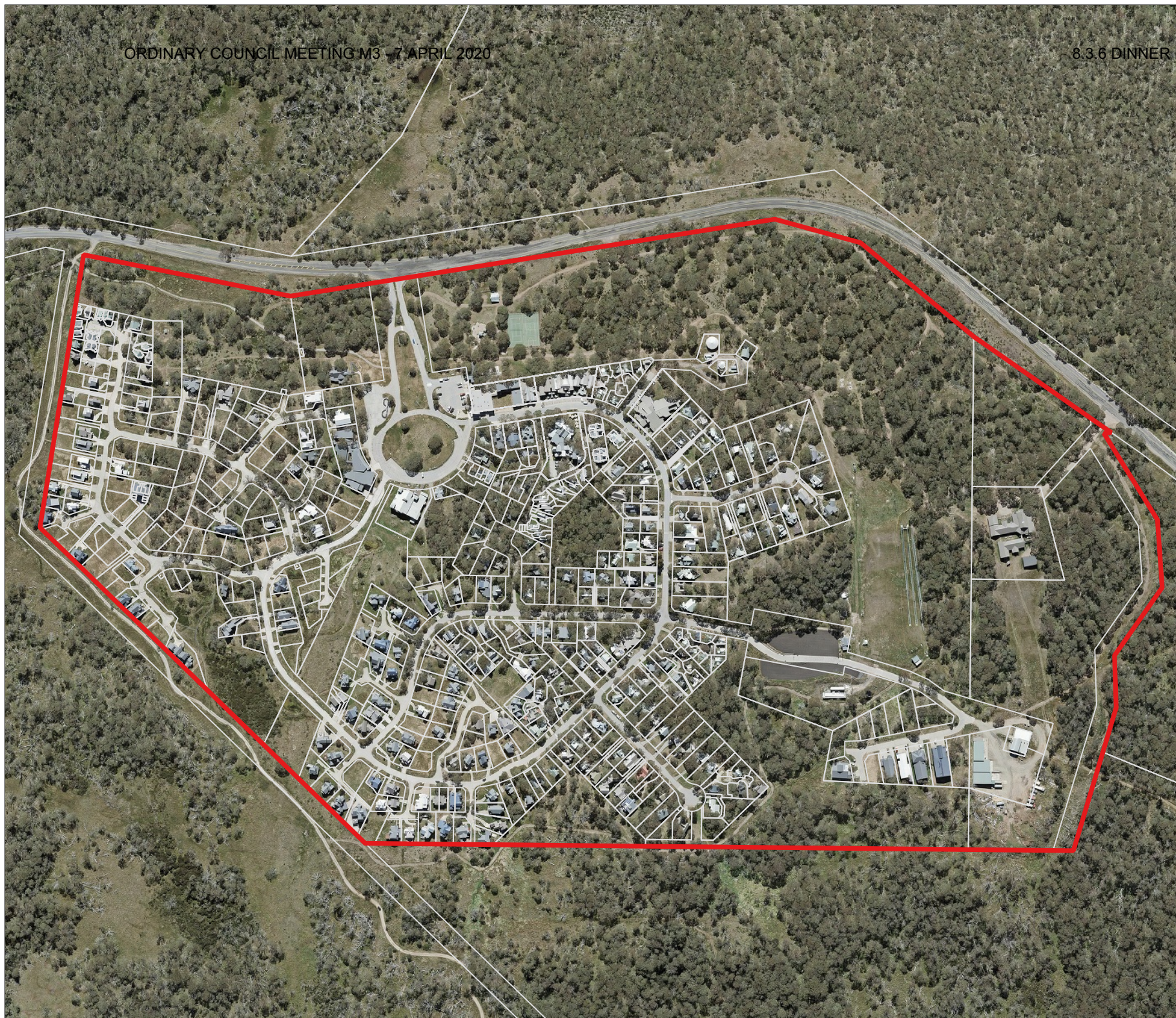
Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Swimming Pools	Learn to swim		Yes	\$54.00	\$55.00	\$1.00	private lesson	No
Facilities	Swimming Pools	Pool hire with lifeguard		Yes	\$102.00	\$105.00	\$3.00	per hour	No
Facilities	Swimming Pools	Seniors Hour		Yes	\$3.00	\$3.00		per hour	No
FACILITIES - BRIGHT SPORTS CENTRE									
Facilities	Bright Sports Centre	Centre Membership - all areas	Adult - 1 month	Yes	\$87.00	\$87.50	\$0.50	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Concession - 1 month	Yes	\$64.00	\$65.00	\$1.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Family - 1 month	Yes	\$154.00	\$155.00	\$1.00	per family	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Adult - 3 month	Yes	\$256.00	\$260.00	\$4.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Concession - 3 month	Yes	\$189.00	\$190.00	\$1.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Family - 3 month	Yes	\$460.00	\$465.00	\$5.00	per family	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Adult	Yes	\$72.00	\$73.50	\$1.50	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Concession	Yes	\$51.50	\$52.50	\$1.00	per person	No
Facilities	Bright Sports Centre	Centre Membership - all areas	Monthly Direct Debit Family	Yes	\$148.50	\$150.00	\$1.50	per family	No
Facilities	Bright Sports Centre	After Hours Access	Fob Charge	Yes	\$20.00	\$20.00		per fob	No
Facilities	Bright Sports Centre	Swimming pool only	Adult - 3 month	Yes	\$118.00	\$120.00	\$2.00	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Concession - 3 Month	Yes	\$77.00	\$77.50	\$0.50	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Family - 3 month	Yes	\$308.00	\$310.00	\$2.00	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult casual visit	Yes	\$7.00	\$7.50	\$0.50	per person	No
Facilities	Bright Sports Centre	Swimming pool only	Child/concession - casual visit	Yes	\$4.50	\$4.50		per person	No
Facilities	Bright Sports Centre	Swimming pool only	Family - Casual Visit	Yes	\$17.00	\$17.50	\$0.50	per family	No
Facilities	Bright Sports Centre	Swimming pool only	Adult 10 visit card	Yes	\$62.00	\$63.00	\$1.00	per card	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Bright Sports Centre	Swimming pool only	Concession/child 10 visit card	Yes	\$40.00	\$40.00		per card	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult Casual	Yes	\$14.50	\$15.00	\$0.50	per person	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession - Casual	Yes	\$10.50	\$10.50		per person	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Adult 10 visit card	Yes	\$131.00	\$135.00	\$4.00	per card	No
Facilities	Bright Sports Centre	Casual gym entry (includes gym and pool)	Concession 10 visit card	Yes	\$92.50	\$93.00	\$0.50	per card	No
Facilities	Bright Sports Centre	Hydro program		Yes	\$5.00	\$5.00		per person	No
Facilities	Bright Sports Centre	Learn to swim program		Yes	\$17.50	\$17.75	\$0.25	per person per session	No
Facilities	Bright Sports Centre	Learn to swim program - Early payment discount 10%		Yes				per person	no
Facilities	Bright Sports Centre	Learn to swim private lesson		Yes	\$55.00	\$56.00	\$1.00	per lesson	No
Facilities	Bright Sports Centre	Corporate membership 10% discount on membership prices		Yes					No
Facilities	Bright Sports Centre	Casual group exercise class entry	Regular Class - Non Member	Yes	\$11.00	\$11.50	\$0.50	per person	No
Facilities	Bright Sports Centre	Casual group exercise class entry	Active Seniors Class - Non Member	Yes	\$7.00	\$7.00		per person	No
Facilities	Bright Sports Centre	Casual group exercise class entry	Intro Seniors Class	Yes	\$6.00	\$6.00		per person	No
Facilities	Bright Sports Centre	Squash court	Adult	Yes	\$6.50	\$7.00	\$0.50	per person	No
Facilities	Bright Sports Centre	Squash court	Child/concession	Yes	\$4.50	\$4.50		per person	No
Facilities	Bright Sports Centre	Multi-purpose room hire		Yes	\$25.50	\$26.00	\$0.50	per hour	No
Facilities	Bright Sports Centre	Pool hire with lifeguard		Yes	\$102.50	\$105.00	\$2.50	per hour	No
Facilities	Bright Sports Centre	Shower Only		Yes	\$4.00	\$4.50	\$0.50	per person	No
FACILITIES - COMMUNITY CENTRES									
Facilities	Community Centres	Hall or kitchen only hire	Max \$160/day	Yes	\$16.00	\$16.00		per hour	No



Department	Business Unit	Fee name	Fee - sub component	GST ?	2019/20 Fee	2020/21 Fee	\$ Change	Unit of measure	Regulated?
Facilities	Community Centres	Hall and kitchen hire	Max \$260/day	Yes	\$26.00	\$26.00		per hour	No
Facilities	Community Centres	Bond		Yes	\$265.00	\$265.00		per hire	No
Facilities	Community Centres	Hall hire insurance (any hall)		Yes	\$36.00	\$36.00		per hire	No
FACILITIES – THE PAVILION, PIONEER PARK									
Facilities	The Pavilion	Meeting room	max 10hr charge/day	Yes	\$15.00	\$15.00		per hour	No
Facilities	The Pavilion	Function Centre (no kitchen)	max 10hr charge/day	Yes	\$25.00	\$25.00		per hour	No
Facilities	The Pavilion	Function Centre incl. kitchen	max 10hr charge/day	Yes	\$45.00	\$45.00		per hour	No
Facilities	The Pavilion	Kitchen only	max 10hr charge/day	Yes	\$25.00	\$25.00		per hour	No
Facilities	The Pavilion	First Aid Room & Downstairs Toilets (2) Hire	Full day hire	Yes	\$150.00	\$150.00		per day	No
Facilities	The Pavilion	Entire Downstairs Area (Changerooms, First Aid Room, Toilets)	Full day hire	Yes	\$350.00	\$350.00		per day	No



0 100 200 m

Coordinate System GDA94 MGA Zone 55

Created: 26/3/2018

While every care is taken by Alpine Shire Council Land Victoria and the Department of Sustainability and Environment to ensure the accuracy of this data, Alpine Shire Council, Land Victoria and the Department of Sustainability and Environment jointly and severally make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which may be incurred as a result of data being inaccurate or incomplete in any way and for any reason.



Alpine Shire

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An organics bin as part of the kerbside collection service. Community survey findings

In June/July 2019 Council invited residents, businesses and ratepayers of the Shire to complete a short confidential survey exploring the option to upgrade the current kerbside collection service to include a third bin, an organics bin for food and garden waste.

2,263 surveys were completed by residents, rate payers and businesses of the Alpine Shire; a response rate of 37%. 73.4% (1,661) of completed surveys were returned in paper copy, the majority using the supplied reply paid envelope.

An additional 57 surveys were received 'incomplete' and excluded from the survey results; it was unclear whether respondents agreed or disagreed with the introduction of an organics kerbside bin service; what the location of the respondent was; or multiple questions were incomplete. 28 surveys were received after the survey collation commenced and were also excluded from the results (note, surveys continued to be returned at the time of writing this report).

Q1. Are you a residential, business or other user of the kerbside collection service?

Most completed surveys returned (94.4%, 2,137) were from residential users of the current kerbside collection service.

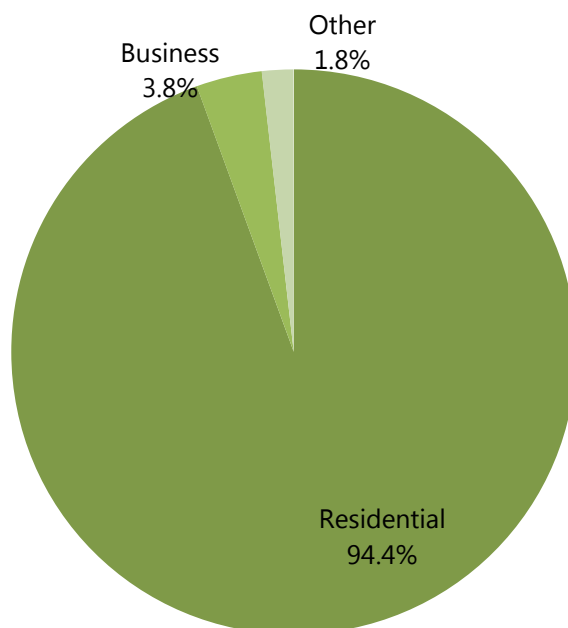


Figure 1: Type of kerbside collection service user, percentage of survey responses

Q2. Please tell us about your residence (*for residential users only*)

Of the residential users who completed the survey, 78.6% (1,679) are owners who permanently live at the property, 12.1% (258) are owners and use the residence as a holiday house or holiday rental. A small percentage of surveys were completed by tenants, 3.7% (79). Examples from respondents who selected 'other' (1.3%, 28) include 'part owner', 'owner, under renovation'; 'owner, currently unoccupied'; 'permanent residence 50% of the time'; 'owner, it's my second house'.

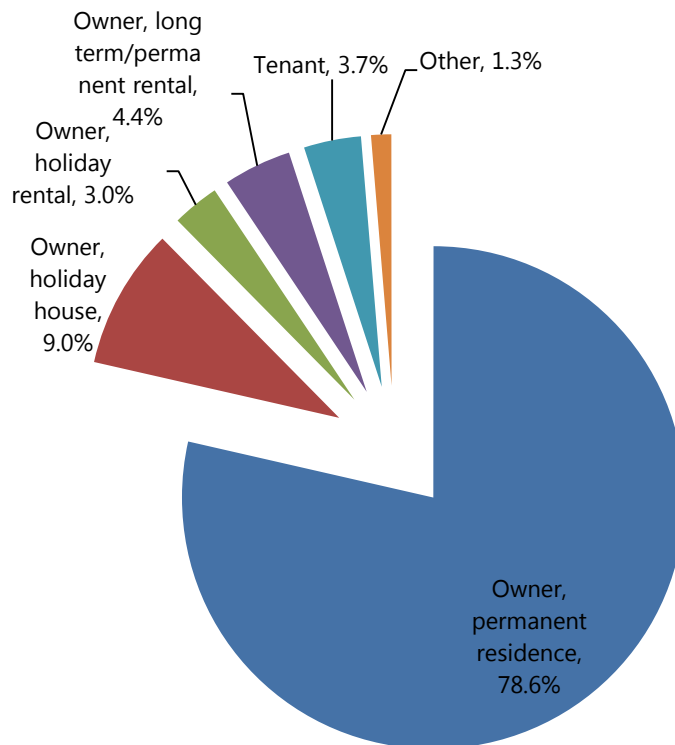


Figure 2. Relationship of respondent to residence type, percentage of respondents

Q3. How many people normally live in or use your residence? (for residential users only)

Close to half (49.5% 1,058) of the completed surveys were from households where two people live or use the residence, which is a slightly higher representation than Shire-wide demographics, which report 36.2% of residents report two people occupying the residence (*source: profile i.d*).

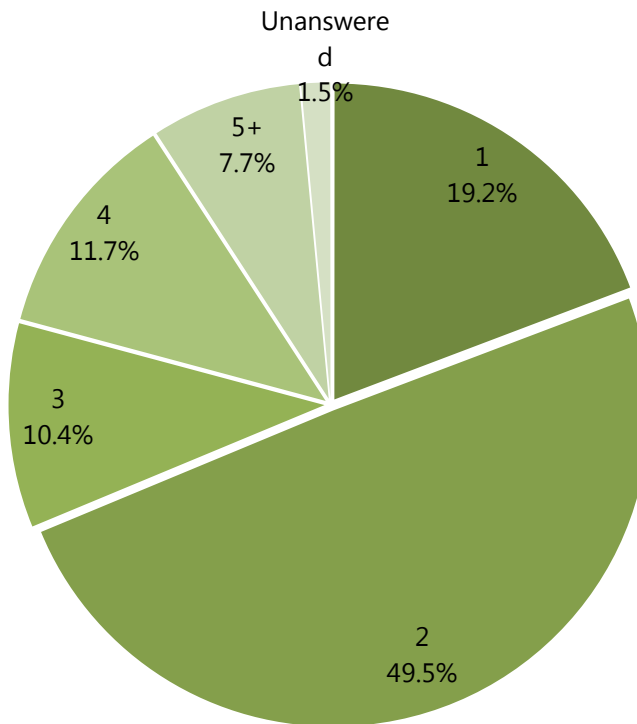


Figure 3. Number of people living or using residence, percentage of respondents

Q4. Please tell us about your business or main activity *(for business and other users only)*

Of business and 'other' users of the service, 29.4% (37) reported their main business activity as 'offering accommodation'. Examples of the main activity of the 31.7% (40) of respondents who selected 'other' include: 'farming', 'holiday house', 'small food business from home' and 'both residential and business'.

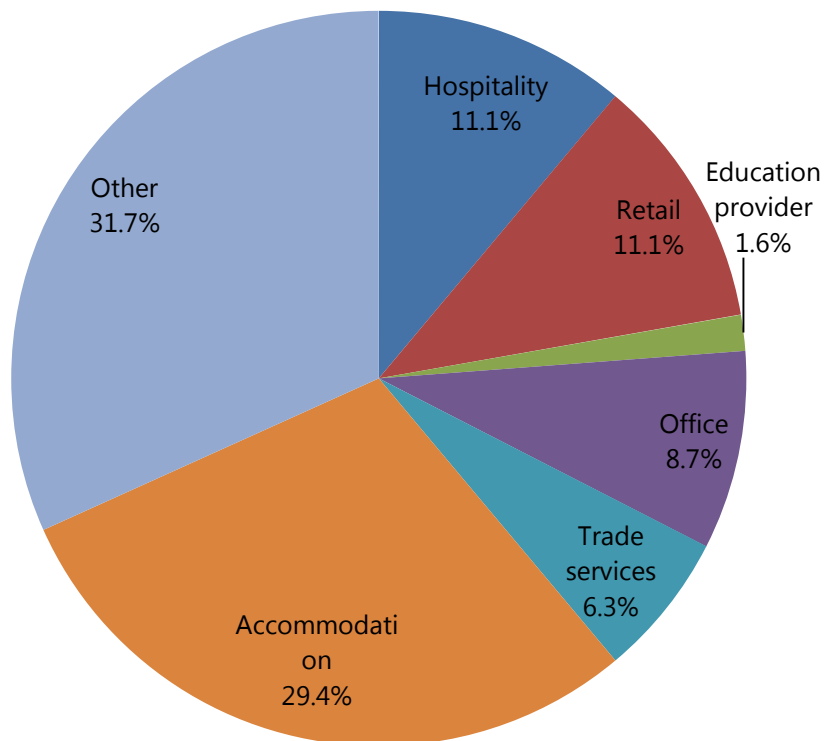


Figure 4. Business or main activity reported by survey respondent, percentage of respondents

Q5. Where is your residence, business or organisation located?

The towns of Bright (26.9%, 609) and Myrtleford (22.5%, 510) saw the highest number of survey respondents, close to 50% of all the surveys returned. Of the 150 respondents who selected 'other' for location, examples include Ovens, Buffalo River, Eurobin, Gapsted, Kancoona, Kancoona South, Coral banks, Buckland, Dederang, Rosewhite, Smoko, Meriang.

Location	Number of respondents	% of total respondents
Mount Beauty	237	10.5%
Tawonga	105	4.6%
Tawonga South	226	10.0%
Myrtleford	510	22.5%
Harrietville	90	4%
Bright	609	26.9%
Wandiligong	111	4.9%
Porepunkah	193	8.5%
Freeburgh	32	1.4%
Other	150	6.6%

Q6. Do you currently compost, worm farm or have a other method to dispose of food waste?

57.8% (1,307) of survey respondents report having an existing method to dispose of food waste at home. 97.2% (1,271) provided a description of the method used; the most common method was composting, including in compost bins, compost heaps and tumblers. Other common methods included worm farms and feeding food waste to animals, including chickens and pets.

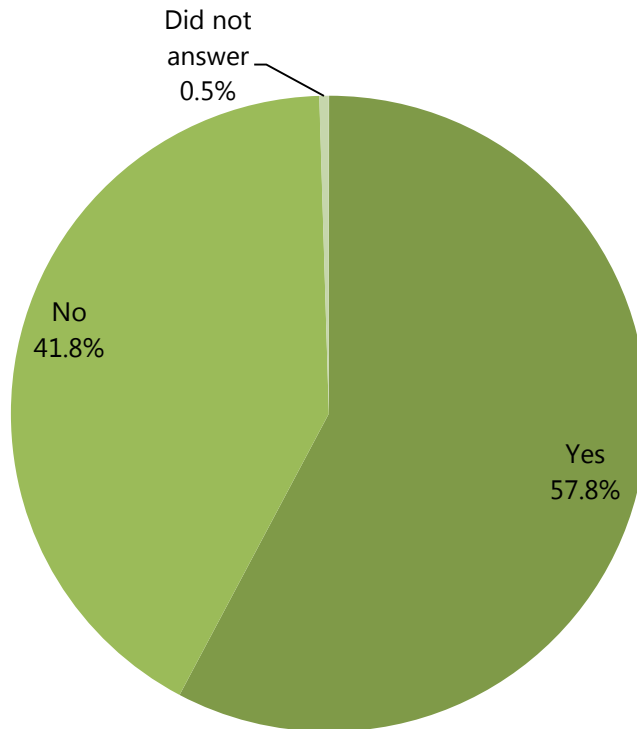


Figure 5. Percentage of respondents who currently compost, worm farm or have another method to dispose of food waste

Q7. How do you currently dispose of garden waste, grass clippings, leaf litter?
(multiple responses were possible)

Of question respondents (2,252, 99.5%), the most common ways reported to dispose of garden waste was with 'home compost or worm farm' (48.2%, 1,086), at a 'Council transfer station' (32.8%, 739) or 'burn' (21.6%, 486). Of respondents (23.5%, 529) who provided 'other' methods of disposing of garden waste, 21.7% (115) report a gardener or third party service remove the waste. Other common methods include mulching/chipping and returning the waste to the garden.

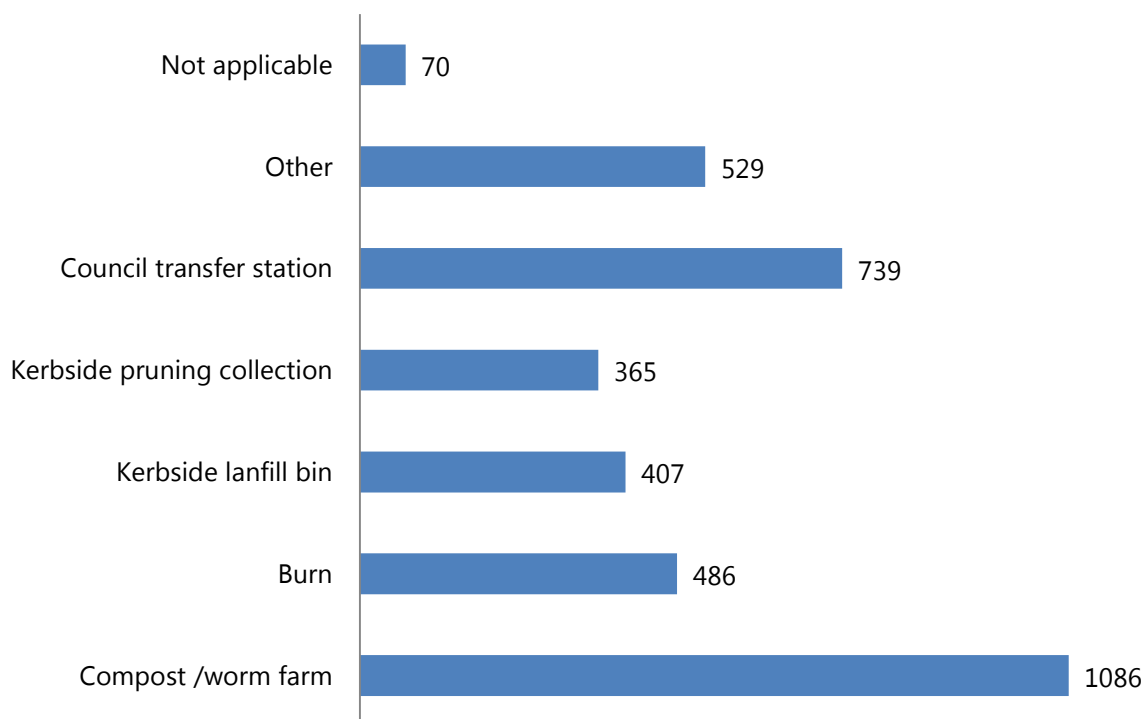


Figure 6. Method/s reported for disposing of garden waste, grass clippings, leaf litter; percentage of respondents (multiple responses possible)

Q8. An organics kerbside bin service would collect garden and food waste and is estimated that if introduced would result in an additional cost to each property of between \$1.30 and \$1.75 per week. Based on this information how strongly do you agree or disagree with the following statement?

I support the introduction of a new organics kerbside bin service (garden and food waste)

54% (1,221) of survey respondents 'strongly agree' or 'agree' with the introduction of a new organics kerbside bin service, 10.6% (241) 'neither agree nor disagree' and 35.4% (801) 'somewhat disagree/disagree' or 'strongly disagree'.

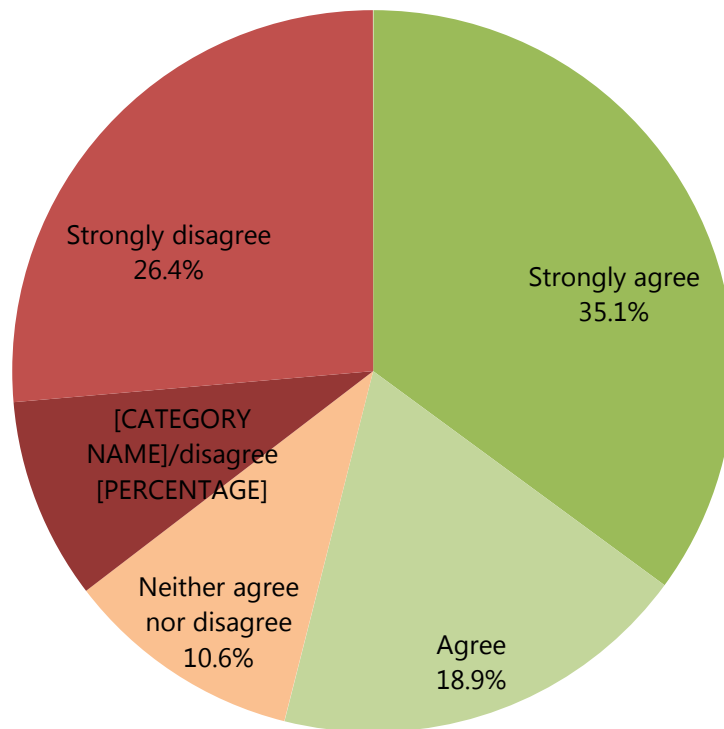


Figure 7. Support for the introduction of an organics kerbside bin service; percentage of respondents

62.2% (1,407) of respondents provided a comment to support their choice; 45.7% (643) of which were from respondents who agreed with the service introduction, 9.5% (133) were from respondents who neither agreed nor disagreed and 44.8% (631) were from respondents who disagreed with the service introduction.

Consistent themes emerged through the comments. Comments were grouped according to these themes, in instances where a respondent's comment fit multiple themes, each theme was treated exclusively, with the exception of 'benefit, support', which was grouped when no other theme was mentioned. The following table describes each theme; examples of the comments are provided following the table. In addition to the themes, a small percentage of respondents comments (0.5%, 4) disagreed without qualification.

Theme	Commentary, issues
Benefit, support	Benefits to the individual and/or community highlighted (i.e. environmental benefits, reduction in waste to landfill); general comments of support, with no concerns or issues relating to any other theme. <i>Mentioned by 16.2% of survey respondents in response to Q8</i>
Cost, increased rates	Concern about additional cost; not wanting to pay for an additional service, belief should be included in existing rates; belief rates are high enough; questions about additional cost being offset by reduced frequency of red lid bin. <i>Mentioned by 15% of survey respondents in response to Q8</i>
Required, not required, wouldn't use	Service would meet individual needs; support for service but not required by the respondent (i.e. because have existing methods of organic waste disposal, already compost); don't support service because already compost, have other methods of disposing of organic waste; not interested in the service; no use for the service because live in 'rural area'; would make little use of the service. <i>Mentioned by 14.9% of survey respondents in response to Q8</i>
Optional service, universal	Suggestion to make optional; allow people to opt in/ opt out to accommodate residents already composting or who don't require the service; suggestion for user-pays system <i>Mentioned by 5.1% of survey respondents in response to Q8</i>
Landfill bin, red bin	Concern over proposed change in frequency (from weekly to fortnightly); fortnightly bin will not meet requirements; would require larger landfill bin; keep landfill bin weekly. <i>Mentioned by 3.9% of survey respondents in response to Q8</i>
Other	Service model suggestions (i.e. green lid to avoid confusion, frequency of collection, garden service only); compliance and contamination concerns (i.e. correct sorting of organics, odours); alternate options to kerbside bin (i.e. transfer station vouchers, encouragement of home composting, education about composting); requests for further information / questions. <i>Mentioned by 12.5% of survey respondents in response to Q8</i>

Q8. continued.

Examples of all respondents comments by theme.

Benefit, support

- *"A better alternative to landfill".*
- *"Anything that reduces green house gas emissions is essential for the planet".*
- *"I would use this bin and would enjoy doing my part to provide a cleaner, greener local environment".*
- *"Being an older resident with no means of taking refuse to tip would be so much welcome this service. Also great for the environment".*
- *I have experienced this system and find it provides a real difference in the amount of land fill."*
- *"I think that it would reduce the amount of green waste being burnt or disposed of inappropriately. We live in a very leafy environment so this is important."*
- *"Knowing that you can put so many things in the green bin it would be fantastic for our family."*
- *"Not everyone goes to the effort with their organic waste to dispose of it in an environmentally friendly manner. The new bin may make it easier for more people."*

Cost, increased rates

- *"I do not wish to incur further costs above my present rates".*
- *"There is no need for one as we compost all our scraps, why pay more on an already very expensive rate".*
- *"No desire to pay extra. Would the red lid bin price drop?".*
- *"I wouldn't get value for money. I don't have that much green waste. Once every fortnightly I'll happily pay for".*
- *"I am on a pension. Rates cost enough now, find payments hard, don't need to pay you any more money. Wouldn't use every week, why pay for something don't want".*
- *"As long as the cost is kept to a minimum I think it would be valuable".*
- *"Costs outweigh benefits. And we're happy with the status quo."*
- *"This service should be for urban areas only of alpine shire. Rural landowners should not have to pay for this service".*

Required, not required, wouldn't use

- *"While this is something we would not really benefit from - I don't disagree for the better of the general community".*
- *"I pretty much recycle all my food scraps and garden waste so I don't think I need this".*
- *"We live on a farm and deal with all organic waste on the premises in a sustainable way".*
- *"We do not need this service and will not pay for it."*
- *"As I rely on someone else to take away my garden clipping. I could use the green bin".*
- *"As I am a pensioner and don't drive this is a solution to my garden needs."*
- *"I personally don't need/want a new organics bin service, but I believe it would be beneficial for the majority of people who don't have chooks/compost etc. Plus, what would be landfill is now a useful resource."*
- *"I would not need to use a green waste bin, bit agree it should be introduced in the interest of the environment."*
- *"If the service benefits the majority of residents and is better for the environment we would be happy to go along with it, even though we don't really need it for ourselves. All our food scraps go into our compost bins."*

Q8. continued. Examples of all respondents comments by theme.

ORDINARY COUNCIL MEETING M3 - 7 APRIL 2020

8.3.7 A SURVEY FINDINGS

Optional service, universal

- *"Would be happy if you had a choice as to whether you used the green bins or not. We have a means to dispose green waste but others do not."*
- *"I love the idea for all the people who don't compost. I want the choice of a bin or not. I don't want an extra \$50+ a year on my rates."*
- *"I support the service on a pay per use model".*
- *"As long as it is optional. As a holiday house there is not enough waste to warrant a bin".*
- *"One in all in."*
- *"I do not need this service for my property. I would support an opt-in approach for suburban properties."*
- *While I use my organic waste for chickens and my garden I know that many other Alpine Shire households don't, particularly those in the bigger townships. I would support a user pays organic collection, not a blanket system for everyone because not everyone will use it."*
- *"User pays system - if a bin is ordered, the charge is introduced to the user."*

Landfill bin

- *"I still want the red lid bin once a week and green lid bin to alternate with recycling."*
- *"Prefer to keep red bin weekly."*
- *"Fortnightly collection of the red bin would not be enough for us - a household of nappies".*
- *"Have holiday house and need weekly pick up".*
- *"Great idea but business will need weekly pick up of the red bin especially in peak season".*
- *"If this proposed system was introduced, I would revert back to the smaller "red lidded" bin".*

'Other'

- *"Would support 100% garden waste collection".*
- *"Provide education and mechanisms for people to be responsible for their own waste."*
- *"Agree but Council should be mindful of businesses that don't generate this waste and not use this to install another cost to those businesses."*
- *"Albury have successfully introduced green/organics service with fortnightly red and yellow (landfill/recycling) on alternate basis."*
- *"Bins need to be large enough to fit grass clippings, pruning as well as food waste. ie eliminate the need to go to the tip."*
- *"How do we dispose of food waste in the bin? wrap it up in paper or plastic bags."*
- *"I support the idea, but want to be sure that the nett value is worth the cost of a third collection service. How would the material be processed, where, and for what final use?"*
- *I think every household should have there own worm farm or compost bin but if this is not possible a collection is an option."*
- *"Our business would require multiple bins for food waste."*

Q9. If Council decided to introduce a new organics kerbside bin service (garden and food waste), how would you like to receive further information about the new service? *(multiple answers were possible)*

The most popular method respondents chose to receive further information about a new organics kerbside bin service was via 'direct mail out' (62.1%, 1,392), followed by 'email' (33.8%, 759). 3.9% of respondents listed 'other' methods, including local newspaper and radio, with Council rates notices or no further information at all.

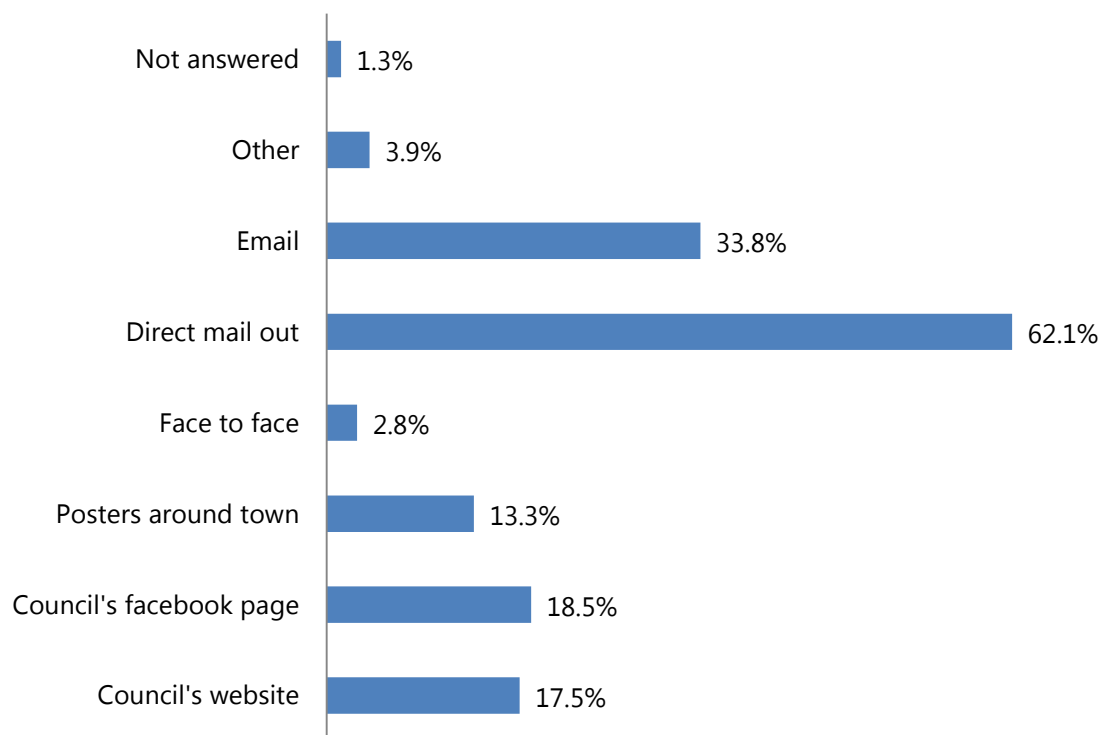


Figure 10. Preferred method of ongoing information about a new organics kerbside bin service; percentage of respondents

Q10. Do you have any other comments, questions or concerns?

42.8% (968) of respondents provided additional comments, questions or concerns. The theme of respondent contributions were generally consistent with those raised in question 8, including 'cost, increased rates, 'required/not required, wouldn't use', 'optional, universal', 'landfill bin' and 'other'. Respondents also took the opportunity to make comment or raise questions about an organics kerbside bin service and about other related topics and services. Examples include:

Comments:

- *"Let's move to eliminate single use plastics in our shire!"*
- *"If this new bin does not go ahead, it would be great to see further information and/or support for composting and worm farms".*
- *"I think this is a fantastic initiative and I've seen it work very well in other regions."*
- *"Thank you for the opportunity to have an input into this idea".*
- *"If ASC decide to implement I believe it should be only for the suburbs/residential areas. good community members especially those on properties should be encouraged to compost".*
- *"Provide council transfer station vouchers".*
- *"I think we will need a calendar to know what days to put the bins out".*
- *"At our house we have more household than green waste per week".*
- *"We find current system works perfectly for us, I believe rate payers should receive a complimentary tip pass per year."*
- *"Council should supply green disposable kitchen caddy bags if this initiative goes ahead".*
- *"As a household we would not put much into the bin but would really like the option. It would need to be collected regularly as odours may become a concern".*
- *"Because of odour, the organics bin will need to be collected weekly".*
- *"I am interested in how we will be able to inform and educate tourists and visitors about this service once it is in place".*

Questions:

- *"Is there a way to be charged when the bin is used? We currently compost and wouldn't use it much, but we see the value in it".*
- *"If we don't want this new bin can we say no? We shouldn't have to pay if we are not using it".*
- *"Should this new scheme be introduced and the land fill bin is collected fortnightly how should personal care pads for the elderly be disposed of? My landfill bin is full weekly with these items and fortnightly collection I not suitable at all. We would need a larger bin".*
- *"Will yearly pruning collection continue?"*
- *"What would the compostable end product be used for?"*
- *Will FOGO be processed locally or transported out of the district?*
- *Can food scraps etc. be put in new bin in kitchen bags or have to be loose?*

Q10. continuedConcerns:

- *"My concern is that the red bin is fortnightly and I see people using my bin on collection day as theirs is full. This will be a bigger problem".*
- *"My only concern is how to keep the green bin clean. It will need to be hosed out every week. This could prove difficult for many residents."*
- *"One of us is concerned about the health hazard - would freezing the food waste be an advantage?"*
- *"Concerns about the extra cost to people who can't afford this. How would the visitors deal with this or the rental properties?"*
- *"My only concern is that this will be a compulsory charge for a service we don't need".*
- *"Should be optional, worried about repercussions of fortnightly red bin pick ups."*
- *"Yes I am concerned that we who do not get kerb collection are going to be paying for those who do. We pay enough as it is."*
- *"I am concerned about odour from bin."*
- *"I am concerned the red bin being collected fortnightly, but would be prepared to try it. As this is also a rental clear communication such as a fridge magnet for guest would be a good idea."*

An organics bin (green lid) as part of the kerbside collection service. What are your thoughts?

Up to 44% (by weight) of an average household landfill bin (red lid) in the Alpine Shire is made up of potentially compostable resources, such as food and garden organic waste (NEWRRG, 2017). Upgrading the current kerbside collection service to include an organics bin (green lid) would provide an opportunity for our Community to reduce the amount of waste being sent to landfill and would offer a kerbside bin disposal option for garden waste.

Council is inviting you to complete this survey to help us understand what our community thinks about the possible introduction of an organics bin (green lid) into the kerbside collection service. Findings from the survey will be presented to Council later this year.

The survey will take around 5 minutes to complete, then simply pop it in the post or drop a copy into one of Council's libraries or the Bright Council offices. You can also complete the survey online at www.surveymonkey.com/r/AlpineShireOrganics. **The survey closes Sunday 14th July 2019.**

1. Are you a residential, business or other user of the kerbside collection service? (please tick one)

- ☐ Residential (go to question 2, skip question 4)
- ☐ Business (go to question 4)
- ☐ Other, please describe _____ (go to question 4)

2. For residential users - Please tell us about your residence (please tick one)

- ☐ I am the owner and it is my permanent residence
- ☐ I am the owner and it is my holiday house
- ☐ I am the owner and it is a holiday rental
- ☐ I am the owner and it is a long term / permanent rental
- ☐ I am a tenant
- ☐ Other, please describe _____

3. For residential users - How many people normally live in or use your residence? (please tick one)

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5+

4. For business and other users - Please tell us about your business or main activity (please tick one)

- ☐ We are a retail business
- ☐ We are a hospitality business (i.e. café, restaurant, pub)
- ☐ We offer accommodation
- ☐ We are an office
- ☐ We are in trade services
- ☐ We are an education provider (i.e. school, kindergarten, childcare centre)
- ☐ We are a community organisation, please describe _____
- ☐ Other, please describe _____

5. Where is your residence, business or organisation located? (please tick one)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Bright | <input type="checkbox"/> Freeburgh |
| <input type="checkbox"/> Wandiligong | <input type="checkbox"/> Mount Beauty |
| <input type="checkbox"/> Porepunkah | <input type="checkbox"/> Tawonga |
| <input type="checkbox"/> Myrtleford | <input type="checkbox"/> Tawonga South |
| <input type="checkbox"/> Harrietville | <input type="checkbox"/> Other, please specify _____ |

6. Do you currently have a compost, worm farm or other method to dispose of food waste? (please tick one)

☐ Yes, please describe _____ ☐ No

7. How do you currently dispose of garden waste, grass clippings, leaf litter? (multiple responses possible)

☐ Home compost or worm farm

☐ Council Transfer Station

☐ Burn

☐ Kerbside landfill bin (red lid)

☐ Kerbside pruning collection

☐ Other, please describe _____

☐ Not applicable

8. An organics kerbside bin service would collect garden and food waste and is estimated that if introduced would result in an additional cost to each property of between \$1.30 and \$1.75 per week. Based on this information how strongly do you agree or disagree with the following statement?

I support the introduction of a new organics kerbside bin service (garden and food waste)

☐ Strongly agree ☐ Agree ☐ Neither agree nor disagree ☐ Somewhat disagree ☐ Strongly disagree

Please provide comment

9. If Council decided to introduce a new organics kerbside bin service (garden and food waste), how would you like to receive future information about the new service? (multiple responses possible)

☐ Council's website

☐ Council's Facebook page

☐ Posters around town (i.e. in libraries, on community notice boards)

☐ Face to face

☐ Direct mail out

☐ Email

☐ Other, please provide details _____

10. Do you have any other comments, questions or concerns?

Thank you for your time.



We want to hear from you

A GARDEN AND FOOD ORGANICS BIN WHAT ARE YOUR THOUGHTS?

COMPLETE A SHORT SURVEY AND HAVE YOUR SAY

Alpine Shire Council is exploring the option to upgrade the current kerbside collection service to include a third bin - an organics bin for garden and food waste (green lid).

A short, confidential survey is currently open for all households, businesses and other kerbside waste service users in the Alpine Shire. It will take around 5 minutes to complete. The survey closes on **Sunday 14th July 2019**.

TAKE OUR SURVEY:

To make things easy, the survey is available online. Simply follow the link www.surveymonkey.com/r/AlpineShireOrganics or complete a hard copy and mail it back to Council. You can also drop your completed survey into one of Council's libraries or to the Bright Council offices.

WHY AN ORGANICS SERVICE?

Up to 44% (by weight) of an average household landfill bin (red lid) in the Alpine Shire is made up of potentially compostable resources, like food waste (NEWRRG, 2017). This is a lot of waste going to landfill that could be diverted and made into a valuable compost product.



An organics bin service (green lid) would give residents a kerbside disposal option for garden waste and for diverting food and other kitchen organic waste from landfill, resulting in a reduction of greenhouse gases being released into our environment.



Did you know, organics decomposing in landfill produce methane, a greenhouse gas, that when released into the atmosphere is bad for our environment? Food waste is the biggest contributor to the methane emissions in landfill.

Want to know more about what an organics kerbside bin service (green lid) would look like?
Turn over the page and check out the FAQs.



ALPINE
SHIRE COUNCIL

WHAT WOULD GO INTO AN ORGANICS BIN (GREEN LID)?

- Leftover food waste and spoiled food
- Meat, meat bones, seafood shells/bones
- Fruit and vegetable scraps, including citrus fruit
- Dairy products
- Eggshells
- Coffee grounds, tea bags
- Pet waste
- Paper towel, tissues
- Shredded paper
- Small branches, garden prunings, weeds
- Grass clippings, leaves
- Flowers



WOULD THERE BE AN ADDITIONAL COST?

Yes. There are a number of variables that will influence the additional cost. Variables like disposal charges at the processing facility, transport costs and the number of households using the service. If a decision to introduce an organics service is made, we will use industry best practice and the survey findings to define the scope of the service and then confirm the final cost. Based on current projections, we expect the increase in combined kerbside service costs would be between \$1.30 and \$1.75 extra a week per user currently receiving Council's standard two bin service.

WHAT IF WE ALREADY COMPOST AND FEED OUR SCRAPS TO OUR CHICKENS AND OUR PETS?

Great, keep up the good work. The contents of a kerbside organics bin would be processed at a commercial composting facility able to process harder to compost scraps and foods that your worms and pets may find hard to eat, such as citrus fruits, dairy products and seafood. An organics bin could be used to complement your current composting of food and garden waste.

DON'T PRODUCE ANY GARDEN WASTE?

No worries. If you don't have garden waste you could use the bin just for food and kitchen waste, such as paper towel, tissues and shredded paper.

IF THE ORGANICS BIN IS INTRODUCED, WOULD THERE BE ANY OTHER CHANGES TO MY RECYCLING OR LANDFILL BIN?

Yes. Because all of your garden and food waste would go into the new organics bin (green lid), your landfill bin (red lid) would switch to a fortnightly collection. This would mean your organics bin (green lid) would be collected weekly, your recycling bin (yellow lid) would continue to be collected fortnightly and your landfill bin (red lid) would be collected fortnightly. We would give you lots more information about this if the new organics service is introduced.

I AM A TENANT, CAN I COMPLETE THE SURVEY?

Absolutely. We are hoping for a high number of responses from all members of the community. You can complete a survey online, via Council's website www.alpineshire.vic.gov.au or pick up a copy from one of Council's libraries or at the Bright Council offices.

Still have questions?

Visit Council's website www.alpineshire.vic.gov.au, give us a call 5755 0555 or email your questions to organics@alpineshire.vic.gov.au

Take our survey

www.surveymonkey.com/r/AlpineShireOrganics

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RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 17 March 2020
Location: Council Chambers, Bright Office
Start Time: 3.00pm
Chairperson: Cr Peter Roper, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Peter Roper	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Tony Keeble	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Ron Janas	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor

1. Conflict of interest disclosures

Nil

2. Record of Councillors that have disclosed a conflict of interest leaving the assembly

Nil

3. Matters considered

- Councillor only time
- Councillor and CEO only time
- Initial draft budget
- Spartan
- Pandemic Plan
- Bushfire recovery funding

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 24 March 2020
Location: Zoom Meeting
Start Time: 3.00pm
Chairperson: Cr Peter Roper, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Peter Roper	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Tony Keeble	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Ron Janas	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor

1. Conflict of interest disclosures

Nil

2. Record of Councillors that have disclosed a conflict of interest leaving the assembly

Nil

3. Matters considered

- Zoom initial set up
- Councillor Delegation to CEO
- Follow up on draft budget
- FOGO Recommendation on Circular Economy
- Gavan Street Pedestrian Crossing
- Flagpoles at Council Office
- COVID-19 / Business Continuity

RECORD OF ASSEMBLY OF COUNCILORS

Meeting Title: Briefing Session
Date: 31 March 2020
Location: Zoom Meeting
Start Time: 3.00pm
Chairperson: Cr Peter Roper, Mayor

Councillor and staff attendees:

Name	Position	Name	Position
Cr Peter Roper	Mayor	Charlie Bird	Chief Executive Officer
Cr Sarah Nicholas	Deputy Mayor	Will Jeremy	Director Assets
Cr Tony Keeble	Councillor	Nathalie Cooke	Director Corporate
Cr John Forsyth	Councillor		
Cr Ron Janas	Councillor		
Cr Kitty Knappstein	Councillor		

Councillor and staff apologies:

Name	Position
Cr Daryl Pearce	Councillor

1. Conflict of interest disclosures

Nil

2. Record of Councillors that have disclosed a conflict of interest leaving the assembly

Nil

3. Matters considered

- Zoom initial set up
- Draft budget
- FOGO Recommendation on Circular Economy
- Gavan Street Pedestrian Crossing
- Flagpoles at Council Office
- COVID-19 / Business Continuity