



44 Station Street  
Cobram Vic 3644  
[www.moirā.vic.gov.au](http://www.moirā.vic.gov.au)  
[info@moirā.vic.gov.au](mailto:info@moirā.vic.gov.au)

## AGENDA

### ORDINARY MEETING OF COUNCIL FOR WEDNESDAY 28 FEBRUARY 2018 TO BE HELD AT COBRAM CIVIC CENTRE COMMENCING AT 6PM

#### 1. CALLING TO ORDER – CEO

#### RECORDING

Consistent with section 72 of our Meeting Procedures Local Law, Council officers have been authorised to record the public session of this meeting using an audio recording device.

#### 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 COUNTRY

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 & REQUESTS FOR LEAVE OF ABSENCE

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

#### 6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

#### 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**Recommendation:** “That the minutes of the Ordinary Council Meeting held on Wednesday, 13 December 2017, as prepared, be confirmed.”

#### 8. COUNCILLOR REPORTS

COUNCILLORS TO PROVIDE VERBAL REPORTS

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NIL

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**11. NOTICES OF MOTION**

NIL

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NIL

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FILE NO: F13/789  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.1.1

## NUMURKAH SHOW AS A SUBSTITUTE PUBLIC HOLIDAY FOR THE APPOINTED MELBOURNE CUP DAY HOLIDAY IN 2018

### RECOMMENDATION

That Council in accordance with section 8A of the *Public Holidays Act 1993*, request the Minister for Innovation, Services and Small Business to declare a full day public holiday within the Numurkah district, as defined on the attached map, on Wednesday 24 October 2018 for the Numurkah Show as a substitute public holiday for the appointed Melbourne Cup Day holiday in 2018.

### 1. Executive Summary

Council received a letter from the Numurkah Agricultural Society requesting that Moira Shire Council, under the Public Holiday Amendment Bill 2011, recommend the Society be granted a Public Holiday for the 2018 Numurkah Show which will be held on Wednesday 24 October 2018 for the Numurkah District. (The Numurkah district is defined by the Numurkah Agricultural and Pastoral Society Inc as the area within the Shire boundaries prior to amalgamation.)

Under the Act, Councils can request substitute public holiday days for Melbourne Cup Day. In the past Council has requested that a public holiday be declared for the last seven Numurkah Show Days. It is recommended that Council continue to support the full day public holiday for the Numurkah Show Day in 2018.

### 2. Background and Options

The Public Holidays Act 1993 was amended in 2008 and as a result Melbourne Cup Day was automatically made a public holiday across the entire State of Victoria. This change ensured that all Victorians receive the same number of public holidays each year, regardless of where they live.

The Public Holiday Amendment Bill, May 2011 amended section 8 of the Public Holiday Act 1993 so that it is subject to a new section 8A. Section 8A states that Councils may request substitute public holiday days for Melbourne Cup Day.

Under the amended Act, non-metropolitan Councils may request in writing that the Minister make a declaration under Section 8(1),

- a) that the day appointed under section 6 being the first Tuesday in November (Melbourne Cup Day) is not in a specified year such a public holiday in the whole or any part of the municipal district of that Council; and
- b) that another day or 2 half days (one half day of which may be Melbourne Cup Day) be appointed as a public holiday or 2 public half-holidays in that year.

A request under subsection (1) must be made at least 90 days before the Melbourne Cup Day to which the request relates.

In years prior to 2008, Council declared a half day public holiday in the Numurkah district, as it existed prior to amalgamation, in recognition of the local Numurkah Show. However no alternate arrangements were declared in any other area.

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## **NUMURKAH SHOW AS A SUBSTITUTE PUBLIC HOLIDAY FOR THE APPOINTED MELBOURNE CUP DAY HOLIDAY IN 2018 (cont'd)**

Since 2011 Council has requested that a public holiday be declared for the Numurkah Show Days. It is recommended that Council continue to support the full day public holiday for the Numurkah Show Day in 2018.

### **3. Financial Implications**

There are no identified financial implications to Council in relation to this decision as the annual budget has taken into account all entitled public holidays.

### **4. Risk Management**

There are no risk management issues associated with this report.

### **5. Internal and External Consultation**

A petition was received by Council in early 2011. Council received a delegation from the Numurkah Agricultural and Pastoral Society on the 21st of March 2011 seeking support for the Show Day public holiday. Council has since received letters annually requesting that Council recommends a Public Holiday.

### **6. Regional Context**

Regional councils have the ability to nominate a full-day public holiday or two half-day public holidays in different parts of their municipality for agricultural and pastoral shows or regional race days, following the amendment to the Public Holidays Act.

### **7. Council Plan Strategy**

A great place to live.

### **8. Legislative / Policy Implications**

The Public Holiday Amendment Bill, May 2011 amends section 8 of the Public Holiday Act 1993 so that it is subject to a new section 8A. Section 8 A councils may request a substitute holiday for Melbourne Cup Day.

Under the amended Act, non-metropolitan councils may request in writing that the Minister make a declaration under Section 8(1):

- (a) that the day appointed under section 6, being the first Tuesday in November (Melbourne Cup Day ) is not in a specified year such a public holiday in the whole or any part of the municipal district of that Council; and
- (b) that another day or two half days (one half day of which may be Melbourne Cup Day) be appointed as a public holiday or two public half-holidays in that year.

A request under subsection (1) must be made at least 90 days before the Melbourne Cup Day to which the request relates.

### **9. Environmental Impacts**

There are no identified environmental implications associated with this report.

### **10. Conflict of Interest Considerations**

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

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**NUMURKAH SHOW AS A SUBSTITUTE PUBLIC HOLIDAY FOR THE APPOINTED  
MELBOURNE CUP DAY HOLIDAY IN 2018 (cont'd)**

**11. Conclusion**

Council is aware that changes to the Public Holidays Act 1993, amended in 2011, creates an opportunity to support the Numurkah Show as a public holiday and that strong representations have been made, particularly from the Numurkah Agricultural and Pastoral Society in relation to Council's ability to support the event and the public holiday in the area.

Moira Shire Council has requested the substitute public holiday for the Numurkah Annual shows for the last seven years and it is recommended that Council support the full day public holiday for the Numurkah Show in 2018.

**Attachments**

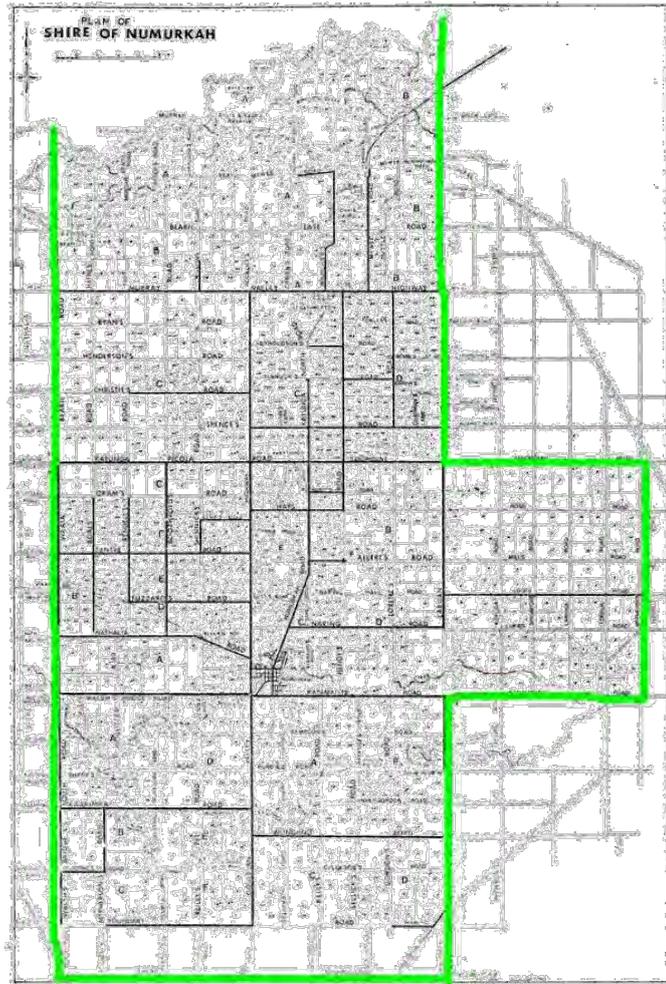
- 1 Map of Numurkah Boundary

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**NUMURKAH SHOW AS A SUBSTITUTE PUBLIC HOLIDAY FOR THE  
APPOINTED MELBOURNE CUP DAY HOLIDAY IN 2018 (cont'd)**

ATTACHMENT No [1] - Map of Numurkah Boundary



FILE NO: F13/3135  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.1

## LGPRF HALF YEARLY REPORT 2017/18

### RECOMMENDATION

That Council note council's performance against the Performance Reporting Framework.

#### 1. Executive Summary

This report details Council's performance against Council's Performance Reporting Framework for the first six months of 2017/18.

Council's Performance Reporting Framework comprises 60 indicators measuring financial and non-financial performance and is based on the Local Government Performance Reporting Framework (LGPRF) and the Government and Management Checklist.

The report has been prepared in accordance with Moira Shire's Performance Reporting Policy and Performance Reporting Framework and fulfils Council's reporting statutory and policy obligations.

Council's performance across the first 6 months of 2017/18 includes

#### 2. Background and Options

Council is required to prepare and publish a half year report detailing performance against council's Performance Reporting Framework that includes the Local Government Performance Reporting Indicators.

Council's full year report is published in the Annual Report and via the Know Your Council website is audited. The half year report is not audited but provides an opportunity to review processes and performance.

#### Report highlights

- Council **reunited more animals with their owners**. Almost 25% of all animals collected by council have been reunited with their owners with 52% of all animals collected either reunited with their owners or rehomed with a new owner. Feral cats represent a large proportion of the animals not reclaimed or rehomed and this reinforces the importance of responsible pet ownership.
- Further **improvement of planning approval** processing times as Council's process improvements gain traction.
  - In the six months to December 2018 average processing times reduced by a further week, and applications processed within 60 days increased to 82%
  - These results build on the improvements achieved in the 12 months to July 2017 Council that
    - reduced the average time to process applications by a week, and
    - increased the proportion of applications processed within 60 days from 59% to 70%.
- The number of **missed bins declined** with council already achieving one of the best results for any council in Victoria.
- Moira Shire residents continue to achieve **excellent rates of recycling and organic waste processing** with the total proportion of waste diverted out of landfill increasing to nearly 56% of all kerbside waste collected.

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## LGPRF HALF YEARLY REPORT 2017/18 (cont'd)

- The average residential **rate per property has remained stable** for three years at around \$1800.
- Council maintains a **healthy financial position** however some of the key indicators have been impacted by the Federal Government's prepayment of this year's assistance grants in the previous financial year. This impact of the payment timing is highlighted by Council's adjusted underlying surplus that was inflated last year to 14.3% but this year has reversed to -9.09%.

### 3. Financial Implications

There are no financial risks associated with this report.

### 4. Risk Management

Compliance with the Local Government Act, Reporting regulations and Council Policy.

### 5. Conflict of Interest Considerations

There are no council officer conflicts associated with the preparation of this report.

### 6. Conclusion

This report fulfills council's requirement for half-yearly reporting in accordance with Moira Shire Local Government Performance Reporting Framework. Report presents changes and highlights that have occurred in the first six months of 2017/18 reporting period.

It is recommended that Council note this half-yearly progression of this report.

### Attachments

- 1 December 2017 - six monthly report - Moira Shire Council Performance Reporting Framework

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4. A WELL RUN COUNCIL

ITEM NO: 9.2.1

**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

Performance Report – July to December 2017

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Indicator – Service Performance</b>					
<b>Aquatic Facilities</b> To provide safe, accessible and well utilised facilities					
AF2	Health inspections of aquatic facilities <i>[Number of authorised officer inspections of council aquatic facilities / Number of council aquatic facilities]</i>	0.00	1.00	0.00	No inspections were scheduled in the reporting period
AF3	Reportable safety incidents at aquatic facilities <i>[Number of WorkSafe reportable aquatic facility safety incidents]</i>	2.00	1.00	0.00	No incidents reported to Worksafe
AF4	Cost of indoor aquatic facilities <i>[Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]</i>	\$10.16	\$10.05	\$10.31	No material variation
AF5	Cost of outdoor aquatic facilities <i>[Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]</i>	\$6.62	\$6.89	0.00	December invoices not received by YMCA at time of reporting
AF6	Utilisation of aquatic facilities <i>[Number of visits to aquatic facilities / Municipal population]</i>	2.76	2.79	1.12	Data for the reporting period includes indoor use and one month (December) of use of outdoor facilities
<b>Animal Management</b> To protect the health and safety of animals, humans and the environment					
AM1	Time taken to action animal management requests <i>[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]</i>	1.00	1.00	1.00	No material variation

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Animal Management cont'd</b>					
To protect the health and safety of animals, humans and the environment					
AM2	Animals reclaimed <i>[Number of animals reclaimed / Number of animals collected]</i>	15.90%	19.03%	24.78%	The proportion of animals reclaimed by their owners has increased and the overall proportion of animals reclaimed and rehomed has increased 3.7% points to 51.7% of the animals collected by Council. Council continues to collect a relatively large number of feral cats.
AM3	Cost of animal management service <i>[Direct cost of the animal management service / Number of registered animals]</i>	\$55.54	\$61.10	\$30.25	The data reflects actual costs incurred for the first half of 2017/18. The comparative data is full year data.
AM4	Animal management prosecutions <i>[Number of successful animal management prosecutions]</i>	0.00	1	0	No prosecutions
<b>Food Safety</b>					
To protect public health by preventing the sale of unsafe food					
FS1	Time taken to action food complaints <i>[Number of days between receipt and first response action for all food complaints / Number of food complaints]</i>	0.09	1.00	.50	No material variations
FS2	Food safety assessments <i>[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100</i>	100.00%	100.00%	100.00%	No material variations
FS3	Cost of food safety service <i>[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]</i>	\$936.42	\$565.43	\$285.41	The data reflects actual costs incurred for the first half of 2017/18.

Performance Reporting Framework – December 2017

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4. A WELL RUN COUNCIL

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Food Safety cont'd</b>					
To protect public health by preventing the sale of unsafe food					
FS4	Critical and major non-compliance outcome notifications  <i>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</i>	100.00%	44.00%	33.00%	Council allows time for the notified issues to be addressed and hence follow-up may not occur within the same reporting period.
<b>Governance</b>					
To make and implement decisions in the best interests of the community					
G1	Council decisions made at meetings closed to the public  <i>[Number of council resolutions made at ordinary or special meetings of council, or at meetings of a special committee consisting only of councillors, closed to the public / Number of council resolutions made at ordinary or special meetings of council or at meetings of a special committee consisting only of councillors] x100</i>	27.87%	21.11%	24.47%	Council continued to determine contracts and tenders in closed sessions. In the first 6 months of Council determined 15 contracts – a total of 17 contracts were determined for the entire 2016/17 year.
G2	Satisfaction with community consultation and engagement  <i>[Community satisfaction rating out of 100 with how council has performed on community consultation and engagement]</i>	51.00	53.00	N/A	Report annually

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Governance cont'd</b>					
To make and implement decisions in the best interests of the community					
G3	Councillors attendance at Councils meetings  <i>[The sum of the number of councillors who attended each ordinary and special council meeting / (Number of ordinary and special council meetings) x (Number of councillors elected at the last council general election)] x100</i>	89.58%	94.44%	93.65%	No material variation
G4	Cost of governance  <i>[Direct cost of the governance service / Number of councillors elected at the last council general election]</i>	\$40,433.78	\$38,629.89	\$19,591.56	Half year result is approximately 50% of full years
G5	Satisfaction with Councils decisions  <i>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</i>	51.00	51.00	N/A	Report annually
<b>Libraries (LB)</b>					
To provide free accessible and well utilized print and digital based resources					
L1	Library Collection Usage  <i>[Number of library collection item loans / Number of library collection items]</i>	2.77	2.94	1.55	Half year result is approximately 50% of full year
L2	Standard of library collection  <i>[Number of library collection items purchased in the last 5 years / Number of library collection items] x100</i>	45.09%	45.72%	47.43%	No material variation
L3	Cost of library services  <i>[Direct cost of the library service / Number of visits]</i>	\$3.72	\$3.91	\$4.30	For the first half of 2017/18 costs are 10% higher than for the comparative full years. The costs are expected to settle out over the remainder of the year.
L4	Active library members  <i>[Number of active library members / Municipal population] x100</i>	17.11%	18.07%	17.97%	No material variation

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Maternal and Child Health (MCH)</b> To promote healthy outcomes for children and their families					
MC1	Participation in first MCH home visit <i>[Number of first MCH home visits / Number of birth notifications received] x100</i>	106.20%	97.83%	96.76%	No material variation
MC2	Infant enrolments in MCH service <i>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100</i>	102.54%	100.81%	101.62%	No material variation
MC3	Cost of MCH service <i>[Cost of the MCH service / Hours worked by MCH nurses]</i>	\$99.44	\$91.62	\$92.92	No material variation
MC4	Participation in the MCH service <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	69.77%	74.18%	69.11%	No material variation
MC5	Participation in MCH service by Aboriginal children <i>[Number of aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	72.99%	85.59%	79.07%	No material variation
<b>Roads</b> To provide a sealed local road network that is safe and efficient					
R1	Sealed local road requests <i>[Number of sealed local road requests / Kilometres of sealed local roads] x100</i>	16.79	24.01	14.05	Reflects half year data

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Roads cont'd</b>					
To provide a sealed local road network that is safe and efficient					
R2	Sealed local roads below the intervention level  <i>[Number of kilometres of sealed local roads below the renewal intervention level set by council / Kilometres of sealed local roads] x100</i>	99.73%	93.70%	N/A	Report annually
R3	Cost of sealed local road reconstruction  <i>[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</i>	\$26.73	\$40.46	N/A	Report annually
R4	Cost of sealed local road resealing  <i>[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</i>	\$4.34	\$5.02	N/A	Report annually
R5	Satisfaction with sealed local roads  <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	52.00	44.00	N/A	Report annually
<b>Statutory Planning</b>					
To make planning application decisions which are consistent with the local planning scheme					
SP1	Time taken to decide planning applications  <i>[The median number of days between receipt of a planning application and a decision on the application]</i>	62.00	56.50	49.00	Continuous process improvements and an improved resource capability.

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Statutory Planning cont'd</b>					
To make planning application decisions which are consistent with the local planning scheme					
SP2	Planning applications decided within 60 days  <i>[Number of planning application decisions made within 60 days / Number of planning application decisions made] x100</i>	59.00%	69.80%	81.77%	Continuous process improvements and an improved resource capability.
SP3	Cost of statutory planning service  <i>[Direct cost of statutory planning service / Number of planning applications received]</i>	\$2,382.68	\$3,687.12	\$1,050.40	Refinement of costing whereby statutory planning costs clearly identified and separated from other planning expenditure.
SP4	Planning decisions upheld at VCAT  <i>[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	100.00%	85.71%	100.00%	4 appeals were lodged with VCAT during reporting period; VCAT affirmed 3 and struck out 1
<b>Waste Collection</b>					
To maximize the amount of kerbside waste diverted from landfill					
WC1	Kerbside bin collection requests  <i>[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1,000</i>	26.80	23.51	19.14	Residential growth has increased demand for services
WC2	Kerbside collection bins missed  <i>[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1,000</i>	0.39	0.63	0.51	Improved performance

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Waste Collection cont'd</b>					
To maximize the amount of kerbside waste diverted from landfill					
WC3	Cost of kerbside garbage bin collection service  <i>[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]</i>	\$108.85	\$126.78	\$61.10	Half year result is approximately 50% of full year
WC4	Cost of kerbside recyclables bin collection service  <i>[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</i>	\$45.61	\$41.74	\$23.18	Half year result is approximately 50% of full year
WC5	Kerbside collection waste diverted from landfill  <i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	54.27%	54.81%	55.77%	No material variation

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Indicator - Financial Performance</b>					
<b>Efficiency</b> Uses resources efficiently					
E1	Average residential rate per residential property assessment  <i>[Residential rate revenue / Number of residential property assessments]</i>	\$1,824.22	\$1,853.27	\$1,814.64	Result is a full year forecast derived from December 2017 forecast
E2	Expenses per property assessment  <i>[Total expenses / Number of property assessments]</i>	\$2,879.87	\$2,976.28	\$3,150.06	Result is a full year forecast derived from December 2017 forecast – Variance driven by impact of EBA increase in employee costs, additional Depreciation charges following 2016/17 asset revaluations and costs associated with new projects including Regional Fruit Fly programs and remediation of Cobram Caravan Park and Yarrowonga Saleyards.
E3	Resignations and terminations compared to average staff  <i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100</i>	10.10%	9.11%	5.65%	Half year result is approximately 50% of full year
<b>Liquidity</b> Generate sufficient cash to pay bills on time					
L1	Current assets compared to current liabilities  <i>[Current assets / Current liabilities] x100</i>	334.10%	399.38%	300.57%	Result is a full year forecast derived from December 2017 forecast – 2017 result includes cash received early for 2017/18 Financial Assistance Grant, this additional cash is expected to have been spent by the end of the 2017/18 financial year.

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Liquidity cont'd</b> Generate sufficient cash to pay bills on time					
L2	Unrestricted cash compared to current liabilities  <i>[Unrestricted cash / Current liabilities] x100</i>	252.29%	318.30%	221.89%	Result is a full year forecast derived from December 2017 forecast – 2017 result includes cash received early for 2017/18 Financial Assistance Grant, this additional cash is expected to have been spent by the end of the 2017/18 financial year.
<b>Obligations</b> Appropriate level of long term obligations					
O1	Asset renewal compared to depreciation  <i>[Asset renewal expenses / Asset depreciation] x100</i>	67.24%	89.95%	93.57%	Result is a full year forecast derived from December 2017 forecast
O2	Loans and borrowings compared to rates  <i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	16.83%	13.54%	10.14%	Result is a full year forecast derived from December 2017 forecast – 2018 result reflects continuing payment of outstanding loans by the Shire.
O3	Loans and borrowings repayments compared to rates  <i>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</i>	4.46%	3.98%	3.85%	Result is a full year forecast derived from December 2017 forecast
O4	Non-current liabilities compared to own source revenue  <i>[Non-current liabilities / Own source revenue] x100</i>	40.23%	37.29%	37.79%	Result is a full year forecast derived from December 2017 forecast
<b>Operating position</b> Generate an adjusted underlying surplus					
OP1	Adjusted underlying surplus (or deficit)  <i>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</i>	0.20%	14.30%	-9.09%	Result is a full year forecast derived from December 2017 forecast – 2017 result includes income received early for 2017/18 Financial Assistance Grant, which was recognised as income in the 2016/17 financial year, resulting in the 2017/18 year being in deficit.

Performance Reporting Framework – December 2017

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4. A WELL RUN COUNCIL

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2016	2017	July to Dec 2017	Comments
<b>Stability</b> Generate revenue from a range of sources					
S1	Rates compared to adjusted underlying revenue <i>[Rate revenue / Adjusted underlying revenue] x100</i>	66.26%	56.22%	69.79%	Result is a full year forecast derived from December 2017 forecast – 2017 result includes income received early for 2017/18 Financial Assistance Grant, which was recognised as income in the 2016/17 financial year, resulting in the 2017/18 year being in deficit.
S2	Rates compared to property values <i>[Rate revenue / Capital improved value of rateable properties in the municipality] x100</i>	0.66%	0.63%	0.64%	Result is a full year forecast derived from December 2017 forecast
<b>Indicator–Sustainable Capacity</b>					
<b>Capacity</b> Meet the agreed service needs of the community					
C1	Expenses per head of municipal population <i>[Total expenses / Municipal population]</i>	\$1,741.36	\$1,797.90	\$1,905.72	Result is a full year forecast derived from December 2017 forecast - Variance driven by impact of EBA increase in Employee Costs, additional Depreciation charges following 2016/17 asset revaluations and costs associated with new projects including Regional Fruit Fly programs and remediation of Cobram Caravan Park and Yarrawonga Saleyards.
C2	Infrastructure per head of municipal population <i>[Value of infrastructure / Municipal population]</i>	\$14,039.52	\$15,118.95	N/A	Report annually
C3	Population density per length of road <i>[Municipal population / Kilometres of local roads]</i>	7.89	7.89	7.89	No material variation
C4	Own source revenue per head of municipal population <i>[Own-source revenue / Municipal population]</i>	\$1,347.09	\$1,380.72	\$1,400.57	Result is a full year forecast derived from December 2017 forecast

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

C5	Recurrent grants per head of municipal population  <i>[Recurrent grants / Municipal population]</i>	\$384.11	\$696.02	\$343.11	Result is a full year forecast derived from December 2017 forecast - 2017 result includes the 2017/18 Financial Assistance Grant being received early. The 2016 and 2018 HY results reflect 50% of this grant being received in a previous year.
C6	Relative Socio-Economic Disadvantage  <i>[Index of Relative Socio-economic Disadvantage by decile]</i>	2.00	2.00	2.00	No material variation

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

L.GPRF Indicator	Performance Measure	2017	July to Dec 2017
Indicator—Governance and Management Checklist			
<b>Checklist</b> Strong Governance and Management frameworks			
1	Community engagement policy <i>(policy outlining council's commitment to engaging with the community on matters of public interest)</i>	Adopted June 2007, amended September 2011 Review underway	The draft Local Government Bill requires policy to be adopted 1 July 2019
2	Community engagement guidelines <i>(guidelines to assist staff to determine when and how to engage with the community)</i>	Adopted June 2007, amended September 2011 Review underway	The draft Local Government Bill requires policy to be adopted 1 July 2019
3	Strategic Resource Plan <i>(plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)</i>	Adopted 14 June 2017	No change
4	Annual Budget <i>(plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)</i>	Adopted 14 June 2017	No change
5	Asset management plans <i>(plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)</i>	Operation of current plans 17 August 2009	Plans have been reviewed a report is being prepared to present to Management
6	Rating strategy <i>(strategy setting out the rating structure of Council to levy rates and charges)</i>	Currently being reviewed	Proposed draft will be available for public consultation - April 2018
7	Risk policy <i>(policy outlining Council's commitment and approach to minimising the risks to Council's operations)</i>	19 September 2016	No change
8	Fraud policy <i>(policy outlining council's commitment and approach to minimising the risk of fraud)</i>	19 September 2016	No change
9	Municipal emergency management plan <i>(plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)</i>	25 May 2015	No change

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

L.GPRF Indicator	Performance Measure	2017	
		July to Dec 2017	
Indicator—Governance and Management Checklist cont'd			
10	Procurement policy <i>(Policy under section 186A of the Act outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)</i>	22 June 2015	22 November 2017
11	Business continuity plan <i>(plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)</i>	10 August 2010	Draft presented to Management outside reporting period
12	Disaster recovery plan <i>(plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)</i>	December 2014	No change
13	Risk management framework <i>(framework outlining council's approach to managing risks to the Council's operations)</i>	25 June 2013	No change
14	Audit Committee <i>(advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical, and regulatory requirements)</i>	Established March 1997	No change
15	Internal audit <i>(independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)</i>	Current provider engaged 12 April 2016	No change
16	Performance reporting framework <i>(a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)</i>	20 June 2016	Framework has been updated and report is being prepared to present to Management
17	Council Plan reporting <i>(report reviewing the performance of the council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)</i>	February 2017	No change

Performance Reporting Framework – December 2017

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**LGPRF HALF YEARLY REPORT 2017/18 (cont'd)**

**ATTACHMENT No [1] - December 2017 - six monthly report - Moira Shire Council  
Performance Reporting Framework**

LGPRF Indicator	Performance Measure	2017	Dec 2017
Indicator—Governance and Management Checklist cont'd			
18	Financial reporting <i>(quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)</i>	Reports 21 November 2016 22 February 2017 24 May 2017	Reports 25 October 2017
19	Risk reporting <i>(six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)</i>	Reports 19 September, 19 December 2016. 22 March, 28 June 2017	Reports 14 September 2017, 26 October 2017
20	Performance reporting <i>(six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)</i>	February 2017	19 September 2017
21	Annual report <i>(annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)</i>	19 September 2017	No change
22	Councillor Code of Conduct <i>(Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)</i>	8 February 2017	No change
23	Delegations <i>(a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)</i>	Updated 26 October 2015 Review 18 February 2016	25 October 2017
24	Meeting procedures <i>(a local law governing the conduct of meetings of council and special committees)</i>	24 May 2017	No change

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4. A WELL RUN COUNCIL

ITEM NO: 9.2.2

## QUARTERLY BUDGET REVIEW - DECEMBER 2017

### RECOMMENDATION

That Council notes the projections for the 2017/18 financial year contained in the December 2017 Quarterly Budget Review.

## 1. Executive Summary

### Income Statement

There has been a decrease in the forecast deficit from \$3.40 million in the September 2017 review to \$3.36 million in the December 2017 forecast. This is mainly driven by the receipt of higher than planned funds from the sale of industrial land and other identified savings in a number of expenditure categories.

### Balance Sheet

The Balance Sheet of Moira Shire continues to remain strong.

### Cash Flow Statement

The cash position of Moira Shire continues to remain strong.

### Capital Expenditure

The capital works budget for the December quarter is \$9.71 million. The Council total capital works program is \$14.12 million; this includes the carryover of capital projects from the 2016/17 financial year.

### Financial Performance indicators

All Financial performance indicators remain within an acceptable range.

## 2. Background and Options

The quarterly budget review is mandated under Section 138 of the Local Government Act 1989.

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 is presented to the Council.

## 3. Financial Implications

### 3.1 Summary of changes to projected operating result for the 2017/18 financial year

The deficit for the Proposed December 2017 Forecast is expected to be \$3,360,178 – a decrease in the deficit of \$38,243 compared to the September 2017 Review deficit of \$3,398,421. The 2017/18 forecast deficit is driven by the receipt of 50% of the 2017/18 Financial Assistance Grant in the 2016/17 financial year.

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4. A WELL RUN COUNCIL

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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

September 2017 Review V's Proposed Forecast Dec 2017	(Favourable) / Unfavourable \$
<b>September 2017 Deficit</b>	<b>3,398,421</b>
Rates Income	(2,000)
Operating Grants	100,000
Operating Contributions	4,000
Sale of Land held for Resale	(43,551)
Other Revenue	(100,676)
Employee Costs	27,317
Material & Services	27,831
Contract Services	(22,864)
Utilities	(16,300)
Other Operating Expenditure	(12,000)
<b>Proposed December 2017 Forecast Deficit</b>	<b>3,360,178</b>

The major reasons for the increase in the deficit are as follows:

- a) **Operating Grants** – Variance is driven by delays in commencing the planned Community Solar Gardens project, this is offset by corresponding saving in expenditure.
- b) **Sale of Land held for Resale** – Variance is driven by higher proceeds for industrial land sold at Schubert Street, Cobram.
- c) **Other Income** – Variance driven by receipt of insurance claims and receipt of funding for Social Research project on behalf of the Murray River Group of Councils, this is offset by increased materials and services costs.
- d) **Employee Costs** – Variance is driven by cost of unplanned paid maternity leave payments and cost of backfilling some roles with external employee contractors at a higher cost.
- e) **Materials and Services** – Variance is driven by cost for Murray River Group of Councils Social Research project, expenditure for Moira's Aquatics Facilities Strategy project (for which grant funding was received in 2016/17). These are offset by savings in cost of grading unsealed roads program.
- f) **Contract Services** – Variance is driven by savings from delay in commencing the planned Community Solar Gardens project and this is off set by the Victorian Electoral Commission costs associated with the Yarrawonga-Mulwala Bridge plebiscite and Community Development consultant costs.
- g) **Utilities** – Variance is driven by lower than planned mobile phone and internet data charges.
- h) **Other Operating Expenditure** – Variance is driven by lower than planned statutory audit fees.

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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

**3.2 Income Statement**

Income Statement	Adopted Budget 2017/18	YTD Actuals 2017/18	Sep 2017 Review	Proposed Forecast Dec 2017	Sep 2017 Review vs Proposed Forecast Dec 2017 (Favourable) / Unfavourable
<b>Income</b>					
Rates	(34,925,834)	(35,312,782)	(35,303,855)	(35,305,855)	(2,000)
Operating Grants	(5,912,054)	(3,456,573)	(6,450,375)	(6,350,375)	100,000
Capital Grants	(4,382,577)	(2,581,657)	(4,282,577)	(4,282,577)	-
Capital Contributions	(50,000)	(26,786)	(76,786)	(76,786)	-
Operating Contributions	(66,200)	(24,472)	(66,200)	(62,200)	4,000
Contributions - non-monetary	(200,000)	-	(200,000)	(200,000)	-
Reimbursements and Subsidies	(66,374)	(32,495)	(69,905)	(72,912)	(3,007)
User Charges	(2,859,600)	(939,045)	(2,844,600)	(2,853,197)	(8,597)
Statutory Fees and Fines	(1,148,655)	(691,655)	(1,148,655)	(1,151,408)	(2,753)
Interest	(450,000)	(148,243)	(450,000)	(450,000)	-
Other Revenues	(458,067)	(337,106)	(458,067)	(544,386)	(86,319)
Net Gain on Land Held for Resale	(15,000)	(178,699)	(15,000)	(58,551)	(43,551)
Net Gain on Disposal of Property, Plant & Equipment	(15,000)	(46,228)	(15,000)	(15,000)	-
<b>Income Total</b>	<b>(50,549,361)</b>	<b>(43,775,740)</b>	<b>(51,381,020)</b>	<b>(51,423,247)</b>	<b>(42,227)</b>
<b>Expenditure</b>					
Employee Costs	21,460,830	8,775,242	21,493,813	21,521,130	27,317
Materials & Services	14,999,367	6,900,150	15,555,285	15,583,116	27,831
Contract Services	5,452,998	1,920,216	5,793,658	5,770,794	(22,864)
Utilities	1,050,092	393,550	1,050,092	1,033,792	(16,300)
Bad and Doubtful Debts	2,500	-	2,500	2,500	-
Depreciation	9,502,000	3,959,165	9,502,000	9,502,000	-
Other Expenses	554,469	174,311	556,469	544,469	(12,000)
Interest on Borrowings	315,624	137,359	315,624	315,624	-
Interest on Unwinding of Discount of Provisions	300,000	-	300,000	300,000	-
Written Down Value of Infrastructure Replaced	200,000	-	200,000	200,000	-
Share of Net Loss of Associated Entity	10,000	-	10,000	10,000	-
<b>Expenditure Total</b>	<b>53,847,880</b>	<b>22,259,993</b>	<b>54,779,441</b>	<b>54,783,425</b>	<b>3,984</b>
<b>Operating Result</b>	<b>3,298,519</b>	<b>(21,515,747)</b>	<b>3,398,421</b>	<b>3,360,178</b>	<b>(38,243)</b>

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4. A WELL RUN COUNCIL

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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

**3.3 Balance Sheet**

	YTD Actuals 2017/18	Sep 2017 Review	Proposed Forecast Dec 2017	Sep 2017 Review vs Proposed Forecast Dec 2017 (Favourable) / Unfavourable
<b>Balance Sheet</b>				
Current Assets	27,680,000	32,580,098	32,618,341	(38,243)
Non-Current Assets	531,452,000	531,452,000	531,452,000	-
<b>Total Assets</b>	<b>559,132,000</b>	<b>564,032,098</b>	<b>564,070,341</b>	<b>(38,243)</b>
Current Liabilities	10,852,000	10,852,000	10,852,000	-
Non-current Liabilities	15,290,000	15,290,000	15,290,000	-
<b>Total Liabilities</b>	<b>26,142,000</b>	<b>26,142,000</b>	<b>26,142,000</b>	<b>-</b>
<b>Net Assets</b>	<b>532,990,000</b>	<b>537,890,098</b>	<b>537,928,341</b>	<b>(38,243)</b>
Equity	532,990,000	537,890,098	537,928,341	(38,243)

**3.4 Statement of Cash Flow**

	Adopted Budget 2017/18	Sep 2017 Review	Proposed Forecast Dec 2017	Sep 2017 Review vs Proposed Forecast Dec 2017 (Favourable) / Unfavourable
<b>Statement of Cash Flow</b>				
Net cash flows provided by operating activities	6,671,000	6,571,098	6,565,790	5,308
Net cash flow used on investing activities	(9,225,000)	(9,225,000)	(9,181,449)	(43,551)
Net cash flows provided by financing activities	(1,356,000)	(1,356,000)	(1,356,000)	-
<b>Net change in cash held</b>	<b>(3,910,000)</b>	<b>(4,009,902)</b>	<b>(3,971,659)</b>	<b>(38,243)</b>
Cash at the beginning of the year	25,810,000	30,810,000	30,810,000	-
<b>Cash at the end of the year</b>	<b>21,900,000</b>	<b>26,800,098</b>	<b>26,838,341</b>	<b>(38,243)</b>

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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

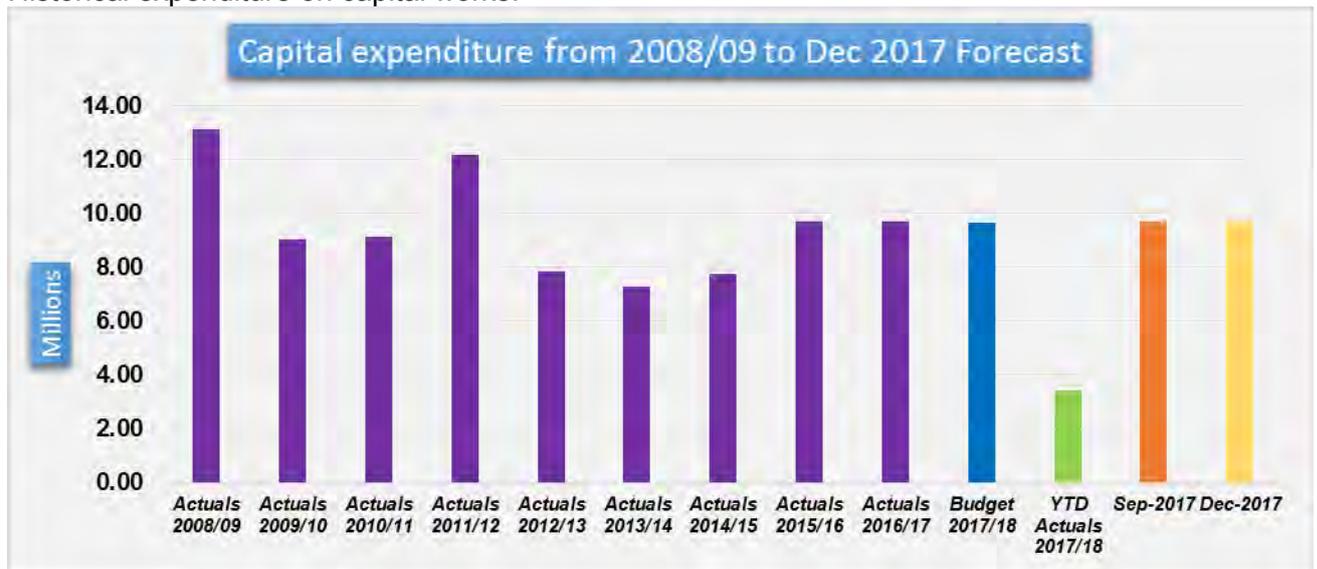
**3.5 Capital**

Capital	Adopted Budget 2017/18	YTD Actuals 2017/18	Sep 2017 Review	Proposed Forecast Dec 2017	Sep 2017 Review vs Proposed Forecast Dec 2017 (Favourable) / Unfavourable
Total capital income	(4,724,577)	(2,654,671)	(4,651,363)	(4,651,363)	-
Total capital expenditure	9,661,500	3,438,271	9,711,500	9,711,500	-
<b>Grand Total</b>	<b>4,936,923</b>	<b>783,600</b>	<b>5,060,137</b>	<b>5,060,137</b>	-

Capital Expenditure commitments outstanding of \$3,015,962.

**3.6 Capital Expenditure**

Historical expenditure on capital works:

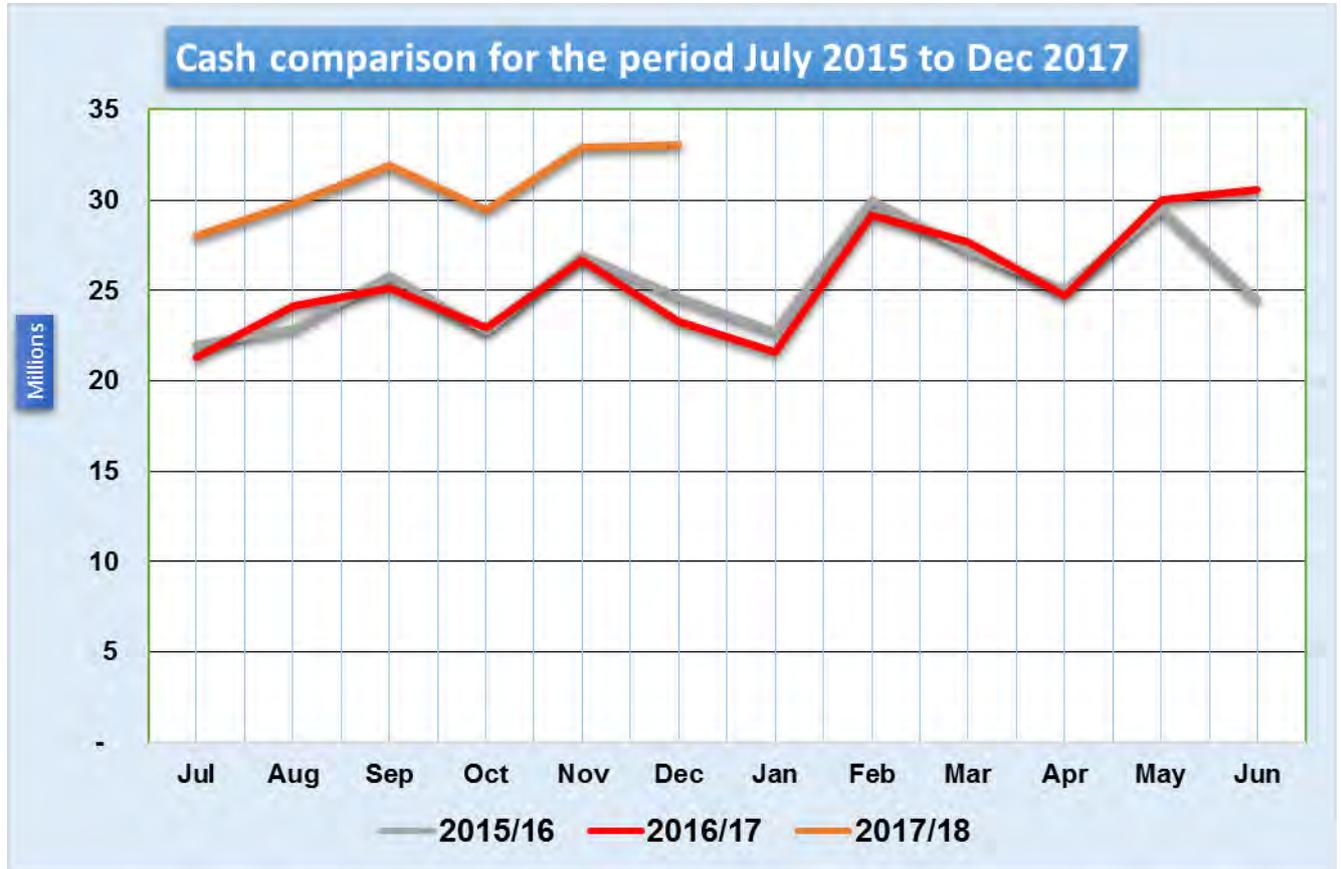


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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

**3.7 Cash Balance**



This graph represents the balance of cash assets which comprises cash at bank and on hand plus investments. The balance of cash assets remains in a sound position at \$33.08 million year to date; this balance is inflated by the receipt of 50% of the 2017/18 Financial Assistance Grant in the 2016/17 financial year. The balance of Cash and cash equivalents at 30 June 2018 is proposed to be \$26.84 million.

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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

**3.8 Financial Performance Measures**

	Local Government Performance Reporting Framework Service measure	LGPRF Expected Range	Results 2016	Results 2017	Adopted Budget 2017/18	Sep 2017 Review	Dec 2017 Review
	<b>Efficiency</b>						
	<b>Revenue level</b>						
E1	Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$700 to \$2,000	\$1,824	\$1,853	\$1,847	\$1,950	\$1,953
	<b>Expenditure level</b>						
E2	Expenses per property assessment [Total expenses / Number of property assessments]	\$2,000 to \$5,000	\$2,880	\$2,976	\$3,116	\$3,162	\$3,158
	<b>Workforce turnover</b>						
E3	Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	5% to 20%	10.10%	9.11%	9.00%	9.00%	9.00%
	<b>Liquidity</b>						
	<b>Working capital</b>						
L1	Current assets compared to current liabilities [Current assets / Current liabilities] x100	100% to 400%	334.10%	399.38%	255.07%	300.22%	300.57%
	<b>Unrestricted cash</b>						
L2	Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	10% to 300%	252.29%	318.30%	177.22%	224.30%	221.90%
	<b>Obligations</b>						
	<b>Asset renewal</b>						
O1	Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	40% to 130%	67.24%	89.95%	93.57%	93.57%	93.57%
	<b>Loans and borrowings</b>						
O2	Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	0% to 70%	16.83%	13.54%	10.26%	10.15%	10.14%
O3	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	0% to 20%	4.46%	3.98%	2.99%	2.95%	2.95%
	<b>Indebtedness</b>						
O4	Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	2% to 70%	40.23%	37.29%	38.28%	37.94%	37.80%
	<b>Operating position</b>						
	<b>Adjusted underlying result</b>						
OP1	Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-20% to 20%	0.20%	14.30%	-8.84%	-8.95%	-8.80%
	<b>Stability</b>						
	<b>Rates concentration</b>						
S1	Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	30% to 80%	66.26%	56.22%	70.06%	69.50%	69.46%
	<b>Rates effort</b>						
S2	Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.15% to 0.75%	0.66%	0.63%	0.65%	0.65%	0.64%

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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**

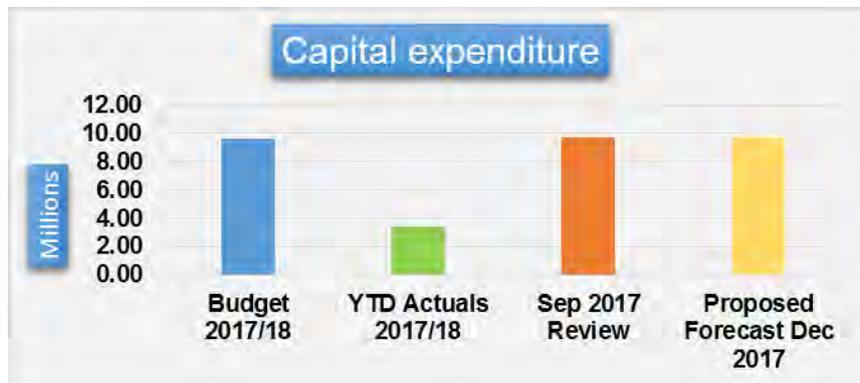
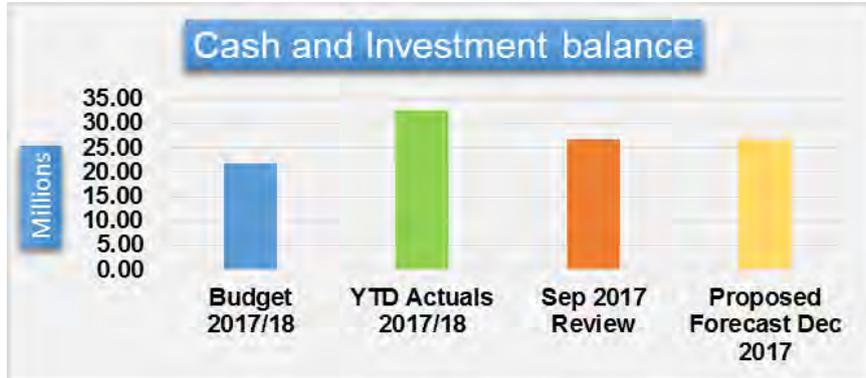
**3.9 Financial Indicators**



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**QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)**



**4. Risk Management**

It is appropriate to examine the risks as they may impact on the financial position of Council. The areas identified are flagged to highlight potential impacts on Council.

**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.

**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. Capital grants for 2017/18, total \$4.28 million and operating grants \$6.35 million (this excludes the \$5.12 million of 2017/18 Financial Assistance Grant received in 2016/17). Due to the conservative position taken by Government in approving new grants the trend as a proportion of the total income may continue to decrease. The continuation of this level of funding will be monitored closely.

**5.**

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## QUARTERLY BUDGET REVIEW - DECEMBER 2017 (cont'd)

### Internal and External Consultation

The following members of staff were consulted:

- Corporate Management Team
- All Managers
- Finance Coordinator
- Financial Accountant

The Council's December 2017 budget review is provided for public viewing in accordance with Council's open and transparent governance policy.

### 6. Regional Context

There are no regional issues to consider within this report.

### 7. Council Plan Strategy

Moira Shire will meet governance, communication, compliance and regulatory standards through its commitment to advocacy and effective decision making and demonstrate good governance by being consensus orientated, equitable, effective and efficient.

### 8. Legislative / Policy Implications

This report complies with Section 138 of the Local Government Act 1989 and Council's Budget and Financial Reporting policy.

### 9. Environmental Impact

Council's sound financial position continues to allow Council to implement and maintain its environmental projects.

### 10. Conflict of Interest Considerations

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

### 11. Conclusion

The projected cash position is \$26.84 million as at 30 June 2018.

An operating deficit of \$3.36 million is forecast as at 30 June 2018.

A total capital works program of \$14.12 million with a 2017/18 capital budget of \$9.71 million.

Council continues to manage its position and continues to seek additional revenue streams and monitor expenditure.

### Attachments

Nil

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

## COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT

### RECOMMENDATION

That council note the progress achieved against the Council Plan's Performance Indicators.

### 1. Executive Summary

This report confirms council's progress in delivering the 2017 - 2021 Council Plan priorities.

This is the first progress report for the current Council Plan and therefore no comparative data is available and some initiatives are not scheduled to be delivered in this period of the four year plan.

The report highlights the number of strategies, policies, plans and masterplans that are in development or have been adopted to ensure the Council Plan priorities are delivered in a structured, sustainable and affordable manner that continues to align with the needs of our shire and its communities.

The report also demonstrates council's progress in advocating for, facilitating and taking direct action in the key areas of water and energy security.

### Background

Council's council plan was adopted in June 2017 with the goals and actions to be delivered across four years to June 2021.

The Plan included 28 indicators to measure council's success in delivering the intent of the Plan. This report provides an update on council's progress against the indicators for the first six months of 2017/18.

In addition to the half-year and annual performance reports, reports are also provided to council to confirm the progress of individual programs and initiatives and financial performance.

This is the first progress report for the current Council Plan and therefore no comparative data is available and some initiatives are not scheduled to be delivered in this period.

### Highlights

- **Putting the building blocks in place to deliver outcomes for Council and the community**

The Council Plan maps priorities to be delivered at various stages across the four years of the Plan. During the first 6 months council has invested considerable resources in developing strategies, plans and policies that will guide the delivery of the Council Plan initiatives. These included

- Seven key strategies - Environmental Sustainability Strategy, Visitor Services Strategy, Arts and Culture Strategy, Tourism Strategy and a refresh of the Community Safety Plan.
- Adopted a revised Community Strengthening Grants policy to guide the provision of financial assistance to support initiatives in and by the Moira Shire community.

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

- Supported five communities including Strathmerton, Tungamah and Katamatite to develop community plans to confirm the communities' aspirations for their region.
  - Floodplain Management Plan for Numurkah was released for community feedback.
  - Masterplans for Yarrawonga and two council facilities as well as retail policy frameworks for Cobram and Yarrawonga
- **Continuing to address water and energy security challenges**  
Council continues to pursue these key issues through a combination of advocacy, investment development and attraction and through direct actions such as more efficient council use.
    - Active representation through the Murray River Group of Councils, Murray Darling Basin Association the GMID Water Leadership Forum.
    - Attracting solar farm investments that should see more than 400 MW of energy generated within the shire.
    - Installation of solar panels on council's Cobram office and ongoing investigation of renewable energy options for other council facilities and assets.

**Progress to 31 December 2017**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
<b>Strategy 1 - A great place to live</b>		
1. Our communities feel safe and are proud to live in Moira.	Preparing and implementing our Arts and Cultural strategy in partnership with key stakeholders.	Council commenced development of Arts and Culture strategy during reporting period.
	Delivering appropriate programs and services to prevent disease and support healthy, safe and secure environments.	Council delivered a range of programs including 30 free child immunization sessions across the shire and mosquito monitoring program.
	Developing and implementing our Municipal Health and Wellbeing Action Plan.	Municipal Wellbeing For All Ages Strategy was adopted November 2017.
	Prioritising support for community groups and agencies working to address disadvantage and improve social cohesion.	Council's Community Strengthening Grants Policy was adopted and the first round of grants occurred during the reporting period.
	Developing and implementing a needs based asset management plan.	The updated Road Management Plan was adopted during the reporting report.
	Developing masterplans for the four larger towns (main towns).	Council's masterplan for Yarrawonga was developed and presented to council during the reporting period.
	Developing Community Plans for all smaller towns.	The community planning process commenced for five townships/regions with three completing their community plans within the reporting period.

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
	Advocating for utility services for small towns experiencing growth.	Council is working with gas providers to increase gas availability in Katunga and Numurkah.
	Implementing the Community Safety Plan.	Updated version of Community Safety Plan was released during the reporting period.
2. Our communities are better connected as a result of improved access to digital and transport services.	Maintaining and enhancing library and community hub facilities.	Yarrowonga community library in the early stages of development.
	Preparing and implementing an investment plan for footpaths.	The investment plan will be informed by the outcomes of community planning and master planning across the shire.
	Developing a Community Transport Advocacy Plan to improve connectivity across Moira and with regional cities and Melbourne.	One community plan has identified access to transport services as an issue and council has supported advocacy on this matter.
3. Recreational and sports facilities and clubs are accessible and welcome female participation.	Continuing to maintain and provide facilities and services that our community values and need.	Masterplans of two township recreation reserves commenced during the reporting period and are nearing completion.
	Implementing the Recreation Strategy to support active lifestyles through passive and organised sport and recreational services and infrastructure.	Roll out of the recommendations contained in the Recreation Strategy 2016-2026 is ongoing.
4. There is improved flood protection for urban areas.	Beginning implementation of an agreed Shire-wide Drainage Mitigation Plan and Flood Mitigation Plan.	The Numurkah Flood Plain Management Study report was released for community feedback during the reporting period.
<b>Strategy 2 - A thriving local economy</b>		
5. Increased business investment and job creation.	Connecting with local business to understand their needs.	Annual activity working with local business and tourism groups.
	Attracting investment in energy sources for industry including alternative and renewable energy such as solar and waste-to-energy.	Solar farms with a capacity of 207MW approved and progressing. Another 240MW at planning stage.
6. Improved planning permit processing times with 90 per cent of planning permits processed within 60 days.	Providing support to business to navigate Council's planning and other regulatory processes.	Council's improved performance is detailed in the half year Performance Reporting.
7. Implementation of the Economic Development Plan.	Developing and implement a new economic development plan.	New plan is in development.

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
8. Access to commercial and industrial land that meets current and 10 year forecast demand.	Facilitating growth by working with developers to provide industrial, commercial and residential land to satisfy projected demand.	Civil works commencing in the first quarter of 2018 on residential land in Nathalia.
	Developing commercial and industrial land strategies for our main towns and higher growth centres including Cobram, Nathalia, Numurkah, Yarrowonga as well as Katunga and Strathmerton.	During the reporting period council completed a retail policy framework for Cobram and Yarrowonga and the Victoria Planning Authority prepared the Yarrowonga growth management strategy. Council has now commenced strategy plans for the four major centres.
9. Council representation on regional water and business forums.	Providing a strong voice for our Shire and partnering with stakeholders to influence regional, state and federal water policy and its implementation.	Councillors and staff represent Moira Shire on a number of key forums including Chair of the Murray Darling Association Region 2, Murray River Group of Councils and the GMID Water Leadership Forum.
10. The GMW Connections Project is complete and enabling agriculture diversity.		Council continues to monitor delivery of this project.
11. Improved accessibility and digital connectivity.	Continue to lobby for standardisation of the Tocumwal railway line to facilitate rail freight growth.	Council has continued its involvement with the Food Bowl Inland Rail Alliance (FBIRA) a body focusing on a seamless freight rail link to Melbourne.
	Continuing to advocate for improvements in the arterial road network.	Projects are ongoing.
	Advocating for access to high quality digital and mobile phone services for business and community.	Council provided assistance to the NBN to support community awareness of the roll out of the NBN in Yarrowonga and Numurkah.
12. Increased year round tourism visitation and yield across the Shire.	Reviewing our tourism marketing, servicing and delivery arrangements.	During the reporting period council adopted the visitor services strategy following extensive community and industry consultation.
	Developing our Tourism Strategy with input from key agencies including Parks Victoria, Goulburn-Murray Water (GMW), tourism organisations and indigenous groups.	A draft the Tourism Strategy has been prepared for consultation.

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4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
	Implementing the Tourism Strategy that builds on our parks, beaches, foreshores and wetlands and engages our tourism sector across all seasons.	Implementation will follow the development of the Tourism Strategy.
	Identify and build tracks and trails where appropriate to support healthy lifestyles and our tourism offering.	Tracks have been identified but have not progressed at the time of reporting.
13. Increased indigenous and local youth employment.	Understanding workforce needs and encourage opportunity through access, inclusion and training.	During the reporting period council in partnership with Wodonga TAFE offered the Certificate 3 in Tourism onsite in Cobram.
<b>Strategy 3 - A clean green environment</b>		
14. More efficient water and energy use by Council.	Implementing best practice operations and programs across Council.	Solar panels installed on Council's Cobram Service Centre are projected to reduce energy costs for this facility by a third. Installations at other council facilities are under investigation.
15. Reduced volumes of waste into landfill.	Continue implementation of best practice waste management.	Council's improved performance is detailed in the half-year Performance Reporting.
16. Achieve a net gain in native vegetation for Council activities.	Pursuing opportunities to enhance the natural environment.	Internal cooperation between operations and environmental departments ensure net gains in native vegetation.
17. Business and community confidence in their readiness to respond to change.	Providing resources and knowledge to help community, businesses and Council understand, prepare for and respond to environmental sustainability challenges.	The strategies to support these strategic actions are imbedded in council's Environmental Sustainability Strategy that was adopted during the reporting period.
	Supporting business and the community to transition to more environmentally sustainable practices and options.	

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
	Partnering with agencies to support drainage (and groundwater management) to improve long term protection and prosperity of irrigated land, the environment and infrastructure from the return of high water tables and salinisation.	
	Supporting grassroots environmental improvement and protection works.	
18. Business, community and environment resilience and recovery from natural disasters including flood and fires.	Improving the flood resilience of the catchment's people, infrastructure, land, water and biodiversity through partnerships with community and stakeholders.	Numurkah Flood Plain Management Study Report released for public feedback during reporting period.
19. Business, community and Council awareness of and compliance with environmental regulatory and legislative obligations.	Working in partnership with regional groups and agencies to encourage innovation, education and access to sustainable services and practices.	The strategies to support these strategic actions are imbedded in council's Environmental Sustainability Strategy that was adopted during the reporting period.
20. Council services and infrastructure are sustainable in design and operation.	Developing and implementing Council's Environmental Sustainability Strategy.	The Environmental Sustainability Strategy was adopted during reporting period following extensive community and industry consultations.
	Continuing to comply with our environmental regulatory and legislative obligations.	No breaches during reporting period.
<b>Strategy 4 - A well run council</b>		
21. Community satisfaction with Council is better than for peer councils as measured by Local Government Performance Reporting Framework compulsory indicators:	Developing a longer term vision for the Shire.	Victorian Government commissioned Community Satisfaction Survey has commenced surveying in Moira Shire. The survey results are usually made available to participating councils by mid-year.
	Building Council's advocacy, leadership and governance capacity.	
	Continuously innovating and improving our customer service delivery and accountability.	
	Providing clear and consistent understanding of Council's role and capacity.	

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
<ul style="list-style-type: none"> <li>○ Overall view of direction of Council</li> <li>○ Community consultation and engagement</li> <li>○ Lobbying on behalf of the community</li> <li>○ Decisions made in the interest of the community</li> <li>○ Overall feeling about performance of Council</li> <li>○ Rating of Council for customer service.</li> </ul>	Developing and implement a Communications and Engagement Plan.	Proposed reforms to Local Government Act will require council to develop new communications and engagement strategy. The legislation is anticipated to take effect from July 2018.
22. An increase in grants secured.		Council grants are reported separately in the financial statements.
23. A pipeline of shovel ready projects for grant applications.	Identifying capital funding needs and developing business cases that match Council's investment priorities.	In progress with more details for the next reporting timeline.
24. Community understanding and acceptance of the rationalisation of underutilised assets and services.	Reviewing and rationalising assets and services to identify gaps, overlap and surplus.	This program is ongoing.
	Defining Council's capacity to undertake emergency management functions.	Yet to commence.
25. Consistently achieve our financial performance indicators that are determined by Council with reference to the Victorian Auditor General's Office (VAGO) acceptable range parameters.	Implement risk and safety management plans.	Council's improved performance is detailed in the half-year Performance Reporting.
26. We establish and deliver shared services with regional partners such as	Identifying and pursuing relevant opportunities for efficiencies and shared services with other councils including cross border councils.	As a member of the Local Government Regional Collaborative Alliance, with Strathbogie and Shepparton LGAs, Moira Shire continues to

FILE NO: 123  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.3

**COUNCIL PLAN - HALF YEAR PERFORMANCE REPORT (cont'd)**

Performance Indicator	Strategic Actions	Progress to 31 December 2017
neighbouring councils.	Forming and sustaining partnerships with other councils, departments, industry and organisations.	explore shared services opportunities.
27. Improved awareness of capital works progress and delivery.		Communication opportunities, media releases, launches, social media and website updates continue to be delivered.
28. Satisfied and happy Councillors and staff with access to appropriate and relevant career development support.	Delivering leadership development and workforce succession plans.	Council's improved performance is detailed in the half-year Performance Reporting.

**2. Financial Implications**

Funding to enable delivery of the Council Plan initiatives is determined through the annual budget process.

**3. Conflict of Interest Considerations**

No officer conflicts of interest were identified in the preparation of this report.

**4. Conclusion**

Council note the progress against the four year council plan achieved in the first half year of the Plan.

**Attachments**

Nil

FILE NO: F13/260  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.2.4

## BARMAH CARAVAN PARK - 3RD EXPRESSION OF INTEREST

### RECOMMENDATION

That council note

- That council's third EOI process failed to identify a potential leasee;
- That officers are currently reviewing two EOIs received after the closing date and will provide further advice to council once the review is complete; and

The current park operating arrangements conclude 30 June 2018 and the need to provide certainty for all stakeholders in advance of this deadline.

#### 1. Executive Summary

This report confirms the ongoing efforts by council to identify a lessee to manage the operations of the Barmah Caravan Park (BCP) and to provide certainty on the future of the Park to all users in advance of the 30 June 2018.

In July 2017 Council resolved to undertake a third expression of interest (EOI) process for the future lease and management of the (BCP). This followed two unsuccessful expressions of interest processes in 2016 and 2017 and council's consideration of a range of future management options at its July council meeting.

The third EOI was supported by extensive local, national and industry advertising and media coverage and resulted in 30 requests for information packs. The EOI period concluded in November 2017 and received one incomplete application. The applicant subsequently withdrew.

Council subsequently received two unsolicited expressions of interest after the closing date. With a view to exhausting available options that could enable the ongoing operations of BCP, Council is currently assessing the applications to ensure the proponents have the capacity to manage the park without the need for ratepayer subsidy.

The current licence for the management of the BCP concludes 30 June 2018. To provide certainty for park users, the community, the crown (landowner) and Council, a recommendation will be provided to council at the conclusion of the assessment process. If the review identifies a potential park lessee formal lease negotiations can commence and the final lease will also require ministerial approval.

#### 2. Background and Options

##### Council's role

The BCP is located on Crown land – Council does not own the BCP. As the Government appointed Committee of Management, Council must ensure all processes associated with the lease, operation and development of the BCP comply with DELWP requirements and any lease is subject to Ministerial approval.

##### Expression of interest process

In July 2017 Council resolved to undertake a third prescriptive EOI process for the future lease and management of the BCP. This followed two unsuccessful expressions of interest processes in 2016 and 2017.

The prescriptive process enabled candidates to be more aware of the issues and challenges of leasing a crown caravan park and receive some guidance where necessary on the running of the park.

FILE NO: F13/260  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.2.4

## **BARMAH CARAVAN PARK - 3RD EXPRESSION OF INTEREST (cont'd)**

### **EOI Applicant information, resources and support**

Council provided a comprehensive information pack in response to all inquiries. The pack included

- an example Crown lease for caravan parks,
- DELWP best practice guidelines and fact sheets,
- detailed lease boundary map and tree plan
- detailed list of tree works and improvement works schedule.

The application form supported prospective applicants to provide appropriate and complete information that would enable the interview panel to assess their application.

Applicants were also invited to submit questions and inquiries during the application period and where the inquiry was considered general to the overall process Council's response was provided to all applicants. This further ensured all applicants received consistent and timely information.

### **Timelines and promotion**

The EOI process commenced on 6 September 2017 and closed 15 November 2017. It was supported by local, national and industry advertising and promotion that included advertisements in Melbourne, New South Wales and Queensland media.

- Thirty EOI packs were sent out over the 85 day process.
- A number of calls were fielded
- All EOI pack holders were contacted prior to the closing date as a courtesy reminder;
- Community updates were published in local media to provide local residents, visitors and park users with regular updates on the process.

### **Expression of Interest Evaluation and Outcomes**

An independent panel with local knowledge and industry expertise was established to consider EOIs received through the process. Members of the panel were:

Simon Rennie – General Manager Corporate Moira Shire Council

Elizabeth White – President Australian Caravan Park Assoc.

Wayne Limbrick – Western Moira Tourism / Hardware store Nathalia

At closing, the EOI attracted only one application. The application was incomplete and did not include the required financial statements and intended capital works program. Both requirements are detailed in the Victorian Government's guidelines that were provided to all applicants.

The panel determined to continue discussions with the applicant with the goal of accessing this information through the process.

The panel assisted and encouraged the applicant at a number of stages throughout this process however the applicant indicated they were not willing provide financial information and formally withdrew the application prior to the interview stage.

Follow up discussions with the applicant confirmed that the inability to access sufficient information regarding the assets owned by the current leasee was a primary factor in their decision to withdraw their application. Unfortunately Council has no authority or power to provide or to compel the leasee to provide this commercial information.

### **EOIs received after the closing date**

FILE NO: F13/260  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.2.4

## **BARMAH CARAVAN PARK - 3RD EXPRESSION OF INTEREST (cont'd)**

In February Council received two Expressions of Interest. Council can consider the EOIs and has commenced the review process. If the review process identifies a potential lease candidate the next stage will involve formal negotiations to agree the full terms and conditions of the lease. Once Council and the potential lessee have agreement, the statutory leasing process can commence and the lease will require Ministerial approval.

Council is very aware the deadline for the current park operating arrangements concludes 30 June. For this reason officers are progressing the review process with urgency with the goal of providing certainty for all stakeholders well in advance of this date.

### **3. Financial Implications**

Council has an underlying objective of not subsidizing caravan parks so that it meets its competitive neutrality obligations, particularly where there is a privately owned park in close competition. There will be financial implications (that are yet to be determined) if the park closes.

### **4. Risk Management**

Numerous risks apply to the management of the Barmah Caravan Park and these will vary according to the decisions made.

Current risks that apply to the Park include those related to:

- ageing infrastructure and lack of attractions within the park,
- trees
- waste water treatment
- ability to comply with State Government Policies and lease conditions
- financial viability to fund capital development
- large proportion of annual site holders restricts access to visitors
- tenure of permanent residents
- no capacity for growth

Other risks that will need to be addressed once a decision on how to proceed is made include those relating to:

- Communication and support to residents
- Communication to the public
- Budget impact
- Economic impact on Barmah township
- Operational risks to Council

### **5. Internal and External Consultation**

Following the April meeting Council officers

- Held three listening post sessions in Barmah to hear concerns and feedback from the local community. A total of 13 parties attended these sessions.
- Convened a working group comprising representatives of the Australian Caravan Park Association, Western Moira Tourism and a local business and Barmah Social Club representative. The working group has provided Council with industry expertise to inform identification of possible future management options.
- Published full page community updates in local media addressing emerging and existing concerns and providing updates on progress.
- Responded to more than 30 individual community letters, emails and concerns which included providing individual responses where it was not appropriate to respond through the community updates.
- Contacted more than 30 businesses in the Barmah and Nathalia area to understand their concerns, views and the economic value of the BCP to the local economy.

FILE NO: F13/260  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.2.4

## **BARMAH CARAVAN PARK - 3RD EXPRESSION OF INTEREST (cont'd)**

- Provided Council with a comprehensive report including verbatim feedback, concerns and proposals shared with Council through the above processes.

Barmah Caravan Park Working Group members:

- Wayne Limbrick – Western Moira Tourism/Hardware Store Nathalia
- John Powell – Barmah Hotel
- Elizabeth White – President Caravan Park Association
- Bruce BergVonLinde – Manager Commercial
- Jane O'Brien – Manager Economic Development
- Simon Rennie – Chief Financial Officer
- Frank Malcolm – Economic Development Officer
- David McKenzie – Western Moira Tourism

Between April 2017 and the commencement of the EOI, the working group met three times and informed the consideration of alternative management models as well as the design of the prescriptive EOI formation.

### **6. Regional Context**

As a component of the economy of a small community located on the Murray River, the Barmah Caravan Park is part of the overall tourism offering of the region. Future operational and management decisions will have some bearing on the economic profile of the town.

### **7. Legislative / Policy Implications**

The lease of the Barmah Caravan Park is governed by the Crown Land (Reserves) Act 1978 and the State Government's Policy of Improving Equity of Access to Crown Land Caravan and Camping Parks (2011), and the Best Practice Guidelines for Management of Caravan and Camping Parks on Crown Land (2012).

The tenure of the residents is covered by the Residential Tenancies Act 1997 and Council is required to comply with s190 and s223 of the local Government Act 1989 if it is intended to enter into a lease of 10 years or more.

### **8. Environmental Impact**

The park has some significant environmental sustainability issues given its proximity to the Murray River and bushland. The large trees within the park also present a very high risk to park patrons.

### **9. Conflict of Interest Considerations**

There are no known officer conflict of interest considerations.

### **10. Conclusion**

This report concludes the third EOI process but recognises that Council is currently reviewing two EOIs received more than two months after the closing date for the last EOI process.

Council is very aware the deadline for the current park operating arrangements concludes 30 June. For this reason officers are progressing the review process with urgency with the goal of providing certainty for all stakeholders well in advance of this date.

### **Attachments**

Nil

FILE NO: F13/203  
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.2.5

## APPOINTMENT AND AUTHORISATION OF COUNCIL OFFICERS UNDER THE PLANNING AND ENVIRONMENT ACT 1987

### RECOMMENDATION

That Council, in the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation (the instrument), resolves that:

1. the members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument;
2. the instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it;
3. the instrument be sealed; and
4. on coming into force of the instrument, the instrument of appointment and authorisation to members of Council staff as made by Council on 26 April 2017 is revoked.

### 1. Executive Summary

Council officers are appointed and authorised directly by Council under the *Planning and Environment Act 1987* to undertake inspections and carry out enforcement. Council does this through the powers provided by the *Local Government Act 1989*.

The list of Council officers to be appointed and authorised has been reviewed and is included in the attached instrument.

### 2. Background and Options

The *Planning and Environment Act 1987* requires that Council officers must be appointed and authorised directly by Council rather than by the Chief Executive Officer as there are no powers provided for this to be sub-delegated.

The Instrument of Appointment and Authorisation provides the legal basis to undertake inspections and carry out enforcement if required. In the attached instrument appointments are made to the Chief Executive Officer, all General Managers and most officers within the planning, environmental services and safety and amenity areas.

Appointments and authorisations differ from delegations. A person who is appointed as an 'authorised officer' has the powers of that position as prescribed by the relevant legislation. With delegations a delegate is acting on behalf of the Council in exercising Council's powers. Appointments are made to individuals by name, whereas delegations are made to position titles.

The attached instrument and resolution are based upon the templates included in the Maddocks Lawyers delegations and authorisation service.

### 3. Financial Implications

There are no financial implications associated with this report.

### 4. Risk Management

Regularly reviewing the Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 is good practice. It ensures that actions taken by Council's authorised officers are made with proper authority.

FILE NO: F13/203  
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.2.5

**APPOINTMENT AND AUTHORISATION OF COUNCIL OFFICERS UNDER THE  
PLANNING AND ENVIRONMENT ACT 1987 (cont'd)**

**5. Internal and External Consultation**

This report has been informed by the template included in the Maddocks Delegations and Authorisations Service, the General Manager Community, Acting Manager Planning and Regulatory Services, Planning Coordinator, Municipal Building Surveyor and Safety and Amenity Coordinator.

**6. Regional Context**

Nil

**7. Council Plan Strategy**

Demonstrating good governance

**8. Legislative / Policy Implications**

This report is in accordance with section 224 of the *Local Government Act 1989*.

**224 Authorised officers**

- (1) Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

**9. Environmental Impact**

Nil

**10. Conflict of Interest Considerations**

There are no council officer conflict of interest issues to consider within this report

**11. Conclusion**

The updated instrument of appointment and authorisation includes staff that requires appointment under the *Planning and Environment Act 1987* to carry out their duties for Council.

**Attachments**

- 1 Instrument of Appointment and Authorisation ( Planning Environment Act 1987 ) - February 2018

FILE NO: F13/203  
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.2.5

**APPOINTMENT AND AUTHORISATION OF COUNCIL OFFICERS UNDER THE  
PLANNING AND ENVIRONMENT ACT 1987 (cont'd)**

ATTACHMENT No [1] - Instrument of Appointment and Authorisation ( Planning  
Environment Act 1987 ) - February 2018



## Moira Shire Council

### Instrument of Appointment and Authorisation

*(Planning and Environment Act 1987)*

28 February 2018

FILE NO: F13/203  
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.2.5

**APPOINTMENT AND AUTHORISATION OF COUNCIL OFFICERS UNDER THE  
PLANNING AND ENVIRONMENT ACT 1987 (cont'd)**

**ATTACHMENT No [1] - Instrument of Appointment and Authorisation ( Planning  
Environment Act 1987 ) - February 2018**



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

In this instrument "officer" means –

**Mark Henderson, Chief Executive Officer  
Andrew Close, General Manager Infrastructure  
Sally Rice, General Manager Community  
Simon Rennie, General Manager Corporate  
Norman Kortum, Senior Town Planner  
Gillian Williamson, Senior Town Planner  
Christian Middlemiss, Town Planner  
Melissa Lotito, Land Use (Native Vegetation) Planner  
Peter Stenhouse, Planning Co-ordinator  
Jacqueline Miller, Development Compliance Officer  
Kate Bell, Team Leader Environmental Services  
John Shaw, Co-ordinator Safety and Amenity  
Christina Kalz, Safety and Amenity Officer  
Andrew Christie, Safety and Amenity Officer  
Robert l'Anson, Safety and Amenity Officer**

**By this instrument of appointment and authorisation Moira Shire Council –**

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

**It is declared that this instrument -**

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

This instrument is authorised by a resolution of the Moira Shire Council made on 28 February 2018.

"The COMMON SEAL of the  
MOIRA SHIRE COUNCIL  
was affixed hereto by authority  
of the Council on the ..... day of  
February 2018 in presence of:

.....Chief Executive Officer

FILE NO: F13/262  
2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.2.6

**COBRAM CARAVAN PARK - AUTHORISATION TO ISSUE PUBLIC NOTICE  
OF INTENTION TO SELL LAND**

**RECOMMENDATION**

That Council

1. Authorise the commencement of community consultation in accordance with the Local Government Act (S223) on the proposal to develop a 5 lot subdivision of the former Cobram Caravan Park – Cobram Swimming Pool site with the intention of selling four of the lots.
2. Note that proposed lot 1 is the current Cobram Swimming Pool site and as such does not form part of the land proposed for sale.
3. If required, convene a Committee of Council comprising Cr \_\_\_\_\_, Cr \_\_\_\_\_ and General Manager Infrastructure to hear any person wishing to be heard in support of their written submission.

**1. Executive Summary**

This report requests Council's approval to seek community feedback on a proposal to develop and sell four of the lots created through the five lot subdivision of the former Cobram Caravan Park – Cobram Swimming Pool site.

The fifth lot will remain as the site of the Cobram Swimming Pool. The Cobram Caravan Park closed in August 2016 and the land it previously occupied is considered surplus to council needs.

The consultation process seeks community views on council's intention to dispose of land. The actual sale of land is a separate and subsequent process that may change in response to the feedback received through the consultation process.

It is proposed that council convene a Committee of Council comprising two councillors and General Manager Infrastructure to hear submissions. The Committee of Council meeting is open to the public and Councillors.

Council will be asked to consider the proposal, with or without amendment, following consideration of the feedback received during the consultation process.

**2. Background and Options**

The Cobram Caravan Park and Cobram Swimming pool are co-located on the same site. The Cobram Caravan Park has closed and council provided support and assistance to enable relocation of all long term residents. Council has since partly decommissioned the site. The portion of the site previously occupied by the Cobram Caravan Park is considered surplus to municipal needs.

**The proposal**

- The site is identified as part of CA 6 Volume: 8508 Folio: 881 in the Parish of Cobram.
- It is proposed to create a 5 lot subdivision as shown below.
- Lots 3, 4 and 5 will be made available for sale through a local Real Estate Agent to be appointed.

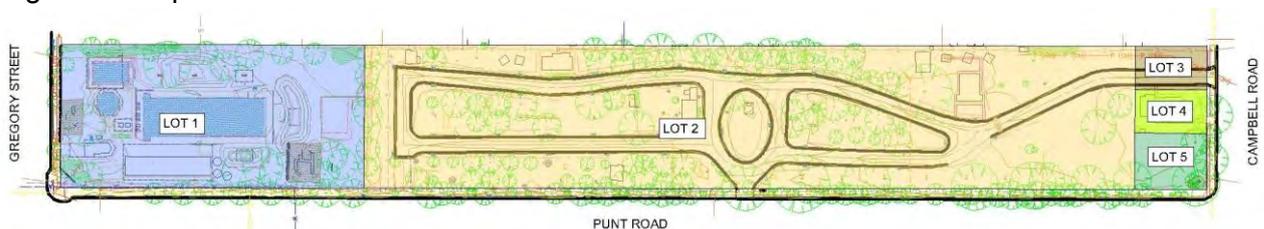
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## COBRAM CARAVAN PARK - AUTHORISATION TO ISSUE PUBLIC NOTICE OF INTENTION TO SELL LAND (cont'd)

- Council will conduct a separate public Expression of Interest process to seek proposals for the sale or development of Lot 2.
- Lot 1 will not be sold and will remain as the Cobram Swimming Pool under a separate Title.
- The actual sale process of Lots 2, 3, 4 and 5 may involve public auction, tender, private treaty or any other method as determined by the Chief Executive Officer in accordance with section 189 of the Local Government Act 1989.
- Council will obtain a valid valuation no more than 6 months prior to the sale of blocks.

Figure 1. Proposed 5 lot subdivision



### Community consultation process

The consultation process required under the Act seeks community views on council's intention to dispose of land. The actual sale of land is a separate and subsequent process that may change in response to the feedback received through the consultation process.

- Further information about the proposal and how to prepare a submission will be available from council's service centres and website from Wednesday 7 March 2018.
- Written submissions can be made online, by mail, by email and at Council's Service Centre in Cobram and Yarrawonga.
- All written feedback received by 5 pm Thursday 5 April will be considered by Council.
- Submitters can nominate if they wish to speak to their submission at a Committee of Council meeting to be held in Cobram on a date to fixed.
- It is proposed that council convene a Committee of Council comprising two Councillors and the General Manager Infrastructure to hear submissions.
- If the written submissions do not include a request to speak by any of the submitters the meeting is not required and will not occur.
- Following the consultation process, Council will be asked to consider the proposal, with or without amendment.

### 3. Financial Implications

The financial implications associated with the community consultation process relate only to the costs of administration and advertising which are funded through the approved operational budget.

### 4. Risk Management

Consultation with local real estate agents has provided valuable information in regard to block sizes and market potential which reduces the risk of the land not selling. The

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**COBRAM CARAVAN PARK - AUTHORISATION TO ISSUE PUBLIC NOTICE  
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Expression of Interest process will provide the opportunity for Council the fully assess the risks associated with the proposed sale of the land.

**5. Internal and External Consultation**

This proposal fulfills council's statutory obligations for community consultation in regard to the proposed sale of land. Council has also consulted with several local real estate agents to gauge market interest and options for block sizes.

**6. Legislative / Policy Implications**

The consultation process is in accordance with Section 189 and Section 223 of the Act and Council's Sale of Land Policy.

**7. Conflict of Interest Considerations**

There are no conflicts of interest identified for officers involved in the preparation of this report.

**8. Conclusion**

This report outlines the statutory requirements for giving public notice prior to the sale and seeks consent from Council to give public notice of Council's intention to sell Council land. It provides clarity on the proposal to firstly create a 5 lot subdivision, then sell Lots 3, 4 and 5 and conduct an Expression of Interest for the sale of the larger Lot 2, as depicted by Figure 1.

The public may make submissions on the proposal and the process through which this feedback will be considered and Council's initial proposal may be amended.

It is recommended that Council proceed with public notice of its intention to sell Lots 2,3,4 and 5 of the created subdivision and conclude the consultation process at the earliest future Ordinary Council meeting.

**Attachments**

Nil

FILE NO: F13/503  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.7

## ASSEMBLIES OF COUNCIL

### RECOMMENDATION

That Council receive and note the attached Records of Assembly of Councillors.

#### 1. Executive Summary

This report details the Assembly of Councillors for December 2017 is prepared in accordance with the requirements of the Local Government Act (the Act) 1989 section 80A.

#### 2. Background and Options

This report fulfills Council's legislative obligation to report the matters considered and whether a conflict of interest disclosure was made by a Councillor at

- A meeting of an advisory committee where at least one Councilor is present; or
- A meeting, briefing or other activity where at least half of the Council and a member of Council staff are present; and
- Where the matters considered may be subject to a decision of Council or exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Council Briefing – 6 December 2017	<p>Councillors: Gary Cleveland Kevin Bourke Libro Mustica Marie Martin Peter Lawless Wendy Buck John Beitzel Peter Mansfield</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Infrastructure, Andrew Close General Manager Community, Sally Rice General Manager Corporate, Simon Rennie</p>	<ul style="list-style-type: none"> <li>• Agenda as provided</li> </ul>	Nil
Disability Advisory Committee – 12 December 2017	<p>Councillor: Kevin Bourke</p> <p>Staff: Community Services Officer, Hayley Benson</p>	<ul style="list-style-type: none"> <li>• Disability Action Plan</li> <li>• Yarrowonga Foreshore Toilet upgrade</li> <li>• Nathalia footpaths</li> <li>• Cobram disabled parking bays</li> </ul>	Nil

FILE NO: F13/503  
4. A WELL RUN COUNCIL

ITEM NO: 9.2.7

**ASSEMBLIES OF COUNCIL (cont'd)**

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Council Briefing – 13 December 2017	<p>Councillors: Libro Mustica Gary Cleveland Kevin Bourke Marie Martin Peter Lawless Peter Mansfield John Beitzel</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Infrastructure, Andrew Close General Manager Community, Sally Rice Linda Nieuwenhuizen, Manager Governance and Communications Acting Manager Planning and Regulatory Services, Doug Sharp Planning Coordinator, Peter Stenhouse</p>	<ul style="list-style-type: none"> <li>• Agenda review</li> </ul>	Nil

**3. Financial Implications**

There are no financial implications with this report.

**4. Risk Management**

Risk is mitigated by responsible officers recording assemblies of Council when they occur.

**5. Regional Context**

All Victorian Councils have statutory obligations under section 80A of the Local Government act 1989 (the Act) to record assemblies of Councils.

**6. Legislative / Policy Implications**

Inclusion of the records of Assembly of Councillors in the Council agenda, and incorporation into the Minutes ensures Council meets its statutory obligations under section 80A of the Local Government act 1989 (the Act).

**7. Environmental Implications**

There are no environmental implications with this report.

**8. Conflict of Interest Considerations**

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

**9. Conclusion**

The Assembly of Councillors records incorporated into this report are a true and accurate record of all assemblies of Councillors reported during December 2017.

**Attachments** Nil

FILE NO: F13/155  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.2.8

**GOULBURN VALLEY REGIONAL LIBRARY CORPORATION BOARD -  
COMMUNITY REPRESENTATIVE**

**RECOMMENDATION**

That Council appoint Mrs Alex Monk as the Moira Shire community representative to the Goulburn Valley Regional Library Corporation Board.

**1. Executive Summary**

Moira Shire supports each of its four libraries and mobile services through a strong partnership with the Goulburn Valley Regional Library Corporation (GVRLC).

Support for these services is provided in a number of ways, including representation on the GVRLC Board and a funding contribution paid to GVRLC for the provision of Library services across Moira Shire.

A vacancy exists on the GVRLC Board for the position of Moira Shire community representative. Council has undertaken a process to fill this vacancy which is outlined in this report.

A panel comprising a Councillor and a management representative was formed to assess Expressions of Interest. The panel recommends that Council appoint Mrs Alex Monk to the GVRLC Board for the position of Moira Shire community representative.

**2. Background and Options**

The GVRLC has an agreement in place with Moira Shire Council, Greater Shepparton City Council and Strathbogie Shire Council to provide library services. These services are provided through ten branches and a mobile service.

In line with the agreement, membership of the GVRLC Board requires community representatives. With a Moira Shire Community Representative position currently vacant, Expressions of Interest (EOI) were sought from the community.

In November notices were placed in the Cobram Courier, Numurkah Leader, Red Gum Courier and Yarrawonga Chronicle seeking EOIs to be a community representative on the GVRLC Board. Also a media release was issued and run in local and regional media outlets. This opportunity was also promoted on Councils website. The closing date for EOIs was the 6 December 2017.

As a result of the nomination process, Council received three EOIs. One applicant was an employee of Council and therefore ineligible for the position of community representative. The Panel, consisting of Cr Gary Cleveland and General Manager Community Sally Rice interviewed the remaining two candidates.

Both applicants were strong candidates with a passion for libraries and relevant experience with Boards and governance. Upon completion of this process, the panel was unanimous in their recommendation that Alex Monk be offered the position of community representative on the GVRLC Board.

**3. Financial Implications**

There are no financial implications to consider within this report.

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.2.8

**GOULBURN VALLEY REGIONAL LIBRARY CORPORATION BOARD -  
COMMUNITY REPRESENTATIVE (cont'd)**

**4. Risk Management**

There are no risk management considerations associated with this report.

**5. Internal and External Consultation**

In November notices were placed in the four local newspapers seeking Expressions of Interest (EOI) to be a community representative on the Board of the GVRLC. A media release was circulated to and run in local and regional media outlets. This opportunity was also promoted on Councils website. The closing date for EOIs was the 6 December 2017.

**6. Regional Context**

The provision of library services across Moira Shire is made through a partnership agreement with the GVRLC. Community representation on this board provides an important link between the local community and this regional board.

**7. Council Plan Strategy**

The agreement Council has with the GVRLC supports Councils strategic Action of 'Maintaining and enhancing library and community hub facilities'.

**8. Legislative / Policy Implications**

There are no legislative or policy considerations associated with this report.

**9. Environmental Impact**

There is no environmental impact considerations associated with this report.

**10. Conflict of Interest Considerations**

There is no conflict of interest considerations associated with this report.

**11. Conclusion**

A vacancy currently exists on the GVRLC Board for the position of community representative.

Council has sought EOIs from the community to fill this position on the Board and received three nominations. An interview process was conducted and subsequently the panel recommends that Council appoint Mrs Alex Monk as the nominated community representative to the GVRLC Board.

**Attachments**

Nil

FILE NO: F17  
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.1

## WASTE MANAGEMENT BUSINESS PLAN - DRAFT

### RECOMMENDATION

That Council:

1. note the Draft Waste Management and Services Strategy; and
2. endorse the Draft Waste Management and Services Strategy being made available to the public for comment.

### 1. Executive Summary

A draft Waste Management and Services Strategy (WMSS) has been prepared and is now to being made available to the public for comment. The WMSS is built around the five following objectives:

- **Objective 1:** Operate compliant, and where possible best practice waste management sites
- **Objective 2:** Councils waste sites meet the needs of: Council, our community, and commercial customers
- **Objective 3:** maximise the life span of the Cobram landfill through diversion and recycling activities
- **Objective 4:** ongoing review of councils waste services to improve the efficiency and quality of service delivery
- **Objective 5:** financial allocations reflect service users and complete costs of waste service provision

The WMSS has been prepared to align Councils waste activities with State and Regional waste plans. This report outlines the WMSS and recommends that it be made available to for a period of public consultation prior to returning to Council for adoption.

### 2. Conflict of Interest Consideration

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

### 3. Introduction

Councils previous WMSS was adopted on the 18 May 2009. Since then the waste sector has undergone significant changes. In 2013 the State Government released its 'Getting Full Value - Victorian Waste and Resource Recovery Policy'. This new Policy lead the development of the "Statewide Waste and Resource Recovery Infrastructure Plan" and subsequent regional Waste and Resource Recovery Implementation Plans. In June 2017' the 'Goulburn Valley Waste and Resource Recovery Implementation Plan' (GVWRRIP) was released.

During this time there was also a comprehensive restructure of the sector. In 2014 following the release of the Getting Full Value Policy the *Environment Protection Act (1970)* (EP Act) was reviewed and the Victorian Waste and Resource Recovery Infrastructure Framework was established. Moira Shire is a committed member of the Goulburn Valley Waste and Resource Recovery Group (GVWRRG).

In summary, the macro level waste policy and planning is now complete. Therefore, within this broader context, it is timely for a review of Moira Shires direction and priorities. This report presents the draft Moira Shire WMSS (Attachment 1).

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3. A CLEAN GREEN ENVIRONMENT

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## WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)

The format of the WMSS is:

- introduction - including the aim and scope of the WMSS and its vision “*delivery financially and environmentally sustainable waste services*”
- policy context;
- objectives – including specifically addressing the alignment of the Moira Shire WBP with the State and Goulburn Valleys plans;
- overview – key waste data in Moira Shire;
- discussion of the five objectives of the strategy. Each objective has a section which:
  - outlines the current services,
  - opportunities and / or challenges are discussed; and
  - a list of recommendations are presented.
- implementation, monitoring and reporting; and
- a separate, designed to be stand-alone Achievements report providing a summary Councils recent service delivery achievements.

A number of guiding principles have been used in the development of the WMSS. They are:

- maximising the life span of Cobram landfill (through a variety of diversion activities);
- fees and charges incorporate full lifecycle costs;
- user pays principles will apply;
- diversion is more sustainable than landfill;
- Council delivers quality services to the community;
- rehabilitation obligations (including future and legacy sites) are self-funded through waste service income;
- environmental, social and financial impacts are considered in decision making; and
- Councils activities need to be compliant with requirements and aligned with the broader waste sector.

The 5 objectives that the WBP is built around are:

- **Objective 1:** Operate compliant, and where possible best practice waste management sites
- **Objective 2:** Councils waste sites meet the needs of: Council, our community, and commercial customers
- **Objective 3:** Maximise the life span of the Cobram landfill through diversion and recycling activities
- **Objective 4:** Ongoing review of councils waste services to improve the efficiency and quality of service delivery
- **Objective 5:** Financial allocations reflect service users and complete costs of waste service provision

### 4. Issues

The provision of waste services presents a number of challenges that the WMSS acknowledges. These challenges include:

- increasingly onerous compliance;
- changes within the industry for example the pending introduction of a ban on e-waste to landfill;
- juggling the financial viability of service provision and community expectations;

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## WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)

- the impact of the decisions of others e.g. the recent changes to Chinese imports of recyclables and the historic 'take in take out' (of Parks) policy of the Victorian Government.

The WMSS acknowledges these issues and lists recommendations aimed at managing these issues while at the same time maximizing on opportunities as they present.

### 5. Discussion

Council has a strong track record of providing high standard waste services. Councils achievements are presented in a stand-alone achievements report (Attachment 2). This achievements report highlights the following programs and projects that Council has delivered:

- Kerbside organics service (award winning);
- Putting the Poly in your Pocket trailer (award nominee);
- Major Rehabilitation of landfill cells;
- Free mulch days;
- Public place recycling trailer; and
- Leachate Management System;
- Waste Management in Moira App

### 6. Financial Implications

Waste expenditure and income is a significant component of Councils budget. Objective 5 of the WMSS addresses the financial aspects of waste service provision. Of particular note is the strategies recommendation to review Council's waste charges. This review will focus on financial allocations (fees and charges) reflecting individual service users and the complete costs of waste service provision. This review will be informed by this WMSS and undertaken as part of the Rates and Service Charge policy review occurring in early 2018.

### 7. Risk and Mitigation

Managing risk is a key element of the WMSS. Operating compliant waste management sites is listed as the number 1 objective within the strategy.

Undertaking a comprehensive review of Councils waste services, as has occurred in the development of this WMSS, provides the opportunity to consider current and emerging risks. This strategy has been developed to manage known risks and support dealing with presently unknown waste related risks.

Working closely with our neighbors and the GVWRRG is a key risk mitigation strategy in relation to waste service provision. Sharing industry knowledge and resources is efficient, effective and assists with the provision of high quality, and where possible best practice, services.

### 8. External Consultation

To date external consultation has been limited to informal discussion between waste officers from neighboring councils and the GVWRRG. As a result of the sector reform which has now concluded, many of the GVWRR group member Councils are undertaking reviews of their strategies and/ or business plans.

This report recommends that the Draft WMSS be made available to the public, including the waste sector and Councils commercial waste customers.

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## WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)

Implementation of the WMSS will involve collaboration with the waste sector. Many opportunities exist within the waste sector for partnership approaches to service delivery. Moira is committed to being involved in these opportunities.

It is proposed that the public consultation phase for the WMSS extend for three weeks concluding on the 22 March 2018. The opportunity to view and provide comment on the strategy will be promoted through the local papers, Council website and Facebook notifications.

### 9. Legislative / Policy Implications

In 2014 the *Environment Protection Act (1970)* (EP Act) was reviewed and the Victorian Waste and Resource Recovery Infrastructure Planning Framework was established. Through this framework the State government policy drives waste management in both a directional and operational sense. Therefore, it is critical that any Council planning in relation to waste management is closely aligned with state government policy. The Draft WMSS has been developed to align with the State and the subset regional Policies and 'Waste and Resource Recovery Infrastructure Plans'.

Additionally, the EPA and Sustainability Victoria have produced a range of best practice guidelines specific to various aspects of waste management. The WMSS has been prepared in line with these guidelines.

### 10. Environmental Sustainability

Councils Environment Sustainability Strategy has a specific focus area related to sustainable management of waste which includes a performance indicator of: "*finalized and implemented Waste Management Business Plan*". This strategy states the following: "*Moira Shire acknowledges:*

- Consumption of goods and generation of waste have direct and indirect impacts on our environment;
- Resources are transformed to manufacture consumer goods;
- Almost all matter currently considered as waste has resource potential; and
- Diversion from landfill is preferable even if it is not the cheapest option".

Environmental sustainability, in particular air, waste and land pollution, are fundamental considerations of many aspects of waste management. Therefore environmental considerations are specifically included within the WBP including: "*The strategic options identified in the Waste Management Business Plan have been developed within the framework of ecologically sustainable development. This incorporates:*

- minimising the amount of waste generated;
- minimising the amount of greenhouse emissions generated;
- reducing the environmental impacts of waste generation and disposal;
- unintended consequences (illegal dumping) are considered in decision making"

The focus and intent of many of our license conditions is the avoidance of environmental degradation. Therefore much of the compliance and monitoring work undertaken as part of waste management operations is directly related to environmental sustainability.

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**11. Conclusion**

The Draft WMSS has been prepared and is presented to Council. This report recommends that the Draft WMSS be noted and made available to the public for comment.

**Attachments**

- 1 DRAFT Waste Management and Services Strategy - 2 Feb 2018
- 2 DRAFT Moira Waste Achievements Report

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*



**Waste Management and  
Services Strategy  
2017 - 2027**

**24 January 2017**

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## WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)

### ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018



MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY

#### Mayors message

To be included

#### INTRODUCTION

The Moira Shire Waste Management and Services Strategy (WMSS) guides the delivery of all waste services provided by Council. The WMSS aims to sustainably meet the needs of the community and align with state and regional waste priorities.

The WMSS considers the environmental, social and financial impacts of Councils waste management. A number of recommendations are made for Councils ongoing waste management activities and services.

#### Vision and guiding principles

This WMSS vision is for Moira Shire to:

*deliver financially and environmentally sustainable waste services*

The following principles have guided the development of the WMSS:

- maximising the life span of Cobram landfill (through a variety of diversion activities);
- fees and charges incorporate full lifecycle costs;
- user pays principles will apply;
- diversion is more sustainable than landfill;
- Council delivers quality services to the community;
- rehabilitation obligations (including future and legacy sites) are self-funded through waste service income;
- environmental, social and financial impacts are considered in decision making; and
- Councils activities need to be compliant with requirements and aligned with the broader waste sector.

#### Environmental, social and financial considerations

The strategic options identified in the WMSS have been developed within the framework of environmentally sustainable development. This incorporates:

- minimising the amount of waste generated;
- minimising the amount of greenhouse emissions generated;
- reducing the environmental impacts of waste generation and disposal;
- unintended consequences (illegal dumping) are considered in decision making;
- providing a cost-effective level of service to ratepayers; and
- providing the necessary infrastructure for future economic development in the Moira area.

#### POLICY CONTEXT

##### State Government

In 2014 the *Environment Protection Act (1970)* (EP Act) was reviewed and the Victorian Waste and Resource Recovery Infrastructure Planning Framework was established. This framework is to:

- effectively manage the expected mix and volumes of waste;
- reflect the principles of environmental justice to ensure that impacts on the community, environment and public health are not disproportionately felt across communities;
- support a viable resource recovery industry; and
- reduce the amount of valuable material going to landfill.

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

Additionally the EPA and Sustainability Victoria have produced a range of best practice guidelines including:

- Best Practice Environmental Guidelines for the Siting, Design, Operation and Rehabilitation of landfills 2001 (BPEM);
- Best Practice Environmental Guidelines for Reducing Green House Gas Emissions from Landfills and Wastewater Treatment Facilities 2000;
- Guide to Best Practice at Transfer Station 1998; and
- Guide to Best Practice at Resource Recovery Centres 2008.

Council strives to be compliant with the best practice guidelines. However, Council acknowledges with a number of our small, rural sites full compliance is difficult to achieve.

In 2015 the Victorian Government released the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP). The purpose of the SWRRIP was to "provide Victoria with the long term vision and roadmap to guide future planning for waste and resource recovery infrastructure". The SWRRIP defines four goals that will be achieved through actioning the following five long term strategic directions:

1. Maximise diversion of recoverable materials from landfills;
2. Support increased resource recovery;
3. Achieve quantities for reprocessing;
4. Manage waste and material streams; and
5. Maximise economic outcomes in the delivery of a region-wide network of waste and resource recovery infrastructure.

A requirement of the EPA Act is for the regional waste and resource recovery groups to prepare a plan for meeting regional infrastructure needs over at least the next 10 year period. Moira Shire is a member of the Goulburn Valley Waste and Resource Recovery Group (GVWRRG) which has prepared the 'Goulburn Valley Waste and Resource Recovery Implementation Plan 2016'.

There are five strategic objectives for the GVWRRG Implementation Plan that are based on the principles of the EPA Act and aligned to the strategic directions of the state infrastructure plan (Table 1).

**Moira Shire**

In April 2006 Council approved its inaugural Waste Management Business Plan. This Plan has provided direction to Council in relation to all aspects of waste management. This Business Plan has been reviewed a number of times, most recently in 2009.

Significant progress has been made in delivering on this Business Plan. A summary of progress is documented in Appendix 1: 2009 Waste Management Business Plan Achievements Report (Appendix 1).

In 2017 Council endorsed its new Council Plan 2017-2021. Strategy 3 (of 4) of this Plan is "A Clean Green Environment". This Strategy contains waste specific goals, strategic actions and performance indicators.

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

In 2017 Council reviewed and renewed its Environment Sustainability Strategy. This review identified the following seven focus areas:

1. Environmentally accountable Council;
2. Community engagement;
3. Partnerships;
4. Climate change adaptation and mitigation;
5. Conservation of biodiversity;
6. Sustainable management of water; and
7. Sustainable management of waste.

Delivering the WMSS is important in a number of these focus areas.

**Objectives**

Based on the vision and guiding principles outlined above the WMSS has a number of key objectives.

This WMSS is structured around five objectives each with a number of recommendations. The objectives align with the state and regional directions and objectives listed in Table 1.

**Table 1: Alignment of State and Regional directions and objectives**

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY

State-wide waste and resource recovery infrastructure plan goals	Landfills will only be for receiving and treating waste streams from which all materials that can be viably recovered have been extracted		Materials are made available to the resource recovery market through aggregation and consolidation of volumes to create viability resources from waste.	Waste and resource recovery facilities including landfills are established and managed over their lifetime to provide best economic, community, environment and public health outcomes for local communities and the state and ensure their impacts are not disproportionately felt	Targeted information provides the evidence base to inform integrated state-wide waste and resource recovery infrastructure planning and investments at the state regional and local levels by industry, local government resource recovery
GV Regional strategic objectives	To maximise the diversion of recoverable materials from landfills	To support increased resource recovery	To achieve quantities for reprocessing	To manage waste and materials streams	To maximise economic outcomes in the delivery of region wide network of waste and resource recovery infrastructure
Moirā Shire Strategy Objectives					
 Operate compliant, and where possible best practice waste management sites.				✓	✓
 Cobram landfill meets the needs of 1/ Council, 2/ Our Community, and 3/ Commercial customers	✓	✓	✓	✓	✓
 Maximise the life span of the Cobram landfill through diversion and recycling activities		✓	✓	✓	✓
 Ongoing review of Councils waste services to improve the efficiency and quality of service delivery					✓
 Financial allocations reflect service users and complete costs of waste service provision	✓	✓	✓	✓	✓

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**

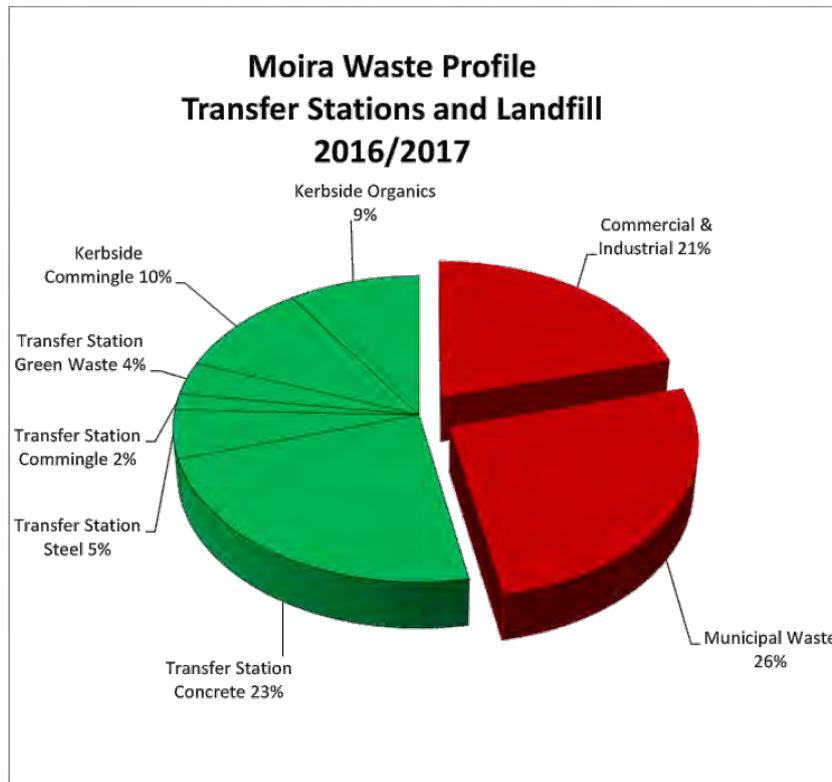


MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY

**OVERVIEW**

**Waste Profile**

Council operates a landfill at Pye Road Cobram. In addition to the landfill Council also operates nine transfer stations throughout the shire. The waste profile taken to these facilities (transfer stations and landfill) is shown in the following graphs.



**Figure 1: Composition breakdown (%) total Moira Shire materials stream**

Figure 1 shows 53% of the tonnes of material presented to a Moira Shire waste facility is diverted from landfill. A significant component of the material to landfill is the 'Commercial and Industrial' waste stream which is a waste stream Council has a limited direct influence over.

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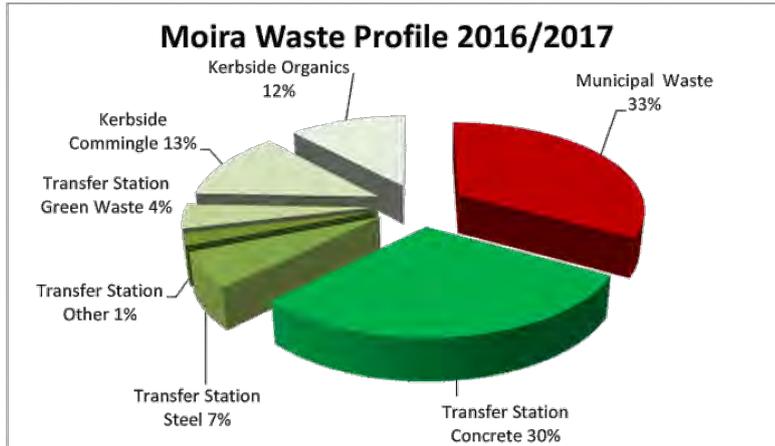


Figure 2: Moira Shire waste profile (%) excluding 'Commercial and Industrial'

Figure 2 shows the percentage composition break down excluding 'Commercial and Industrial' waste. This information is presented to demonstrate that, of the material Council has an influence over (kerbside collections) or a capacity to facilitate diversion (at transfer stations), 67% of all material presented is diverted.

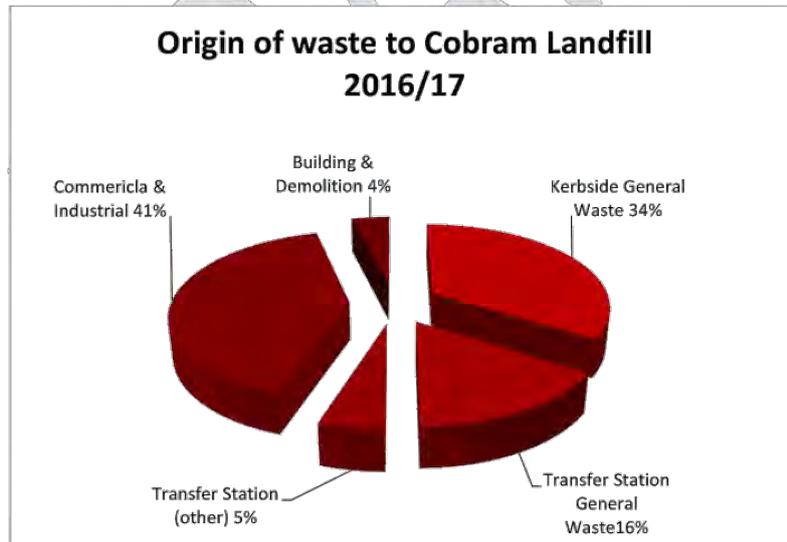


Figure 3: Origin of waste that is disposed of in the Cobram Landfill

In December 2014 Council introduced a kerbside organics collection service to approximately 75% of residential households in the Shire. This complemented the existing

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kerbside recycle and waste services. Figure 4 demonstrates that since the implementation of the kerbside organic service, total kerbside diversions (organics and recyclables) have become greater than kerbside waste.

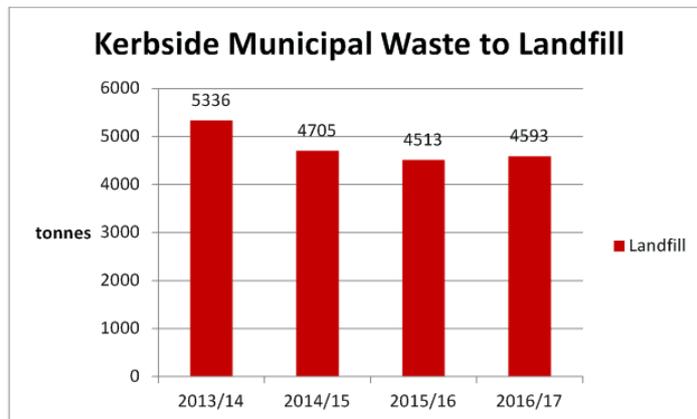


Figure 4: Tonnes of Municipal Waste to Landfill

Figure 4 demonstrates that since the introduction of the kerbside organic service, the absolute amount of waste disposed of to landfill has decreased. This is a very positive result, particularly since the number of bins, indicating households (and population) serviced, has increased. Also, as shown by industry research, the general trend is for waste generation per person to increase.

Table 2: Number of bins receiving a kerbside municipal waste service

YEAR	MUNICIPAL WASTE BINS	INCREASE in # BINS
2012	12,425	
2013	12,641	216
2014	12,824	183
2015	13,067	243
2016	13,343	276
2017	13,739	396
<b>Total increase (5 year)</b>	<b>1,314</b>	

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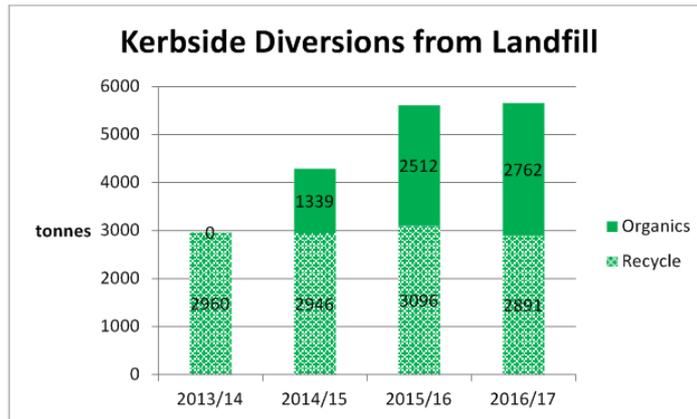


Figure 5: Kerbside diversions from landfill

Figure 5 demonstrates the diversion that occurs from kerbside collections. As shown in Figures 4 and 5 the organic kerbside collection successfully commenced in 2014/15 (December) and resulted in increasing the waste diverted from landfill.

Figure 5 also demonstrates the kerbside organic service was a successful customer service initiative. The number of tonnes disposed of through the kerbside organics service was greater than the decrease in tonnes to Municipal Waste.

In addition to the successful uptake of the kerbside organic service in terms of tonnes diverted, Moira Shire has reset the national benchmark for organics contamination. As at 31 December 2017 the community of Moira Shire has achieved an average contamination rate of 0.45%, by far exceeding the previous national best practice benchmark of 1%.

**Cobram landfill capacity and lifespan**

Waste generation projections indicate the Moira Shire Municipal Landfill should have sufficient capacity to service the Shire for at least the next 20 years. This is based on:

- revised site layout of future cells;
- average filling time frames; and
- population projections.

The Cobram landfill is located at Pye Road Cobram (Figure 6). The site is 47 hectares in total. It has 11 current cells, with planning approvals and provision for 'future cells'. The eight constructed cells are in various stages within their life cycle as presented in Table 3.

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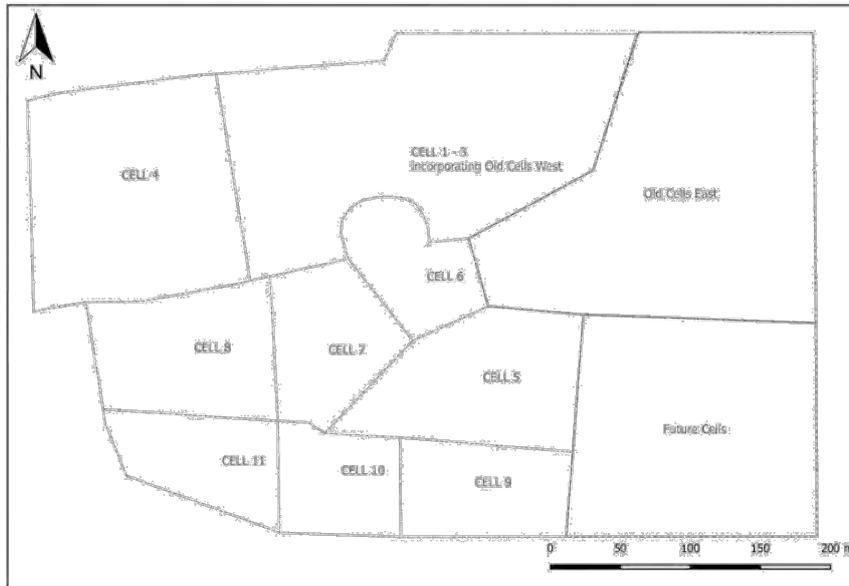


Figure 6: Layout of the Cobram Landfill

Table 3: Cobram Landfill life cycle stages

Cell	Old Cells East	1-3	4	5	6	7	8	9	10	11	Future cells (4)
Stage	Closed After care management	Active						Design			

The landfill site has the capacity for 15 cells, including the ones currently in use. It is assumed that all cells will have a capacity of approximately 80,000m<sup>3</sup> which equates to a life expectancy of 4 to 5 years.

Over recent years the life of the Cobram landfill has been extended significantly. This is due to two factors:

1. increased diversion; and
2. improved site management including compaction ratios and use of cover.

**Projected Waste Generation**

For the purpose of modelling, waste generation is assumed to be flat. This is evidenced by our historical data (Figure 4) and supported by Moira Shire:

- having a low population growth (Table 4); and
- continuing efforts to improve efficiencies and opportunities for diversion.

Under the current Statewide Waste and Resource Recovery Infrastructure Plan a landfill in Cobram is not listed as a hub of state importance. Therefore it is critical that through management practices the life of the landfill be extended as much as possible. The value of having a council operated landfill is:

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- it provides cost effective waste management for the community, businesses and the Shire;
- it provides an income stream to contribute to the operational and capital requirements of Council's waste sites, including their rehabilitation and subsequent (30 year) compliance requirements;
- it reduces the cost of travel related waste expenses; and
- the landfill employs approximately four full time staff locally.

**Population Projection**

Table 3 shows the projected population of Moira Shire to 2031. This was taken from the 2014 Department of Environment, Land, Water and Planning (DELWP) report 'Victoria in the Future – Population and Household Projections' which based projections on the 2011 Census data.

**Table 4:** Current and future population projections for Moira Shire.

	2016	2021	2026	2031	Increase 2016-31	
Moira Shire	29,155	29,944	30,791	31,665	3,259	11%

**LOOKING AHEAD**

The following section of the WMSS is structured around five objectives. These objectives will be used to guide Council's actions in working towards achieving our vision. The objectives are:

Objective 1: Operate compliant and, where possible, best practice waste management sites

Objective 2: Council's waste sites meet the needs of:

- 1/ Council,
- 2/ our community, and
- 3/ commercial customers

Objective 3: maximise the life span of the Cobram landfill through diversion and recycling activities

Objective 4: ongoing review of Council's waste services to improve the efficiency and quality of service delivery

Objective 5: financial allocations reflect service users and complete costs of waste service provision

Within each objective section:

- the current services are outlined;
- opportunities and challenges are discussed; and
- a list of recommendations are presented.

**OBJECTIVE 1:  
OPERATE COMPLIANT, AND WHERE POSSIBLE BEST PRACTICE WASTE  
MANAGEMENT SITES**

Council's sites operate under a variety of regulatory instruments.

**Cobram Landfill**

The Moira Shire municipal landfill is fully licensed and operates under EPA license 15500. This licence includes an Environmental Improvement Plan spanning the next 20 years. Being a licensed site the Cobram landfill's environmental performance is overseen by an EPA appointed Environmental Auditor. The site has independent 53V Audits and annual EPA Audits. Meeting the license conditions requires undertaking a comprehensive

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monitoring program involving the submission of annual reports to the EPA - Annual Performance Statement (APS) and National Pollution Inventory (NPI).

Monitoring of ground water is undertaken in accordance with an EPA endorsed Environmental Monitoring Plan. The water monitoring results are recorded and trends analysed by an independent hydrologist annually.

**Closed Landfills**

Yarrowonga, Nathalia, Numurkah, Strathmerton, Barmah, Yabba and Tungamah (closed landfills) have all undergone some rehabilitation, but some works are yet to be complete.

The Numurkah and Yarrowonga transfer stations are located at former licensed landfill sites. These sites are under Post Closure Pollution Abatement Notices (PC PAN). These sites will have similar reporting structures and accountabilities as the open licenced landfill

**Transfer Stations**

Council also operates nine transfer stations. Best Practice Environmental Management Criteria apply to transfer stations. This includes removing recyclable material from the waste stream, conserving natural resources and extending landfill life.

Council's transfer stations encourage resource recovery and recycling through the provision of infrastructure and education strategies to maximise the amount of material recovered.

**Greenhouse Emissions**

Landfills create greenhouse gas emissions in the form of methane. Methane is created during the anaerobic decomposition of putrescible waste in the cell.

Although Council is unable to definitively calculate how much methane is generated at the Cobram Landfill, it is estimated to be around 3,000t – 4,000t per annum (40% - 50% of Councils total emissions profile).

As per the Council Plan and Environment Sustainability Strategy, Council will continue to focus on removing as much putrescible waste from landfill as possible. This could be achieved, for example, via the extension of the kerbside organic service into our smaller townships, as well as increased education, particularly within the business sector.

Under current legislation Council is not obligated to report specifically on its greenhouse emissions. However, with the recent establishment of Federal and State Government policies and legislation on the control and management of greenhouse gas emissions, it is envisaged that this will be a requirement in future.

Similarly Council is not legally required to pay for permits under the Carbon Pollution Reduction Scheme, however it is anticipated the carbon economy will be more controlled and regulated in the future.

Monitoring, with the option to voluntarily report greenhouse emissions and carbon offsets, will demonstrate Council's ongoing commitment to greenhouse gas emission reductions and set an example for the community.

Meeting the ever increasing regulatory obligations is the greatest challenge in operating compliant, if not best practice, waste management sites. Being a small rural landfill our compliance obligations are the same as those imposed on a much larger operation. This

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includes ground water and landfill gas monitoring and audit requirements. These costs are irrespective of the size of the operation, however, in a practical sense the cost per tonne received is higher for smaller operations. The BPEM is updated regularly resulting in our licence regularly being amended. This generally introduces additional monitoring (both parameters and requirements) and reporting.

It has been identified the Moira Shire rate payers and community have limited capacity to pay. Therefore juggling service levels, meeting regulatory compliance obligations and providing all of Council's various infrastructure and services needs to be carefully managed.

**Table 5: Objective 1 Recommendations**

Number	Recommendation
1	Complete site master plans for Cobram landfill and the former Numurkah and Yarrowonga landfills (under Post Closure PAN)
2	Continue to seek external funding to develop and invest in Council's waste facilities.
3	Maintain compliant sites through the continuous investment in better or best practice management of Council's landfill and transfer stations
4	Continue to invest in innovative systems and infrastructure for managing Council's waste facilities
5	Modernise Council's waste data collection system
6	Continue to pursue opportunities to remove organics from landfill

**OBJECTIVE 2:  
COUNCIL'S WASTE SITES MEET THE NEEDS OF 1/ COUNCIL, 2/ OUR COMMUNITY,  
AND 3/ COMMERCIAL CUSTOMERS**

**Sources of waste to landfill:**

Figure 3 shows the breakdown, by origin, of waste to landfill. This breakdown is typical of the last number of years with:

- domestic waste generally representing 55%. This includes kerbside, residential waste to transfer stations and Council's waste;
- Construction and Demolition generally representing 4%; and
- Commercial and Industrial being 41% of the total waste disposed of at the Cobram landfill.

The total volumes of waste to landfill are shown in Table 6.

**Table 6: The volume of waste disposed of at Council's transfer stations**

Volume (Tonnes)	Total Tonnes
Year	
2016-2017	13,762
2015-2016	13,596
2014-2015	13,394
2013-2014	14,589

Data supplied by Councils EPA approved data management system 'Ultrahawk'

**Kerbside domestic waste**

A total of 13,559 tenements (representing 13,739 bins) are currently serviced by Councils kerbside waste collection service (Figure 6). This service is provided by a contractor. This is

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the equivalent of 84% of the total households in the Shire. Residents are provided with a 120 litre Mobile Garbage Bin (MGB) for waste which is collected on a weekly basis.



**Figure 7: Kerbside collection routes in Moira Shire**

Council's kerbside waste and recycling contracts are due for renewal in 2019. This provides the opportunity to review them with an aim to:

- align the contracts with the Kerbside Organic Service; and
- offer different size bin combinations e.g. 80Lts MGBs and 360Lt recycle bins.

**Non-kerbside municipal waste**

For households which do not receive the kerbside service, or in instances when the kerbside service is insufficient, residents can dispose of general waste at Council's transfer stations. General waste is disposed into 31m<sup>3</sup> bins and later transported by a contractor to the Cobram landfill.

**Additional municipal waste**

In addition to the municipal waste sources noted above Council also provides street bin and street cleaning services. In the 2016/2017 financial year this equated to 735 tonnes of waste gathered from the streetscapes throughout the Shire.

**Commercial customers**

The Cobram Landfill receives two classifications of commercial waste "**Construction and Demolition**" and "**Commercial and Industrial**". This section considers them together.

Within Moira Shire there are a variety of commercial and industrial sectors. Each produces a number of waste streams, some of which pose unique challenges in relation to disposal due to their bulk density or volume.

Moira Shire is supporting and encouraging the commercial and industrial sectors to reduce waste and increase recycling. There are a number of benefits in doing this, including:

- reducing the reliance on, and extending the life of, the Cobram landfill;
- increased viability of recycling facilities;
- reduced material disposal costs for businesses; and
- improved industry economics.

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Reductions in the cost of handling, transport and disposal of waste can increase local business viability. Also, some waste can be recycled or used as raw materials for other industrial processes. This provides the opportunity to attract new specialist businesses to the Shire.

Moirá Shire Council encourages local businesses to participate in waste minimisation programs such as Sustainability Victoria's Waste Wise program.

The diversion of concrete and timbers used in building has increased the life span of the Cobram landfill. This has been achieved by charging a rate for these items which is cheaper than the landfill price and therefore incentivises diversion.

**Table 7: Objective 2 Recommendations**

Number	Recommendation
1	Continue to deliver kerbside services through the appointment of contractors
2	Review Council's kerbside waste and recycling contract with a view to aligning it to the Kerbside Organic Service; Consider offering 80Lt MGBs and 360Lt MRBs
3	Continue to work with the commercial and industrial sectors on waste diversion and the management of specific waste streams to reduce waste to landfill (e.g. commercial organics and soft film plastics, building and demolition materials)
4	Work to continuously improve the amenity of Council's waste sites for the benefit of customers, the community and staff
5	Continue to incentivise recycling through kerbside collection and transfer station fees and charges

**OBJECTIVE 3: MAXIMISE THE LIFE SPAN OF THE COBRAM LANDFILL THROUGH DIVERSION AND RECYCLING ACTIVITIES**

**Kerbside Collection of Recyclables**

Recyclables are collected from 13,580 tenements throughout the Shire. This equates to 84% of households in the Shire.

Council's contractor collects 240 litre Mobile Recycle Bins (MRB) fortnightly. Materials accepted in the comingle collection include:

- aluminium drink cans and foil;
- steel cans;
- glass bottles and jars;
- polyethylene terephthalate (PET) plastic bottles;
- high density polyethylene (HDPE) plastic;
- all plastics marked from 1 to 6 as recyclable;
- newspapers and magazines; and
- milk and juice cartons.

Moirá Shire Council had previously set a target for 10% contamination. The average contamination rate for the kerbside recycling is presently 4%. This represents a vast improvement from when the contract began and the contamination rate was 25%. The contamination rate has the capacity to fluctuate, however future education programs are designed to maintain a level below 6.4% (rural average).

**Kerbside Organic Service**

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In December 2014 Council introduced a full organics kerbside collection to the townships of Cobram, Nathalia, Numurkah and Yarrawonga. 8,125 tenements, which equates to 75% of the households in Moira Shire, began receiving a compulsory fortnightly collection. Each tenement received one 240 litre mobile Organics Bin (MOB) and an 8 litre kitchen caddy. Each year they also receive a roll of 150 compostable bags per annum.

Items for collection through this organics service include:

- Fruit and vegetable scraps;
- Meat scraps and bones;
- Fish and seafood (including shells);
- Dairy products;
- Teabags and coffee grounds;
- Tissues and paper towels;
- Hair;
- Lawn clippings;
- Garden prunings (including weeds and rose trimmings);
- Twigs and branches under 100mm in diameter; and
- Animal droppings.

**Possible Additional Facilities**

A variety of waste facilities can be established in conjunction with landfills and transfer stations. These facilities can be instrumental in improving diversion rate. In turn this results in expanded recycling opportunities and maximising the life of landfills.

Material Recovery Facilities (MRFs) are designed to sort recyclable components of the waste stream (e.g. glass, paper) from incoming loads of commingled recyclables. The separated materials are then generally compacted prior to transport to processing facilities. MRFs range in complexity from manual sorting on a conveyor belt to fully automated systems.

Kerbside recyclables from the Moira Shire area are currently taken to a MRF facility in Wangaratta. This indicates the cost for transport is low enough to permit movement of other recyclable streams to facilities outside of the Shire.

**Resource Recovery**

Designated areas have been set up at each of the nine transfer stations and at the Municipal Landfill for resource recovery. At Yarrawonga, Cobram, Nathalia and Numurkah sheds have been constructed for this specific purpose. The site operator determines what materials are suitable for resource recovery.

The program has a nominal charge or is free of charge with residents able to drop off or pick up unwanted items that are in reasonable condition, e.g. old furniture, timber, pots, doors, chairs tables fitness equipment and garden tools.

All goods taken are second hand and recycled, there are no warranties or guarantees and Council does not accept any liability for materials taken.

**Table 8: Objective 3 Recommendations**

Number	Recommendation
1	Consider making 360lt MRBs available

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2	Where feasible expand the organic collection services throughout the Shire
3	Continue to work with and educate householders who receive the kerbside organic service to improve the diversion of organic material from general waste
4	Expand the recycling facilities available at Council's transfer stations
5	Work with the commercial sector to improve diversion rates
6	Investigate and promote viable resource recovery options within the shire, including at transfer stations and the landfill face

**OBJECTIVE 4: ONGOING REVIEW OF COUNCIL'S WASTE SERVICES TO IMPROVE THE EFFICIENCY AND QUALITY OF SERVICE DELIVERY**

Council provides a number of waste services to the community beyond the facilities and kerbside services previously mentioned. Many of these services are provided in conjunction with other agencies as partners.

**Transfer Stations**

Nine lockable and secure transfer stations are currently operating within the Moira Shire. Table 8 details each transfer station site. Each transfer station is located on a closed landfill. The Yarrowonga Transfer Station is the largest within the Shire. Transfer station infrastructure includes areas for the collection and management of separated recyclables. These items are processed as required through the use of a variety of specialist contractors.

Materials separated for further recycling at the transfer stations include:

- cardboard;
- batteries;
- electronic waste;
- gas bottles;
- green waste
- unprocessed timber;
- metal and scrap steel;
- silage wrap;
- tyres and oil;
- polystyrene;
- triple-rinsed agricultural chemical containers;
- white goods; and
- items deemed reusable for resource recovery.

Disposal of waste and transfer station items is paid for through gate fees. Gate fees are set each year as part of Council's budget processes. The annual gate fees are listed in the 'Fees and Charges' section of the annual budget.

**Table 9: Transfer Stations – key site statistics**

Site	Days (Hrs) per week	Hours of operation	Transactions (2015/16 FY) (*)	# 31m <sup>3</sup> skips	Pickups p.a
Yarrowonga	7 (49)	9am - 4pm	15,701	4	144
Cobram	7 (45)	Mon–Fri: 9am - 4pm Sat-Sun: 10am – 3pm	12,549	4	87
Tungamah	1 (3)	1pm - 4pm	290	2	3
St James	1 (3)	9am - 12pm	462	1	1
Yabba	1 (3)	9am - 12pm	542	1	6

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<b>Numurkah</b>	4 (28)	9am – 4pm	5,128	3	55
<b>Strathmerton</b>	2 (6)	9am - 12pm	961	1	10
<b>Nathalia</b>	3 (11.5)	Tue, Thu: 8.30am – 12.30pm Sat: 12.30pm - 4pm	1,826	1	25
<b>Barmah</b>	2 (6)	1pm – 4pm	633	1	6
<b>Total</b>	<b>(154.5)</b>		<b>38,092</b>	<b>18</b>	<b>337</b>

\* Transaction – Per visit to site / receipt issued upon entry

**E-waste**

Electronic waste (e-waste) includes televisions, computers, mobile phones, kitchen appliances and white goods. These items include both hazardous and valuable materials. Due to the community-wide increase in use of electronic goods, e-waste is a waste stream which is growing up to three times faster than general municipal waste.

In 2015 the Victorian Government released its “Managing e-waste in Victoria: Starting the conversation” report. This report clearly states the Andrews Government has committed to banning e-waste from landfill in Victoria to, amongst other things, reduce waste going into landfill.

Therefore preparing for and finding a manageable solution for e-waste disposal is a key priority that Moira Shire is working on with the GVWRG and its member councils. This issue is particularly challenging for Councils such as Moira where currently, e-waste is disposed of at our landfill site and transfer stations. From there the e-waste is bulk hauled to a processor (currently in Melbourne) for recycling.

**Public Place Recycling**

Public Place Recycling infrastructure was first introduced into the streetscapes of the shire’s four major towns in 2008. These bins have been successful in reducing Council’s waste to landfill.

Council seeks every opportunity to increase the rate of recycling in our own operations and the street scape is no exception. A recent trial held in Cobram involved the replacement of nine recycle bin apertures and customising the signage. The result was an increased recycling volume with decreased contamination.

Based on the success of this trial the program has been continued throughout the Shire. Future efforts will focus on understanding an area’s specific demographics, waste source/s, volumes and types. Customised apertures and signage will be installed.

**‘Waste Management in Moira’ App**

Council is using social media as a waste education tool. The ‘Waste Management in Moira’ smartphone app was released in December 2016.

The app has enhanced Council waste education capacity and significantly reduced the number of waste related calls received at customer service. It is free to both Android and iOS operating systems and provides useful waste service information such as:

- a calendar detailing kerbside bin collection days for addresses within Moira Shire;
- suitable and non-suitable items for each of the three kerbside bins;
- a report function for kerbside inquiries, illegal dumping etc;
- location, distance and travel time to Moira’s transfer stations;

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- push notifications to residents regarding important information (schedule changes to accommodate public holidays etc); and
- general waste related facts.

Promotion of the app, using incentives will continue in an effort to increase the number of downloads to decrease our reliance on paper based means of distributing waste information.

**Event Trailer**

In 2014, Council was successful in gaining funding from the Victorian Government to build a tandem trailer capable of carrying up to 15 waste and recycling bins.

The Public Place Recycling Trailer provides mobile infrastructure to enable recycling at community run events. The trailer provides Council with the opportunity to lead by example and encourage awareness and behavioural change through best practice waste management practices at Council events.

Since making this trailer available for hire its use by community groups at their various events and activities continues to increase.

**Partnership programs**

Council delivers a number of programs in partnership with other agencies. This strategy recommends continuing this partnership approach to waste management in particular for the aspects that involve specific industries and neighbours.

**State Government and Sustainability Victoria**

The Victorian Government provides the structure for the waste industry through its "Victorian Waste and Resource Recovery Planning Framework". The objectives of this framework are articulated in section 50A of the Environment Protection Act 1970 and to:

- ensure long-term strategic planning for waste and resource recovery infrastructure at both the state and regional levels;
- facilitate the integration of state-wide directions for the management of waste and resource recovery infrastructure and regional infrastructure needs;
- enable this infrastructure planning to be - effectively integrated with land use and development planning and policy, and effectively integrated with transport planning and policy;
- ensure Sustainability Victoria (SV) and the Waste and Resource Recovery Groups (WRRGs) work together to integrate the SWRRIP and RWRRIPIs; and
- enable waste and resource recovery infrastructure planning decisions to be made at the appropriate level of the framework.

Within this framework Council works closely with the State Government which provides policy direction, knowledge through research and development and funding for projects, in particular projects where innovations are being trialed.

**Goulburn Valley Waste and Resource Recovery Group**

The Goulburn Valley Waste and Resource Recovery Group (GVWRRG) is a Statutory Authority established under section 49C of the Environment Protection Act 1970 (EP Act). In accordance with Section 49G of the EP Act the objectives of GVWRRG are:

- to undertake waste and resource recovery infrastructure planning to meet the future needs of its waste and resource recovery region while minimising the environmental and public health impacts of waste and resource recovery infrastructure;

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3. A CLEAN GREEN ENVIRONMENT

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

- to facilitate efficient procurement of waste and resource recovery infrastructure and services for its waste and resource recovery region through the collective procurement of waste management facilities and waste and resource recovery services in the region;
- to integrate regional and local knowledge into statewide waste and resource recovery market development strategies;
- to educate businesses and communities within its waste and resource recovery region to reduce waste going to landfill by using waste and resource recovery infrastructure and services efficiently; and
- to ensure regional waste and resource recovery implementation plans and programs are informed by local government, business and community and inform statewide waste and resource recovery planning and programs.

In seeking to achieve its objectives, the GVWRRG collaborates with councils, Sustainability Victoria, the Environment Protection Authority, industry, business and the community.

**Agricultural Waste**

Programs for the recovery of used agricultural chemical drums are well established in the Shire. Triple-rinsed agricultural chemical drums are collected at all waste facilities as part of the 'drumMUSTER' program.

Facilities for the agriculture sector to dispose of farm oil are installed at the Cobram, Nathalia, Numurkah and Yarrawonga Transfer stations.

Soft film plastic, e.g. silage wrap, is a challenge for the entire waste industry. Historically Council has worked closely with a private operator, based in the Shire, to recycle soft film plastics. In recent times the private contractor has relocated out of the shire causing Council to stockpile this material. Council is committed to find a financially viable method to manage and reuse this material stream.

**Illegal Dumping**

Council is required, from time to time, to investigate reported incidents of illegal dumping. Generally, this results in the Operations Department or waste staff addressing the pollution issue. Severe or repeat offenses can result in a notification to the EPA for an enforcement response.

**State Parks**

The entire northern, eastern and south western borders of Moira Shire are publically accessible River Red Gum parks. Within these parks there are a number of beaches and reserves which are ideal for day visits and camping. Visitation varies throughout the year with peak visitor periods experienced around Christmas, Easter and other public and school holiday periods. It has well understood these campers are vital to the region's tourism industry.

The Parks Victoria "carry in / carry out" policy is the sole method of waste management within Victoria's public parks. This policy has resulted in Council providing additional waste facilities to accommodate 'camper's waste' and to minimise littering. The provision of these services is costly.

The Murray River Litter Taskforce was established by the Murray River Group of Councils, Parks Victoria, the Goulburn Valley Waste and Resource Recovery Group and Sustainability Victoria to provide a forum for a collaborative approach to addressing this issue. The

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**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**

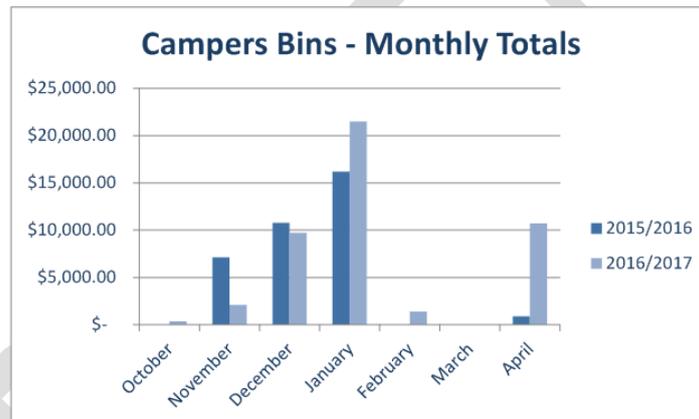


*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

taskforce is working on projects that aim to change people's behaviour in relation to waste management and environmental protection.

As well as being active contributors to the taskforce, Moira has engaged contractors to provide waste collection for campers and day visitors accessing our parks. This waste is transported to the Cobram landfill. Bins are situated periodically at the following locations:

- Hogans Road, Woodlands;
- Majors Creek Road, Bundalong;
- Pyke Road, Bundalong;
- Pasley St, Bundalong;
- Toilet Block, Strathmerton;
- Thompson's Beach, Cobram;
- Maloney St, Barmah;
- Ulupna Island; and
- Moira Lakes Rd, Barmah.



**Figure 6: Recent examples of Councils annual expenditure on 'campers bins'**

**Education**

Education plays a critical role in gaining community co-operation and participation in waste minimisation and management including promoting behavioural change. Throughout the year and on an ongoing basis Council delivers general, and as required, targeted educational programs and activities.

The implementation of an education program requires a co-ordinated approach featuring:

- media advertising (e.g. television, radio, print) including social media;
- school programs;
- householders through letters and mailouts;
- tours of waste sites;
- recycling displays in public areas (e.g. libraries, shopping centres, markets);
- working with local industry forums (e.g. community and environmental groups); and
- coordination with external education programs.

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY

**Free mulch days**

Mulch is available free to the public at any time throughout the year. However, twice a year Council hosts 'Free Mulch dDays' at transfer stations throughout the Shire. On these dates people are able to have their trailer, ute or truck loaded with mulch for free. Table 9 shows the volumes of mulch that has been given out on Free Mulch Days each year since 2014.

**Table 10: Volume of processed green waste provided to the public on Free Mulch Days**

	Cobram (m <sup>3</sup> )	Yarrowonga (m <sup>3</sup> )	Numurkah (m <sup>3</sup> )	Nathalia (m <sup>3</sup> )	Total (m <sup>3</sup> )
2017	189	337	274	0	800
2016	111	329	406	N/A	846
2015	61	174	223	N/A	458
2014	148	285	724	36	1,193

**Table 11: Objective 4 Recommendations**

Number	Recommendation
1	Review the operation of Council's transfer stations to optimise efficiency and ensure they are meeting the customers' needs
2	Continually review individual waste stream end use to achieve best practice and financially viable outcomes (e.g rigid plastic, soft film (silage wrap), steel, green waste, E-waste)
3	Continue to improve the delivery of public place waste services
4	Improve waste management practices at events held within the Shire through infrastructure provision, planning and education
5	Continue to provide recycling services, support and waste solutions to industry including the agricultural, manufacturing and retail sectors
6	Continue to work in partnership with State Government, the Goulburn Valley Waste and Resource Recovery Group and industry in the planning, funding for and delivery of waste services
7	Continue to monitor and as necessary enforce illegal dumping
8	Continue to monitor and respond to the removal of bins from the state parks and its impact on waste facilities currently utilised by Parks Victoria including Barmah, Nathalia, Strathmerton and Yarrowonga
9	Develop a waste communication and education strategy aimed at improving waste management in the community, households and industry
10	Continue to monitor customer satisfaction rates

**OBJECTIVE 5: FINANCIAL ALLOCATIONS REFLECT SERVICE USERS AND COMPLETE COSTS OF WASTE SERVICE PROVISION**

In recent times Council's waste charges have been determined by the Waste Management Business Plan of the time and periodically adjusted as part of Council's annual budget.

As mentioned in the introduction, this strategy uses the guiding principles of fees and charges incorporate full lifecycle costs and user pays.

**Current income streams**

Council has the following revenue sources specific to waste management:

1. Itemised charges for domestic, recycling and organic kerbside services;
2. Environmental levy;

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**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

3. Landfill gate fees; and
4. Transfer station gate fees.

**Rateable kerbside collection services**

Payment for kerbside collection services occurs through itemised charges on the annual rates notice. Charges appear as specific lines (Garbage Service, Recycling Service and Organic Waste Service) on the rates notice of the properties that receive the service.

Some residents who do not live on a waste collection route are eligible for a kerbside collection service. These residents have the option to transport their bins to a designated drop-off point, nominated by the Council, for collection. This process is managed by the 'Kerbside Garbage, Recycling and Organic Collection' Policy.

**Environmental Levy**

In 2004/05 Council introduced an Environmental Levy. This was to ensure every rateable property made a contribution towards the cost of waste services including the costs associated with waste disposal site rehabilitation and development. Prior to the introduction of the Environmental Levy all these expenses were funding only by users of garbage and recycling collection services (Council Plan 2006/07 to 2009/10 incorporating strategic Resource Plan 2006/07 to 2015/16 revised and adopted 18 June 2007).

This Environmental Levy is collected via the annual rates notice. Currently, as at November 2017, there are 17,400 rateable assessments. The Environmental Levy is applied to each rateable which has the capability of generating waste which can be deposited by a ratepayer or resident at a landfill or waste transfer or disposal facility.

The Environmental Levy is payable unless one of the following exceptions apply:

- Rateable land that is 'farm land' within the meaning of s 3(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of section 159(4) of the Local Government Act 1989;
- Charitable lands; or
- Non-Rateable land under the Local Government Act which includes public and religious properties.

**Landfill gate fees**

Landfill gate fees are charged at the Cobram landfill and Council's transfer stations. They apply to general waste that is ultimately disposed of at the Cobram landfill. These fees are reviewed annually and included in Council's budget. The prices are differentiated according to the following sources:

- Moira household waste (charged per cubic meter);
- Non-Moira household waste (charged per cubic meter);
- Moira Shire commercial operator (charged per tonne);
- Non-Moira Shire commercial operator (charged per tonne).

**Transfer station gate fees**

Transfer station gate fees are specific to the various waste streams Council accepts and manages through the provision of transfer stations services. These fees are reviewed as part of the annual waste budget.

**Waste expenditure**

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

Operating compliant waste facilities and providing quality waste services involves significant operational and capital expenditure. The income streams noted above are required to cover the immediate and longer term requirements of waste service provision.

Costs associated with waste service provision include:

- Regulatory compliance (detailed in objective 1);
- Operating the Cobram landfill (according to objective 1 and 2);
- Providing diversion and recycling activities (according to objective 3 and 4); and
- Providing the range of services (objectives 2, 3 and 4).

Further to these direct operational expenses there are additional costs associated with waste management. These include:

- Road maintenance and repair as a result of heavy waste trucks operating on local roads;
- VAGO landfill remediation requirements; and
- Financial assurances for remedial action, site rehabilitation and aftercare.

**Landfill rehabilitation reserve**

Council has a landfill rehabilitation reserve to ensure we can meet our future commitments in relation to active and closed landfill sites. Funding for this reserve has come from one of the four waste income streams previously listed.

**Financial Assurances**

The true cost of landfill includes costs associated with the siting, development, operation, rehabilitation and aftercare management of landfill, along with loss of amenity of the land and the costs associated with greenhouse gas costs. The EPA holds a Bank Guarantee as a financial assurance for the Cobram landfill. Council is currently in negotiation with the EPA in relation to this requirement.

**Rebalancing the mix and User Pays Principles**

The 2009 Waste Management Business Plan (adopted 18 May 2009) stated that "Council's approach has been to focus on establishing a viable standalone waste service that is funded from service charges and user fees and is able to meet its servicing, capital and rehabilitation requirements".

As previously identified within this Business Plan, there are a number of immediate and longer term financial obligations in relation to waste management. Furthermore, the individual services that individual residents, ratepayers and business use vary widely.

To understand the impact of fluctuating prices, population, waste volumes etc on customers Council has developed a modelling tool. This modelling tool enables numerous variables to be entered and extrapolated over the medium term.

Continuing to operate a viable stand-alone waste service remains critical to Council. This strategy recommends reviewing Council's waste charges. This review will focus on financial allocations (fees and charges) reflecting individual service users and the complete costs of waste service provision. This review will be informed by this WMSS and undertaken as part of the Rates and Service Charge policy review occurring in early 2018.

This review is timely because:

- the successful introduction of an organic kerbside service in the four main towns of Moira effectively reduced the volume of putrescible waste in the kerbside waste

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [1] - DRAFT Waste Management and Services Strategy - 2 Feb 2018**



*MOIRA SHIRE WASTE MANAGEMENT AND SERVICES STRATEGY*

collection by 1.5kg per household per week or 15%. A key focus area for the short to medium term is to remove the remaining organics, in the form of packaged food, from the residual waste stream;

- the pending renewal of Council's waste and recycling contract; and
- the recent completion of the state and subsequently regional waste and resource recovery implementation plans providing some clarity around future challenges and expectation in relation for waste management, for example increased requirements for rehabilitation and regulatory compliance and the e-waste ban.

The application of a user pays principle to waste collection will be developed around providing incentives to reduce waste generation by providing:

- volume based incentive for smaller rather than larger kerbside waste bins; and
- recycling being cheaper than garbage disposal.

**Table 12: Objective 5 Recommendations**

Number	Recommendation
1	Review, according to a user pays philosophy, waste rates and charges as part of Councils overall Rates and Service Charge policy review
2	Account for Council's internal waste charges – operations (including road maintenance and repair due to damage caused by the use of the local road network by kerbside collection vehicles), Council's environmental services, depots, emergency management
3	Waste site operations and capital works are funded through waste incomes
4	Introduce incentives for ongoing reduction in waste. For example, having available different size waste bins with differential charges

**IMPLEMENTATION MONITORING AND REPORTING**

The implementation of this Waste Management Business Plan will occur through annual progress reports to Council against each of the listed recommendations.

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report**



**WASTE MANAGEMENT  
ACHIEVEMENTS REPORT  
2017**

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report**

1 Moira Shire Council



## PUTTING THE POLY IN YOUR POCKET



**Nominated for Australia Waste and Recycling Expo (AWRE) Award 2013, Innovation Category.**

Expanded polystyrene represents a problematic litter item. It does not decompose and often becomes air-borne or ends up in our water ways.

Polystyrene is 98% air and is very bulky by nature - removing it from the general waste stream extends the effective life of our landfill.

Residents can now deposit, free of charge, their polystyrene waste at any of Moira Shire's nine waste transfer stations, thanks to the polystyrene recycling project called 'Putting the Poly in Your Pocket'.

To help reduce costs and make it easier to transport, we have invested in a mobile compaction unit with a compression ratio of 40:1.

This unit combines a Mil-Tek polystyrene compaction machine, air compressor and diesel generator, which are all mounted in a custom built trailer.

The compacted bricks produced are re-processed into new products such as plastic photo frames and coat hangers.

## KERBSIDE ORGANICS SERVICE



**Winner 2015 Premier's Sustainability Award; Finalist 2015 Banksia Awards**

The kerbside organics service has been a major success since it began in Cobram, Yarrawonga, Nathalia and Numurkah in 2014.

As at August 2017 almost 2,500 tonnes of organic waste is being turned into compost for reuse on gardens throughout the region.

The average contamination rate is around 0.4% which is significantly lower than the state average.

It is estimated this initiative will reduce council greenhouse gas emissions by up to 825 tonnes per year.

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## WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)

### ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report

Waste Management Achievements Report 2017 2



### FREE MULCH DAYS

Moira Shire Council offers free mulch to residents as part of our commitment to responsible waste management.

The mulch available has been produced from green waste deposited at our transfer stations by the public and is available two times a year from the Yarrowonga, Cobram and Numurkah Transfer Stations.

Approximately 1,300m<sup>3</sup> of mulch was loaded free of charge and used by residents last year.



### PUBLIC PLACE RECYCLING TRAILER

A mobile waste, recycling and organic disposal service, which offers up to 15 bins, has been made available to assist community groups with event waste management.

The trailer has been used to support community events such as agricultural shows, cultural festivals and sporting events.

As a separate achievement make something about the street scape recycling infrastructure a photo of the stop sign and some figures re the reduction in waste in the trail near the post office

In addition to the trailer, council has expanded the coverage of public place recycling throughout streetscapes including the Yarrowonga foreshore and recreation reserves such as Scott Reserve in Cobram.

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## WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)

### ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report

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## WASTE MANAGEMENT IN MOIRA APP

The Waste Management in Moira App was launched on 1 December 2016 to coincide with and help celebrate the two year anniversary of the Kerbside Organic Service.

The Waste Management in Moira App is free and available for Android and iOS.

The waste App provides waste service information to residents and tourists such as:

- a calendar detailing bin collection days to all addresses within Moira Shire;
- suitable and non-suitable items for each of the three kerbside bins;
- a report function for kerbside inquiries and illegal dumping;
- location, distance and travel time to Moira's various transfer stations; and
- notifications to residents regarding important information for instance, change of collection schedule due to public holidays

Moira Shire, through Sustainability Victoria has \$250,000 allocated to this project through the "Transition Support to Improve Rural Landfill Infrastructure" grant program. This funding is for the installation of a geomembrane liner at the Cobram Landfill prior to the 30 June 2014.

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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report**

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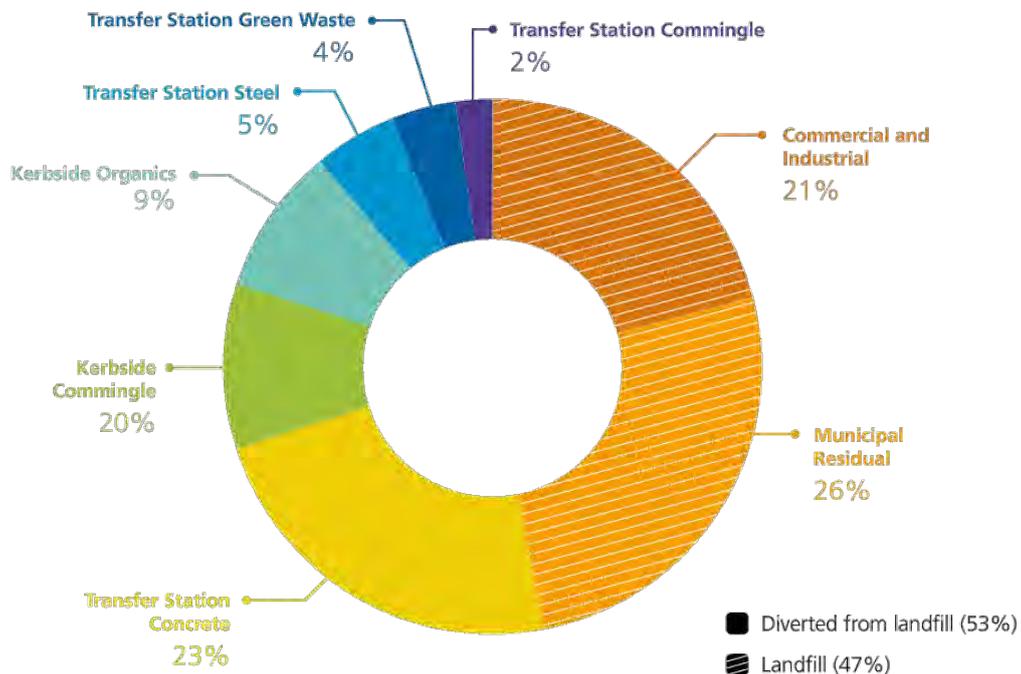
**WASTE GENERATION PROJECTIONS**

Waste generation projections indicate that the Moira Shire Municipal Landfill should have sufficient capacity to service the Shire for at least the next 20 years. This has been based on:

- revised site layout of future cells;
- average filling time frames; and
- population projections.

Each cell has a life expectancy of 4 to 5 years. Efficiency gains in Moira Shires works practices have seen an annual airspace consumption of 45,000 m3 down to 22,000m<sup>3</sup> giving considerable extension of life to Cobram landfill diversions are up and the new top of waste contours give us much greater capacity in each cell landfill totals have also dropped from over 20,000 tonnes to landfill to under 13,000 with correct landfill costing and greater diversion from landfill.

**Figure 1. Total Waste Stream Composition Moira Shire (tonnage)**



As seen in Figure 1, Council has increased the amount of waste diverted from landfill from just 30% in 2009 to 53% in 2017. This change can be attributed to the recycling of concrete and steel at the transfer stations as well as the successful kerbside organic service that was rolled out in December 2014.

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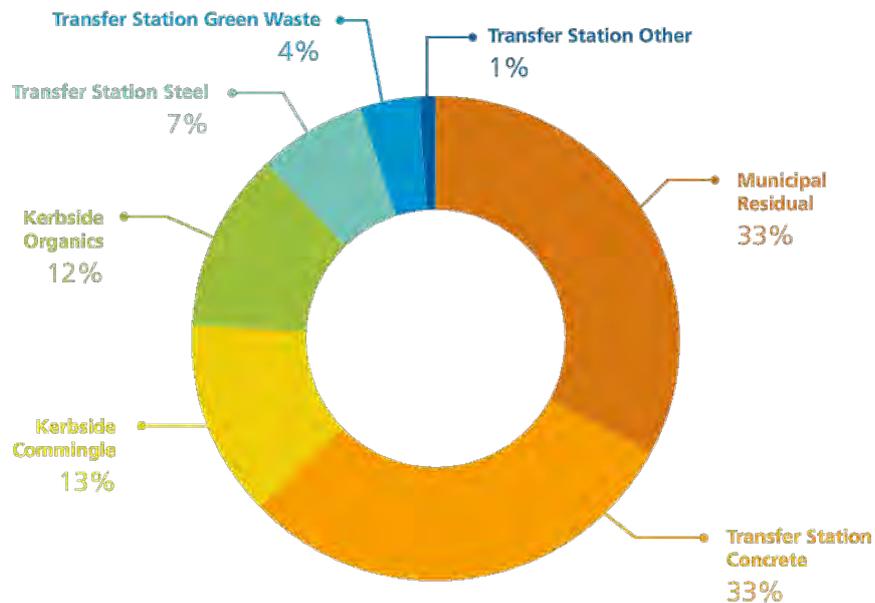
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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report**

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Figure 2.



As seen in Figure 2, Council diverted 67% of all operational waste from landfill in 2017. This excludes commercial and industrial waste as Council cannot directly impact the amount of diversion from this waste stream.

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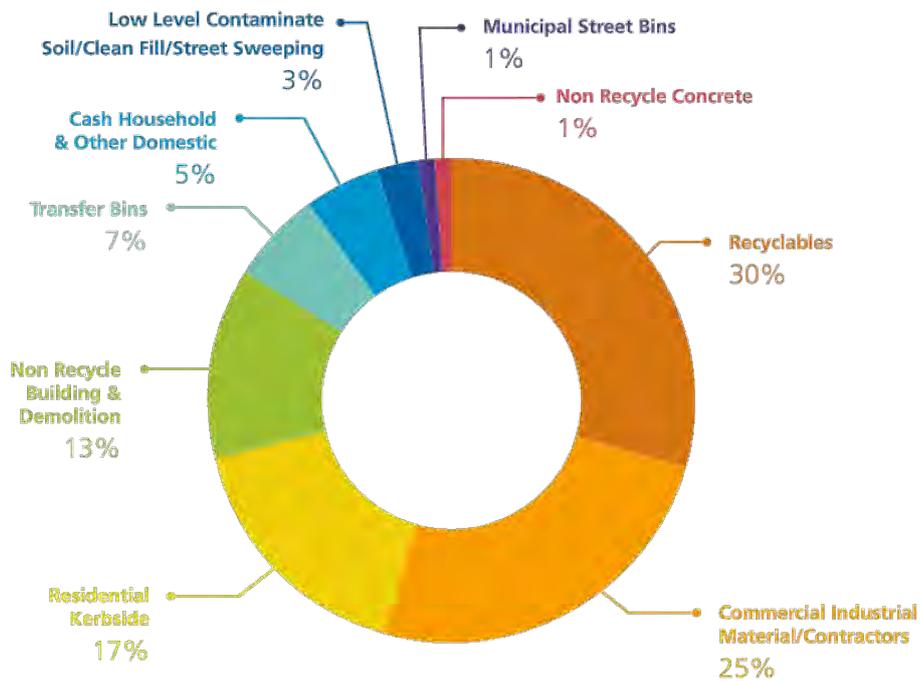
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Figure 3.



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**WASTE MANAGEMENT BUSINESS PLAN - DRAFT (cont'd)**

**ATTACHMENT No [2] - DRAFT Moira Waste Achievements Report**



FILE NO: F13/2557  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

## YOUTH DEVELOPMENT AND SUPPORT POLICY REVIEW

### RECOMMENDATION

That Council revoke the Youth Development and Support Policy.

#### 1. Executive Summary

Council's Youth Development and Support Policy (attached) assists with the encouragement of young people (ages 12 – 25) to actively participate in decision making and be recognised for the contribution they make to the community. This policy was adopted on 18 November 2013 and was due for review in November 2015.

The policy had been developed in support of the Youth Action Plan 2013-2016. This plan has now expired and will not be renewed as strategic actions regarding youth have been incorporated in the Wellbeing for All Ages Strategy 2017-2021 which was adopted at the November 2017 Council meeting.

Within the Wellbeing Strategy there is a specific action to "Develop and implement a Youth Action Plan to focus on youth specific issues; including mental health, drug and alcohol issues, school attendance and access to services". Accordingly this serves to both articulate Council's commitment to the young people of Moira Shire and through its status, elevate and enhance the importance of work effort in this area.

Therefore, to avoid duplication, this report recommends that the existing Youth Development and Support policy be revoked. Removal of the policy will have no contra indications for successfully meeting Council's agenda to support efforts to ensure the health and wellbeing of Moira's Youth.

#### 2. Background and Options

The Youth Development and Support policy was adopted on 18 November 2013 and was due for review in November 2015. The policy assisted in raising the profile of youth related matters for Council and the community. As the youth team has evolved over time and the community has become more cognizant of the importance of issues relating to young people more broadly within the community, the policy has achieved its aim and is no longer required in its current form.

Current work to deliver programs including Youth Council, MY Passport and FREEZA provide young people with opportunities to participate in decision making.

Council's Youth Development and Support policy was based on the Victorian Government's platform for youth. This platform was underpinned by the three key principles listed below:

1. engage with young people to hear what is important to them;
2. involve young people in decisions that affect them and the role they play as part of our community; and
3. create an environment in which young people feel a part. More importantly, an environment which they have played a part in creating.

The new Youth Action Plan will address local and state goals relevant to the youth of Moira Shire. Additionally, the development of the Youth Action Plan will provide the opportunity to consolidate the policy and the previous action plan. This will assist with the reduction of documents requiring review and adoption, whilst still providing an avenue to support the youth of Moira Shire.

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

## YOUTH DEVELOPMENT AND SUPPORT POLICY REVIEW (cont'd)

### 3. Financial Implications

There are no financial implications associated with this report.

### 4. Risk Management

There is minimal risk associated with the removal of this policy. Young people across the Shire will experience no change in the current level of service.

### 5. Internal and External Consultation

Review of Council's Youth Development and Support Policy has been undertaken in consultation with the following staff:

- Manager Community Development;
- Team Leader Community Services;
- Youth Development Officer; and
- Youth Officer

All agree that the removal of this policy will not impact on service delivery or opportunities for youth within Moira Shire.

As there will be no alteration to the level of service being provided, community consultation is not required.

### 6. Regional Context

This approach is in line with the practice of other local Councils' across the region.

### 7. Council Plan Strategy

Revoking the policy and developing the proposed Youth Action Plan will support the Council Plan Strategy of "A great place to live".

### 8. Legislative / Policy Implications

There are no legislative requirements for this policy. Revocation of the existing Youth Development and Support Policy will not change Council's strategic direction where it relates to activities to promote the health and wellbeing of Moira's young people.

### 9. Environmental Impact

There is no environmental sustainability considerations associated with this report.

### 10. Conflict of Interest Considerations

There is no officer conflict of interest considerations associated with this report.

### 11. Conclusion

The purpose of the Youth Development and Support policy was to demonstrate Council's commitment to Moira Shire's young people. A review of the policy has shown that this support will continue through the Wellbeing for All Ages Strategy and the soon to be drafted Youth Action Plan and has eliminated the need for this policy.

Removal of this policy will not alter Council's efforts in supporting and advocating for Youth; in fact this will be further enhanced with the implementation of the Youth Action Plan, therefore it is recommended this policy be revoked.

## Attachments

- 1 Youth Development and Support Policy

FILE NO: F13/2557  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

## YOUTH DEVELOPMENT AND SUPPORT POLICY REVIEW (cont'd)

### ATTACHMENT No [1] - Youth Development and Support Policy



## Youth Development and Support

<b>Policy type</b>	Council
<b>Adopted by</b>	Moira Shire Council
<b>Responsible director</b>	Director Community
<b>Responsible officer</b>	Community Services Delivery Manager
<b>Date adopted</b>	18 November 2013
<b>Scheduled for review</b>	18 November 2015

### PURPOSE

To encourage young people to actively participate in decision making and be recognised as valued members of their community.

### SCOPE

This policy applies to all young people residing or visiting the municipal district of Moira Shire.

### DEFINITIONS

A young person is defined as being between the ages 12 to 25 years.

### POLICY

Council supports the State Government's vision for young people which is, all young people in Moira Shire experience healthy, active and fulfilling lives and have the opportunity to achieve their full potential, participate in the workforce and be involved in the community.

This vision will be achieved using the following principles:

- By engaging young people in education and/or employment;
- By involving young people in decisions that affect them and the broader community;
- and
- Partnering with young people to create change for the benefit of our community.

This vision supports the development of Moira Shire as an inclusive community where young people are valued and respected for the contribution that they can make to our municipality.

This is consistent with the following Council Plan strategy:

- Continue to plan, deliver and improve the quality, accessibility and relevance of community services to ensure they meet the current and future needs of all demographic groups in Moira Shire.

This is also consistent with the Victorian Government's "Youth Statement" – Engage, Involve, Create.

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Local Calls 1300 369 966 STD Calls (03) 5871 9222 Fax (03) 57872 1567 TTY (03) 5871 2262  
Mail PO Box 578 Cobram VIC 3643 Web [www.moira.vic.gov.au](http://www.moira.vic.gov.au) Email [webmaster@moira.vic.gov.au](mailto:webmaster@moira.vic.gov.au)

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1. A GREAT PLACE TO LIVE

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## YOUTH DEVELOPMENT AND SUPPORT POLICY REVIEW (cont'd)

### ATTACHMENT No [1] - Youth Development and Support Policy



## Youth Development and Support

In support of this policy and its purpose, Council will:

- In consultation with community youth representatives, complete actions contained within Moira Shire Council's Youth Action Plan, which spans four years, that has achievable, measurable and accountable outcomes. This plan acts as a framework to address the priorities of Moira Shire youth and will form part of Council's Municipal Public Health and Wellbeing Plan.
- Support through resourcing, services that prevent or intervene (at an early stage) in cases where young people are at risk. Where appropriate, ensure that such intervention will involve the young person's family.
- Advocate protecting the rights of young people.
- Advocate for the provision of quality services and resources for young people. Work with the community to assess the adequacy of recreational facilities available to and used by young people in Moira Shire and address any shortfalls identified.
- Facilitate the running of Moira Shire Junior Council program to:
  - Support and assist the delivery of actions outlined in the Council Plan and the Municipal Public Health and Wellbeing Plan.
  - Act as an advisory committee to council, putting forward opinions, ideas and concepts concerning youth.
  - Educate youth on the function and activities of Council, and the role of a councillor.
- Recognise the contribution of youth in the planning of events by providing support and ownership of programs.

#### RELATED POLICIES

*Development of Policy Documents, and Policy Guideline  
Achievers Award Assistance Program*

#### RELATED LEGISLATION

*Local Government Act 1989 (Vic)  
Equal Opportunity Act 2010 (Vic)  
Disability Discrimination Act 1992 (Cth)*

#### REFERENCES

*Moira Shire Council, Municipal Public Health and Wellbeing Plan  
Moira Shire Council, Council Plan –2013/14 to 2016/17  
Victorian Government, Engage Involve Create (Youth Statement)*

#### REVIEW

This policy will be reviewed two years from the date of adoption, with operational amendments as required, in accordance with Council's approval.

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Local Calls 1300 369 966 STD Calls (03) 5871 9222 Fax (03) 57872 1567 TTY (03) 5871 2262  
Mail PO Box 578 Cobram VIC 3643 Web [www.moira.vic.gov.au](http://www.moira.vic.gov.au) Email [webmaster@moira.vic.gov.au](mailto:webmaster@moira.vic.gov.au)

FILE NO: F16/322  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

## NATHALIA JOINT VENTURE

### RECOMMENDATION

That Council authorise the Chief Executive Officer:

- to undertake the sale of the Venture Court Nathalia joint venture land including setting the sale price based on an independent GST exclusive valuation;
- to enter into contracts of sale at or above valuation plus GST price;
- sign and seal all necessary documentation pertaining to the transfer of the land without further resolution of Council;
- to seek expressions of interest from local real estate agents able to provide services to carry out a 12 month marketing campaign for the sale of the land; and
- to select a Real Estate Agent to act as Council's agent.

### 1. Executive Summary

This report:

- recommends Council proceed with the proposal to sell the land identified as the joint venture residential development in Venture Court Nathalia, and
- seeks Council's authorisation for the CEO to execute the associated contract and marketing activity.

Following the December Council Meeting, Council sought community feedback on the proposed sale of land through a statutory S223 consultation process. No submissions were received by the closure date of 5pm Thursday 1 February 2018. Council can now proceed with the proposal.

It is recommended that Council authorise the CEO to

- engage a real estate agent to market the land and act as council's agent, and
- sign contracts of sale and other necessary documentation.

This approach aims to maximise the financial and other benefits of the joint venture and minimise any delays to sale negotiations and contract execution.

### 2. Background and Options

In accordance with the local Government Act (Section 189), Council sought community feedback on its proposal to sell the land identified as the joint venture residential development in Venture Court Nathalia. No submissions were received by the closure date of 5pm Thursday 1 February 2018 and Council can now proceed with the proposal.

The joint venture will see a number of serviced residential lots made available to the Nathalia residential market. As required under the Local Government Act, independent valuations will determine the sale price for each lot.

#### Engage real estate agent

Council proposes to engage professional expertise in the form of a real estate agent to develop and deliver the marketing strategy for the sale of the residential lots. The agent will provide advice on matters such as the recommended schedule for releasing the lots and will provide a local contact point for prospective buyers. This approach is important to maximizing the financial return and securing interested buyers.

#### Authorise CEO to action sale of land

Council's delegations limit the CEO's authority to enter into contracts for the sale of land. Contracts that exceed the CEO's delegation are delayed until they can be approved at a

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

## **NATHALIA JOINT VENTURE (cont'd)**

Council meeting. This delay may jeopardise Council's ability to secure prospective buyers and in doing so maximize the financial return from the joint venture.

It is therefore recommended that the Council authorise the CEO to action the sale of the residential lots.

### **3. Financial Implications**

The resolution gives Council the opportunity to start the recovery of capital invested in this project.

### **4. Risk Management**

The proposed approach minimizes the financial risks associated with the securing interested buyers and the timely execution of sales contracts.

### **5. Internal and External Consultation**

This resolution confirms that Council has fulfilled its statutory obligations for community consultation.

In response to the decision at the December 2017 Council meeting Council gave public notice of the intention to sell the identified land, made the proposal available for public inspection and invited submissions on the proposal.

No submissions were received therefore Council is in the position to continue to proceed with selling the land.

### **6. Legislative / Policy Implications**

The consultation process was in accordance with Section 189 and Section 223 of the Act.

### **7. Conflict of Interest Considerations**

There are no conflicts of interest identified for officers involved in the preparation of this report

### **8. Conclusion**

This report confirms that Council has fulfilled its statutory obligations under Section 189 and 223 of the Local Government Act 1989 before proceeding with a proposal to dispose of council land. The resolution seeks to give the Chief Executive Officer the authority to execute the sale of the land at Venture Court Nathalia.

## **Attachments**

Nil

FILE NO: F17/819  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

**SECTION 86 COMMITTEES OF MANAGEMENT - OUTGOING AND INCOMING  
MEMBER AMENDMENTS**

**RECOMMENDATION**

That Council approve the removal of outgoing representatives and appointment of nominated incoming representatives to 30 September 2021 for Community or User Groups on the Special Committees of Management as detailed below.

<b>Committee of Management</b>	<b>User Group</b>	<b>Outgoing representative</b>	<b>Incoming representative</b>
Cobram Scott Reserve	Cobram Football Club	Rocky Raco	Michael McShane
Cobram Scott Reserve	Cobram Football Netball Club	Jacquie Ryan	Stuart Redman
Cobram Scott Reserve	Cobram Lions Club		Barbara Donaldson
Invergordon Recreation Reserve and Community Hall	Community Representative	Luke Falzon	Donna Mahoney
Katamatite Recreation Reserve	Katamatite Netball Club	Sandra Kennedy	June Wood
Katamatite Recreation Reserve	Community Representative		Dossie Parne
Koonoomoo Recreation Reserve	Murray District Equestrian Club	Amy Bright	Di Curtis
Koonoomoo Recreation Reserve	Cobram Campdrafting Club Inc	Spencley Curtis	Peter Griffiths
Koonoomoo Recreation Reserve	Cobram Spiritual Centre	Irene Dutneall	
Koonoomoo Recreation Reserve	Cobram Spiritual Centre	Nelly Vandenberg	
Tungamah Jubilee Park Recreation Reserve	Tungamah Football Netball Club		Rachel Figgins
Tungamah Jubilee Park Recreation Reserve	Community Representative		Chris Figgins
Wunghnu Recreation Reserve	Community Representative		Stuart Guy
Wilby Racecourse and Recreation Reserve	Yarrowonga Scouts		Max Grinter
Yarrowweyah Recreation Reserve	Cobram Car Club		Paul Iskov
Yarrowweyah Recreation Reserve	Cobram Car Club		Scott Gleeson
Yarrowweyah Memorial Hall	Cobram River Rockers		Annette McLe
Nathalia Historical Precinct	Barmah Forest Preservation League Inc	John Attwood	
Nathalia Showgrounds and Recreation Reserve	Nathalia Lions Club	Stuart Barnes	
Nathalia Showgrounds and Recreation Reserve	Nathalia Lions Club		Chris O'Hara
Nathalia Showgrounds and Recreation Reserve	Nathalia Lions Club (Alternative)		Norm Walsh
Katamatite Public Hall	Katamatite Lions Club		Neil Gillespie
Katamatite Public Hall	Community Representative		Andrea Palm
Lake Rowan Hall	Community Representative		Rebecca Whi
Lake Rowan Hall	Community Representative		Alex Lovel
Cobram Historical Precinct	Community Representative	Elizabeth De Maria	Jane Macey

FILE NO: F17/819  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

**SECTION 86 COMMITTEES OF MANAGEMENT - OUTGOING AND INCOMING  
MEMBER AMENDMENTS (cont'd)**

1. Amend the composition of the respective committees as follows:  
Koonoomoo Recreation Reserve – remove the two Cobram Spiritual Centre representative positions  
Wilby Racecourse and Recreation Reserve – add one Yarrawonga Scouts representative position  
Yarroweyah Recreation Reserve – add two Cobram Car Club representative positions  
Katamatite Public Hall – add one community representative position  
Nathalia Historical Precinct – remove the two Barmah Forest Preservation League representative positions
2. Provide incoming representatives with appointment information and write and thank outgoing representatives.

**1. Executive Summary**

Council has 33 Special Committees who manage community facilities located on both Crown land and Council land. These special committees are established under section 86 of the *Local Government Act* 1989 and are commonly referred to as Section 86 Committees.

At the 27 September 2017 Council meeting, Council, in exercise of the powers conferred by section 86 of the *Local Government Act* 1989, resolved to appoint persons as Community or User Group representatives on the Special Committees to 30 September 2021. Council resolution is required for the removal of outgoing committee members and the appointment of nominated incoming members.

Each year, Councillors are presented with a report which details the current special committees for which Councillor representation is required. In turn, Councillors are nominated to these special committees for the coming 12 months.

**2. Background and Options**

Detailed in the recommendation are amendments to the respective committees, in particular the removal of outgoing representatives, the appointment of incoming nominated representatives and the amendments to the composition of committees, as notified by each committee.

On confirmation of appointment, incoming committee members are provided with confirmation of appointment, a copy of their delegation as set out in the respective committee Instrument of Delegation and an electronic copy of the Operation and Risk Management Manual. New members will also be requested to complete the online volunteer induction.

**3. Financial Implications**

Council's financial support for special committees is a budgeted item.

**4. Risk Management**

If incoming members are not appointed to replace outgoing members, user groups may not have adequate representation on committees.

FILE NO: F17/819  
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

## SECTION 86 COMMITTEES OF MANAGEMENT - OUTGOING AND INCOMING MEMBER AMENDMENTS (cont'd)

### 5. Internal and External Consultation

As the Section 86 Committees are in essence an extension of Council and are managing the facilities in partnership with Council, it is important for Council to maintain an appropriate balance of representation from user groups and the community on each of the Committees of Management.

To ensure the accuracy of the database, it is essential that each committee advise Council when changes are required so that Council resolution may be obtained for the removal of outgoing and appointment of nominated incoming members to respective positions.

### 6. Regional Context

There are no regional issues to consider within this report.

### 7. Council Plan Strategy

Within Strategy 1, A great place to live, there is a specific goal that recreation, sport, art and cultural facilities and programs will respond to cultural diversity and community needs. As a strategic action we will achieve this by continuing to maintain and provide facilities and services that our community values and need.

### 8. Legislative / Policy Implications

Council's statutory obligations under the Local Government Act 1989 have been considered within this report, Section 86 is particularly relevant.

### 9. Environmental Impact

There are no environmental sustainability issues to consider within this report.

### 10. Conflict of Interest Considerations

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

### 11. Conclusion

To ensure that interested and appropriate persons and user groups are actively involved in the management of facilities managed by Special Committees of Management, it is recommended that the Community and User Group representatives, as detailed, be approved by Council.

### Attachments

Nil

FILE NO: F14/232  
2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.5

**TOURISM ADVISORY COMMITTEE REPRESENTATIVE APPOINTMENTS -  
AMENDMENTS 2018**

**RECOMMENDATION**

That Council:

1. Accept the resignation from the Tourism Advisory Committee of Wayne Limbrick as the representative of Western Moira Tourism Inc and send Wayne a letter of thanks.
2. Approve the appointments of the following persons representing Local Tourism Associations and/or Community on the Tourism Advisory Committee for the remainder of the term, ending 22<sup>nd</sup> October 2020.
  - (a) David McKenzie, Western Moira Tourism Inc.
  - (b) Wayne Limbrick, Community Representative

**1. Executive Summary**

At Council's meeting held 25 July 2016, Council resolved to appoint persons as Community and Local Tourism Association (LTA) representatives on Moira Shire Council's Tourism Advisory Committee (TAC). These appointments were for a period ending 22<sup>nd</sup> October 2020.

Even though the current representatives have initially been appointed for the remaining term of the committee, should they wish to relinquish their position, they are not obliged to remain on the Committee for the entire period. In the case of a resignation a replacement representative can be appointed.

**2. Background and Options**

It is important for Council to maintain an appropriate balance of representation from user groups and the community on the TAC. It is also important to maintain an accurate and up to date database of representatives on the TAC.

To ensure the accuracy of the TAC database, it is essential that Council is advised when changes are required to skills-based community representatives, LTA representative, Parks Victoria, Goulburn-Murray Water and Yorta Yorta Nation Aboriginal Corporation representatives. Currently when changes do occur, a Council resolution is required. It is expected that individuals who represent the Community, Goulburn-Murray Water, Parks Victoria, Yorta Yorta Nation Aboriginal Corporation and/or LTAs on the TAC will change.

LTAs elect their chairperson annually, which may change the elected representative on the TAC. Also the situations of individuals may change, requiring their appointment to be rescinded and another individual to be appointed as a replacement.

Detailed below are amendments to the current TAC composition:

- Wayne Limbrick has stepped down as Chairperson and is no longer a committee member on Western Moira Tourism Inc.
- At the recent Western Moira Tourism Inc.'s annual general meeting David McKenzie was elected chairperson of the LTA, thereby replacing Wayne Limbrick on the TAC.
- Wayne Limbrick to continue on the TAC as a Community Representative. The TAC currently has one Community Representative vacancy.

**3. Financial Implications**

There are no financial implications to consider within this report.

FILE NO: F14/232  
2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.5

**TOURISM ADVISORY COMMITTEE REPRESENTATIVE APPOINTMENTS -  
AMENDMENTS 2018 (cont'd)**

**4. Risk Management**

There are no risk management implications to consider within this report.

**5. Internal and External Consultation**

The proposed amendments have been discussed with the Manager, Economic Development and the Corporate Management Team.

The proposed amendments have been discussed with the TAC.

**6. Regional Context**

Any issues raised by the TAC are passed on to the Murray Regional Tourism Board where applicable.

**7. Council Plan Strategy**

The TAC supports the Council plan through implementing the Tourism Strategy that builds on our parks, beaches, foreshores and wetlands and engages our tourism sector across all seasons.

**8. Legislative / Policy Implications**

There are no legislative / policy implications to consider within this report.

**9. Environmental Impact**

There are no environmental implications to consider within this report.

**10. Conflict of Interest Considerations**

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

**11. Conclusion**

It is recommended that Council rescind the appointments of Wayne Limbrick as the Western Moira Tourism Inc. representative and thank him for his involvement in the TAC. It is also recommended that Council approve the appointment of David McKenzie as the Western Moira Tourism Inc. representative on the TAC and approve Wayne Limbrick as a Community Representative on the TAC.

**Attachments**

Nil

FILE NO: F17/235  
4. A WELL RUN COUNCIL

ITEM NO: 10.1

## ACTION OFFICERS' LIST

### RECOMMENDATION

That Council receive and note the Action Officers' List.

**Meeting:** 13 December 2017

**Subject – Urgent General Business**

### MOTION

That Moira Shire work with the National Heavy Vehicle Regulator (NHVR) and Vic Roads to open up more of our local road network to B Double trucks for local low volume traffic particularly in the dry land cropping areas .

### Activity

- Contact has been made with the NHVR to seek guidelines from the NHVR to establish a scheme to open up more of the local road network to B-Double trucks. scheme format may be similar to the NHVR Grain Harvest scheme that allows grain trucks to operate at higher capacity during the grain harvest season.
- NHVR Officers plan to schedule a meeting with Council Officers in the next few weeks to discuss the proposed scheme in more detail.

**Meeting:** 25 October 2017

**Subject – Rural roadside signage**

### MOTION

1. That the Moira Shire recognizes the difficulties small local business face in promoting their business activity due to the planning constraints of State Government Planning Legislation in relation to signage fronting roadsides
2. That Moira Shire work with the local business owners operating in smaller townships and those operating rural style cottage and boutique businesses to:
  - formulate a desired solution to the problem
  - Work with the local small business operators to seek a deputation to the Victorian State Government Minister for Planning to alert him to the signage issues and seek amendment to the Planning Legislation and/or regulations to rectify the problem.

(CARRIED)

### Activity

- A letter has been received back from the Minister's office suggesting communicating

FILE NO: F17/235 4. A WELL RUN COUNCIL	ITEM NO: 10.1
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**ACTION OFFICERS' LIST (cont'd)**

with their department's "Smart Planning Team" as the Minister is unable to meet.

- The Economic Development department is currently working on a Signage Strategy for those "Agribusiness" and "Tourism" business that don't currently meet the "Victoria" Signage Guidelines.

**Meeting** 25 October 2017**Subject – Planning decision making models****MOTION**

That a report be prepared on town planning governance and decision making models being used by Victorian councils that are achieving successful planning outcomes as measured by the Know Your Council performance indicators.

(CARRIED)

**Completed**

A report was provided to Councillors for further discussion.

**Meeting:** 25 October 2017**Subject – Existing use rights****MOTION**

That in relation to Signage in Farming Zone (which is a prohibited use) that Council observe and respond to Clauses 63. 01 through to Clause 63. 11 of the Victorian Planning Provisions.

(CARRIED)

**Activity**

Recognition of existing use rights is acknowledged and an integral part of planning enforcement.

**Attachments**

Nil

FILE NO: VARIOUS

ITEM NO: 14

**URGENT GENERAL BUSINESS****Clause 60 of Council's "Meeting Procedures Local Law 2017 states:****60. Urgent general business**

- 1) Councillors must provide an outline of the matters to be considered before Council can accept the motion to consider urgent business. The outline must demonstrate how the matter meets the criteria for urgent business.
- 2) Urgent business can only be admitted by resolution of Council
- 3) Urgent business must not be admitted as urgent business unless
  - a) It relates to or arises out of a matter which has arisen since distribution of the agenda
  - b) Is manifestly urgent
  - c) Is material to the function of Council
  - d) Requires an urgent council resolution
  - e) Is otherwise determined by the CEO.
- 4) Only the mover of an urgency motion may speak to the motion before it is put.

FILE NO: VARIOUS

ITEM NO: 15

**QUESTIONS FROM THE PUBLIC GALLERY**

**Clause 61 of Council's "Meeting Procedures Local Law 2017 states:**

**61. Question Time**

The Council will hold a Public Question Time of up to 30 minutes duration at each Ordinary Meeting, to enable members of the public to receive answers to questions previously submitted for consideration, and if the submitted questions are dealt with in less than the 30 minute period, the Chair can invite questions from the floor.

- 1) At every ordinary meeting of the Council a maximum of 30 minutes may be allocated to enable members of the public to submit questions to Council.
- 2) The time allocated may be extended by unanimous resolution of Council.
- 3) Sub-clause (1) does not apply during any period when the Council has resolved to close a meeting in respect of a matter under section 89(2) of the Act.
- 4) To assist the accurate recording of minutes and addressing any questions that may require written response or follow up, the Chief Executive Officer may require questions to be submitted in writing.
- 5) No person may submit more than two (2) questions at any one (1) meeting.
- 6) The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.
- 7) No question must be so read unless:
  - a) the person asking the same is in the gallery at the time it is due to be read; and
  - b) the person asking the question reads the same when called upon by the Chairperson to do so.
  - c) A question may be disallowed by the Chairperson if it:
    - d) relates to a matter outside the duties, functions and powers of Council;
    - e) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
    - f) deals with a subject matter already answered;
    - g) is aimed at embarrassing a Councillor or a member of Council staff;
    - h) relates to personnel matters;
    - i) relates to the personal hardship of any resident or ratepayer;
    - j) relates to industrial matters;
    - k) relates to contractual matters;
    - l) relates to proposed developments;
    - m) relates to legal advice;
    - n) relates to matters affecting the security of Council property; or
    - o) relates to any other matter which Council considers would prejudice Council or any person.
- 8) The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.
- 9) Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.
- 10) A Councillor or member of Council staff may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or member of Council staff must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

FILE NO: VARIOUS

ITEM NO: 16

**MEETING ADJOURNMENT**

**RECOMMENDATION**

That the meeting be adjourned for 10 minutes.

**RECOMMENDATION**

That the meeting be resumed.

**RECOMMENDATION**

That pursuant to Sections 89(2) (a) (b) (d) (f) and (h) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss personnel and contractual matters which the Council considers would prejudice the Council or any person.

**RECOMMENDATION**

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to continue in open session.

**RECOMMENDATION**

That the recommendations of the "Closed" Meeting of Council be adopted and the award of tenders disclosed in the open minutes.