

SCHEDULED MEETING OF COUNCIL - 23 JUNE 2021 ATTACHMENTS

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MURRINDINDI SHIRE COUNCIL

2021/22 ANNUAL BUDGET



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Mayor Introduction

It is with pleasure that I introduce Murrindindi Shire Council's Budget for 2021/2022

This budget is the first for this Council, which was elected in October 2020 to serve the community of Murrindindi Shire for a four year term. Council has approached this budget with optimism about what can be achieved but also a realistic understanding of the need to manage Council's finances responsibly and equitably for the benefit of all across our Shire.

At the time of writing, it appears we have weathered the worst of the Coronavirus pandemic. As your newly-elected Council, our focus is now twofold – to assist community recovery, post-pandemic and to create a budget that will help us to deliver the vision we are developing jointly with our community for our four year term.

This Budget is being developed in parallel with a community engagement project – 'Shaping Our Future' – designed to elicit community ideas and opinions about what is important for our community over the next four years. This Project will inform our new Council Plan, including a vision which will guide Council's work over the next four years.

We believe our community is keen for us to continue to look for opportunities to support businesses and community groups which are recovering from the impacts of the pandemic. This budget continues to support our popular grants and contributions program, with a review of the criteria for grants underway to ensure we are getting the mix right for our community.

This budget will allow us to strengthen our strategic planning processes for land use and development opportunities. It will also enable us to put greater emphasis on our community engagement processes and practices. This will help ensure community input is at the centre of decisions about how we allocate our resources across our Shire.

We are also allocating funds to review how we manage the life cycle of our built and environmental assets, including ageing infrastructure, roads, recreation and open spaces. This review will also consider changing community expectations about Council service delivery and the impacts of climate change (fires, drought, severe weather), particularly for the management of trees.

We are allocating funds to a range of tourism and business development initiatives, assisting business to access both government funding and information about the regulatory side of doing business. We're also hosting and promoting a range of professional development opportunities. To boost the return of tourists to our Shire, we will fund initiatives to help that sector thrive. We will develop printed material and online content to attract visitors to cycling, walking and other nature-based tourism opportunities, while promoting the Great Victorian Rail Trail and associated towns in collaboration with neighbouring Shires.

We are allocating resources to collaboratively develop a Reconciliation Action Plan so we can better recognise and celebrate the traditional owners of our land. We believe this is an important and overdue step in formalising our commitment to working in partnership with the Taungurung.

We are also allocating \$80,000 to development of programs which relate to the environment and mitigating the effects of climate change. We know the community will contribute some great ideas about the environment through the 'Shaping Our Future' community engagement process, and allocation of funds in this budget means we will be in a position to implement those quickly.

We are pleased to say we have been successful in attracting over \$3.8 million in capital grant funding to contribute to important infrastructure projects. Together with our contribution, this will enable Council to roll out almost \$15 million in capital works right across the Shire, including

- \$3.5 million on roads and paths
- \$123,000 to improve safety at our swimming pools
- \$2.5 million to replace Break O'Day Road bridge in Glenburn, the Yea Caravan Park Bridge and the Yarck Road Bridge and widening of Snobs Creek Road
- \$417,000 for construction works on the Alexandra Youth Precinct project
- \$100,000 to undertake structural stabilisation works and create a meeting room at the Yea Shire Hall at the Yea Shire Hall
- \$200,000 to undertake major renewal works at the Alexandra Maternal and Child Health Centre
- \$65,000 investigation and design for Kinglake closed landfill

As a newly-elected Council, one of the realities with which we are coming to terms is around limits on funding sources. Unlike larger or metropolitan councils, small rural councils have only limited funding sources and are largely dependent on rates revenue and grant funding. Costs for the wide range of services we provide for the community continue to rise - as do the obligations on councils to implement an ever-expanding range of state government laws and regulations, while also maintaining existing services.

While we will continue to actively seek grant funding for a range of projects, the reality is that rates remain an important revenue source for Council.

We are aware rates can have an impact, both on individuals and businesses and last year Council delivered a budget with no rate rise. Next financial year rates will rise, but only by 1.5%, which is consistent with the Victorian Government's rate cap. We have also reinstated the 25% rate premium on commercial/industrial properties which Council temporarily suspended last year during the pandemic. We do of course have financial hardship policies to help those who are struggling.

I speak for the whole Council when saying I am excited about working in partnership with our community to make our Shire an even better place to live. Our joint community vision and new Council Plan will be instrumental in establishing community priorities which will be reflected in our work plans and budgets over the next four years. We believe the Budget for 2021-2022 is a great first step on that journey.

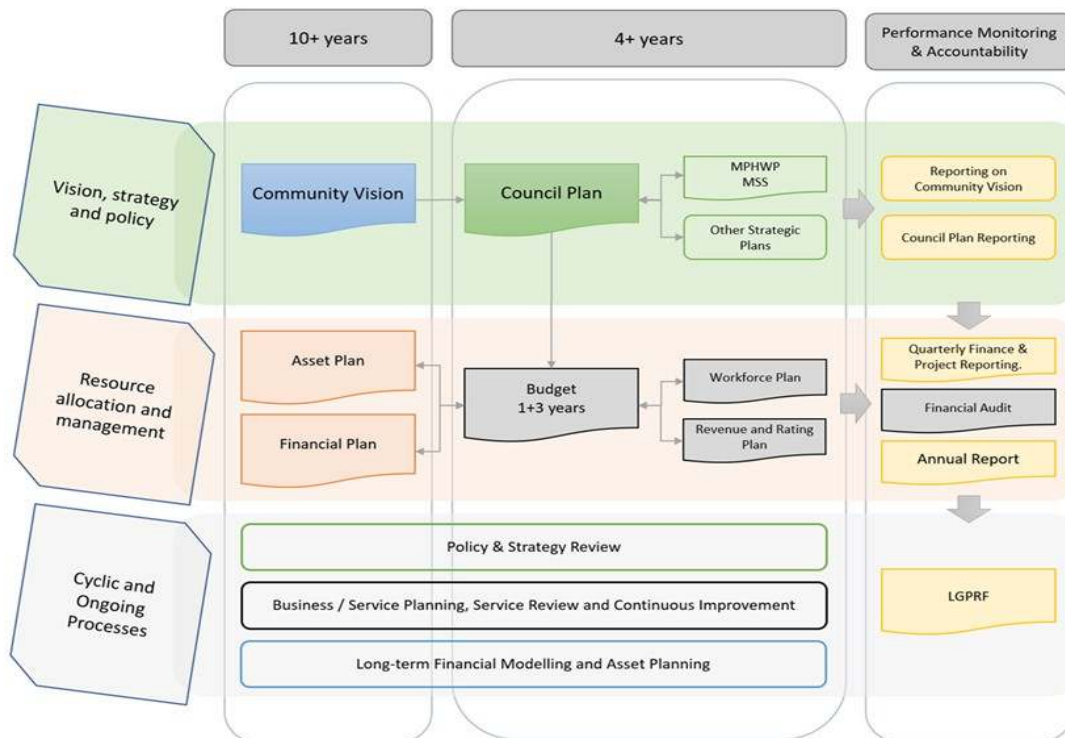
Mayor - Cr Sandice McAulay

1. Link to the Integrated Planning and Reporting Framework

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

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

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

1.2 Our purpose

Our vision

In 2030 Murrindindi Shire is sustainable, vibrant and resilient. We focus on growing our business opportunities. Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

Our values

Collaboration: *We will operate as a cohesive team, we will work together with the community through accessible and inclusive engagement, and we will strive to build effective working relationships.*

Stewardship: *We will endeavour to make careful and responsible decisions, and we will strive to make decisions that do not limit the opportunities or aspirations of those who follow in the future.*

Equity & Fairness: *We will be fair, even-handed and impartial in our decision making and our dealings with others, we will consider the merits of each case while upholding legislated requirements and ensuring consistency and justice in our decision making, and we will strive to ensure all have access to similar opportunities and experiences.*

Respect: *We will respect the views, contributions, feelings, wishes and rights of others, we will actively seek to understand others experiences, ideas and perspectives, we will embrace and appreciate diversity or origin, viewpoint, experience and lifestyle, and we will recognise the achievements of others.*

Accountability & Honesty: *We will make our decisions openly and publicly whenever possible, we will take responsibility for our actions and decisions, we will honour our commitments, we will act with integrity and honesty in all our dealings, and we will openly report our performance and acknowledge our mistakes.*

1.3 Strategic objectives

We have committed to delivering on four key strategic objectives which will drive the work we do, and the services we deliver in partnership with our community.

We believe these objectives reflect the values, priorities and aspirations of the Murrindindi community as expressed in our 'Have Your Say' community engagement.

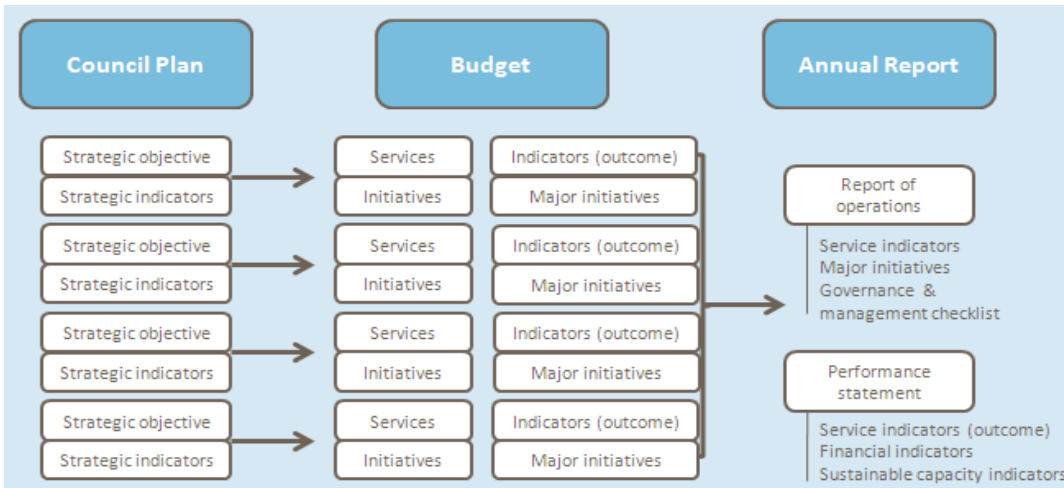
They address the things about the Murrindindi Shire that our community says are important to support opportunity, quality of life, wellbeing and the liveability of our towns and places.

Strategic Objective	Description
1. Our People	Together we will celebrate and encourage diverse, caring and connected communities.
2. Our Place	We will maintain and enhance places to be attractive and liveable, in balance with our natural environment.
3. Our Prosperity	In partnership with the community we will promote an environment in which business and community can thrive.
4. Our Promise	We will all work in collaboration with our communities to deliver the best possible outcomes in all that we do.

Council delivers activities and initiatives under 26 major service categories. Each contributes to the achievement of one of these strategic objectives as set out in our Council Plan for the 2017-2021 years.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below:



Source: Department of Jobs, Precincts and Regions

2.1 Strategic Objective 1: OUR PEOPLE

Together we will celebrate and encourage diverse, caring and connected communities.

Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Aged & Disability Services	This service area provides a range of services for the aged and people with disabilities including delivered and group meals, domestic support, personal care, social activities and outings, home maintenance and senior citizens clubs. <i>Note: Council withdrew from the provision of Aged & Disability Services during 2019/20.</i>	<i>Exp</i>	2,091	243	157
		<i>Rev</i>	1,103	77	60
		<i>NET</i>	988	166	97
Children & Family Services	This service area provides family orientated support services including maternal and child health and home based childcare.	<i>Exp</i>	1,762	1,957	1,919
		<i>Rev</i>	1,583	1,585	1,562
		<i>NET</i>	179	372	357
Library Services	This service area provides libraries in Alexandra, Yea and Kinglake and the mobile library to the Shire's more remote communities. The service caters for cultural, recreational and educational needs of residents and provides a focal point for the community to meet, relax and enjoy the facilities and services offered.	<i>Exp</i>	482	526	587
		<i>Rev</i>	160	168	164
		<i>NET</i>	322	358	423
Community Service Administration	This includes the cost of management and general administration across all of Council's community services. <i>Note: 2020/21 Revenue includes the Community Planning Initiative grant and COVID-19 CASI (Community Activation and Social Isolation) grant.</i>	<i>Exp</i>	568	810	638
		<i>Rev</i>	0	174	0
		<i>NET</i>	568	636	638
Emergency Services	This is funding of Council's statutory emergency services obligations, including the provisions of the annual roadside slashing program. <i>Note: 2019/20 and 2020/21 includes costs incurred in Council's response to the COVID-19 pandemic.</i>	<i>Exp</i>	700	786	331
		<i>Rev</i>	78	76	73
		<i>NET</i>	622	710	258
Recreation, Aquatic and Youth Services	This service area provides strategic planning to inform the development of recreation and youth services and infrastructure and coordinates council services including recreation facilities, swimming pools and Council's recreation and youth responsibilities within the municipality.	<i>Exp</i>	741	684	557
		<i>Rev</i>	79	68	30
		<i>NET</i>	662	616	527

Major Initiatives

- 1) Encourage activities and events that celebrate our vibrant, diverse and creative people and communities.
- 2) Work with our community and groups to connect, collaborate and plan for our future.

Other Initiatives

- 3) Work with our partner agencies to ensure people of all ages can access the health and community services they need.
- 4) Create a positive environment that supports our young people to grow, participate and be happy.
- 5) Promote opportunities for people of all ages to connect with and be involved in their community.

Service Performance Outcome Indicators

(Results published in the Annual Report as part of the audited Performance Statement)

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library borrowers. (Percentage of the population that are active library borrowers)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation by Aboriginal children	Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.2 Strategic Objective 2: OUR PLACE

We will maintain and enhance places to be attractive and liveable, in balance with our natural environment.

Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual \$'000	Forecast \$'000	Budget \$'000
Environmental Management	This service includes management of Council's environmental impacts including sustainable resource use, energy consumption, roadside biodiversity management and pest plant and animal control. <i>Note: In 2021/21, Council will be the auspice for the Goulburn Murray Climate Alliance.</i>	<i>Exp</i>	302	293	497
		<i>Rev</i>	39	50	126
		<i>NET</i>	263	243	371
Waste Management Services	This service provides kerbside rubbish and recycling collection, management of Resource Recovery Centres at Alexandra, Yea, Eildon, Kinglake and Marysville and landfill operations in Alexandra. These operations generate funds above the annual cost requirements to ensure that Council's waste reserve is able to provide for future waste management works (i.e. future cell construction, rehabilitation requirements and management of landfills).	<i>Exp</i>	3,471	3,267	3,374
		<i>Rev</i>	4,389	4,129	4,284
		<i>NET</i>	(918)	(862)	(910)
Building Control	This service provides statutory building services to the council and community including processing of building permits, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works. Revenue and costs for this service include the shared service arrangement with Mansfield Shire Council for the provision of municipal building surveying services.	<i>Exp</i>	413	375	419
		<i>Rev</i>	426	472	471
		<i>NET</i>	(13)	(97)	(52)
Community Safety	This service facilitates a safer community through the provision of school crossing supervision, traffic management, domestic animal management, regulation and enforcement of local laws and community fire prevention as well as community education regarding these public safety programs.	<i>Exp</i>	407	466	501
		<i>Rev</i>	160	244	238
		<i>NET</i>	247	222	263

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Development Approvals	This service involves processing all planning applications, provides advice and makes decisions about development proposals that require a planning permit in accordance with the Victorian Planning Provisions (VPP), as well as representing Council at the Victorian Civil and Administrative Tribunal (VCAT) where necessary. The service also monitors the Murrindindi Planning Scheme as well as preparing major policy documents shaping the future of the shire. It also prepares and processes amendments to the Murrindindi Planning Scheme.	<i>Exp</i>	947	1,035	1,079
		<i>Rev</i>	344	432	399
		<i>NET</i>	603	603	680
Environmental Health	This service involves protecting the community's health and well being by coordinating food safety support programs, septic tank permit administration and immunisation programs. <i>Note: Rubicon Waste Water project funding is included in 2020/21</i>	<i>Exp</i>	255	670	332
		<i>Rev</i>	157	381	159
		<i>NET</i>	98	289	173
Infrastructure Maintenance	Council has a vast network of infrastructure assets including buildings, roads, bridges, drains, and footpaths. This expenditure provides for ongoing maintenance of Council's infrastructure assets.	<i>Exp</i>	5,771	5,413	5,215
		<i>Rev</i>	2,336	1,926	1,908
		<i>NET</i>	3,435	3,487	3,307
Parks, Gardens & Open Space Management	This service provides planning, development and maintenance to our public open space, road reserves and parks.	<i>Exp</i>	1,494	1,749	1,965
		<i>Rev</i>	0	0	0
		<i>NET</i>	1,494	1,749	1,965

Major Initiatives

- 1) Support recreation opportunities for our residents and visitors that encourage participation and community connections.
- 2) Improve links and make Murrindindi Shire easier to navigate and its services and destinations easier to find
- 3) Through good land use planning enhance the liveability, prosperity and the rural character of our Shire.

Other Initiatives

- 4) Strengthen the environmental sustainability of our communities, protect our natural environment and reduce resource consumption.
- 5) Recognise and embrace the history, culture and identity of our towns and communities.
- 6) Enhance community safety, resilience and liveability through improved planning, community engagement, and a fair and transparent approach to compliance.

Service Performance Outcome Indicators*(Results published in the Annual Report as part of the audited Performance Statement)*

Service	Indicator	Performance Measure	Computation
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

2.3 Strategic Objective 3: OUR PROSPERITY

In partnership with the community we will promote an environment in which business and community can thrive.

Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Tourism	Provides support to local visitor information centres, events and regional tourism marketing. Council is also the responsible authority for overseeing the management of the leases for the Yea and Marysville Caravan Parks. <i>Note: Additional tourism staff resources included in 2020/21. 2021/22 includes increased Tourism Industry Development support.</i>	<i>Exp</i>	523	759	894
		<i>Rev</i>	158	93	132
		<i>NET</i>	365	666	762
Business Development	This service assists business investment and growth and facilitates access to local employment. <i>Note: 2020/21 includes the Eildon Floating Cities Project and the Outdoor Eating & Entertainment Package grant.</i>	<i>Exp</i>	796	1,676	480
		<i>Rev</i>	113	639	17
		<i>NET</i>	683	1,037	463
Saleyards	This area covers the management and operations of the Yea Saleyards.	<i>Exp</i>	355	355	363
		<i>Rev</i>	493	408	391
		<i>NET</i>	(138)	(53)	(28)

Major Initiatives

- 1) Use a fresh approach to attract new and existing business investment.
- 2) Work with our businesses, regional partners and communities to support a diverse visitor experience that promotes our natural assets, and a vibrant range of events.
- 3) Support and encourage local businesses to work together, thrive and grow, through networking, start-up assistance, mentoring, and access to skills.

Other Initiatives

- 4) Advocate for high quality opportunities for education and training to meet community and business needs.
- 5) Advocate for improved infrastructure and access to public land to realise social and economic opportunities.

2.4 Strategic Objective 4: OUR PROMISE

We will all work in collaboration with our communities to deliver the best possible outcomes in all that we do.

Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Councillors	This includes the cost of Council elections, Council chambers, Mayor and Councillors' expenses, Councillor development and civic events. <i>Note: Election expenses make up the bulk of the increased expenditure in 2020/21.</i>	<i>Exp</i>	336	517	348
		<i>Rev</i>	1	27	6
		<i>NET</i>	335	490	342
Chief Executive and Executive Team	This area includes Chief Executive Officer and Executive Management Team and associated support which cannot be easily attributed to the direct service provision areas.	<i>Exp</i>	1,201	1,260	1,213
		<i>Rev</i>	0	0	0
		<i>NET</i>	1,201	1,260	1,213
Communications and Publications	This includes facilitation of communications, publications, regular radio spots and media releases issued as well as annual reports, strategic documents, the provision of Council's website, social media and community engagement activities.	<i>Exp</i>	587	554	620
		<i>Rev</i>	5	5	5
		<i>NET</i>	582	549	615
Financial Services	These services include the management of Council's finances, payroll, accounts payable and receivable, raising and collection of rates and charges and valuation of properties throughout the municipality. <i>Note: Revenue from Interest on Investment is reducing due to current low interest rates.</i>	<i>Exp</i>	999	1,292	1,110
		<i>Rev</i>	776	546	443
		<i>NET</i>	223	746	667
Corporate Services	These services include statutory and corporate support services to Council, including the coordination of business papers for meetings of Council and its committees and the coordination of Council's procurement. It is also responsible for enterprise risk management and the provision of document and information management support services to Council, including compliance with statutory obligations under Freedom of Information, Public Records, Information Privacy and Local Government Acts. <i>Note: 2019/20 & 2020/21 includes the Working for Victoria grant funded program.</i>	<i>Exp</i>	1,251	2,757	1,156
		<i>Rev</i>	1,052	919	69
		<i>NET</i>	199	1,838	1,087

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Human Resources	This has a focus on management of OH&S risk and organisational well being and improving performance through the continuous development, improvement and implementation of our strategies, policies, procedures and employee training opportunities in relation to human resources. <i>Note: new HR Coordinator position included in 2021/22 Budget.</i>	<i>Exp</i>	255	425	598
		<i>Rev</i>	0	0	0
		<i>NET</i>	255	425	598
Information Technology	This area provides support, and maintains communications and computing systems, facilities and infrastructure to enable staff to deliver services in a smart, productive and efficient way. <i>Note: increase in 2020/21 due to Digital Futures Project.</i>	<i>Exp</i>	703	1,001	1,136
		<i>Rev</i>	0	0	0
		<i>NET</i>	703	1,001	1,136
Customer Services	This unit provides front counter services at Alexandra, Yea and Kinglake offices including reception, telephone, receipting of payments, connecting customers with relevant departments, customer request coordination, hall bookings, as well as the provision of a number of other civic services.	<i>Exp</i>	852	812	859
		<i>Rev</i>	4	6	5
		<i>NET</i>	848	806	854
Asset Planning and Management	This unit strategically manages the capital works planning and renewal requirements of all of Council's \$300m worth of public assets.	<i>Exp</i>	1,214	1,147	1,290
		<i>Rev</i>	788	628	600
		<i>NET</i>	426	519	690

Major Initiatives

- 1) Represent and advocate for our community in a transparent and equitable way.
- 2) Ensure our culture, systems and technologies encourage and enable innovation in our business practices and service delivery.
- 3) Ensure the range of services we provide and the way we provide them are best aligned with community priorities and Council's resources.
- 4) Commit to developing a stronger customer-focused culture that makes us easier to deal with.

Other Initiatives

- 5) Expand our communication and two-way engagement with the community.
- 6) Maintain Council's financial sustainability through sound financial and assets management.
- 7) Support a skilled, engaged and flexible workforce that can respond to changing needs.

Service Performance Outcome Indicators

(Results published in the Annual Report as part of the audited Performance Statement)

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 interest of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community

2.5 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Our People	2,300	4,189	1,889
Our Place	5,797	13,382	7,585
Our Prosperity	1,197	1,737	540
Our Promise	7,202	8,330	1,128
Total	16,496	27,638	11,142
Expenses added in:			
Depreciation (ex.plant)	8,270		
Net (gain)/loss on disposal of property, infrastructure, plant & equip.	600		
Deficit before funding sources	25,366		
Funding sources added in:			
Rates & charges revenue (not including waste charges)	18,444		
Grants commission - operating grant (ex. local roads)	3,200		
Grants - capital	4,866		
Total funding sources	26,510		
Operating surplus/(deficit) for the year	1,144		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25.

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

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

Comprehensive Income Statement

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Income						
Rates and charges	4.1.1	21,589	22,017	22,607	23,209	23,823
Statutory fees and fines	4.1.2	1,188	1,219	1,237	1,256	1,275
User fees	4.1.3	910	990	1,005	1,020	1,035
Grants - Operating	4.1.4	8,613	6,767	6,869	6,972	7,077
Grants - Capital	4.1.4	4,259	4,866	1,138	904	872
Contributions - monetary	4.1.5	289	179	179	179	179
Contributions - non-monetary	4.1.5	600	600	600	600	600
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		(621)	(600)	(600)	(600)	(600)
Other income	4.1.6	1,085	1,015	995	975	956
Total income		37,912	37,053	34,030	34,515	35,217
Expenses						
Employee costs	4.1.7	15,610	15,373	15,680	15,994	16,314
Materials and services	4.1.8	13,976	11,254	10,915	11,074	11,239
Depreciation and amortisation	4.1.9	8,859	8,920	9,098	9,280	9,466
Finance costs		25	-	-	-	-
Other expenses	4.1.10	517	362	367	373	379
Total expenses		38,987	35,909	36,060	36,721	37,398
Surplus/(deficit) for the year		(1,075)	1,144	(2,030)	(2,206)	(2,181)
Total comprehensive result		(1,075)	1,144	(2,030)	(2,206)	(2,181)

Balance Sheet

For the four years ending 30 June 2025

		Forecast	Budget	Projections		
	NOTES	Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Assets						
Current assets						
Cash and cash equivalents		31,073	26,867	25,640	24,432	25,480
Trade and other receivables		3,906	3,992	4,032	4,072	4,113
Other assets		265	250	250	250	250
Total current assets	4.2.1	<u>35,244</u>	<u>31,109</u>	<u>29,922</u>	<u>28,754</u>	<u>29,843</u>
Non-current assets						
Intangible assets		1,845	1,488	1,436	1,386	1,337
Property, infrastructure, plant & equipment		358,556	364,333	363,285	362,057	358,611
Trade and other receivables		5	2	2	2	2
Total non-current assets	4.2.1	<u>360,406</u>	<u>365,823</u>	<u>364,723</u>	<u>363,445</u>	<u>359,950</u>
Total assets		<u>395,650</u>	<u>396,932</u>	<u>394,645</u>	<u>392,199</u>	<u>389,793</u>
Liabilities						
Current liabilities						
Trade and other payables		2,945	2,445	2,469	2,494	2,519
Trust funds, deposits and receipts in advance		1,251	1,557	1,557	1,557	1,557
Provisions		3,218	3,250	3,283	3,316	3,349
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Total current liabilities	4.2.2	<u>7,414</u>	<u>7,252</u>	<u>7,309</u>	<u>7,367</u>	<u>7,425</u>
Non-current liabilities						
Provisions		5,980	6,280	5,966	5,668	5,385
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Total non-current liabilities	4.2.2	<u>5,980</u>	<u>6,280</u>	<u>5,966</u>	<u>5,668</u>	<u>5,385</u>
Total liabilities		<u>13,394</u>	<u>13,532</u>	<u>13,275</u>	<u>13,035</u>	<u>12,810</u>
Net assets		<u>382,256</u>	<u>383,400</u>	<u>381,370</u>	<u>379,164</u>	<u>376,983</u>
Equity						
Accumulated surplus		131,766	136,118	134,765	133,650	130,272
Reserves		250,490	247,282	246,605	245,514	246,711
Total equity		<u>382,256</u>	<u>383,400</u>	<u>381,370</u>	<u>379,164</u>	<u>376,983</u>

Statement of Changes in Equity

For the four years ending 30 June 2025

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2021 Forecast Actual				
Balance at beginning of the financial year	383,331	131,560	231,594	20,177
Surplus/(deficit) for the year	(1,075)	(1,075)	-	-
Transfers to other reserves	-	(1,421)	-	1,421
Transfers from other reserves	-	2,702	-	(2,702)
Balance at end of the financial year	382,256	131,766	231,594	18,896
2022 Budget				
Balance at beginning of the financial year	382,256	131,766	231,594	18,896
Surplus/(deficit) for the year	1,144	1,144	-	-
Transfers to other reserves	-	(1,303)	-	1,303
Transfers from other reserves	-	4,511	-	(4,511)
Balance at end of the financial year	383,400	136,118	231,594	15,688
2023				
Balance at beginning of the financial year	383,400	136,118	231,594	15,688
Surplus/(deficit) for the year	(2,030)	(2,030)	-	-
Transfers to other reserves	-	(1,983)	-	1,983
Transfers from other reserves	-	2,660	-	(2,660)
Balance at end of the financial year	381,370	134,765	231,594	15,011
2024				
Balance at beginning of the financial year	381,370	134,765	231,594	15,011
Surplus/(deficit) for the year	(2,206)	(2,206)	-	-
Transfers to other reserves	-	(1,593)	-	1,593
Transfers from other reserves	-	2,684	-	(2,684)
Balance at end of the financial year	379,163	133,649	231,594	13,920
2025				
Balance at beginning of the financial year	379,163	133,649	231,594	13,920
Surplus/(deficit) for the year	(2,181)	(2,181)	-	-
Transfers to other reserves	-	(1,622)	-	1,622
Transfers from other reserves	-	425	-	(425)
Balance at end of the financial year	376,983	130,272	231,594	15,117

Statement of Cash Flows

For the four years ending 30 June 2025

	Forecast	Budget	Projections		
	Actual				
	2020/21	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities					
Rates and charges	21,530	22,079	22,268	23,061	23,823
Statutory fees and fines	1,195	1,218	1,220	1,222	1,224
User fees	757	945	947	949	951
Grants - operating	9,313	6,767	6,598	6,433	6,272
Grants - capital	4,005	4,941	1,138	904	872
Contributions - monetary	289	179	179	179	179
Interest received	381	330	323	317	311
Other income	794	792	808	824	840
Net GST refund / payment	1,270	990	-	-	-
Net Trust funds and deposits	(457)	232	-	-	-
Employee costs	(15,666)	(15,841)	(15,523)	(15,834)	(16,151)
Materials and services	(15,641)	(12,099)	(10,808)	(10,963)	(11,127)
Other payments	(393)	(398)	(374)	(380)	(387)
Net cash provided by/(used in) operating activities	7,377	10,135	6,776	6,712	6,807
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(16,869)	(14,690)	(8,293)	(8,258)	(6,073)
Proceeds from sale of property, infrastructure, plant and equipment	960	349	290	338	314
Net cash provided by/ (used in) investing activities	(15,909)	(14,341)	(8,003)	(7,920)	(5,759)
Cash flows from financing activities					
Finance costs	(30)	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	(479)	-	-	-	-
Net cash provided by/(used in) financing activities	(509)	-	-	-	-
Net increase/(decrease) in cash & cash equivalents	(9,041)	(4,206)	(1,227)	(1,208)	1,048
Cash and cash equivalents at the beginning of the financial year	40,114	31,073	26,867	25,640	24,432
Cash and cash equivalents at the end of the financial year	31,073	26,867	25,640	24,432	25,480

Statement of Capital Works

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual		2022/23	2023/24	2024/25
		2020/21	2021/22	2022/23	2023/24	2024/25
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		-	-	-	-	-
Land improvements		189	75	-	-	-
Total land		189	75	-	-	-
Buildings		1,043	872	339	269	447
Total buildings		1,043	872	339	269	447
Total property		1,232	947	339	269	447
Plant and equipment						
Plant, machinery and equipment		2,538	1,680	938	1,267	1,144
Computers and telecommunications		279	240	90	126	171
Library books		100	100	100	100	100
Total plant and equipment		2,917	2,020	1,128	1,493	1,415
Infrastructure						
Roads		7,619	3,862	3,188	2,814	2,144
Bridges		418	4,184	100	100	60
Footpaths and cycleways		1,101	434	495	404	1,117
Drainage		180	730	280	346	252
Recreational, leisure and community facilities		1,690	1,218	163	148	213
Waste management		1,712	1,295	2,600	2,684	425
Total infrastructure		12,720	11,723	6,826	6,496	4,211
Total capital works expenditure	4.3.1	16,869	14,690	8,293	8,258	6,073
Represented by:						
New asset expenditure		3,312	366	-	1,600	-
Asset renewal expenditure		8,993	8,217	5,939	5,562	5,226
Asset expansion expenditure		900	214	285	199	282
Asset upgrade expenditure		3,664	5,893	2,069	897	565
Total capital works expenditure	4.3.1	16,869	14,690	8,293	8,258	6,073
Funding sources represented by:						
Grants		5,021	4,846	1,138	904	872
Contributions		802	349	290	338	314
Council cash		11,046	9,495	6,865	7,016	4,887
Total capital works expenditure	4.3.1	16,869	14,690	8,293	8,258	6,073

Statement of Human Resources

For the four years ending 30 June 2025

	Forecast	Budget	Projections		
	Actual				
	2020/21	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	15,610	15,373	15,680	15,994	16,314
Employee costs - capital	422	429	438	446	455
Total staff expenditure	16,032	15,802	16,118	16,440	16,769
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	154.3	152.0	152.0	152.0	152.0
Total staff numbers	154.3	152.0	152.0	152.0	152.0

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

Directorate	Budget 2021/22 \$'000	Comprises			
		Permanent		Casual	Temporary
		Full Time \$'000	Part time \$'000	\$'000	\$'000
Executive Team	887	887	-	-	-
Assets and Development	7,148	6,212	936	-	-
Community Engagement	3,754	1,346	2,408	252	66
Corporate and Shared Services	3,235	1,824	1,411	-	31
Total permanent staff expenditure	15,024	10,269	4,755	252	97
Casuals, temporary and other expenditure	349				
Total employee costs - operating	15,373				
Total employee costs - capital	429				
Total staff expenditure	15,802				

A summary of the number of full time equivalent (FTE) positions in relation to the above expenditure is included below.

Department	Budget 2021/22 FTE	Comprises			
		Permanent		Casual	Temporary
		Full Time FTE	Part time FTE		
Executive Team	4.0	4.0	0.0	0.0	0.0
Assets and Development	71.0	61.0	10.0	0.0	0.0
Community Engagement	36.9	12.0	24.9	0.0	0.7
Corporate and Shared Services	31.0	16.0	15.0	3.0	0.4
Total permanent staff expenditure	142.9	93.0	49.9	3.0	1.1
Casuals, temporary and other expenditure	4.1				
Capitalised labour costs	5.0				
Total staff	152.0				

**Summary of Planned Human Resources Expenditure
For the four years ended 30 June 2025**

	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000
Executive				
Permanent - Full time	887	905	923	941
Female	410	418	427	435
Male	478	488	497	507
Total Executive	887	905	923	941
Assets and development				
Permanent - Full time	6,212	6,336	6,463	6,592
Female	1,874	1,911	1,950	1,989
Male	4,338	4,425	4,513	4,604
Permanent - Part time	936	955	974	993
Female	511	521	532	542
Male	424	432	441	450
Total Assets and development	7,148	7,291	7,437	7,586
Community engagement				
Permanent - Full time	1,346	1,373	1,400	1,428
Female	1,088	1,110	1,132	1,155
Male	258	263	268	274
Permanent - Part time	2,408	2,456	2,505	2,555
Female	2,094	2,136	2,179	2,222
Male	314	320	327	333
Total Community engagement	3,754	3,829	3,906	3,984
Corporate and shared services				
Permanent - Full time	1,824	1,860	1,898	1,936
Female	819	835	852	869
Male	1,004	1,024	1,045	1,065
Permanent - Part time	1,411	1,439	1,468	1,497
Female	859	876	894	912
Male	553	564	575	587
Total Corporate and shared services	3,235	3,300	3,366	3,433
Total	15,024	15,324	15,631	15,944
Casuals, temporary and other expenditure	349	356	363	370
Capitalised labour costs	429	438	446	455
Total staff expenditure	15,802	16,118	16,440	16,769

	2021/22	2022/23	2023/24	2024/25
	FTE	FTE	FTE	FTE
Executive				
Permanent - Full time	4.0	4.0	4.0	4.0
Female	2.0	2.0	2.0	2.0
Male	2.0	2.0	2.0	2.0
Total Executive	4.0	4.0	4.0	4.0
Assets and development				
Permanent - Full time	61.0	61.0	61.0	61.0
Female	18.0	18.0	18.0	18.0
Male	43.0	43.0	43.0	43.0
Permanent - Part time	10.0	10.0	10.0	10.0
Female	5.6	5.6	5.6	5.6
Male	4.4	4.4	4.4	4.4
Total Assets and development	71.0	71.0	71.0	71.0
Community Engagement				
Permanent - Full time	12.0	12.0	12.0	12.0
Female	10.0	10.0	10.0	10.0
Male	2.0	2.0	2.0	2.0
Permanent - Part time	24.9	24.9	24.9	24.9
Female	21.9	21.9	21.9	21.9
Male	3.0	3.0	3.0	3.0
Total Community engagement	36.9	36.9	36.9	36.9
Corporate and Shared Services				
Permanent - Full time	16.0	16.0	16.0	16.0
Female	7.0	7.0	7.0	7.0
Male	9.0	9.0	9.0	9.0
Permanent - Part time	15.0	15.0	15.0	15.0
Female	10.2	10.2	10.2	10.2
Male	4.8	4.8	4.8	4.8
Total Corporate and shared services	31.0	31.0	31.0	31.0
Casuals and temporary staff	4.1	4.1	4.1	4.1
Capitalised labour	5.0	5.0	5.0	5.0
Total staff numbers	152.0	152.0	152.0	152.0

4. Notes to the financial statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

In developing the Strategic Resource Plan, rates and charges are identified as Council's most important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System ("FGRS") sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges. It should be noted that the waste & recycling charges are not included in the FGRS cap calculation.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.5%. In addition, the 25% premium differential rate paid by commercial and industrial property owners, which was removed for 2020/21 as a COVID-19 relief measure, will be reinstated.

This will raise total rates and charges for 2021/22 to \$22.0M.

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

	Forecast		Change	
	Actual 2020/21 \$'000	Budget 2021/22 \$'000		
General rates*	14,539	14,905	366	2.52%
Municipal charge*	3,309	3,366	57	1.71%
Waste management charge	3,502	3,572	70	1.99%
Special rates and charges	27	-	27	-100.00%
Supplementary rates and rate adjustments	146	107	39	-26.73%
Revenue in lieu of rates	66	67	1	1.32%
Total rates and charges	21,589	22,017	428	1.98%

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

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

Type or class of land	2020/21 cents/\$CIV*	2021/22 cents/\$CIV*	Change
General rate for rateable residential properties	0.2967	0.2658	-10.41%
General rate for rateable commercial/industrial properties	0.2967	0.3323	12.00%
General rate for rateable vacant land properties	0.4450	0.3988	-10.38%
General rate for rateable rural 1 properties	0.2077	0.1861	-10.40%
General rate for rateable rural 2 properties	0.2937	0.2632	-10.38%

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

Type or class of land	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Residential	6,845	6,780	- 65	-0.95%
Commercial / Industrial	716	844	128	17.88%
Vacant Land	655	658	3	0.46%
Rural 1	3,200	3,317	117	3.66%
Rural 2	3,123	3,306	183	5.86%
Total amount to be raised by general rates	14,539	14,905	366	2.52%

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

Type or class of land	2020/21	2021/22	Change	
	Number	Number	Number	%
Residential	5,724	5,773	49	0.86%
Commercial / Industrial	435	440	5	1.15%
Vacant Land	718	736	18	2.51%
Rural 1	1,287	1,297	10	0.78%
Rural 2	1,816	1,827	11	0.61%
Total number of assessments	9,980	10,073	93	0.93%

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

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

Type or class of land	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Residential	2,307,172	2,550,807	243,635	10.56%
Commercial / Industrial	241,296	253,843	12,547	5.20%
Vacant Land	147,093	165,055	17,962	12.21%
Rural 1	1,540,446	1,782,134	241,688	15.69%
Rural 2	1,063,392	1,256,124	192,732	18.12%
Total value of land	5,299,399	6,007,963	708,564	13.37%

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

Type of Charge	Per Rateable	Per Rateable	Change	
	Property	Property		
	2020/21	2021/22		
	\$	\$	\$	%
Municipal	341.00	346.00	5	1.47%

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

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Municipal	3,309	3,366	57	1.71%

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21	2021/22	\$	%
Kerbside Collection	391.20	395.80	4.60	1.18%
Recycling	119.60	121.00	1.40	1.17%
Total	510.80	516.80	6.00	1.17%

For the purposes of clarification of "defined properties" for garbage and recycling charges, defined properties for compulsory garbage and recycling charges are described as follows;

- all townships (residential)
- all townships and low density residential zones;
- all other residential properties within the area as defined previously by Council. (no change).

For industrial or commercial properties, 75% of the garbage charge & recycling charge will be waived upon production of satisfactory evidence to Council that an alternative commercial waste disposal arrangement is in operation.

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

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Kerbside Collection	2,671	2,725	54	2.02%
Recycling	831	847	16	1.98%
Total	3,502	3,572	70	2.01%

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

	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
General Rates	14,539	14,905	366	2.52%
Municipal Charge	3,309	3,366	57	1.71%
Kerbside Collection and Recycling	3,502	3,572	70	2.01%
Special rates and charges	27	-	27	-100.00%
Agreement in lieu of rates (Power Station)	66	67	1	1.32%
Supplementary rates and charges	146	107	39	-26.73%
Total Rates and charges	21,589	22,017	428	1.98%

4.1.1(l) Fair Go Rates System Compliance

Murrindindi Shire Council is fully compliant with the State Government's Fair Go Rates System, as demonstrated in the following table.

	2020/21	2021/22
	\$'000	\$'000
Total Rates	\$ 17,997	\$ 18,003
Number of rateable properties	9,980	10,073
Base Average Rates	\$ 1,803	\$ 1,787
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,839	\$ 1,814
Maximum General Rates and Municipal Charges Revenue	\$ 18,357	\$ 18,273
Budgeted General Rates and Municipal Charges Revenue	\$ 17,829	\$ 18,271

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

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

- The making of supplementary valuations
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates categories

Rates to be levied

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

- A general rate of 0.002658 (0.2658 cents in the dollar of CIV) for all rateable residential properties; and
- A differential rate of 0.003323 (0.3323 cents in the dollar of CIV) for all rateable Commercial and Industrial properties (125% of general rate); and
- A differential rate of 0.001861 (0.1861 cents in the dollar of CIV) for all rateable Rural 1 properties (70% of general rate); and
- A differential rate of 0.002632 (0.2632 cents in the dollar of CIV) for all rateable Rural 2 properties (99% of general rate); and
- A differential rate of 0.003988 (0.3988 cents in the dollar of CIV) for all rateable Vacant Land properties (150% of general rate).

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

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

Rural 1 Land

Rural 1 land is any rateable land, which is:

- Not less than 40 hectares in area; and
- shall include non-contiguous assessments within the Shire operating as a single farm enterprise.

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

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Provision of general support services; and
- Recognition of the capital required for farming within the Shire and limited access to some services.

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

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

Land covered by this classification is not affected by ward boundaries.

Rural 2 Land

Rural 2 land is any rateable land, which is:

- greater than 4 hectares and less than 40 hectares in area; and
- shall include non-contiguous assessments within the Shire operating as a single farm enterprise.

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

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Provision of general support services; and
- Recognition of the capital required for farming within the Shire and limited access to some services.

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

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

Land covered by this classification is not affected by ward boundaries.

Vacant Land

Vacant land is defined as:

- Any land which is located in Council's defined residential, commercial, rural living or industrial zones for planning purposes that is currently undeveloped.
- Undeveloped land is broadly classified as land not containing an approved, habitable structure, or land that has not been developed for the purpose of commercial or industrial use.

The objective of this differential rate is to encourage property owners to develop vacant land identified by Council as suitable for development, rather than simply acquire or hold land for the purpose of future investment without developing it. Encouraging the development of land ensures that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of the Council.

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

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

Land covered by this classification is not affected by ward boundaries.

Commercial / Industrial Land

Commercial and industrial properties are defined as:

- Any property which is used primarily for commercial and/or industrial purposes and/or,
- Any property zoned as commercial and industrial land under the planning scheme in force in the municipal district which is not deemed vacant as per above.

The objective of this differential rate is to ensure that the owners of the property having the characteristics of Commercial and Industrial Land make an equitable financial contribution to the cost of carrying out Council's functions, including those functions supporting economic development and tourism, and the renewal and maintenance of public infrastructure that is of critical importance and benefit to business owners.

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

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

4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	Actual			
	2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Building	382	381	- 1	-0.26%
Community Safety	234	232	- 2	-0.85%
Environmental Health	140	142	2	1.43%
Development Services	328	339	11	3.35%
Other	104	125	21	20.19%
Total statutory fees and fines	1,188	1,219	31	2.61%

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include planning permits, subdivision fees, building permits, Health Act registrations, animal registrations and parking infringements.

4.1.3 User fees

	Forecast	Budget	Change	
	Actual			
	2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Halls & Community Centres	10	10	0	0.00%
Saleyards fees	388	370	(18)	-4.64%
Recreation Pools & leisure centres	13	18	5	38.46%
Waste - transfer stations & landfill fees	477	562	85	17.82%
Other	22	30	8	36.36%
Total user fees	910	990	80	8.79%

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. In setting the budget, the key principle for determining the level of user charges has been to ensure that where possible, individual fee levels increases do not exceed the rate cap.

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget. A list of operating grants and capital grants by type and source, classified into recurrent and non-recurrent, is included below.

	Forecast	Budget	Change	
	Actual	2021/22	\$'000	%
	2020/21	\$'000	\$'000	%
Grants received in respect of the following:				
Summary of grants				
Commonwealth funded grants	9,307	10,693	1,386	15%
State funded grants	3,565	940	(2,625)	-74%
Total grants received	12,872	11,633	(1,239)	-10%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Aged and disability	56	55	(1)	-2%
Financial assistance grants	4,878	4,917	39	1%
Children services	1,131	1,131	-	0%
Recurrent - State Government				
Aged and disability	19	2	(17)	-89%
Children services	294	294	-	0%
Environmental health	12	12	-	0%
Community Safety	37	37	-	0%
Libraries	158	158	0	0%
Total recurrent grants	6,585	6,606	21	0%
Non-recurrent - Commonwealth Government				
Economic development	271		(271)	-100%
Non-recurrent - State Government				
Business services	100	-	(100)	-100%
Community assets	780	-	(780)	-100%
Children services	58	55	(3)	-5%
Community development	124	-	(124)	-100%
Economic development	300	-	(300)	-100%
Emergency management	60	60	0	0%
Environmental health	230	6	224	-97%
Environmental programs	33	-	(33)	-100%
Recreational services	14	-	(14)	-100%
Youth services	58	40	18	-31%
Total non-recurrent grants	2,028	161	(1,867)	-92%
Total operating grants	8,613	6,767	(1,846)	-21%

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	1,196	1,043	(153)	-13%
Recurrent - State Government				
Library Book stock	6	6	-	-
Total recurrent grants	1,202	1,049	(153)	-13%
Non-recurrent - Commonwealth Government				
Infrastructure	1,775	3,547	1,772	100%
Non-recurrent - State Government				
Buildings	650	270	(380)	-58%
Infrastructure	632	-	(632)	-100%
Total non-recurrent grants	3,057	3,817	760	25%
Total capital grants	4,259	4,866	607	14%
Total Grants	12,872	11,633	(1,239)	-10%

4.1.5 Contributions

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Monetary - operating	169	149	(20)	-11.83%
Monetary - capital	120	30	(90)	-75.00%
Non-monetary - Capital	600	600	0	0.00%
Total contributions	889	779	(110)	-12.32%

Monetary contributions are funds paid by developers that relate to public recreation, drainage and car parking in accordance with planning permits issued for property development.

Non-monetary contributions relate to gifted assets that are received from developers for public recreation, drainage and car parking in accordance with planning permits issued for property development in lieu of making a monetary payment to Council.

4.1.6 Other income

	Forecast	Budget	Change	
	Actual	2021/22		
	2020/21	2021/22	\$'000	%
	\$'000	\$'000		
Interest	211	133	- 78	-36.97%
Interest on rates	153	163	10	6.54%
Rental	221	260	39	17.65%
Reimbursements	330	289	- 41	-12.42%
Other	170	170	-	0.00%
Total other income	1,085	1,015	- 70	-6.45%

Other income relates to a range of items such as cost recovery and other miscellaneous income items. It consists primarily of interest revenue on investments and rate arrears and rent revenue that Council receives from various lease or licence agreements.

4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual	2021/22		
	2020/21	2021/22	\$'000	%
	\$'000	\$'000		
Wages and salaries	13,987	13,734	(253)	-1.81%
WorkCover	284	283	(1)	-0.35%
Superannuation	1,339	1,356	17	1.27%
Total employee costs	15,610	15,373	(237)	-1.52%

Employee costs include all labour related expenditure such as wages, salaries, allowances and on-costs such as leave entitlements, superannuation and WorkCover. The forecast figures include \$1.3m funded positions under the State Government Working for Victoria program. Employee cost for the budget include the 0.5% increase for compulsory employer superannuation increase effective from 1st July 2021.

4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual	2021/22		
	2020/21	2021/22	\$'000	%
	\$'000	\$'000		
Consultants	562	232	- 330	-58.72%
Contractors	9,284	7,543	- 1,741	-18.75%
Contributions	1,131	830	- 301	-26.61%
Information Technology	406	543	137	33.74%
Insurance	557	661	104	18.67%
Legal expenses	246	210	- 36	-14.63%
Materials	1,279	754	- 525	-41.05%
Utilities	511	481	- 30	-5.87%
Total materials and services	13,976	11,254	- 2,722	-19.48%

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

4.1.9 Depreciation and amortisation

	Forecast	Budget	Change	
	Actual			
	2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Property	2,291	2,315	24	1.05%
Plant & equipment	969	932	- 37	-3.82%
Infrastructure	5,242	5,316	74	1.41%
Intangible Assets	357	357	-	0.00%
Total depreciation and amortisation	8,859	8,920	61	0.69%

Depreciation is an accounting measure which allocates the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains.

4.1.10 Other expenses

	Forecast	Budget	Change	
	Actual			
	2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Auditor remuneration	87	87	-	0.00%
Councillor Allowances	209	209	-	0.00%
Other	221	66	- 155	-70.14%
Total other expenses	517	362	- 155	-29.98%

Other expenses relate to rates and charges waived for charitable and not-for-profit organisations, Councillors' allowances and remuneration for auditors and audit committee members.

4.2 Balance Sheet

4.2.1 Assets

Council's asset position is primarily driven by the value of its physical infrastructure (property, plant and equipment) and its projected cash levels. Cash and cash equivalents include cash and investments held in the bank in deposits or other highly liquid investments with short term maturities of three months or less.

4.2.2 Liabilities

Council's liabilities, exclusive of bank debt which is detailed further in section 4.2.3 below is primarily made up of entitlements owed to employees and funds held as sureties against a variety of contracts.

Council's working capital ratio remains extremely strong, as more than four times the level of Council's current liabilities are covered by its current asset position. This ensures Council's ability to meet its employee and supplier payments, as well as immediately commence on its capital works program in 2021/22, rather than waiting for the receipt of rate funds which do not commence until October each year.

4.2.3 Borrowings

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

	2020/21	2021/22
	\$	\$
Amount borrowed as at 30 June of the prior year	478	-
Amount proposed to be borrowed	-	-
Amount projected to be redeemed	(478)	-
Amount of borrowings as at 30 June	-	-

4.2.4 Borrowing Costs

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Interest - borrowings	25	-	25	-100.00%
Total borrowing costs	25	-	25	-100.00%

Council is forecasting no new borrowings. Council's total debt holdings were extinguished in 2020/21.

4.3 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.3.1 Summary

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Property	1,232	947	(285)	-23.13%
Plant and equipment	2,917	2,020	(897)	-30.75%
Infrastructure	12,720	11,723	(997)	-7.84%
Total	16,869	14,690	(2,179)	-12.92%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Reserves \$'000
Property	947	70	478	300	99	-	-	879	68
Plant and equipment	2,020	53	1,967	-	-	6	349	1,665	-
Infrastructure	11,723	243	5,772	5,593	115	4,840	-	2,441	4,442
Total	14,690	366	8,217	5,893	214	4,846	349	4,985	4,510

4.3.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
PROPERTY									
Land Improvements									
<i>Street Tree Program - Nature Strip planting</i>	25	-	25	-	-	-	-	25	-
<i>RV Friendly Town Implementation</i>	50	50	-	-	-	-	-	50	-
Total Land Improvements	75	50	25	-	-	-	-	75	-
Buildings									
<i>Alexandra Operations Centre - purchase of modular buildings</i>	54	-	-	-	54	-	-	54	-
<i>Alexandra Library - customer service desk</i>	45	-	-	-	45	-	-	45	-
<i>Library & Customer Service - signage all sites</i>	13	-	13	-	-	-	-	13	-
<i>Library & Customer Service - security swipe readers</i>	16	-	-	16	-	-	-	16	-
<i>Alexandra - Leckie Park Pavilion - ceiling & painting</i>	35	-	35	-	-	-	-	35	-
<i>Alexandra Tennis Pavilion - renewal of pergola & shade</i>	30	-	30	-	-	-	-	30	-
<i>DDA Compliance Public Centres & Halls</i>	60	-	-	60	-	-	-	60	-
<i>Flowerdale Early Learning Centre - ventilation</i>	30	-	30	-	-	-	-	30	-
<i>Yea Children's Centre - schematic design</i>	25	-	-	25	-	-	-	25	-
<i>Yea Pioneer Reserve - refurb timber floor</i>	120	-	120	-	-	-	-	120	-
<i>Yea Shire Hall - provision of meeting space</i>	76	-	-	76	-	-	-	76	-
<i>Yea Shire Hall - stabilisation works</i>	25	-	25	-	-	-	-	25	-
<i>Alexandra MCH & CWA structural renewal</i>	200	-	200	-	-	-	-	200	-
<i>Residual Current Devices - Shire Wide</i>	75	-	-	75	-	-	-	75	-
<i>Yea Saleyards - Traffic Management Plan</i>	20	20	-	-	-	-	-	-	20
<i>Yea Saleyards - NLIS Reader in Ramp</i>	18	-	-	18	-	-	-	-	18

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Reserves \$'000
<i>Yea Saleyards - Drainage & B-Double approaches</i>	30	-	-	30	-	-	-	30	
Total Buildings	872	20	453	300	99	-	-	804	68
TOTAL PROPERTY	947	70	478	300	99	-	-	879	68
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Plant replacement</i>	1,515	-	1,515	-	-	-	273	1,242	-
<i>Fleet replacement</i>	165	-	165	-	-	-	76	89	-
Total Plant, Machinery & Equip.	1,680	-	1,680	-	-	-	349	1,331	-
Computers and Telecommunications									
<i>IT System - Renewal & Development</i>	187	-	187	-	-	-	-	187	-
<i>Digital Futures Initiatives - incl RFID pads</i>	53	53	-	-	-	-	-	53	-
Total Computers & Telecomm.	240	53	187	-	-	-	-	240	-
Library books									
<i>Library Bookstock</i>	100	-	100	-	-	6	-	94	-
Total Library Books	100	-	100	-	-	6	-	94	-
TOTAL PLANT AND EQUIPMENT	2,020	53	1,967	-	-	6	349	1,665	-
INFRASTRUCTURE									
Roads									
<i>Gravel Roads - major maintenance</i>	400	-	400	-	-	-	-	400	-
<i>Gravel Roads - Resheeting</i>	1,194	-	1,194	-	-	1,043	-	151	-
<i>Gravel Roads - Sealing Program</i>	42	-	3	29	10	-	-	42	-
<i>Sealed Roads - Renewal & Major Patching</i>	166	-	72	94	-	-	-	166	-
<i>Sealed Roads - Reseals</i>	962	-	962	-	-	-	-	962	-
<i>Sealed Roads - Shoulder resheeting</i>	65	-	65	-	-	-	-	65	-
<i>Main St / Utah Place Eildon (LRCI)</i>	150	-	150	-	-	150	-	-	-
<i>Snob Creek Road Widening (HVSP.7)</i>	751	-	-	751	-	376	-	-	375
<i>Kerb & Channel - A'Beckett Street</i>	132	-	132	-	-	-	-	-	132
Total Roads	3,862	-	2,978	874	10	1,569	-	1,786	507

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Bridges									
<i>Bridge replacement - Yea Caravan Park</i>	660	-	330	330	-	330	-	-	330
<i>Bridge widening - Yarck Road - Gobur</i>	1,987	-	199	1,788	-	993	-	-	994
<i>Bridge widening - Break O Day Road Glenburn</i>	1,485	-	147	1,338	-	743	-	-	742
<i>Bridge upgrade - Myles Bridge</i>	32	-	-	32	-	-	-	32	-
<i>Bridge replacement - Rail Trail Box Culvert</i>	20	-	20	-	-	-	-	20	-
Total Bridges	4,184	-	696	3,488	-	2,066	-	52	2,066
Footpaths and Cycleways									
<i>Footpath - renewal - Taggerty Thornton Road</i>	30	-	30	-	-	-	-	30	-
<i>Footpath - Whittlesea -Kinglake Road Shared</i>	374	-	374	-	-	-	-	-	374
<i>Footpath - extension - Melbourne Rd Yea</i>	30	-	-	-	30	-	-	30	-
Total Footpaths & Cycleways	434	-	404	-	30	-	-	60	374
Drainage									
<i>Drainage - renewal - Alexandra</i>	57	-	57	-	-	-	-	57	-
<i>Drainage - trouble spots - Halls Flat Rd Alex.</i>	80	-	-	80	-	-	-	80	-
<i>Drainage - Kinglake-Glenburn Rd Kinglake</i>	323	-	162	161	-	323	-	-	-
<i>Drainage - Mt Kitchner Avenue Marysville</i>	270	-	-	270	-	270	-	-	-
Total Drainage	730	-	219	511	-	593	-	137	-
Recreational, Leisure & Community Facilities									
<i>Alexandra Youth Precinct - construction</i>	418	-	167	251	-	-	-	218	200
<i>Kinglake Memorial Reserve - tennis court surface renewal</i>	32	-	-	32	-	32	-	-	-
<i>Leckie Park Alexandra - renewal cricket nets</i>	70	-	-	70	-	70	-	-	-
<i>Swimming Pool - Eildon - Repairs incl liner (LRCI)</i>	260	-	260	-	-	260	-	-	-
<i>Swimming Pool - Install Heating & Cooling - ventilation Chemical Store- Alexandra</i>	18	18	-	-	-	-	-	18	-
<i>Swimming Pool - Renewal - chemical compliance & backwash valves - Eildon</i>	40	10	10	20	-	-	-	40	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Swimming Pool - Renewal - chemical compliance & backwash valves - Marysville</i>	40	10	10	20	-	-	40	-	
<i>Swimming Pool - Truck Bund Compliance - Marysville</i>	65	-	-	65	-	-	65	-	
<i>Swimming Pools - risk - pool blanket lifts</i>	25	25	-	-	-	-	25	-	
Total Recreational Facilities	968	63	447	458	-	362	-	406	200
Waste Management									
<i>Landfill - cell capping design</i>	75	-	-	-	75	-	-	-	75
<i>Landfill - groundwater & landfill gas bores</i>	35	35	-	-	-	-	-	-	35
<i>Landfill - closed landfill rehabilitation</i>	1,065	65	1,000	-	-	-	-	-	1,065
<i>Resource Recovery Centres - Yea</i>	50	50	-	-	-	-	-	-	50
<i>Resource Recovery Centres - gas bottle cages</i>	30	30	-	-	-	-	-	-	30
<i>Resource Recovery Centres - improvements</i>	40	-	28	12	-	-	-	-	40
Total Waste Management	1,295	180	1,028	12	75	-	-	-	1,295
TOTAL INFRASTRUCTURE	11,473	243	5,772	5,343	115	4,590	-	2,441	4,442
TOTAL CAPITAL WORKS	14,440	366	8,217	5,643	214	4,596	349	4,985	4,510

4.3.3 Works carried forward from the 2020/21 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Reserves \$'000
INFRASTRUCTURE									
Recreational, Leisure & Community Facilities									
<i>Alexandra Youth Precinct</i>	250	-	-	250	-	250	-	-	-
TOTAL INFRASTRUCTURE	250	-	-	250	-	250	-	-	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2020/21	250	-	-	250	-	250	-	-	-

**Summary of Planned Capital Works Expenditure
For the four years ended 30 June 2025**

2021/22	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	75	50	25	0	0	75	0	0	75	0
Total Land	75	50	25	0	0	75	0	0	75	0
Buildings	872	20	453	300	99	872	0	0	872	0
Total Buildings	872	20	453	300	99	872	0	0	872	0
Total Property	947	70	478	300	99	947	0	0	947	0
Plant and Equipment										
Plant, machinery and equipment	1,680	0	1,680	0	0	1,680	0	349	1,331	0
Computers and telecommunications	240	53	187	0	0	240	0	0	240	0
Library books	100	0	100	0	0	100	6	0	94	0
Total Plant and Equipment	2,020	53	1,967	0	0	2,020	6	349	1,665	0
Infrastructure										
Roads	3,862	0	2,978	874	10	3,862	1,569	0	2,293	0
Bridges	4,184	0	696	3,488	0	4,184	2,066	0	2,118	0
Footpaths and cycleways	434	0	404	0	30	434	0	0	434	0
Drainage	730	0	219	511	0	730	593	0	137	0
Recreational, leisure and community facilities	1,218	63	447	708	0	1,218	612	0	606	0
Waste management	1,295	180	1,028	12	75	1,295	0	0	1,295	0
Total Infrastructure	11,723	243	5,772	5,593	115	11,723	4,840	0	6,883	0
Total Capital Works Expenditure	14,690	366	8,217	5,893	214	14,690	4,846	349	9,495	0

2022/23	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	0	0	0	0	0	0	0	0	0	0
Total Land	0	0	0	0	0	0	0	0	0	0
Buildings	339	0	119	180	40	339	0	0	339	0
Total Buildings	339	0	119	180	40	339	0	0	339	0
Total Property	339	0	119	180	40	339	0	0	339	0
Plant and Equipment										
Plant, machinery and equipment	938	0	938	0	0	938	0	290	648	0
Computers and telecommunications	90	0	90	0	0	90	0	0	90	0
Library books	100	0	100	0	0	100	6	0	94	0
Total Plant and Equipment	1,128	0	1,128	0	0	1,128	6	290	832	0
Infrastructure										
Roads	3,188	0	2,058	1,122	8	3,188	1,132	0	2,056	0
Bridges	100	0	17	83	0	100	0	0	100	0
Footpaths and cycleways	495	0	433	0	62	495	0	0	495	0
Drainage	280	0	84	196	0	280	0	0	280	0
Recreational, leisure and community facilities	163	0	63	100	0	163	0	0	163	0
Waste management	2,600	0	2,037	388	175	2,600	0	0	2,600	0
Total Infrastructure	6,826	0	4,692	1,889	245	6,826	1,132	0	5,694	0
Total Capital Works Expenditure	8,293	0	5,939	2,069	285	8,293	1,138	290	6,865	0

2023/24	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	0	0	0	0	0	0	0	0	0	0
Total Land	0	0	0	0	0	0	0	0	0	0
Buildings	269	0	143	95	31	269	0	0	269	0
Total Buildings	269	0	143	95	31	269	0	0	269	0
Total Property	269	0	143	95	31	269	0	0	269	0
Plant and Equipment										
Plant, machinery and equipment	1,267	0	1,267	0	0	1,267	0	338	929	0
Computers and telecommunications	126	0	126	0	0	126	0	0	126	0
Library books	100	0	100	0	0	100	6	0	94	0
Total Plant and Equipment	1,493	0	1,493	0	0	1,493	6	338	1,149	0
Infrastructure										
Roads	2,814	0	2,433	374	7	2,814	898	0	1,916	0
Bridges	100	0	17	83	0	100	0	0	100	0
Footpaths and cycleways	404	0	316	0	88	404	0	0	404	0
Drainage	346	0	104	242	0	346	0	0	346	0
Recreational, leisure and community facilities	148	0	57	91	0	148	0	0	148	0
Waste management	2,684	1,600	999	12	73	2,684	0	0	2,684	0
Total Infrastructure	6,496	1,600	3,926	802	168	6,496	898	0	5,598	0
Total Capital Works Expenditure	8,258	1,600	5,562	897	199	8,258	904	338	7,016	0

2024/25	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land improvements	0	0	0	0	0	0	0	0	0	0
Total Land	0	0	0	0	0	0	0	0	0	0
Buildings	447	0	238	157	52	447	0	0	447	0
Total Buildings	447	0	238	157	52	447	0	0	447	0
Total Property	447	0	238	157	52	447	0	0	447	0
Plant and Equipment										
Plant, machinery and equipment	1,144	0	1,144	0	0	1,144	0	314	830	0
Computers and telecommunications	171	0	171	0	0	171	0	0	171	0
Library books	100	0	100	0	0	100	6	0	94	0
Total Plant and Equipment	1,415	0	1,415	0	0	1,415	6	314	1,095	0
Infrastructure										
Roads	2,144	0	1,942	196	6	2,144	866	0	1,278	0
Bridges	60	0	60	0	0	60	0	0	60	0
Footpaths and cycleways	1,117	0	922	0	195	1,117	0	0	1,117	0
Drainage	252	0	176	76	0	252	0	0	252	0
Recreational, leisure and community facilities	213	0	82	131	0	213	0	0	213	0
Waste management	425	0	391	5	29	425	0	0	425	0
Total Infrastructure	4,211	0	3,573	408	230	4,211	866	0	3,345	0
Total Capital Works Expenditure	6,073	0	5,226	565	282	6,073	872	314	4,887	0

5. Financial performance indicators

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

Indicator	Measure	Actual	Forecast	Budget	Projections			Trend
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	+/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	-7.5%	-14.2%	-10.1%	-12.3%	-11.8%	-11.4%	o
Liquidity								
Working Capital	Current assets / current liabilities	520.2%	475.4%	429.0%	409.4%	390.3%	401.9%	o
Unrestricted cash	Unrestricted cash / current liabilities	186.3%	317.5%	280.4%	247.9%	233.6%	249.7%	o
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	1.1%	2.4%	0.0%	0.0%	0.0%	0.0%	+
Indebtedness	Non-current liabilities / own source revenue	24.6%	24.8%	25.5%	23.6%	21.9%	20.3%	+
Asset renewal	Asset renewal expenses / Asset depreciation	57.7%	105.8%	96.0%	67.9%	62.3%	57.4%	o
Stability								
Rates concentration	Rate revenue / adjusted underlying revenue	59.9%	63.2%	67.5%	70.4%	70.7%	71.0%	-
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	o
Efficiency								
Expenditure level	Total expenses/ no. of property assessments	\$3,849	\$3,907	\$3,565	\$3,580	\$3,645	\$3,713	o
Revenue level	Total rate revenue / no. of property assessments	\$2,143	\$2,163	\$2,206	\$2,265	\$2,326	\$2,387	o

Key to Forecast Trend:

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

Appendix A Fees and charges schedule

This appendix presents the fees and charges of a statutory (highlighted rows) and non-statutory nature which will be charged in respect to various goods and services provided during the 2021-22 year. A number of fees and charges are set by other levels of government (statutory fees) and are not subject to discretionary change by Council. Statutory fees will be changed by Council when advised of a change by the relevant authorities. All other fees and charges may be reviewed and altered by Council during the year should circumstances warrant a change.

Fees & Charges	Ref	2020/21 Budget	2021/22 Budget
Administration Charges			
Photocopy or print - A4 Black & White - single sided	Per copy	0.30	0.30
Photocopy or print - A4 Black & White - double sided	Per double sided copy	0.30	0.30
Photocopy or print - A4 Colour - single sided	Per copy	1.00	1.00
Photocopy or print - A4 Colour - double sided	Per double sided copy	1.00	1.00
Photocopy or print - A3 Black & White - single sided	Per copy	1.30	1.30
Photocopy or print - A3 Black & White - double sided	Per double sided copy	1.30	1.30
Photocopy or print - A3 Colour - single sided	Per copy	2.00	2.00
Photocopy or print - A3 Colour - double sided	Per double sided copy	2.00	2.00
Photocopy - AO B&W Photocopies	Per copy	8.00	8.00
Photocopy - A1 B&W Photocopies	Per copy	6.80	6.80
Photocopy - A2 B&W Photocopies	Per copy	5.50	5.50
Photocopy - Planning Photo A3	Per side printed	1.00	1.00
Freedom of Information Request - Statutory (Photocopy additional)	Per application	29.60	29.60
Freedom of Information - Search Charges	1.5 fee units per hour	1.5 fee units per hour	1.5 fee units per hour
Freedom of Information requests - Supervision Charges	1.5 fee units per hour	1.5 fee units	1.5 fee units
Freedom of Information requests - B & W Photocopy (A4)	Per copy	0.20	0.20
Freedom of Information - health explanation provided by a suitably qualified practitioner	Per qtr hour or part there of	1.9 fee units to a maximum of 6 fee units	1.9 fee units to a maximum of 6 fee units
Freedom of Information - provision of a health information summary	Per qtr hour or part there of	1.9 fee units to a maximum of 6 fee units	1.9 fee units to a maximum of 6 fee units
General - Rates etc.			
Land Information Certificate Receipt	Per certificate	27.00	27.00
Reprint of lost/misplaced Rates Notice	Per certificate	5.00	5.00
Streets & Open Space			
Road Closure Permit - Advertising costs	Per application	101.00	101.00
Development Services			
Drainage Point of Discharge information (BCA Scheduled fee)	Per information certificate	67.50	120.00
Works Maintenance Bonds (Refundable)		5% of Cost of works	5% of Cost of works
Checking Engineering Plans	Per application	0.75% of value of works	0.75% of value of works
Supervision Fees of Works	Per application	2.5% of value of works	2.5% of value of works
Municipal Roads <50kph			
Major Works (A)	Per application	348.00	348.00
Major Works (B)	Per application	88.90	88.90
Minor Works (A)	Per application	137.70	137.70
Minor Works (B)	Per application	88.90	88.90
Municipal Roads >50kph			
Major Works (A)	Per application	638.30	638.30

Fees & Charges	Ref	2020/21 Budget	2021/22 Budget
Major Works (B)	Per application	348.00	348.00
Minor Works (A)	Per application	137.70	137.70
Minor Works (B)	Per application	88.90	88.90
(A) On Roadway, shoulder or pathway			
(B) Not on Roadway, shoulder or pathway			
Driveway crossings and service connections are generally considered as minor works			
Asset Protection permit	Per application	250.00	255.00
Building			
Domestic Building Applications:			
Dwellings additions / alterations			
Up to \$40,000	Per permit	510.00	515.00
Up to \$170,000 in value (4 inspections)	Per permit	915.00	925.00
Over \$170,000 in value (4 inspections)	Per permit	\$cost/200 + gst	\$cost/200 + gst
New Dwellings			
Up to \$280,000	Per permit	1522.00	1,545.00
Over \$280,000	Per permit	\$cost/200+gst	\$cost/200+gst
e.g. cost of works new dwelling \$290,000 / 200 = \$1,450 + gst + \$121.90 Lodgement fee			
Shed / Carport / Verandas	Per permit	520.00	525.00
Sheds over 50m ²	Per permit	700.00	710.00
Swimming Pools	Per permit	700.00	710.00
Re-stumping	Per permit	350.00	355.00
Underpinning	Per permit	350.00	355.00
Demolition Permits			
- Dwellings	Per permit	365.00	370.00
- Commercial / Industrial up to 200m ²	Per permit	710.00	720.00
Fences	Per permit	284.00	288.00
Commercial Building Applications:			
as per AIBS Guidelines 4 (\$cost / 2000 + V cost)			
e.g. cost of works \$250,000 / 2000 = \$125, V\$250,000 = \$500, \$125 + \$500 = \$625 x 4 = \$2,500 + GST + \$118.90 Lodgement fee + govt. levy		as per AIBS Guidelines 4(\$cost/2000+Sqrt \$cost)	as per AIBS Guidelines 4(\$cost/2000+Sqrt \$cost)
Construction value \$100,000	Per application	1611.40	1611.40
Construction value \$250,000	Per application	2750.00	2750.00
Building Commission's Operations Levy			
Extension of Time	Per application	215.00	218.00
Amendment to Permit / Variation to Plan	Per application	137.00	139.00
Inspection of dwelling - relocation (plus deposit \$50.00)	Per application	455.00	460.00
Inspection Fees - expired permits - final certificate required	Per application	218.00	220.00
Copy of Plans- (Dwellings)	Per set	57.50	58.00
Copy of Plans- (Commercial/Industrial)	Per set	88.00	89.00
Building Permit Search Fee	Per search	78.00	79.00
Modification to siting requirements	Per application	290.40	290.40
Application to build over easement	Per application	290.40	290.40
Building Information Certificate	Per certificate	47.20	47.20
Solicitor's Inquiries	Per inquiry		
Complex Property Inquiry - Commercial/Industrial	Per inquiry	77.60	77.60
Building Control Lodgement Fees (Domestic & Commercial)	Per lodgement	121.90	121.90
Report and Consent to demolish	Per lodgement		
Fee for Building in a flood prone area	Per lodgement	290.40	290.40
Swimming pool registration fee	Per lodgement	31.84	31.84
Swimming pool construction information search	Per lodgement	47.24	47.24
Lodgement of certificate of pool barrier compliance	Per lodgement	20.43	20.43
Lodgement of certificate of pool barrier non compliance	Per lodgement	385.06	385.06
Inspection of pool barrier for certificate of compliance	Per lodgement	350.00	350.00
Health			
Septic Tank Fees domestic	Per permit	558.00	558.00
Septic Tank Alteration	Per permit	310.00	310.00
Septic Tank Fees commercial	Per permit	558.00	558.00
Septic Tank Permit extension	Per permit	155.00	155.00
Food Premises Registration (New categories)			
Category 3	Per registration	185.00	187.00
Category 2	Per registration	330.00	335.00
Category 1	Per registration	411.00	417.00
Prescribed Accommodation Registration			
Level 1 - up to 25 beds	Per registration	150.00	152.00
Level 2 - 26 to 50 beds	Per registration	207.00	210.00
Level 3 - 51 to 74 beds	Per registration	274.00	278.00
Level 4 - 75 to 100 beds	Per registration	341.00	278.00
Level 5 - 101 to 125 beds	Per registration	408.00	278.00

Fees & Charges	Ref	2020/21 Budget	2021/22 Budget
Hair Dressers Registration	Per registration	180.00	182.50
Skin Penetration Registration	Per registration	180.00	182.50
Inspections - Health	Per inspection	147.00	149.00
Flu shots to external organisations	Per shot	20.70	21.00
Local Laws			
Animal Impound Fees (Pound release)			
Dog	Per head	149.00	150.00
Dog (Concession owner)	Per head	74.00	75.00
Cattle	Per head	94.90	95.00
Goats & Pigs	Per head	50.75	51.00
Horses	Per head	94.90	95.00
Sheep	Per head	25.35	25.50
Livestock Sustenance (per day)	Per head	25.85	26.00
All other small animals (birds, poultry/ pocket pets)	Per head	2.00	2.00
- Small animal sustenance (per day)	Per head	2.00	2.00
Livestock transport	Flat rate	262.00	265.00
Impounded vehicle release		as per costs incurred	as per costs incurred
Animal Registrations			
Dog Tag Replacement Fee	Per tag	4.40	4.40
Cat Tag Replacement Fee	Per tag	4.40	4.40
Dog/cat registration - not desexed	Per dog/cat	134.00	136.00
Dog cat registration - not desexed (Concession)	Per dog/cat	67.00	68.00
Dog/cat Registration - Desexed	Per dog/cat	44.00	44.00
Dog/cat Registration - Desexed (Concession)	Per dog/cat	22.00	22.00
Guide dog registration & re-registration	Per dog	0.00	0.00
Restricted breeds/Declared Animals	Per animal	258.00	260.00
Dog/cat discounted registration	Per dog/cat	44.00	44.00
Dog/cat discounted registration - concession	Per dog/cat	22.00	22.00
New dog/cat registration (after 1 January - pro rata)	Per dog/cat	67.00	68.00
New dog cat registration (after 1 January - pro rata)- Concession	Per dog/cat	33.50	34.00
New Dog/cat Registration (after 1 January) - pro rata- Desexed	Per dog/cat	22.00	22.00
New Dog/cat Registration (after 1 January) - pro rata- Desexed - Concession	Per dog/cat	11.50	11.50
Foster Care animal registration		5.00	5.00
Domestic Animal Business Registration / Renewal	Per Premises	125.00	125.00
Fire Prevention			
Fire Prevention Slashing of Private Blocks - Administration Charges	Per infringement	52.00	52.00
Other			
Non-compliance fee (Community Local law 2020)	Per offence	50.00	50.00
Local Law Permit Application Fees			
Burn Permit application – less than 20m3		0.00	0.00
Burn permit application – 20m3 and over	Per application	50.00	50.00
Permanent Shipping Container Application fee	per container	400.00	400.00
Temporary Shipping Container Permit Application Fee	Per container	600.00	600.00
Alfresco Dining/ Goods on footpath Application Fee	2 years - common expiry	150.00	150.00
Extra Animal Application	per application	50.00	50.00
Roadside grazing/ stock movement	per year	50.00	50.00
A Frame Sign Application Fee	Per sign for 2 years (common expiry)	68.00	68.00
Disabled Parking Permits		0.00	0.00
Planning Charges			
Advertising fee			
Public notice in paper (to be inserted by Council)	Per notice	170.00	170.00
Public notice on site (when erected for applicant)	Per notice	79.00	79.00
Admin. Charge	Per notice	40.00	40.00
Satisfaction Matters			
Satisfaction matters - As prescribed in regulation			
Assessing a Plantation Development Notice	Per assessment	135.00	135.00
Assessing a Timber Harvesting Plan	Per assessment	150.00	150.00
Subdivision Certification Fees			
Public Open Space Contributions		5% of land value	5% of land value
Preparation of Engineering Plans By Council	Per set	3.5 of works value	3.5 of works value
Planning Fees (statutory)			
House <\$10,000	Per application	199.90	199.90
House \$10,000 - \$100,000	Per application	629.40	629.40
House \$100,000 - \$500,000	Per application	1,288.50	1,288.50
House \$500,000 - \$1,000,000	Per application	1,392.10	1,392.10

Fees & Charges	Ref	2020/21 Budget	2021/22 Budget
House \$1,000,000 - \$2,000,000	Per application	1,495.80	1,495.80
Vicsmart up to \$10,000	Per application	199.90	199.90
Vicsmart over \$10,000	Per application	429.50	429.50
Vicsmart subdivision	Per application	199.90	199.90
Building works <\$100,000	Per application	1,147.80	1,147.80
Building works \$100,001 - \$1,000,000	Per application	1,547.60	1,547.60
Building works \$1,000,001 - \$5,000,000	Per application	3,413.70	3,413.70
Building works \$5,000,000 - \$15,000,000	Per application	8,700.90	8,700.90
subdivision 2 or more lots	Per application	1,318.10	1,318.10
Change in use	Per application	1,318.10	1,318.10
Liquor licence	Per application	1,318.10	1,318.10
Boundary realignment	Per application	1,318.10	1,318.10
Creation of easement	Per application	1,318.10	1,318.10
Section 173 Agreements			
Administrative fee	per agreement	130.00	430.00
Applicant must also pay the full cost of assessment of a Section 173 agreement by council's solicitors			
Planning Permit / Consent Fees			
Extension of time for Planning Permit & Consents - first extension	per application	260.00	264.00
Extension of time for Planning Permit & Consents - second or more	per application	457.00	464.00
Approval of Endorsed Plan/s	Per approval	130.00	132.00
Amendment of Endorsed Plan/s	Per amendment	130.00	135.00
Planning Permit / Consent archive search fee	Per item	77.00	78.00
Planning - Archive Search Fee	Per item	77.00	78.00
Planning Scheme Amendments			
Amendments - As prescribed in regulations			
When an independent panel report is required, the proponent must pay full panel charges for the hearing and panel report			
Administrative Fees			
Fee for providing formal advice aerial photography		\$75 residential, \$125 commercial	\$75 residential, \$125 commercial
Planning Enforcement			
Planning infringement notice - As prescribed in regulation		826.10	826.10
Community Wellbeing			
Community Bus rental per day			
- Not for Profit	Half day	76.50	76.50
- Not for Profit	Full day	124.00	124.00
Disability rate -half day hire	Full day	38.00	38.00
Refundable Bond		100.00	100.00
Swimming Pools			
Schools and private facility bookings			
Swim clubs - no charge for lifeguards, facility hire only	Per Hour	42.30	42.50
Small groups/programs: Must include minimum ONE MSC paid life guard All hire agreements include facility hire fee	Per hour	72.30	72.50
Larger groups/events: Must include minimum TWO MSC paid life guards all hire agreements include facility hire fee	Per hour	102.30	102.50
Public Hire Facilities			
Public Liability Insurance - all facilities	Per hire	35.00	35.00
Fee for hire for funeral (excludes wakes) - all facilities	Per hire	100.00	100.00
Alexandra - Council Chambers			
Bond	Per rental period	120.00	120.00
Commercial	Per 1/2 day	70.00	70.00
Commercial	Per Full day	140.00	140.00
Bond	Per rental period	60.00	60.00
Non commercial	Per 1/2 day	35.00	35.00
Non commercial	Per Full day	70.00	70.00
Alexandra Town Hall Charges			
Bond	Per rental period	235.00	235.00
Commercial	1/2 day	125.00	125.00
Commercial	Full day	250.00	250.00
Bond	Per rental period	120.00	120.00
Non commercial	1/2 day	60.00	60.00

Fees & Charges	Ref	2020/21 Budget	2021/22 Budget
Non commercial	Full day	120.00	120.00
Bond - Piano hire	Per hire	150.00	150.00
Piano Hire Fee	Per hire	120.00	120.00
Kinglake Community Centre			
Bond	Per rental period	250.00	250.00
Stadium Hire	Hourly rate	31.00	31.00
Stadium Hire	Daily rate	250.00	250.00
Stadium Hire	Weekend rate	420.00	420.00
Lounge, Hall and Craft Room - Casual Hire	Hourly rate	31.00	31.00
Lounge, Hall and Craft Room - User Group with Agreement Hire	Hourly rate	16.00	16.00
Lounge, Hall and Craft Room	Daily rate	126.00	126.00
Lounge, Hall and Craft Room	Weekend rate	250.00	250.00
Foyer	Flat rate per function	105.00	105.00
Servery	Flat rate per function	52.00	52.00
Kitchen and Servery	Flat rate per function	105.00	105.00
Kinglake - Council meeting room & kitchen			
Bond	Per rental period	100.00	100.00
Commercial	Per 1/2 day	50.00	50.00
Commercial	Per Full day	100.00	100.00
Bond	Per rental period	50.00	50.00
Non commercial	Per 1/2 day	25.00	25.00
Non commercial	Per Full day	50.00	50.00
Thornton Hall			
Bond	Per rental period	245.00	245.00
Commercial (profit) casual hire	Hourly rate	21.00	21.00
Community group (non-profit) casual hire	Hourly rate	16.00	16.00
Commercial (profit) casual hire	Daily rate	130.00	130.00
Community group (non-profit) casual hire	Daily rate	105.00	105.00
Commercial (profit) casual hire	Weekend rate	210.00	210.00
Community group (non-profit) casual hire	Weekend rate	155.00	155.00
Yea - Council Chambers, Supper Room & kitchen			
Bond	Per rental period	120.00	100.00
Commercial hire	Per 1/2 day	70.00	50.00
Commercial hire	Per Full day	140.00	100.00
Bond	Per rental period	60.00	50.00
Non commercial hire	Per 1/2 day	35.00	25.00
Non commercial hire	Per Full day	70.00	50.00
Yea Town Hall Hire			
<i>Supper room & kitchen only</i>			
Bond	Per rental period	100.00	100.00
Commercial hire	Per 1/2 day	50.00	50.00
Commercial hire	Per Full day	100.00	100.00
Bond	Per rental period	50.00	50.00
Non commercial hire	Per 1/2 day	25.00	25.00
Non commercial hire	Per Full day	50.00	50.00
<i>Whole facility</i>			
Bond - commercial	Per rental period	235.00	235.00
Commercial hire	per hour	90.00	90.00
Commercial hire	Per 1/2 day	270.00	270.00
Commercial hire	Per Full day	540.00	540.00
Bond - non-commercial	Per rental period	120.00	120.00
Non commercial hire	per hour	45.00	45.00
Non commercial hire	1/2 day	135.00	135.00
Non commercial hire	Full day	270.00	270.00
<i>Hire of sound system and lighting box (separate charge)</i>			
Bond - commercial	Per hire	1000.00	1000.00
Commercial hire	Per hire	200.00	200.00
Bond - non-commercial	Per hire	500.00	500.00
Non-commercial hire	Per hire	100.00	100.00

Fees & Charges	Ref	2020/21 Budget	2021/22 Budget
Yea Railway Station - Goods Shed, including kitchen	Per day	100.00	100.00
Library Services			
Murrindindi Library - Inter Library Loan Fees (Non Academic Library)	Per item	3.00	3.00
Murrindindi Library - Academic Library Loan Fees	Per item	(\$3 + 16.50) Per item	(\$3 + 16.50) Per item
Murrindindi Library Overdue Fees (adult)		0.00	0.00
Murrindindi Library Overdue Fees (junior and teen)	Per day per item	0.00	0.00
Murrindindi Library Reimbursement Lost Item	Per Item	book cost	book cost
Replacement Membership Cards	per Card	2.50	2.50
Saleyards			
Yea Saleyard - Agent Fees	Per head	0.50	0.50
Yea Saleyard - Cow & Calf Fee	Per unit	14.30	14.30
Yea Saleyard - Weighed Cattle Fee	Per head	12.55	12.55
Yea Saleyard - Non-Weighed Cattle Fee	Per head	9.25	9.25
Yea Saleyard - Bulls (incl. \$2 weigh fee)	Per head	17.00	17.00
Yea Saleyard - Scanning Fees	Per head	2.55	2.55
Yea Saleyard - No Tag Fee	Per head	35.00	35.00
Yea Saleyard - Non-reader Tag Fee	Per head	11.00	11.00
Yea Saleyard - Non-Sale Day Fee (Private)	Per head	1.20	1.20
Yea Saleyard - Non-Sale Day Fee (Local Agent)	Per annum	400.00	600.00
Yea Saleyard - Non-Sale Day Fee (Non Local Agent)		0.00	600.00
Yea Saleyard - Facility Hire Fee (Private)	Per Event	By arrangement under delegation of CEO	By arrangement under delegation of CEO
Yea Saleyard - Hay Fees	Per Bale	Cost plus \$1.00	Cost plus \$1.00
Yea Saleyard - Non-Sale Day Weigh Fee	Per callout	Min 3hr callout \$330 Over 3 hrs \$150 per hr	Min 3hr callout \$330 Over 3 hrs \$150 per hr

Attachment - Waste Fees and Charges 2021-22

Fees & Charges	Ref	2020-21	2021-22
WASTE			
KERBSIDE COLLECTION SERVICE			
Commercial collection charges			
Commercial garbage bin hire	per item per year	12.00	12.00
Commercial garbage bin per lift	per item	10.00	10.00
Commercial recycle bin hire	per item per year	12.00	12.00
Commercial recycle bin per lift	per item	7.00	7.00
Event bin charges			
Event bin top hire	per item	0.00	0.00
Garbage bin - supply and clear - 1st five bins (public event only) if recycling is included	per item	0.00	0.00
Recycle bin - clear and remove - 1st five bins (public event only)	per item	0.00	0.00
Garbage bin - supply and clear - bins in excess of 5 bins (all for private event)	per item	18.00	18.00
Recycle bin - clear and remove - bins in excess of 5 bins (all for private event)	per item	18.00	18.00
Special event - clearance only during event	per item	15.00	15.00
WASTE DISPOSAL			
Waste direct to landfill (over weighbridge)			
Construction/Demolition material (Industrial) (direct to landfill)	per tonne	196.00	234.37
Commercial/Business (Industrial) Waste - general	per tonne	196.00	234.37
Residential/Municipal General Waste (direct to landfill)	per tonne	165.00	187.40
Clean fill	per tonne	56.00	76.76
Asbestos cement sheet (direct to landfill) - wrapped - max 10m2 per day, no commercial disposal	per tonne	196.00	234.37
Minimum gate fee	per tonne	59.00	60.00
Public Weighbridge fee	per item	21.00	22.00
Account card replacement fee		32.00	33.00
Weekend tipping fee	per load	150.00	150.00
Resource Recovery Centre Gate Fees			
Shire Residents and Ratepayers			
Commercial/Business (Industrial) Waste	per cubic metre	100.00	100.00
Residential (Municipal) Waste – all kinds	per cubic metre	40.00	40.00
Car Tyre	each	9.00	9.00
Motor Cycle Tyre	each	4.00	4.50
4wd / Light truck tyre	each	12.00	12.00
Truck Tyre	each	20.00	20.00
Super single truck tyre	each	45.00	45.00

Fees & Charges	Ref	2020-21	2021-22
Tractor Tyre < / > 1m diameter	each	85.00 / 145.00	90.00 / 220.00
Earthmover 0-1m diameter	each		170.00
Earthmover 1-1.5m diameter. Larger by negotiation based on contract	each		420.00
Car / 4WD / Truck tyre on rim or dirty	each	add 5 / 15 / 35	add 5 / 15 / 35
Greenwaste Cuttings (domestic) up to 1m3 per ratepayer per day	per cubic metre	0.00	0.00
Greenwaste Cuttings (domestic) beyond 3m3 per ratepayer per day	per cubic metre	15.00	20.00
Greenwaste Cuttings (commercial)	per cubic metre	15.00	20.00
Comingled Recyclables (Commercial)	per cubic metre	15.00	15.00
Comingled Recyclables (Residential)	per cubic metre	0.00	0.00
Waste Motor Oil	per litre	0.10c + \$1 per container	0.10c + \$1 per container
Domestic Gas Bottle - small	per bottle	6.00	6.00
Domestic Gas Bottle - medium	per bottle	8.00	8.00
Domestic Gas Bottle - large /acetylene	per bottle	13.00	13.00
Chemical containers "DrumMuster" (triple rinsed)	Per container	0.00	0.00
Chemical containers - non "DrumMuster" (triple rinsed)	Per container	8.00	8.00
Mattress - single	per item	25.00	25.00
Mattress -double	per item	25.00	25.00
Couch	per item	30.00	30.00
White Goods, except fridges	per item	0.00	0.00
Fridges	per item	10.00	10.00
Car Batteries	per item	0.00	0.00
Scrap Steel	per m3	0.00	0.00
TV's, computers, peripherals	per item/screen	0.00	0.00
E-waste (other) <2kg	per item	0.00	0.00
E-waste (other) >2kg	per item	2.00	2.00
Fluorescent tube	per item	1.00	1.00
Transfer Station & Tipping Fees			
Non - Shire Residents and Ratepayers			
Commercial/Business (Industrial) Waste -	per cubic metre	250.00	250.00
Residential (Municipal) Waste – all kinds - from outside the shire	per cubic metre	100.00	100.00
Car Tyre	each	18.00	18.00
Motor Cycle Tyre	each	8.00	10.00

Fees & Charges	Ref	2020-21	2021-22
4wd / Light truck tyre	each	24.00	24.00
Truck Tyre	each	40.00	40.00
Super single truck tyre	each	90.00	90.00
Tractor Tyre < / > 1m diameter	each	150 / 300	180 / 440
Earthmover 0-1m diameter	each		340.00
Earthmover 1-1.5m diameter. Larger by negotiation based on contrac	each		840.00
Car / 4WD / Truck tyre on rim or dirty	each	add 10 / 30 / 70	add 10 / 30 / 70
Greenwaste Cuttings (domestic) up to 3m3 per ratepayer per day	per cubic metre	30.00	40.00
Comingled Recyclables (Commercial)	per cubic metre	30.00	30.00
Comingled Recyclables (Residential)	per cubic metre	15.00	15.00
Waste Motor Oil	per litre	0.10c + \$1 per container	0.10c + \$1 per container
Domestic Gas Bottle - small	per bottle	6.00	6.00
Domestic Gas Bottle - medium	per bottle	8.00	8.00
Domestic Gas Bottle - large /acetylene	per bottle	13.00	13.00
Chemical containers "DrumMuster" (triple rinsed)	Per container	0.00	0.00
Chemical containers - non "DrumMuster" (triple rinsed)	Per container	8.00	8.00
Mattress - single	per item	50.00	50.00
Mattress -double	per item	50.00	50.00
Couch	per item	60.00	60.00
White Goods, except fridges	per item	0.00	0.00
Fridges	per item	10.00	10.00
Car Batteries	per item	0.00	0.00
Scrap Steel	per m3	0.00	0.00
TV's, computers, peripherals	per item/screen	0.00	0.00
E-waste (other) <2kg	per item	0.00	0.00
E-waste (other) >2kg	per item	2.00	2.00
Fluorescent tube	per item	2.00	2.00

Maddocks Delegations and Authorisations

S5 Instrument of Delegation to Chief Executive Officer

Murrindindi Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Murrindindi Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 23 June 2021
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.

DATED this day of 2021

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

Mayor

Councillor

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

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 involves
 - 1.1 entering into a contract exceeding the value of \$150,000 for goods and services or \$200,000 for works
 - 1.2 making any expenditure that exceeds \$150,000 for good and services or \$200,000 for works (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$150,000 for good and services or \$200,000 for works);
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 electing a Mayor or Deputy Mayor;
 - 1.5 granting a reasonable request for leave under s 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approving the Budget or Revised Budget;
 - 1.13 approving the borrowing of money;
 - 1.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;

2. 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;
3. 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;
4. 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
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. 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 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

S6. Instrument of Delegation – Members of Staff

Murrindindi Shire Council

Instrument of Delegation

to

Members of Council Staff



Instrument of Delegation

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

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

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

“CAM” means Coordinator Assets Management

“CEH” means Coordinator Environmental Health

“CCM” means Complex Case Manager

“CP” means Coordinator Planning

“CPD” means Coordinator Project Delivery

“DA&D” means Director Assets & Development

“DCE” means Director Community Engagement

“DC&SS” means Director Corporate & Shared Services

“EHO” means Environmental Health Officer

“MBUS” means Manager Business Services

“MCA” means Manager Community Assets

“MDS” means Manager Development Services

“MG&R” means Manager Governance & Risk

“SP” means Senior Planner

“PO” means Planning Officer

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on **23 June 2021** 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



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- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

DATED this day of 2021

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

Chief Executive Officer

Councillor



SCHEDULE

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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	DA&D, MDS	

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	DA&D, MDS, CEH, EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	DA&D, MDS, CEH, EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	DA&D, MDS, CEH, EHO	refusal must be ratified by Council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	DA&D, MDS	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)	DA&D, MDS	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	EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	EHO	If section 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 section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	EHO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	DA&D, MDS, CEH, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	DA&D, MDS, CEH, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	EHO	where Council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DA&D, MDS, CEH, EHO	where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	EHO	where Council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO	where Council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO	where Council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	EHO	where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO	where Council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	EHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	EHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO	where Council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO	where Council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO	where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to register, renew or transfer registration	EHO	where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 36B	Duty to pay the charge for use of online portal	DA&D, MDS, EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO	where Council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	EHO	where Council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO	where Council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO	where Council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO	where Council is the registration authority
s.38B(1)(c)	duty to inspect premises	EHO	where Council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	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 section 38C and inspect the premises if required by section 39	EHO	where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO	where Council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO	where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO	where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO	where Council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	EHO	where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s.39A	power to register, renew or transfer food premises despite minor defects	EHO	where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	EHO	where Council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	EHO	where Council is the registration authority
s 40F	Power to cancel registration of food premises	EHO	Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	EHO	where Council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO	where Council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	EHO	where Council is the registration authority

HERITAGE ACT 1995			
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	DA&D, MDS	must first obtain Executive Director's written consent Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

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	DA&D, MDS	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DA&D, MDS, CP, CCM, SP	
s.4H	duty to make amendment to Victorian Planning Provisions available	DA&D, MDS, CP, CCM, SP	

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.4I	duty to keep Victorian Planning Provisions and other documents available	DA&D, MDS, CP, CCM, SP, PO, PTO	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DA&D, MDS	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DA&D, MDS	
s.8A(5)	function of receiving notice of the Minister's decision	DA&D, MDS, CP, CCM	
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	DA&D	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DA&D, MDS	
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	DA&D, MDS, CP, CCM	
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DA&D, MDS	
s.12B(1)	duty to review planning scheme	DA&D, MDS	
s.12B(2)	duty to review planning scheme at direction of Minister	DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DA&D, MDS, CP, CCM	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	DA&D, MDS, CP, CCM, SP, PO, PTO	
s.17(1)	duty of giving copy amendment to the planning scheme	DA&D, MDS, CP, CCM	
s.17(2)	duty of giving copy s.173 agreement	DA&D, MDS, CP, CCM	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DA&D, MDS, CP, CCM	
s.18	duty to make amendment etc. available	DA&D, MDS, CP, CCM	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	DA&D, MDS	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DA&D, MDS, CP, CCM, SP	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 section 19	DA&D, MDS	
s.21(2)	duty to make submissions available	DA&D, MDS, CP, CCM	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21A(4)	duty to publish notice in accordance with section	DA&D, MDS, CP, CCM, SP	
s.22	duty to consider all submissions	DA&D, MDS, CP, CCM, SP, 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	DA&D, MDS, CP, CCM, SP	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	DA&D, MDS, CP, CCM, SP	
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	DA&D, MDS, CP, CCM, SP	
s.26(1)	power to make report available for inspection	DA&D, MDS, CP, CCM, SP	
s.26(2)	duty to keep report of panel available for inspection	DA&D, MDS, CP, CCM	
s.27(2)	power to apply for exemption if panel's report not received	DA&D, MDS	
s.28	duty to notify the Minister if abandoning an amendment	DA&D, MDS, CP, CCM	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	DA&D, MDS, CP, CCM	
s.30(4)(b)	duty to provide information in writing upon request	DA&D, MDS, CP, CCM	
s.32(2)	duty to give more notice if required	DA&D, MDS, CP, CCM	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.33(1)	duty to give more notice of changes to an amendment	DA&D, MDS, CP, CCM	
s.36(2)	duty to give notice of approval of amendment	DA&D, MDS, CP, CCM, SP	
s.38(5)	duty to give notice of revocation of an amendment	DA&D, MDS, CP, CCM, SP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	DA&D, MDS, CP, CCM	
s.40(1)	function of lodging copy of approved amendment	DA&D, MDS, CP, CCM, SP, PO	
s.41	duty to make approved amendment available	DA&D, MDS, CP, CCM, SP	
s.42	duty to make copy of planning scheme available	DA&D, MDS, CP, CCM, SP, PO	
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	DA&D	where Council is a responsible public entity and is a planning authority note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of Councils
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DA&D, MDS	
s.46AW	function of being consulted by the Minister	DA&D, MDS	where Council is a responsible public entity

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	DA&D, MDS	where Council is a responsible public entity
s.46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	DA&D, MDS	where Council is a responsible public entity
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DA&D, MDS	where Council is a responsible public entity
s.46GI(2)(b)(i))	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	DA&D, MDS	where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DA&D, MDS	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	DA&D, MDS	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	DA&D, MDS	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	DA&D, MDS	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GP	function of receiving a notice under s.46GO	DA&D, MDS	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	DA&D, MDS	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	DA&D, MDS	
s.46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	DA&D, MDS	
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	DA&D, MDS	
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	DA&D, MDS	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DA&D, MDS	
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DA&D, MDS	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	DA&D, MDS	
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, CCM plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	DA&D, MDS	
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	DA&D, MDS	where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	DA&D, MDS	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)	DA&D, MDS	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)	DA&D, MDS	where Council is the collecting agency
s.46GV(7)	duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP, CCM plan area	DA&D, MDS	
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	DA&D, MDS	where Council is the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DA&D, MDS	where Council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DA&D, MDS	where Council is the collecting agency
s.46GY(1)	duty to keep proper and separate accounts and records	DA&D, MDS	where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	where the Council is the planning authority this duty does not apply where Council is also the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DA&D, MDS	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	DA&D, MDS	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)	DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DA&D, MDS	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	DA&D, MDS	where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	DA&D, MDS	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	DA&D, MDS	if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	DA&D, MDS	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	DA&D, MDS	where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DA&D, MDS	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.46GZB(3)	duty to follow the steps set out in s.46GZB(3)(a) – (c)	DA&D, MDS	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	DA&D, MDS	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)	DA&D, MDS	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)	DA&D, MDS	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)	DA&D, MDS	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	DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(2)	function of receiving the unexpended land equalisation amount	DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)	DA&D, MDS	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	DA&D, MDS	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)	DA&D, MDS	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	DA&D, MDS	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, CCM plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	DA&D, MDS	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)	DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	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)	DA&D, MDS	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DA&D, MDS, CP, CCM	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DA&D, MDS, CP, CCM	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DA&D, MDS, CP, CCM	
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	DA&D, MDS, CP, CCM	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	DA&D, MDS, CP, CCM	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	DA&D, MDS, CP, CCM	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	DA&D, MDS	
s.46Q(1)	duty to keep proper accounts of levies paid	DA&D, MDS, CP, CCM	
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	DA&D, MDS, CP, CCM	
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.	DA&D, MDS, CP, CCM	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DA&D, MDS, CP, CCM	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)	DA&D, MDS, CP, CCM	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	DA&D, MDS	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DA&D, MDS	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	DA&D, MDS, CP, CCM	

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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	DA&D, MDS	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	DA&D, MDS, CP, CCM	
s.46Y	duty to carry out works in conformity with the approved strategy plan	DA&D, MDS, CP, CCM	
s.47	power to decide that an application for a planning permit does not comply with that Act	DA&D, MDS, CP, CCM, SP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DA&D, MDS, CP, CCM, SP	
s.49(2)	duty to make register available for inspection	DA&D, MDS, CP, CCM, SP, PO	
s.50(4)	duty to amend application	DA&D, MDS, CP, CCM, SP, PO	
s.50(5)	power to refuse to amend application	DA&D, MDS, CP, CCM	
s.50(6)	duty to make note of amendment to application in register	DA&D, MDS, CP, CCM, SP, PO	
s.50A(1)	power to make amendment to application	DA&D, MDS, CP, CCM, SP, PO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DA&D, MDS, CP, CCM, SP, PO	

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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	DA&D, MDS, CP, CCM, SP, PO, PTO	
s.51	duty to make copy of application available for inspection	DA&D, MDS, CP, CCM, SP, PO, PTO	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	DA&D, MDS, CP, CCM, SP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DA&D, MDS, CP, CCM, SP, PO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DA&D, MDS, CP, CCM, SP, PO	
s.52(3)	power to give any further notice of an application where appropriate	DA&D, MDS, CP, CCM, SP	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DA&D, MDS, CP, CCM, SP, PO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DA&D, MDS, CP, CCM, SP, PO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1)	power to require the applicant to provide more information	DA&D, MDS, CP, CCM, SP, PO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	DA&D, MDS, CP, CCM, SP, PO	
s.54(1B)	duty to specify the lapse date for an application	DA&D, MDS, CP, CCM, SP, PO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DA&D, MDS, CP, CCM	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	DA&D, MDS, CP, CCM	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DA&D, MDS, CP, CCM, SP, PO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DA&D, MDS	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DA&D, MDS, CP, CCM, SP, PO	
s.57(5)	duty to make available for inspection copy of all objections	DA&D, MDS, CP, CCM, SP, PO	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	DA&D, MDS, CP, CCM	
s.57A(5)	power to refuse to amend application	DA&D, MDS	After advertising
s.57A(6)	duty to note amendments to application in register	DA&D, MDS, CP, CCM, SP, PO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(1)	duty to determine whether and to whom notice should be given	DA&D, MDS, CP, CCM, SP	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DA&D, MDS, CP, CCM, SP	
s.57C(1)	duty to give copy of amended application to referral authority	DA&D, MDS, CP, CCM, SP, PO	
s.58	duty to consider every application for a permit	DA&D, MDS, CP, CCM, SP, PO	
s.58A	power to request advice from the Planning Application Committee	DA&D, MDS	
s.60	duty to consider certain matters	DA&D, MDS, CP, CCM, SP, PO	
s60(1A)	power to consider certain matters before deciding on application	DA&D, MDS, CP, CCM, SP, PO,	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	DA&D, MDS, CP, CCM, SP, 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	DA&D, MDS, CP, CCM, SP	<p>the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>The power to refuse a permit application, or to determine an application for which two or more objections have been lodged (and not withdrawn) is not delegated</p>

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DA&D, MDS, CP, CCM	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DA&D, MDS, CP, CCM, SP	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	DA&D, MDS, CP, CCM, SP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DA&D, MDS, CP, CCM	
s.62(1)	duty to include certain conditions in deciding to grant a permit	DA&D, MDS, CP, CCM	
s.62(2)	power to include other conditions	DA&D, MDS, CP, CCM, SP, PO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DA&D, MDS, CP, CCM, SP, PO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DA&D, MDS, CP, CCM, SP, PO	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DA&D, MDS, CP, CCM, SP, PO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DA&D, MDS, CP, CCM, 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 section 62(1)(a)	DA&D, MDS, CP, CCM, SP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	DA&D, MDS, CP, CCM, SP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 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	DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	DA&D, MDS, CP, CCM, SP, PO	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	DA&D, MDS, CP, CCM, SP	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	DA&D, MDS, CP, CCM, SP, PO	
s.69(1A)	function of receiving application for extension of time to complete development	DA&D, MDS, CP, CCM, SP, PO	
s.69(2)	power to extend time (or to refuse to extend time)	DA&D, MDS, CP, CCM	
s.70	duty to make copy permit available for inspection	DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	power to correct certain mistakes	DA&D, MDS, CP, CCM, SP	
s.71(2)	duty to note corrections in register	DA&D, MDS, CP, CCM, SP	
s.73	power to decide to grant amendment subject to conditions	DA&D, MDS, CP, CCM, SP	
s.74	duty to issue amended permit to applicant if no objectors	DA&D, MDS, CP, CCM, SP, PO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DA&D, MDS, CP, CCM, SP, PO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	DA&D, MDS, CP, CCM, SP, PO	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

PLANNING AND ENVIRONMENT ACT 1987			
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	DA&D, MDS, CP, CCM, SP	
s.83	function of being respondent to an appeal	DA&D, MDS, CP, CCM, SP	
s.83B	duty to give or publish notice of application for review	DA&D, MDS, CP, CCM, SP	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DA&D, MDS	
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	DA&D, MDS, CP, CCM, SP, 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	DA&D, MDS, CP, CCM, SP, PO	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DA&D, MDS, CP, CCM, SP, PO	
s.84AB	power to agree to confining a review by the Tribunal	DA&D, MDS	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DA&D, MDS, CP, CCM, SP, PO	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DA&D, MDS	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DA&D, MDS, CP, CCM, SP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.91(2)	duty to comply with the directions of VCAT	DA&D, MDS, CP, CCM, SP, PO	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DA&D, MDS, CP, CCM, SP, PO	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	DA&D, MDS, CP, CCM, SP, PO	
s.93(2)	duty to give notice of VCAT order to stop development	DA&D, MDS, CP, CCM, SP, PO	
s.95(3)	function of referring certain applications to the Minister	DA&D, MDS, CP, CCM	
s.95(4)	duty to comply with an order or direction	DA&D, MDS, CP, CCM, SP, PO	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	DA&D, MDS, CP, CCM	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DA&D, MDS, CP, CCM	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DA&D, MDS	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	DA&D, MDS, CP, CCM, SP	
s.96F	duty to consider the panel's report under section 96E	DA&D, MDS, CP, CCM, POS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DA&D, MDS, CP, CCM	
s.96H(3)	power to give notice in compliance with Minister's direction	DA&D, MDS, CP, CCM, SP	
s.96J	power to issue permit as directed by the Minister	DA&D, MDS, CP, CCM, SP	
s.96K	duty to comply with direction of the Minister to give notice of refusal	DA&D, MDS, CP, CCM, SP	
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	DA&D, MDS, CP, CCM, SP	
s.97C	power to request Minister to decide the application	DA&D, MDS	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DA&D, MDS, CP, CCM, SP, 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	DA&D, MDS, CP, CCM, SP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	DA&D, MDS, CP, CCM, SP, PO	
s.97L	duty to include Ministerial decisions in a register kept under section 49	DA&D, MDS, CP, CCM, SP	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DA&D, MDS	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DA&D, MDS, CP, CCM	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DA&D, MDS, CP, CCM, SP	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DA&D, MDS, CP, CCM, POS	
s.97Q(4)	duty to comply with directions of VCAT	DA&D, MDS, CP, CCM, SP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DA&D, MDS, CP, CCM, SP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DA&D, MDS	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DA&D, MDS	
s.101	function of receiving claim for expenses in conjunction with claim	DA&D, MDS	
s.103	power to reject a claim for compensation in certain circumstances	DA&D, MDS	
s.107(1)	function of receiving claim for compensation	DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.107(3)	power to agree to extend time for making claim	DA&D, MDS	
s.114(1)	power to apply to the VCAT for an enforcement order	DA&D, MDS	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	DA&D, MDS	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	DA&D, MDS	
s.123(1)	power to carry out work required by enforcement order and recover costs	DA&D, MDS	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	DA&D, MDS	except Crown Land
s.129	function of recovering penalties	DA&D, MDS, CP, CCM	
s.130(5)	power to allow person served with an infringement notice further time	DA&D, MDS, CP, CCM	
s.149A(1)	power to refer a matter to the VCAT for determination	DA&D, MDS	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DA&D, MDS	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	DA&D, MDS	where Council is the relevant planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.171(2)(f)	power to carry out studies and commission reports	DA&D, MDS	
s.171(2)(g)	power to grant and reserve easements	DA&D, MDS	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DA&D, MDS	where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	DA&D, MDS	where Council is a collecting agency specified in an approved infrastructure contributions plan
s.172D(2)	power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	DA&D, MDS	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 section 174	DA&D	
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	DA&D	where Council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to give consent on behalf of Council, where an agreement made under section 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	DA&D, MDS, CP, CCM	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DA&D	
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	DA&D	
s.178A(1)	function of receiving application to amend or end an agreement	DA&D, MDS, CP, CCM, SP	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DA&D, MDS, CP, CCM, SP	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DA&D, MDS, CP, CCM, SP	
s.178A(5)	power to propose to amend or end an agreement	DA&D, MDS, CP, CCM, SP	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DA&D, MDS, CP, CCM, SP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DA&D, MDS, CP, CCM, SP	
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	DA&D, MDS, CP, CCM, SP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178C(4)	function of determining how to give notice under s.178C(2)	DA&D, MDS, CP, CCM, SP	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	DA&D, MDS, CP, CCM, SP	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	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	DA&D, MDS	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	DA&D, MDS	After considering objections, submissions and matters in s.148B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	DA&D, MDS, CP, CCM, SP	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DA&D, MDS, CP, CCM, SP	
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	DA&D, MDS, CP, CCM, SP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DA&D, MDS	
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	DA&D, MDS	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DA&D, MDS, CP, CCM, SP	
s.179(2)	duty to make available for inspection copy agreement	DA&D, MDS, CP, CCM, SP	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DA&D, MDS, CP, CCM, SP	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DA&D, MDS, CP, CCM, SP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DA&D, MDS, CP, CCM, SP	
s.182	power to enforce an agreement	DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DA&D, MDS, CP, CCM, SP	
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	DA&D, MDS	
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	DA&D, MDS, CP, CCM, SP	
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	DA&D, MDS, CP, CCM, SP	
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	DA&D, MDS, CP, CCM, SP	
s.184G(2)	duty to comply with a direction of the Tribunal	DA&D, MDS, CP, CCM, SP	
s.184G(3)	duty to give notice as directed by the Tribunal	DA&D, MDS, CP, CCM, SP	
s.198(1)	function to receive application for planning certificate	DA&D, MDS, CP, CCM, SP	
s.199(1)	duty to give planning certificate to applicant	DA&D, MDS, CP, CCM, SP	
s.201(1)	function of receiving application for declaration of underlying zoning	DA&D, MDS, CP, CCM	
s.201(3)	duty to make declaration	DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	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	DA&D, MDS, CP, CCM	
	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	DA&D, MDS, CP, CCM, SP	
	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	DA&D, MDS, CP, CCM, SP	
		DA&D, MCA, CAM, CPD	Development Plan to be considered by Council
-	power to give written authorisation in accordance with a provision of a planning scheme	DA&D, MDS, CP, CCM, SP	
s.201UAB(1)	function of providing the Victorian Planning Authority with information relating to any land within municipal district	DA&D, MDS, CP, CCM	
s.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	DA&D, MDS, CP, CCM	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS

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	DA&D	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	DA&D	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	DA&D	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	DA&D	Where Council is a public statutory authority engaged in the provision of housing
s.142D	function of receiving notice regarding an unregistered rooming house	DA&D, MDS, CEH, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	DA&D, MDS, CEH, EHO	
s. 142G(2)	power to enter certain information in the Rooming House Register	DA&D, MDS, CEH, EHO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	DA&D, MDS, CEH, EHO	
s 206AZA(2)	Function of receiving written notification	DA&D, MDS, CEH, EHO	

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	DA&D, MDS, CEH, EHO	
s 311A(2)	Function of receiving written notification	DA&D, MDS, CEH, EHO	
s 317ZDA(2)	Function of receiving written notification	DA&D, MDS, CEH, EHO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	DA&D, MDS, CEH, EHO	
s.522(1)	power to give a compliance notice to a person	DA&D, MDS, CEH, EHO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	DA&D, MDS, CEH, EHO	
s.525(4)	duty to issue identity card to authorised officers	DA&D, MDS, CEH, EHO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	DA&D, MDS, CEH, EHO	
s.526A(3)	function of receiving report of inspection	DA&D, MDS, CEH, EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	DA&D, MDS, CEH, 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	DA&D, MCA	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	DA&D, DCE, DC&SS, MCA, MDS, CP, CCM	
s.11(9)(b)	duty to advise Registrar	DA&D, MCA, MDS, CP, CCM, CAM, CPD	
s.11(10)	duty to inform Secretary to Department Environment, Land, Water and Planning of declaration etc.	DA&D, MCA, MDS, CAM, CPD, CP, CCM	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department Environment, Land, Water and Planning or nominated person	DA&D, MCA, MDS, CAM, CPD, CP, CCM	where Council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	DA&D, MCA, MDS	were Council is the coordinating road authority
s.12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	DA&D, MCA, MDS, CAM, CPD, CP, CCM	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	DA&D, MCA, MDS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	DA&D, MCA, MDS, CAM, CPD, CP, CCM	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	DA&D, DC&SS, MCA, MDS, CAM, CPD, CP, CCM	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	DA&D, MCA, MDS, CAM, CPD, CP, CCM	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	DA&D, MDS, MCA	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from the Head, Transport for Victoria	DA&D, MCA, CAM, CPD	
s.14(7)	power to appeal against decision of the Head, Transport for Victoria	DA&D	
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	DA&D	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DA&D	
s.15(2)	duty to include details of arrangement in public roads register	DA&D, MCA, CAM, CPD	
s.16(7)	power to enter into an arrangement under section 15	DA&D, MCA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.16(8)	duty to enter details of determination in public roads register	DA&D, MCA, CAM, CPD	
s.17(2)	duty to register public road in public roads register	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	DA&D, MCA, CAM, CPD	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&D, MCA, CAM, CPD	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	DA&D, MCA, CAM, CPD	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&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.18(1)	power to designate ancillary area	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	DA&D, MCA, CAM, CPD	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&D, MCA, CAM, CPD	
s.19(4)	duty to specify details of discontinuance in public roads register	DA&D, MCA, CAM, CPD	
s.19(5)	duty to ensure public roads register is available for public inspection	DA&D, MCA, CAM, CPD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21	function of replying to request for information or advice	DA&D, MCA, CAM, CPD	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	DA&D, MCA	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DA&D, DC&SS, MCA	
s.22(5)	duty to give effect to a direction under this section.	DA&D, MCA, CAM, CPD	
s.40(1)	duty to inspect, maintain and repair a public road.	DA&D, MCA, CAM, CPD, CRPM	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DA&D, MCA, CAM, CPD	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	DA&D, MCA, CAM, CPD	
s.42(1)	power to declare a public road as a controlled access road	DA&D	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	DA&D	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	Duty to consult with VicRoads Head, Transport for Victoria and Minister for Local Government before road is specified	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority if road is a municipal road or part thereof

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	DA&D, MCA	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&D, MCA, CAM, CPD	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 section 48M	DA&D, MCA, CAM, CPD	
s.49	power to develop and publish a road management plan	DA&D, MCA	
s.51	power to determine standards by incorporating the standards in a road management plan	DA&D, MCA	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DA&D, MCA, CAM, CPD	
s.54(2)	duty to give notice of proposal to make a road management plan	DA&D, MCA, CAM, CPD	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	DA&D, MCA	
s.54(6)	power to amend road management plan	DA&D, MCA	
s.54(7)	duty to incorporate the amendments into the road management plan	DA&D, MCA, CAM, CPD	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	DA&D, MCA, CAM, CPD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63(1)	power to consent to conduct of works on road	DA&D, MCA, CAM, CPD, DE	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	DA&D, MCA, CAM, CPD,	where Council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	DA&D, MCA	where Council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	DA&D, MCA, CAM, CPD	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&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.67(3)	power to request information	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.68(2)	power to request information	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	DA&D	
s.72	duty to issue an identity card to each authorised officer	DA&D, DC&SS, MG&R, CCC	
s.85	function of receiving report from authorised officer	DA&D, MCA	
s.86	duty to keep register re section 85 matters	DA&D, MCA, CAM, CPD	
s.87(1)	function of receiving complaints	DA&D, MCA, CAM, CPD	
s.87(2)	duty to investigate complaint and provide report	DA&D, MCA, CAM, CPD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.112(2)	power to recover damages in court	DA&D	
s.116	power to cause or carry out inspection	DA&D, MCA, CAM, CPD, CRPM	
s.119(2)	function of consulting with the Head, Transport for Victoria	DA&D, MCA, CAM, CPD	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	DA&D, MCA	
s.120(2)	duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in section 120(1)	DA&D, MCA	
s.121(1)	power to enter into an agreement in respect of works	DA&D, MCA	
s.122(1)	power to charge and recover fees	DA&D, MCA	
s.123(1)	power to charge for any service	DA&D, MCA	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	DA&D, MCA	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	DA&D, MCA	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	DA&D, MCA	
Schedule 2 Clause 4	function of receiving details of proposal from the Head, Transport for Victoria	DA&D, MCA, CAM, CPD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 5	duty to publish notice of declaration	DA&D, MCA, CAM, CPD	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DA&D, MCA	where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	DA&D, MCA	where Council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DA&D, MCA, CAM, CPD	where Council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	DA&D, MCA	where Council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	DA&D, MCA, CAM, CPD	where Council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	DA&D, MCA,	where Council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	DA&D, MCA	where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DA&D, MCA, CAM, CPD	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	DA&D, MCA	where Council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	DA&D, MCA	where Council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	DA&D, MCA	duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal Council (re: operating costs)

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 section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DA&D, MDS	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 section 54 of the Act	DA&D, MDS	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	DA&D, MDS, CP, CCM, SP	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DA&D, MDS, CP, CCM, SP	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	DA&D, MDS	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 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	DA&D, MDS	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DA&D	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	DA&D, MDS	

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	DA&D, MDS, CEH, EHO	
r.11	function of receiving application for registration	DA&D, MDS, CEH, EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	DA&D, MDS, CEH, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	DA&D, MDS, CEH, EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DA&D, MDS, CEH, EHO	

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.13(4) & (5)	duty to issue certificate of registration	DA&D, MDS, CEH, EHO	
r.15(1)	function of receiving notice of transfer of ownership	DA&D, MDS, CEH, EHO	
r.15(3)	power to determine where notice of transfer is displayed	DA&D, MDS, CEH, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	DA&D, MDS, CEH, EHO	
r.16(2)	duty to issue a certificate of transfer of registration	DA&D, MDS, CEH, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	DA&D, MDS, CEH, EHO	
r.18	duty to keep register of caravan parks	DA&D, MDS, CEH, EHO	
r.19(4)	power to determine where the emergency contact person's details are displayed	DA&D, MDS, CEH, EHO	
r.19(6)	power to determine where certain information is displayed	DA&D, MDS, CEH, 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	DA&D, MDS, CEH, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	DA&D, MDS, CEH, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	DA&D, MDS, CEH, EHO	

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.24	power to determine places in which caravan park owner must display copy of public emergency warnings	DA&D, MDS, CEH, EHO	
r.25(3)	duty to consult with relevant floodplain management authority	DA&D, MDS, MCA	
r.26	duty to have regard to any report of the relevant fire authority	DA&D, MDS, MCA	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	DA&D, MDS, MCA	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DA&D, MDS, CEH, EHO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DA&D, MDS, MCA	
r.40(4)	function of receiving installation certificate	DA&D, MDS, CEH, EHO	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DA&D, MDS	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	DA&D, MDS, CEH, EHO	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS

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&D, MCA	
r. .9(2)	duty to produce written report of review of road management plan and make report available	DA&D, MCA, CAM, CPD	
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&D, MCA, CAM, CPD	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 section 41 of the Act	DA&D, MCA, CAM, CPD	
r.13(1)	Duty to publish notice of amendments to road management plan	DA&D, MCA, CAM, CPD	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&D, MCA, CAM, CPD	
r.16(3)	power to issue permit	DA&D, MCA	where Council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	DA&D, MCA	where Council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	DA&D, MCA	where Council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	DA&D, MCA, MDS	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&D, MCA, CAM, CPD CRPM	where Council is the responsible road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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&D	where Council is the responsible road authority
r. 25(5)	power to recover in the Magistrates' Court, expenses from person responsible	DA&D, DC&SS, MCA	

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 clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	DA&D, MCA, MDS	where Council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	DA&D, MCA, MDS	where Council is the coordinating road authority

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

Murrindindi Shire Council

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

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

In this instrument "**officer**" means -

"ARB" means Arborist – Peter Armistead

"CCS" means Coordinator Community Safety – Casey Southurst

"CCM" means Complex Case Manager – Karen Girvan

"CEO" means Chief Executive Officer – Livia Bonazzi

"CSO" means Community Safety Officer – Josephine Noble, Nick Strongman, Brenton Doyle-Smith, Ian Coller

"CP" means Coordinator Planning – Cameron Fraser

"DA&D" means Director Assets & Development – Vito Albicini

"EO" means Environment Officer – Sue McNair, Zoe Blakeney, Julie Kirkwood

"MDS" means Manager Development Services – Natalie Stewart

"SP" means Senior Planner – Clara Gartland

"PO" means Planning Officer – Abdullahi Jama, Nicole Grey, Nicole Maguire

By this instrument of appointment and authorisation Murrindindi Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

[CEO, DA&D, MDS, ARB, CCM, CCS, CP, CSO, EO, PO, SP]

2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

[CEO, DA&D, MDS, CCM, CP, SP]

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Murrindindi Shire Council
on

DATED this day of 2021

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

CEO

Councillor

Date:

***S11. Instrument of Appointment and Authorisation
to the Chief Executive Officer***

Murrindindi Shire Council

Instrument of Appointment and Authorisation

Instrument of Appointment and Authorisation

In this instrument "**officer**" means -

“CEO” means Chief Executive Officer – Livia Bonazzi

By this instrument of appointment and authorisation Murrindindi Shire Council -

PART A

1. under section 224 of *the Local Government Act 1989* - appoints the Chief Executive Officer to be authorised officers for the administration and enforcement of -

the <i>Building Act 1993</i>	□
the <i>Country Fire Authority Act 1958</i>	[CEO]
the <i>Domestic Animals Act 1994</i>	[CEO]
the <i>Emergency Management Act 2013</i>	[CEO]
the <i>Environment Protection Act 1970</i>	[CEO]
the <i>Fire Rescue Victoria Act 1958</i> formerly known as the <i>Metropolitan Fire Brigades Act 1958</i>	[CEO]
the <i>Fire Services Property Levy Act 2012</i>	[CEO]
the <i>Food Act 1984</i>	□
the <i>Graffiti Prevention Act 2007</i>	[CEO]
the <i>Housing Act 1983</i>	[CEO]
the <i>Impounding of Livestock Act 1994</i>	[CEO]
the <i>Land Act 1958</i>	[CEO]
the <i>Local Government Act 1989</i>	[CEO]
the <i>Local Government Act 2020</i>	[CEO]
the <i>Public Health and Wellbeing Act 2008</i> ¹	□
Part 14 of the <i>Residential Tenancies Act 1997</i>	[CEO]
the <i>Road Management Act 2004</i>	[CEO]
the <i>Road Safety Act 1986</i>	[CEO]
the <i>Sex Work Act 1994</i>	[CEO]
the <i>Summary Offences Act 1966</i>	□
the <i>Tobacco Act 1987</i> ²	[CEO]
the <i>Valuation of Land Act 1960</i>	

the Regulations made under each of those Acts

the local laws made under the *Local Government Act 1989* or the *Local Government Act 2020*

and any other Act, Regulation or local law which relates to the functions and powers of the Council;

PART B

2. under s 72 of the *Domestic Animals Act 1994* – appoints the office to be a Council authorised officer for the purposes of the *Domestic Animals Act 1994*. [CEO]

¹ Council only to appoint a person suitably qualified or trained under s 31(2) of the Act.

² This Act provides for the CEO of a Council to nominate a person to be an inspector for the purposes of the Act and the Secretary may then appoint them to be an inspector (see s 36). An EHO appointed under the Act is also regarded as an inspector under the Act.

3. under s 4(1) of the *Environment Protection Act 1970* – appoints the officer to be a litter enforcement officer for the purposes of the *Environment Protection Act 1970*.³ [CEO]

AND

4. under s 48A of the *Environment Protection Act 1970* – appoints the officer to be an authorised officer for the purposes of s 48A of the *Environment Protection Act 1970*. [CEO]

5. under s 23 of the *Fire Services Property Levy Act 2012* – appoints the officer to be an authorised officer for the purposes of the *Fire Services Property Levy Act 2012*.⁴ [CEO]

6. under s 3 of the *Infringements Act 2006* – appoints the officer to be an issuing officer for the purposes of the *Infringements Act 2006*. [CEO]

7. Under s 525(2) of the *Residential Tenancies Act 1997* – appoints the officer to exercise the powers set out in s 526 of the *Residential Tenancies Act 1997*. [CEO]

8. under s 71(3) of the *Road Management Act 2004* – appoints the officer to be an authorised officer for the purposes of the *Road Management Act 2004*. [CEO]

9. under s 87(1A) of the *Road Safety Act 1986* – authorises the officer to exercise the power in s 87(1A) of the *Road Safety Act 1986*.⁵ [CEO]

AND

10. under s 87(1B)(c) of the *Road Safety Act 1986* – authorises the officer to exercise the power in s 87(1B)(c) of the *Road Safety Act 1986*. [CEO]

11. under r 79(1)(b) of the *Road Safety (General) Regulations 2019* – authorises the officer for the purposes of filing a charge or an offence under s 90E of the *Road Safety Act 1986* or under a regulation under that Act.

12. under r 5 of the *Road Safety (Traffic Management) Regulations 2019* – authorises the officer for the purposes of r 14 of the *Road Safety (Traffic Management) Regulations 2019*.

13. under s 3(1) of the *Sex Work Act 1994* – appoints the officer to be an authorised officer of the responsible authority for the purposes of enforcing Parts 4 and 5 of the *Sex Work Act 1994*. [CEO]

³ On 1 December 2021 (unless proclaimed earlier), this is to be replaced by the following:

- under s 114 of the *Environment Protection Act 2017* – appoints the officer to be a litter enforcement officer for the purposes of the *Environment Protection Act 2017*.

⁴ Persons appointed or authorised officers under the *Local Government Act 1989* are taken to be authorised officers for the purposes of the *Fire Services Property Levy Act 2012* (except in Part 4 of that Act).

⁵ Council must ensure that a person appointed under s 87 is competent, of good repute and character and has agreed in writing to exercise the functions conferred on an authorised person (see s 87(1C) of the Act).

Title:	Portfolio Councillor Policy
Type:	Council
Adopted:	23 June 2021 (TBC)
File No:	21/39364
Attachments:	

1. Purpose

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

2. Rationale

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

3. Scope

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

Portfolios and the representative Councillor will be appointed annually by Council resolution. In order to enable Councillors to gain a broader experience of portfolio roles, Councillors will represent a portfolio area of focus for a maximum of two years per term.

The role of the Portfolio Councillor recognises that the Director is responsible for the day to day management and direction of staff in implementing Council policy and strategy. Good governance identifies that the authority of Councillors can only be exercised when they meet formally as Council at a properly constituted Council meeting. Outside the Council meeting, individual Councillors have no authority.

4. Definitions

Portfolio means an area/s of focus relating to key functions and services of Council.

5. Policy

5.1 Objectives of the Portfolio Councillor System

The objectives of establishing a Portfolio Councillor system are:

- to enable Councillors to have a greater understanding and input to strategic and policy development on portfolio issues. This facilitates the active and regular engagement of Councillors in major planning, projects and services related to the portfolio
- to enable Councillors to advocate and champion strategic and policy issues to Council and the community
- to enable the briefing of other Councillors on specialist areas by the Portfolio Councillor
- to assist Councillors in developing the fullest possible understanding of matters being put to the Council..

5.2 Portfolio Councillor's Duties

The role of the Portfolio Councillor will include:

- advocating on strategic and policy issues to Council and the community
- briefing of other Councillors on strategic areas through specific workshops or presentation of reports
- represent Council on local, regional or state bodies of relevance to the portfolio
- act as the spokesperson of Council on matters relating to the portfolio, including, quotes in media releases and speaking on radio and television as required
- where there is a relevant Council committee, to be the nominated chair for that committee unless legislative provisions require otherwise.

5.3 Support Provided to Portfolio Councillors

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

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

5.4 Reporting of Portfolio Councillors

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

- reporting on the strategic/policy activities of within the Councillors Portfolio at the Scheduled Meeting of Council as part of Councillor Reports.
- leading discussion at Councillor Briefing Sessions on matters relevant to their portfolio
- leading discussion in the development and annual review of the Council Plan.

6. Related Policies, Strategies and Legislation

- *Local Government Act, 2020*
- *Governance Rules 2020*
- *Councillor Code of Conduct 2021*

7. Council Plan

This Policy supports the Council Plan 2017-2021 strategy under the Our Promise strategic objective to 'represent and advocate for our community in a transparent and equitable way'.

8. Management and Review

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

This Policy will be reviewed by Council in June 2025.

9. Consultation

Review of this Policy has been conducted by the Executive Management Team and Councillors.

10. Human Rights Charter

This Policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

Murrindindi Shire Council
Road Management Plan Review
Report

May 2021

Revision List

Version	Description	Date
A	Initial draft for internal consultation	19/4/21
B	For distribution to EMT	11/5/21

Draft

Executive Summary

The Road Management General Regulations (2016) requires Council to conduct a review of its RMP during the same period as it is preparing its Council Plan. That is, within the period of 6 months after each general election, or by the next 30 June. The Murrindindi Shire Council Road Management Plan 2017 (MSC RMP) has been reviewed in accordance with these regulations.

This report details the scope and findings of the review. A summary of recommended RMP amendments is provided in **Chapter 7** and detailed in **Attachments 3 to 6**.

Many of proposed amendments are considered administrative and minor in nature and are intended to improve clarity, completeness and readability of the document. Other proposed amendments are more significant and will require further investigation of their feasibility in the context of available funding, system and resource constraints.

One priority amendment has been identified:

Reduce the service response time for “Sucker tree growth within road shoulder or verge, OR Trees or limbs encroaching into clear zone (1.5m behind edge of shoulders and minimum 5m height clearance over road pavement and shoulders)” this is currently set and 12 and 24 months and should be changed to 12 and 24 weeks, to better match current practice.

Making this amendment will set a higher standard to the existing. In accordance with s10 of the Regulations Council is not required to give notice of this amendment if the CEO certifies in writing that the proposed amendment decreases the period time within which the defect is to be repaired.

Given that compliance with the RMP is required, for Council to benefit from the legal liability protections provided by the Act, it is recommended that Council makes no further change to the RMP. Until further investigation of Council’s ability to deliver modified standards (and associated work practices) has occurred.

Internal stakeholder consultation has revealed that Council is currently in the process of updating its Road Asset Management Plan (RAMP). The RAMP review, due to be completed during 2022-23, will look at Council’s overall approach to road asset management. Recognising that the Murrindindi community demographics are changing, the review will consider changes to the hierarchy classifications and service standards to ensure that they are aligned with evolving community needs. It is therefore recommended that the work necessary to assess the feasibility of proposed RMP amendments be undertaken alongside the RAMP review.

To support effective implementation of the proposed amendments, it is important to note that Council will need to:

- Invest in implementation of the Asset Management Information System (ASSETIC), prior to adoption of an amended RMP. This is considered essential so that compliance with any changes to the hierarchy classifications, maintenance and inspection service level standards can be appropriately monitored and reported.
- Create a rapid response crew, with responsibility for undertaking an initial assessment of customer requests for asset repair. Ensure staff with responsibilities in assessing defects are appropriately trained to undertake public safety risk assessments.

Once a Council decision is made to amend the RMP. The amendment process must be in accordance with the consultation and notification requirements set out in the Regulations. This includes a formal public consultation process for amendments that set new, or reduced, standards of construction, inspection, maintenance or repair.

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1 Review Scope

A review of Council's Road Management Plan (RMP) has been undertaken in accordance with the Road Management Act, Part 3 and the Road Management (General) Regulations (2016).

Section 9 of the Regulation states:

- (1) In conducting a review of its road management plan, a road authority must ensure that the standards in relation to, and the priorities to be given to, the inspection, maintenance and repair of the roads and classes of road to which the plan applies are appropriate.*
- (2) After a road authority has completed a review of its road management plan, it must—*
- (a) produce a written report summarising the findings and conclusions of the review; and*
- (b) make the report available for copying or inspection—*
- (i) at the place where the road management plan may be inspected or obtained in accordance with section 55(1)(b) of the Act; or*
- (ii) on an Internet site maintained by the road authority.*

The review included consideration of the following:

- Community satisfaction:
 - Municipal Survey 2021
 - Local government community satisfaction survey results (2020).
- Findings of other reviews:
 - MAV Insurance Claims Management Adviser (MAV) independent review (April 2017) of the Draft MSC RMP 2017.
- Feedback from Council staff responsible for implementation of the RMP.
- Comparison with the contents of Road Management Plans made by other road authorities:
 - Department of Transport (formerly VicRoads)
 - Neighbouring municipalities
- Compliance with current standards:
 - MAV Insurance audit recommendations (2017).
- Legal opinion from Maddocks regarding the following matters (refer **Attachment 1** for a copy of the advice):
 - Main risks to Council if it does not have adequate systems in place to monitor and report on its overall compliance with the standards for inspection, maintenance and repair of public roads set out in its RMP.
 - Implications, if any, of the decision of the Victorian Court of Appeal in Kennedy v Shire of Campaspe [2015] VSCA 215 (Kennedy) (and any other relevant authorities) that might influence the content of the RMP.
 - Appropriateness of including the Register of Public Roads as an 'incorporated' document.
 - Importance of having formal road maintenance demarcation agreements with other road authorities.
 - Appropriateness of including the inspection, maintenance and repair of off-street carparks in the RMP.

2 Assessment of community satisfaction

Our assessment of community satisfaction suggests that residents of all small rural councils tend to be more satisfied with the condition of sealed roads compared to unsealed roads.

Murrindindi residents were found to be less satisfied than residents of other small rural councils. They rated the condition of our roads lower than residents of other small rural Councils. However, only a small percentage of surveyed residents nominated road maintenance as an area that is most in need of attention.

2.1 Shaping our Future - Municipal Survey 2021

The Murrindindi Municipal Survey included a section asking residents about the Council assets that help make our Shire a great place to live.

Do you think we are spending the right amount on roads maintenance?

Would you like to tell us more about your views on expenditure, or anything else in relation to Council's community asset management?

At the time of writing, survey responses had not been collated. The results of the survey will therefore be considered as part of the Road Asset Management Plan (RAMP) review due to be completed in 2022-23.

2.2 Local Government Community Satisfaction Survey (2020)

Council participates in the annual Local Government Community Satisfaction Survey (LGCSST), which is coordinated by the Department of Environment Land, Water and Planning (DELWP). The survey benchmarks performance against 62 participating Victorian councils. Although the survey is at a relatively high level, it provides insight into the community's views.

The Local Government Community Satisfaction Survey 2020 Research Report, by JB Were, included the following relevant findings:

- 401 Shire residents were interviewed between 1 February and 30 March 2020.
- Murrindindi Shire Council (MSC) is classified as a Small Rural Council. This Group includes: Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliff, Strathbogie, West Wimmera and Yarriambiack.
- MSC rated lowest in the areas of unsealed roads, lobbying and sealed local roads (index scores of 41, 49 and 50 out of 100 respectively).
- MSC received a score of 50/100 when residents were asked to rate the condition of sealed local roads. This score was lower than the State-wide and Small Rural Group averages of 54/100 and 51/100 respectively.
- One in seven residents nominated sealed road maintenance (14%), as most in need of attention for Council to improve its performance.
- In the area of sealed local roads, residents in Koriella (index score of 56) rate Council significantly higher than average (50).
- MSC received a score of 41/100 when residents were asked to rate the condition of unsealed local roads. Council's performance was lower than the State-wide and Small Rural Group averages of 43/100 and 44/100 respectively.
- 6% of residents nominated unsealed road maintenance, as most in need of attention for Council to improve its performance.

3 Findings of other reviews

3.1 MAV Insurance review of MSC RMP - April 2017

In April 2017, Council's Coordinator Assets & Development requested that Council's Insurance Claims Management Adviser (MAV Insurance). review the 2017 Draft RMP before the RMP was presented to Council for adoption.

MAV Insurance provided several recommendations in their email response to Council (27 April 2017). The table below summarises the recommendations that were not actioned. Proposed changes to the MSC RMP, summarised in **Attachment 3**, incorporate these recommendations, as appropriate.

MSC RMP 2017 Section	MAV recommendation
EXECUTIVE SUMMARY	If referring to the Road Asset Management Plan, it is crucial that this document is consistent with the RMP specifically in relation to inspection timeframes, intervention levels and repair timeframes.
1. INTRODUCTION 1.3 Definitions	Condition inspections - Suggest making it abundantly clear that these inspections are of a general nature and are not intended to identify specific individual defects and measure them against intervention levels – that is done purely via proactive and reactive inspections.
2 DESCRIPTION OF ROADS & ROAD INFRASTRUCTURE 2.3 Road and Pathway Hierarchy	Delete reference to "special needs." Only include reference to recreational trails if they are within a road reserve.
2.4 Road Infrastructure	Clarify roadside vegetation not maintained by Council except as it relates to traffic clearance envelopes and lines of sight for road users.
3 INSPECTIONS 3.2 Programmed Inspections	Suggest delete Table 1 – Type of Inspections. Simplify to 1. Proactive inspections 2. Reactive inspections following reports by public. 3. Condition inspections. And make it clear that intervention standards are only applied to 1 and 2 and that 3 is all about long term asset management planning and budgeting for major works.
3.3 Standards for Maintenance and Repair	Modify Table 3- Inspection Frequencies Replace "Pavement damage" with "Proactive Inspections". Delete Road Safety inspection type. Delete recreational trails.

MSC RMP 2017 Section	MAV recommendation
3.4 Reactive Inspections	<p>Rephrase statement regarding how requests for maintenance will be responded to (add text):</p> <p style="padding-left: 40px;">“Requests for road maintenance of a routine nature will be inspected within 28 days <u>and any defects identified that exceed the stated intervention levels</u> will be programmed in accordance with Table 4 - Road and pathway damage service standards.”</p>
4 SERVICE LEVELS	<p>Delete paragraph:</p> <p style="padding-left: 40px;">“For example, two roads may be used by similar traffic types and volumes and have similar risk factors, but the existing standards of construction of the two roads may mean that different standards of maintenance are appropriate.”</p>
4.1 General Influencing Factors	<p>Delete phrases “in order to minimise own risk” and “ or in the case of footpath use, the elderly or shoppers” from paragraphs:</p> <p style="padding-left: 40px;">“The level of service on these roads has to be low because their construction standard does not permit them to be maintained to a higher standard. For this reason, it is important that Council, in order to minimise its own risk, does not provide unrealistic expectations to its community in relation to the maintenance service levels on these roads.</p> <p style="padding-left: 40px;">[...]</p> <p style="padding-left: 40px;">The number and types of vehicles (and other road users such as pedestrians and bicycles) are also influencing factors in determining maintenance service levels on roads and footpaths. While traffic volume is the key measure, consideration is also given to types of use (e.g., school buses, log trucks, tourists using the roads, or in the case of footpath use, the elderly or shoppers) typical for the particular section of road or footpath.”</p>

MSC RMP 2017 Section	MAV recommendation
<p>5 INTERVENTION STANDARDS AND RESPONSE TIME</p> <p>5.1 Response Service Standards</p>	<p>Comments regarding Table 4 – Road, bridge and pathway damage service standards.</p> <ul style="list-style-type: none"> • Avoid stipulating shorter response time if defects are more extreme than basic intervention levels - i.e., as you have done with potholes scouring and edge drops. If you do the bigger ones faster than your basic target that is fine, but you don't need to commit to an extra target just in case, you don't. • Edge drops for maintenance standard 3 (collector unsealed and access sealed) should have a dedicated target time. • 12 and 24 months seems to long for addressing Sucker tree growth within road shoulder or verge, or Trees or limbs encroaching over road pavement or into clear zone (1.5m behind edge of shoulders) • Several infrastructure items missing from Table 4. Suggest consideration of including: <ul style="list-style-type: none"> ○ other types of footpath defects including heave or depressions in asphalt or paved pathways. i.e., "undulations greater than 40mm over a 1.2mtr straight edge" ○ vegetation clearance envelope for pathways as well i.e., 2.5 meters height clearance ○ Line marking service level. ○ Guidepost repair as a separate activity from signs ○ Edge breaks ○ Pit lids missing or with a substantial loss of integrity.

4 Comparison with other Road Authority Plans

The MSC RMP was compared with plans prepared by Department of Transport (DoT) and neighbouring municipalities. The purpose of this comparison was to benchmark Council's RMP and assess the reasonableness of the current contents, in particular the included assets, road and path classifications, inspection and maintenance standards.

It must be noted that it was difficult to make a direct comparison due to the considerable differences in the document content structure, systems and standards adopted by each road authority.

It should also be noted that only Mansfield Shire and the Department of Transport RMPs had been amended in the past 12 months. All other neighbouring municipalities had not yet amended their RMPs at the time of this review.

The desktop review identified matters covered by other authorities but not included in the MSC RMP. This has influenced the recommended changes to the structure and contents of the MSC RMP (refer **Attachment 4 and 5** of this report). Differences in inspection and maintenance service level standards were considered in the development of proposed amendments to inspection and maintenance standards outlined in **Attachments 6**.

4.1 Overview of RMP Contents

Department of Transport (DoT) RMP (amended 2021)

The DoT RMP is brief and simple to read. It consists of an introduction and two schedules that focus on the main purpose of an RMP as stated in section 50 of the Act.:

- A – Road Infrastructure Management System
- B – Road Maintenance Standards

Schedule A – describes the phases of the system used to manage the roads:

1. Developing standards and guidelines
2. Developing the maintenance program
3. Implementing the maintenance program
4. Auditing
5. Reviewing

Schedule B describes the standards applied to meet the obligations under the Act.

1. Obligations of Road Users
2. Definitions
3. Hazard Inspection Type and Frequency and Hazard Response
4. Additional Maintenance Activity
5. Road Maintenance Category List (reference to a separate document)
6. References.

Day and night-time inspection frequencies are provided and vary depending on the Road Maintenance Category.

Each road has been allocated a Road Maintenance Category (RMC) (between 1 and 5). The RMC for each road is provided in a separate unincorporated document. There is no reference to a functional road hierarchy.

Eight Response Codes (RC) have been designated a letter from A to H that indicates the time to “inspect and rectify, if feasible, or provide appropriate warning”. The term “appropriate warning” is defined.

Response codes have been assigned to a list of 21 hazards that cover the following assets:

- Obstructions and Substances in Traffic Lanes
- Pavement or Surface
- Drainage
- Vegetation
- Roadside Furniture
- Structures
- Traffic Signals & Other On-Road Electrical Assets

Neighbouring Council RMPs

The RMPs of the following municipalities were considered:

- Mansfield (2020)
- Mitchell (2017)
- Nillumbik (2017)
- Strathbogie (2017)
- Whittlesea (2017)
- Yarra Ranges (2018)

An overview of the contents of each RMP is provided in **Attachment 2**. Most Council’s do not include the Register of Public Roads as an incorporated document.

Some neighbouring Councils include the following information that is not included in the MSC RMP:

- Reference to demarcation agreements / clear statement of responsibilities of other road authorities (e.g., neighbouring Councils, DELWP, Parks Vic, Leaseholders)
- Explanation of the road management system. Description (including flowcharts) of the management system/ work processes used to discharge duties to inspect, maintain and repair public roads and road related infrastructure.
- Description of approach to establishing work priorities., risk assessment.
- Information systems
- Notice of incidents. Guidelines for claims
- Worksite safety
- Relationship between the standards and the available budget.
- Approach to reviewing the RMP and measuring performance.
- Design targets for various road and path hierarchies, standards for upgrade and renewal

Consideration should be given as to whether it is appropriate to include some of these in an updated MSC RMP. Legal advice (refer **Attachment 1**) supports the following:

- Making the Register of Public Roads an unincorporated document
- Making formal maintenance demarcation agreements with other road authorities.

4.2 Included asset types.

The table below summarises a comparison of assets included in each RMP.

Murrindindi Shire Bridges Drains (open, culverts, pits) Guidepost Kerb and channel Pathways Signs (regulatory) Sealed Roads Unsealed Roads Unsealed Shoulders Vegetation (roadside)	DoT Pavement or Surface Drainage Vegetation Roadside Furniture Structures Traffic Signals & Other On-Road Electrical Assets	Mansfield Bridges – Major culverts Drainage Paths Signs Barriers Line markings Sealed Roads Unsealed Roads Vegetation (road and path side)	Mitchell Drains (open) Footpaths Guardrails Signs (regulatory and traffic advisory) Kerb and channel Shared paths Sealed Roads Unsealed Roads Vegetation (roadside and path side) Carpark
Nillumbik Drainage (pit lids only) Footpaths Guard fence Kerb and channel Traffic Islands Line marking and delineators. Signs (regulatory, warning, guide) Sealed Roads Unsealed Roads Unsealed Shoulders Unsealed paths and recreational trails	Strathbogie Bridges Footpaths Guideposts Roadside Drains Signs (regulatory) Sealed Road Unsealed Road Street trees)	Whittlesea Bridges Line marking Pathways/ pedestrian areas Safety fencing Signs Road furniture Vegetation (roadside) Sealed Road Unsealed Road Unsealed Shoulders Traffic signals	Yarra Ranges Bridges and major culverts Concrete Road Drains (open drains, pits and pipes) Fences and handrails Guard fence Line marking and delineators. Pathways Signs (Regulatory, Guide and Traffic Instruction) Sealed Road Unsealed Road Unsealed Shoulders

Table 1 – Comparison of assets with maintenance service levels included in each RMP.

The asset types included in the MSC RMP are generally the same as that of neighbouring Councils. Some assets are included in other RMPs but not in the Murrindindi RMP. Consideration should be given to including assets such as line marking, guard rail, safety fencing. shoulders.

Legal advice has suggested off-street carparks be excluded.

4.3 Road and path classifications

Unlike DoT, which has a maintenance category classification in its RMP, most Councils have used a functional hierarchy to classify their roads and paths. And have used the functional hierarchy classifications (Link, Collector etc) to differentiate the level of inspection and maintenance applied.

Only MSC and Strathbogie have documented two classification systems for their roads and paths. In the case of the Strathbogie RMP the relationship between the two classification systems is explained in a table and so it does not create confusion. The MSC RMP, however has no such explanation, making it difficult to understand why the two separate classification systems are documented. Simplification of the classifications is therefore recommended (Refer **Attachment 3** and **5**).

4.4 Inspection and maintenance service standards

The table below summarises a comparison of the proactive inspection frequencies and maintenance repair timeframes (including time for reactive inspection in response to customer notification of an issue).

Road Authority	Proactive Defect Inspection Frequency	Reactive Defect Response Timeframes	Routine / Preventative / Schedules Maintenance
Murrindindi Shire	Min – 6-month Max - 24-month cycle	Min – 24 hours Max – 24 months (time for reactive inspection following notification is variable, 24 hrs., 5 days or 28 days).	No details of routine or preventative maintenance programs provided.
DoT	Min – each weekday Max – not exceeding 365 days	Min - 4 hours Max – 90 days (time to inspect and rectify, if feasible, or provide appropriate warning)	Described as part of the management system but no detailed programs provided.
Mansfield	Min – 3-month Max – 5-year cycle	Min – 24 hours Max – 12 months (time for reactive inspection 15 working days following notification, or 60 days for road categories with limited access)	Approach to developing programs for grading, edge sealing, re-sheeting, resealing mentioned.
Mitchell	Min- twice per year Max – once in two-year period	Min – 2 weeks Max- 3 years (time for reactive inspection following notification is unclear).	Annual program is mentioned for response to some defects. No details provided.
Nilumbik	Min – 6-month Max – 2 years	Min - 4 hours Max – 6 months (for some defects and hierarchy classifications timeframe is “as resources permit”)	Annual program is mentioned for response to grading, line marking and some footpath defects. No details provided.

Road Authority	Proactive Defect Inspection Frequency	Reactive Defect Response Timeframes	Routine / Preventative / Schedules Maintenance
Strathbogie	Min – 3-month Max - 12-month cycle	Min – 30 mins Max – 12 months (time for reactive inspection following notification is unclear).	No details.
Whittlesea	Min – every 4 weeks Max – 2 years and six months	Min - 2 hours Max – 6months (for some defects and hierarchy classifications timeframe is “rectify as resources become available”)	No details.
Yarra Ranges	Min – 6-month Max – 3 years	Min – 24 hours Max – 3 years (for some defects and hierarchy classifications timeframe is” subject to funding”) (time for reactive inspection following notification is unclear).	Refers to sweeping program, grading program and Bridge and Major Culverts work program.

Table 2 – Comparison of Inspection & Maintenance Target Times

Proactive defect inspections

The proactive defect inspection frequencies documented in the MSC RMP range from 6 to 24-month cycles. This is comparable to the frequencies set by others.

All Councils have set different inspection frequencies for different road and path classifications and have excluded some classifications from the inspection program. Some include night inspections.

Most Councils have indicated, more clearly than Murrindindi, the asset types and defects that will be included in each inspection and some describe how each inspection is undertaken.

Yarra Ranges have indicated that “Due to the inherent and unstable nature of unsealed roads, there is no proactive inspection program for these classes of road. Unsealed road performance is maintained in accordance with Council’s unsealed road grading program.” MSC have taken an alternative position whereby unsealed roads are inspected every six months and graded reactively. The timeframe for repair of some unsealed road defects, however, is 24 months meaning the MSC inspections find the same defect multiple times before the repair is due. Introduction of a routine grading program, like Yarra Ranges, may be a better approach, provided adequate funding is made available.

Defect repair timeframes

Like Murrindindi, most authorities have some variability in repair response times according to the road and path hierarchy classifications. The variation tends to be minimal. With some activities not undertaken for lower-level road classifications. For some defects, on lower hierarchy assets, some Councils have not nominated a response time. Some Councils, like Murrindindi, have indicated that

the repair is not applicable. Other Councils indicate repair will occur when resources become available.

It is also worth noting that unlike the local Councils, DoT, have defined a timeframe to “inspect and rectify, if possible, or provide appropriate warning” rather than specifying a separate timeframe for reactive inspection and defect rectification.

Response times vary for each Council. The times set for some defects, in the RMPs of some other authorities are shorter than those set by Murrindindi. For example, DoT response times range from a minimum of 4 hours to a maximum of 90 days compared to MSC RMP response timeframes, which range from 24 hours to 24 months.

It is difficult to imagine that the current MSC RMP response time of 24 months would be considered reasonable for defects such as sucker tree growth, within road shoulder or verge or tree limbs encroaching into clear zones. It is therefore recommended that this response time be reduced to be more appropriate and more consistent with current Council practice.

Routine Maintenance

Most authorities have provided little, or no detail of the preventative/ programmed maintenance activities undertaken to preserve road infrastructure assets.

Mansfield have described their grading, edge sealing, resealing and re-sheeting programs.

5 Staff consultation

Representatives from the following Council departments were consulted:

- Infrastructure Operations
- Asset Management
- Corporate Projects
- Community Engagement

Officers were asked to provide feedback on the current RMP, with a focus on identifying improvement opportunities. A summary of strengths and weaknesses identified is outlined below. The recommended RMP amendments, summarised in **Attachment 3 to 6**, are consistent with the consultation outcomes.

Consultation highlighted the fact that the Road Asset Management Plan (RAMP) review, (which had just commenced at the time of writing this report) provided a perfect opportunity to ensure any proposed RMP amendments are consistent with Council's overall plan for asset management. It is therefore considered prudent to delay amending the RMP until the RAMP review is complete.

5.1 Strengths

- The document can be relied on where required to inform customers of our service standards.
- Where measurements apply, the defects can be easily identified and documented.

5.2 Weaknesses

- It is difficult to read and interpret the defect intervention levels.
- Some ambiguity in the definitions
- Hierarchy classifications:
 - Confusing- There are two classification systems described in the RMP (Road Functional Classification and Road Maintenance Categories). This adds an unnecessary level of complexity to the description of the inspection and maintenance service levels. Perhaps combine them so we have one classification.
 - Suggest combine urban and rural pathways under single classification.
 - Remove fire track classification as roads are under DELWP licence or private property and therefore not a public road, not available for general public use, therefore outside the scope of the RMP.
 - We need to improve the definition of "Recreational Trails" these are not really used for recreation, they are primarily poorly constructed paths that.
- Target timeframes for reactive inspections could be shorter – we can usually inspect every customer request within 24 hours of when it is logged in the system and we arrange "make safe" works at the time of inspection if the risk is high.
- Every customer notification needs to be inspected within 4 hours, 5 days or 28 days according to the RMP, but in practice some things reported by the public do not need to be inspected. Sometimes we have enough information on the request to just plan the repair works.
- Defect intervention levels lack clarity.
 - Some defects lack appropriate (or any) measurements.
 - Unsealed road defects – We have different standards for defects on bends and straights. This is ambiguous as we have not defined what constitutes a bend. In practice, we consider vertical alignment as well as it impacts the visibility of defects.
 - Corrugations 100 mm is too high we tend to repair smaller defects.
 - We need to specify different defects applicable for different path surfaces (concrete, sealed, unsealed)

- No clearly documented service standards for:
 - Vegetation control (trees/ limbs encroaching on roads)
 - Road furniture e.g., bollards guard rail, guideposts.
 - Vegetation encroaching onto pathways.
 - Loose material spills sealed roads/footpaths shared paths.
 - Line marking
 - Carparks
 - Uneven footpaths without vertical lips, e.g., mounding/ lifting around tree roots.
- Time frames for repairs are not always adhered to. Often repairs are completed much quicker than the current timeframes e.g., sucker growth in shoulders.
- Proactive defect inspections require further clarification.
 - Access Tracks are inspected with other unsealed roads on a 6-month cycle, but this is not documented in the RMP.
 - Our inspection cycle for unsealed roads is 6-monthly to pick up on the impacts of weather events but the repair timeframes for some defects on some roads is longer than 24 months so we end up picking up the same defect multiple times leading to inefficiencies in managing the data.
 - Difficult to know when a sign is missing, what it should be replaced with.
 - Bridge inspections are undertaken in accordance with the VicRoads guidelines for Level1 inspections. This is not clear from what is documented in the RMP.
 - The pathway inspection scope and frequencies should be reviewed, using an urban/ rural split is not necessary.
 - The Recreational Trails hierarchy classification needs to be better defined; perhaps different defect intervention levels will be appropriate for these poorly constructed pathways built as part of the fire recovery response.
- Several maintenance activities are done but not documented in the RMP:
 - Repair minor surface defects in sealed roads.
 - Roadside slashing/spraying
 - Repair corrugations below intervention standard
- Public Road Register
 - Demarcation agreements regarding maintenance responsibilities transferred to other road authorities (e.g., roads along the boundary with other municipalities) are not clearly indicated in the Public Road Register.
 - There is a lookout in the Shire that is not listed in the Register as an ancillary area.
- Other gaps
 - Council's approach to maintaining shared paths is not clearly documented. These paths should probably be treated differently to footpaths.
 - Reference to tree pruning standards (i.e., we should state that it needs to be in accordance with AS 4373 – 2007 Pruning of amenity trees.
 - No reference to tree protection, for example, when undertaking repairs to existing infrastructure.
 - Intervention levels, that define when a defect should be referred to a capital renewal program, have not been described in the RMP.
 - We need clarity on what to do if blockage of a private culvert causes damage or ponding on a road.

5.3 Other comments

- It is difficult to ensure landowners adequately maintain their trees and keep their culverts. We need to develop a communications strategy and notification process (including infringements where necessary) to ensure landowners are aware of their responsibilities.
- We need to focus on improving our computer systems and processes so we can improve our customer response including:
 - Improve integration of the Customer Request Management System (CRM) with the Asset Management Information System (ASSETIC). Include more integration of notes that explain when maintenance works have occurred and what works are scheduled to occur.
 - Train customer service to log all requests in the CRM system, not contact staff directly.
 - Train customer service staff to look at notes when responding to customers and closing out customer requests.
 - Develop a pre-formatted automated letter/ email to inform the customer of Council's response to their request without the need for phone calls.
 - Track and link duplicate requests to avoid multiple inspections on same job.
 - Develop customer service guidelines, questionnaire prompts to minimise duplicate requests and get appropriate detail when customers report a maintenance issue.
 - Improve triage of incoming requests to enable a more efficient response based on risk/ urgency of issue.
 - Confirm accuracy of customer contact details and issue location information.
 - Consider sending a link to Council's RMP when responding to customer email requests to communicate service levels to the community. Or implement other community awareness campaign to periodically inform residents of what level of service Council provides.
- Fire Tracks inspection regime should be formalised, even though it is outside the scope of the RMP.
- Historic damage to tree roots during past infrastructure works, will require investment in tree replacement and we need improved maintenance work practices to prevent future tree damage.

6 Compliance with current RMP

6.1 Importance of compliance – summary of legal advice

Legal advice was sought from Maddocks Lawyers dated 8 April 2021 (a copy is included in **Attachment 1**) to gain clarity regarding the importance of compliance with the RMP.

In summary, the advice indicates that an ability to demonstrate compliance is critical.

The Road Management Act (RMA) provides Council with protection from liability in respect of injury, loss or damage caused by the state of a road. If Council has a road management plan, it must fully comply with the inspection and maintenance standards in the plan to take the benefit of the protections from liability under ss 103 and 105 of the RMA.

Council therefore ought to ensure that it has internal systems in place to ensure compliance with the standards of inspection, maintenance and repair set out in the RMP is monitored and recorded, including creation and retention of:

- 'job sheets' evidencing attendances on roads for inspection; and
- 'work summaries' for maintenance and repairs conducted on roads.

It will be this information that the Court will require to be satisfied that Council has complied with the RMP and is entitled to the protections from liability provided by the RMA in the face of a claim for injury, loss or damage sustained on a road.

If Council fails to comply with its road management plan, it cannot avoid liability by proving compliance with other established policies or procedures that are separate from the road management plan unless there is no relevant standard specified in the road management plan.

6.2 Current compliance reporting capabilities

It has been difficult to assess recent service delivery performance, primarily because the configuration and implementation of Council's Asset Management Information System (ASSETIC) did not include automated RMP compliance reporting.

At the time of writing, Council officers are not able to easily self-monitor or report on compliance with the maintenance standards documented in Table 4 of the RMP 2017. Compliance reporting is possible at specific locations, but it involves an onerous, time consuming, manual data extraction process.

This is the case due to the complexity and limitations of the existing information system (ASSETIC). Coupled with the fact that no dedicated resource has been assigned to manage and continuously improve the system. This has led to sub-optimal system configuration. For example, integration between ASSETIC and the customer response system (Authority) is incomplete. Manual processes are used to close off customer requests, causing delays in recording the closure of requests that have been actioned on site. Compliance with due dates can only be determined manually, by viewing the details recorded on individual customer requests, work requests and associated work orders on a case-by-case basis.

Without adequate automated compliance reporting functionality, it is a challenge to implement and monitor workflows.

A recent ASSETIC upgrade improved the way proactive routine defect inspections are recorded in the system. Council can now automatically monitor and report on compliance with the documented proactive inspection frequencies.

At the time of writing, discussions were underway with the vendor of ASSETIC to determine how to re-configure the system to enable automated real-time monitoring of compliance with the maintenance timeframes that will be documented in future versions of the RMP.

6.3 RMP Compliance - MAV Insurance - Audit Results (2017)

These independent external audits have occurred on a 2-year cycle. The audits considered a random selection of footpath, road, and shared path sites. The audit was designed to assess compliance with inspection frequencies and repair completion dates as set out in the RMP. The accuracy of recorded details and the traceability of maintenance documentation were also considered.

MAV no longer undertake these audits. It is therefore recommended that Council introduce an alternative independent audit process.

The last MAV Insurance audit was undertaken in October 2017. It was limited to a selection of a few roads and paths. Results are reported in the MAV Insurance Liability Mutual Insurance – Compliance Review Report.

Although several years old, the MAV Insurance Liability Mutual Insurance – 2017-2018 Compliance Review Results & Rankings Report found Murrindindi was in the bottom third out of 58 Victorian councils and raised the following relevant areas of concern:

- MSC was unable to demonstrate 100% compliance against their established policies/procedures/standards.
- Non-compliance for reactive inspections, in response to a request made by a member of the public, is of concern as it may result in a near miss or incident that could give rise to a claim.
- Shared pathways being inspected as standard footpaths is problematic as it is likely that key defects such as overgrown foliage, inadequate line of sight and loose debris on the corners of the pathway (amongst other specific hazards) may not be identified and appropriately rectified.

The 2017 audit found:

- 90% and 94% compliance for reactive road and path defect inspections, respectively.
- 85% and 87% compliance with road and path maintenance repair standards, respectively.
- Insufficient recording of specific details such as: defect measurements, defect photos, and clear descriptions of defects as assessed by inspector and as per council's RMP intervention levels.

The audit recommended that Council should consider:

- Increasing resources to enable staff to meet the standards set in the RMP.
- Decreasing the standards set in the RMP to make them more reasonably achievable with available resources.
- Improving training, awareness and systems to ensure staff are sufficiently aware of, and able to apply, applicable standards and systems.
- Ensuring officers undertaking reactive inspections (in response to customer requests) include:
 - reference to the specific defect intervention levels, not just what was done on site.
 - defect photos and measurements
 - due dates for completion of repairs.

Staff consultation suggests that these recommendations were taken on board and that compliance has improved with a change of staff allocated to defect inspection duties.

7 Recommendations

The RMP review has found that there is opportunity to improve the current MSC RMP and supporting systems and workflows to better manage the assets and meet community expectations and staff needs. **Attachment 3** outlines the proposed amendments to each section of the existing MSC RMP.

7.1 Priority proposed administrative amendment.

One priority amendment has been identified:

Reduce the service response time for “Sucker tree growth within road shoulder or verge, OR Trees or limbs encroaching into clear zone (1.5m behind edge of shoulders and minimum 5m height clearance over road pavement and shoulders)” this is currently set and 12 and 24 months and should be changed to 12 and 24 weeks (or a shorter timeframe), to better match current practice.

Making this amendment will set a higher standard to the existing. In accordance with s10 of the Regulations Council is not required to give notice of this amendment if the CEO certifies in writing that the proposed amendment decreases the period time within which the defect is to be repaired.

7.2 Other proposed amendments

Given that Council is currently in the process of reviewing its Road Asset Management Plan (RAMP) it is considered premature to recommend implementing other proposed RMP amendments immediately. Particularly those that relate to the details of Council’s hierarchy classifications, inspection and maintenance service standards.

Proposed amendments are therefore presented as preliminary drafts only. Further investigation is recommended to ensure proposed amendments are feasible in the context of:

- RAMP review outcomes
- Capabilities of Council’s asset management information system
- Existing budget and resource constraints.

The table below summarises the review recommendations.

ID	Recommendations
1	<p>Modify the structure and contents of the RMP to improve readability and include some of the topics included by other Councils:</p> <ul style="list-style-type: none"> • Explanation of the road management system (including flowchart to describe approach to undertaking works) • Clarification of road infrastructure management responsibilities, where Council is not the responsible authority. • Approach to monitoring and reviewing performance. <p>Refer proposed table of contents (Attachment 4) and draft amended text for Chapters 1 to 4 of the RMP (Attachment 5)</p>

ID	Recommendations
2	<p>As part of the review of the current Road Asset Management Plan (RAMP) consider:</p> <ul style="list-style-type: none"> • appropriateness of altering the current road and path hierarchy classifications (Attachment 5). • draft inspection and maintenance standards (Attachment 6) including inclusion of inspection and maintenance service levels for the following assets: <ul style="list-style-type: none"> ○ Vegetation along pathways ○ Pavement marking (line marking and delineators) ○ Roadside Furniture (bollards, guardrails safety fencing) ○ Traffic islands (pedestrian areas) ○ Shared paths ○ Obstructions on pathways <p>This will require extensive stakeholder consultation to establish appropriate unambiguous hierarchy classifications, workflows, inspection processes, defect intervention levels and target timeframes.</p>
Recommendations to support future RMP improvements	
1	Invest in Council's asset management system (currently ASSETIC) for improved compliance reporting before adopting an updated RMP. Resolve system issues that are making RMP compliance reporting difficult. Including: mandatory collection of key data; photos, defect details.
2	Create a rapid response crew, with responsibility for undertaking an initial assessment of customer requests for asset repair. Ensure all staff with responsibilities in assessing defects are appropriately trained to undertake public safety risk assessments.
3	<p>Develop formal maintenance demarcation agreements for all roads listed on the Register of Public Roads where inspection, maintenance or repair responsibilities have been transferred to others. Update the Public Road Register to include references to formalised maintenance demarcation agreements.</p> <p>Update the register to reflect agreed changes to the hierarchy classification and include lookouts (as ancillary areas) before adopting an amended RMP.</p>
4	Review Council's current approach to inspecting and grading of unsealed roads. Determine the feasibility of introducing a routine grading program in place of the current six-monthly inspection program
5	Introduce independent RMP compliance audits to replace the audits previously undertaken by the MAV. The aim is to test and continuously improve compliance. Council may consider using independent staff or external auditors to undertake these audits every 1 to 2 years.

Table 3 – Summary of Recommendations

8 Next Steps

8.1 Communication of the findings and conclusions of this review

By 30 June 2021, a written report on the findings and conclusions of this review must be made available for copying or inspection in accordance with the Road Management (General) Regulations (2016):

- at the place where the road management plan may be inspected or obtained in accordance with section 55(1)(b) of the Act; or
- on an Internet site maintained by the road authority.

8.2 Implement Amendments

The procedure for amendment and notification of amendment is defined by Part 3, Division 2. Regulations 10, 11, 12 and 13 must be followed.

The regulations do not specify the timing for implementation of amendments.

Administrative amendments, and amendments that increase a current inspection or maintenance standard can be made without notification.

Other, Amendments to any standard of construction, inspection, maintenance or repair will require community consultation in accordance with the notification process set out in the Regulations.

Implement Priority RMP Amendment

Following endorsement of this RMP Review Report the following amendment can be made to *Table 4 – Road, Bridge and pathway damage service standards* of the MSC RMP.

Defect and Response	Intervention Standard	Road Maintenance Standard	Service Response Time*
Trees or limbs intruding into road. Maintain clear line of sight and clear road canopy.	Trees or limbs which encroach onto a traffic lane or shoulder	ALL	Take remedial action# within 1 week of confirmation of defect.
	Foliage interfering with line of sight at intersections and to road signs.	1 & 2	6 weeks
		3, 4 & 5	12 weeks
	Sucker tree growth within road shoulder or verge, OR Trees or limbs encroaching into clear zone (1.5m behind edge of shoulders and minimum 5m height clearance over road pavement and shoulders).	1, 2 & 3	12 weeks months
	4 & 5	24 weeks months	

The amendment “2.10 Amendment to Table 4 service response time has been reduced for Trees or limbs intruding into road.” should be added to the Amendment Update table

Note: If deliverable a further reduction in the response time is desirable.

The CEO must certify in writing that the amendment decreases the period time within which a defect is to be repaired. This is a higher standard than previously determined and therefore notice of the amendment is not required in accordance with Regulation 11.

Implement Other RMP Amendments

Given that the scope of the recommended amendments is extensive, and relate to changing the standards of maintenance, inspection and repair, the RMP amendment process must include a gazettal and 28-day consultation process.

It is recommended that Council work toward implementing a revised RMP during 2022-23. The exact timing is difficult to predict given that the timing of changes to inspection and maintenance service levels will need to be aligned with the reconfiguration and reimplementing of ASSETIC.

Additional consultation is considered necessary to determine the feasibility of implementing the amendments and business practice changes proposed in this report.

It is noted that some of the recommended amendments will have budget, or resource implications. It is therefore recommended that the RMP amendment process include extensive consultation with all internal stakeholders.

Consultation with Officers responsible for asset inspection and maintenance, as well as the vendors of Council's Asset Management Information system (ASSETIC) is recommended prior to making any changes to:

- Hierarchy classifications
- Maintenance response workflows
- Inspection frequencies and scope
- Defect intervention levels and response timelines

It is important that the RMP amendments are consistent with the provisions of Council's Road Asset Management Plan (RAMP) which is currently under review and due to be completed during 2022-23. The Executive will also need to be satisfied that the service standards are reasonable and deliverable before the amended RMP is presented to the community and Council for adoption.

Attachments

Draft

Attachment 1 – Legal Advice



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Advice

To

Manager Community Assets
Murrindindi Shire Council

integr8 Pty Ltd

Date

8 April 2021

Subject

Road Management Plan Review 2021

Questions

1. What are the main risks to Council if it does not have systems in place to monitor and report on its overall compliance with the standards for inspection, maintenance and repair of public roads set out in its Road Management Plan (RMP)?
2. What are the implications, if any, of the decision of the Victorian Court of Appeal in *Kennedy v Shire of Campaspe* [2015] VSCA 215 (*Kennedy*) (and any other relevant authorities) that might influence the content of the RMP?
3. What are the pros and cons of including Council's Register of Public Roads (Register) as an 'incorporated' document, as opposed to an 'unincorporated' document?
4. Where roads on the Register are maintained by other entities, does Council need to have formal maintenance agreements in place?
5. Should the RMP include standards for the inspection, maintenance and repair of off street car parks within its municipal district?

Summary of advice

Below is a summary of our advice. Please read it in conjunction with the detailed advice that follows.

1. The risk of *not* having systems in place to monitor compliance with the RMP is that Council may be unable to take the benefit of the protections offered by the RMA. That is, if:
 - 1.1 a person suffers injury, loss or damage while using a road which Council is responsible for; and

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1.2 Council has complied with the RMP with respect to its inspection, maintenance and repair of the road; but

1.3 Council is unable to show the Court that compliance has occurred,

Council may be unable to convince the Court that it is entitled to the protections from liability provided by the RMA. Council might, then, be liable for the injury, loss or damage suffered by the person, even though it has complied with the RMP.

2. From a practical perspective, to avoid exposure of the kind in *Kennedy*, Council ought to ensure that:

2.1 the standards for inspection, maintenance and repair of roads are fixed at levels that are:

2.1.1 referable to, and appropriate for, each category of road, having regard to its ordinary use;

2.1.2 capable of being met by Council, having regard to Council's resources; and

2.1.3 objectively reasonable;

2.2 it has internal systems in place to ensure that the standards of inspection, maintenance and repair set out in the RMP are met, including:

2.2.1 diarising inspection dates and frequencies;

2.2.2 established maintenance programs; and

2.2.3 referrals for repair where defects exceeding specified intervention levels are identified; and

2.3 it has internal systems in place to ensure that compliance with the standards of inspection, maintenance and repair set out in the RMP is monitored and recorded, including creation and retention of:

2.3.1 'job sheets' evidencing attendances on roads for inspection; and

2.3.2 'work summaries' for maintenance and repairs conducted on roads.

It will be this information that the Court will require to be satisfied that Council has complied with the RMP and is entitled to the protections from liability provided by the RMA in the face of a claim for injury, loss or damage sustained on a road.

3. The RMP *should not* formally incorporate the Register. That said, the RMP can, and probably should, refer to the Register, to the extent that it will establish categories of roads to which the RMP will apply.



-
4. To avoid uncertainty about the nature and extent of the road management functions that Council has transferred to other entities in respect of the relevant roads, we think that formal maintenance agreements will be required. Absent formal maintenance agreements, Council may be unable to rely on these arrangements to avoid liability in respect of injury, loss or damage sustained by persons using those roads.

The content of the formal maintenance agreements will depend on the:

- 4.1 roads the subject of them;
- 4.2 nature of the entities to which Council's functions will be transferred; and
- 4.3 specific functions being transferred.
5. While the matter is not beyond doubt, on balance, we consider that off street car parks are:
- 5.1.1 incapable of being characterised as 'public roads'; and, therefore
- 5.1.2 *should not* be included in the RMP.

Instead, off street car parks should be treated in the same way as other public land for which Council is responsible, such as parks and reserves. That is, off street car parks should be subject to regular inspections, maintenance and repairs, but in accordance with other policies and practices separate from the RMP.

Contact

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Partner

Kate Oliver



Detailed analysis

Background

1. Council is in the process of reviewing the RMP.
2. In connection with that review, Council seeks advice in relation to a number of matters, as set out below.

Qualifications and assumptions

3. We have not reviewed the draft RMP which will be considered and adopted by Council, however, we think it unnecessary for the purposes of the Advice which follows.

Legal analysis

4. **What are the main risks to Council if it does not have systems in place to monitor and report on its overall compliance with the standards for inspection and repair of roads set out in the RMP?**
 - 4.1 As you would be aware, s 40 of the *Road Management Act 2004 (RMA)* imposes a statutory duty on road authorities to inspect, maintain and repair public roads. It also creates a 'hierarchy' of reference points by which the standard for inspecting a public road is to be determined. The hierarchy is as follows:
 - 4.1.1 a road management plan;
 - 4.1.2 absent a road management plan, any other policy adopted by Council for the purpose; or
 - 4.1.3 if there is no plan or policy, the matters specified in s 101 of the RMA (such as the character of the road and the appropriate standard of maintenance and repair).
 - 4.2 The hierarchy set out in s 40 for determining the inspection standard is directly related to the defences to liability that are available under the RMA:
 - 4.2.1 section 102: excludes liability for a breach of s 40 or for negligence in respect of a failure to remove a hazard or defect, or to give warning of the hazard or defect, unless Council had actual knowledge of the risk which resulted in the harm;
 - 4.2.2 section 103: provides a defence to an allegation of a failure to properly exercise a road management function where the act or omission is consistent with a policy of road management adopted by Council;
 - 4.2.3 section 105: Council may establish that it has taken the care required to ensure that a road was not dangerous by proving that it had a policy (including a road management plan) which addressed the cause of the incident, and that policy had been complied with; and
 - 4.2.4 section 39(5): a decision or standard which is a policy or policy decision relating to the road management function of Council is taken to satisfy the statutory duty and any common law duty of the road authority in the exercise of that function.



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- 4.3 Both ss 39(5) and 103 of the RMA also require that, for the purposes of any proceedings, a policy made by Council must not be so unreasonable that no council in that position acting reasonably could have made that policy.
- 4.4 So, the RMP, and the actions set out therein, must be reasonable for the purposes of fulfilling Council's road management functions. Council could not, say, fix intervention levels that are so high as to effectively remove any responsibility for inspection, maintenance or repair of roads for which it is responsible.
- 4.5 Generally, then, the RMA provides Council with protection from liability in respect of injury, loss or damage caused by the state of a road, provided that Council has appropriate policies in place with respect to inspection, maintenance and repair, and complies with them.
- 4.6 It follows that, to take the benefit of the protections from liability offered by the RMA, Council will need to show that it has complied with the standards set by the RMP. Council will, then, need to have internal systems in place by which it monitors and records compliance with the RMP and, more specifically, the standards set out in it.
- 4.7 The risk of *not* having such internal systems in place is that Council may be unable to take the benefit of the protections from liability offered by the RMA. That is, if:
- 4.7.1 a person suffers injury, loss or damage while using a road which Council is responsible for; and
 - 4.7.2 Council has complied with the RMP with respect to its inspection, maintenance and repair of the road; but
 - 4.7.3 Council is unable to show the Court that compliance has occurred,
- Council may be unable to convince the Court that it is entitled to the protections from liability provided by the RMA. Council might, then, be liable for the injury, loss or damage suffered by the person, even though it has complied with the RMP.
- 4.8 It will be imperative, then, that Council has systems in place to monitor its compliance with the standards set out in the RMP.
5. **What are the implications, if any, of the decision of the Victorian Court of Appeal in *Kennedy* (and any other relevant authorities) that might influence the content of the RMP?**
- 5.1 As you are aware, *Kennedy* discusses the operation of the protections offered by the RMA in relation to a road authority's liability for failing to inspect a footpath in accordance with a road management plan.
- 5.2 In *Kennedy*, the plaintiff tripped over a lip on a concrete footpath of between 10mm and 12mm and fractured her wrist. She completed a public incident report which was received by the council on 3 August 2007, and subsequently brought proceedings against the council for damages arising from an alleged breach of the council's duty under s 40 of the RMA and in negligence. At first instance, the Trial Judge held that the council could rely on a number of statutory defences. The plaintiff appealed that decision.
- 5.3 The council had categorised the footpath as a 'secondary footpath' and, under its road management plan, the standard for intervention was a step in the path level of 30mm or above – so the lip was below the specified intervention level. It also required inspections of secondary footpaths to be conducted every 18 months.
- 5.4 Separately from its road management plan, the council had a practice of placing all lips in excess of 5mm on a 'proactive list' for grinding towards the end of each financial year, if the council's budget permitted, and there were contractors already in the area on another job.



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The forms used by the council for footpath inspections provided for levels of lip from 5mm to 30mm to be detected and reported following scheduled inspections.

- 5.5 The particular stretch of footpath on which the incident occurred had last been inspected 18 months and two days after the previous inspection.
- 5.6 The Court held that, as the council had failed (by two days) to inspect the footpath in accordance with the timeframes set out in its road management plan, it could not rely on the defences under the RMA.
- 5.7 The Court also held that the council could not rely on its practice of reporting and rectifying smaller footpath defects as a means of avoiding liability, because its road management plan took precedence as the relevant standard. Once the council had failed to comply with the road management plan, it could not seek protection from liability in its lesser policies and procedures.
- 5.8 *Kennedy* sets out some important principles which are relevant to Council's preparation of the RMP, including that:
- 5.8.1 Council will generally not be liable for injury, loss or damage caused by a hazard on a road unless it has actual knowledge of a hazard;
- 5.8.2 if Council has a road management plan, it must fully comply with the inspection and maintenance standards in the plan to take the benefit of the protections from liability under ss 103 and 105 of the RMA; and
- 5.8.3 the RMA imposes a strict hierarchy of duties on Council, rather than dual or alternative obligations:
- (a) if Council *does not* have any road management plan, but has established policies or procedures for inspecting and maintaining its roads to a certain standard, it has a duty to comply with the standards in those policies;
 - (b) if Council has a road management plan *and* established policies or procedures about inspecting and maintaining roads, the primary duty is for it to act in accordance with the standards set out in the road management plan;
 - (c) if Council fails to comply with its road management plan, it cannot avoid liability by proving compliance with other established policies or procedures that are separate from the road management plan; and
 - (d) Council only has a duty to comply with the standards specified by an established policy or procedure where there is no relevant standard specified in the road management plan.
- 5.9 From a practical perspective, we think that, to assist in avoiding exposure of the kind in *Kennedy*, Council ought to ensure that:
- 5.9.1 the standards for inspection, maintenance and repair of roads should be fixed at levels that are:
- (a) referable to, and appropriate for, each category of road, having regard to its ordinary use;
 - (b) capable of being met by Council, having regard to Council's resources; and
 - (c) objectively reasonable;



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- 5.9.2 it has internal systems in place to ensure that the standards of inspection, maintenance and repair set out in the RMP are met, including:
- (a) diarising inspection dates and frequencies;
 - (b) established maintenance programs; and
 - (c) referrals for repair where defects exceeding specified intervention levels are identified; and
- 5.9.3 it has internal systems in place to ensure that compliance with the standards of inspection, maintenance and repair set out in the RMP is monitored and recorded, including creation and retention of:
- (a) 'job sheets' evidencing attendances on roads for inspection; and
 - (b) 'work summaries' for maintenance and repairs conducted on roads.
- 5.10 It will be this information that the Court will require to be satisfied that Council has complied with the RMP and is entitled to the protections from liability provided by the RMA in the face of a claim for injury, loss or damage sustained on a road.
- 5.11 We are unaware of any more recent authorities which ought to influence Council's approach to the content of the RMP.
- 6. What are the pros and cons of including the Register as an 'incorporated' document, as opposed to an 'unincorporated' document'?**
- 6.1 We have assumed that this is a reference to s 53 of the RMA, which relevantly provides:
- (1) A road management plan may apply, adopt or incorporate any matter contained in any document, code, standard, rule, specification or method formulated, issued, prescribed or published by any authority, person or body...
- 6.2 The Register is not, in our view, a 'document, code, standard, rule, specification or method' for the purposes of s 53 of the RMA. Rather, it is a 'standalone' document which Council is obliged to prepare and adopt under s 19 of the RMA.
- 6.3 So, while the RMP and the Register will necessarily be read together, they are two separate documents.
- 6.4 The RMP therefore *should not* formally incorporate the Register. That said, the RMP can, and probably should, refer to the Register, to the extent that it establishes the categories of roads to which the RMP applies.
- 7. Where roads on the Register are maintained by other entities, does Council need to have formal maintenance agreements in place?**
- 7.1 We have assumed that this is a reference to arrangements entered into under s 15 of the RMA, which relevantly provides:
- (1) A road authority may enter into an arrangement with another road authority, a utility or a provider of public transport to transfer a road management function of the road authority that would otherwise apply under section 36 or 37 with respect to a road to the other road authority, the utility or the provider of public transport.
- 7.2 To avoid uncertainty about the nature and extent of the functions that Council has transferred to other entities in respect of the relevant roads, we think that formal maintenance agreements will be required.



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- 7.3 Absent formal maintenance agreements, Council may be unable to rely on these arrangements to avoid liability in respect of injury, loss or damage sustained by persons using those roads.
- 7.4 The content of the formal maintenance agreements will depend on the:
- 7.4.1 roads the subject of them;
 - 7.4.2 nature of the entities to which Council's functions will be transferred; and
 - 7.4.3 specific functions being transferred.
- 7.5 We can provide specific advice in respect of Council's approach to such matters separately, if requested.
8. **Should the RMP include standards for the inspection, maintenance and repair of off street car parks within its municipal district?**
- 8.1 The RMP *should not* include standards for the inspection, maintenance and repair of off street car parks.
- 8.2 This is because, on balance, we do not think that the RMA contemplates off street car parks being included in registers of public roads. They will not, then, be 'public roads' to which the RMP applies.
- 8.3 In this regard, s 52(1) of the RMA sets out the matters that may be included in the RMP, as follows:
- A road management plan—
- (a) may set relevant standards or policies in relation to the discharge of duties in the performance of road management functions;
 - (b) may include details of the management system that a road authority proposes to implement in the discharge of its duty to inspect, maintain and repair **public roads** for which the road authority is the coordinating road authority or the responsible road authority;
 - (c) may specify the relevant policies and priorities adopted by the road authority;
 - (d) must include any matters that a relevant Code of Practice specifies should be included in a road management plan.
- [emphasis added]
- 8.4 Relevantly, then, the RMP is concerned with the standards to which Council will inspect, maintain and repair 'public roads'.
- 8.5 What amounts to a 'public road' is set out in s 17(1) of the RMA, which relevantly provides:
- A road is a public road if it is-
- (a) a freeway; or
 - (b) an arterial road; or
 - (c) declared under section 204(1) of the Local Government Act 1989; or
- ...



- (e) a road to which subsection (3) applies; or
- (f) a non-arterial State road declared under section 14(1); or
- (g) a municipal road declared under section 14(1).
- 8.6 According to s 17(3) of the RMA:
- Subject to section 14(7), the relevant coordinating road authority must register on its register of public roads a road in respect of which the road authority has made a decision that the road is reasonably required for general public use.
- Example**
- A road set aside as a road in a plan of subdivision registered under the **Subdivision Act 1988** is not a public road for the purposes of this Act unless and until a decision is made under subsection (3).
- 8.7 So, the Register is capable of including, and the RMP is in turn capable of applying to, a 'road' which Council, as coordinating road authority, has decided is reasonably required for general public use, as such a road will be a 'public road'.
- 8.8 First, then, regard must be had to the definition of 'road' in s 3(1) of the RMA, to determine whether an off street car park is properly characterised as a 'road'. The term is defined to include:
- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a road under section 11 or forming part of a public highway or ancillary area;
- 8.9 A 'public highway' is an area of land that is a highway for the purposes of the common law (see also s 3(1)), and an 'ancillary area' is defined in s 3(1) as:
- ...an area designated as an ancillary area by the coordinating road authority under section 18;
- Example**
- Any area which is a "park and ride" carpark, rest stop or scenic lookout could be designated as an ancillary area.
- 8.10 The relevant question is whether off street car parks qualify as 'public highways' (at common law), or fall within the definition of 'ancillary area'. This is where the position under the RMA becomes somewhat complex and unclear.
- 8.11 While the question of what constitutes a 'public highway' at common law is largely a matter of fact, in *Permanent Trustee Co of New South Wales Ltd v Campbelltown MC* (1960) 105 CLR 401, 420 Justice Windeyer summarised the position in the following way:
- At common law a highway was created when a competent landowner manifested an intention to dedicate land as a public road, and there was an acceptance by the public of the proffered dedication.
- 8.12 Typically, this test is satisfied when a road is delineated in a plan of subdivision (therefore manifesting an intention to dedicate it for public use) and the public come to use it (therefore signifying acceptance by the public of what was dedicated).
- 8.13 More recently, in *City of Keilor v O'Donohue* (1971) 126 CLR 353, 363, the same Judge said:



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The phrase 'public highway' is not defined. It must get its meaning from common law. In *Bailey v Jamieson* (1876) 1 CPD 329 at 332, Lord Coleridge CJ said that:

"... the common definition of a highway that is given in all the text books of authority is, that it is a way leading from one market-town or inhabited place to another inhabited place, which is common to all the Queen's subjects."

But it is no longer necessary that to be a highway a road should lead from town to town, or village to village. Indeed it need not be a thoroughfare at all: it may be a cul-de-sac. It need not be a main road, a high-way as distinct from a by-way. In short, the characteristic for law of a highway is simply that it is a way over which all members of the public are entitled to pass and repass on their lawful occasions.

- 8.14 We are unaware of any authorities which have specifically considered whether an off street car park can be a public highway. We have reservations, though, about whether it can be. The emphasis of the authorities quoted above is on a way over which all members of the public are entitled to pass and repass – ie that there is traffic (vehicular or otherwise) and the facilitation of movement.
- 8.15 We accept that vehicles can travel within a car park, however, it is essentially an area set aside for stationary vehicles, away from a road dedicated to passing traffic. We therefore doubt that an off street car park can be characterised as a 'public highway'.
- 8.16 This conclusion seems to be consistent with the RMA, to the extent that it distinguishes between 'public highways' and 'ancillary areas'. Ancillary areas can still, though, be 'roads' (and, in turn, 'public roads') for the purposes of the RMA. Indeed, if an off street car park is an 'ancillary area' it is, for present purposes, irrelevant that it is not a public highway at common law.
- 8.17 As we have seen above, an ancillary area means an area designated as such by the coordinating road authority under s 18, which enables the coordinating road authority to designate as an ancillary area 'an area of land owned or managed' by it 'to be maintained by a responsible road authority as ancillary to a public road'.
- 8.18 Section 18(1) gives an example of what might constitute an 'ancillary area'. The example refers to a scenic lookout or rest stop. Such areas are also referred to in the example appearing under the definition of 'ancillary area' in s 3(1) (see para 8.9 above).
- 8.19 It is to be noted, though, that the example appearing under the latter definition also refers to a 'park and ride' car park. If a 'park and ride' car park is included, then it seems to follow that any off street car park could be an 'ancillary area' and, in turn, a 'public road'.
- 8.20 However, park and ride car parks, rest stops and scenic lookouts have something in common. They are all areas used by drivers who will then return to a trafficable road and resume their journeys. A person leaving a vehicle in a park and ride car park does so for the purpose of using other transport and then returning to use a trafficable road again.
- 8.21 Contrast this with possible uses of an off street car park. A driver can park their vehicle there for the purpose of, for example, carrying on business or work nearby, or going shopping. There is no direct resumption of the journey, stretching the idea of the off street car park being 'ancillary' to the road.
- 8.22 It seems to us, then, that the reference in the RMS to a *park and ride* car park, and not any car park, was deliberate and, when interpreted in the context of what appears elsewhere in the Example, distinguishes this type of car park from others. This is what gives rise to our reservations as to whether a typical off street car park is consistent with the concept of an 'ancillary area'. We say this even though the Example does not limit what is contained in the statutory definition (see section 36A(1) of the *Interpretation of Legislation Act 1984*).



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- 8.23 Of course, this conclusion is not free from doubt. It is not as though the contrary view – that an off street car park is an ancillary area, and so a road capable of becoming a public road – is unavailable on the face of the legislation.
- 8.24 Obviously, there is room for a different conclusion. The distinction that we have drawn between a park and ride car park and any other kind of car park might not be accepted. It may be that nothing really turns on the type of car park at all.
- 8.25 Ultimately, though, we must form a judgement as to the correct legal analysis. For the reasons set out above, we think that, on balance, off street car parks are:
- 8.25.1 incapable of being characterised as ‘public roads’; and, therefore
- 8.25.2 should not be included in the RMP.
- 8.26 Instead, we suggest that Council treats off street car parks in the same way as it treats other public land for which it is responsible, such as parks and reserves. That is, off street car parks should be subject to regular inspections, maintenance and repairs, but in accordance with other policies and practices separate from the RMP.
- 8.27 This approach appears to be consistent with the approach adopted by a number of other councils with respect to off street car parks in their road management plans – none in the small sample that we looked at made any provision for off street car parks.

Contact

Please contact Kate Oliver on 03 9258 3333 or email kate.oliver@maddocks.com.au if you have any other queries.

Attachment 2 - Other Authority RMPs

This attachment provides an outline of the content of the RMPs of neighbouring Councils:

- Mansfield Shire
- Mitchell Shire
- Nillumbik
- Strathbogie
- Whittlesea
- Yarra Ranges

Mansfield Shire Road Management Plan June 2020

1. Executive Summary
2. Introduction (Overview, Objectives, RMP Availability)
3. Road User Rights and Responsibilities (Key Stakeholders, Road User Rights and Obligations, Legislative Control)
4. Management of Road and Road Related Assets (Scope, Register of Public Roads, Road Hierarchy, Path Hierarchy)
5. Demarcation Responsibilities (Council, Regional Roads Victoria, Boundary Roads, DELWP, Private Roads, Service Authority Utility Assets, Consent, Vehicle Crossovers)
6. Maintenance Management (Reactive Inspections, Proactive Inspections, Condition Inspections, Exceptional Circumstances, Process for suspension and reactivation of RMP, Road Safety)
7. Review and Consultation (Reporting, RMP Review, Consultation Process, Amendment of RMP)
8. Definitions

Mitchell Shire Council Road Management Plan 2017

1. Executive Summary
2. Background
3. Register of Public Roads
4. Council Roadside
5. Power to determine standard of construction, inspection, maintenance & repair.
6. Section 40(3) RM Act & Register of Public Roads & classification
7. RM Act inspection & Intervention Strategies
8. Proactive Inspections
9. Maintenance & Repairs
10. Events beyond control of Council
11. Duty of owner or occupier of adjoining land
12. Duty of road user
13. Schedules
 - Register of public roads, maintenance responsibilities,
 - Classification of Council Section 40(3) Register of Public Road Assets,
 - Section 40(3) Programmed Inspection Type,
 - Section 40(3) Reactive Inspection Flowchart,
 - Section 40(3) RM Act Proactive Road Management Plan Inspections,
 - Standards of Construction, Maintenance and Repairs,
 - RM Act & Civil Claims

Nillumbik Road Management Plan 2017

1. Executive Summary
2. About this Road Management Plan (Legislative basis for the Road Management Plan, Purpose of the Road Management Plan, Key stakeholder, What is a "Road"? , Meaning of terms, Duty of road user , Availability of the Plan and Nillumbik's Register of Public Roads)
3. Roads and ancillary areas subject to the Road Management Plan (Coordinating Road Authority, Register of Public Roads, Road hierarchy, Footpath hierarchy, Codes of Practice, Car parks, Bridges and major culverts, Trees and vegetation in road reserve, Boundary roads, Non-Council assets)
4. Exceptional circumstances
5. Levels of service (Inspections, Intervention levels and response timeframes, Community consultation, Risk assessment, Standards for construction, expansion, upgrading, renewal and refurbishment)
6. Financial resources (Budget provisions, Other sources)
7. Management systems (Establishing works priorities, Responsibilities for Road Management Plan implementation, Reactive and programmed works , Safety at worksites, Duty to inform service provider or infrastructure manager, Notice of incidents)
8. Asset Management Strategy (Transport and infrastructure management, Road Asset Management Plan, Management of road asset)
9. Performance management and review (Performance monitoring, Audits, Road Management Plan review)
10. Supporting documents (Technical references)
11. Appended documents
 - o Appendix A: Road Hierarchy
 - o Appendix B: Road Programmed Inspection Frequency
 - o Appendix C: Footpath Programmed Inspection Frequency
 - o Appendix D: Defect Intervention Levels, Hazards and Response Times
 - o Appendix E: Inspection Types
 - o Appendix F: Service Requests Management System

Strathbogie Shire Road Management Plan April 2017

1. General (Distribution & Availability, Amendment Register, Delegations)
2. Introduction (Background, Purpose, Review of This Plan, Audit, Plan Review, Amendment)
3. Listing of Road Infrastructure (Classification of Infrastructure, Asset Registers, Register of Public Roads, Bridges & Major Culverts Asset Register, Footpaths Asset Register, Car Parks Asset Register)
4. Demarcation of Responsibility (Bordering Municipalities, Arterial Roads, Council Responsibility, Road User Responsibility, Crown Land, Rail, Utility Services, Private Streets, Owner Responsibilities)
5. Standards for inspection
6. Inspections
7. Service levels
8. Standards for maintenance and repair
9. Management system
10. "force majeure"
11. Road advisory committee
12. Appendices

Whittlesea Council Road Management Plan June 2017

1. Introduction (Purpose of Plan, How to Achieve the Plan's Objectives, Stakeholders, Duty of Road Users, Relationship with Budget, Relationship with Council Plan and Asset Management Policy, Force Majeure)
2. Road Asset Description (Overview, Assets covered. Assets not covered. Register of Public Roads, Municipal Road Map, Principles)
3. Demarcation and Agreements with other Authorities
4. Road Infrastructure Hierarchy (Road Hierarchy, Pathway Hierarchy)
5. Performance Standards (Objectives, Defect and Condition Inspections, Emergency Response, Defects, Defects Intervention Levels)
6. Management System (Computer Systems, Overview of Management System, Managing Works within Road Reserve, Significant Roadsides, Guidelines for Claims)
7. Review of Road Management Plan
8. Referenced Documents
9. Appendix – Definitions

Public road register is provided under separate cover. The document includes reference to arrangements with other road authorities (DELWP, Melbourne Water, Parks Vic, Neighbouring Councils, Grazing License/ Lease holders)

It also includes a list of private roads.

Yarra Ranges Road Management Plan 2018

1. Executive Summary
2. General (Introduction, Council and Community Plans, Key Stakeholders, Meaning of Terms, Purpose of the Road Management Plan)
3. Roads and Pathways subject to the RMP (Register of Public Roads, Road Hierarchy, Pathway Hierarchy, Codes of Practice & Agreements)
4. Level of Service (Policies, Strategies and Procedures, Inspections, Level of Service, Standards of Maintenance, Exceptional)
5. Financial Resources (Budget Provisions)
6. Management System (Establishing Works Priorities, Proactive and Reactive Service, Maintenance Management System, Safety at Council Work Sites, Quality Systems, Information to Service Providers, or Works and Infrastructure Manager, Records of Inspections and Maintenance Works)
7. Performance Management and Review (Performance Monitoring, Audits, RMP Review, Amendment of Road Management Plan)
8. Supporting Documents (Technical References, Council Documents & Procedures, Availability of RMP and Associated Documents)
9. Appendices
 - o A – Asset Inspection Details
 - o B – Inspection Requirements
 - o C – Level of Service - Intervention Levels, Performance Standard, & Response Times
 - o D – Management System to Inspect, Maintain and Repair

Attachment 3 – Recommended Amendments to the Current RMP

Current RMP - version 2 was adopted by Council in 2017. It is recommended that legal advice be sought before adopting an amended plan.

The table below outlines recommended changes for consideration by internal stakeholders and the Executive.

Only one high priority recommendation, relating to shortening the timeframe for responding to “Trees or limbs intruding into road” (refer MSC RMP Section 5.1 Response Service Standards), should take effect as soon as possible after this RMP Review Report is endorsed by Council.

All other recommendations will require further investigation, and some will require change to current work practices. Assessment of feasibility, in the context of Council’s overall approach to road asset management, budget, resource and other constraints, is therefore required before amending the RMP.

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
COVER PAGE	Update with the date that the amended RMP will come into effect.	
AMENDMENT UPDATE	Update the current table to summarise new adopted amendments. Given that more amendments are recommended than was the case in 2017, it is recommended that the amendment update be shifted to a new appendix to the Plan - Appendix A – Schedule of Road Management Plan Amendments.	Administrative (Minor)
EXECUTIVE SUMMARY	Delete. An Executive Summary, although included by neighbouring councils is not considered necessary in an RMP.	Administrative (Minor)
TABLE OF CONTENTS	To improve readability, it is recommended that the contents be adjusted to include separate chapters on: <ul style="list-style-type: none"> - Road and path classifications - Road management system - Inspection and maintenance standards (Refer Attachment 4 for a draft of the Proposed Table of Contents).	Administrative (Minor)
1 INTRODUCTION 1.1 General	Alternative text is proposed to better introduce and explain the purpose and scope of the RMP. A sample draft introductory chapter is provided in Attachment 5 for stakeholder consideration.	Administrative (Minor)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
1.2 Legislative Basis for the Plan	Current text in this section is not limited to describing the legislative basis for the Plan. Alternative text is therefore proposed. (Refer Attachment 5). Some of the text presented in other sections of the RMP 2017 have been moved to this section so that the legislative context is described in one section.	Administrative (Minor)
1.3 Definitions	<p>Recommend moving this section to an Appendix and limiting the content so that only terms that could have ambiguous meaning are defined.</p> <p>Recommend excluding items that are defined in the Act.</p> <p>Suggest presenting information in alphabetical order or with subheadings to improve readability.</p> <p>Some terms that may be useful to define includes terms such as defect, intervention level, remedial action, temporary works, working days, shared paths, vehicle cross overs, etc.</p>	Administrative (Minor)
1.4 Purpose	Recommend moving this text to section 1.2. Purpose and Scope of the Plan to improve document readability. (see Attachment 5 for sample text)	Administrative (Minor)
1.5 Key Stakeholders	<p>This section could be deleted to keep the document as brief as possible.</p> <p>If the section is retained, consider adding more stakeholders, for example:</p> <p style="text-align: center;">State road authority; other infrastructure managers with assets within a road reserve; users of prams, wheelchairs, motorised buggies;</p>	Administrative (Minor)
2 DESCRIPTION OF ROADS & ROAD INFRASTRUCTURE	Suggest changing the chapter heading to 2. ROAD AND ROAD RELATED INFRASTRUCTURE and redrafting this Chapter to focus on explaining which assets Council maintains in accordance with this Plan and which assets are the responsibilities of others.	Administrative (Minor)
2.1 Coordinating Road Authority	Refer Attachment 5 for draft alternative text.	
2.2 Register of Public Roads	<p>Consistent with legal advice, recommend having the public road register as an “unincorporated document”.</p> <p>It is recommended that this section be deleted. The existence of the public road register including where it can be found can be provided in the introduction.</p> <p>Some of the text currently presented in this section could be redrafted to sit under a proposed heading such as: 2.1 Infrastructure included in this Plan, or 2.2 Infrastructure excluded from this Plan (Refer Attachment 5 for draft text for stakeholder consideration)</p>	Administrative (Minor)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
2.3 Road and Pathway Hierarchy	<p>Recommend elevating this section to a standalone chapter 3. ROAD AND PATHWAY CLASSIFICATIONS. (Refer Attachment 5 for draft text for stakeholder consideration). Proposed text for this new chapter aims to combine and clarify current sections: 2.3 Road and Pathway Hierarchy, 4.1 General Influencing Factors, and Table 2 Maintenance Standards</p> <p>The current location of this Road and Pathway hierarchy section of text seems to disrupt the flow of the document and is confusing, particularly given that later in the document (section 3.3) another classification system (Maintenance Standards) is presented.</p> <p>Recommend combining the two classification systems so that the RMP only details one classification.</p> <p>It is recommended that the hierarchy review consider the following:</p> <ul style="list-style-type: none"> • Removal of Fire Tracks as a road classification as these roads are not listed the Register of Public Roads if they are not available for “general public use” and therefore not subject to the standards set out in the RMP. A formal maintenance agreement should be in place with the relevant responsible Fire Authority or DELWP for these tracks. • Given that some roads that have not been properly constructed as unsealed roads have begun to become busy roads, consider splitting the current road classification “Access Tracks” into two separate classifications to account for the different usage and higher risks associated with higher use: <ul style="list-style-type: none"> ○ High Use Vehicle Access Tracks ○ Low Use Vehicle Access Tracks • Develop an appropriate unambiguous definition for pathways currently defined as ‘Recreational Trails’. Perhaps these paths could be defined as “Formed Pedestrian/ Equestrian Tracks.” to account for the fact that they are not properly constructed. • Alter the Path Classification to be based on usage. For example: <ul style="list-style-type: none"> ○ High Usage Paths - Constructed footpaths and signposted shared paths located within a high activity area. (i.e., within shopping precincts, adjacent to aged care centres, senior citizen centres, schools, hospitals, libraries, main community facilities and transport hubs) ○ Low Usage Paths - Constructed footpaths and sign posted shared paths that are not: part of the Great Victorian Rail Trail; or in a designated high activity area. 	Administrative (Major)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
	<ul style="list-style-type: none"> ○ Rail Trail - Constructed footpaths and shared paths that form part of the Great Victorian Rail Trail, located within a public road reserve listed in Council's Register of Public Roads ○ Formed Pedestrian/ Equestrian Tracks <p>It is recommended that changes to the hierarchy be made as part of the review of Council's Road Asset Management Plan (which is due to be completed in 2022). Further investigation, and staff consultation will be required to develop unambiguous definitions for each hierarchy classification. Work will also be required to implement the changes, for example, identify the "high activity areas" formed pedestrian/ equestrian track and the rail trail paths.</p> <p>Any changes to the hierarchy will need to form part of the formal process used to update the Register of Public Roads. Inspection and maintenance standards will also need to be updated accordingly.</p>	
2.4 Road Infrastructure	<p>Recommend re-drafting the text to improve clarity regarding assets included and excluded from the RMP.</p> <p>Consider proposed alternative text (Refer Attachment 5 for draft text) that presents this information under two separate headings:</p> <ul style="list-style-type: none"> ● 2.1 Infrastructure Included in this Plan. ● 2.2 Infrastructure Excluded from this Plan. <p>The proposed alternative text incorporates some of the information currently presented under current heading 2.1 Coordinating Authority, 2.2 Register of Public Roads, 2.4 Road Infrastructure.</p> <p>Stakeholder consultation is recommended to ensure consistent understanding of the included and excluded infrastructure.</p>	Administrative (Major)
2.5 Duty of Owner or Occupier of Adjoining Land	<p>The information presented in this section is about the legislative context. Therefore, recommend shifting this section to a subheading under section 1.3 Legislative Context of this Plan to improve readability.</p>	Administrative (Minor)
2.6 Duty of Road Users	<p>Recommend shifting this section to a subheading under section 1.3 Legislative Context of this Plan to improve readability as the information presented is really about the legislative context.</p>	Administrative (Minor)
3 INSPECTIONS 3.1 Standards for Inspection	<p>It is recommended that a separate chapter 5. INSPECTIONS AND MAINTENANCE STANDARDS be created to include all the standards in an easy-to-read format.</p>	Administrative (Minor)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
	<p>An example of the proposed format for documenting the Proactive Defect Inspections is provided for consideration in Attachment 6.</p> <p>Further work is required to fully document the scope and frequencies of inspection when recommended changes to the hierarchy classifications and defect intervention levels are finalised.</p>	
3.2 Programmed Inspections	<p>Delete this section as it is considered more relevant to a Road Asset Management Plan (RAMP) than an RMP.</p> <p>The focus of the RMP should be on the types of inspections that inform the maintenance and repair standards. The types of inspections relevant to the RMP can be explained in the proposed new Chapter 5. INSPECTIONS AND MAINTENANCE STANDARDS (mentioned above)</p> <p>This recommendation is consistent with recommendation by MAV Insurance in 2017, which suggested Council:</p> <p style="padding-left: 40px;">Make it clear that maintenance intervention is not determined by condition inspections. These inspections are used to facilitate planning and budgeting for asset renewal works as part of Council’s long-term capital works planning process.</p> <p style="padding-left: 40px;">Maintenance intervention is only determined by:</p> <ol style="list-style-type: none"> 1. Proactive Defect inspections 2. Reactive Defect inspections (following reports by public). 	Administrative (Minor)
3.3 Standards for Maintenance and Repair	<p>This heading is misleading as the text includes details of the inspection regime as well as the maintenance standard categories (1 to5).</p> <p>It is recommended that the current text and table 2 – Maintenance Standards be redrafted and incorporated into proposed new Chapter 3. ROAD AND PATHWAY CLASSIFICATIONS as explained earlier in this table.</p> <p>The remainder of the section details the inspection frequencies. Consistent with recommendation by MAV Insurance in 2017, it is recommended that Table 3- Inspection Frequencies is modified:</p> <p style="padding-left: 40px;">Replace “Pavement damage” with “Proactive Inspections”.</p> <p style="padding-left: 40px;">Delete Road Safety inspection type.</p> <p style="padding-left: 40px;">Delete recreational trails.</p> <p>As noted above, it is recommended that a new Chapter 5. INSPECTIONS AND MAINTENANCE STANDARDS be created to include all the standards in an easier-to-read format.</p> <p>An example of an alternative format to present the standards for maintenance and repair is provided in Attachment 6.</p>	Service Change (Major)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
3.4 Reactive Inspections	<p>Recommend moving this text to another proposed new Chapter 4 MURINDINDI ROAD MANAGEMENT SYSTEM. (see below).</p> <p>The text will need to be redrafted as part of a description on how Council responds to customer requests for maintenance (and include a flow chart). Attachment 5 provides a draft of how the workflow (including reactive inspections could be altered). Further staff consultation is required to finalise the appropriate workflow.</p> <p>It is recognised that the current explanation of timeframes for reactive inspections is ambiguous. Further staff consultation is recommended to review the draft text provided in Attachment 5; clarify the appropriate target timeframe and improve the current workflow.</p>	
4 SERVICE LEVELS	<p>Recommend redrafting the text as advised by MAV Insurance in 2017, i.e., Delete paragraph:</p> <p style="padding-left: 40px;">For example, two roads may be used by similar traffic types and volumes and have similar risk factors, but the existing standards of construction of the two roads may mean that different standards of maintenance are appropriate.</p> <p>It is also recommended that this chapter be replaced with a new Chapter 4 MURINDINDI ROAD MANAGEMENT SYSTEM that describes the features of Council’s road management system including:</p> <ul style="list-style-type: none"> • Development of inspection and maintenance standards • Our approach to service delivery • Service delivery during exceptional circumstances • Managing unexpected renewal. • Performance monitoring and review <p>The aim of this proposed new Chapter is to describe the road management system and processes used by Council. (Refer Attachment 5 for draft text for stakeholder consideration).</p> <p>Implementation of the proposed changed workflow described in this attachment includes introduction of a public safety risk assessment as part of the initial assessment of a defect reported by the public and as part of the proactive defect inspections. This proposed change will require Council to:</p> <ul style="list-style-type: none"> • Create dedicated resources for a reactive response crew with responsibility for undertaking initial assessment of all defects reported by the public. • Ensure all defect inspectors and reactive response crew officers are trained in the assessment of public safety risk. 	Service Change (Major)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
	<ul style="list-style-type: none"> Equip these officers with vehicles, warning signs, barricades, pit lids and other equipment necessary for the installation of temporary risk mitigation works. 	
4.1 General Influencing Factors	<p>Recommend redrafting the text as advised by MAV Insurance in 2017.</p> <p>Delete phrases “in order to minimise own risk” and “or in the case of footpath use, the elderly or shoppers” from paragraphs:</p> <p>The level of service on these roads has to be low because their construction standard does not permit them to be maintained to a higher standard. For this reason, it is important that Council, in order to minimise its own risk, does not provide unrealistic expectations to its community in relation to the maintenance service levels on these roads. [...]</p> <p>The number and types of vehicles (and other road users such as pedestrians and bicycles) are also influencing factors in determining maintenance service levels on roads and footpaths. While traffic volume is the key measure, consideration is also given to types of use (e.g., school buses, log trucks, tourists using the roads, or in the case of footpath use, the elderly or shoppers) typical for the particular section of road or footpath.</p> <p>Shift this section to a new Chapter 3. ROAD AND PATHWAY CLASSIFICATIONS that is focused on explaining the road and pathway classifications. (as proposed earlier in this table – Refer draft text presented in Attachment 5 for consideration).</p>	Administrative (Minor)
4.2 Development of Maintenance Service Levels	Keep this section as part of the proposed new Chapter 4 MURINDINDI ROAD MANAGEMENT SYSTEM (as noted earlier in this table – Refer Attachment 5))	Administrative (Minor)
5 INTERVENTION STANDARDS AND RESPONSE TIME	Recommend changing the chapter heading to 5. INSPECTION AND MAINTENANCE STANDARDS and as noted earlier in this table, using this chapter to present all standards in an easier-to-read format.	Administrative (Minor)
5.1 Response Service Standards	<p>High Priority - It is recommended that the current service response times of 12 months and 24 months for Trees or limbs intruding into road be reduced to 12 weeks and 24 weeks respectively (or a shorter timeframe if deliverable). This is considered a priority amendment that should occur at the time of endorsement of this RMP review report. This recommendation is, consistent with a recommendation made by MAV Insurance in April 2017.</p> <p>Other improvements - Given the current response service standards are related to the maintenance standard categories (1 to 5) it will be necessary to finalise any amendments to the hierarchy classifications before substantially revising the defect intervention levels and target time frames.</p>	Service Change (Major)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
	<p>Draft revised standards documented in Attachment 6) are provided for consideration, when the review of the hierarchy and maintenance standard classifications, recommended earlier in this table, have been finalised as part of Council’s review of its Road Asset Management Plan (RAMP)</p> <p>The draft revised standards (refer Attachment 6) are consistent with the recommendations made by MAV Insurance in 2017:</p> <ul style="list-style-type: none"> - Avoid stipulating shorter response time if defects are more extreme than basic intervention levels - i.e., as you have done with potholes scouring and edge drops. If you do the bigger ones faster than your basic target that is fine, but you don’t need to commit to an extra target just in case, you don’t. - Edge drops for maintenance standard 3 (collector unsealed and access sealed) should have a dedicated target time. - 12 and 24 months seems to long for addressing Sucker tree growth within road shoulder or verge, or Trees or limbs encroaching over road pavement or into clear zone (1.5m behind edge of shoulders) - Several infrastructure items missing from Table 4. Suggest consideration of including: - other types of footpath defects including heave or depressions in asphalt or paved pathways. i.e., “undulations greater than 40mm over a 1.2mtr straight edge” - vegetation clearance envelope for pathways as well i.e., 2.5 meters height clearance - Line marking service level. - Guidepost repair as a separate activity from signs - Edge breaks - Pit lids missing or with a substantial loss of integrity. <p>Revision of sample standards presented in Attachment 6 requires staff extensive staff consultation to determine appropriate timeframes and ensure that the standards are unambiguous, reasonable, deliverable and appropriate within existing resources and budgets.</p>	
<p>5.2 Exceptional Circumstances</p>	<p>Move this section to proposed Chapter 4 MURINDINDI ROAD MANAGEMENT SYSTEM (Refer Attachment 5)</p> <p>Modify heading to Service Delivery During Exceptional Circumstances beyond Council Control</p> <p>Review the currently documented approach to dealing with exceptional circumstances including how the notification process works in practice. Consider developing a flowchart (as per draft in Attachment 5) to describe the approach to managing abnormal events.</p> <p>Consider including reference to more abnormal events including lack of suitable contractors, technical IT system outages, failures with IT system integration.</p>	<p>Administrative (Minor)</p>

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
6 REVIEW	Change heading to RMP REVIEW	Administrative (Minor)
7 REFERENCED COUNCIL DOCUMENTS	<p>Only list internal documents that Council can keep up to date, that are consistent with the RMP, and that Council will be able to demonstrate compliance with.</p> <p>As suggested earlier in this table, it may be more appropriate to include this information in a separate chapter 4. MURRINDINDI ROAD MANAGEMENT SYSTEM (refer Attachment 5) that describes Council's road management system in a similar way as has been done in the Department of Transport (DoT) RMP. This will provide context as to the relevance of the referenced documents and systems.</p>	None
8 OTHER REFERENCES	<p>Delete this section.</p> <p>It is proposed the listed documents be listed in the revised section 1.3 on the legal context. (Refer Attachment 5)</p>	Administrative (Minor)
9 APPENDICES	Add a paragraph to explain the demarcation of responsibilities for these roads. For Example:	Administrative (Minor)
9.1 Vicroads – Arterial Road	<p>Department of Transport (DoT) is the Coordinating Road Authority for all Freeways and Arterial Roads within the State of Victoria. All arterial roads within the Shire are listed in the table below.</p> <p>The agreed demarcation of responsibilities for these roads is as set out in the Code of Practice for Operational Responsibility for Public Roads.</p>	
9.2 Register of Public Roads	<p>Delete do not include the Register in the RMP as per legal advice (refer Attachment 1) the Register can be an 'unincorporated document'.</p> <p>Further work will be required to ensure Council has included reference to formal demarcation agreements and included ancillary areas such as lookouts and on-street carparking spaces.</p>	Administrative (Minor)
Proposed New Appendices		
A - Schedule of Road Management Plan Amendments.	Given that more amendments are recommended than was the case in 2017, it is recommended that the amendment update table (currently at the beginning of the plan) be updated and shifted to this new appendix.	Administrative (Minor)
B-Terms and Definitions	New Appendix based on current RMP section 1.3 Definitions amended to only include terms that are used in the RMP that could have an ambiguous meaning.	Administrative (Minor)

MSC RMP Section	Recommended Changes	Amendment Type/ Impact
C- Limits of Council Responsibilities - Demarcation/ Operational Agreements	<p>Include reference to roads where Council has existing agreements, in place, with other road authorities.</p> <p>Where an agreement has not been finalised, document Council's current understanding of the demarcation. Where operational responsibilities are covered by a code of practice refer to the relevant code of practice.</p> <p>Ensure Council's Register of Public Roads includes reference to the formal agreements where Council has agreed to transfer responsibilities to other road authorities.</p> <p>Further work is required to ensure Council has formal demarcation agreements in place. As per legal advice (refer Attachment 1). Consultation with other road authorities will be necessary if formal documented agreements are not in place.</p> <p>This Appendix could also be used to illustrate limits of responsibilities regarding driveways; property connections and other assets.</p>	Administrative (Major)
D - Public Safety Risk Assessment Process	<p>Description of process to be used by officers to assess the consequences and likelihood of a defect and assign a risk rating that can be used to prioritise works.</p> <p>Implementation of a formalised public safety risk assessment process will require good record keeping and regular training of officers responsible for proactive and reactive defect inspections and assessments.</p>	Service Change (Major)

Table 4 - RMP Amendment Recommendations

Attachment 4 – Proposed alternative table of contents.

1. INTRODUCTION

1.1 General

1.2 Legislative context

1.3 Purpose and scope of this plan

1.4 Key stakeholders

2. ROAD AND ROAD-RELATED INFRASTRUCTURE

2.1 Infrastructure included in this plan.

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3. ROAD AND PATHWAY CLASSIFICATION

3.1 General influencing factors

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3.3 Pathway hierarchy classification

4. MURRINDINDI ROAD MANAGEMENT SYSTEM

4.1 Development of inspection and maintenance standards

4.2 Our approach to service delivery

4.3 Service delivery during exceptional circumstances

4.4 Managing unexpected renewal.

4.5 Performance monitoring and review

5. INSPECTION AND MAINTENANCE STANDARDS

Defect intervention levels and maintenance response times

Proactive defect inspection scope and frequency

6. RMP REVIEW

7. APPENDICES

(Schedule of Amendments; Definitions; Limits of Council Responsibilities -Demarcation Agreements; Public Safety Risk Assessment Process)

Attachment 5 – Draft alternative text -Chapters 1 to 4

The draft text presented on the following pages is incomplete and is simply intended to provide a starting point for Council staff to consider if a decision is made to amend the RMP.

It is anticipated that the text presented here will be updated to reflect further investigation during the review of Council's Road Asset Management Plan which is expected to result in decisions regarding:

- Infrastructure included and excluded from the RMP.
- Hierarchy classifications
- Inspection and maintenance standards

It is anticipated that the workflows and approach to performance monitoring and review will be reviewed in the context of Council's overall performance reporting requirements and available asset management information system capabilities.

Draft

1 INTRODUCTION

1.1 General

Murrindindi Shire Council (MSC) is committed to providing a safe and efficient road network for all members of the public. Council aims to continuously improve its road management practices. In developing this Road Management Plan (RMP) Council has sought to balance competing economic, social, safety and environmental priorities. The resulting policy decisions, documented in this Plan, aim to affordably meet the community's reasonable expectations within available resources.

A summary of amendments to the previous version of this RMP is included in Appendix A.

Roads for which Council has coordinating road authority responsibility under the Road Management Act (2004) (RMA) are listed in Council's Register of Public Roads, which is available for viewing and copying on Council's website www.murrindindi.vic.gov.au and at council offices. The Register of Public Roads is not an incorporated document.

The Register is updated periodically. Roads can be added amended or removed. Changes may reflect information regarding road or path, usage, geometry, construction standard, management arrangements or other relevant factors. Only roads or ancillary areas reasonably required for general public use are listed in the Register.

This RMP, as amended, takes effect on day month 20YY.

Queries in relation to this Plan should be directed to customer services via email customer@murrindindi.vic.gov.au, telephone (03) 5772 0333, or by visiting Council's offices.

Definitions of terms are provided in Appendix B.

1.2 Purpose and Scope of this Plan

This RMP describes how Council intends to exercise its duties to inspect, maintain and repair public roads, for which it is the coordinating responsible road authority.

In accordance with the RMA s.50 the purpose of an RMP is:

- (a) to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- (b) to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

The Plan includes a description of:

- Road and road related infrastructure that Council is responsible for
- Council's road management system
- Target standards, including target timeframes, to be achieved in the inspection maintenance and repair of different types of roads and road related infrastructure.

The assets covered by this Plan are confined to those for which Council has statutory responsibility under the RMA. These include:

- Roadway
- Pathway
- Shoulder
- Road-related infrastructure

1.3 Legislative Context

The Road Management Act 2004 (RMA) provides the statutory framework for the management of roads within Victoria. This Road Management Plan (RMP) has been prepared in accordance with Division 5 of Part 4 of the RMA. It has been reviewed and amended in accordance with Part 3 of the Road Management (General) Regulations 2016.

Consideration has been given to the following Victorian Acts, Regulations and Codes of Practice:

- Road Management Act, 2004.

- Local Government Act, 2020.
- Road Management (General) Regulations, 2016.
- Road Management (Works and Infrastructure) Regulations, 2015.
- Road Safety Act, 1986
- Wrongs Act, 1958
- Code of Practice for Operational Responsibility for Public Roads, 2017.
- Code of Practice for Road Management Plans, 2004.
- Code of Practice for Management of Infrastructure in Road Reserves, 2016.

Some key elements of the legislative context are highlighted here.

Key Council responsibilities

Council is the coordinating road authority for all municipal roads in the Shire and has a responsibility under the Road Management Act to inspect, maintain and repair the roads specified in the Murrindindi Register of Public Roads. Council performs road management functions for these roads and has powers and responsibilities to manage infrastructure and works within the road reserve and to establish standards for construction, maintenance and repair of public roads.

Council is also the responsible road authority for parts of the arterial road network in accordance with the Road Management Act and relevant Codes of Practice.

Note that, under the RMA, Council's responsibilities are limited:

- s.40(4) - the road authority's statutory duty to inspect does not apply to any roadside that has not been developed by a road authority for use by the public as a roadway or pathway, nor to nonroad infrastructure which is installed in the road reserve.
- s.107 - the road authority does not have a statutory duty or a common law duty to maintain, inspect or repair the roadside, including trees on the roadside, of any public highway (whether or not a public road).
- s.109 - the road authority does not have any liability for any damages that may be caused by reason of any road not being fenced in or fenced off.

Under Council's Instrument of Delegation to Members of Council Staff, the Chief Executive Officer has delegated various functions under the Road Management Act 2004 and the relevant Regulations and Codes of Practice made under that Act to relevant Council officers. This allows Council, through the responsible staff members, to respond quickly to technical and administrative matters under the Plan.

Responsibilities of road users

All road users have general responsibilities and obligations. Section 17A of the Road Safety Act 1986 defines these obligations.

General common law principles also place an onus on the public to exercise reasonable care for their own safety.

In accordance with Section 115 of the RMA, a person who intends to commence court proceedings based on a claim for an incident arising out of the condition of a public road or infrastructure, they must first lodge a written notice of the incident with the Council. This notice must be lodged with the Council within 30 days of the incident occurring.

Duty of owner or occupier of adjoining land

Section 113 of the RMA sets out the duty of care of owners or occupiers of land adjoining a road. This is to ensure that due care is taken to protect the stability of the road, the safety of road users and the condition of road infrastructure.

Responsibilities of persons working on municipal roads (Works and Infrastructure Managers)

Any person who wants to undertake works in the road reserve must obtain consent from the relevant road authority. For works on local roads a permit must be obtained from Council. Infrastructure Managers with assets within the road are exempt from obtaining consent under emergency conditions as specified in the Road Management (Works and Infrastructure) Regulations, otherwise consent is required from Council.

1.4 Key Stakeholders

The key stakeholders in this RMP are Shire of Murrindindi residents and landowners; motorists; cyclists; pedestrians; users of prams, wheelchairs, motorised buggies; emergency services; the State road authority; other infrastructure managers with assets within a road reserve; industry including forestry and agriculture; tourists and visitors to the area; other road users, Councillors and Council Officers, responsible for the delivery of this Plan.

Draft

2. ROAD AND ROAD RELATED INFRASTRUCTURE

2.1 Infrastructure included in this Plan.

Pursuant to Section 36 of the Road Management Act (RMA), Murrindindi Shire Council is the coordinating road authority for the municipal public roads within its district. This includes approximately 474 kilometres of sealed roads and 668 kilometres of unsealed (or gravel) roads listed in Council's Register of Public Roads. The Register also lists ancillary areas (service roads, lookouts) and some 32 kilometres of constructed pathways associated with the public road network that Council is responsible for.

The infrastructure covered by this plan is limited to those for which Council has statutory responsibility under the RMA. This includes road-related infrastructure and the infrastructure which forms part of a roadway, pathway or shoulder. Including structures that form part of the roadway, pathway or shoulder and materials from which these assets are made.

Road-related infrastructure is limited to infrastructure, which is constructed or installed by, or on behalf of a road authority, for road-related purposes to:

- facilitate the operation or use of the roadway or pathway; or
- support or protect the road or pathway.

Consistent with these definitions, in carrying out its duty to inspect, maintain and repair public roads, Council has determined defect intervention levels, that trigger repair of the following asset categories:

- Sealed road surface (including shoulders)
- Unsealed road surface (including shoulders)
- Road pavement (including earth formation)
- Constructed footpaths, shared paths, bicycle paths (sealed and unsealed)
- Bridges and major culverts that form part of the road or pathway structure.
- Road drainage including roadside table drains, culverts, pits and other drainage infrastructure within the road formation.
- Kerb and channel
- Signs (regulatory and advisory).
- Road and pathway delineators (guideposts, guard rail, safety barriers, statutory line markings and raised pavement markers, bollards, non-standard street lighting)
- Local Area Traffic Management devices (LATMs) (i.e., traffic islands)
- Vegetation in so far as it relates to line of sight at intersections and visibility of regulatory and traffic advisory signs.
- Car parks within road reserves

Council Responsibilities on Arterial Roads.

The Code of Practice - Operational Responsibility for Declared Freeways and Arterial Roads specifies Council responsibilities on arterial roads.

Essentially, Council is the responsible road authority in urban areas for any part of the roadway that is not used by through traffic. This includes service roads, dedicated parking bays, the outer separators (the median strip between the roadway and the service road), and any pathways. In rural areas (outside the 60km zone) Regional Roads Victoria (RRV) (formerly VicRoads). is responsible for all assets contained within the road reserve, unless otherwise agreed with Council.

2.2 Infrastructure excluded from this Plan.

It is important to note that this RMP does not apply to every government road or every public highway within the Shire. Only to those which fit the definition of a public road within the RMA. Importantly, this leaves the policy decision to Council to determine the municipal roads within the district that are "reasonably required for general public use".

The roads within the municipal district which are not managed by Council typically fall into three categories:

- Municipal roads which are deemed by Council not to be reasonably required for general public use.

- Roads which are not municipal roads. These include arterial roads (managed by the RRV), roads on crown reserves, within state parks or state forests etc. (responsibility of the relevant land manager), and private roads.
- Roads for which Council has transferred responsibility to another road authority. (A list of these roads is provided in Appendix C, reference to demarcation agreements is provided in Council's Register of Public Roads.)

Inspection, maintenance and repair standards set out in Chapter 5 of this RMP therefore do not apply to the following:

- Roads under the responsibility of other road authorities like arterial roads, fire access tracks, roads on crown reserves, state parks, or through state forests
- Roads, lanes or pathways on private land, which are the responsibility of the landowner, or body corporate.
- Non-road related infrastructure:
- Service authority assets - any asset belonging to utility or public transport companies such as utility poles, rail crossings, street lighting, water mains, sewerage, telecommunications, etc.
- Roadside verge areas (nature strips) and roadside vegetation, except where it relates to traffic clearance envelopes and line of sight for road users.
- Assets that are the responsibility of adjoining landowners
- Private stormwater outlet pipes, including the pipe connection at the legal point of discharge, where private drains connect to Council's drainage network;
- Any driveway (crossover/ vehicle accessway) pathway or private roadway, providing access from private property to a public road including pipes, culverts and end walls under vehicle crossings.

These are the responsibility of property owners and construction requires permit from Council. Vehicle crossovers are considered private property. Construction, and repair of damage to them is the responsibility of the property owner. Council responsibility is limited to the section of the crossover that is a continuation of the footpath. This section of footpath shall be inspected and maintained to the same standard applied to the adjoining footpaths (Refer diagram x).

- Other privately owned assets such as: private property fencing, gates, overhanging structures, livestock crossings, vegetation on private property overhanging road or pathways.
- Council pathways that do not form part of the road network (e.g., paths in parks and other council properties).
- Off-street carparks.
- Street furniture that does not facilitate the operation of the road or pathway (e.g., bus shelters, bins, bike racks, seats).
- Unformed informal roads and pathways

3. ROAD AND PATHWAY CLASSIFICATION

3.1 General Influencing Factors.

Council is a provider of a wide range of services to the community. Responsibilities extend, far beyond the duty to inspect, maintain and repair public roads, pathways and road related infrastructure. With limited financial and human resource capacity, trade-offs must be made. The aim is to provide a balanced reasonable response to competing community needs.

With limited resources, Council prioritises its investment in inspection, maintenance and repair, according to risk. The aim is to identify and respond to issues that have a high public safety risk as a priority. To enable risk-based prioritisation, of proactive inspections and repair timeframes road and path hierarchy classifications have been developed.

Council has developed two ways of classifying its roads and pathways. Both classifications are included in the MSC Register of Public Roads and are shown in the table below. The hierarchy relates primarily to functionality whilst the maintenance standard category (designated by a number from '1' to 'X') is used to differentiate the appropriate maintenance control mechanism and response time applicable for repairing a particular defect on a particular classification of path or road.

In developing the hierarchy classifications consideration has been given to the function and construction standard of Council roads and paths.

Function/ Use

A road or pathway function relates to the primary role it plays in the overall road or path network, from a user's perspective. Location, traffic volume, speed, and user composition all determine the function, and its importance in the hierarchy. The most critical roads provide links to major destinations and are designed to be easy convenient travel routes through the municipality. (These roads often include bus routes, or may be used by log trucks, or tourists as well as the local community) The least critical roads are designed for low traffic and to provide access to small numbers of abutting properties.

The more critical pathways are those within town centres and in other areas with high pedestrian and/ or cyclist usage (e.g., abutting schools, hospitals, and community centres).

Construction Standard

The construction standard of a road or pathway impacts Council's ability to maintain it. Council therefore faces a challenge. Many roads in the Shire were constructed long ago and to an extremely basic standard. Their design purpose was simply to service farmland and cater for very low traffic volumes. Some of these roads are now more heavily used and there is increasing pressure on Council to upgrade and maintain these roads and road-related assets to a higher standard than their original construction standard.

Constructed, with just a simple base and sub-base, poor compaction, poor geometry and no drainage. A road with insufficient pavement strength is likely to experience surface damage and shape deterioration under medium or heavy loads. Similarly, roads and paths with poor or non-existent drainage will be adversely affected during wet weather events, unless they are upgraded.

This challenge is recognised in the RMA section 40(2) which provides that a road authority's duty to inspect, maintain and repair a public road does not include a duty to upgrade a road or to maintain it to a higher standard than the standard to which the road is constructed. Council has therefore ensured that its road and pathway classifications, and related inspection and maintenance standards have given due consideration to the original construction standard of the asset. The level of service on these roads and paths is lower than other roads and paths because their construction standard does not permit them to be maintained to a higher standard.

3.2 Road hierarchy classification

Public municipal roads within the Shire are classified according to their function (including characteristics such as usage, volume, type and accessibility) and their construction standards the level of service provided for a particular road and road related infrastructure will depend on its hierarchy classification.

Road Hierarchy	Functionality Description	Construction Standard	Maintenance Standard Category
LINK ROAD:	Provides linkages between collector roads and the arterial road network and between significant locations. Links significant towns, locations and industries; High percentage of through traffic; Includes access to abutting properties; Caters generally for higher traffic volumes and traffic speeds, and for a higher percentage of heavy vehicles.	Sealed	1
COLLECTOR ROAD:	Collects and distributes traffic from access roads to the wider road network. Provides property access in both urban and rural areas; Provides access to minor locations and industries; Moderate percentage of through traffic; Caters for moderate traffic volumes and speeds	Sealed	2
		Unsealed	2
ACCESS ROAD:	Provides predominantly for direct access to residential properties and industries. Caters for low traffic volumes and generally for low traffic speeds; Low percentage of through traffic;	Sealed	3
		Unsealed	4
High Use ACCESS TRACK	Provides access to abutting properties, originally for agricultural purposes, but experiencing higher traffic than designed for. Has poor road formation, often narrow and with poor alignment. Often has little or no formal drainage;	All	5
Low Use ACCESS TRACK	Provides access to abutting properties, primarily for agricultural purposes. Has poor road formation, often narrow and with poor alignment. Often has little or no formal drainage; Generally unsealed (seasonal road closures may apply)	All	6

3.3 Pathway hierarchy classification

Constructed pathways within the Shire include footpaths, shared paths and the Rail Trail network. They are classified according to their construction standard and function (including characteristics such as usage, volume, type and accessibility). The level of service provided for a particular path will depend on its path hierarchy classification.

Pathway Hierarchy	Description	Maintenance Response Category
High Use	Constructed footpaths and shared paths located within a high activity area. (i.e., within shopping precincts, adjacent to aged care centres, senior citizen centres, schools, hospitals, libraries, main community facilities and transport hubs)	A
Low Use	Constructed footpaths and shared paths that are not: part of the Great Victorian Rail Trail; or in a designated high activity area	B
Rail Trail	Constructed footpaths and shared paths that form part of the Great Victorian Rail Trail.	C
Formed Pedestrian/ Equestrian Track	Provides access to abutting properties. Has poor construction standard, often installed as a temporary access way but has been retained in use, beyond its original design life	D

4 MURRINDINDI ROAD MANAGEMENT SYSTEM

The key phases of our approach to discharging our road management responsibilities are summarised here.

4.1 Developing our Inspection and Maintenance Standards

Standards have been developed to define:

- defect intervention levels
- the scope and frequency of proactive defect inspections
- reactive maintenance control mechanisms and target response timeframes
- triggers for referral of identified defects for consideration as part of Council's capital renewal program

In establishing the standards, detailed in Chapter 5 of this RMP, Council has given regard to many factors including:

- Relevant legislation, regulations and codes of practice
- The objectives and outcomes established in the Council Plan, the Strategic Resource Plan
- Our overall approach to asset management, as defined in the Road Asset Management Plan, the Pathways, Bridges, Urban Drainage and Kerb and Channel Asset Management Plans and other applicable Council policies and procedures.
- Outcomes of community satisfaction surveys
- RMPs of similar road authorities to ensure adopted standards are consistent with those of others.
- Assessment of recent performance (including our capacity to comply with existing standards and targets
- Assessment of public safety risks and consequences that could be created by a defect.
- Assessment of the capacity of Council staff to consistently deliver a higher standard of response.



4.2 Delivering our Inspection and Maintenance Standards

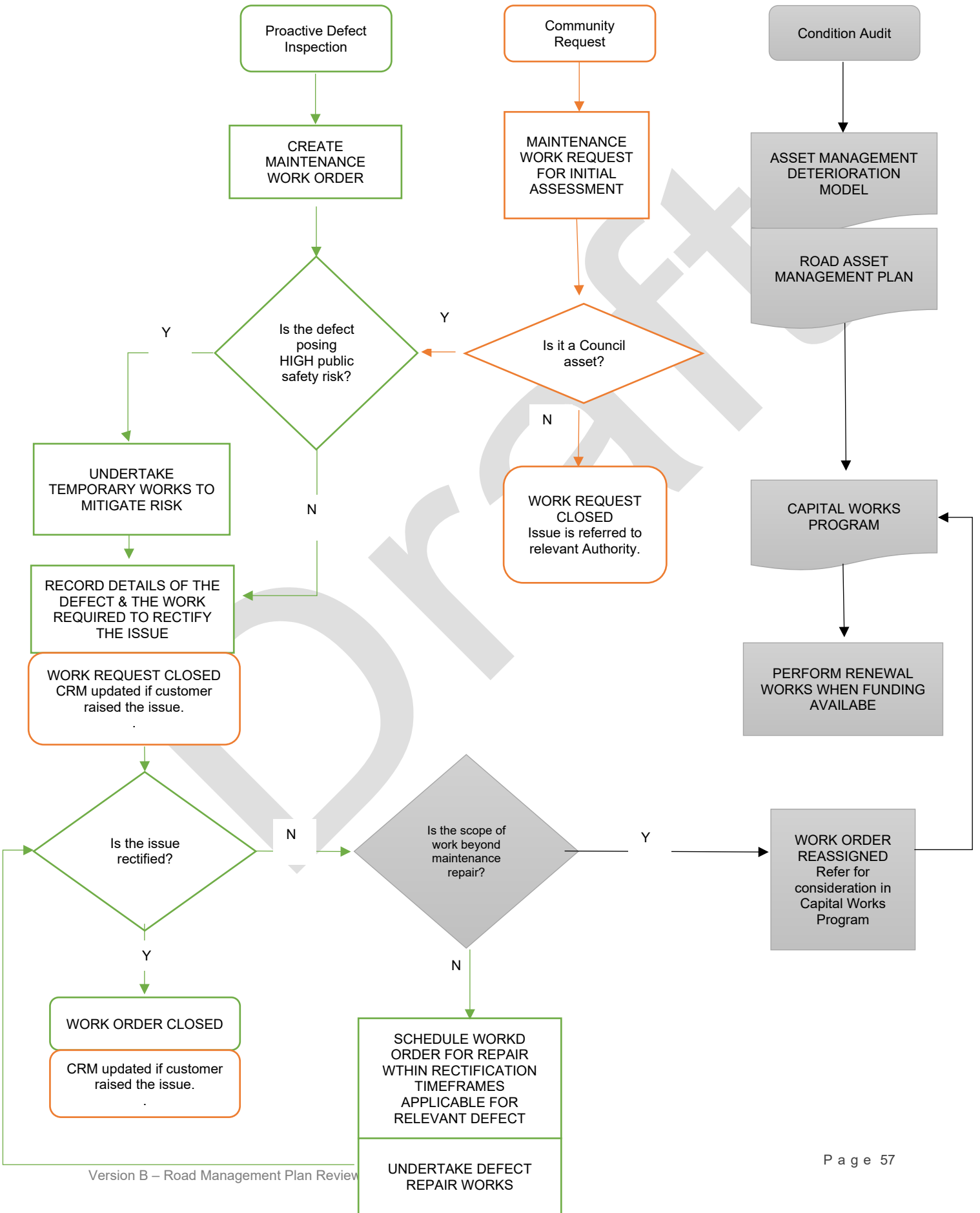
Delivering of our inspection and maintenance service involves a combination of in-house maintenance crews and external contractors. A key tool used to assist delivery is Council's Asset Management Information System (AMIS), currently ASSETIC. The system enables Council officers to:

- Maintain a detailed register which records geospatial location and various other asset attributes.
- Record defect intervention standards and target timeframes for inspections and maintenance.
- Store logs of work done on an asset including timing of proactive defect inspections, details of defects observed, and reactive maintenance actions.
- Monitor compliance with service standards.

AMIS is linked to Council's Customer Response Management System (CRM). This system is used to record requests raised by the public. The CRM is used to manage all communications with the customer. It is linked to AMIS, which is used to manage all road and road related inspection, maintenance and repair activities.

Reactive Maintenance

The figure below illustrates the workflow when a member of the public notifies Council of a defect, or a proactive defect inspection identifies a defect that exceeds intervention level.



The workflow illustrated in the figure above includes several key steps described briefly below:

- Defect identification (Proactive Defect Inspection or Initial Assessment)
- Reactive Maintenance Response
- Referral for Capital Renewal Funding (under certain conditions)

Defect Identification

Defects are identified by:

- Proactive Defect Inspections
- Initial Assessment of requests raised by a member of the community.

Proactive routine defect inspections occur on a regular cycle and are complemented by ad hoc defect inspections which only occur if a road maintenance officer notices, and proactively reports, a high-risk defect while undertaking other maintenance work within the municipality.

Proactive Defect Inspection - involves the following key actions:

- Inspection of assets for defects that exceed intervention levels documented in the RMP.
- Record defect details via creation of a work order.
- Assessment of public safety risk posed by the defect.
- Determination of work required to address the defect (including identification of whether the issue, is beyond the scope of maintenance, and will require consideration as part of Council's asset renewal program).
- If the defect is assessed as posing a high public safety risk, then the inspector arranges for appropriate warning or other risk mitigation measure to be implemented within 24 hours of the proactive defect inspection date and time. Remedial action may include warning signs, barriers, asset closure, traffic control, traffic diversions, temporary repair, or other measures intended to reduce public safety risk.

Initial Assessment of customer requests - this only occurs in response to a customer request regarding the maintenance of a defect within a roadway or pathway. The initial assessment is completed within 24 hours of notification of the issue (i.e., the date and time that the customer request is logged in the customer service system. (Authority). The assessment can be undertaken at the desktop if the customer request provides adequate details to assess the issue. In most cases the assessment includes an inspection of the site.

Key initial assessment actions include:

- Determination of whether the reported asset is Council's responsibility.
- Determination of whether the defect exceeds the intervention levels documented in the RMP.
- Record defect details via creation of a work order
- Assessment of public safety risk posed by the defect.
- Determination of work required to address the defect. (including identification of whether the issue, is beyond the scope of maintenance, and will require consideration as part of Council's asset renewal program).
- If the defect is assessed as posing a high public safety risk, then the officer undertaking the initial assessment arranges for appropriate warning or other risk mitigation measure to be implemented within 24 hours of notification of the issue. Remedial action may include warning signs, barriers, asset closure, traffic control, traffic diversions, temporary repair, or other measures intended to reduce public safety risk.

Examples of issues that would be assessed as HIGH risk include any issue assessed as likely to pose danger to users of the road or path network.

- Trafficable lane or pathway obstructions (e.g., fallen tree) that requires people to deviate off the road or pathway.
- Collapsed bridge, road or path.
- Missing pit lids
- Oil spill

Reactive maintenance response

This only occurs if the defect is on a Council asset and if the defect exceeds Council's nominated defect intervention levels.

For community requests, the target response times is calculated, in working days, from the date and time that the request was logged in Council's customer request system. (Authority) For defects identified by a routine or an ad hoc proactive defect inspection, the target response times are calculated from the date and time of the inspection, which is the date and time the work order is created.

Reactive maintenance works are undertaken to provide temporary or permanent repair to rectify defects that exceed intervention levels. The purpose is to mitigate public safety risks associated with the defect and if feasible, restore the asset's intended functionality.

In some instances, it may not be possible to rectify the defect within the target rectification timeframe due to the nature of the repair, the level of resources required, or the workload being experienced by the department. In these cases, appropriate temporary protection works is provided until the permanent repair can be completed.

4.3 Managing Unexpected capital renewal.

Sometimes the extent of asset deterioration is such that functionality cannot be restored via a reactive maintenance activity. For example, if the distressed area of asphalt shared path is greater than x sq. m. then this is too big an issue to be repaired by the standard reactive maintenance activity. In these cases, asset replacement, rehabilitation or renewal works are necessary to restore functionality. These works are undertaken as part of Council's capital renewal program.

Reactive renewal works may take several years to commence as they are considered major projects and require funding via the capital renewal budget process.

4.4 Service Delivery in Exceptional Circumstances beyond Council Control

Council will make every effort to meet its commitments under this Road Management Plan. However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of this Plan. These include, but are not limited to natural disasters, such as fires, floods, or storms, human factors such as lack of availability of suitably qualified staff or contractors, Technical IT system issues. In such an event Council's Chief Executive Officer (CEO) has the delegated authority to suspend compliance with the RMP in part or in whole.

The CEO will consider suspension of the RMP following a request from the General Manager Infrastructure Services. The request will inform the CEO of the exceptional circumstances and request that some, or all, timeframes and responses in the RMP be suspended.

The decision will be made based on consideration of the impact of the exceptional circumstances, on Council's limited financial and other resources and Council's other competing priorities.

As soon as circumstances allow, the General Manager Infrastructure Services will notify the CEO and recommend the date that the RMP should be reactivated.

Details of the incident that led to the "Exceptional Circumstances" clause being activated, and then the process taken to re-enact the Plan, will be recorded in Council's electronic document management system.

If resources permit, Council will, use existing communication channels (i.e., website) to advise residents about the suspension or reduction of the services; and the estimated period for which the service it is likely to be affected.

[Insert flowchart when existing process is reviewed]

4.5 Performance Monitoring & Review

The process for review and amendment of this Road Management Plan has been in accordance with Part 3 of the Road Management (General) Regulations 2016. Consideration has been given to community expectations, available funding and resources, asset usage, risks, environmental, social, and economic factors.

Regular performance monitoring includes:

[To Be Determined following further vendor discussions regarding automated compliance reporting capabilities of existing Asset Management Information System (ASSETIC).]

Draft

Attachment 6 - Draft Inspection and Maintenance Standards

The tables below provide a template for the way that the following standards could be presented in the amended RMP:

- Proactive Routine Defect Inspections
- Reactive Maintenance (Intervention Levels and Response Times)
- Routine Maintenance Activities.
- Renewal Intervention Triggers

The information presented is in draft format only and is reliant on decisions regarding changes to the road and path hierarchy classifications.

Renewal triggers could be documented in the RAMP and simply referred to in the RMP.

Proposed timeframes for repair and inspection frequencies have not been documented in recognition of the need to review the hierarchy and road and pathway maintenance standard categories as part of Council's review of its Road Asset Management Plan (RAMP).

It is noted that the draft service standards shown here assume unsealed road surfaces will not be inspected on a regular cycle. This assumes Council will introduce a routine road and shoulder grading program, as is the case for Yarra Ranges Shire Council. This approach would acknowledge the inherently unstable nature of unsealed road surfaces, which staff have indicated makes inspection unreliable for programming of grading works.

Any resource, funding and contractual implications of proposed changes to the inspection and maintenance regime must be considered before the RMP is amended.

If the inspection and maintenance regime is adjusted, Council's Asset Management System (ASSETIC) will be required to support its implementation. It is therefore recommended that the timing for adoption of the revised RMP will need to be aligned with the reconfiguration and reimplementation of ASSETIC.

It is expected that prior to amendment of the RMP document, Council Officers responsible for delivery of inspection and maintenance services, will review and update this proposal to ensure the standards described in the RMP are both reasonable and deliverable with current resourcing and asset management information system capabilities. The aim will be to ensure the standards are appropriate and that compliance monitoring is easy.

Draft Reactive Maintenance Service Levels

It is proposed that all customer requests for roadway or pathway maintenance will be assessed. This initial assessment will be undertaken by a Council Officer (Rapid Response Crew Member, Team Leader or delegate). The officer will assess the reported issue and determine whether a defect is on a Council asset and whether the intervention level (listed in the table below) has been exceeded. The officer will also assess the public safety risk associated with the observed defect. If the public safety risk is assessed as HIGH, the officer will arrange for temporary risk mitigation works to be undertaken. The initial assessment including temporary risk mitigation works for high-risk issues will occur within 24 hours from the time of notification (i.e., the date and time that the request was logged in Council's customer request system). Temporary work could include road or pathway closure, installation of warning signs, barricades, traffic control or other treatment intended to reduce public safety risk.

The defect intervention levels listed in the table below indicate the type and severity of defects that will trigger a reactive maintenance response by Council's Operations Centre staff. Reactive remedial action will be undertaken within the target response times indicated for the relevant Road Maintenance Category (RMC) or Path Maintenance Category (PMC).

If, because of the nature of the work required, level of resources required, contractor availability or other reasonable reason, it is not feasible to rectify a defect, within the timeframe shown, appropriate warning of the potential hazard is provided until a permanent repair can be completed. Appropriate warning may include signs, barriers, asset closure, traffic control, traffic diversions, temporary repair, or other measures intended to reduce public safety risk.

Given current resources and funding, a margin of 10% is considered acceptable for all reactive remedial action. That is, a target response time of 100 working days can be completed within 110 days and still be considered compliant.

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)					
	ROAD MAINTENANCE CATEGORY					
	1	2	3	4	5	6
Obstructions						
OB-01 Obstruction causing road users to divert off the traffic lane (e.g., fallen tree)	1	1	1	1	1	1
OB-02 Dead Animal						
OB-03 Rubbish or debris/ granular material, or wet clay in traffic lane causing slippery surface over area > 5 sq. m.						
OB-04 Oil Spill						
OB-05 Stray livestock in traffic lane						
OB-06 Material fallen items from vehicles (item size >300 sq mm)						
D-001 Water ponding on trafficable lanes > 300 mm deep						
DRAINS EXTERNAL – Open Drains						
OD-001 Open drain capacity >50% obstructed and preventing free flow of water away from the road or path.	TBD	TBD	TBD	TBD	TBD	TBD
D-001 Water ponding on trafficable lanes >300mm deep						
DP-001 Water ponding on pathway >100mm deep over > 50% of path width						
DRAINS INTERNAL – Pits, Pipes, Culverts						
DI-001 Pit capacity >50% obstructed and preventing free flow of water away from the road or path.	TBD	TBD	TBD	TBD	TBD	TBD
DI-002 Pipe capacity >50% obstructed and preventing free flow of water away from the road or path.						
DI-003 Culvert capacity >50% obstructed and preventing free flow of water away from the road or path.						
DI-004 Collapsed pit walls						
DI-005 Collapsed pit floor						
D-001 Water ponding on trafficable lanes >300mm deep						

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)					
	ROAD MAINTENANCE CATEGORY					
	1	2	3	4	5	6
DP-001 Water ponding on pathway >100mm deep over > 50% of path width						
DRAINS EXTERNAL - Pits						
DE-001 Broken or missing pit covers in traffic lanes or pedestrian areas. DE-002 Broken or missing pit grates in traffic lanes or pedestrian areas DE-003 Cracks considered likely to cause the pit lid or surrounds to collapse. DE-004 Pit throat, frame or lintel damaged or deteriorated to the extent that it could be hazardous to pedestrians. DE-005 Pit throat blocked reducing inlet capacity by >50%. D-001 Water ponding on trafficable lanes >300mm deep DP-001 Water ponding on pathway >100mm deep over > 50% of path width	TBD	TBD	TBD	TBD	TBD	TBD
KERB & CHANNEL						
K-001 - Damaged and causing water to pond over the trafficable road surface to a depth greater than 300mm. K-002 - Concrete spalling/ exposing aggregate >100mm in width and 200mm in length. K-003 - Dislodged vertical or horizontal alignment >50mm over > 3 lineal metres	TBD	TBD	TBD	TBD	TBD	TBD
LOCAL AREA TRAFFIC MANAGEMENT TREATMENT – TRAFFIC ISLANDS						
L-002 Vertical displacement >25mm within designated pedestrian walkways and pedestrian refuge areas	TBD	TBD	TBD	TBD	TBD	TBD
ROAD FURNITURE (at critical locations only (i.e. locations where the alignment, width, or geometry of the road or shared path is such that additional guidance is provided to users)						

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)					
	ROAD MAINTENANCE CATEGORY					
	1	2	3	4	5	6
GUIDEPOSTS GP-001 Guidepost is missing or damaged rendering it substantially ineffective (> 3 posts in a row are missing or have lost 50% reflectivity)	TBD	TBD	TBD	TBD	TBD	TBD
GUARDRAIL/ SAFETY BARRIERS GR-001 Guard rail/ safety barrier / fence is broken, misaligned or deformed by > 500mm rendering it substantially ineffective.						
ROAD PAVEMENT						
RP-001 Failed area of pavement with potential for pavement collapse > 1 sq. m	TBD	TBD	TBD	TBD	TBD	TBD
SEALED ROAD SURFACE						
SRS-001 Potholes > 50mm deep in depth and/or >150mm dia. in traffic lane SRS-002 Deformations > 100mm under a 3 m straight edge SRS-002 Road surface stripping/ bleeding.>3 sq. m, likely to result in loss of skid resistance. SRS-004 Dislodged or missing pavement markers (RRPMs & RPMs); SRS-005 Faded Statcom pavement marking (<50% effective reflectivity measured using luxmeter) SRS-006 Edge break fretting > 1m long and > 75mm deep that extends laterally into trafficable area. USS-006 Edge drops from traffic lane to unsealed shoulder >100mm measured under 1.2 m straight edge affecting >20 m lineal metres. USS-007 Edge breaks>300 mm affecting >20 lineal metres.	TBD	TBD	TBD	TBD	TBD	TBD
SIGNS - Regulatory and advisory warning signs only						
SI-001 Statutory road sign missing or damaged to an extent that makes it unreadable.	TBD	TBD	TBD	TBD	TBD	TBD

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)					
	ROAD MAINTENANCE CATEGORY					
	1	2	3	4	5	6
SI -002 Statutory road sign no longer reflective (<50% reflectivity measured using luxmeter) SIS- 001 Statutory shared path sign face missing or damaged to an extent that makes it unreadable. RV-003 Vegetation obstructing visibility of statutory road sign. PV-003 Vegetation obstructing visibility of shared path statutory signage						
UNSEALED ROAD SURFACE						
USR-001 Potholes >500mm dia. and 150mm deep in traffic lane USR-002 Deformations > 100mm under a 3 m straight edge USR-003 Longitudinal scour / rutting >200 mm deep and > 20 lineal meters (or 5 m in vicinity of drains) USR-004 Traverse scour / rutting/ corrugations > 75mm deep measured with a 1.2 m straight edge and affecting more than 20 m length of the road. USR-008 Dust restricting visibility to less than 3m in both directions	NA	NA	TBD	TBD	TBD	NA
UNSEALED SHOULDER						
USS-001 Deformations > 100mm under a 3 m straight edge USS-002 Longitudinal scour / rutting >200 mm deep and > 20 lineal meters (or 5 m in vicinity of drains) USS-003 Traverse scour / rutting/ corrugations > 100mm deep measured with a 1.2 m straight edge and affecting more than 20 m length of the shoulder.	NA	NA	TBD	TBD	TBD	NA
VEGETATION – within roadsides including along shared paths						
PV-002 Vegetation protruding over pathway edge up to a height of 2.5m high (unless signposted otherwise).	TBD	TBD	TBD	TBD	TBD	TBD

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)					
	ROAD MAINTENANCE CATEGORY					
	1	2	3	4	5	6
PV-003 Vegetation obstructing visibility of shared path statutory signage PV-004 Vegetation obstructing the intersection sight lines of cyclists. (unless signposted otherwise). RV-001 Vegetation clearance less than 4.5m in height, unless signed otherwise, over traffic lanes and the trafficable portion of shoulders, or protruding over the edge of seal. RV-002 Vegetation obstructing line of sight of approaching vehicles RV-003 Vegetation obstructing regulatory and/or warning signs. RV-004 Limbs/ trees potentially hazardous to road users/ pedestrians or property. (i.e., immediate risk of falling onto roadway or constructed path). RV-005 Sucker tree growth within shoulder or verge RV-006 Broken and/or fallen limb and/or tree obstructing pedestrian/ cyclist or vehicular traffic movements causing them to divert off the road or path.						

Table 5 - Draft Defect Intervention Levels – Roads and Related Assets

PATHWAY DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)			
	PATHWAY MAINTENANCE CATEGORY			
	A	B	C	D
FOOTPATHS (within road reserves)				
ALL FOOT PATH SURFACE TYPES OB-012 Dead Animal OB-013 Rubbish or debris causing slippery surface affecting >0.75 sq. m. OB-014 Obstruction causing path users to divert off the path onto a road or other area that is unsafe for pedestrians. PV-002 Vegetation protruding over pathway edge up to a height of 2.5m high (unless signposted otherwise). F-000 Damaged/loose/ missing tactile pavers. DE-005 Broken or missing pit covers within pathway. DE-006 Broken or missing pit grates within pathway D-001 Water ponding on pathway >100mm deep over > 50% of path width L-002 Vertical displacement >25mm within designated pedestrian walkways and LATM pedestrian refuge areas	1	1	1	1
CONCRETE F-001 Vertical displacement between concrete slabs >20 mm high F-002 Cracks > 20mm wide and 400mm long F-003 Dislodged wedge ASPHALT F-004 Potholes >20mm deep and 200 mm dia. F-005 Mounding/ Undulations > 40mm over a 1.2 m straight edge F-002 Cracks > 20mm wide and 400mm long PAVED F-006 Missing pavers, F-007 Gaps between pavers >25 mm wide F-008 Vertical displacement between pavers >20 mm high UNSEALED F-009 Potholes >75mm deep and 300 mm dia. F-010 Mounding/ Undulations > 75mm over a 1.2 m straight edge. FORMED PATH WITH POOR SEAL F-011 Potholes >100 mm deep and 200 mm dia. F-012 Mounding/ Undulations > 100mm over a 1.2 m straight edge.	TBD	TBD	TBD	TBD
SHARED PATHS (within road reserves)				

PATHWAY DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)			
<p>ALL SHARED PATH SURFACE TYPES</p> <p>OB-012 Dead Animal</p> <p>OB-013 Rubbish or debris causing slippery path surface affecting >0.75 sq. m.</p> <p>OB-014 Obstruction causing path users to divert off the path onto a road or other area that is unsafe for pedestrians.</p> <p>SIS- 001 Statutory shared path sign face missing or damaged to an extent that makes it unreadable.</p> <p>RFS-002 Guidepost along shared path missing or deteriorated to an extent that renders it ineffective,</p> <p>RFS-003 Guardrail along shared path missing or deteriorated to an extent that renders it ineffective,</p> <p>PV-002 Vegetation protruding over pathway edge up to a height of 2.5m high (unless signposted otherwise).</p> <p>PV-003 Vegetation obstructing visibility of shared path statutory signage (unless signposted otherwise).</p> <p>PV-004 Vegetation obstructing the intersection sight lines of cyclists. (unless signposted otherwise).</p> <p>DE-005 Broken or missing pit covers within pathway.</p> <p>DE-006 Broken or missing pit grates within pathway</p> <p>D-001 Water ponding on pathway >100mm deep over > 50% of path width</p>	1	1	1	1
<p>CONCRETE</p> <p>SP-001 Vertical displacement between bays >20mm high</p> <p>SP-003 Cracks > 20mm wide and 1m long</p> <p>SP-004 Path edge failures >100mm deep at the interface of the constructed path and adjacent ground</p> <p>ASPHALT</p> <p>SP-005 Mounding/ Undulations > 40mm measured with 1.2 m straight edge.</p> <p>SP-006 Cracks > 20mm wide and 1m long</p> <p>SP-007 Path edge failures >100mm deep at the interface of the constructed path and adjacent ground</p> <p>SP-008 Potholes >25mm deep and 150 mm dia.</p> <p>UNSEALED</p> <p>SP-008 Mounding/ Undulations > 50mm measured with 1.2 m straight edge.</p> <p>SP-009 Potholes >50mm deep and 150 mm dia. in unsealed paths</p> <p>FORMED PATH WITH POOR SEAL</p> <p>SP-011 Potholes >100 mm deep and 200 mm dia. in unsealed paths</p> <p>SP-012 Mounding/ Undulations > 100 mm over a 1.2 m straight edge</p>	TBD	TBD	TBD	TBD

Table 6 - Draft Defect Intervention Levels – Pathways and Related Assets

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)									
	ROAD MAINTENANCE CATEGORY						PATH MAINTENANCE CATEGORY			
	1	2	3	4	5	6	A	B	C	D
BRIDGES (i.e., Road & Pedestrian Bridges and Boardwalks) including MAJOR CULVERTS (i.e., culverts > 3.4 sq. m.)										
B-001 Damage affecting structural performance. B-002 Uneven/ broken footway slabs (vertical displacement >20mm) B-003 Moisture staining supports between precast units. B-004 Spalled concrete B-005 Deteriorated posts and parapets B-006 Loose/ damaged/ missing guard or hand railings B-007 Settlement of approaches, including water seepage at toe of batter. B-008 Stream bed or bank erosion or scour B-009 Spalling, cracks, rot, termites on deck likely to cause instability. B-010 Gaps between railings >400mm due to missing railings. B-011 Timber decking defects (including holes >150mm) where >10% of the area of a timber running plank is defective. B-012 Gaps between running planks >20mm width B-013 Loose, missing and/ or rattling running planks. B-014 Vegetation in and around bridge (within 2m) obstructing travel path or sight. B-015 Debris in travel path of vehicles and/or pedestrians.	TB D	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

DEFECT INTERVENTION LEVELS	Target Response Time (Working Days)									
	ROAD MAINTENANCE CATEGORY						PATH MAINTENANCE CATEGORY			
	1	2	3	4	5	6	A	B	C	D
STRUCTURES – Minor structures (e.g., Council stairs, retaining walls within roadsides including along shared paths)										
ST-001 Visible damage affecting structural performance or posing a risk to public safety.	TBD	TBD	TBD	TBD	TBD	TBD				
ST-002 Loose or missing handrails										

Table 7 - Draft Defect Intervention Levels – Bridges, Major Culverts & Minor Structures



Draft Routine Maintenance Service Levels

The routine maintenance frequencies documented in the table below are not precise. +/- one-month latitude is allowable. So, grading done on a 12-month cycle in March 2021 is considered compliant with the RMP if it is repeated on any date between 01 February and 30 April 2022. This enables Council to accommodate the impacts of public holidays, staff leave requirements, inclement weather and other unforeseeable factors that may impact the date works can occur.

ASSET CATEGORY	ROUTINE MAINTENANCE ACTIVITY TITLE	ACTIVITY DESCRIPTION	FREQUENCY
DRAINAGE	Open Drain Maintenance	Reset rock beaching, reshape and clear any scour > 100mm, debris > 150mm and weed infestations where open drain > 25% obstructed.	5-year cycle
SEALED ROAD SURFACE	Street Sweeping	Sweep kerb and channel only to remove accumulation of dirt and debris.	As per contract
UNSEALED ROAD SURFACE	Unsealed Road/ Shoulder Grading	<p>Grade and top dress unsealed roads and shoulders to maintain shape and cross fall and restore trafficable surface condition when > 20 % of the road surface area is affected by defects:</p> <ul style="list-style-type: none"> - Soft, slippery areas, coarse surface texture, loose material, loss of surface material, roughness. - Rutting and corrugations exceed 75mm over a 1.2m straight edge. - Potholes exceed 250mm in diameter and 75mm deep. <p>Grade shoulder when edge drop from traffic lane to shoulder exceeds 50mm over 20m length under a 1.5m straight edge or when shoulder becomes rough or scoured.</p> <p>Trim lower edge of shoulder when build up holds water.</p>	<p>12-month cycle (+ more frequently on the following high traffic roads</p> <ul style="list-style-type: none"> - Road ABC

Table 8 - Draft Routine Maintenance Activities

Draft Proactive Routine Defect Inspections – Scope and Frequencies

All proactive routine defect inspections occur during daytime. Where reflectivity of signs or line marking forms part of the inspection this is done using a luxmeter during normal daylight hours.

The tables below summarise the following proactive routine defect inspections:

- Road and road-related infrastructure
- Path and path related infrastructure
- Bridges, Major Culverts and Minor Structures

The inspection frequencies documented in the tables above are not precise. +/- one-month latitude is allowable. So, an inspection done on a 12-month cycle in March 2021 is considered compliant with the RMP if it is repeated on any date between 01 February and 30 April 2022. This enables Council to accommodate the impacts of public holidays, staff leave requirements and other unforeseeable factors that may impact the date of inspection.

ROAD AND ROAD RELATED ASSET DEFECT INSPECTIONS		
CLASSIFICATION	SCOPE	FREQUENCY
LINK ROADS	Inspection will be done from the perspective of a motorist travelling at 40 km/ hr (or less). The defect inspector will only look for defects within the roadway that exceed intervention levels listed in Table 5 against the following asset categories: <ul style="list-style-type: none"> • Obstructions • Drainage (External) – only Open Drains, Side Entry Pits and Pits located in trafficable lanes. (Excluding drainage defects associated with the path network these assets are inspected as part of the path and path related asset inspection) • Kerb and Channel • Road Furniture • Road Pavement • Sealed Road Surface • Signs • Unsealed shoulder • Vegetation within roadsides (excluding vegetation associated with the path network these assets are inspected as part of the path and path related asset inspection) 	6-month cycle
COLLECTOR ROADS		12-month cycle
ACCESS ROADS		12-month cycle
ACCESS TRACKS – high use		36-month cycle
ACCESS TRACKS – low use		Nil

PATHWAY & PATH RELATED ASSET DEFECT INSPECTIONS		
CLASSIFICATION	SCOPE	FREQUENCY
HIGH USE FOOTPATHS	Inspection will be done from the perspective of a pedestrian or cyclist. The hazard inspector will look for defects within the pathway that exceed intervention levels listed in Table 6.	12-month cycle
HIGH USE SHARED PATH		12-month cycle
RAIL TRAIL		6- month cycle
LOW USE FOOTPATHS		24-month cycle
LOW USE SHARED PATH		24-month cycle
FORMED POORLY CONSTRUCTED PATH		Nil
BRIDGE & MAJOR CULVERT DEFECT INSPECTIONS		
CLASSIFICATION	SCOPE	FREQUENCY
ROAD BRIDGES	Inspection in accordance with the VicRoads Bridge Inspection Manual (Level 1 Bridge Inspections).	6-month cycle
PEDESTRIAN BRIDGES (including boardwalks)		6-month cycle

Table 9 –Draft Proactive Routine Defect Inspections

Managing unexpected renewal works

Sometimes the extent of asset deterioration is such that functionality cannot be restored via a reactive maintenance activity. For example, if the distressed area of asphalt shared path is greater than 2 sq. m. then this is too big an issue to be repaired by the standard reactive maintenance activity. In these cases, asset replacement, rehabilitation or renewal works are necessary to restore functionality. These works are undertaken as part of Council's capital renewal program.

The table below provide examples where the extent of deterioration is such that asset renewal is required.

Reactive renewal works may take several years to commence as they are considered major projects and require funding via the capital renewal budget process.

DEFECT TO BE REFERRED FOR CAPITAL RENEWAL FUNDING
Bridges & Major Culverts (i.e., culverts > 3.4 sq. m.)
Structural failure Damage due to traffic incident or vandalism affecting > 2 sq.m.
DRAINS – Pipes or minor culverts
Damaged pipe > 10 m length (or repair cost estimated to be >\$5,000)
DRAINS - Pits
Collapsed pit wall or pit floor. (or repair cost estimated to be >\$5,000)
Kerb & Channel
Damaged kerb length > 10 m length (or repair cost estimated to be >\$5,000)
ROAD FURNITURE
Safety barrier or guard rail or guidepost damage affecting more than 15 metre length. (Repair or replacement cost > \$5,000)
ROAD PAVEMENT
Failed area of pavement with potential for pavement collapse > 10 sq. m
ROAD SURFACE
Edge break > 25 lineal metres Failed area (patching no longer effective) > 10 sq. m
ROADSIDE STRUCTURES (part of roadway or pathway only)
Structural failure
PATHWAY (Asphalt, Concrete or Paved Shared path or footpath)
Distressed area > 2 sq. m.

Table 10 - Draft Triggers for Reactive Renewal programming