



44 Station Street
Cobram Vic 3644
www.moirā.vic.gov.au
info@moirā.vic.gov.au

AGENDA

SCHEDULED MEETING OF COUNCIL **FOR** **WEDNESDAY 28 FEBRUARY 2024** **TO BE HELD AT COBRAM CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644** **COMMENCING AT 4.30PM**

RECORDING

Consistent with section 13.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

LIVE STREAMING

Council meetings will now be lived streamed to allow those interested in viewing proceedings greater access to Council decisions and debate, without attending the meeting in person.

1. WELCOME CALLING TO ORDER – CEO

2. PRAYER

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

4. APOLOGIES / LEAVE OF ABSENCE

5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS

6. DISCLOSURE OF CONFLICTS OF INTEREST

7. ACKNOWLEDGEMENT OF ORDER OF AUSTRALIA MEDAL RECIPIENTS

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: That the minutes of the Scheduled Council Meeting held on Wednesday, 31 January 2024, as presented, be adopted

7.	ADMINISTRATOR ADDRESSES	
8.	DIRECTOR REPORTS	
10.	OFFICER REPORTS FOR DETERMINATION	
	10.1 OFFICE OF CEO	
10.1.1	MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT MEETINGS (AMENDMENT) LOCAL LAW 2024	3
	10.2 CORPORATE PERFORMANCE	
10.2.1	CONTRACTS AWARDED UNDER DELEGATION REPORT	9
10.2.2	QUARTERLY BUDGET REVIEW - DECEMBER 2023	11
10.2.3	APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY COMMITTEES, BOARDS AND REPRESENTATIVE BODIES	24
10.2.4	AUDIT OF COUNCIL'S FINANCIAL MANAGEMENT POLICIES AND PRACTICES	26
	10.3 COMMUNITY	
10.3.1	RECREATION VEHICLE (RV) FRIENDLY DESTINATIONS: DESIGNATED CAMPING AREAS FOR SELF-CONTAINED RVS	30
10.3.2	PROPOSAL TO ACQUIRE LOT 1 ON TP342194M FROM NATHALIA ANGLING CLUB	35
11.	OFFICER REPORTS FOR INFORMATION	
	11.1 CORPORATE PERFORMANCE	
11.1.1	PEDESTRIAN ENHANCEMENT PACKAGE	43
	11.2 COMMUNITY	
11.2.1	BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY COMMITTEE - TERMS OF REFERENCE	89
12.	ACTION OFFICERS LIST	
13.	NOTICES OF MOTION	
14.	PETITIONS AND JOINT LETTERS	
15.	COUNCIL SEAL	
15.1	SECTION 173 AGREEMENTS - AUTHORITY TO AFFIX THE COMMON SEAL	98
16.	URGENT BUSINESS	100
17.	CLOSE OF MEETING	

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT MEETINGS (AMENDMENT) LOCAL LAW 2024

Recommendation

That Council endorse the release of the proposed Moira Shire Council Use of Common Seal and Conduct at Meetings (Amendment) Local Law 2024 for community engagement in accordance with Section 73 of the *Local Government Act 2020* and Councils Community Engagement Policy.

1. Executive Summary

Council is proposing to amend the Moira Shire Council Use of the Common Seal and Council Meeting Local Law No 1 2021 (**Local Law**) to provide authorisation for the Chief Executive Officer (**CEO**) to affix the common seal to section 173 Agreements, which are entered into by Council as the Responsible Authority under the *Planning and Environment Act 1987* (the **Act**).

Under the current Local Law, the common seal can only be applied to section 173 Agreements by resolution of Council which creates an additional step in the execution of these Agreements. As a consequence, this also increases the processing time involved in finalising Planning Permits and creates administrative inefficiencies for the organisation.

The Moira Shire Council Use of the Common Seal and Conduct at Council Meetings (Amendment) Local Law 2024 (**Amendment Local Law**) will seek to reduce that administrative burden by authorising the CEO to affix the common seal, avoiding the need for a prior Council resolution.

2. Conflict of interest declaration

There are no conflict of interest declarations to consider as part of this report.

3. Background & Context

Council may require an owner of land within the municipality to enter into an agreement under section 173 of the Act which sets out conditions or restrictions on the use or development of that land.

A section 173 Agreement generally provides for someone to carry out, or not to carry out, any matters specified in the Agreement and is also used where a condition on a permit or planning scheme controls will not provide for the requirements to be fulfilled. Under certain circumstances the Planning Scheme may also make it a mandatory requirement for permits to require a section 173 Agreement to be entered into.

The execution of a section 173 Agreement requires the Common Seal to be affixed in accordance with Section 174(1) of the Act.

The use of the Common Seal is governed by Part 2 of the Local Law, which requires a Council resolution for the use of the Common Seal. This creates an administrative burden and causes a delay in the administration of the planning system by requiring each section 173 Agreement to be presented to Council, accompanied by an officer's report in order to obtain a Council resolution to affix the Common Seal.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT MEETINGS (AMENDMENT) LOCAL LAW 2024 (cont'd)

The Local Law was developed and endorsed by Council on 23 June 2021 in accordance with the requirements under the *Local Government Act 1989*.

The purpose of the Local Law is to:

- Regulate the use of the Common Seal;
- Prohibit unauthorized use of the Common Seal; and
- Make it an offence for non-compliance with the conduct provisions with Councils Governance Rules applying to Council Meetings.

Clause 2.2 of the Local Law describes the authority for the use of the Common Seal stating:

“the common seal may only be affixed to a document for the purpose of giving effect to a decision which has been made by Council resolution”.

The Amendment Local Law seeks to amend clause 2.2 by substituting it with the following:

The Common Seal must only be affixed to a document –

- a. for the purpose of giving effect to a decision that has been made by Council resolution; or*
- b. by the Chief Executive Officer in order to seal any agreement required to be made under the Planning and Environment Act 1987.*

The amendment to the Local Law will therefore seek to provide authorisation to the CEO to affix the Common Seal to section 173 Agreements once these documents are ready for execution.

4. Issues

The current process to affix the common seal on section 173 Agreements creates an administrative burden and can lead to delays in the processing of Planning Permits.

An amendment to a Local Law requires Council to follow the same process described under the *Local Government 2020* as when new Local Laws are made. This includes releasing the Amendment Local Law to the community for consultation under the Community Engagement Policy.

5. Strategic Alignment

This report relates to Council Plan Strategic Objectives 4 ‘Customer Focused and Responsive’ and Objective 5 ‘Transparent and Accountable Governance’.

6. Internal & External Engagement

Internal engagement on the amendment to the Local Law occurred with the Executive Leadership Team including the Chief Executive Officer, Manager Planning and the Governance Team.

External engagement will occur in accordance with the Community Engagement Policy and will include a Public Notice on the Council website from 29 February 2024 and in local newspapers from 6 March 2024. A copy of the proposed Amendment Local Law will also be available for public inspection at the Cobram and Yarrawonga Service Centres from 29 February 2024.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT MEETINGS (AMENDMENT) LOCAL LAW 2024 (cont'd)

The engagement program will run for 21 days and will close on 20 March 2023. The community will be invited to provide a submission to the proposal via a 'Have Your Say' page on our website or written submissions can be sent to Council via post or lodged at our Service Centres.

7. Budget / Financial Considerations

Costs associated with the community consultation program form part of the operational budget.

8. Risk & Mitigation

Delays in processing section 173 Agreements are caused by an administrative requirement for authorising of the use of the common seal via Council resolution. The amendment to the Local Law provides authorisation to the CEO reducing delays and provides efficiency in processing Planning Permits.

9. Conclusion

Council is proposing the Amendment Local Law to authorise the CEO to affix the Common Seal to section 173 Agreements and will seek community input into the proposal in accordance with the Community Engagement Policy.

Attachments

- 1 Moira Shire Council Use of the Common Seal and Conduct at Council Meetings
(Amendment) Local Law 2924

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

**MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT
MEETINGS (AMENDMENT) LOCAL LAW 2024 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council Use of the Common Seal and Conduct
at Council Meetings (Amendment) Local Law 2024



**Moira Shire Council
Use of the Common Seal and
Conduct at Council Meetings
(Amendment) Local Law 2024**

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT MEETINGS (AMENDMENT) LOCAL LAW 2024 (cont'd)

ATTACHMENT No [1] - Moira Shire Council Use of the Common Seal and Conduct at Council Meetings (Amendment) Local Law 2024



Part 1 – Introduction

1.1 Title

This Local Law is titled Moira Shire Council Use of the Common Seal and Conduct at Council Meetings (Amendment) Local Law 2024.

1.2 Purpose of this Local Law

The purpose of this Local Law is to amend the Moira Shire Council Use of the Common Seal and Conduct at Council Meetings Local Law No1 2021.

1.3 Authorising Provisions

This Local Law is made under section 71(1) of the *Local Government Act 2020*.

1.4 Commencement, Revocation and Area of Operation

This Local Law:

- (a) comes into operation on [insert date];
- (b) unless sooner revoked, ceases to operate on the day on which the Moira Shire Council Use of the Common Seal and Conduct at Council Meetings Local Law No. 1 2021 ceases to operate; and
- (c) operates throughout the municipal district.

1.5 Other Legislation

Anything allowed under any Act, Regulation or Planning Scheme is not affected by any prohibition, requirement or restriction under this Local Law.

1.6 Definitions

Unless the contrary intention appears in this Local Law, the following words and phrases are defined to mean:

“Council”	means Moira Shire Council
“Municipal district”	means the municipal district of the Council
“Principal Local Law”	means the Councils Use of the Common Seal and Conduct at Council Meetings Local Law No 1 2021

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

**MOIRA SHIRE COUNCIL USE OF COMMON SEAL AND CONDUCT AT
MEETINGS (AMENDMENT) LOCAL LAW 2024 (cont'd)**

**ATTACHMENT No [1] - Moira Shire Council Use of the Common Seal and Conduct
at Council Meetings (Amendment) Local Law 2024**



Part 2 – Amendment to the Principal Local Law

2.1 Clause to be substituted

In clause 2.2 of the Principal Local Law replace the existing clause which reads:

- a. *"The common seal may only be affixed to a document for the purpose of giving effect to a decision which has been made by Council resolution."*

With the following –

2.2 Authority for Use of the Common Seal

The Common Seal must only be affixed to a document –

- a. for the purpose of giving effect to a decision that has been made by Council resolution; or
- b. by the Chief Executive Officer in order to seal any agreement required to be made under the *Planning and Environment Act 1987*.

DRAFT

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.1
(PROCUREMENT OFFICER, LISA KNIGHT)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

CONTRACTS AWARDED UNDER DELEGATION REPORT

Recommendation

That Council note the quarterly report for contracts awarded under CEO delegation.

1. Executive Summary

Council's *Instrument of Delegation to the Chief Executive Officer* was adopted on 27 October 2021 which provides a delegation to the Chief Executive Officer (CEO) to award contracts up to the value of \$350,000.

This report lists all contracts awarded under the CEO delegation for the period 1 October 2023 – 31 December 2023.

2. Conflict of interest declaration

There is no officer conflict of interest considerations.

3. Background & Context

In accordance with Section 108 of the *Local Government Act 2020*, Council adopted a Procurement Policy ('Policy') on 27 October 2021. One of the Policy's objectives is to achieve an outcome of 'High standards of probity, transparency, accountability and risk management'.

Council's Instrument of Delegation to the Chief Executive Officer, adopted on 27 October 2021, confirms a delegation to the CEO to award contracts up to the value of \$350,000 (exc. GST). As purchases between \$150,001 - \$350,000 (exc. GST) must be approved by the CEO, this report highlights contracts awarded within this delegation threshold.

Under Appendix A of the Policy, purchases between \$150,001 - \$350,000 (exc. GST) must follow an advertised Request for Quote (RFQ) process unless an eligible procurement exemption applies.

The below table lists the contracts awarded under delegation between 1 October 2023 - 31 December 2023.

Contract Number	Contract Title	Contract Value (ex. gst)	Awarded To
C028/23	Audit of Council's Financial Management Policies and Practices	\$149,102.00	BDO Services Pty Ltd
C038/23	Flood Recovery Works - Picola-Barmah and Katunga-Picola Roads (Stage 1)	\$349,293.00	O'Loughlin Excavations Pty Ltd t/a Olex Civil

4. Issues

No issues were raised within the contracts awarded under delegation.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.1
(PROCUREMENT OFFICER, LISA KNIGHT)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

CONTRACTS AWARDED UNDER DELEGATION REPORT (cont'd)

5. Strategic Alignment

Council Plan

5. Transparent and accountable
governance

This report details the advertised RFQs that have been awarded or renewed under delegated authority. Under the Strategic Objective Pillar 5, communicating decisions made under delegation allows for greater transparency.

6. Internal & External Engagement

Internal and External Consultation was not required.

7. Budget / Financial Considerations

The Instrument of Delegation to the Chief Executive Officer includes a delegation to award a contract for goods, services or works to \$350,000 (exc. GST), provided the costs are included in Council's approved budget.

8. Risk & Mitigation

The Procurement Policy provides guidance to the entire organisation on procurement practices that set a tone for a framework that upholds accountability and transparency. The policy is therefore a critical component of Council's overall risk management framework.

The Instrument of Delegation to the Chief Executive Officer supports Council's management of business risk and commitment to good governance.

9. Conclusion

This report details the contracts awarded under the CEO delegation for the period 1 October 2023 – 31 December 2023. Contracts were awarded through an advertised or invited RFQ procurement process.

Attachments

Nil

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2
(FINANCIAL ACCOUNTANT, ANDREW
WILSON)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

QUARTERLY BUDGET REVIEW - DECEMBER 2023

RECOMMENDATION

That Council:

1. Adopt the forecast for the 2023/24 financial year contained in the December 2023 Quarterly Budget Review; and
2. Note the Environment Upgrade Agreements quarterly performance report.

1. Executive Summary

The proposed December 2023 budget reforecast has been developed within the context of Council continuing its response to the findings of the Commission of Inquiry, the rollout of the organisational restructure and the difficulties in Council delivering its capital works program.

Income Statement

There has been an increase in the forecast budget surplus from \$11.23 million in the Approved September 2023 Forecast to a surplus of \$11.56 million in the Proposed December 2023 Quarterly Forecast. The main impact has been the uplift in depreciation and amortisation costs (\$3.59 million) due to higher asset values following 2022/23 revaluation. This reduction to the bottom line is offset by savings in employee labour costs (\$1.73 million) due to delays in backfilling vacant roles and higher interest income (\$2.04 million) due to higher interest rates and a higher average cash balance due to the early receipt of \$13 million for the 2023/24 Financial Assistance Grant.

Balance Sheet

The Balance Sheet of Council is forecast to remain in a financially healthy position by 30 June 2024, with current assets expected to be 3.07 times current liabilities. Strong reserves are set aside to fund the revised forecast capital works program of \$42.41 million.

Cash Flow

The cash position of Council continues to remain strong. As of 31 December, Council held \$58.77 million in cash and investments and is forecast to hold \$52.5 million by 30 June 2024.

Capital Expenditure

The proposed capital works forecast as at December 2023 is \$42.41 million compared to the Approved September 2023 Forecast of \$41.74 million. Year to date spend at the end of December 2023 is \$6.89 million with a further \$11.55 million in outstanding commitments. It is anticipated that Council will not deliver on the full scope of the capital works program by 30 June 2024. The capital works program will be reviewed in detail as part of Council's quarter three budget reforecast to determine which projects need to be delayed to the 2024/25 financial year.

2. Conflict of interest declaration

There are no officer conflicts of interest issues to consider within this report.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

3. Background and Context

The quarterly budget review mandated under Section 97 of the *Local Government Act 2020* (the Act). The Act requires that at least every three months the Chief Executive Officer must ensure a statement comparing the budgeted revenue and expenditure for the financial year with actual revenue and expenditure to date presented to Council.

4. Issues

Carried Forward Capital Works

Council's capital works need to be managed prudently to strengthen Council's financial position and ensure Council meets all the low-risk financial sustainability indicators as specified by the Victorian Auditor-General's Office.

Delivery of the 2023/24 capital works program continues to be impacted by a combination of adverse factors including availability of contractors, internal resources and construction materials.

Council's Finance Team is working with the Infrastructure Department to forecast remaining capital spend for the 2023/24 financial year. This is to ensure that any projects that have been delayed are rolled forward as part of the quarter 3 reforecast and captured in the 2024/25 financial year budget.

Grant Income

Council has a significant level of government grants. These grants underpin several capital works projects and operating programs, all of which are of importance to the Moira community. Operating grants for 2023/24 total \$14.88 million and capital grants \$17.56 million.

It is forecast that capital grant receipts totalling \$5.20 million will be held in unearned income as of 30 June 2024. This amount represents capital grants which have been received but the performance obligations under the funding agreement have not been satisfied.

5. Strategic Alignment

Council Plan
5. Transparent and accountable
governance

Performance Reporting Policy
Public Transparency Policy

6. Internal & External Engagement

Internal Executive Leadership Team
 All Managers
External Not Applicable

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

7. Budget/ Financial Considerations

7.1 Summary of changes to projected operating result for the 2023/24 financial year.

The surplus for the Proposed December 2023 Forecast expected to be \$11,557,007 – an increase of \$325,690 compared to the Approved December 2023 Forecast surplus of \$11,231,317.

Approved Forecast Sep 2023 vs Proposed Forecast Dec 2023	(Favourable) / Unfavourable \$
Approved September 2023 Forecast Surplus	(11,231,317)
Rates and charges	(22,633)
Statutory fees and fines	(18,465)
User fees	(1,298)
Grants - operating	(267,635)
Grants - capital	(755,962)
Contributions - monetary	(524,450)
Share of Net Profit of Joint Venture	(102,692)
Other income	(2,036,531)
Employee Costs	(1,730,245)
Materials & services	
- <i>Materials & consumables</i>	1,143,702
- <i>Contract services</i>	206,197
- <i>Utilities</i>	800
Depreciation and amortisation	3,593,484
Other expenses	190,038
Proposed December 2023 Forecast Surplus	(11,557,007)

The reasons for the movements are as follows:

- a) **Rates and charges** – Increased income from 2023/24 supplementary property assessments processed in quarter two (\$75k); offset by reduced revenue from Solar Farm charges \$52k due to reassessment of electricity output from these farms.
- b) **Statutory fees and fines** – Increased income from Subdivision supervision and certification (\$15k) and swimming pool fines (\$3k).
- c) **User fees** – Increased income from Immunisation charges (\$2k) offset by converting Strathmerton Public Shower to a free facility \$1k.
- d) **Grants - operating** – Increase in grant income from the State Government for adopting the four (glass) bin program (\$127k), extension of the Rapid Antigen Test distribution program

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

(\$60k), additional Maternal & Child Health funding (\$39k), completion of the Regional Fruit Fly program (\$22k), increased Roadside Weeds and Pests management program (\$10k) and Australia Day Council funding for Australia Day events (\$10k).

- e) **Grants – capital** – Income increase from new State Government grant to establish Resale Shops at Cobram and Numurkah Transfer Stations (\$287k), final completion of projects under the Local Roads and Community Infrastructure Program – Phase 1 (\$254k) and recognition of income for Transfer Station Recycling facilities completed in 2022/23 (\$214k).
- f) **Contributions – monetary** – Income from developer contributions to the Open Space Reserve (\$500k) and developer contributions to installation of non-standard assets (i.e., decorative lighting) (\$24k).
- g) **Share of Net Profit of Joint Venture** – income from the finalisation of the Creekside Estate joint venture in Nathalia with Northern Victoria Finances Limited (\$103k).
- h) **Other Income** – Increased income from interest on investments (\$2.04m), original budget based on lower average interest rates and did not include investment of the \$13M in 2023/24 Financial Assistance Grant received early. Increased income from Government Incentives for employing Apprentices (\$23k), Rural Tree Scheme subscriptions (\$4k), property rent income (\$4k), insurance claim payments (\$3k) and tourism events income (\$2k), offset by loss of income from HR consulting provided by Moira People & Safety team to the GV Library \$39k and staff motor vehicle reimbursements \$2k.
- i) **Employee Costs** – First half savings on delays in backfilling roles (\$1.83m) and saving on Workcover Premium (\$116k) driven by a lower annual premium than quoted and a part refund of 2022/23 premium. Offset by increased external employee costs for temporary replacement of key roles before permanent replacement can be appointed \$160k and additional training requirements resulting from implementation of the restructure \$54k.
- j) **Materials and consumables** – Higher legal expenses incurred in first half \$220k, costs incurred against the October 2022 Council Flood Support fund \$182k (funding received in 2022/23), higher forecast recruitment costs \$151k, higher insurance premium and excess costs \$145k. New grant funded costs for the implementation of the new kerbside recycling program \$127k, increase in cost of suspension of activities at Fords Pit \$114k, additional waste compliance costs to support Cobram Landfill whilst recruiting unfilled roles \$100k. Increase costs of transition to new leadership team \$35k, unplanned cleaning of Gross Pollutant Trap in Cobram \$16k, increase in contribution to Yarrowonga Mulwala Tourism \$15k, additional funding to support community Christmas events and decorations \$15k, increase Australia Day funded budget \$10k. Moira contribution to regional IWM Officer role \$10k and small materials budget amendments across various activities \$4k.
- k) **Contract services** – Consultant fee expenses for four grant funded projects where income received in 2022/23 \$322k. Additional consultant to support programs due to position vacancies \$300k. Contractor costs relating to Council Flood Support Fund activities where income was provided in 2022/23 \$132k and cost of providing waste skip bins at key tourist locations during January/February \$60k. Offset by savings in Interim Administration communication costs (\$46k), governance consultant fees (\$80k) and saving on completion of the Asbestos Removal project (\$482k).
- l) **Utilities** – Increased budget for water service charges on three properties located on Campbell Road, Cobram \$1k.
- m) **Depreciation and amortisation** – Increased depreciation expense \$3.29m on increased values of building and infrastructure assets following the revaluation of assets in the 2022/23 accounts, plus new amortisation expense of Landfill Airspace \$300k.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

- n) **Other expenses** – Unplanned audit fee expense for Financial Management Policies and Practices \$150k, increase in Administrator Allowances in line with increase approved by the Minister for Local Government \$23k, one-off settlement payment \$13k and increase in other Administrator costs based on first six months of actuals \$4k.

7.2 Income Statement

Income Statement	Approved Forecast Sep 2023	YTD Actuals 2023/24	Proposed Forecast Dec 2023	Approved Forecast Sep 2023 vs Proposed Forecast Dec 2023
Income				
Rates and charges	(44,615,241)	(44,650,235)	(44,637,874)	(22,633)
Statutory fees and fines	(1,736,420)	(1,052,845)	(1,754,885)	(18,465)
User fees	(2,296,111)	(1,127,413)	(2,297,409)	(1,298)
Grants - operating	(14,614,873)	(1,066,482)	(14,882,508)	(267,635)
Grants - capital	(16,819,977)	(892,543)	(17,575,939)	(755,962)
Contributions - monetary	(126,500)	(632,561)	(650,950)	(524,450)
Contributions - non-monetary	(1,000,000)	-	(1,000,000)	-
Net gain on disposal of property, infrastructure, plant & equipment	(55,071)	(264,348)	(55,071)	-
Share of Net Profit of Joint Venture	-	(102,692)	(102,692)	(102,692)
Other income	(1,991,942)	(1,072,805)	(4,028,473)	(2,036,531)
Income Total	(83,256,135)	(50,861,924)	(86,985,801)	(3,729,666)
Expenditure				
Employee costs	28,303,150	14,819,392	26,572,905	(1,730,245)
Materials & services				
- <i>Materials & consumables</i>	18,740,547	10,317,259	19,884,249	1,143,702
- <i>Contract services</i>	9,338,862	4,439,530	9,545,059	206,197
- <i>Utilities</i>	1,182,741	497,439	1,183,541	800
Depreciation and amortisation	12,815,307	7,055,769	16,408,791	3,593,484
Bad and doubtful debts	15,000	-	15,000	-
Finance costs - leases	99,970	59,359	99,970	-
Share of Net Loss of Associated Entity	10,000	-	10,000	-
Other Expenses	1,519,241	534,141	1,709,279	190,038
Expenditure Total	72,024,818	37,722,888	75,428,794	3,403,976
Operating Result	(11,231,317)	(13,139,035)	(11,557,007)	(325,690)

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

7.3 Balance Sheet

Balance Sheet	Approved Forecast Sep 2023	YTD Actuals 2023/24	Proposed Forecast Dec 2023
Assets			
Cash and cash equivalents	6,439,877	3,951,762	6,921,000
Other financial assets	42,750,000	58,000,000	45,600,000
Trade and other receivables	4,190,467	40,324,592	4,230,000
Inventories	666,000	644,378	666,000
Other assets	2,998,000	1,626,186	2,998,000
Total current assets	57,044,344	104,546,918	60,415,000
Investments in Associates & Joint Ventures	1,396,000	1,393,956	1,396,000
Property Plant Equipment & Infrastructure	817,975,950	771,883,523	815,455,000
Right-of- Use Assets	1,889,000	2,574,439	1,889,000
Intangible Assets	6,472,000	6,718,217	6,419,000
Total non-current assets	827,732,950	782,570,135	825,159,000
Total Assets	884,777,294	887,117,053	885,574,000
Liabilities			
Trade and other payables	2,640,090	778,866	2,961,000
Trust funds & deposits	3,398,000	7,593,478	3,398,000
Unearned income/revenue	5,203,000	8,258,927	5,203,000
Provisions	7,021,000	6,403,474	7,021,000
Interest-bearing liabilities	612,592	41,928	603,000
Lease liabilities	464,000	564,690	464,000
Total current liabilities	19,338,683	23,641,363	19,650,000
Provisions	7,056,000	8,471,976	7,256,000
Interest-bearing liabilities	6,664,311	466,495	6,575,000
Lease liabilities	1,474,000	1,947,448	1,474,000
Total non-current liabilities	15,194,311	10,885,919	15,305,000
Total liabilities	34,532,993	34,527,282	34,955,000
Net assets	850,244,301	852,589,771	850,619,000
Equity			
Accumulated surplus	269,718,351	284,487,646	270,093,000
Reserves	580,525,950	568,102,125	580,526,000
Net equity	850,244,301	852,589,771	850,619,000

a) **Current Assets** – As of 31 December 2023, \$27.66 million in Rates and Fire Services Levy debtors remain outstanding. It's expected recovery of debtors through to 30 June 2024 will be consistent with prior year. As capital projects are completed over 2023/24, Council will see a reduction in cash invested in term deposits (other financial assets).

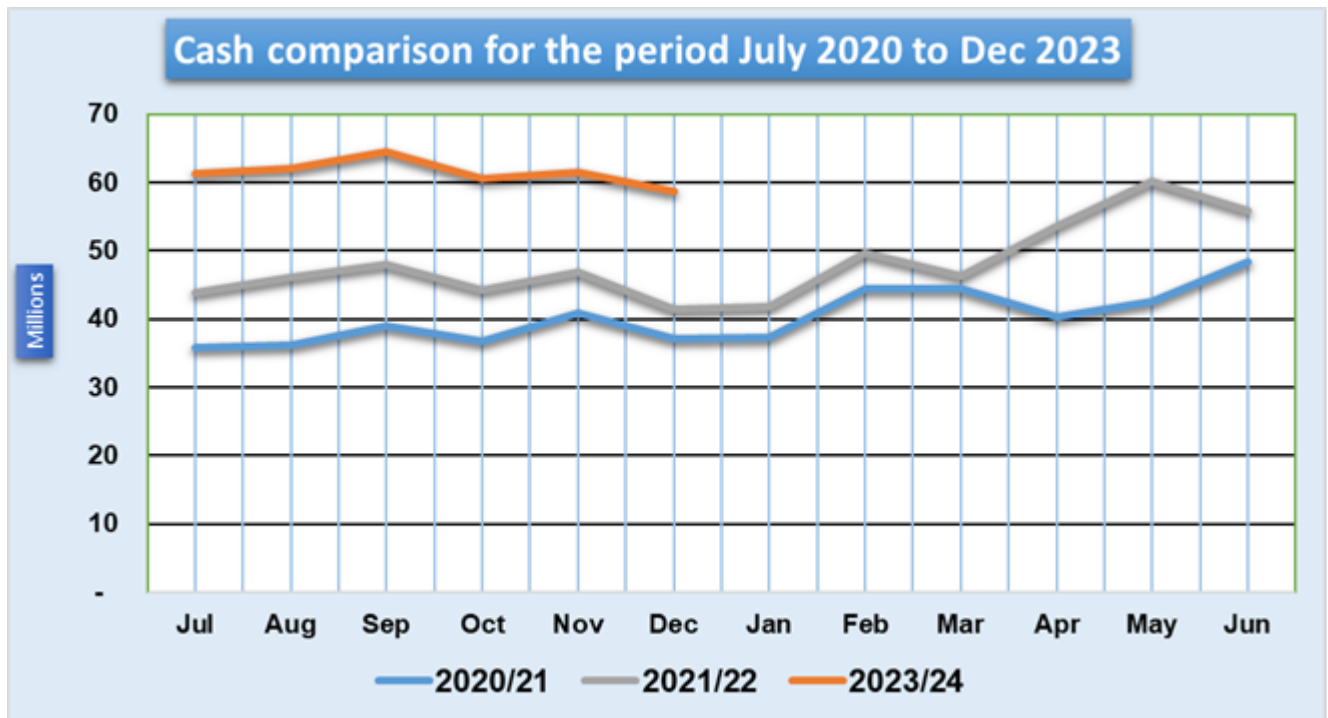
FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

- b) **Non-Current Assets** – Property Plant Equipment and Infrastructure variance is forecast to close out when 2023/24 capital works program is capitalised, and revaluations applied.
- c) **Current Liabilities** – As of 31 December 2023 there is \$8.84 million in unrecognised grant income, it is forecast that as delayed capital projects are completed this will reduce to \$5.2m by 30 June 2023.
- d) **Non-Current Liabilities** – Interest-bearing liabilities is forecast to increase as Council drawdown previously approved loans from the Treasury Corporation Victoria (TCV) to fund the Yarrowonga Library and MultiSports Stadium projects.

7.4 Cash Flow



The balance of Cash and cash equivalents on 30 June 2024 proposed to be \$52.52 million.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

7.5 Statement of Capital Works - Proposed December 2023 Forecast

Capital Works	Adopted Budget 2023/24	YTD Actuals 2023/24	Proposed Forecast Sep 2023
Property			
Land	-	4,593	20,000
Land improvements (incl land development)	1,157,703	38,590	2,481,318
Buildings	16,195,122	703,269	14,326,693
Total property	17,352,825	746,452	16,828,011
Plant and equipment			
Plant, machinery and equipment	3,117,000	517,234	4,170,386
Computers and telecommunications	-	-	64,000
Total plant and equipment	3,117,000	517,234	4,234,386
Infrastructure			
Roads	11,117,015	449,507	9,605,922
Bridges	1,418,235	585	1,593,979
Footpaths and cycleways	675,000	346,967	940,913
Drainage	5,287,989	352,587	3,974,013
Kerb and channel	420,598	20,490	810,762
Recreational, leisure and community facilities	1,550,773	334,203	2,380,562
Waste management	-	39,045	39,045
Parks, open space and streetscapes	438,000	32,597	475,257
Aerodromes	262,587	7,500	262,587
Other infrastructure	582,703	2,858	593,435
Total infrastructure	21,752,900	1,586,339	20,676,475
Total capital works expenditure	42,222,725	2,850,025	41,738,872

Outstanding commitments	11,011,200
Total YTD Actuals plus commitments	13,861,225

*Total Adopted Budget Capital Works includes capital works carried over from previous years.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

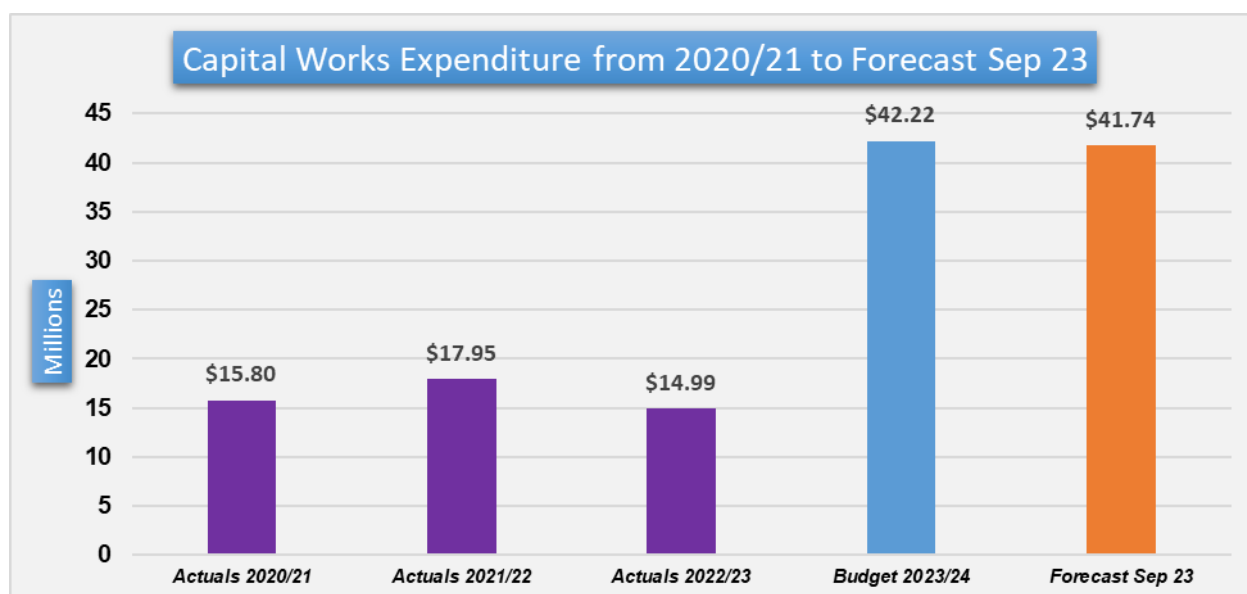
ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

7.6 Proposed budget amendments to capital works for the 2023/24 financial year

Capital Works Project	Comment	Budget Impact (Favourable) / Unfavourable \$
Capital Budget Reductions		
Yarrowonga West Drainage Flood Protection	Delays in obtaining approval for the amended use for the Yarrowonga Saleyards site from DEECA to be transferred to 2024/25 Capital Works program	(143,154)
Capital Budget Increases		
Lease Plant Assets Buyouts	Balloon payments for purchase of four leased plant items following expiry of lease, this was not included in Adopted Budget	157,868
Office Equipment Renewal	Renewal of Pharmacy grade refrigerators for storage of immunisation and other vaccines budget savings across various MCH programs	9,585
Cobram Pedestrian Crossings	TAC Audit identified deficiencies in TAC funded project, works required to bring crossings up to regulations	40,000
Paterson Russell Streets Numurkah Drainage	Project scheduled in 2024/25, however \$400k is funded from LRCIP 3 which needs to be completed before June 2024	300,000
Resale Shop - Cobram & Numurkah Transfer Stations	New State Government funded project to construct resale shops at Cobram and Numurkah Transfer Stations	287,265
Cobram Landfill / Animal Pound Communications upgrade	New project supported by ELT, to improve the communications network between the Cobram Landfill and Cobram Pound, funded from Operating Budget savings	20,000
Total Capital Works Budget Amendments		671,564

7.7 Capital Works Expenditure – From 2014/15 to 2023/24



FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

7.8 Financial Performance Indicators

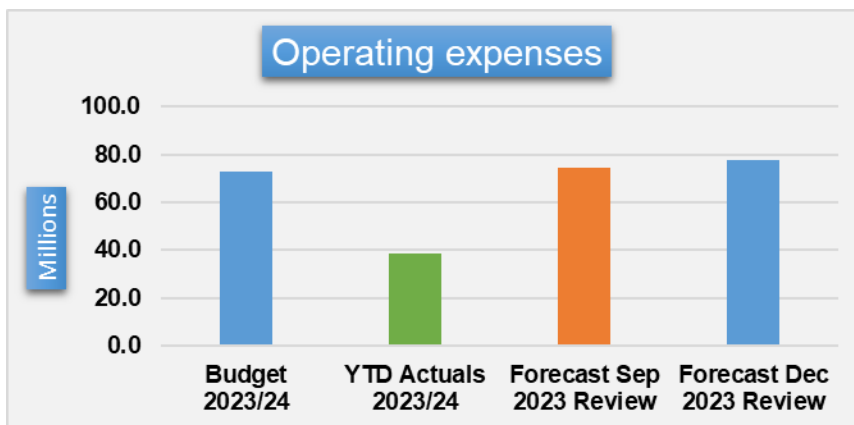
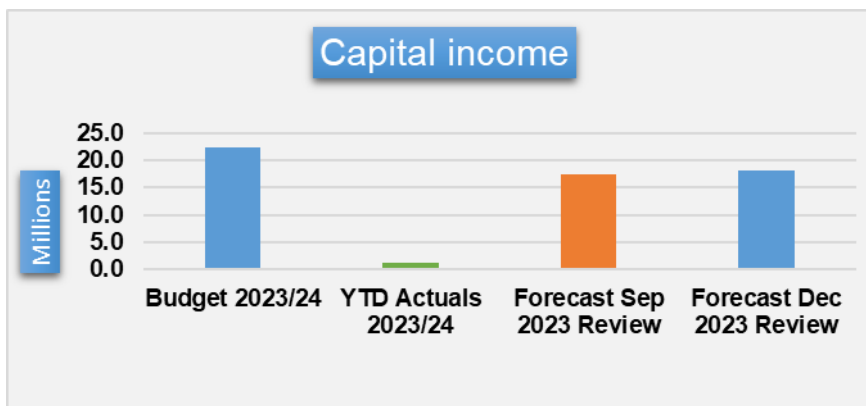
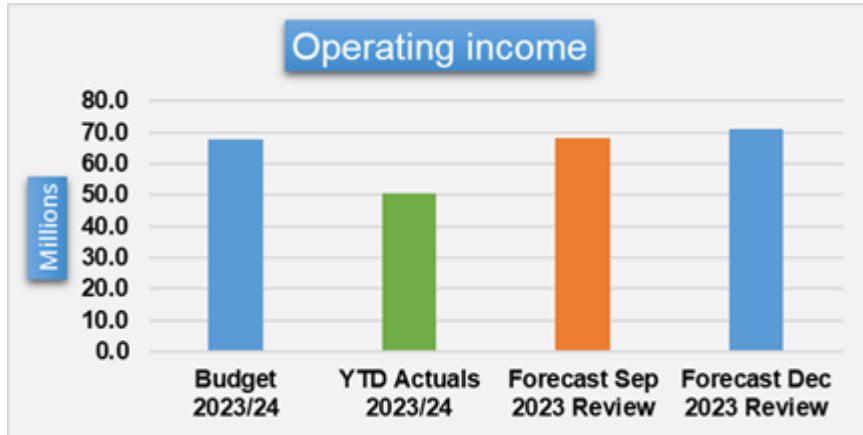
	Dimension/indicator/measure	Results 2021	Results 2022	Results 2023	Budget 2023/24	Sep 2023 Review	Dec 2022 Review
	Efficiency						
	Expenditure level						
E2	Expenses per property assessment [Total expenses / Number of property assessments]	\$3,288	\$3,280	\$3,498	\$3,829	\$3,992	\$4,140
	Revenue level						
E4	Average rate per property assessment [General rates and Municipal charges / Number of property assessments]	\$1,732	\$1,761	\$1,793	\$1,851	\$1,880	\$1,864
	Liquidity						
	Working capital						
L1	Current assets compared to current liabilities [Current assets / Current liabilities]x100	259.88%	346.04%	330.43%	321.11%	294.98%	307.46%
	Unrestricted cash						
L2	Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	208.08%	285.73%	189.29%	163.81%	148.35%	162.10%
	Obligations						
	Loans and borrowings						
O2	Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	2.23%	1.97%	1.20%	16.39%	16.31%	16.08%
O3	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	1.80%	1.64%	0.73%	0.32%	0.21%	0.40%
	Indebtedness						
O4	Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	30.30%	28.94%	21.99%	40.33%	31.70%	31.91%
	Asset renewal and upgrade						
O5	Asset renewal and upgrade compared to depreciation [Asset renewal and upgrade expense / Asset depreciation] x100	100.48%	106.15%	97.89%	209.28%	203.38%	162.27%
	Operating position						
	Adjusted underlying result						
OP1	Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	2.91%	11.48%	11.75%	(4.20)%	(5.98)%	(6.02)%
	Stability						
	Rates concentration						
S1	Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	65.02%	60.55%	57.88%	65.48%	63.75%	61.01%
	Rates effort						
S2	Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.58%	0.53%	0.43%	0.44%	0.38%	0.38%

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

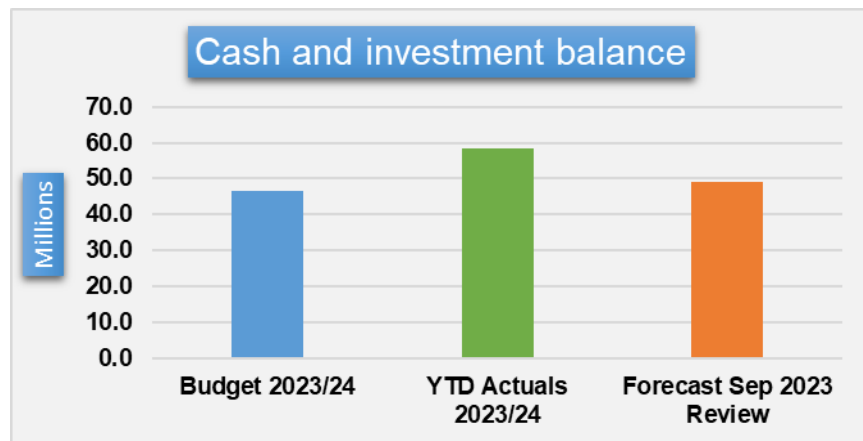
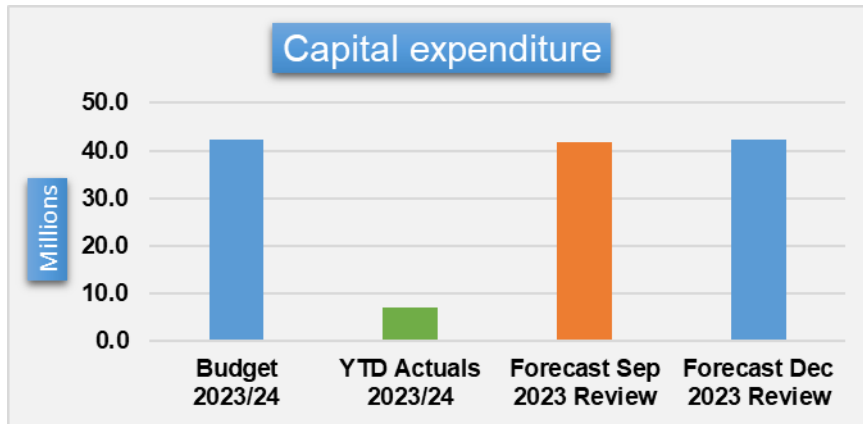
7.9 Financial Indicators



FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)



FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.2

QUARTERLY BUDGET REVIEW - DECEMBER 2023 (cont'd)

8. Environmental Upgrade Agreement (EUAs) - Quarterly Performance Reporting

A EUA is a financing mechanism under the *Local Government Act 1989 (Vic)* which allows building owners to repay a loan for upgrades through a local council charge on the land. This financing mechanism can be used for a range of upgrade works improving the environmental and sustainability performance of existing buildings.

On 15 December 2023, Council was advised that the lending body SAF Lending Pty Ltd and their administrative arm Better Building Finance entered voluntary liquidation. Council is working with the Trustee and the Liquidator to assign responsibility for the ongoing administration of the recovery of the EUA loan repayments. Council does not provide direct funding to applicants, its exposure is contained to administration of the repayments.

Section 181 (G) of the *Local Government Act 1989 (Vic)* requires Council to report on the following matters pertaining to EUAs:

Local Government Act 1989 (Vic)	Status as of 31 December 2023
s.181G (a) Each environmental upgrade agreement entered into in the last quarter, and the rateable land to which the agreement relates.	No new agreements were entered into during the reporting period
s.181G (b) Each environmental upgrade charge approved in respect of the agreements referred to in paragraph (a), and the value of the charges.	No new agreements were entered into during the reporting period
s.181G (c) The total number of environmental upgrade charges in operation in the last quarter.	6
s.181G (d) The total value of all environmental upgrade charge payments that have fallen due and have not been paid.	Nil
s.181G (e) The total value of all environmental upgrade charge payments that are yet to fall due.	\$5,256,898

9. Risk Mitigation

There are no risks issues to consider with this report.

10. Assessment under s97 of the Local Government Act 2020

The *Local Government Act 2020* (the Act) requires the second quarterly report of a financial year to include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

S95 of the Act notes that Council must prepare and adopt a revised budget before making a variation to the declared rates or charges, undertake any borrowings not approved in the budget or making any change to the budget that Council considers should be the subject of community engagement. With none of these circumstances arising, there is no need for a revised budget.

11. Conclusion

The projected cash and term deposit position is \$52.52 million as of 30 June 2024.
An operating surplus of \$11.58 million forecast as of 30 June 2024.
A forecast total 2023/24 capital works program of \$42.41 million.

Attachments

Nil

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.3
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY COMMITTEES, BOARDS AND REPRESENTATIVE BODIES

Recommendation

That Council make the following changes to appointments of the Panel of Administrators as Council Representatives to selected Advisory Committees, Boards and Representative Bodies.

1. Appoint Administrator Graeme Emonson PSM as the substitute delegate for the Municipal Association of Victoria.
2. Rescind the appointment of Chair Administrator John Tanner AM as the representative on the Goulburn Valley Regional Libraries Corporation Board.
3. Appoint Administrator Sheed as the representative on the Goulburn Valley Regional Libraries Corporation Board.

1. Executive Summary

The purpose of this report is to endorse the appointment of the Panel of Administrators as Council representatives to a selection of Advisory Committees, Boards and Representative Bodies where Council representation is required as a delegate or substitute delegate.

2. Conflict of interest declaration

There are no conflict of interest declarations to consider.

3. Background & Context

Municipal Association of Victoria

The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for Victoria's local councils.

The MAV was formed in 1879, with the Municipal Association Act 1907 officially recognising them as the voice of local government in Victoria.

Membership of the MAV is voluntary and 78 of the 79 Victorian councils are currently members.

Each member council appoints a delegate or substitute delegate to attend State Council meetings, exercising their Council's vote and providing regular reports to their Council on the MAV's activities.

Chair Administrator John Tanner AM was appointed as the Council delegate at the Scheduled Council Meeting on 27 September 2023. This report will seek to appoint Administrator Graeme Emonson PSM as the Council's substitute delegate in accordance with Rule 7.1 of the Association's Rules.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.3
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

APPOINTMENT OF THE PANEL OF ADMINISTRATORS TO ADVISORY COMMITTEES, BOARDS AND REPRESENTATIVE BODIES (cont'd)

Goulburn Valley Regional Library Corporation Board

Goulburn Valley Regional Libraries is governed by an independent Board. The Board's responsibilities and authorities include policy development, strategic and corporate planning and service evaluation.

Membership on the board includes representatives from Moira Shire Council, Greater Shepparton City Council and Strathbogie Shire Council and the CEO for Goulburn Valley Libraries.

Chair Administrator John Tanner AM was appointed as the Council representative on this Board at the Unscheduled Council Meeting on 30 March 2023. This report seeks to rescind that appointment and appoint Administrator Suzanna Sheed as the Council representative on this Board.

4. Issues

The report seeks to appoint a substitute delegate to the Municipal Association of Victoria and to amend the representation on the Goulburn Valley Regional Libraries Corporation Board.

5. Strategic Alignment

This report aligns with the Council Plan Strategic Objective of Transparent and Accountable Governance.

6. Internal & External Engagement

Internal consultation was held with the Executive Leadership Team, Governance Team and Panel of Administrators.

No external consultation is required.

7. Budget / Financial Considerations

There are no budget or financial implications to consider.

8. Risk & Mitigation

Risk is mitigated by Council meeting its statutory requirements and having representation on the committee.

9. Conclusion

This report seeks to formally endorsed the appointment of the Panel of Administrators to various Advisory Committees, Boards and Representative Bodies that require Council Representation.

Attachments

Nil

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.4
(MANAGER FINANCE, BEAU MITTNER)
(DIRECTOR CORPORATE PERFORMANCE,
MATT JARVIS)

AUDIT OF COUNCIL'S FINANCIAL MANAGEMENT POLICIES AND PRACTICES

Recommendation

That Council:

1. Note the update on the delivery of the independent audit of Council's financial management policies and practices, including procurement, which addresses recommendation three from the Commission of Inquiry report into Council; and
2. Endorse the Moira Shire Audit and Risk Committee to oversee the execution of the consolidated action plan to fully acquit all outstanding Internal Audit recommendations.

1. Executive Summary

In March 2023 the findings and recommendations to restore the good governance of Moira Shire Council (Council) were reported to the Minister for Local Government as part of the Commission of Inquiry (CoI). Recommendation three of the CoI report notes the following:

That a full and complete external audit be undertaken of Council's financial management policies and practices including procurement.

Council publicly advertised a Request for Quote (RFQ) for this audit service to be delivered and BDO Services Pty Ltd (BDO) was the successful tender.

BDO has delivered its closing report from the audit into Council's financial management policies and practices, which was tabled with Council's Audit and Risk Committee (ARC) on the 15th of February 2024. Management are developing a consolidated action plan to address outstanding internal audit action items as well as the recommendations from the BDO audit. This action plan will be tabled with the ARC during a special meeting to be held on the 4th of April 2024.

2. Conflict of interest declaration

There is no officer conflict of interest considerations.

3. Background & Context

Audit Scope

The RFQ requested tenders to provide a quote on both primary and discretionary deliverables for this audit service, being:

Primary deliverables

The scope of the audit was to review Council's current financial management (including procurement) practices and policies, with the objective of reporting back to Management, the ARC and Council with the following:

- a. Identified deficiencies and remedy recommendations to strengthen Council's internal control framework.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.2.4
(MANAGER FINANCE, BEAU MITTNER)
(DIRECTOR CORPORATE PERFORMANCE,
MATT JARVIS)

AUDIT OF COUNCIL'S FINANCIAL MANAGEMENT POLICIES AND PRACTICES (cont'd)

- b. Identified opportunities to enhance Council's Procurement Policy and Guidelines to align with the Victorian Local Government Best Practice Procurement Guidelines 2013.
- c. The appropriateness of Council's financial delegations.
- d. Instances where processes lack adequate segregation of duties; and
- e. Through the performance of a Gap Analysis and benchmarking against other relevant Victorian Councils, recommendations of any new policies or procedures that Council should consider adopting to enhance its financial management (including procurement) control framework.

Discretionary Deliverables

A discretionary deliverable was included in the brief on Detailed Process Map(s) illustrating Council's financial management processes, role accountabilities within each process and any identified improvement opportunities adopted by Council.

Council Officers did not proceed with the discretionary component of the engagement due to the cost of providing this service being significant and not directly related to addressing the recommendation noted with the CoI report.

Audit Findings

The findings from BDO's audit have been categorised as either findings identified through the previous internal audit program¹ or New Findings. Where the findings relate to a previous internal audit program, no recommendation has been provided as these are detailed in the previous internal auditor's report.

Where the findings are listed as 'New', recommendations are provided for Council's consideration. In total, there were 52 new findings, summarised under the following themes:

Findings	No. of Findings
System Automation	4
Governance Enhancements	4
Process Improvement Opportunities	29
Policy Updates/ Development	8
Employee Training	7

The BDO final report was tabled with Council's ARC on the 15th of February 2024. It was noted during the meeting that due to the volume of recommendations within the BDO report, Management need to undertake a consolidation exercise to group and reconcile the BDO recommendations with the outstanding recommendations from previous internal audits to remove any duplication.

¹ Performed by Council's appointed Internal Auditor AFS & Associates Chartered Accountants.

FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 10.2.4
(MANAGER FINANCE, BEAU MITTNER)
(DIRECTOR CORPORATE PERFORMANCE,
MATT JARVIS)

AUDIT OF COUNCIL'S FINANCIAL MANAGEMENT POLICIES AND PRACTICES
(cont'd)

Once this exercise is complete, Management will then develop an action plan for addressing all outstanding internal audit recommendations by assigning recommendations to Council Officers and setting timeframes to have the recommendation complete.

The consolidated action plan is to be tabled with Council's ARC during a special meeting scheduled on the 4th of April 2024. Once the action plan is endorsed by the ARC, reoccurring status updates on the action plan will be provided back to the ARC to monitor the status of outstanding recommendations and ensure these are actioned in a timely manner.

Council Plan

5. Transparent and accountable governance

5.03 We responsibly manage our business, health, and safety risks

4. Strategic Alignment

5. Internal & External Engagement

BDO tabled the findings from the audit with Management as well as Council's ARC during the meeting on the 15th of February.

6. Budget / Financial Considerations

The cost to deliver this audit is expected to total \$135,766 (before travel costs). This expenditure was previously unbudgeted and is reflected as part of Council's December quarterly budget reforecast.

7. Risk & Mitigation

Risk

Financial

Mitigation

The audit identified areas of improvement, which once addressed, will enhance Council's financial management control framework.

Economic (regional context or broader economic impact)

There are no economic risk factors to consider

Environmental

There are no environmental risk factors to consider

Reputational

Council's reputation was damaged through the findings released in the Commission of Inquiry. This audit ensures that Council's financial governance maintained at a high standard that meets community's expectation.

Legislative Compliance

Local Government Act 2020

8. Conclusion

The delivery of the independent audit of Council's financial management policies and practices, including procurement, addresses recommendation three from the Commission of Inquiry report into Council.

**FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

**ITEM NO: 10.2.4
(MANAGER FINANCE, BEAU MITTNER)
(DIRECTOR CORPORATE PERFORMANCE,
MATT JARVIS)**

**AUDIT OF COUNCIL'S FINANCIAL MANAGEMENT POLICIES AND PRACTICES
(cont'd)**

It is recommended that Council endorses the ARC to oversee the execution of the consolidated action plan to ensure all outstanding Internal Audit recommendations are addressed in a timely manner.

Attachments

Nil

FILE NO: F13/2614
2. A DIVERSE AND DYNAMIC ECONOMY

ITEM NO: 10.3.1
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

RECREATION VEHICLE (RV) FRIENDLY DESTINATIONS: DESIGNATED CAMPING AREAS FOR SELF-CONTAINED RVs

Recommendation

That Council endorse the:

1. Designation of camping areas for self-contained RVs for a period of up to 48 hours within:
 - (a) Lion's Park, Numurkah;
 - (b) Lion's Park, Tungamah; and
 - (c) Wunghnu Recreation Reserve
2. Upgrade of existing and future Welcome/Conditions signs for these designated camping areas. Changes include:
 - (a) New wording around fires will be: "Fires are only permitted within Council provided fireplaces and must be compliant with local laws and fire regulations. Fires must be extinguished if not supervised. Penalties apply;
 - (b) Include a QR code for the new Community Amenity Local Law 2023; and
 - (c) Removal of the dollar amount in regard to infringement notices.
3. Application to upgrade Tungamah to a RV Friendly Town under the Campervan and Motorhome Club of Australia (CMCA).
4. Promotion of these designated camping areas via the CMCA RV Friendly network and through Council's tourism promotion of our region.

1. Executive Summary

Following significant community consultation in 2016, Moira Shire Council adopted the Recreational Vehicle (RV) Friendly Strategy. This Strategy identified Tungamah Lion's Park and Wunghnu Recreation Reserve as potential locations for overnight parking of self-contained RVs. The Strategy, however, removed RV overnight parking from the four main towns with caravan parks, which meant that Numurkah had its RV Friendly Town status revoked.

In March 2017, the Campervan Motorhome Club of Australia (CMCA) approved an application to make Lion's Park in Tungamah an RV Friendly destination. Tungamah has been a popular RV destination since with many RVers staying in the town and it receives rave reviews on socials. Since then, a dump point has been installed in Tungamah and the town may be eligible to apply to become a RV Friendly Town.

In May 2017, an application to the CMCA seeking to make Wunghnu Recreation Reserve an RV Friendly destination was denied, requiring the site to have a minimum of 8 spaces available and the ground to be more solid (non-bogging). A successful internal budget bid was submitted in 2022 for earthworks to be undertaken and the works were completed in November 2023.

Following a petition to make Numurkah RV Friendly and a two year trial of overnight RV parking in Numurkah, Council endorsed the report for the review of a two-year trial of Numurkah as an RV Friendly Town and its recommendations to: a) Continue to provide short term, free overnight parking (up to 48 hours) for self-contained RVs close to the CBD at the Lion's Park in Numurkah; and b) Discontinue the provision of free overnight parking (up to 48 hours) for self-contained RVs at the Numurkah Showgrounds.

FILE NO: F13/2614
2. A DIVERSE AND DYNAMIC ECONOMY

ITEM NO: 10.3.1
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

RECREATION VEHICLE (RV) FRIENDLY DESTINATIONS: DESIGNATED CAMPING AREAS FOR SELF-CONTAINED RVs (cont'd)

A new Community Amenity Local Law took effect as of 01 December 2023. This law stipulates that camping, including RV overnight parking, is not allowed on reserves unless within a designated camping area or a permit is granted.

This report seeks Council's endorsement to formally designate parts of the following reserves as designated camping areas for self-contained RVs for a period of up to 48 hours and for these sites to be promoted via the CMCA RV Friendly network and through Council's tourism promotion: a) Lion's Park, Numurkah; b) Lion's Park, Tungamah; and c) Wunghnu Recreation Reserve, Wunghnu. It also seeks Council's endorsement of updating the existing and future welcome condition signage to reflect the changes to the local law and submitting an application to the CMCA requesting that Tungamah is upgraded to be a RV Friendly Town.

2. Conflict of interest declaration

There is no officer conflict of interest.

3. Background & Context

On 26 April 2016, following significant community consultation, Council adopted the RV Friendly Strategy. Historically all four major towns, Yarrawonga, Cobram, Numurkah and Nathalia were designated as RV Friendly Towns. The Strategy made the Shire RV friendly, however the RV Friendly Town status for Numurkah was removed, because there was no provision for overnight camping for RVs near the town centre.

On 25 November 2020, following a petition to make Numurkah RV Friendly under the CMCA accreditation scheme and a review of the RV Strategy, Council endorsed a two-year trial of RV overnight parking (of up to 48 hours) at the Numurkah Showgrounds and Lion's Park in Numurkah, which enabled Numurkah to become a RV Friendly Town.

Welcome/conditional, directional and tourism signage were installed at these sites. The sites were also promoted on the CMCA website, as well as in the CMCA magazine the Wanderer in 2021.

Two years later a review of the trial was completed, and Council carried a motion to continue to provide short term, free overnight parking (up to 48 hours) for self-contained RVs close to the CBD at the Lion's Park in Numurkah and to discontinue the provision of the short term, free overnight parking at Numurkah Showgrounds.

Following Council's endorsement of the RV Friendly Strategy in 2016, the CMCA approved the Lion's Park in Tungamah as an RV Friendly Destination in March 2017. Directional RV signage was installed in 2023. With the installation of the RV dump point in Tungamah in recent years, an opportunity now exist to apply to the CMCA for Tungamah to be upgraded to an RV Friendly Town.

In 2017, Council applied to the CMCA for Wunghnu Recreation Reserve to become an RV Friendly Destination but was denied. The Wunghnu and District Community Plan 2022-2027 identifies a goal of the town becoming RV Friendly to grow their economy. In 2023, with the financial support of Wunghnu and District Voice, an internal budget bid was successfully submitted to undertake the earthworks required to address the issues raised by the CMCA. The earthworks were completed in November 2023.

FILE NO: F13/2614
2. A DIVERSE AND DYNAMIC ECONOMY

ITEM NO: 10.3.1
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

RECREATION VEHICLE (RV) FRIENDLY DESTINATIONS: DESIGNATED CAMPING AREAS FOR SELF-CONTAINED RVS (cont'd)

4. Issues

On 01 December 2023, the new Community Amenity Local Law took effect. A couple of issues have arisen because of these new local laws. They are:

- no camping (including RV overnight parking) is allowed unless it is a designated camping area or a permit has been granted. We seek to ensure that these previously approved RV overnight parking areas are appropriately classified as designated camping areas; and
- paragraph 2.5 states that “A person must not light or allow to be lit or remain alight a camp fire or barbeque using solid fuel on Council land or in a public place, unless the fire is contained in a properly constructed fireplace provided by Council”. As a result, existing RV welcome/conditional signage need to be updated to reflect this.

Should Council endorse the designation of these camping areas, it is recommended to (continue to) promote these sites on our Council websites (i.e. www.moira.vic.gov.au and www.suncountryonthemurray.com.au), social media and through the CMCA channels as well as through other means of tourism promotion for our region.

Another important step is to update the existing welcome/condition signage at Numurkah Lions Park to reflect this recent change to regulations around open fires. Suggested changes to the existing and future signage include:

- (a) New wording around fires will be: “Fires are only permitted within Council provided fireplaces and must be compliant with local laws and fire regulations. Fires must be extinguished if not supervised. Penalties apply;
- (b) Include a QR code for the new Community Amenity Local Law 2023; and
- (c) Removal of the dollar amount in regard to infringement notices.

5. Strategic Alignment

Council endorsed the Moira Shire RV Friendly Strategy in 2016. The RV Friendly Strategy set Council’s vision to be an RV Friendly Shire, seeking to proactively encourage greater visitation and economic impact from this niche tourism market. Relevant strategies include:

- Endorse and Promote Moira Shire as an Attractive RV Friendly Shire
- Develop RV Friendly Low Cost Overnight Sites in smaller towns and surrounds

Council Plan

2. A diverse and dynamic economy

2.03 We develop and promote year-round tourism products, services, and destinations

6. Internal & External Engagement

Engagement (who did you engage with?)

Feedback

Internal Local Laws and Animal Management Coordinator
Team Leader
Recreational

Supportive of these locations being/becoming RV Friendly, as long as resources for enforcement if required are made available.

Supportive of these locations being/becoming RV Friendly, with the support of the Committees/User

FILE NO: F13/2614
2. A DIVERSE AND DYNAMIC ECONOMY

ITEM NO: 10.3.1
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

RECREATION VEHICLE (RV) FRIENDLY DESTINATIONS: DESIGNATED CAMPING AREAS FOR SELF-CONTAINED RVS (cont'd)

	Development Team Leader - Environmental Health	groups Supportive of these locations being/becoming free RV Friendly. If Council does decide in the future to start charging a fee, then it will need to meet all the requirements and register.
	Manager Marketing Communication and Advocacy / Director Community External Numurkah Community	Supportive of these locations being/becoming RV Friendly. Will drive future promotion of these designated camping areas. In Numurkah, the community has showed a strong appetite for Numurkah to continue to be a RV Friendly Town. Of 306 survey responses only six were against and one undecided. Further details can be found in the report of the review – access from here https://www.moira.vic.gov.au/Our-Council/Our-plans-and-strategies/Our-other-plans-and-strategies/Recreational-Vehicle-Strategy
	Tungamah Community	The Tungamah community identified the RV Friendliness of the town as something they love about Tungamah in their community plan. See here: https://www.moira.vic.gov.au/Community/Community-Planning/Tungamah .
	Wunghnu Community	The Community in Wunghnu has recognised their wish to become RV Friendly in their community plan. See here: https://www.moira.vic.gov.au/Community/Community-Planning/Wunghnu-District ;
	Wunghnu and District Voice Tungamah Kickstart Committee	Part-funded the earthworks required to make a suitable section for the RV designated camping area Supportive of Tungamah becoming a RV Friendly Town
	Numurkah Love our Lifestyle Inc.	Supportive of Numurkah being RV Friendly.

7. Budget / Financial Considerations

There are limited financial consideration as part of the continuation of Numurkah, Tungamah being RV Friendly and making Wunghnu Recreation Reserve RV Friendly, including the updating and installation of RV welcome/condition and directional signage and promotion of these sites. This will be covered by existing budgets.

8. Risk & Mitigation

The following risks and mitigation measures have been identified:

Risk	Mitigation
Financial	The economic benefit of offering these designated camping areas outweigh the costs associated with

FILE NO: F13/2614
2. A DIVERSE AND DYNAMIC ECONOMY

ITEM NO: 10.3.1
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

**RECREATION VEHICLE (RV) FRIENDLY DESTINATIONS: DESIGNATED CAMPING
AREAS FOR SELF-CONTAINED RVs (cont'd)**

Economic (regional context or broader economic impact)	reputation loss and cost of maintaining these sites. Surveys conducted during the Numurkah trial showed that there is a positive economic impact to the community from the provision of a camping area for self-contained RVs. It is recommended to continue to offer these locations and expand through the further development at the Wunghnu Recreation Reserve to thereby increase the economic impact of RV tourism.
Environmental	Bins are already in place in these locations and the review of Numurkah being RV Friendly indicated that having RVers present in these locations can actually have a positive impact on the littering at these sites.
Reputational	Council now has a good reputation with some great overnight parking areas for self-contained RVs. It is recommended to continue to provide this to upkeep the good reputation for our towns such as Numurkah and Tungamah. History has shown us in Numurkah that taking away the option of RV Friendly in Numurkah had a negative impact on Numurkah's reputation.
Legislative Compliance	As long as Council does not charge a fee for the overnight parking and that the activity is on behalf of Council, there are no legislative implications.

9. Conclusion

As the result of the new Community Amenity Local Law 2023, which took effect on 01 December 2023, this report seeks Council's endorsement of the designation of camping areas for self-contained RVs for up to 48 hours at these locations: 1) Lion's Park, Numurkah; 2) Lion's Park, Tungamah; and 3) Wunghnu Recreation Reserve.

Following Council endorsement, next steps would entail the updating of existing and future signs, promotion of all three sites via the CMCA channels and Council's tourism promotion, as well as the application to the CMCA to upgrade Tungamah from an accredited RV Friendly Destination to a RV Friendly Town.

Attachments

Nil

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.3.2
(INDUSTRY DEVELOPMENT OFFICER,
LONNIE ODWYER)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

PROPOSAL TO ACQUIRE LOT 1 ON TP342194M FROM NATHALIA ANGLING CLUB

Recommendation

That Council:

1. Give public notice on the proposal to acquire a parcel of land on Chapel Street Nathalia, being Lot 1 on TP342194M, at the cost of \$5,000 from the Nathalia Angling Club to construct a fence.
2. Invite submissions on the proposal in accordance with Section 112 of the *Local Government Act 2020* until 4pm Wednesday 3 April 2024.
3. If required:
 - a) Convene a committee of Council meeting comprising Administrators and the Chief Executive Officer and/or delegate to meet at 1pm Wednesday 10th April 2024 at the Briefing Room 44 Station Street Cobram to hear any persons wishing to be heard in support of their written submission; and
 - b) Consider a recommendation on the proposal with or without amendment at the 24 April 2024 Scheduled Council Meeting.

1. Executive Summary

In July, 2022, ELT agreed to support the proposal to buy a portion of Nathalia Angling Club's land to remove an encroachment occurring on the Club's land by Council's Road. The Club wants to erect a fence on their land, but two items of Council infrastructure have been constructed on the Club's land. As shown in the attached aerial photo, their south boundary has been encroached by a sloped gravel road that provides access to Council's pumping station inside the levy bank. The other encroachment occurs on the southwest corner where a section of bitumen road at the intersection of Chapel and Manifold Streets has also been constructed on their land also.

2. Conflict of interest declaration

No Conflict of Interest

3. Background & Context

Discussion on several potential solutions occurred, however the preferred option is to purchase a 4m section (approx. 174sm) of land along the length of their south boundary.

Direction was given by ELT to the Acting Commercial Services Coordinator, to complete a subdivision and realignment of boundaries and for Operations to complete the gravel works of leveling the access road to the creek located at the rear of the club.

The Plan of Subdivision has been prepared for the Road excision at the Nathalia Angling Club and was carried out by RSG Surveying Services over the past 6 months.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.3.2
(INDUSTRY DEVELOPMENT OFFICER,
LONNIE ODWYER)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

PROPOSAL TO ACQUIRE LOT 1 ON TP342194M FROM NATHALIA ANGLING CLUB (cont'd)

The Subdivision boundary has been pegged out and the Club has signed the authorisation to progress to lodgment of the SPEAR (Surveying and *Planning* through Electronic Applications) to certify the plan.

4. Issues

There had been discussions of needing to upgrade the intersection of Manifold and Chapel Streets to allow for an increased maneuvering area for buses. However, Council considers this as future road works and is not in the Capital Works Budget for 2023/24. It was therefore decided to align the boundary via a splay corner allowing space for future works to allow the club to construct their fence.

5. Strategic Alignment

Council Plan

5. Transparent and accountable governance

6. Internal & External Engagement

Engagement (who did you engage with?)

Internal **Infrastructure Department**
Scott Cramer
Damien Burton
Jason Brown
Stuart McKenzie
Ian Williams

Operations Department

Sean Carter
Graeme Dickie
Mark Lambourn

External Nathalia Angling Club
and St Mary of the Angels
College Principal

Feedback

After many emails and discussion, it was agreed the best way forward was to carry out the boundary realignment and include a splay corner for future works when required.

NAG and SMOTA will continue to negotiate their own private boundary realignment as the survey shows the College's fence line encroaches on to the NAG's land.

7. Budget / Financial Considerations

Part one - Title Re Establishment \$4,550.00 completed.

Part two – Land Acquisition via Subdivision \$4,990.00 near completion.

Land Value

Based on Councils current Site Value for rating purposes of \$14,000.00 the ratable value of the 174-meter square is \$2,852.00. The Club have proposed a purchase price of \$5,000.00

Excavation

Realign boundary by excavation of road level \$1,000.00 complete.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 10.3.2
(INDUSTRY DEVELOPMENT OFFICER,
LONNIE ODWYER)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

PROPOSAL TO ACQUIRE LOT 1 ON TP342194M FROM NATHALIA ANGLING CLUB (cont'd)

Legal Expenses

Draw up Contract of Sale and Execute \$2,800.00

Total Cost to acquire land via subdivision **\$ 18,340.00.**

8. Risk & Mitigation

Risk

Financial

Economic (regional context or broader economic impact)

Environmental
Reputational

Legislative Compliance

Mitigation

Total costs estimate \$ 18,340.00 a low-risk purchase to provide community connection and growth and provide further opportunities to run more events for all abilities.

If the fence can't be constructed the club can't store equipment securely which could affect club expansion, growth, and future events.

Low immediate environmental factors
Council may be seen to be unnecessarily occupying the Clubs land and not supporting the growth of our community groups.

Council may be seen to be unnecessarily occupying the Clubs land.

9. Conclusion

The Nathalia Fishing Club provide activities for all to take part in recreational fishing, they also provide a social outlet for those who do not take part in traditional sports in the area. The Club has intentions to grow and expand the events they offer to those with special needs and meet more regularly. The fence will allow the club to hold more workshops outdoors and to expand their storage.

Attachments

- 1 Nathalia Easement Image
- 2 Nathalia Angling Club Subdivision

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.3.2
(INDUSTRY DEVELOPMENT OFFICER,
LONNIE ODWYER)
(DIRECTOR COMMUNITY SCOTT
WILLIAMS)

PROPOSAL TO ACQUIRE LOT 1 ON TP342194M FROM NATHALIA ANGLING CLUB (cont'd)

ATTACHMENT No [1] - Nathalia Easement Image

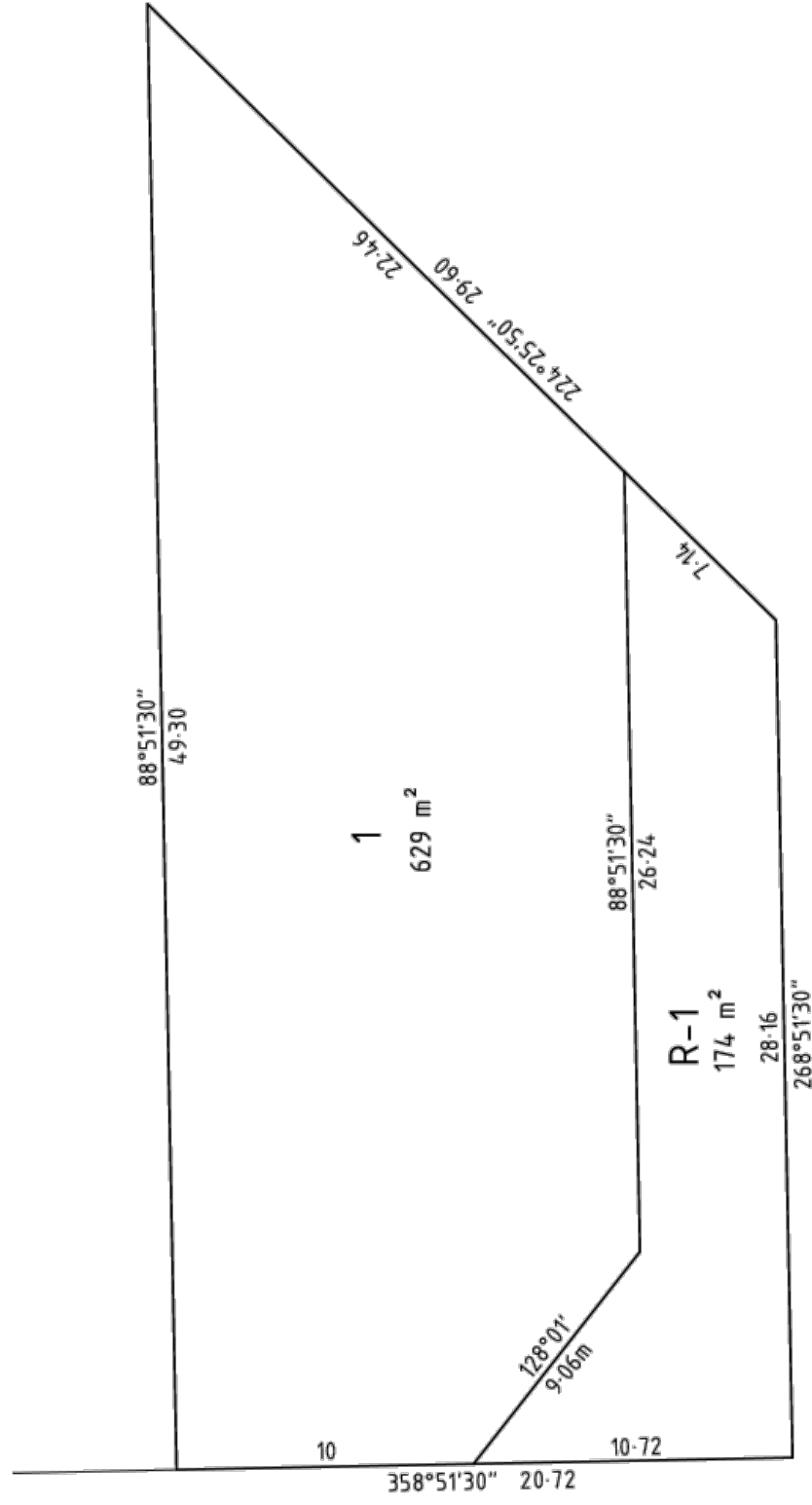


PLAN OF SUBDIVISION UNDER SECTION 35 OF THE SUBDIVISION ACT 1988		EDITION 1	PS922824K						
LOCATION OF LAND PARISH: BARWO TOWNSHIP: NATHALIA SECTION: 13 CROWN ALLOTMENT: 6 (PART) CROWN PORTION: - TITLE REFERENCE: VOL. 8641 FOL. 427 LAST PLAN REFERENCE: LOT 1 ON TP342194M POSTAL ADDRESS: CHAPEL STREET (at time of subdivision) NATHALIA 3638 MGA CO-ORDINATES: E: 338 650 ZONE: 55 (of approx centre of land N: 6 007 700 GDA 2020 in plan)		Council Name: MOIRA SHIRE COUNCIL							
VESTING OF ROADS AND/OR RESERVES Roads and reserves vest in the Council/body/person named when the appropriate vesting date is recorded or transfer registered. Only roads and reserves made thus (%) vest upon registration of this plan.		NOTATIONS LAND TO BE ACQUIRED BY COMPULSORY PROCESS: NIL LAND TO BE ACQUIRED BY AGREEMENT: ROAD R-1 ALL THE LAND IS TO BE ACQUIRED FREE FROM ALL ENCUMBRANCES OTHER THAN ANY EASEMENTS SPECIFIED ON THIS PLAN							
<table border="1"> <thead> <tr> <th>IDENTIFIER</th> <th>COUNCIL/BODY/PERSON</th> </tr> </thead> <tbody> <tr> <td>ROAD R-1</td> <td>MOIRA SHIRE COUNCIL</td> </tr> </tbody> </table>		IDENTIFIER	COUNCIL/BODY/PERSON	ROAD R-1	MOIRA SHIRE COUNCIL				
IDENTIFIER	COUNCIL/BODY/PERSON								
ROAD R-1	MOIRA SHIRE COUNCIL								
NOTATIONS DEPTH LIMITATION: 15.24m SURVEY: THIS PLAN IS BASED ON SURVEY THIS SURVEY HAS BEEN CONNECTED TO PERMANENT MARK No.s 32, 38 & 104 IN THE PARISH OF BARWO STAGING: THIS IS NOT A STAGED SUBDIVISION PLANNING PERMIT No. N/A									
EASEMENT INFORMATION									
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road) Easements marked (-) are existing easements Easements marked (+) are created upon registration of this plan Easements marked (x) are created when the appropriate vesting date is recorded or transfer registered Easements marked (#) are removed when the appropriate vesting date is recorded or transfer registered									
Symbol	Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of				
 2 Somerville Street Bendigo, VIC 3550 PO Box 2422 Bendigo DC, VIC 3554 P 03 5441 6521 E info@rsg.com.au W www.rsg.com.au		SURVEYORS FILE REF: 230092 VERSION: 01 LICENSED SURVEYOR: MARK MANGAN		ORIGINAL SHEET SIZE: A3	SHEET 1 OF 3				



MGA2020 ZONE 55

PS922824K



CHAPEL STREET

STREET

MANIFOLD STREET

2 Somerville Street
 Bendigo, VIC 3550
 PO Box 2422
 Bendigo DC, VIC 3554
 P 03 5441 6521
 E info@rsg.com.au
 W www.rsg.com.au



SCALE
1:200

2 0 2 4 6 8
 LENGTHS ARE IN METRES

LICENSED SURVEYOR: MARK MANGAN
 SURVEYORS FILE REF: 230092
 VERSION: 01

ORIGINAL SHEET
SIZE: A3

SHEET 2

PS922824K

VESTING DATES & TRANSFER REGISTRATION DATES OF ACQUIRED LAND

Land Affected	Land acquired by compulsory process			Land acquired by agreement	LRS reference	Assistant Registrar of Titles Signature
	Vesting Date	Government Gazette		Date of recording of vesting date		
		Page	Year			
ROAD R-1	-	-	-	-		

--	--	--	--	--	--	--



2 Somerville Street
Bendigo, VIC 3550
PO Box 2422
Bendigo DC, VIC 3554
P 03 5441 6521
E info@rsg.com.au
W www.rsg.com.au

LICENSED SURVEYOR: MARK MANGAN
SURVEYORS FILE REF: 230092
VERSION: 01

ORIGINAL SHEET
SIZE: A3

SHEET 3

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE

Recommendation

That Council:

1. Note the application for the Growing Our Regions Funding Program, which will assist Council in delivering \$4 million in pedestrian infrastructure improvements across the Shire by December 2025, with Council's contribution to the program being 50% or \$2 million.

1. Executive Summary

Council has achieved a significant milestone in its efforts to enhance pedestrian infrastructure by advancing to the full application stage for a pedestrian enhancement package (PEP), following a successful Expression of Interest phase. This underscores Council's commitment to improving pedestrian accessibility and safety and enhancing connectivity, boosting community wellbeing.

The proposed project, with a total value of \$4 million, aims to significantly upgrade pedestrian pathways and access points across the municipality. Council is required to contribute 50% of the project cost, amounting to \$2 million.

If successful for the PEP, Council will be delivering a new footpath program which would otherwise take Council 16 years to fund on its own. These works would be delivered over a two-year period. Once completed, it is proposed to only perform renewal works over footpaths for a proceeding seven-year period to recover the upfront contribution to the program.

The PEP boasts a highly favourable Benefit-Cost Ratio (BCR) and underscores the project's economic viability and the substantial value it promises to deliver to the community.

This initiative emphasises sustainable transport, community inclusivity, and indigenous employment, proposing a strategic investment in Moira Shire's future. It showcases a comprehensive approach to fostering a vibrant, inclusive community through targeted public space enhancements.

2. Conflict of interest declaration

No conflicts of interest to declare.

3. Background & Context

In July 2023, the Australian Government announced the opening of Expressions of Interest (EOI) for the Growing Our Regions Fund. This fund is designed to foster regional growth and development through innovative infrastructure projects. Under the initial EOI process, Council Officers proactively developed an ambitious initiative called the Pedestrian Enhancement Package (PEP). Moira Shire has been successful in its EOI and was invited to submit a full application which took place on the 12th of January 2024.

The PEP objectives align with Council's vision for a better future, aiming to enhance connectivity by identifying and filling missing pedestrian links throughout the municipality. By doing so, residents will enjoy improved accessibility to essential services, recreational areas, education

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

precincts, retail precincts, and transport hubs, promoting walking as a preferred mode of transport.

The project's components include pedestrian infrastructure upgrades and new footpath construction, backed by Moira Shire Council's 10-year capital plan for pedestrian infrastructure and is ready for delivery. The strategy for pedestrian infrastructure was developed in 2018 and prioritised school precincts, urban areas and frequently used routes by our vulnerable community members.

The project will deliver a combination of shared paths and footpaths constructed of concrete extending to 13,822.30 meters with a total cost of \$3,973,912, using meterage rate of \$250². It will include DDA (Disability Discrimination Act) compliant crossings, and footpath construction to the Council adopted Infrastructure Design Manual standard drawings.

Where required, design will be undertaken to tie into existing infrastructure. This will commence following desktop assessments, site visual assessment and engagement with affected and adjacent land holders. Construction sites will be adequately protected for community safety and traffic management will be in place as required. Where required, coordination of relocation of third-party assets will be undertaken.

As the first stage of the project is a thorough desktop assessment, this will address whether some of the proposed project scope will need to be reduced should program costs be greater than budgeted. The program to deliver the project will be packaged for principal contractor delivery, the location of these packages will be based on supply, cost and program efficiencies. Priority will be given to footpaths that do not require bespoke design of third-party approvals.

Health and wellbeing are paramount to Moira Shire Council, with the initiative encouraging more walking to promote physical activity and public health. Regular physical exercise can reduce chronic illnesses, improve mental health, and enhance residents' overall wellbeing. The project offers eco-friendly alternatives, decreasing reliance on vehicles, mitigating traffic congestion, and reducing carbon emissions for a greener and more sustainable community.

The project also aspires to improve the relationship with our Indigenous Community and sees this project as being the catalyst for change and how we create opportunities for indigenous involvement and inclusion. We want this project to create opportunities for our local Indigenous community and to support us in building these critical relationships.

Council will consider the following two approaches through procurement measures with our local contractors and suppliers - Incorporate a sustainability contract clause in the tender documents that stipulates a proportion of employment to be held by First Nations People to satisfy the requirements of a conforming tender; or potentially hire a creative project manager or consultant through a Supply Nation Certified Indigenous Business to lead the delivery of the project.

The total cost of the PEP is estimated at \$4 million. Moira Shire Council is requesting a \$2 million grant from the Growing Our Regions Fund. If successful for the grant, Council will contribute \$2 million as part of its own commitment.

² Note that unit costs are preliminary estimates and will be finalised upon awarding the tender.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

The project is planned to commence on 14 May 2024, with an estimated completion by 31 December 2025. Key milestones include project initiation, detailed design and planning, indigenous employment opportunities, and infrastructure delivery.

4. Issues

Council will need to confirm how it will fund its \$2 million co-contribution and how it will resource the project for timely delivery. If successful in our grant submission, Council Officers will provide Council with the funding strategy for the project in a future report.

Council will need to determine how the project is to be managed, requiring additional thinking in terms of resource planning. If successful, Council is expected to commence the project in May 2024. This will apply pressure to our both our delivery and procurement teams that will need to be mitigated.

5. Strategic Alignment

The Pedestrian Enhancement Package (PEP) not only addresses an identified need within the community but also integrates with several regional strategies and plans. The strategic alignment includes:

1. Alignment with Moira Shire Council's Plans:

- The initiative is deeply integrated with Moira Shire Council's 10-year capital delivery plan and Council Plan.
- It resonates with the council's vision of creating a welcoming and inclusive place, as outlined in the Council Plan.
- The project supports the Pedestrian and Cycling Strategy 2005, by prioritising pedestrian-friendly infrastructure enhancements.

2. Conformity with Hume Regional Growth Plan 2041:

- The PEP aligns with the Hume Regional Transport Plan by improving pedestrian infrastructure and offering alternative transportation options.
- It supports the Livable Communities Strategy, contributing to the livability of the region through the creation of a pedestrian-friendly urban environment.

3. Compliance with Victorian Department of Transport and Planning Plans:

- The project aligns with the state's Walking and Cycling Strategy by prioritising pedestrian connectivity and promoting walking as a key mode of transport.
- It upholds the Sustainable Transport Objectives by providing eco-friendly alternatives and reducing vehicle dependency.
- The initiative aligns with the Road Safety Strategy by addressing pedestrian safety concerns.

4. Support for Socio-Economic Outcomes:

- The project promises to enhance public health by encouraging physical activity, thus reducing chronic illnesses and healthcare costs.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

- It is expected to boost economic vitality through increased foot traffic and local business growth.
- Social inclusion and cohesion will be promoted through an inclusive design that enables active community participation.

5. Environmental Sustainability and Safety:

- The project contributes to environmental sustainability by promoting eco-friendly transport alternatives.
- Enhancing pedestrian safety through infrastructure upgrades and traffic calming measures forms a core part of the initiative.

6. Indigenous Community Empowerment:

- A significant aspect of the project is the commitment to providing employment opportunities for the Indigenous community, thus fostering social equity.

6. Internal & External Engagement

Engagement (who did you engage with?)		Feedback
Internal	Engineering Team	Assisted with the development of the project scope, business case, project plan, economic analysis, project budget and project concept
Internal	Operations Team	Assisted with the development of how Council could use this opportunity to improve outcomes for First Nations people. Assisted with the 10 year capital delivery and renewal plan
Internal	Procurement Team	Gave advice on how Council could include requirements for First Nations people in our tender documents
Internal	Finance Team	Workshop and developed Council's proposed funding strategy to cover our co-contribution
External	Regional Development Victoria	Provided letter of support from RDA
External	Wendy Lovell	Letter of Support
External	Sam Birrell	Letter of Support

7. Budget / Financial Considerations

The Pedestrian Enhancement Package (PEP) boasts a highly favourable Benefit-Cost Ratio (BCR), as detailed in the benefit-cost analysis (attached). The high BCR underscores the project's economic viability and the substantial value it promises to deliver to the community. It reaffirms the strategic decision by Council Officers to pursue this enhancement, highlighting the anticipated positive impacts on pedestrian safety, accessibility, and overall community well-being.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

The proposed Council contribution to the PEP is currently unbudgeted and therefore requires Council’s approval before proceeding. Through consultation with Council Officers, it has been identified that the contribution to the PEP can be funded overtime from existing footpath programs. It is proposed to absorb spend on the ‘New Footpath Program’ for a seven-year period to recoup a significant portion of the upfront contribution. Cash recovered overtime through the non-delivery of existing programs is summarised as follows:

Funding Source	2024	2025	2026	2027	2028	2029	2030	2031	Total Spend Recovered
Footpath Renewal program (underspend)	150,000								150,000
New Footpath Program (non-delivery)		250,000	250,000	250,000	250,000	250,000	250,000	250,000	1,750,000
									\$1,900,000

If successful for the PEP, Council will be delivering a new footpath program which would otherwise take Council 16 years to fund on its own. These works would be delivered over a two-year period. Once completed, it is proposed to only perform renewal works over footpaths for a proceeding seven-year period in order to recover its upfront contribution to the program.

8. Risk & Mitigation

See attachment three for the project risk assessment, which documents potential risks, the risk treatments, and the assessed residual risk.

Furthermore, scope creep or unknown issues arising during works may result in project variations, adding further costs to Council. This risk will monitored and mitigated over the project life by managing the project deliverables. If project variations do occur, Council Officers will reduce the scope of the program works to restrict Council’s financial exposure to its \$2 million contribution. Due to the tight delivery timeframes, works within the project schedule are prioritised based on the level of preparedness, complexity and need to engage third parties for approval of works.

9. Conclusion

The Council's Pedestrian Enhancement Package (PEP) represents a forward-thinking initiative to improve the quality of life for our community members. By advancing to the full application stage, securing necessary funding through strategic budget allocation, and setting a high standard for project development, Council is poised to make a significant impact. However, success hinges on meticulous planning and management to overcome resource-related challenges. The ELT's attention to the detailed project documentation and commitment to adopting similar standards in future projects will be crucial for the Council's ongoing success and community development.

**FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE**

**ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE
MATT JARVIS)**

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

Attachments

- 1 Completed application
- 2 Cost Benefit Analysis Report
- 3 Project Risk Assessment

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Application GRIG000314

Application Summary

Application ID

GRIG000314

Application Title

GRIG - MOIRA SHIRE COUNCIL

Program Name

Growing Regions Program - Round 1

Applicant

MOIRA SHIRE COUNCIL

Submitted Date

11/01/2024

Program selection

MOIRA SHIRE COUNCIL

Are you a trustee on behalf of a trust?

No

Do you have an ABN?

Yes

Entity details

ABN

20538141700

Legal name

MOIRA SHIRE COUNCIL

Business name

MOIRA SHIRE COUNCIL

Date of registration

30/10/1999

GST Registered

Yes

Are you a charity registered with the Australian Charities and Not-for-profits Commission (ACNC)?

No

Are you a not-for-profit?

Yes

Program Selection

Program

Growing Regions Program - Round 1

Program Element

Growing Regions Program - Round 1 Grant

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

1/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Eligibility

Your EOI indicated that you:

- Will deliver your project in an eligible location
- Will commence your project no later than 15 May 2024
- Own the land/infrastructure being upgraded or built upon, or have the landowner's permission to use the land/infrastructure
- Can provide relevant evidence as required under section 4.2 of the guidelines, and
- Can provide recent quotes for major expenditure.

Has anything changed since submitting your EOI that impacts the above declarations?

No

Applicant address

Applicant street address

Is the address located in Australia?

Yes

Address Details

Municipal Offices
44 Station St
COBRAM VIC 3644
Australia

Applicant postal address

Is the address located in Australia?

Yes

Address Details

PO Box 578
Cobram VIC 3644
Australia

About your organisation

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

Latest financial year figures

Has your organisation existed for a complete financial year?

Yes

What was the latest complete financial year?

2023/24

Provide the following figures for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

\$ 0

Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

\$ 0

R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

\$ 0

Taxable income

Taxable income or loss as per your organisation's income tax return form.

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

2/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

\$ 0

Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

230

Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

15

ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification (ANZSIC) details for your organisation.

ANZSIC Division

O - Public Administration and Safety

ANZSIC Class

7530 - Local Government Administration

Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

No

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

Project information

Project title and description

If your application is successful, we will publish some grant details on GrantConnect and other government publications. Published details include:

- name of the grant recipient
- a project title
- a brief project description and its intended outcome
- amount of grant funding awarded.

Provide a project title.

Pedestrian Enhancement Package

Provide a brief project description for publication.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your community.

The Pedestrian Enhancement Package aims to create a pedestrian-friendly landscape in Moira Shire Council, improving facilities, safety, and community wellbeing. Our vision is a connected and cohesive community, promoting walking as a preferred mode of transport. With a focus on health, inclusivity, social cohesion, improving indigenous involvement, sustainability, and safety, we'll rectify missing links and outdated infrastructure, fostering a prosperous and thriving municipality.

Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

You must also provide a business case which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the business case.

Moira Shire Council firmly believes that pedestrian infrastructure's connectivity and accessibility significantly contribute to a liveable, sustainable, and prosperous communities. A robust pedestrian network contributes to benefits for health, social cohesion, inclusion, and offers viable alternatives to traditional transport methods, creating a safer and more harmonious municipality.

The pedestrian enhancement package objectives align with Council's vision for a better future, aiming to enhance connectivity by identifying and filling missing pedestrian links throughout the municipality. By doing so, residents will enjoy improved accessibility to essential services, recreational areas, education precincts, retail precincts, and transport hubs, promoting walking as a preferred mode of transport.

The project's components include pedestrian infrastructure upgrades and new footpath construction, prioritised around our school precincts, urban areas and frequently used routes by our vulnerable community members. The project is backed by Moira Shire Council's 10-year capital

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

3/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

plan for pedestrian infrastructure and is ready for delivery.

The project will deliver a combination of 2.5-metre shared paths and 1.5 metre footpaths constructed of concrete. Focussing initially on the townships of Cobram, Katamatite, Nathalia, Numurkah, Picola, St James, Tungamah, Wunghnu, and Yarrawonga, works will include DDA compliant crossings, and footpath construction to the Council adopted Infrastructure Design Manual standard drawings. Where required, design will be undertaken to tie into existing infrastructure. This will commence following desktop assessments, site visual assessment and engagement with affected and adjacent land holders. Construction sites will be adequately protected for community safety and traffic management will be in place as required. Where required, coordination of relocation of third-party assets will be undertaken. Health and wellbeing are paramount to Moira Shire Council, with the initiative encouraging more walking to promote physical activity and public health. Regular physical exercise can reduce chronic illnesses, improve mental health, and enhance residents' overall wellbeing. Social cohesion and inclusion are emphasised through well-designed and accessible pedestrian infrastructure, fostering social interactions and community strengthening. The inclusive design contributes to active community participation for residents of all ages and mobility levels, strengthening the fabric of society.

Sustainability is a key commitment for Moira Shire Council and this project, striving to reduce the environmental impact from transport. The Pedestrian Enhancement Package offers eco-friendly alternatives, decreasing reliance on vehicles, mitigating traffic congestion, and reducing carbon emissions for a greener and more sustainable community.

The project addresses missing links in our pedestrian network to mitigate accidents and injuries. This measure enhances pedestrian safety, removing vulnerable users from the road environment, addressing the conflict in modes of movement and contributing to overall community safety. Essentially getting people out of the road environment and onto dedicated pedestrian infrastructure. Furthermore, Council aspires to improve the relationship with our Indigenous Community and see this project as being the catalyst for change and for how we create opportunities for indigenous involvement and inclusion. We want this project to create opportunities for our local Indigenous community and to support us in building these critical relationships. Council will consider the following two approaches through procurement measures with our local contractors and suppliers - Incorporate a sustainability contract clause in the tender documents that stipulates a proportion of employment to be held by First Nations People in order to satisfy the requirements of a conforming tender; or potentially hire a creative project manager or consultant through a Supply Nation Certified Indigenous Business to lead the delivery of the project.

With an estimated completion time of 19 months, Moira Shire Council is committed to investing in the Pedestrian Enhancement Package, creating a prosperous and thriving municipality prioritising residents' wellbeing and safety. The improved pedestrian facilities will transform walking into a way of life, fostering a happier, healthier, and more connected community for generations to come.

Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

The Pedestrian Enhancement Package is expected to yield significant outcomes, positively impacting the community within Moira Shire Council in various ways:

- Enhanced Pedestrian Connectivity:** By identifying and filling missing pedestrian links, the package will create a more connected community. Residents will have improved access to essential services, recreational areas, education precincts, retail precincts, and transport hubs, promoting walkability and reducing reliance on vehicles.
- Improved Safety:** Upgrading pedestrian infrastructure will enhance pedestrian safety. DDA compliant footpath and crossings will reduce the risk of accidents and injuries, as without dedicated pedestrian infrastructure, our community members are currently using the road environment to move around. We know mobility impaired community members find it particularly challenging to move around with missing infrastructure or broken, end of life, inadequate pathways. Delivering pedestrian infrastructure will foster a secure environment for pedestrians of all ages and abilities.
- Promoted Community Wellbeing:** The package's focus on creating a pedestrian-friendly environment will encourage more residents to engage in walking and physical activity. Regular exercise is linked to improved public health, reduced rates of chronic illnesses, and enhanced mental wellbeing, contributing to a healthier and happier community.
- Social Cohesion and Inclusion:** The inclusive design of pedestrian infrastructure will create opportunities for social interactions and community bonding. People of all ages and abilities will actively participate in community life, fostering a sense of belonging and unity within the municipality.
- Sustainable Transport:** By providing alternative modes of transport through enhanced pedestrian facilities, the package will reduce the environmental impact of transport. Decreased reliance on vehicles will mitigate traffic congestion and lower carbon emissions, contributing to a greener and more sustainable community.
- Aesthetic and Liveable Urban Environment:** Upgraded pedestrian facilities and improved public spaces will enhance the overall aesthetics and liveability of the municipality. The package will create attractive, inviting, and pedestrian-friendly areas, making the urban landscape more enjoyable for residents and visitors alike.
- Economic Benefits:** A pedestrian-friendly environment can attract more foot traffic to local businesses, promoting economic vitality. Increased walkability can lead to higher retail sales, greater economic activity, and potentially attract more tourists to explore the municipality on foot.
- Reduced Traffic Congestion:** As more residents choose walking as a mode of transport, the reliance on vehicles decreases, leading to reduced traffic congestion on roads. This will not only make the roads safer for pedestrians but also improve the overall traffic flow within the municipality.
- Improved Socio-Economic Disadvantage:** By providing the infrastructure that supports alternative modes of transport, community members with one or no private vehicles experiencing social and economic disadvantage, will have improved access to services, employment and education centres.
- Local Indigenous Community Empowerment:** Council's aspiration and commitment to improving our relationship and connection with our local Indigenous community will be considered via the following two approaches through procurement measures with our local contractors and suppliers - Incorporate a sustainability contract clause in the tender documents that stipulates a proportion of employment to be held by First Nations People in order to satisfy the requirements of a conforming tender; or potentially hire a creative project manager or consultant through a Supply Nation Certified Indigenous Business to lead the delivery of the project.
- Long-Term Impact:** The outcomes of the Pedestrian Enhancement Package are expected to have a lasting and transformative impact on the community. The improved pedestrian infrastructure will serve as a foundation for a more sustainable, healthy, and connected municipality for generations to come.

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

4/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Overall, the Pedestrian Enhancement Package represents a strategic investment in the wellbeing and prosperity of the community and demonstrates actions to improve how we connect with and facilitate empowerment for our local Indigenous Community. By prioritising pedestrian infrastructure, Moira Shire Council is not only enhancing mobility and safety but also fostering a stronger sense of community, promoting healthier lifestyles, and contributing to a greener and more sustainable future.

Project duration

We expect you to start your project no earlier than 1 February 2024 and no later than 15 May 2024. Your project must be completed by 31 December 2025.

The start and end dates you enter here will drive the visible financial years in the project budget on the next page.

Estimated project start date

14/05/2024

Estimated project end date

31/12/2025

Estimated project duration (in months)

20

Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be within the project start and end dates. You can add up to 6 milestones.

Milestone title

Project Initiation

Description

The project will be officially launched, and project teams assembled. Key activities include conducting a comprehensive audit of existing pedestrian infrastructure, identifying missing links, and engaging with stakeholders.

Estimated start date

14/05/2024

Estimated end date

3/06/2024

Milestone title

Design and Planning

Description

Detailed design plans will be developed based on the audit findings. Infrastructure upgrades and improvements will be outlined, including the construction of new footpaths and installation of pedestrian crossings.

Estimated start date

3/06/2024

Estimated end date

31/07/2024

Milestone title

Indigenous Employment Opportunities

Description

Incorporate a sustainability contract clause in the tender documents that stipulates a proportion of employment to be held by First Nations People in order to satisfy the requirements of a conforming tender; or hire a creative project manager or consultant through a Supply Nation Certified Indigenous Business to lead the delivery of the project. Any local business will have their scores factored by an additional 10%. Any indigenous business registered with Supply Nation <https://supplynation.org.au/> will have their scores factored by an additional 10%.

Estimated start date

1/08/2024

Estimated end date

13/12/2024

Milestone title

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

5/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Infrastructure Upgrades

Description

Implementation of infrastructure upgrades and improvements based on the detailed design plans. Key activities include construction of new pathways, installation of pedestrian crossings, and renewal of failing pedestrian infrastructure.

Estimated start date

3/12/2024

Estimated end date

31/12/2025

Milestone title

Project Completion

Description

The project will be finalised, all infrastructure enhancements will be completed. A final evaluation will be conducted to assess the project's success in achieving the outlined objectives and outcomes.

Estimated start date

1/12/2025

Estimated end date

31/12/2025

Project location

Project Site 1

Municipal Offices
44 Station St
COBRAM VIC 3644
Australia

Estimated % of project value expected to be undertaken at site

100

Project geolocation

A mapping tool is available to assist you in determining the location of your project. The latitude and longitude must be in numeric format. You must provide the following geolocation details for each project location site entered above.

Project site name

Use the Project site number as per the records above so they are linked.

1

Project site address latitude

The latitude must be expressed in numeric format. For example, the latitude of Alice Springs is -23.6980.

-35.9219

Project site address longitude

The longitude must be expressed in numeric format. For example, the longitude of Alice Springs is 133.8807.

145.6462

Project site address remoteness classification

The criteria for the remoteness classification is based on the Australian Bureau of Statistics Remoteness Structure under the Australian Statistical Geography Standard. It is very important that you specify the correct remoteness classification.

An error may cause your contribution to be inadequate and your application to be considered ineligible. If your project includes multiple site locations and there is a mix of regional and remote classifications we will consider your entire project location as remote for the purposes of the contribution requirement.

Click here to access the mapping tool that will help you determine the remoteness classification of your project location.

[Click here to access the mapping tool that will help you determine the remoteness classification of your project location.](#)

Inner regional Australia

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Project budget

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

The minimum project expenditure for each co-funding group for this grant opportunity is:

Group 1 - \$555,556 (90 per cent co-funding)

Group 2 - \$714,286 (70 per cent co-funding)

Group 3 - \$1,000,000 (50 per cent co-funding).

You must attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Project budget summary

Type of expenditure	Head of expenditure	Financial Year	Costs
Project expenditure			\$4,000,000
	Material for construction		\$2,200,000
		2023/24	\$0
		2024/25	\$1,100,000
		2025/26	\$1,100,000
		2026/27	\$0
		2027/28	\$0
	Hired/leased plant		\$900,000
		2023/24	\$0
		2024/25	\$450,000
		2025/26	\$450,000
		2026/27	\$0
		2027/28	\$0
	Contract Expenditure		\$550,000
		2023/24	\$0
		2024/25	\$275,000
		2025/26	\$275,000
		2026/27	\$0
		2027/28	\$0

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Type of expenditure	Head of expenditure	Financial Year	Costs
	External labour hire and external consulting expenditure		\$175,000
		2023/24	\$105,000
		2024/25	\$52,500
		2025/26	\$17,500
		2026/27	\$0
		2027/28	\$0
	Other eligible expenditure		\$175,000
		2023/24	\$78,750
		2024/25	\$78,750
		2025/26	\$17,500
		2026/27	\$0
		2027/28	\$0
Total project expenditure			\$4,000,000

Financial Year	Costs
2023/24	\$183,750
2024/25	\$1,956,250
2025/26	\$1,860,000
Total project expenditure	\$4,000,000

Provide details of 'Other eligible expenditure'.

Project manager engaged for the project to ensure project objectives are met, delivery remains to schedule and budget, and reporting milestones are achieved.

Source of funding

In this section you must provide details of how you will fund the project.

The total of all sources of funding should be equal to your total project expenditure in the section above. Sources of funding include:

- grant amount sought
- your contribution
- other contributions as allowed in the grant opportunity guidelines.

Co-funding requirement

You are required to contribute towards the project.

Select which co-funding group your project aligns to.

The grant amount entered below can be up to either 90%, 70% or 50% of total eligible project costs depending on which co-funding group you select.

Group 3

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Grant amount sought

At EOJ stage you requested a grant amount of **\$2,000,000** for this project.

The minimum grant amount under this grant opportunity is \$500,000. The maximum grant amount under this grant opportunity is \$15,000,000.

Enter the grant amount sought. We will add GST to this where applicable.

\$ 2,000,000

Your contribution

Enter your organisation name. In the description field, provide additional details. Indicate whether your contribution is sourced from cash flow, loans, equity etc.

Name of contributor			
Moirra Shire Council			
Details of contribution			
Contribution Type	Amount	Due Date	Description
Cash	\$2,000,000	1/05/2024	Council contribution all sourced from cash flow.
Total	\$2,000,000		

Other non-government contribution

Enter the organisation name. In the description field, provide additional details.

If you have project partners we will ask you for their details later in the application. You must provide their name and their contribution here.

Other non-Commonwealth government grants

Enter the government organisation name. In the description field, provide additional details. Provide the name of the grant.

Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only award funding to applications that score at least 60 per cent against each assessment criterion.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

Assessment criterion 1

Contribution to economic opportunity and social and community inclusion? (Score out of 40)

You should demonstrate this through identifying:

- the extent to which your project meets the needs of the community
- the economic benefits that your project will deliver for the community and/or region during and beyond the term of funding
- the social benefits that your project will deliver for the community and/or region during and beyond the term of funding.

Examples of how your project could deliver social and economic benefits may include but is not limited to:

- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes
- increasing access to community services and infrastructure
- supporting or protecting local heritage and culture
- increasing community volunteering
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods
- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- meeting the needs of culturally and linguistically diverse socio-economic and cultural groups, such as First Nations people.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

The Moira Shire Pedestrian Enhancement Package is deeply committed to stimulating the local economy and community. In this endeavour, Council has a clear strategy for maximising local economic benefits:

1. Utilisation of Local Contractors: The project will hire local contractors and by extension local labourers to deliver the project. This means the investment not only supports local businesses but also keeps the financial benefits specifically within our community. By doing so, the project leads to possibilities for job creation and skill development, directly benefiting local families and contributing to the economic stimulation and health and of our municipality.

2. Local Sourcing of Materials: All materials, like the rock, the mesh, the bar chairs, the boxing and the concrete required for the project will be sourced and supplied locally. This approach ensures that the economic impact of the project extends to local suppliers and manufacturers, right here, within the Municipality.

3. Economic Multiplier Effect: The use of local contractors and suppliers, labour and materials creates a multiplier effect. The wages paid to local workers and payments made to local businesses circulate within the community, boosting local spending and economic activity. This has a cascading positive impact on the local economy, benefiting a wide range of sectors beyond the construction industry.

4. Community Prosperity and Sustainability: By ensuring that the project's financial investment remains within our community, we not only enhance the immediate economic landscape but also contribute to long-term prosperity and sustainability. This approach strengthens the economic foundation of our rural Council, ensuring resilience and growth and delivers on the Governments objective of seeing growth in the region.

The project, therefore, is not just an infrastructure development initiative but a catalyst for community and economic revitalisation. It embodies our commitment to sustainable and inclusive economic growth, ensuring that the benefits of this development are felt across the entire community.

Furthermore, the project significantly contributes to social and community inclusion, particularly in fostering connectedness among residents. A key aspect of this project is its design to accommodate the diverse needs of our community, including those with visual and or mobility impairments. For example, we've received multiple requests from a sight-impaired community member in Nathalia who desires greater involvement in community activities, the requested pedestrian infrastructure is a direct response to the request, which we know is also strongly supported by many community members within the Shire to support and improve their quality of life.

By enhancing the walkability and accessibility of our urban areas, we're not just improving physical infrastructure; we're also breaking down social barriers. These improvements enable people with impaired abilities to better navigate our community independently, thus fostering their social inclusion and participation in community life. Additionally, the project's focus on safe, accessible, and connected pedestrian pathways encourages more residents to walk, fostering a sense of community and increasing social interactions among residents.

Walking, as a form of physical activity, has been extensively researched for its positive impacts on mental health. Regular walking has been shown to significantly reduce the risk of depression. For instance, physically active individuals have about a 30% reduced risk of experiencing depression. This reduction in depression risk is a vital aspect of improving overall mental well-being in the community.

The mental health benefits of walking extend beyond just reducing the risk of depression. Walking has been associated with enhanced creativity, improved mood, and general well-being. An example of this is a simple 15-minute walk has been found to reduce sweet cravings, and to assist in regulating blood sugar levels, which is particularly beneficial for people with type 2 diabetes. This shows that walking can be a simple yet effective way to boost mental and physical health in everyday life.

In essence, the project is more than an infrastructure project; it's a commitment to creating an inclusive, connected, and socially vibrant community. This project demonstrates Council's dedication to not only improving the physical landscape but also enriching the social fabric of our community.

Assessment criterion 2

Alignment with broader Government and regional strategic priorities. (Score out of 20)

You should demonstrate this by identifying:

- the extent to which your proposal aligns with social, economic and environmental priorities in your region, including alignment with any local, regional, state or federal plans or policies
- the extent to which your proposal contributes to broader Government priorities such as net zero emissions, gender equity, and/or First Nations priorities
- how your proposal has considered environmental impacts and any potential role of environmentally sustainable design, including nature-based solutions and circular economy principles
- the extent of community support for the project, including outcomes from any consultation undertaken with the local community, such as First Nations groups and diverse socio-economic and cultural groups.

The evidence you provide to support this may include, but is not limited to:

- alignment with your Regional Development Australia (RDA) regional plan, if applicable, your local government regional plan, or Regional Australia Institute research
- letters of support from your RDA committee, local government organisation and/or community groups for your project
- modelling of environmental impacts and/or mitigation.

The Pedestrian Enhancement Package strategically aligns with various plans and initiatives at different levels of government:

1. Moira Shire Council Plans 2021-2025 – Lists A welcoming and inclusive place as one of the Five Strategic Objective Pillars.
Moira Shire Council Pedestrian and Cycling strategy 2005 - The package complements this strategy by focusing on pedestrian friendly infrastructure enhancements and promoting walking as a preferred mode of transport.

Community Safety Strategy 2016-21:

'Provide safe road networks and walking and cycling paths.

'Identify and deliver road, walking and cycling infrastructure improvements.

Wellbeing for All Ages Strategy 2021-25:

'Identify and minimise gaps in the walking and cycling network'.

Moira Shire residents will have the resources, knowledge, and support to live healthy, happy lives.

'All environments (natural and built) in Moira Shire encourage and support health and wellbeing'.

Moira Shire Recreation Strategy 2016-26:

'Prioritise linking existing walking and cycling tracks.

'Review and prioritise walking and cycling track projects.

'Support and collaborate with local community groups to establish additional walking tracks.

2. Hume Regional Growth Plan 2041: Regional Transport Plan - The project aligns with this plan by contributing to improved pedestrian

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

10/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

infrastructure and alternative transport options, thus supporting the regional transport objectives; Liveable Communities Strategy: The Pedestrian Enhancement Package reinforces the liveability of the region by creating a pedestrian-friendly urban environment that promotes health, social interaction, and inclusivity.

3. Victorian Department of Transport and Planning Plans; Victorian Cycling Strategy 2019-2028 is a strategy to improve the states walking and cycling network to make the network safer for pedestrians and cyclists, our project strategically aligns with this strategy by prioritising pedestrian connectivity and promoting walking as a key mode of transport, supporting the state's vision for active and sustainable transport. Sustainable Transport Objectives of the Victorian Department of Transport and Planning: The package contributes to the sustainable transport objectives by providing eco-friendly alternatives, reducing vehicle dependency, and mitigating environmental impacts. Road Safety Strategy: The Pedestrian Enhancement Package addresses pedestrian safety concerns, aligning with the state's road safety objectives to reduce accidents and injuries. The project aligns with the Department of Transport and Planning's 2023-2027 strategic plan to Integrate Victoria's transport, land and planning system to create an inclusive, successful and sustainable state and to develop meaningful connections and thriving local places.

4. Alignment to the 2022 Annual Climate Statement to Parliament and the development of the Net Zero Plan, the project encourages walking as an alternative to motorised transport, thereby reducing carbon emissions.

5. Alignment to the National Road Safety Strategy Action Plan, page 22 – Action: Fund infrastructure and non-infrastructure programs that reduce risks to cyclists, pedestrians and motorcycle riders and future proof the system for new types of vulnerable road users. Also aligning to the Road Safety Strategy 2021-2030 page 3, where we want to be: We will have safe, sustainable transport options for all ages and abilities, including the most vulnerable in our communities and page 18 Action Summary: Promote sustainable and integrated transport alternatives to private vehicle use.

6. The project aligns to the Australian Indigenous Advancement Strategy by directly responding to one of the three priority areas – Getting Adults into Work. The project proposes to consider the following two approaches through procurement measures with our local contractors and suppliers - Incorporate a sustainability contract clause in the tender documents that stipulates a proportion of employment to be held by First Nations People in order to satisfy the requirements of a conforming tender; or hire a creative project manager or consultant through a Supply Nation Certified Indigenous Business to lead the delivery of the project.

Overall, the Pedestrian Enhancement Package is well-aligned with Moira Shire Council's local plans, The Hume Regional Growth plan, and the Victorian Department of Transport and Planning plans, the Australian Governments Net Zero aspirations and the Federal Indigenous Advancement Strategy. The project's focus on pedestrian connectivity, safety, community wellbeing, and sustainability reflects a comprehensive approach that complements and supports the broader goals and visions outlined in these strategic documents.

Assessment criterion 3

Capacity, capability and resources to deliver and sustain the project. (Score out of 40)

You should demonstrate this through identifying:

- your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget, community consultation, and risk management
- how you will operate and maintain the infrastructure and benefits of the project into the future
- your readiness to commence the project, including access. You should describe the steps you have taken to get your project investment ready including:
 - required regulatory and/or development approvals
 - project designs and costings
 - authority from the land or infrastructure owner to undertake the project at the nominated site(s)
 - funding contributions from all sources.

The evidence you provide to support this must include, but is not limited to:

- a clear business case for the proposal, including project plans, budget and relevant approvals, timelines and procurement processes
- a cost benefit analysis commensurate to size and scale of project
- a risk management plan, which identifies risks and mitigations.

Moira Shire Council is recognised for its proficiency in executing a wide range of projects, demonstrating sound capability in managing complex infrastructure developments and crucial operational initiatives. Our expertise is founded on a comprehensive suite of strategies and plans, meticulously developed by our team of seasoned council officers, contractors and consultants. This depth of expertise guarantees that every project is tailored to its unique requirements and challenges, ensuring effectiveness and efficiency.

At the core of our project delivery success lies our Project Management Framework, specifically designed for the local government context.

This framework is a testament to our commitment to consistency, efficiency, and best practices in project management. It is not merely theoretical; our methodology is practical, tested, and proven annually with numerous projects. These projects are not only aligned with our strategic plans but also with State and Federal aspirations and objectives, emphasising our alignment with broader governmental goals.

A key indicator of our success is our track record in delivering projects on time and within budget. This achievement is a direct result of our approach to project management and fiscal responsibility. We place immense value on community engagement and transparency, involving them in the planning process and maintaining open communication. This approach builds trust and ensures that our projects align with the community's needs and aspirations.

Our council is dedicated to innovation and sustainability in all our projects. By integrating advanced technologies and adopting eco-friendly practices, we aim to address current needs while contributing to a sustainable future. The calibre of our team and leadership is reflected in the success of our projects, with each one managed with the utmost professionalism and expertise.

Moira Shire Council's capability to successfully deliver a diverse array of projects is further reinforced by our strong financial standing, commitment to transparency and accountability, and a comprehensive set of performance indicators for service delivery. Our staff, highly skilled and experienced, are dedicated to providing exceptional customer focus and collaborating with the community towards mutual goals. To specifically address the requirements of this grant, we bring forth:

- A robust financial position, well-managed assets, and strong leadership commitment to this project.
- Comprehensive performance indicators to measure service delivery.
- A team of highly skilled and experienced staff, adept at handling the intricacies of local government projects.
- An unwavering commitment to transparency and accountability.

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

11/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

• A collaborative approach, working alongside experts, government departments, stakeholders, and the community. In conclusion, Moira Shire Council is confident in leveraging these capabilities to successfully deliver this grant and achieve the desired outcomes, demonstrating our continued commitment to excellence in service delivery and community development.

See attachment for further information and detailed project management team details.

Project partners

Provide details about all project partners.

Refer to the grant opportunity guidelines for further information about joint applications.

No Project partners found for this Application.

Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

Account details

Account name

Moira Shire Council

BSB

083760

Account number

648270556

Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Andrew

Family name

Wilson

Email address

accounts@moira.vic.gov.au

Phone number

0358719222

Application finalisation

Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

No

Additional information

You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

Business case

You must attach a business case including the budget, the project risk management plans and cost benefit analysis.

Pedestrian Enhancement Package - Cost Benefit Analysis Report - December 2023.PDF

Pedestrian Enhancement Package - Project Budget - January 2024.PDF

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Pedestrian Enhancement Package - Project Plan - December 2023.PDF
Pedestrian Enhancement Package - Project Schedule - January 2024.PDF
PEP - Risk Assessment - December 2023.XLSX
Project Management Experience Jan 23.pdf
Pedestrian Enhancement Package - Business Case - December 2023.PDF

Evidence to support a request for co-funding group 1 or 2 (if applicable)

If your group has changed from your initial EO1 and you are applying for group 1 or group 2 you must include evidence that supports which group you fall into, including how your site was impacted by the disaster, if required.

Evidence that you own the land/infrastructure or have landowner's permission

You must attach relevant evidence that you own the land/infrastructure being built/upgraded upon, or that you have the landowner's permission to use the land/infrastructure.

Public Road Register 2023 Proof of Council land ownership.pdf

Evidence in support of assessment criteria responses (where applicable)

You should attach supporting evidence including how you align to local and regional priorities and modelling of environmental impacts.

Goulburn Regional Partnership LOS.pdf

Wendy Lovell LOS.pdf

Sam Birrell LOS.pdf

Evidence of strategic alignment.pdf

Recent quotes

You must attach recent quotes for major expenditure.

Merged PDF - Recent Path Quotes.pdf

Accountant declaration

You must provide an accountant declaration as per the template provided on business.gov.au and GrantConnect. If you do not use the template provided, you must include equivalent information and the declaration in your own document.

Accountant Declaration.pdf

Evidence of funding strategy

You must provide evidence of your funding strategy for this project. This should include financial statements, loan agreement, cash flow documents.

TCV Letter Borrowing Limit - Moira Shire Council.pdf

Moirashire_AnnualReport_2022-23_WEB- compressed.pdf

Final-Budget-Report-2023-24-Published - reduced.pdf

CEO letter confirming contribution.PDF

Trust documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

Direct mail/email

Did you read the grant opportunity guidelines?

Before starting your application

How satisfied were you with the process of applying for this grant?

Highly satisfied

Primary contact

Title

Mrs

Given Name

Jessica

Family Name

Bollen

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

Position Title

Grants Officer

Email Address

jbollen@moira.vic.gov.au

Phone Number

0358719222

Mobile Number

0402844243

Business postal address of the primary contact

Is the address located in Australia?

Yes

Address Details

Municipal Offices
44 Station St
COBRAM VIC 3644
Australia

Declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not included on the National Redress Scheme list of institutions, where sexual abuse occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act (2012)*.

<https://portal.business.gov.au/Application/ViewApplication?applicationId=00251fb2-249c-4b1b-84e3-518bebf951d6>

14/16

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

I confirm that the applicant, project partners and associated activities are in compliance with current Australian Government sanctions.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people engaged on this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Yes

**FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE**

**ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)**

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [1] - Completed application

2/5/24, 3:02 PM

portal.business.gov.au

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report



FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report



This report has been prepared for the particular circumstances relating to the Moira Shire Pedestrian Enhancement Package.

The particular values and estimates are based on literature review by Council staff relating to the economics of walking and cycling infrastructure and the built environment within Moira Shire.

It is not intended for and should not be relied upon by any third party for any other strategy or project beyond the one scoped and no responsibility is undertaken to any third party.

Moira Shire Council

ABN 20 538 141 700

44 Station Street

COBRAM VIC 3644

	Name	Title	Signed	Date
Prepared by	Paul Diffey	Project Manager		21/12/2023
Reviewed by:	Laura Benson	Principal Strategic Asset Planner		22/12/2023
Approved by:	Matt Jarvis	Acting Director, Community		

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

Contents

1.0	Introduction	3
2.0	Values of walking and cycling paths	3
2.1	Social Value	3
	Quantified social benefits	4
2.2	Transport Value.....	4
	Quantified transport benefits	5
2.3	Economic Value.....	5
	Quantified economic benefits	5
2.4	Environmental Value.....	6
	Quantified environmental benefits	7
3.0	Costs.....	7
3.1	Construction costs.....	7
3.2	Maintenance	8
3.3	Growth	8
4.0	Benefits	8
4.1	Benefits quantified in the cost-benefit analysis	10
4.2	Cost-Benefit analysis assumptions.....	11
4.3	Scaling Factors.....	12
5.0	Outcomes.....	13
5.1	Cost Benefit Analysis.....	13
5.2	Investment consideration	14
6.0	Conclusion.....	14
7.0	References	15

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

1.0 Introduction

Moira Shire Engineering Department staff have undertaken Cost-Benefit Analysis of the proposed Moira Shire Pedestrian Enhancement Package. This cost benefit analysis includes a literature review of the economic costs and benefits of walking and cycling infrastructure based on published data and best practice methodology.

A cost-benefit analysis provides a consistent and sound process for evaluating the relative financial strengths and weaknesses of proposed infrastructure projects. A benefit-cost ratio greater than one over a time period of interest provides confidence for return on investment.

Due to the size of the municipality and variations in terms of population density and size between locations as well as differing commercial, industrial, land value and land uses between population centres combined with different types of investment proposed in each location the investment package has been broken down into five subpackages to calculate the BCR:

- Cobram
- Nathalia
- Numurkah
- Yarrawonga
- Small towns

Each of the first four packages considers investment in each individual large town. The last package is the combination of several smaller towns or hamlets located throughout the shire.

Overall, the cost-benefit analysis demonstrates that there is a high long-term benefit-cost ratio associated with implementation of the Moira Shire Pedestrian Enhancement Package. Implemented as a whole, the network will be a significant asset to Victoria.

2.0 Values of walking and cycling paths

The Moira Shire Pedestrian Enhancement Package is underpinned by recognition of the significant value pedestrian networks bring to the economy, community, and environment. Walking and Cycling paths are most fully realised when they form a cohesive network, providing opportunity for both recreation and transport.

This section provides a summary of the key benefits of footpaths and shared paths according to four broad themes: social, transport, economic and environmental value.

2.1 Social Value

Walking and Cycling paths create strong social value for communities through improved health, opportunity for community participation, and social connectedness.

The Heart Foundation publication, Low density development impacts on physical activity and associated health outcomes (Heart Foundation 2014), recommends encouraging increased physical activity to reduce risks of chronic diseases such as heart disease and diabetes and has the potential to reduce mental health problems such as depression and anxiety through increased social interaction and integration.

Path networks within Council's road network provide places for active recreation; including walking, running, cycling, and horse-riding. Participation in these activities improves physical and mental health (Heart Foundation 2021). By constructing footpaths and shared paths there is an improvement in transport safety for pedestrians and cyclists (AECOM 2010) and encourage those

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

who would not otherwise participate in recreation and exercise to do so such as the elderly or mobility impaired.

Participation in active transport activities encourages social interaction and engenders a greater sense of community involvement (ARUP 2018). This may include incidental interactions with other path users, or more formalised groups such as walking, path maintenance and conservation groups. These interactions foster engagement between path users and with the wider community.

As the population of Moira ages over coming decades (Heart Foundation 2011; TfV 2017), provision of safe and accessible recreational options will become increasingly important. A well-connected town footpath and cycling path network constitutes a highly efficient and functional solution to providing equitable access to active employment, community centres, retail areas and open space.

Footpaths and shared paths enhance social cohesiveness and community resilience (TfV 2017). By facilitating a wide range of pastimes, footpaths can introduce people to new healthy activities as well as opportunities to participate in social groups linked to the paths. This increases the general liveability of the nearby areas (Tourism Victoria 2014).

Quantified social benefits

Public Health

For public health benefits, this is based on a benefit per kilometre walked or cycled. This data is sourced from a Queensland study of the benefits of inclusion of alternative modes of transport in infrastructure projects (Queensland Department of Transport and Main Roads 2011).

Reduce absenteeism and improved worker productivity

Improved health through increased walking and cycling provides direct benefits to employers and the economy through reduced absenteeism and improved worker productivity (AECOM 2010). This is quantified through reduced sick days because of increased physical activity.

2.2 Transport Value

As a part of the wider transport network, footpaths and shared paths can provide numerous benefits in facilitating alternative modes of transport away from motorised transport, providing the community with a viable alternative to car dependence (Newman 1996).

Councils pedestrian network provides linkages between residential properties and journey destinations, which allows for the use of active transport forms such as cycling and walking (TfV 2017). In some instances, the provision of an off-road path may provide a crucial link and increase accessibility to a location.

By encouraging cycling and walking as convenient, safe and pleasant transport options, a connected path network can reduce traffic and parking congestion (DELWP 2017). Paths encourage the use of alternative forms of transport such as walking and cycling for shorter trips, which reduces the costs associated with transport. This includes reduced expenditure on car maintenance, fuel, and parking (AECOM 2010).

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

Quantified transport benefits

Reduced road congestion

When car users switch to active transport such as walking and cycling, the high congestion costs of peak periods are reduced. This has been measured as the reduction of journey costs incurred in congested conditions compared to when traffic is freely flowing (AECOM 2010; Price Waterhouse Coopers 2009).

Savings in User Costs

Commuters who use alternative modes of transport rather than drive to work each day will avoid vehicle operating costs including fuel, tyre repair, maintenance, and depreciation (Price Waterhouse Coopers 2009). These costs are quantified on a per kilometre basis in the cost-benefit analysis.

2.3 Economic Value

The construction and maintenance of footpaths provides employment opportunities in the local area (Recreation SA 2016).

Paths contribute positively to the liveability of a community, and these lifestyle benefits for residents can translate into increased land value in areas with extensive path networks (TFV 2017). This in turn attracts increased expenditure within a community.

Footpaths and Shared paths provide improved health and transport improvements (as detailed in previous section), which reduces the expenditure required to alleviate health problems in these areas (AECOM 2010). Increasing government expenditure to address non-communicable diseases, such as cardiovascular and diabetes, represents a significant challenge over coming generations.

Victoria's population is forecast to age significantly in coming decades; a significant demographic shift that will be most strongly felt in many rural LGAs. An ageing population places significantly increased health and care costs on all levels of government. Providing equitable access to passive open space and associated low-impact recreation activities such as walking through provision of footpaths is an essential strategy to minimise these costs.

Quantified economic benefits

Tourism

Many of the towns listed in the strategy have significant holiday and tourism industries. The completion of footpath and shared paths can stimulate the economic and tourism activity in the area through attracting cycle tourism or improving the experience of visitors to the area making them more likely to return to the area or stay for longer. Cycle tourism is a niche but growing market in Victoria, with total related expenditure of \$362 million in 2010 (Tourism Victoria 2011). There are also benefits accrued due to other forms of tourist trail activities such as walking or horse-riding.

The impact of tourism has not been quantified for the cost-benefit analysis due to lack of published research on the topic, however it is acknowledged that there will be an economic benefit from the Pedestrian Enhancement Package through increased tourism.

Increased employment

The value of increased employment was quantified as the number of additional full-time jobs created because of investment in the construction of footpath infrastructure. This is on the basis that one job is created per \$250,000 of capital expenditure as per the North East Rail Trail –

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

Preliminary Demand and Economic Benefit Assessment (TRC 2014). This has not been quantified into a dollar benefit or included in the cost-benefit analysis.

As the total economic investment is \$5,490,000 for the life of the program this will represent approximately 22 full time jobs during construction of the project and ongoing 0.8 effective full-time job due to ongoing maintenance of the paths delivered.

Property Value

The land value benefits of constructing the Network have been quantified based on the increased land values of properties immediately adjacent to the paths (Karadeniz 2008). These have been quantified and included in the cost-benefit analysis as they are assumed to be accrued to private property owners. There would also be benefits to the community and Council in terms of potential increased revenue from rates, which has been included in the cost benefit analysis, and general improvements to liveability, which has not been quantified.

A value of \$4,000 per property for footpaths and \$6,000 for shared paths per property has been adopted for this study (Heart Foundation 2011).

2.4 Environmental Value

Footpaths and shared paths provide direct value to the environment by encouraging emissions free transport; and, by encouraging a greater appreciation and 'ownership' of the natural environment.

Paths provide the opportunity for users to experience natural and cultural environments during day-to-day activities; such as commuting or exercising. This experience leads to a greater understanding and appreciation of the value of local environments (Tourism Victoria 2014). Community connection with natural areas can aid in their preservation and conservation.

Paths allow members of the local community to become involved in conservation and revegetation work (Nillumbik Shire Council 2011). As well as improving the local environment, this may encourage interest in wider environmental issues. Paths can provide a basis for educational and interpretive activities which enhance path user awareness of the natural environment (Tourism Victoria 2014). Footpaths may also aid in protecting ecologically sensitive areas by concentrating visitors and path users around or adjacent to designated conservation zones (Tourism Victoria 2014).

As a part of a well-connected transport network, footpaths and shared paths encourage non-motorised methods of transport such as walking and cycling. This reduces the environmental impacts associated with motorised transport modes including emissions leading to climate change and air pollution (AECOM 2010). Approximately half of household emissions are due to transport, and so increased walking and cycling provides a key opportunity for households to reduce their contribution to climate change.

Furthermore, increased walking and cycling minimises the need to build, service and dispose of personal vehicles, reducing resource consumption and pollution associated with each of these stages of the life vehicle cycle (ARUP 2018).

It is recognised however, that the installation of paths has the potential for environmental damage to the local area. All potentially significant impacts will be addressed, minimised, and mitigated through the consultation, planning and construction of the proposed paths.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

Quantified environmental benefits

Greenhouse Gas Reduction

The benefit of reduced greenhouse gas emissions was quantified in the cost benefit analysis based on an evaluation of the value of cycling in NSW (Price Waterhouse Coopers 2009). This assessment used a carbon cost of \$20 per tonne to quantify the external costs of greenhouse gas emissions, which was translated to a per kilometre cycled basis.

3.0 Costs

3.1 Construction costs

The capital construction costs were identified for each proposed path link based on the costs of recent construction projects within the shire. Table 1 provides a summary of construction cost estimates adopted for each path width.

Table 1 – Proposed path construction estimate per 1km of path (rounded)

Description	Cost \$/km at 1.5m	Cost \$/km at 2.5m
Design fees	\$ 30,000.00	\$ 30,000.00
Construction preliminaries	\$ 12,000.00	\$ 15,000.00
Demolition and excavation	\$ 22,500.00	\$ 25,800.00
Concrete works	\$ 125,000.00	\$ 208,000.00
Stormwater Drainage	\$ 12,500.00	\$ 13,550.00
Ancillary works	\$ 7,500.00	\$ 7,500.00
Total	\$ 209,500.00	\$ 299,850.00
Contingency (15%)	\$ 31,500.00	\$ 45,000.00
TEI	\$ 240,925.00	\$ 344,827.50

These development cost estimates are based on:

- Standard civil rates supplied by Rawlinsons Australian Construction Handbook, 31st Ed. 2023
- Previous related projects

All costs are exclusive of GST.

The development cost estimates are based on quantities derived from the above and generally accepted industry rates for civil engineering works and in some cases proprietary pricing information for specific item.

The cost estimate also excludes:

- Surveyor and geotechnical investigation fees
- Crossovers, intersections, road crossing upgrades etc.
- Signage
- Landscaping above 600mm reinstatement either side
- Stormwater reticulation (i.e. formed swale/culverts/pit adjustment only)
- Lighting
- Bridges (no bridges are required)
- Excavation/removal of trees or significant vegetation
- Major earthworks such as retaining walls or placement of fill material
- Escalation to completion
- Interest costs
- Holding fees

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

- Legal fees
- Soil contamination
- Flora/fauna or heritage conservation

Rates will be subject to variation depending on a range of factors including timing, competition in the local marketplace, labour and material costs.

It is assumed that there is a stormwater network within the site boundary with sufficient capacity to accept runoff from the proposed development without detention being required and that no flooding or site contamination will arise.

3.2 Maintenance

Maintenance is estimated as \$5 per square metre of path annually. All maintenance costs were identified from a review of Council's asset management plan, annual maintenance recurrent budget and review of other municipalities walking and cycling strategies.

3.3 Growth

Council has adopted a CPI value of 3.5% per annum for increased maintenance cost prices and user benefits over the 30 year design life of the paths proposed in the Moira Shire Pedestrian Enhancement Package.

4.0 Benefits

The benefit calculation has involved the following stages and include:

1. The public benefits associated with footpath and shared path use were identified from a literature review;
2. A suitable quantified benefit metric rates was identified for footpath and shared path construction each benefit on a \$ per km walked or cycled basis;
3. Each benefit metric was converted into a standard 'per kilometre of path' rate to provide a common assessment base for both the 1.5m wide and 2.5m wide scenarios;
4. For each benefit metric, scaling factors were identified to account for variations across Council between towns and particular path locations. Scaling factors were based on a comparison between towns per section 4.3.
5. Each benefit was quantified by multiplying the converted and scaled standard benefit metric rate by the proposed path length in each town or location;
6. The output from each benefit calculation is the summation of all works in each township and not for individual paths within a towns package; and
7. The benefit was determined after first year of operation and at the end of the 30-year design life for both 1.5m and 2m width scenarios.

The metrics used in estimating the wider economic benefits of the proposed Pedestrian Enhancement Package are summarised in Table 2. Units were converted from \$/km walked/cycled to \$/km of path (annual), based upon assumptions on path utilisation and cycling and walking speeds. These assumptions are detailed in section 4.2. The values were also scaled in accordance with town population size, commercial/industry, land use, utilisation, and number of dwellings. All metrics are based on an assumed urban environment. These scaling factors are detailed in section 4.3.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

Table 2 – Benefit Metrics

Benefit	Value	Unit	Scaling Factors		
			Industry/ Commercial	Employment	Land use
Reduce absenteeism benefits and improved worker productivity	\$0.15	\$/km walked	Y	Y	
	\$130,000	\$/km footpath/annum	Y	Y	
	\$0.09	\$/km cycled	Y	Y	
	\$130,000	\$/km shared path /annum	Y	Y	
Savings in user costs	\$0.03	\$/km walked	Y	Y	
	\$96,000	\$/km footpath/annum	Y	Y	
	\$0.10	\$/km cycled	Y	Y	
	\$80,000	\$/km shared path /annum	Y	Y	
Reduced road congestion	\$0.03	\$/km walked	Y	Y	
	\$20,000	\$/km footpath/annum	Y	Y	
	\$0.05	\$/km cycled	Y	Y	
	\$41,000	\$/km shared path /annum	Y	Y	
Greenhouse gas reduction	\$0.04	\$/km walked	Y	Y	
	\$3,000	\$/km footpath/annum	Y	Y	
	\$0.04	\$/km cycled	Y	Y	
	\$3,000	\$/km shared path /annum	Y	Y	
Public health benefits	\$2.25	\$/km walked	Y	Y	
	\$280,000	\$/km footpath/100,000 residents/annum	Y	Y	
	\$1.17	\$/km cycled	Y	Y	
	\$1,300,000	\$/km shared path /100,000 residents/annum	Y	Y	
Property Values	\$4,000	\$/property/km			Y
	\$6,000	path built within 200m			Y

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

4.1 Benefits quantified in the cost-benefit analysis

The wider economic benefits associated with constructing the Moira Shire Pedestrian Enhancement Package can be further summarised in four categories:

- Benefits associated with increased commuting;
- Benefits associated with increased or improved mobility,
- Benefits associated with improved residential amenity, and
- Benefits associated with increased tourism.

See Section 2 for full descriptions of each of the benefits quantified in the cost benefit analysis.

Commuting

Benefits associated with increased commuting are:

- Reduce absenteeism benefits and improved worker productivity (AECOM 2010);
- Savings in user costs (Price Waterhouse Coopers 2009);
- Reduced road congestion (Price Waterhouse Coopers 2009); and
- Greenhouse gas emissions reduction (Price Waterhouse Coopers 2009).

Recreation

Two primary avenues through which path networks can lead to improved health outcomes are:

- Public health – walking (Queensland Department of Transport and Main Roads 2011); and
- Public health – cycling (Queensland Department of Transport and Main Roads 2011).

Residential amenity

The key benefits associated with increased residential amenity is:

- Increased property value (Karadeniz 2008); and
- Increased rate revenue

Tourism*

The key benefits associated with tourism is:

- Increased economic activity (Tourism Victoria 2011)

**Tourism was not included in the cost benefit analysis due to difficulties in quantifying the benefits in relation to the Moira Shire Pedestrian Enhancement Package.*

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

4.2 Cost-Benefit analysis assumptions

The below table summarises the assumptions made during the cost benefit analysis.

Table 3 – Assumed values

Assumption	Value	Unit
VicRoads guidelines		
Pedestrian per hour (1.5m & 2.5m)	50	Walkers
Cyclists per hour (2.5m)	150	Cyclists
Benefit Specific Assumptions		
Path utilisation (proportion of capacity to be utilised)	12.5%	%
Average cycling speed	15	km/h
Average walking speed	5	km/h
Average time on path - cycling	1	Hours per week
Average time on path – walking	1	Hours per week
Proportion of cyclists (shared paths only)	75%	%
Proportion of walkers (shared paths only)	25%	%
Consumer Price Index	3.5%	%
Asset life	30	Years
Council Rates (2023 residential rate)	0.00223766	\$/
Reduce absenteeism benefits and improved worker productivity	50%	%
Savings in user costs	50%	%
Reduced road congestions	50%	%
Greenhouse gas reduction	50%	%
Personal wellbeing - walking	150%	%
Personal wellbeing - cycling	150%	%
Location Specific Assumptions		
Average house price		
<i>Cobram</i>	\$453,000	\$AU
<i>Nathalia</i>	\$414,000	\$AU
<i>Numurkah</i>	\$407,000	\$AU
<i>Yarrawonga</i>	\$715,000	\$AU
<i>Other Small Towns</i>	\$320,000	\$AU
Town Population (2021 Census)		
<i>Cobram</i>	5389	People
<i>Nathalia</i>	1529	People
<i>Numurkah</i>	3807	People
<i>Yarrawonga</i>	8661	People
<i>Other Small Towns (cumulative)</i>	1500	People
Annual population growth rate		
<i>Cobram</i>	1%	%
<i>Nathalia</i>	0.30%	%
<i>Numurkah</i>	1%	%
<i>Yarrawonga</i>	2.10%	%
<i>Other Small Towns (cumulative)</i>	0%	%

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

4.3 Scaling Factors

Scaling factors were identified to account for variations across Council between towns and particular path locations.

Industry/Commercial

The Industry/Commercial index is a measure of commerce opportunities in each location compared to different locations in the shire. A measure of the level of industries complimentary to footpath/shared path usage, including retail, food, and accommodation. Accessibility to such industries via the paths will likely increase the usage of them. For instance, the ability of a resident of Wunghnu to walk or cycle to a supermarket is limit, however in Yarrawonga or Cobram there are ample opportunities.

Employment

Employment accounts for the likelihood of residents to walk or cycle to work if given the opportunity. Based on census data residents of Moira are 80% more likely to walk or cycle to work compared to the State average. However, this is limited in the small town so for paths in smaller towns this is scaled down.

Land use

This represents differences in population size and density in each area. Paths in Cobram with 5,389 residents (2021 Census) are more likely to be used and have a higher pedestrian volume then Katamatite with 453 residents.

Scaling factors

A summary of scaling factors adopted for each package is below:

Table 4 – Scaling factors

Location	Industry/Commercial	Employment	Land Use
Cobram	1	1.8	1.3
Nathalia	0.72	1.8	0.4
Numurkah	0.9	1.8	0.9
Yarrawonga	1.2	1.8	2.1
Small Towns	0.2	0.8	0.4

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

5.0 Outcomes

The calculated benefits associated with the Moira Shire Pedestrian Enhancement Package after one year are summarised below.

Table 5 – Year 1 Moira Shire wide benefits

Benefit category	Benefits	Value
Community Benefits	Reduce absenteeism and improved worker productivity	\$3,236,000
	Savings in user costs	\$3,956,000
	Reduced road congestions	\$1,146,000
	Greenhouse gas reduction	\$130,000
Recreation benefits	Public Health	\$1,540,000
Land value benefits	Property Value	\$10,813,000
	Council Rate Revenue	\$19,000
Jobs Created (Effective Full Time)	Construction	22
	Maintenance (ongoing)	0.8
Total Year 1 Economic benefit		\$20,840,000

5.1 Cost Benefit Analysis

An analysis was undertaken of the calculated costs and benefits of the entire network and within each geographic location within the shire. These results are summarised in Table 6. A time period of 30 years was chosen for the analysis, in line with standard design asset life and existing best practice studies. The analysis shows a high benefit-cost ratio over the long term when the full network is implemented as shown in Table 6.

Table 6 – Economic Benefit of by location

Package	Period	Cost (\$)	Benefits (\$)	BCR
Cobram	1 Year	\$1,331,000	\$4,548,000	3.4
	30 Year (cumulative)	\$3,540,000	\$84,825,000	24.0
Nathalia	1 Year	\$590,000	\$801,000	1.4
	30 Year (cumulative)	\$1,591,000	\$30,626,000	19.3
Numurkah	1 Year	\$1,315,000	\$3,413,000	2.6
	30 Year (cumulative)	\$3,450,000	\$77,553,000	22.5
Yarrawonga	1 Year	\$1,628,000	\$7,196,000	4.4
	30 Year (cumulative)	\$4,347,000	\$117,107,000	26.9
Small towns	1 Year	\$811,000	\$1,100,000	1.4
	30 Year (cumulative)	\$2,092,000	\$42,992,000	20.6
Full Package	1 Year	\$5,675,000	\$17,058,000	3.0
	30 Year (cumulative)	\$15,020,000	\$363,231,000	24.2

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

The results demonstrate that construction of the Pedestrian Enhancement Package represents significant value to the Moira community and Victoria, with consideration to economic, social, and environmental value. If efficient maintenance costs remain constant, then the benefits are likely to continue to exceed costs where the asset life is extended beyond the set 30-year period.

It is noted that this analysis is only a snap shop of the economic benefits as several additional benefits have been identified within this analysis but were not quantified such as tourism value.

It is important to note that given the size of the network and lack of detail around proposed design, this cost-benefit analysis was conducted at a high level. The analysis should be treated as a decision-support tool informing the way forward, rather than a detailed or absolute measure of net benefits available from this investment.

It is noted that the results indicate high cumulative benefit to cost ratios over the life of the asset, this modelling is consistent with other studies indicating significant returns in investment on walking and cycling investment due to the benefits outlined in this report. The Heart Foundation discussion paper Good for Busine\$\$ (Heart Foundation 2011) noted a BCR for walking and cycling infrastructure of between 13 and 19. While the figure developed from this cost benefit analysis is higher than the range in the literature review, it is noted that the research cited by the Heart Foundation used an asset life of 15 years while Moira Shire has an adopted asset life of 30 years for walking paths in its Road Management Plan (Moira Shire 2021). If the shorter lifespan of 15 years were adopted for this modelling than all BCRs for all locations would correlate with the 13 to 19 range with Nathalia lowest recording a 12.8 and Yarrowonga highest with 19.3.

As this cost benefit analysis is consistent with published data on the benefits of investment in walking and cycling infrastructure it is considered that Council's cost benefit analysis is valid.

5.2 Investment consideration

Based on AustRoads Guide to Project Evaluation (AustRoads 2005) a project with a Year 1 BCR above 0.9 represents a need for priority action and end of life BCR above 4.0 representing a high level of return on investment. As the Moira Shire Pedestrian Enhancement Package has a BCR of 3.0 in its first year of operation and 24.4 over the asset lifetime if is considered to represent a significant investment opportunity for Moira Shire Council and the Federal Government to improve Social, Transport, Economic and Environmental qualities within Moira Shire. The year 1 BCR of 3.0 shows a pressing need for investment.

6.0 Conclusion

Council has undertaken cost benefit analysis on the Moira Shire Pedestrian Enhancement Package. This cost benefit analysis represents best practice and is based on a literature review of economic factors in social, transportation, economic and environment which can be derived from investment in walking and cycling infrastructure which can be quantified in monetary value.

Due to the high BCR values of 3.0 in the first year of operation and 24.4 over the 30-year life of the assets to be delivered this is a high priority investment opportunity.

The investment \$5,491,000 will represent \$363,231,000 in benefit to the Moira community and wider state of Victoria over the next 30 years due to the social, health, transport, economic, and environmental benefits of path networks.

As per the information in this report, the Moira Shire Pedestrian Enhancement Package is considered a priority need for investment.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE
PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [2] - Cost Benefit Analysis Report

7.0 References

- AECOM (2010) Inner Sydney Regional Bicycle Network Demand Assessment and Economic Appraisal. Sydney: AECOM.
- ARUP (2018) The Economic Case for Investment in Walking. Melbourne: ARUP
- AustRoads (2021) Guide to Road Design – Part 6A: Pedestrian and Cyclist Paths. Sydney, NSW: AustRoads.
- AustRoads (2005) Guide to Project Evaluation Parts 1 to 5. Sydney, NSW: AustRoads.
- Department of Environment, Land, Water, and Planning (DELWP) (2017) Urban Design guidelines for Victoria – Element 2 Movement Network. Melbourne, Victoria: DELWP
- Heart Foundation (2004) Healthy by Design. Melbourne: National Heart Foundation (Victoria).
- Heart Foundation (2011) Good for Business: The benefits of making streets more walking and cycling friendly. Melbourne: National Heart Foundation (Victoria).
- Heart Foundation (2019) Active Streets – the new normal for public open space. Melbourne: National Heart Foundation (Victoria).
- Heart Foundation (2021) What Australia Wants – Living locally in walkable neighbourhoods. Melbourne: National Heart Foundation (Victoria).
- Karadeniz, D. (2008) The Impact of the Little Miami Scenic Trail on Single Family Residential Property Values (Unpublished Master's Thesis). University of Cincinnati School of Planning.
- Moira Shire Council (2021) Moira Shire Road Management Plan 2021. Moira Shire Council
- Newman, P (1996) Reducing Automobile dependence. Perth, WA: Institute for Science and Technology Policy: Murdoch University
- Nillumbik Shire Council (2011) 2011 Nillumbik Trails Strategy. Nillumbik Shire Council.
- Recreation SA (2016) Guidelines for the planning, design, construction and maintenance of recreational trails in South Australia. Unley, South Australia: Recreation SA
- PricewaterhouseCoopers (PwC) (2009) Evaluation of the costs and benefits to the community of financial investment in cycling programs and projects in New South Wales. Sydney: PwC.
- Queensland Department of Transport and Main Roads (2011) Benefits of inclusion of active transport in infrastructure projects.
- Transport for Victoria (TFV) (2017) Victorian Cycling Strategy 2018 - 28. Melbourne: Department of Economic Development, Jobs, Transport and Resources
- Tourism Victoria (2011) Victoria's Cycle Tourism Action Plan 2011-2015. Melbourne: Victorian Government.
- Tourism Victoria (2014) Victoria's Trails Strategy 2014 - 24. Melbourne: Victorian Government.
- TRC (2014) North East Rail Trail – Preliminary Demand and Economic Benefit Assessment. Northern Tasmania Development.

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [3] - Project Risk Assessment

DRAFT

RISK AND OPPORTUNITIES ASSESSMENT														
Project Title: Pedestrian Enhancement Package														
Assessment Scope: Initial project risk assessment on potential development and delivery risks for the expedited roll out of the pedestrian pathway capital works plan comprising new pathways across the shire														
Date Last Updated: 21-Dec-23														
REFID	CATEGORY	Risk Description	RISK CONTEXT			RISK ASSESSMENT			RISK TREATMENT			RESIDUAL RISK		
			Potential Cause(s)	Potential Impact(s)	Liability	Consequence	Risk Rating	Editing controls	Required action(s)	Responsibility	Required by	Likelihood	Consequence	Risk Rating
	Asset/Infrastructure	Proposed design requires for interfaces with existing infrastructure	Interface with level footer drainage or other infrastructure	Schedule and cost overruns	Likely	Moderate	High	Budget allocation for design	Front end works including quality and site assessment to identify planning phases to inform works accordingly	Project Manager	Planning phase	Likely	Minor	Moderate
	Comms & Engagement	Vehicle access to properties is closed off during construction.	Interface with level footer drainage or other infrastructure	Reputational damage / complaints	Likely	Moderate	High	Scheduling, communications	Length of path to be constructed in early time to no longer than three weeks prior. Rolling program ensures efficiencies with each area of construction.	Project Manager	Planning phase	Unlikely	Moderate	Moderate
	Asset/Infrastructure	Potential for flooding / creek-level water flow inundating path.	Existing crossland water flow in vicinity of construction	Reputational damage / complaints	Possible	Minor	Moderate	Desktop and site assessment	Observe any signs of creek level water flow during initial site assessment.	Project Manager	Planning phase	Unlikely	Minor	Low
	Design	Complex concrete path design not feasible	The need to properly highlight to meet specific infrastructure, limit conditions or other influence road does not have a kerb	Reputational damage / complaints, cost overruns	Possible	Moderate	Moderate	Desktop and site assessment, budget allocation for design	Gravel pathways proposed through at-grade plan for roads without kerb, as noted on drawings.	Project Manager	Planning phase	Possible	Minor	Moderate
	Finance	Project costs exceed allocated funding due to external influences.	Unidentified interfaces with services or existing infrastructure, limit conditions or other influence	Reputational damage / complaints, schedule and cost overruns	Possible	Moderate	Moderate	Desktop and site assessment	Unlikely to identify efficiencies or priorities upgrades based on possible and need.	Project Manager	Planning phase	Unlikely	Minor	Low
	Delivery	Miscellaneous material due to external influences.	Unidentified interfaces with services or existing infrastructure, limit conditions or other influence	Reputational damage / complaints, schedule and cost overruns	Possible	Moderate	Moderate	Desktop and site assessment	Seek efficiencies through rolling construction program.	Project Manager	Planning phase	Unlikely	Moderate	Moderate
	Delivery	Project scope exceeded due to existing infrastructure	Unidentified interfaces with services or existing infrastructure, limit conditions or other influence	Reputational damage / complaints, schedule and cost overruns	Possible	Moderate	Moderate	Desktop and site assessment	Unlikely to identify efficiencies or priorities upgrades based on possible and need.	Project Manager	Planning phase	Unlikely	Moderate	Moderate
	Delivery	Engagement of contractors or supply of materials causes cost or schedule overrun.	Unidentified interfaces with services or existing infrastructure, limit conditions or other influence	Reputational damage / complaints, schedule and cost overruns	Possible	Moderate	Moderate	Desktop and site assessment	Unlikely to identify efficiencies or priorities upgrades based on possible and need.	Project Manager	Planning phase	Unlikely	Moderate	Moderate
	Asset/Infrastructure	Unidentified underground services are impacted by works or require relocation	Interface with existing infrastructure	Schedule and cost overruns	Possible	Moderate	Moderate	Desktop and site assessment	Complete detailed utility of proposed locations prior to funding award. Engage utilities and dimensional capability in delivering layout. Set appropriate SPN in ITCO.	Project Manager	Planning phase	Unlikely	Moderate	Moderate
	Delivery	Permits or approvals delay program schedule	Interface with third party assets including telecommunications, dam water and power	Schedule and cost overruns	Possible	Moderate	Moderate	Desktop and site assessment	Complete detailed utility of proposed locations prior to funding award. Engage utilities and dimensional capability in delivering layout. Set appropriate SPN in ITCO.	Project Manager	Planning phase	Unlikely	Moderate	Moderate

FILE NO:
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 11.1.1
(GRANTS OFFICER, JESSICA BOLLEN)
(DIRECTOR CORPORATE PERFORMANCE MATT JARVIS)

PEDESTRIAN ENHANCEMENT PACKAGE (cont'd)

ATTACHMENT No [3] - Project Risk Assessment

DRAFT

RISK AND OPPORTUNITIES ASSESSMENT														
Project Title: Pedestrian Enhancement Package														
Assessment Scope: Initial project risk assessment on potential development and delivery risks for the expedited roll out of the pedestrian pathway capital works plan comprising new pathways across the shire														
Date Last Updated: 21-Dec-23														
REFID	CATEGORY	RISK DESCRIPTION	RISK CONTEXT		RISK ASSESSMENT			RISK TREATMENT			RESIDUAL RISK			
			Potential Cause(s)	Potential Impact(s)	Likelihood	Consequence	Risk Rating	Existing controls	Required action(s)	Responsibility	Required by	Likelihood	Consequence	Risk Rating

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY COMMITTEE - TERMS OF REFERENCE

Recommendation

That Council:

1. Endorse the Barmah Forest Heritage and Education Centre Advisory Committee - Terms of Reference.

1. Executive Summary

Terms of Reference (TOR) have been completed for the Barmah Forest Heritage and Education Centre (BFHEC) Advisory Committee (AC) which is due to commence early 2024. Expressions of interest to join the committee are open to be submitted via the Moira Shire Council website.

2. Conflict of interest declaration

No conflicts to declare.

3. Background & Context

The BFHEC previously had a formal committee working towards the betterment of the Centre and the community, however, the BFHEC AC has not been formally running for at least three years. The Local Tourism Association (Nathalia Barmah Business Tourism) have continued to keep the BFHEC on their agenda, however, little betterment has been able to be made.

The ELT endorsed a report to reinvigorate the BFHEC in October 2023 and, as part of that report, to recommence the BFHEC AC. The terms of reference for this committee have been attached to this report.

4. Issues

There may be potential issues in recruiting a committee, whether it be due to an abundance of applications or not enough applications. Applications are being reviewed and stored by the Acting Team Leader Visitor Services and decisions relating to the determination of applications will be discussed with the Executive Leadership Team and then fully communicated to the respective applicants.

5. Strategic Alignment

What strategy does the subject matter relate to?

Council Plan

1. A welcoming and inclusive place

1.02 - our artistic, cultural programs and services will promote inclusiveness, social wellbeing and reflect the needs and values of communities. The BFHEC AC will ensure that community representation will help drive and deliver progression with the BFHEC.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING COMMUNICATION
AND ADVOCACY, SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

6. Internal & External Engagement

Engagement (who did you engage with?)		Feedback
Internal	Executive Leadership Team Council Briefing	Terms of Reference endorsed. Slight changes to be made to format and grammar of Terms of Reference.
External	Nathalia Barmah Business Tourism (NBBT)	Representation from NBBT is a requirement of the committee's makeup. NBBT are supportive of this.

7. Budget / Financial Considerations

No direct financial implications. Council will not be required to allocate any funding towards projects discussed within the committee.

8. Risk & Mitigation

Possible reputational risk associated with decisions made in regards to, or by the BFHEC AC. Clear and transparent communication and documentation is the best way to mitigate this risk.

9. Conclusion

Council should endorse the Terms of Reference for the BFHEC AC to assist with the continual development of the BFHEC and of Nathalia and the wider region.

Attachments

- 1 Barmah Forest Heritage and Education Centre Advisory Committee - Terms of Reference

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference



**Terms of Reference for the
Barmah Forest Heritage
and Education Centre
Advisory Committee**

Adopted by Council on 31 January 2024

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

**ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference**

Terms of Reference

Barmah Forest Heritage and Education Centre Advisory Committee



1. PURPOSE

The Barmah Forest Heritage and Education Centre Advisory Committee aims to provide Council with informed information and knowledge about potential and future uses of the Centre. This will assist with planning for continuance of usage, potential expansion of programs, updates and maintenance to the Centre, and other items as necessary.

It is noted that usage of the library component of this precinct is managed by Goulburn Valley Libraries. For this reason, the library component of the precinct is not included in the remit of this Advisory Committee.

2. DEFINITIONS

Unless contrary intention appears the:

CEO means the Chief Executive Officer of Moira Shire Council.

Council means Moira Shire Council.

Advisory Committee means the Barmah Forest Heritage and Education Centre Advisory Committee.

Centre means the Barmah Forest Heritage and Education Centre.

3. OBJECTIVES

3.1 The key objective of the Advisory Committee is to gain information and knowledge to inform and assist in the development and continue use of the Centre. This will include:

- A. Providing feedback to Council on relevant strategies and plans affecting the Centre.
- B. Advising Council on exhibition and interpretive content and any alterations or improvements to exhibits, including acquisitions and de-acquisitions.
- C. Providing consideration and recommendations on any temporary exhibits for display.
- D. Advising in relation to artefacts that may be offered to the Centre from time to time.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

**ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference**

Terms of Reference

Barmah Forest Heritage and Education Centre Advisory Committee



- E. Advising on structural improvements and alterations.
 - F. Advising on programs and activities.
 - G. Creating opportunities for community volunteers within the Centre at Council's discretion.
 - H. Providing constructive and collaborative input that recognises the spatial, financial, and other limitations of the Centre and the need to ensure a range of activities are provided for.
- 3.2. Council will consider, however, is not under any obligation to act under the direction of the Advisory Committee and will balance a range of viewpoints, needs and factors in decision making about the Centre.

4. COMPOSITION AND PROCEEDINGS

- 4.1. The Advisory Committee shall be made up of:
- A. *Up to seven* interested community members invited to be members of the Advisory Committee in accordance with Section 4.5, and;
 - B. *At least two* representatives of Nathalia Barmah Business Tourism, and;
 - C. *Two* representatives of Moira Shire Council (with at least one being an Administrator), and;
 - D. *One* representative of the Goulburn Valley Libraries.
- 4.2. A member cannot be both a community member according to Section 4.1.A. and a Nathalia Barmah Business Tourism representative according to Section 4.1.B.
- 4.3. A member cannot be a community member according to Section 4.1.A. and a Moira Shire Council representative according to Section 4.1.C.
- 4.4. Appointment to this Advisory Committee will be by Council resolution.
- 4.5. Community member nominees will be considered appointed and remain current based on their ability to contribute to the objectives of the Advisory Committee as stated in Section 3.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

**ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference**

Terms of Reference

Barmah Forest Heritage and Education Centre Advisory Committee



- 4.6. Moira Shire Officers, other than the Moira Shire Council representatives as defined in Section 4.1.C, may attend the meetings as non-voting members.

5. OPERATIONAL GUIDELINES

- 5.1. The Administrator, appointed under Section 4.1.C, will chair the Advisory Committee meetings. If the Administrator is unable to attend a meeting, the Council Representative, appointed under Section 4.1.C, will chair the meeting.
- 5.2. The Council Representative, appointed under Section 4.1.C, will be secretary of the Advisory Committee meetings and, in their absence or appointment to temporary chair, they may elect another committee member to act as secretary.
- 5.3. Decisions on the Centre and future improvements on the site rests with Council after giving due regard to the input of the Advisory Committee and broader community engagement.
- 5.4. On the resignation of a member, or in the case of a community representative being incapable of acting as a representative body, the Council may appoint a replacement person.
- 5.5. All organisations and persons nominated to serve on the Advisory Committee are subject to the initial and continued approval of the Council. Revocation provisions are contained in Section 10.

6. INDEMNITY

- 6.1. The Council will indemnify members of the Advisory Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Advisory Committee when they are acting in accordance with the Terms of Reference in an honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Advisory Committee.

7. CONFLICT OF INTEREST / CONFLICTING DUTY

- 7.1. The *Local Government Act 2020* is the primary source of guidance on conflict of interest.
- 7.2. If a member of the Advisory Committee has a conflict of interest or conflicting duty in any matter in which the Advisory Committee is concerned, the member must disclose the

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

**ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference**

Terms of Reference

Barmah Forest Heritage and Education Centre Advisory Committee



nature of that interest at the Advisory Committee meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or any vote on the item.

7.3. A conflict of interest is considered to apply if an Advisory Committee member:

- a) has a direct or indirect financial interest in the matter; or
- b) is of the opinion that the nature of the interest in the matter is such that it may conflict with the proper performance of their public duties in respect of the matter.

8. MEETINGS

8.1. Meetings of the Advisory Committee will be held bi-monthly;

8.2. A meeting of the Advisory Committee will be held at a time and date determined most suitable by the Chairperson;

8.3. The Advisory Committee will seek to operate on a consensus basis on any motions it considers. Should a vote be necessary:

- a) Each member of the Advisory Committee who is entitled to vote is entitled to one vote;
- b) Voting must be by show of hands; and
- c) If there is an equality of votes, the motion is lost.

8.4. The Advisory Committee shall keep a record of each of its meetings and the Chairperson shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.

8.5. The quorum of the Advisory Committee shall be at least 50% of members, inclusive of the Council Representatives, appointed under section 4.1.C. No business shall be transacted at any such meeting unless a quorum is present.

9. TERM OF APPOINTMENT

9.1. The term of Advisory Committee members will commence on [XXX] 2024 and will be for a period of two years until a resignation is submitted prior, or unless terminated in writing prior to the conclusion of two years by the CEO.

10. REVOCATION

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

**ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference**

Terms of Reference

Barmah Forest Heritage and Education Centre Advisory Committee



- 10.1. The Council may at their discretion revoke the membership of any representative, after having consulted the Administrators.
- 10.2. The Council has the power to terminate the services of the Advisory Committee at any time, in consultation with the Administrators.
- 10.3. If an Advisory Committee member fails to attend three meetings in succession and does not provide an apology for their lack of attendance, their membership will be revoked.

11. ADVISORY COMMITTEE REPRESENTATION

- 11.1. It will be the responsibility of members to notify the Council in writing that they are resigning from the Advisory Committee if they resign prior to the sunset end date of this Committee i.e. before it is disbanded.

12. CONFIDENTIALITY

- 12.1. On occasions the Advisory Committee may be required to deal with a matter that has been identified as confidential in nature. Advisory Committee members are required to deal with such matters in confidence and with discretion. Such matters should not be discussed outside of the Committee.

13. INTELLECTUAL PROPERTY

- 13.1. All intellectual property remains the property of the Council unless otherwise contracted to a third party.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER VISITOR
SERVICES, BONNIE SYKES)
(MANAGER MARKETING
COMMUNICATION AND ADVOCACY,
SCOTT WILLIAMS)

**BARMAH FOREST HERITAGE AND EDUCATION CENTRE ADVISORY
COMMITTEE - TERMS OF REFERENCE (cont'd)**

**ATTACHMENT No [1] - Barmah Forest Heritage and Education Centre Advisory
Committee - Terms of Reference**

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 15.1
(COORDINATOR PLANNING, TRAVIS
BASHAM)
(DIRECTOR SUSTAINABLE DEVELOPMENT,
BRYAN SWORD)

SECTION 173 AGREEMENTS - AUTHORITY TO AFFIX THE COMMON SEAL

Recommendation

That Council authorise the Chief Executive Officer to sign and seal the following 173 Agreement as presented to this meeting:

1. Centre Road, Waaia – Vol 11005 Folio 675 – Private pipeline under road
2. 1906 Walshs Bridge Road, Numurkah – Vol 06122 Folio 324 – Private pipelines x 2 under Lyons Road, Numurkah.
3. 19 Brent Road, Yarrawonga Vol. 091110 Fol. 012.

Centre Road, Waaia – Vol 11005 Folio 675 – Private pipeline under road

The *Private Water Assets in Road Reserves Policy* requires applicant to enter into an agreement under Section 173 of the Planning and Environment Act 1987 with Moira Shire Council to provide for the maintenance, inspection, renewal, decommission and public liability obligations of the asset owner.

There are no financial implications for Council. Applicants bear the cost of the preparation and administration of Section 173 Agreements.

This agreement with Rex James Stockfeed Pty Ltd is for 1 x road crossing approximately 20m in length under Centre Road, Nathalia approximately 10m East of Hawkers Road.

1906 Walshs Bridge Road, Numurkah – Vol 06122 Folio 324

The *Private Water Assets in Road Reserves Policy* requirement as above.

There are no financial implications for Council. Applicants bear the cost of the preparation and administration of Section 173 Agreements.

This agreement with Stuart William Hodge is for 2 x road crossings approximately 20m in length under Lyons Road, Numurkah approximately 40m and 450m South of Walshs Bridge Road.

19 Brent Road, Yarrawonga – Vol. 091110 Fol. 012.

This agreement relates to Planning Permit 5/2021/112 issued on 4 August 2021 for the subdivision of land to excise an existing dwelling and the creation of three lots for residential development. The agreement provides that prior to the issue of a certificate of occupancy on proposed Lot 2, Lot 3 and Lot 4, that the owner installs the required works and stormwater connection in accordance with the Rainwater Tank Plan, which must be permanently retained and maintained to the satisfaction of the Council.

Attachments

- 1 Section 173 Agreement - Centre Road Waaia - Rex James Stockfeed Pty Ltd - For Execution - *printed in separate document*
- 2 Section 173 Agreement - 1906 Walshs Bridge Road Numurkah - Stuart William Hodge - For Execution - *printed in separate document*
- 3 19 Brent Road, Yarrawonga – Vol. 091110 Fol. 012 - *printed in separate document*

**FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

**ITEM NO: 16.1
(COORDINATOR PLANNING, TRAVIS
BASHAM)
(DIRECTOR SUSTAINABLE DEVELOPMENT,
BRYAN SWORD)**

**SECTION 173 AGREEMENTS - AUTHORITY TO AFFIX THE COMMON SEAL
(cont'd)**

FILE NO: VARIOUS

ITEM NO: 16

URGENT BUSINESS**7.4. Urgent business**

(1) If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:

- (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
- (c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
- (d) it cannot be addressed through an operational service request process.
- (e) the matter does not:
 - substantially affect the levels of Council service;
 - commit Council to significant expenditure not included in the adopted budget;
 - establish or amend Council Policy; or
 - commit Council to any contractual arrangement.

(2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer four (4) hours prior to the Meeting.

(3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.

FILE NO: VARIOUS

ITEM NO: 17

PUBLIC QUESTION TIME