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## AGENDA

**SCHEDULED MEETING OF COUNCIL  
FOR  
WEDNESDAY 25 MAY 2022  
TO BE HELD AT COBRAM CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644  
COMMENCING AT 5.00 PM**

### **RECORDING**

Consistent with section 12.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

### **LIVE STREAMING**

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

### **1. WELCOME CALLING TO ORDER – CEO**

### **2. PRAYER**

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

Amen

### **3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

### **4. APOLOGIES / LEAVE OF ABSENCE**

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

Nil

### **6. DISCLOSURE OF CONFLICTS OF INTEREST**

Nil

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

**Recommendation:** "That the minutes of the Scheduled Council Meeting held on Wednesday, 27 April 2022 as prepared, be confirmed."

**8. COUNCILLOR REPORTS**

COUNCILLORS TO PROVIDE VERBAL REPORTS

**9. OFFICERS REPORTS**

OFFICERS TO PROVIDE VERBAL REPORTS

**10. PUBLIC QUESTION TIME**

**11. OFFICER REPORTS FOR DETERMINATION**

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**12. OFFICER REPORTS FOR INFORMATION**

**13. ACTION OFFICERS LIST**

NIL

**14. NOTICES OF MOTION**

NIL

**15. PETITIONS AND JOINT LETTERS**

NIL

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NIL

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**18. CLOSE OF MEETING**

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1  
(FINANCIAL ACCOUNTANT, ANDREW  
WILSON)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## QUARTERLY BUDGET REVIEW - MARCH 2022

### RECOMMENDATION

That Council note:

1. The projections for the 2021/22 financial year contained in the March 2022 Quarterly Budget Review; and
2. The Environment Upgrade Agreements quarterly performance report.

### 1. Executive Summary

#### **Income Statement**

There has been an increase in the forecast budget surplus of \$8.99 million in the Approved December 2021 forecast to a surplus of \$13.58 million in the Proposed March 2022 forecast. The variance driven by a number of factors include early receipt of a further 25% of the 2022/23 VLGGC Financial Assistance Grant from the Commonwealth Government, this is in addition to the planned early receipt of 50% of the 2022/23 allocation.

There is a recognition of income (under AASB 1058) for grants received for capital works projects approved in prior years and completed in the 2021/22 financial year. This process transfers funds held in the Balance Sheet as a liability to recognise it in the current accounting year as income, in addition to any grant payments outstanding under the agreements.

While the movement increases the accounting revenue it is not new income, the increase is in the context that Council has met its performance obligations of the funding agreement and has not received further funds for projects.

#### **Balance Sheet**

The Balance Sheet of Moira Shire continues to remain strong. The strong reserves are set aside to pay for the \$38.36 million dollars of Capital works outstanding.

#### **Cash Flow Statement**

The cash position of Moira Shire continues to remain strong.

#### **Capital Expenditure**

There is no change to the 2021/22 Adopted Budget capital works program; the capital works forecast for March 2022 remains at \$14.59 million. In addition, a further \$38.46 million in other capital works remain, these include works commenced in 2020/21, and other capital works where construction has not yet commenced. Capital Expenditure spend at the end of March 2022 is \$14.72 million with a further \$11.87 million in outstanding commitments.

#### **Financial Performance indicators**

All Financial performance indicators remain within an acceptable range.

### 2. Conflict of interest declaration

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

### 3.

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## QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)

### Background and Context

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

### 4. Issues

#### **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. Operating grants for 2021/22 total \$17.32 million and capital grants \$11.86 million, this includes \$6.33 million recognised as income (under AASB 1058) for grants received for capital works projects approved in prior years and completed in the 2021/22 financial year.

### 5. Strategic Alignment

Council Plan

5. Transparent and accountable  
governance

Performance Reporting Policy  
Public Transparency Policy

### 6. Internal & External Engagement

|          |                           |
|----------|---------------------------|
| Internal | Executive Leadership Team |
|          | All Managers              |
|          | Finance Manager           |
| External | Not Applicable            |

### 7. Budget / Financial Considerations

#### **7.1 Summary of changes to projected operating result for the 2021/22 financial year**

The surplus for the Proposed March 2022 Forecast expected to be \$13,583,655 – an increase of \$8,991,260 compared to the December 2021 Approved Forecast of \$4,592,395.

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**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

| Approved Forecast Dec 2021 vs<br>Proposed Forecast Mar 2022 | (Favourable) /<br>Unfavourable<br>\$ |
|---|--------------------------------------|
| <b>Surplus – Approved Forecast Dec 2021</b>                 | <b>(4,592,395)</b>                   |
| Statutory fees and fines                                    | (63,683)                             |
| User fees   | (4,900)                              |
| Grants - operating  | (3,713,226)                          |
| Grants - capital  | (5,132,200)                          |
| Contributions - monetary                                    | (82,500)                             |
| Other income  | (63,793)                             |
| Employee costs  | (54,498)                             |
| Materials & services  |                                      |
| - <i>Materials &amp; consumables</i>                        | (19,564)                             |
| - <i>Contract services</i>                                  | 173,302                              |
| Bad and doubtful debts                                      | (20,000)                             |
| Other expenses  | (10,198)                             |
| <b>Proposed March 2022 Forecast Surplus</b>                 | <b>(13,583,655)</b>                  |

The major reasons for the decrease in the surplus are as follows:

- a) **Statutory fees and fines** – Increased income from fees generated from planning subdivision fees (\$52k) and building fees (\$12k).
- b) **User fees** – Increased income from fees generated from planning advertising fees (\$5k).
- c) **Grants - operating** – Early receipt of 25% of the 2022/23 VLGGC Financial Assistance Grant (in addition to the 50% which was already planned to be received) (\$3.66m). This amounts to the Shire receiving 75% of 2022/23 allocation early. Receipt of new State Government grant for development of a drainage plan for at Wattle and Pine Streets, Numurkah (\$50k).
- d) **Grants – capital** – Recognition of income (under AASB 1058) for grants received for capital works projects approved in prior years and completed in the 2021/22 financial year (\$5.13m). These projects include: Yarrawonga Boat Ramp; Wrights Bridge Renewal; Barmah Boat Ramp; Punt Road Kindergarten; Botts Road Yarrawonga Drainage; Yarrawonga – Burramine Trail; Yarrawonga Showgrounds Precinct Road; and Numurkah Road GMW Drain Crossing.
- e) **Contributions – monetary** – Recognition of income received from developer contributions to Open Space reserve (\$83k).
- f) **Other income** – Income from the sale of recyclable materials (\$73k) and employer incentives programs (\$31k), offset by reduced income from on-charged legal costs \$40k.
- g) **Employee costs** – Savings from local government and industry conferences and associated travel due to Covid-19 related cancellations during the year (\$54k).
- h) **Materials and consumables** – Increase driven by increased materials and consumables costs associated with provision of fuel price relief for suppliers supporting road grading and road making materials cartage \$39k. Support for EC Griffiths Cup event, approved by Council during 2021/22 budget deliberations \$15k.

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**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

- i) **Contract services** – Increase driven by additional costs associated with the removal of waste at designated camper waste sites over summer and Easter periods \$100k, provision of strategic management advice \$60k and provision of fuel price relief for kerbside waste management supplier \$13k.
- j) **Bad & doubtful debts** – Reduction of doubtful debt provision raised against bad debts on rates assessments (\$20k), rates debtor collection have exceeded expectations.
- k) **Other expenses** – Savings in Councillor travel expenses driven by reduced travel claims during Covid-19 restrictions (\$10k).

**7.2 Income Statement**

| Income Statement  | Adopted Budget 2021/22 | YTD Actuals 2021/22 | Approved Forecast Sep 2021 | Approved Forecast Dec 2021 | Proposed Forecast Mar 2022 | Approved Forecast Dec 2021 vs Proposed Forecast Mar 2022 |
|---|------------------------|---------------------|----------------------------|----------------------------|----------------------------|--|
| <b>Income</b>   |                        |                     |                            |                            |                            |  |
| Rates and charges   | (40,664,571)           | (41,027,185)        | (40,730,212)               | (40,958,573)               | (40,958,573)               | -  |
| Statutory fees and fines  | (1,539,550)            | (1,361,930)         | (1,649,550)                | (1,688,311)                | (1,751,994)                | 63,683   |
| User fees   | (2,086,274)            | (1,692,158)         | (2,165,274)                | (2,180,121)                | (2,185,021)                | 4,900  |
| Grants - operating  | (11,933,920)           | (5,901,080)         | (12,539,366)               | (13,602,562)               | (17,315,788)               | 3,713,226  |
| Grants - capital  | (3,369,893)            | (3,639,939)         | (3,369,893)                | (6,730,851)                | (11,863,051)               | 5,132,200  |
| Contributions - monetary  | (80,000)               | (267,404)           | (85,955)                   | (225,501)                  | (308,001)                  | 82,500   |
| Contributions - non-monetary  | (500,000)              | -                   | (500,000)                  | (500,000)                  | (500,000)                  | -  |
| Net gain on disposal of property, infrastructure, plant & equipment | (28,446)               | (87,257)            | (28,446)                   | (59,423)                   | (59,423)                   | -  |
| Other income  | (972,169)              | (562,687)           | (986,210)                  | (1,026,912)                | (1,090,705)                | 63,793   |
| Share of net profit of associated                                   | -                      | -                   | -                          | -                          | -                          | -  |
| Previously Unrecognised Assets                                      | -                      | -                   | -                          | -                          | -                          | -  |
| <b>Income Total</b>   | <b>(61,174,823)</b>    | <b>(54,539,641)</b> | <b>(62,054,906)</b>        | <b>(66,972,254)</b>        | <b>(76,032,556)</b>        | <b>9,060,302</b>   |
| <b>Expenditure</b>  |                        |                     |                            |                            |                            |  |
| Employee costs  | 23,700,906             | 15,383,646          | 23,700,906                 | 23,900,546                 | 23,846,048                 | 54,498   |
| Materials & services  |                        |                     |                            |                            |                            |  |
| - <i>Materials &amp; consumables</i>                                | 15,653,190             | 10,131,895          | 16,269,420                 | 16,701,077                 | 16,681,513                 | 19,564   |
| - <i>Contract services</i>  | 6,956,520              | 4,834,059           | 7,111,053                  | 7,371,425                  | 7,544,727                  | (173,302)  |
| - <i>Utilities</i>  | 1,123,831              | 674,440             | 1,123,831                  | 1,125,334                  | 1,125,334                  | -  |
| Depreciation and amortisation                                       | 12,044,167             | 8,437,500           | 12,044,167                 | 12,044,167                 | 12,044,167                 | -  |
| Bad and doubtful debts  | 35,000                 | -                   | 35,000                     | 35,000                     | 15,000                     | 20,000   |
| Borrowing costs   | 47,475                 | 38,869              | 47,475                     | 47,475                     | 47,475                     | -  |
| Finance costs - leases  | 124,291                | 63,464              | 124,291                    | 124,291                    | 124,291                    | -  |
| Share of Net Loss of Associated Entity                              | 10,000                 | -                   | 10,000                     | 10,000                     | 10,000                     | -  |
| Other Expenses  | 992,870                | 305,061             | 992,870                    | 1,020,544                  | 1,010,346                  | 10,198   |
| <b>Expenditure Total</b>  | <b>60,688,250</b>      | <b>39,868,935</b>   | <b>61,459,013</b>          | <b>62,379,859</b>          | <b>62,448,901</b>          | <b>(69,042)</b>  |
| <b>Operating Result</b>   | <b>(486,573)</b>       | <b>(14,670,706)</b> | <b>(595,893)</b>           | <b>(4,592,395)</b>         | <b>(13,583,655)</b>        | <b>8,991,260</b>   |

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**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

**7.3 Balance Sheet**

| <b>Balance Sheet</b>     | <b>Adopted Budget 2021/22</b> | <b>Approved Forecast Sep 2021</b> | <b>Approved Forecast Dec 2021</b> | <b>Proposed Forecast Mar 2022</b> | <b>Approved Forecast Dec 2021 vs Proposed Forecast Mar 2022</b> |
|--------------------------|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---|
| Current Assets           | 49,560,000                    | 49,669,320                        | 50,165,822                        | 59,137,082                        | 8,971,260   |
| Non-Current Assets       | 618,010,000                   | 618,010,000                       | 618,010,000                       | 618,010,000                       | -   |
| <b>Total Assets</b>      | <b>667,570,000</b>            | <b>667,679,320</b>                | <b>668,175,822</b>                | <b>677,147,082</b>                | <b>8,971,260</b>  |
| Current Liabilities      | 10,353,000                    | 10,353,000                        | 10,589,000                        | 10,589,000                        | -   |
| Non-current Liabilities  | 24,209,000                    | 24,209,000                        | 23,052,000                        | 23,052,000                        | -   |
| <b>Total Liabilities</b> | <b>34,562,000</b>             | <b>34,562,000</b>                 | <b>33,641,000</b>                 | <b>33,641,000</b>                 | <b>-</b>  |
| <b>Net Assets</b>        | <b>633,008,000</b>            | <b>633,117,320</b>                | <b>634,534,822</b>                | <b>643,506,082</b>                | <b>8,971,260</b>  |
| <b>Equity</b>            | <b>633,008,000</b>            | <b>633,117,320</b>                | <b>634,534,822</b>                | <b>643,506,082</b>                | <b>8,971,260</b>  |

**7.4 Statement of Cash Flow**

| <b>Statement of Cash Flow</b>                   | <b>Adopted Budget 2021/22</b> | <b>Approved Forecast Sep 2021</b> | <b>Approved Forecast Dec 2021</b> | <b>Proposed Forecast Mar 2022</b> | <b>Approved Forecast Dec 2021 vs Proposed Forecast Mar 2022</b> |
|---|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---|
| Net cash flows provided by operating activities | 12,811,000                    | 12,920,320                        | 15,885,845                        | 24,857,105                        | 8,971,260   |
| Net cash flow used on investing activities      | (9,700,000)                   | (9,700,000)                       | (12,169,023)                      | (12,169,023)                      | -   |
| Net cash flows provided by financing activities | 7,717,000                     | 7,717,000                         | 7,717,000                         | 7,717,000                         | -   |
| <b>Net change in cash held</b>                  | <b>10,828,000</b>             | <b>10,937,320</b>                 | <b>11,433,822</b>                 | <b>20,405,082</b>                 | <b>8,971,260</b>  |
| Cash at the beginning of the year               | 2,500,000                     | 2,500,000                         | 2,500,000                         | 2,500,000                         | -   |
| <b>Cash at the end of the year</b>              | <b>13,328,000</b>             | <b>13,437,320</b>                 | <b>13,933,822</b>                 | <b>22,905,082</b>                 | <b>8,971,260</b>  |

Council also expects to hold \$30 million in investments at the end of the year in the form of term deposits with authorised deposit-taking institutions.

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**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

**7.5 Statement of Capital Works - Proposed Forecast**

| Capital Works                                  | Total Capital Works Forecast as at Mar 2022* | Adopted Budget 2021/22 | Other Capital Works as at Mar 2022 | YTD Actuals 2021/22 |
|--|--|------------------------|------------------------------------|---------------------|
| <b>Property</b>                                |  |                        |                                    |                     |
| Land improvements (incl land development)      | 5,416,259                                    | 1,500,000              | 3,916,259                          | 147,969             |
| Buildings                                      | 21,466,265                                   | 2,295,000              | 19,171,265                         | 2,601,160           |
| <b>Total property</b>                          | <b>26,882,524</b>                            | <b>3,795,000</b>       | <b>23,087,524</b>                  | <b>2,749,129</b>    |
| <b>Plant and equipment</b>                     |  |                        |                                    |                     |
| Plant, machinery and equipment                 | 1,737,030                                    | 1,402,200              | 334,830                            | 589,140             |
| Fixtures, fittings and furniture               | 14,471                                       | 14,471                 | -                                  | 10,385              |
| Computers and telecommunications               | 75,653                                       | -                      | 75,653                             | -                   |
| <b>Total plant and equipment</b>               | <b>1,827,154</b>                             | <b>1,416,671</b>       | <b>410,483</b>                     | <b>599,526</b>      |
| <b>Infrastructure</b>                          |  |                        |                                    |                     |
| Roads  | 7,319,132                                    | 3,640,000              | 3,679,132                          | 3,013,445           |
| Bridges  | 1,882,055                                    | -                      | 1,882,055                          | 1,459,753           |
| Footpaths and cycleways                        | 2,317,103                                    | 905,000                | 1,412,103                          | 1,640,139           |
| Drainage                                       | 6,308,665                                    | 2,290,000              | 4,018,665                          | 2,465,909           |
| Kerb and channel                               | 1,316,421                                    | 540,000                | 776,421                            | 530,076             |
| Recreational, leisure and community facilities | 4,242,180                                    | 1,063,600              | 3,178,580                          | 1,907,605           |
| Waste management                               | -  | -                      | -                                  | -                   |
| Parks, open space and streetscapes             | 220,385                                      | 135,000                | 85,385                             | 107,015             |
| Aerodromes                                     | 400,000                                      | 100,000                | 300,000                            | -                   |
| Off street car parks                           | 156,161                                      | 150,000                | 6,161                              | 156,161             |
| Other infrastructure                           | 186,672                                      | 560,000                | (373,328)                          | 94,535              |
| <b>Total infrastructure</b>                    | <b>24,348,774</b>                            | <b>9,383,600</b>       | <b>14,965,174</b>                  | <b>11,374,639</b>   |
| <b>Total capital works expenditure</b>         | <b>53,058,452</b>                            | <b>14,595,271</b>      | <b>38,463,181</b>                  | <b>14,723,294</b>   |
| Outstanding commitments                        |  |                        |                                    | 11,871,061          |
| <b>Total YTD Actuals plus commitments</b>      |  |                        |                                    | <b>26,594,355</b>   |

\*Total Capital Works is the sum of the Adopted Budget 2021/22 and all other approved capital works including those carried over from previous years.

There are Capital Expenditure commitments outstanding of \$11,871,061.



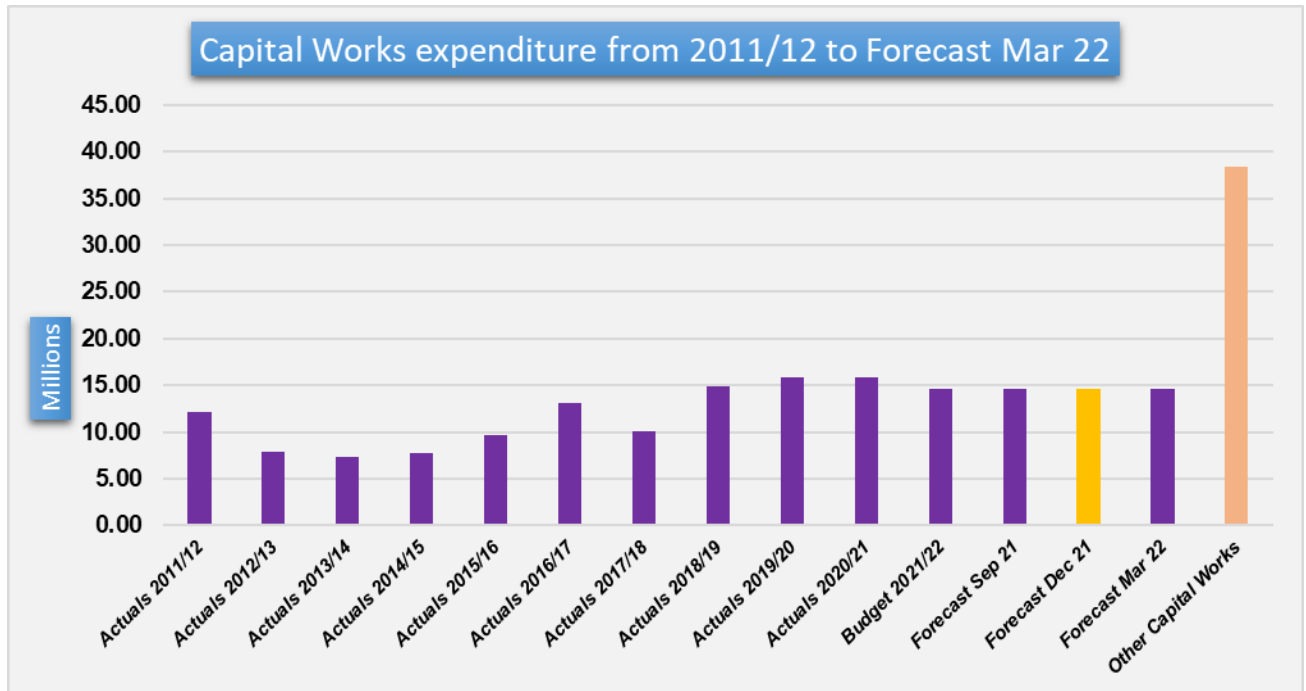
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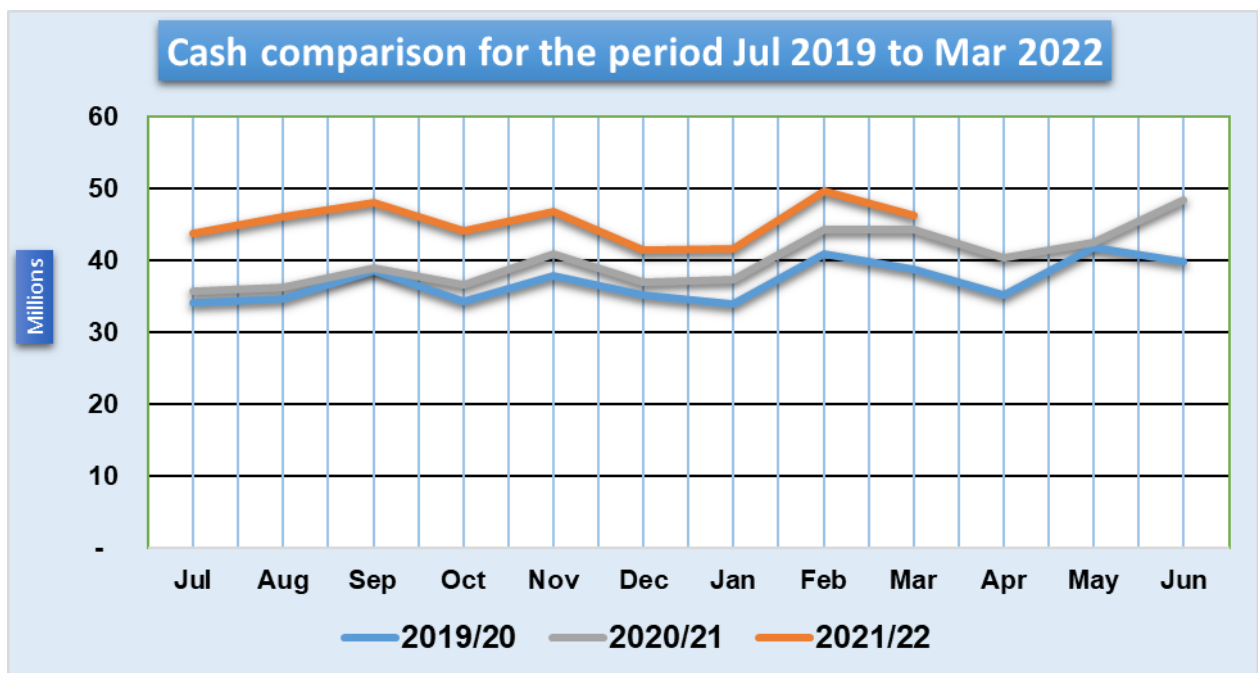
**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

**7.6 Capital Expenditure**

Historical expenditure on capital works:



**7.7 Cash Balance**



The balance of Cash and cash equivalents at 30 June 2022 proposed to be \$52.91 million this includes 75% of Moira’s 2022/23 allocation of the Commonwealth Government (VLGGC) Financial Assistance Grant.

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**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

**7.8 Financial Performance Measures**

|                                   | Dimension/indicator/measure  | Band / Range          | Results 2019 | Results 2020 | Results 2021 | Budget 2021/22 | Sep 2021 Review | Dec 2021 Review | Mar 2022 Review |
|-----------------------------------|--|-----------------------|--------------|--------------|--------------|----------------|-----------------|-----------------|-----------------|
| <b>Efficiency</b>                 |  |                       |              |              |              |                |                 |                 |                 |
| <b>Expenditure level</b>          |  |                       |              |              |              |                |                 |                 |                 |
| E2                                | Expenses per property assessment<br>[Total expenses / Number of property assessments]  | \$2,000 to<br>\$5,000 | \$3,197      | \$3,369      | \$3,288      | \$3,397        | \$3,410         | \$3,453         | \$3,427         |
| <b>Revenue level</b>              |  |                       |              |              |              |                |                 |                 |                 |
| E4                                | Average rate per property assessment<br>[General rates and Municipal charges / Number of property assessments]                                   | \$700 to<br>\$2,000   | \$1,641      | \$1,673      | \$1,732      | \$1,780        | \$1,704         | \$1,711         | \$1,756         |
| <b>Liquidity</b>                  |  |                       |              |              |              |                |                 |                 |                 |
| <b>Working capital</b>            |  |                       |              |              |              |                |                 |                 |                 |
| L1                                | Current assets compared to current liabilities<br>[Current assets / Current liabilities]   | 100% to<br>400%       | 333.69%      | 337.56%      | 259.88%      | 478.70%        | 479.76%         | 484.55%         | 558.48%         |
| <b>Unrestricted cash</b>          |  |                       |              |              |              |                |                 |                 |                 |
| L2                                | Unrestricted cash compared to current liabilities<br>[Unrestricted cash / Current liabilities]   | 10% to<br>300%        | 268.14%      | 259.24%      | 208.08%      | 100.46%        | 101.52%         | 143.44%         | 224.97%         |
| <b>Obligations</b>                |  |                       |              |              |              |                |                 |                 |                 |
| <b>Loans and borrowings *</b>     |  |                       |              |              |              |                |                 |                 |                 |
| O2                                | Loans and borrowings compared to rates<br>[Interest bearing loans and borrowings / Rate revenue]   | 0% to<br>70%          | 6.73%        | 3.93%        | 2.23%        | 24.14%         | 24.10%          | 23.96%          | 23.96%          |
| O3                                | Loans and borrowings repayments compared to rates<br>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] | 0% to<br>20%          | 3.73%        | 2.88%        | 1.80%        | 4.31%          | 4.31%           | 4.28%           | 4.28%           |
| <b>Indebtedness *</b>             |  |                       |              |              |              |                |                 |                 |                 |
| O4                                | Non-current liabilities compared to own source revenue<br>[Non-current liabilities / Own source revenue]   | 2% to<br>70%          | 29.91%       | 31.23%       | 30.30%       | 53.12%         | 52.81%          | 49.87%          | 49.87%          |
| <b>Asset renewal and upgrade</b>  |  |                       |              |              |              |                |                 |                 |                 |
| O5                                | Asset renewal and upgrade compared to depreciation<br>[Asset renewal and upgrade expense / Asset depreciation]                                   | 40% to<br>130%        | 130.17%      | 78.73%       | 100.48%      | 88.80%         | 88.80%          | 88.80%          | 88.80%          |
| <b>Operating position</b>         |  |                       |              |              |              |                |                 |                 |                 |
| <b>Adjusted underlying result</b> |  |                       |              |              |              |                |                 |                 |                 |
| OP1                               | Adjusted underlying surplus (or deficit)<br>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue]                                | -20% to<br>20%        | 7.22%        | 1.92%        | 2.91%        | -1.49%         | -1.31%          | 4.48%           | 4.48%           |
| <b>Stability</b>                  |  |                       |              |              |              |                |                 |                 |                 |
| <b>Rates concentration</b>        |  |                       |              |              |              |                |                 |                 |                 |
| S1                                | Rates compared to adjusted underlying revenue<br>[Rate revenue / Adjusted underlying revenue]  | 30% to<br>80%         | 60.01%       | 62.39%       | 65.02%       | 67.72%         | 66.86%          | 62.47%          | 62.47%          |
| <b>Rates effort</b>               |  |                       |              |              |              |                |                 |                 |                 |
| S2                                | Rates compared to property values<br>[Rate revenue / Capital improved value of rateable properties in the municipality]                          | 0.15% to<br>0.75%     | 0.60%        | 0.59%        | 0.58%        | 0.54%          | 0.52%           | 0.52%           | 0.52%           |

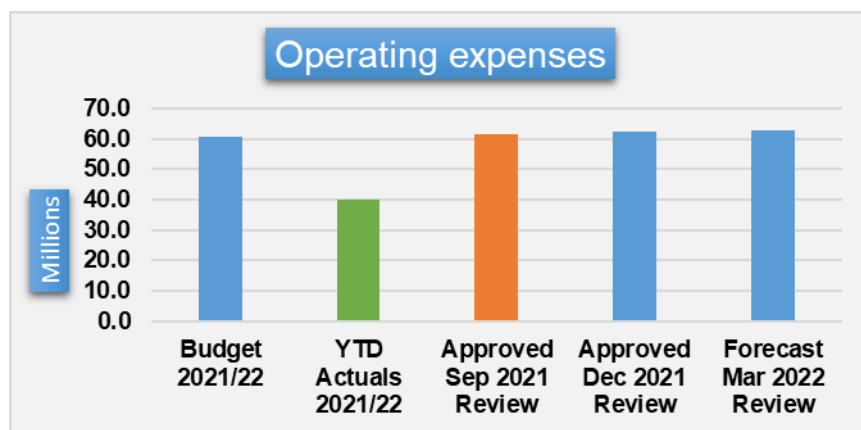
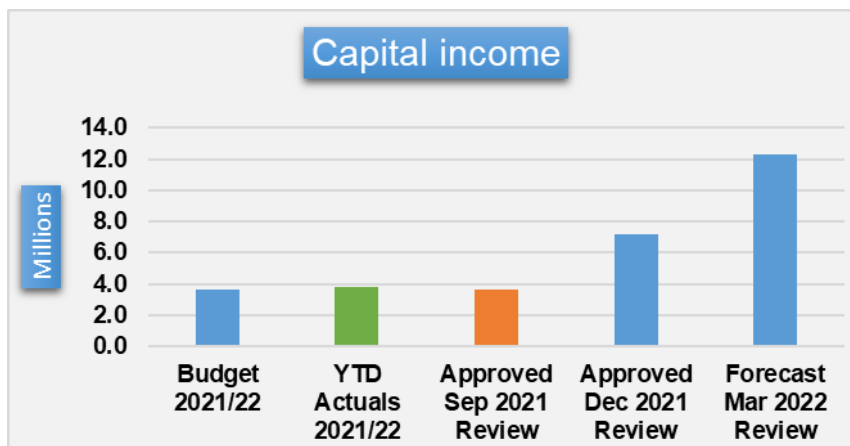
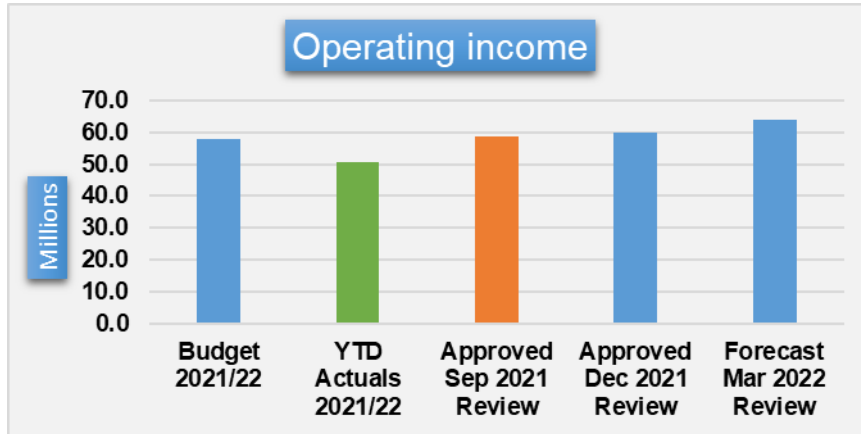
\* The significant increase in the Loans and Borrowings and Indebtedness measures are due to the anticipated drawdown of TCV Community Infrastructure Loans [Approved by the Council] to fund the Yarrowonga Library and the Yarrowonga Multi Sports Stadium.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1

**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

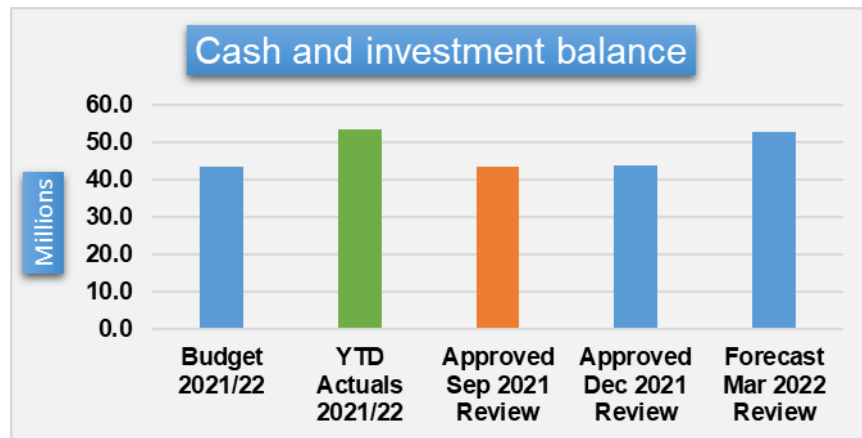
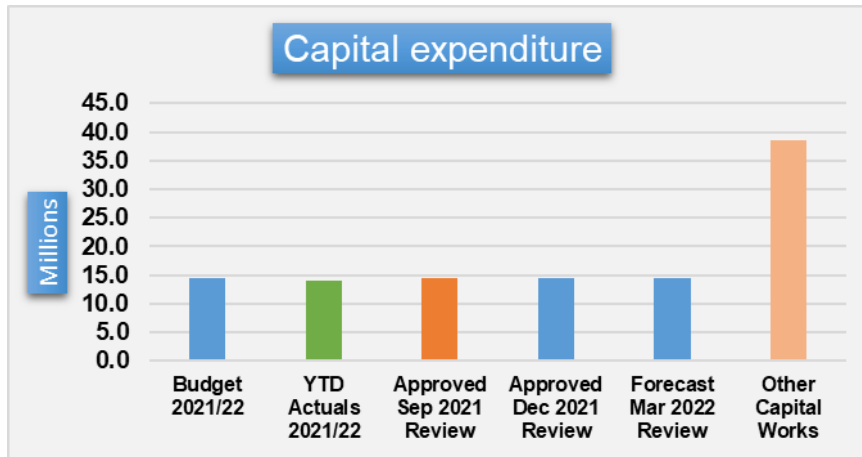
**7.9 Financial Indicators**



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1

**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**



**7.10 Environmental Upgrade Agreement (EUAs) - Quarterly Performance Reporting**

This report provides an update on the Environmental Upgrade Agreements involving Council, as required by Section 181G of the *Local Government Act 1989*.

EUAs provide a mechanism to assist business located within Moira Shire to fund works that improve the energy, water or environmental efficiency or sustainability of a building on their rateable land.

Under a EUA, councils administer the recovery of the EUA charges and transfer the funds to the funding body. Council does not provide funding or assume financial risk.

Councils are required to report quarterly on the performance of EUAs involving council.

| Reporting requirement   | Status as at 31 March 2022                                      |
|---|---|
| a) Each environmental upgrade agreement entered into in the last quarter, and the rateable land to which the agreement relates        | No new agreements were entered into during the reporting period |
| b) Each environmental upgrade charge approved in respect of the agreements referred to in paragraph (a), and the value of the charges | No new agreements were entered into during the reporting period |
| c) The total number of environmental upgrade charges in operation in the last quarter;  | 5   |

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.1

**QUARTERLY BUDGET REVIEW - MARCH 2022 (cont'd)**

|  |             |
|--|-------------|
| d) The total value of all environmental upgrade charge payments that have fallen due and have not been paid; | Nil         |
| e) The total value of all environmental upgrade charge payments that are yet to fall due.                    | \$3,927,069 |

**8. Risk Mitigation**

There are no risks issues to consider with this report.

**9. Conclusion**

The projected cash position is \$52.91 million as at 30 June 2022.

An operating surplus of \$13.58 million forecast as at 30 June 2022.

A total 2021/22 capital works program of \$53.06 million.

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

**Attachments**

Nil

FILE NO: F21/395  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.2  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## MOIRA SHIRE COUNCIL DRAFT BUDGET 2022/23

### Recommendation

That Council:

1. Accept the Draft 2022/23 Budget.
2. Authorise the commencement of the community feedback process for the Draft 2022/23 Budget and in doing so:
  - Receive community feedback until Tuesday 7 June 2022 and
  - Consider adoption of the 2022/23 Budget at the scheduled Council meeting 5.00pm on Wednesday 22 June 2022 with or without amendment.

### 1. Executive Summary

This report requests Council's approval to seek community feedback on the Draft 2022/23 Budget.

If approved,

- The Draft 2022/23 Budget will be available for public inspection at Council Service Centres and on council's website from **Thursday 26 May 2022**.
- Members of the community will be invited to view and provide feedback on the Draft 2022/23 Budget by **Tuesday 7 June 2022**.
- Council will consider any feedback before considering a recommendation to adopt the 2022/23 Budget with or without amendments at the Scheduled Council Meeting to be held on **Wednesday 22 June 2022**.

The timelines will ensure Council fulfils its obligation to adopt the Annual Budget by 30 June 2022, in accordance with the *Local Government Act 2020*.

### 2. Conflict of interest declaration

There are no officer conflict of interest considerations.

### 3. Background & Context

Council provided the opportunity for residents and community organisations to present project ideas to be included in the Draft 2022/23 Budget. The Community Budget Proposals commenced in November 2021 and were available through to February 2022. Council received 24 submissions.

A Community Budget Proposals Hearing meeting was held on 9 March 2022 where 15 submitters took the opportunity to speak in support of their submission to Councillors. Council considered all submissions in the development of the Draft 2022/23 Budget.

There will be another opportunity for Moira Shire residents to provide Councillors with comments on the Draft 2022/23 Budget at the Councillor Drop-In Sessions (by appointment) that will be held in Nathalia, Numurkah, Yarrawonga and Cobram.

Council also encourages comments on the Draft 2022/23 Budget in person at our Customer Service Centers and online via our website - [moira.vic.gov.au](http://moira.vic.gov.au).

FILE NO: F21/395  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.2  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## MOIRA SHIRE COUNCIL DRAFT BUDGET 2022/23 (cont'd)

### 4. Issues

#### Capital Works – Renewal Expenditure

Council has made a priority to ensure a 100% renewal target on our assets while acknowledging this will affect our capacity to nominate new projects and builds.

#### Rates – Valuations

The Draft 2022/23 Budget includes preliminary valuation data for 2022/2023 with valuations as at 1 January 2022. All rating information contained in the budget, including rates in the dollars, are based on these updated valuations. However, the preliminary valuations are yet to be certified by the Valuer-General Victoria and are therefore subject to change prior to the budget adoption.

Current draft valuation data indicates a significant increase in Capital Improved Valuations (CIV) across the municipality, however, this does not lead to additional rates revenue. While complying with the 1.75% rate cap, movements between valuations in rating differential groups and for individual properties will have an impact on individual rates notices. This will not be advised until the 2022/2023 annual rates notices for each property are distributed.

#### EPA Waste Levy - Increase

The Environmental Protection Agency (EPA) waste levy (formerly known as the 'landfill levy') will increase approximately 19% from 1 July 2022. This legislated levy must be paid for all wastes that are received at licensed landfills. The Draft 2022/23 Budget proposes the cost of the increased will be passed on fully through the kerbside general waste collection service charge and the relevant landfill and transfer station user fees and charges.

#### Budgetary Pressures

In addition to increases in the EPA waste levy, other budgetary pressures include rising inflation with CPI at 5.1%, well above the rate cap of 1.75%, planned increases to the Superannuation Guarantee and annual increases in insurance premiums. Such budgetary pressures will extend into future years placing greater emphasis on the longer term financial planning process to ensure Council's financial sustainability.

### 5. Strategic Alignment

#### **Council Plan**

5. Transparent and accountable governance

### 6. Internal & External Engagement

#### Engagement

Internal Mangers, Executive Leadership Team & Councillors have been engaged in developing the Draft 2022/23 Budget.

External Moira Shire Residents had the opportunity to submit Community Budget Proposals.

### 7. Budget / Financial Considerations

The Draft 2022/23 Budget enables the Council to fund its approved operational activities and capital projects for the year ending 30 June 2023.

The general themes contained within the budget are ones of Safety, Advocacy, Consolidation and Renewal. Section 2 of the Draft 2022/23 Budget provides a description of the services and

FILE NO: F21/395  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.1.2  
(SENIOR GOVERNANCE OFFICER, NANCY  
MUSTICA)  
(CHIEF FINANCE OFFICER MATT JARVIS)

## MOIRA SHIRE COUNCIL DRAFT BUDGET 2022/23 (cont'd)

initiatives to be funded and how these will contribute to achieving the strategic objectives outlined in the Council plan.

### 8. Risk & Mitigation

The draft 2022/23 Budget seeks to balance the competing needs and interests expressed by the community with council's legal obligations that are defined in many acts and regulations.

#### Risk

Financial

Economic (regional context  
or broader economic impact)  
Environmental

Reputational  
Legislative Compliance

#### Mitigation

Financial risk are considered as part of the Budget process and development.

Economic risk are considered as part of the Budget process and development.

Environmental risk are considered as part of the Budget process and development.

All councils are required to adopt their budget by 30 June 2022

The draft 2022/23 Budget has been prepared in accordance with the *Local Government Act and Regulations* and the Model Financial Report.

### 9. Conclusion

The draft 2022/23 Budget seeks to service the many and often competing needs of the Moira community in a financially sustainable manner that is equitable across a large geographic Shire.

### Attachments

1 Draft 2022/23 Budget - *printed in separate document*



FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.1  
(MANAGER GOVERNANCE & RISK,  
AMANDA CHADWICK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE, BRANT DOYLE)

## COUNCILLOR SERVICE RECOGNITION POLICY

### Recommendation

That Council adopt the Councillor Service Recognition Policy.

### 1. Executive Summary

The Councillor Service Recognition Policy has been reviewed and is recommended for endorsement by Council. This will replace the current policy that was adopted in December 2017 and will bring Councillor Service Recognition in line with the Employee Staff Awards Policy as well as the MAV Victorian Councillors Service Awards.

### 2. Conflict of interest declaration

There are no conflict of interest considerations relating to the development and adoption of this Policy.

### 3. Background & Context

The Councillor Service Recognition Policy recognises the contribution made by Councillors in the years of continuous and long service. The Policy also acknowledges the length of service by a Mayor through the Mayor Emeritus award.

In the context of this Policy, long serving is not defined as continuous service.

### 4. Issues

An amendment has been made to the policy to remove the option of the service recognition for long serving Councillors to be at the discretion of the Mayor. These will be automatically made at 5 year intervals from 10 years of service through the MAV Councillor Service Awards. Council will also recognise 20 years of service separately with the presentation of a glass plaque, in line with the same process as employees.

The new policy also removes the requirement for Farewell Service Presentations.

### 5. Strategic Alignment

The development of this Policy relates to the Council Plan objective of Transparent and Accountable Governance.

### 6. Internal & External Engagement

Consultation occurred with the Governance Team, Executive Assistance Mayor and Councillors and the Director Corporate, Governance and Performance and Chief Executive Officer.

External consultation was conducted with the MAV regarding the process of the Councillor Service Awards.

### 7. Budget / Financial Considerations

Funding to implement this policy will be included in annual budget considerations.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.1  
(MANAGER GOVERNANCE & RISK,  
AMANDA CHADWICK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE, BRANT DOYLE)

## COUNCILLOR SERVICE RECOGNITION POLICY (cont'd)

### 8. Risk & Mitigation

In order to ensure all years of service are recognised in accordance with this Policy, a register of service will be prepared and monitored by the Governance Team and Executive Assistant Mayor and Councillors. This register will also include appointments to various boards and terms of office of Mayor and Deputy Mayor.

### 9. Conclusion

The Councillor Recognition Policy has been reviewed in line with the Employee Service Award Policy and will recognise service and long service of Councillors and the Mayor.

### Attachments

- 1 Councillor Service Recognition Policy

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

**ITEM NO: 11.2.1**  
**(MANAGER GOVERNANCE & RISK,  
AMANDA CHADWICK)**  
**(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE, BRANT DOYLE)**

## COUNCILLOR SERVICE RECOGNITION POLICY (cont'd)

### ATTACHMENT No [1] - Councillor Service Recognition Policy

## Councillor Service Recognition Policy



|                             |   |
|-----------------------------|---|
| <b>Policy type</b>          | Council   |
| <b>Adopted by</b>           | Council   |
| <b>Responsible Director</b> | Director Corporate, Governance and Performance  |
| <b>Responsible Officer</b>  | Manager Governance and Performance  |
| <b>Date adopted</b>         | TBA   |
| <b>Scheduled for review</b> | This policy will be reviewed four years from the date of adoption, or sooner if required. |

#### PURPOSE

To recognise the contribution made by Councillors to the Moira Shire community through years of service.

#### SCOPE

This policy applies to all Moira Shire Councillors.

#### DEFINITIONS

|                       |  |
|-----------------------|--|
| <b>Service</b>        | Continuous service since commencement as a Councillor.   |
| <b>Councillor</b>     | As defined in the <i>Local Government Act 2020</i> , means a person who holds the office of member of a Council.   |
| <b>Long Service</b>   | Long service is recognised at 10, 15, 20, 25, 30 and 35 years' of cumulative service by the Municipal Association of Victoria (MAV).   |
| <b>Mayor Emeritus</b> | Open to Councillors who have served three or more full terms as Mayor. For the purpose of these awards, 12 months constitutes a full term and includes terms that conclude in November each year. This award can only be received once by a Mayor. |

#### POLICY

Council will acknowledge the contribution made by Councillors through years of service in the following manner:

##### Service Acknowledgement

Recognition of service will be made to eligible Councillors at four and eight years of service with the presentation of a Certificate of Service in February each year.

##### Councillor Service Awards

Eligible Councillors will be nominated for the MAV Victorian Councillors Service Awards for recognition of long service and the Mayor Emeritus Award.

Applications for the MAV Victorian Councillors Service Awards are open in August each year for years of service to November that year. Council will maintain a register of service for all councillors and the nomination will be endorsed by the Chief Executive Officer.

A presentation of a glass plaque will be made to long serving Councillors who reach 20 years of cumulative service for Moira Shire Council.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.1  
(MANAGER GOVERNANCE & RISK,  
AMANDA CHADWICK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE, BRANT DOYLE)

## COUNCILLOR SERVICE RECOGNITION POLICY (cont'd)

### ATTACHMENT No [1] - Councillor Service Recognition Policy

## Councillor Service Recognition Policy



### RELATED LEGISLATION

*Local Government Act 2020*

### REFERENCES

MAV – Victorian Councillors Service Awards  
Moirá Shire Council – Employee Service Awards Policy

Moirá Shire Council  
ABN: 20 538 161 700  
Post: PO Box 578, Cobram, Vic 3642  
DX: 97801, Cobram

Cobram Administration Centre:  
44 Station Street, Cobram  
Yarrowonga Service Centre:  
100 Belmore Street, Yarrowonga

Phone: 03 5571 9222  
Fax: 03 5572 1557  
NRS: 133 677

Email: [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)  
[moira.vic.gov.au](http://moira.vic.gov.au)



FILE NO: F13/503  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.2  
(SENIOR GOVERNANCE OFFICER,  
MARGARET HINCK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE BRANT DOYLE)

## ASSEMBLIES OF COUNCILLORS FOR APRIL 2022

### Recommendation

That Council receive and note the record of Assemblies of Councillors for April 2022:

### 1. Executive Summary

The purpose of this report is to detail the Assemblies of Councillors held in April 2022. These records provide transparency in councils decision making process, in line with Council's commitment to the principles for public transparency and Council's Public Transparency Policy.

### 2. Conflict of interest declaration

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

### 3. Background & Context

This report provides details of Councillor Assemblies that have been held for the month of April 2022 and whether a conflict of interest disclosure was made by a Councillor.

An Assembly of Councillors can be defined as:

- A meeting of an advisory committee where at least one Councillor is present; or
- A meeting (other than a Council or special committee meeting), briefing or other activity where at least half of the Council and a member of Council staff is 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.

No formal decisions can be made at an Assembly but rather discussion and questions on the issues that allow Councillors to be fully informed for the Council meeting.

FILE NO: F13/503  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.2  
(SENIOR GOVERNANCE OFFICER,  
MARGARET HINCK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE BRANT DOYLE)

**ASSEMBLIES OF COUNCILLORS FOR APRIL 2022 (cont'd)**

**4. Issues**

| Meeting  | Present at meeting   | Matters discussed   | Declaration of Interest(s)  |
|--|--|---|---|
| <p><b>Council Briefing</b><br/>20 April 2022</p> | <p><b>Councillors:</b><br/>Libro Mustica<br/>John Beitzel<br/>Julie Brooks<br/>Ed Cox<br/>Peter Elliott<br/>Judy Heather<br/>Peter Lawless<br/>Wayne Limbrick<br/>Peter Mansfield</p> <p><b>Staff:</b><br/>Chief Executive Officer,<br/>Clare Keenan</p> <p>Director Infrastructure Services,<br/>Joshua Lewis</p> <p>Director Sustainable Communities,<br/>Sally Rice</p> <p>Chief Financial Officer,<br/>Matt Jarvis</p> <p>Manager Governance and<br/>Performance</p> <p>Manager Construction and Assets</p> <p>Tourism Development Coordinator</p> <p>Planning Coordinator</p> <p>Manager Parks, Recreation and<br/>Facilities</p> <p>Team Leader Recreational<br/>Development</p> | <p>Budget workshop</p> <p>Draft tourism Plan –<br/>feedback</p> <p>Hogans Road<br/>Development</p> <p>Asset management<br/>Plan</p> <p>Review of sport club<br/>funding</p> | <p>Cr Peter<br/>Elliott</p> <p>Budget<br/>discussion –<br/>drainage<br/>Pyke Street<br/>Bundalong</p> |

FILE NO: F13/503  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.2  
(SENIOR GOVERNANCE OFFICER,  
MARGARET HINCK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE BRANT DOYLE)

**ASSEMBLIES OF COUNCILLORS FOR APRIL 2022 (cont'd)**

| Meeting                                  | Present at meeting  | Matters discussed | Declaration of Interest(s) |
|--|---|-------------------|----------------------------|
| <b>Council Briefing</b><br>27 April 2022 | <b>Councillors:</b><br>Libro Mustica<br>John Beitzel<br>Julie Brooks<br>Ed Cox<br>Peter Elliott<br>Judy Heather<br>Peter Lawless<br>Wayne Limbrick<br>Peter Mansfield<br><br><b>Municipal Monitor:</b><br>Marg Allan PSM<br><br><b>Staff:</b><br>Chief Executive Officer,<br>Clare Keenan<br><br>Director Infrastructure Services,<br>Joshua Lewis<br><br>Director Sustainable Communities,<br>Sally Rice<br><br>Chief Financial Officer,<br>Matt Jarvis<br><br>Manager Governance and<br>Performance,<br>Amanda Chadwick | Agenda review     | Nil                        |

**5. Strategic Alignment**

Council Plan Objective 5. Transparent and Accountable Governance.

**6. Internal & External Engagement**

The Manager Governance and Performance was consulted in preparation of this report.

**7. Budget / Financial Considerations**

There are no financial implications to consider with this report.

**8. Risk & Mitigation**

Preparing Assemblies of Councillors provides transparency in Council's decision-making process.

FILE NO: F13/503  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.2.2  
(SENIOR GOVERNANCE OFFICER,  
MARGARET HINCK)  
(DIRECTOR CORPORATE GOVERNANCE  
AND PERFORMANCE BRANT DOYLE)

## ASSEMBLIES OF COUNCILLORS FOR APRIL 2022 (cont'd)

### 9. Conclusion

The details of the Assemblies of Councillors incorporated into this report are a true and accurate record of all Assemblies of Councillors reported during April 2022.

### Attachments

Nil



**FILE NO:**  
**1. A WELCOMING AND INCLUSIVE PLACE**

**ITEM NO: 11.3.1**  
**(CASUAL ADMINISTRATION SUPPORT OFFICER, MELODIE HAWKINS)**  
**(DIRECTOR SUSTAINABLE COMMUNITIES SALLY RICE)**

## COMMUNITY STRENGTHENING GRANTS PROGRAM - ROUND 2 2021/22

### Recommendation

That Council fund four projects totalling \$26,149 under the 2021/22 Community Strengthening Grants Program.

### 1. Executive Summary

The 2021/22 Community Strengthening Grants (CSG) program has a total budget of \$204,000, and is offered via four streams:

1. Major up to \$10,000 (two rounds per annum);
2. Quick Response up to \$1,000 (always open);
3. Coronavirus Community Recovery Grants up to \$2,500 (one round); and
4. Triennial Grants

To date we have currently distributed a total of \$102,436 through the CSG program. Details of allocations are as follows:

| Stream                         | Applications Received | Successful Applications | Amount Allocated |
|--------------------------------|-----------------------|-------------------------|------------------|
| Major – Round 1                | 21                    | 12                      | \$77,522         |
| Quick Response                 | 11                    | 8                       | \$6,250          |
| Coronavirus Community Recovery | 15                    | 9                       | \$18,664         |
| <b>Total</b>                   | <b>47</b>             | <b>29</b>               | <b>\$102,436</b> |

Round Two of the 2021/22 CSG Major Grant rounds was open for applications via Smarty Grants between February and March 2022.

Council received 16 applications for round two of the 2021/22 Community Strengthening Grants Program. Nine of the applications passed the pre-eligibility stage and progressed to assessment. Following assessment, four are recommended for funding at a total cost of \$26,149.

### 2. Conflict of interest declaration

A conflict of interest was declared by Team Leader Arts, Culture and Events, in respect of one application and therefore they did not participate in the assessment of this application.

No further conflicts of interest were declared.

### 3. Background & Context

The CSG, Major Grant program was open for six weeks between February and March 2022. All submissions were evaluated in accordance with the CSG Policy, adopted in September 2020. The assessment panel comprised four Council Officers from the Community Wellbeing, Health and Culture, Economic Development and Parks, Recreation and Facilities Departments.

The CSG program aims to:

FILE NO:  
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.3.1  
(CASUAL ADMINISTRATION SUPPORT  
OFFICER, MELODIE HAWKINS)  
(DIRECTOR SUSTAINABLE COMMUNITIES  
SALLY RICE)

**COMMUNITY STRENGTHENING GRANTS PROGRAM - ROUND 2 2021/22 (cont'd)**

- Support strategic goals identified in the Council Plan.
- Support community organisations that provide diverse and effective local services, facilities and activities.
- Support community action plans resulting from the community planning process.
- Maximise the benefit of Council's investment by encouraging and matching contributions and seeking other external funding to support major projects and events.

**Summary of Applications Assessed:**

|  |          |
|--|----------|
| <b>Received</b>                                      | 16       |
| <b>Ineligible</b>                                    | 4        |
| <b>Referred to other Council Funding Sources</b>     | 2        |
| <b>Deferred to next round of Grants</b>              | 1        |
| <b>Withdrawn</b>                                     | 1        |
| <b>Applications Assessed</b>                         | 8        |
| <b>Recommended</b>                                   | 4        |
| <b>Not Recommended</b>                               | 4        |
| <b>Funding Requested from applicants recommended</b> | \$34,345 |
| <b>Recommended Funding Amount</b>                    | \$26,149 |

**Applications recommended for funding:**

| <b>Organisation<br/>Project</b>  | <b>Project Description</b>   | <b>Total Project<br/>Cost</b> | <b>Recommended<br/>Amount<br/>(requested<br/>amount if<br/>different)</b> |
|--|--|-------------------------------|---|
| <b>Cobram Football Club</b><br>Spectator Shelter   | Create a new spectator shelter where Council are demolishing an old storage shed, which is unfit for use.                            | \$15,100                      | <b>\$10,000</b>   |
| <b>Assessment Panel comments:</b> Council are covering costs for demolition of storage shed (\$4,000 - \$8,000). Project has been through Community Project Proposal process, with no issues identified. Simple project which meets CSG aims. Condition: Applicant to provide a completed risk assessment. |  |                               |   |
| <b>Rotary Club of Numurkah</b><br>Numurkah Community Aged Care Bus   | To purchase an 11 seater all-abilities access community bus for use by residents of Numurkah Pioneer Lodge and Karinya Nursing Home. | \$91,923                      | <b>\$10,000</b>   |
| <b>Assessment Panel comments:</b> Project has valuable benefits to targeted community members, sound budget, clear and detailed project plan and aligns to CSG aims.   |  |                               |   |

FILE NO:  
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.3.1  
(CASUAL ADMINISTRATION SUPPORT  
OFFICER, MELODIE HAWKINS)  
(DIRECTOR SUSTAINABLE COMMUNITIES  
SALLY RICE)

**COMMUNITY STRENGTHENING GRANTS PROGRAM - ROUND 2 2021/22 (cont'd)**

**Applications recommended for funding – continued:**

| Organisation<br>Project   | Project Description  | Total Project<br>Cost | Recommended<br>Amount<br>(requested<br>amount if<br>different) |
|---|--|-----------------------|--|
| <b>St James Golf Club<br/>Inc.</b><br>Up-grade of<br>Clubhouse Interior   | Replacement of old curtains to improve<br>the clubhouse and attract new members.                             | \$11,735              | <b>\$1,804</b><br>(\$10,000)                                   |
| <b>Assessment Panel comments:</b> Good application with support letters, clear budget and potential for the improvements to encourage more events at the facility. Application was originally included replacement of old carpet (\$9750). Council's Acting Coordinator of Facilities Maintenance has confirmed the carpet will be replaced as part of Council's Renewal programming and budget, accordingly this aspect of the application will not be progressed. |  |                       |  |
| <b>Yarrawonga &amp;<br/>Border Agricultural<br/>&amp; Pastoral<br/>Association</b><br>Hammon Pavilion<br>Evaporative Cooler   | An evaporative cooler to be installed in<br>the Hammon Pavilion making it more<br>comfortable for all users. | \$4,779               | <b>\$4,345</b>   |
| <b>Assessment Panel comments:</b> Straightforward project with sound project plan and simple and clear budgets. Condition: Applicant to provide more details in their risk assessment.  |  |                       |  |

**4. Issues**

The program of review following each Community Strengthening Grant round has highlighted a range of program improvements, these are currently being worked through.

**Strategic Alignment  
Council Plan**

1. A welcoming and inclusive place      The successful applications will assist Council in reaching goal 1.06 of our Council Plan – *“Recreation, sport facilities and programs and services respond to our diverse and emerging needs”* which in turn meets our deliverable of *“our CSG assist groups and associations each year to deliver valuable services within their local communities.”*

The applications have been assessed in accordance with the CSG Policy and Guidelines and with a mind to broader Council strategy and pending program reforms.

**5. Internal & External Engagement**

|   |   |
|---|---|
| Engagement (who did you engage with?)   | Feedback  |
| Internal      Team Leader Arts, Culture and Events, Team Leader Community and Recreational Development, Team Leader Wellbeing and Inclusion and | Internal consultation has taken place with the assessment panel evaluations. The assessment panel members included the Officers listed to the left. |

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## COMMUNITY STRENGTHENING GRANTS PROGRAM - ROUND 2 2021/22 (cont'd)

Economic Development Officer

Community Development  
Administration Support Officer

Provided administrative support throughout the process. The Manager, Community Wellbeing, Health and Culture provided direction as required.

External Representatives from various  
community groups

Council Officers provided one on one information sessions at the four major towns across the Shire. These sessions were well received by the community. Sessions were attended by representatives of 10 community groups across the Shire.

### 6. Budget / Financial Considerations

A total of four projects totalling \$26,149 are recommended for approval by the assessment panel.

### 7. Risk & Mitigation

The CSG program addresses risk by:

- Ensuring a financial agreement and process is in place before funding is provided;
- Ensuring Council's responsibilities are clearly identified in the signed funding agreement between Council and the funding recipient;
- Ensuring relevant documents (e.g. funding applications and funding agreements) outline the responsibilities of applicants in terms of occupational health and safety and risk management; and
- Having an evaluation process in place to ensure delivery of the funded community projects and events.

The risk posed by the COVID-19 pandemic to the successful delivery of projects has resulted in mitigation arrangements, including a provision to extend the timeframe for delivery and acquittal of projects. However, in the event a project cannot be delivered within a suitably appropriate timeframe, arrangements will be made to recover allocated funds either in total or as a proportion against progressed works.

### 8. Conclusion

Following conclusion of the assessment phase of Moira Shire Council's Community Strengthening Grants program, round two, it is recommended that Council adopts the recommendation to fund four projects at a total cost of \$26,149.

### Attachments

Nil

FILE NO: C010/22  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.4.1  
(PROCUREMENT COORDINATOR, JOVIAL  
MATHEWS)  
(DIRECTOR INFRASTRUCTURE SERVICES  
JOSHUA LEWIS)

## C010/22 - PROVISION OF PRE-MIXED CONCRETE SUPPLIES PANEL

### RECOMMENDATION

That Council:

1. Award the schedule of rates contract to the following tenderer under Panel Contract C010/22 – Provision of Pre-mixed Concrete Supplies, for an initial term of 1 year with the option to extend in single 1 year periods to a maximum contract period of 3 years:
  - E.B. Mawson & Sons Pty Ltd
2. Authorise the Chief Executive Officer to sign and seal the contract documents and approve contract extensions within the provisions of the contract.

### 1. Executive Summary

Moirā Shire Council invited submissions from suitably qualified organisations for the supply and delivery of concrete for footpath and kerb and channel construction and associated works.

Council's intention is to compile a panel of suppliers offering supply and delivery of premixed concrete products.

After consideration of the submissions, the evaluation panel recommends that contract C010/22 – Provision of Pre-Mixed Concrete Supplies be awarded to the following tenderer:

- E.B. Mawson & Sons Pty Ltd

### 2. Background and Options

The intent of the tender is to compile a list of "Approved Suppliers" offering pre-mixed concrete to Council, at certain fixed prices for the stated period.

During the period as materials are required, a Supplier from the Approved Suppliers list will be contacted regarding availability of materials. If the Supplier can deliver the materials in the stated timeframe, then Council will issue a purchase order for the supply of materials.

Tenderers were required to quote fixed rates per cubic metre for the range of products available from the batching plant.

The suppliers must have facilities for accurate weighing and determination of load size.

### Contract Details

The schedule of rates contract is for an initial term of 1 year commencing 30<sup>th</sup> May 2022.

Upon mutual agreement the Contract can be extended in single periods of 1 year to a maximum contract period of three years (1+1+1).

FILE NO: C010/22  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.4.1

**C010/22 - PROVISION OF PRE-MIXED CONCRETE SUPPLIES PANEL (cont'd)**

**Date of Public Notice**

| Paper                | Date          |
|----------------------|---------------|
| Border Mail          | 12 March 2022 |
| Shepparton News      | 15 March 2022 |
| Cobram Courier       | 16 March 2022 |
| Numurkah Leader      | 16 March 2022 |
| Yarrawonga Chronicle | 16 March 2022 |

Submissions closed 13 April 2022.

**Receipt of Tenders**

A total of 2 submissions were received:

1. E.B. Mawson & Sons Pty Ltd
2. Boral Resources (VIC) Pty Ltd

**Supervision**

Superintendent – Manager Operations

Superintendent Representative – Superintendent Works & Services, Operations

**Panel Membership**

The submissions were independently evaluated in TenderSearch by the following positions:

- Manager Operations
- Superintendent Works & Services, Operations
- Project Supervisor, Construction and Assets

The evaluation was moderated by the Procurement Coordinator.

**Non-conforming tenders**

The submission from Boral Resources (Vic) Pty Ltd was considered as non-conforming because the provided submission was incomplete, of poor quality and did not conform with the council's terms & conditions.

**Tender Evaluation**

The following evaluation criteria and weightings were used:

| Evaluation Criteria           | Evaluation Weighting |
|-------------------------------|----------------------|
| Price                         | 40%                  |
| Track Record                  | 20%                  |
| Management of Schedules       | 10%                  |
| Skills and Resources          | 10%                  |
| Contribution to Local Economy | 10%                  |
| Compliance with Specification | 10%                  |

A summary of the evaluation is provided in the confidential attachment.

FILE NO: C010/22  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.4.1

## C010/22 - PROVISION OF PRE-MIXED CONCRETE SUPPLIES PANEL (cont'd)

### 3. Financial Implications

Submitted rates from the recommended tenderer is fair, reasonable and comparable to current rates.

The budget for this contract is drawn from various funds allocated to footpath and kerb and channel works. Some reactive and miscellaneous works may be drawn from other related project funds. The cost of the products provided under this contract is within the current financial year's approved budget.

Future budgets will be set in accordance with the annual budget process.

### 4. Risk Management

To minimise the risks associated with the works under the contract, the following conditions are required to be delivered by the successful contractor and/or Council:

- Council reserves the right to sample any load supplied under this specification and submit for testing at a registered laboratory.
- The Superintendent Representative will conduct regular site visits for compliance of the work required under contract.
- All personnel are required to undertake a Moira Shire Council site induction.
- Members of the panel are given no guaranteed as to level of work under contract.
- A plant risk assessment is required for each item of heavy plant to be supplied, hired or expected to enter Councils worksite.

### 5. Internal and External Consultation

The public tender was advertised on Council's TenderSearch website, in the Shepparton News, Border Mail and the local papers.

The specification was approved by the Procurement Coordinator, Superintendent Works & Services, Manager Operations and General Manager Infrastructure.

### 6. Regional Context

The works under contract contributes to the repair and upgrades of Council's footpath and kerb and channel network.

### 7. Council Plan Strategy

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

### 8. Legislative / Policy Implications

The tender process was undertaken in accordance with the requirements of the section 108 of the *Local Government Act 2020* and Council's adopted Procurement Policy.

### 9. Environmental Impact

Section 3.25 of the specification stipulates the contractor's environmental responsibilities and will form part of the contract.

FILE NO: C010/22  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 11.4.1

**C010/22 - PROVISION OF PRE-MIXED CONCRETE SUPPLIES PANEL (cont'd)**

**10. Collaborative Procurement**

As the project is unique to the Moira Shire Council a collaborative procurement opportunity was not possible.

**11. Conflict of Interest Considerations**

There was no conflict of interest declared for this tender evaluation process.

**12. Conclusion**

After consideration of the submissions, the evaluation panel recommends that the contract C010/22 – Provision of Pre-Mixed Concrete Supplies be awarded to the following tenderer as per their submitted schedule of rates for a period of 1 year with the option to extend in single 1 year periods to a maximum contract period of 3 years (1+1+1):

- E.B. Mawson & Sons Pty Ltd

**Attachments**

- 1 C010/22 - Provision of Pre-mix Concrete Supplies Panel - APPENDIX A (CONFIDENTIAL) - *printed in separate document*



FILE NO: VARIOUS

ITEM NO: 17.

**GENERAL BUSINESS****6.4. General business**

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

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

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

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