



44 Station Street
Cobram Vic 3644
www.moira.vic.gov.au
webmaster@moira.vic.gov.au

AGENDA

ORDINARY MEETING OF COUNCIL **FOR** **MONDAY 19 MAY 2014** **TO BE HELD AT WAAIA HALL** **COMMENCING AT 6:00 PM**

1. 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 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

Motion: "That the minutes of the Ordinary Council Meeting held on Tuesday, 22 April 2014 and the minutes of the Special Ordinary Council Meeting held on Monday, 28 April 2014, as prepared and circulated, be confirmed."

8. COUNCILLOR REPORTS

NIL	
9. OFFICER REPORTS FOR DETERMINATION	
9.1 CORPORATE GOVERNANCE	
9.1.1 COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW	4
9.1.2 COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW	56
9.1.3 FINANCIAL POSITION REPORT AS AT 30 APRIL 2014	99
9.2 COMMUNITY	
9.2.1 SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS	106
9.3 SHIRE DEVELOPMENT AND LIVEABILITY	
9.3.1 PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH	109
9.3.2 PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA	130
9.3.3 PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT 7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO	139
10. OFFICER REPORTS FOR INFORMATION AND DECISION	
10.1 CORPORATE GOVERNANCE	
10.1.1 ASSEMBLIES OF COUNCILLORS	148
10.2 COMMUNITY	
10.2.1 MUNICIPAL FLOOD EMERGENCY PLAN	156
10.3 SHIRE DEVELOPMENT AND LIVEABILITY	
10.3.1 BUILDING AND PLANNING PERMIT ACTIVITY REPORTS	179
11. ACTION OFFICERS LIST	
11.1 ACTION OFFICERS LIST	186
12. NOTICES OF MOTION	
NIL	
13. PETITIONS AND JOINT LETTERS	
NIL	

14. COUNCIL SEAL

NIL

15. GENERAL BUSINESS **199**

16. QUESTIONS FROM PUBLIC GALLERY **200**

17. STANDING ORDERS **201**

18. CONFIDENTIAL BUSINESS

19. CONFIDENTIAL ACTION OFFICERS LIST

20. URGENT OR GENERAL CONFIDENTIAL BUSINESS

21. CLOSE OF MEETING



PETER BERTOLUS
ACTING CHIEF EXECUTIVE OFFICER

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW

RECOMMENDATION

That Council;

1. Accept the reviewed 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan
2. Provide the opportunity for members of the community to make a submission regarding the reviewed 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan through May and June 2014 under Section 223 of the Local Government Act 1989.
3. Publish a notice in respect of the Section 223 process of the Local Government Act in the Yarrowonga Chronicle, Cobram Courier, Strathmerton Standard, Numurkah Leader, Redgum Courier and Shepparton News, these newspapers being those that circulate most widely across Moira Shire.
4. Publish a copy of the reviewed 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan on Council's website and provide a copy for public viewing at each of Councils service centres.
5. Consider any submissions received up until 5:00pm on 16 June 2014.
6. Appoint a Committee of the Council (whole of Council) to consider submissions and hear any person who wishes to be heard in support of their submission
7. Hear submissions on Thursday 19 June 2014 at the Cobram Civic Centre
8. Authorise the Chief Executive Officer, or his delegate, to administer the Section 223 process, arrange times, places and dates for meetings, arrange for notices to be placed in newspapers and to carry out other administrative functions to enable the Council to carry out the Section 223 process

1. Executive Summary

The Council Plan as prescribed in section 125 of the Local Government Act 1989 (the Act) identifies the strategic direction of the Council for its four (4) year term.

The 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan was adopted by Council at its Ordinary meeting on 20 May 2013.

Each year, Council is required to review its Council Plan and consider any adjustments necessary to maintain effective leadership within its community and delivery on its Strategic Objectives.

Following this review, whilst there has been no change to the Strategic Objectives of the 2013/14 to 2016/17 Council Plan, there have been a number of adjustments to key elements of the plan.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

In accordance with section 125(9) of the Act, Council is required to provide opportunity for the community to make submission under section 223 on the proposed adjustments to the Council Plan.

This report makes provision for this section 223 process to be undertaken in support of the reviewed Council Plan.

2. Discussion

The Council Plan sets the strategic direction for the Council and comprises the following;

- Strategic Objectives of the Council, namely;
 - Environment
 - Community
 - Development (Liveability)
 - Organisation
 - Infrastructure
 - Governance
- Strategies for achieving the objectives for at least the next four years and,
- Strategic indicators for monitoring the achievement of the Strategic Objectives.

The Council Plan also incorporates a Strategic Resource Plan (SRP) which identifies the resources required to achieve the Council's Strategic Objectives as expressed in the Council Plan. The SRP must include at least the next four financial year's details of Council's financial and non-financial resources.

Under section 125(7) of the Local Government Act 1989, Council is required each financial year to consider whether the current Council Plan, which is inclusive of the Strategic Resource Plan (SRP), requires any adjustment in respect of the remaining period of the Council Plan.

A review of the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan has been undertaken and whilst no significant change is proposed to the Strategic Objectives of the plan, there are a number of adjustments proposed. These can be summarised as follows;

a. Reporting Responsibilities

Changes to reporting responsibilities are a result of an organisational re-structure which took effect in the second half of 2013. This adjustment, whilst significant in terms of which business unit reports on performance indicators does not in itself change the focus of the Council Plan, its strategies or strategic indicators.

b. Some changes to the description of a number of strategies.

Changes to strategies within the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan are in the main, aimed at clarifying the ways in which Strategic objectives are delivered. Improvements in some descriptions make it clearer, Council intention.

c. Some adjustments to performance indicators in an effort to increase the measurability of these indicators.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN)
ANNUAL REVIEW (cont'd)**

Adjustments to performance indicators are aimed at improving the empirical measure of these indicators. SMART (Specific, Measurable, Attainable, Realistic and Timely) indicators enable measurement of the effectiveness of business unit actions in delivering on strategies within the Council Plan.

- d. Inclusion of a number of new performance indicators developed by Council as part of a strategic planning activity in early 2014.

In January of 2014, Council developed a Strategic Roadmap as part of its ongoing planning for success. Key indicators from this roadmap have been included in this reviewed Council Plan. These include;

- Capping Staffing levels at 195 EFT
 - Reducing debt by 25% by the end of the current Council Plan period, that is by 2017 and,
 - Capping operational cost increases at 2% (excluding CPI)
- e. Description of the "Local Government Performance Reporting Framework" (LGPRF) which will be implemented through the 2014/14 reporting period.

Throughout 2013/14, Moira Shire participated in a Pilot project to identify a new set of indicators of local government performance. The Local Government Performance Reporting Framework has now been established and will be a requirement of Council to report on in the July – September quarter of 2015 on the 2014/15 financial year. The framework consists of a number of financial, performance and sustainability measures which are detailed in the reviewed Council Plan attached with this report.

The Strategic Resource Plan (SRP) details Council's borrowing strategy, asset renewal funding, proposed capital expenditure investment and enables delivery of an acceptable range and level of services. The revenue raising strategy proposes how the required funds will be raised from rates and charges, user fees and government grants.

The Strategic Resource Plan has been reviewed to reflect the current financial position and future direction of Council; there are no significant adjustments considered following the review. This is in line with the maintaining of Strategic Objectives as set out in the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan at its adoption in May 2013.

With these adjustments recommended and in accordance with section 125(9) of the Act, Council is required to provide opportunity for the community to make submission under section 223 on the proposed adjustments to the Council Plan.

Section 223 of the Local Government Act is reproduced below;

(1) The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—

(a) the Council must publish a public notice—

- (i) specifying the matter in respect of which the right to make a submission applies*
- (ii) containing the prescribed details in respect of that matter*

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN)
ANNUAL REVIEW (cont'd)**

(iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published

(iv) stating that a person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission

(b) if a request has been made under paragraph (a)(iv), the Council must—

(i) provide the person with the opportunity to be heard in support of the submission in accordance with the request at a meeting of the Council or of a committee determined by the Council

(ii) fix the day, time and place of the meeting

(iii) give reasonable notice of the day, time and place of the meeting to each person who made a request

(c) if the committee determined under paragraph (b)(i) is not responsible for making the decision in respect of which the submissions have been made, the committee must provide a report on its proceedings, including a summary of hearings, to the Council or the special committee which is responsible for making the decision

(d) the Council or special committee responsible for making the decision must—

(i) consider all the submissions made under this section and any report made under paragraph (c)

(ii) notify in writing, each person who has made a separate submission, and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision.

With this process prescribed, the following steps are proposed to seek submissions to the adjustments proposed;

- Publish a notice in respect of the Section 223 process of the Local Government Act in the Yarrowonga Chronicle, Cobram Courier, Strathmerton Standard, Numurkah Leader, Redgum Courier and Shepparton News, these newspapers being those that circulate most widely across Moira Shire.
- Providing the opportunity for members of the community to make a written submission regarding the reviewed 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan from 19 May 2014 to 15 June 2014 under Section 223 of the Local Government Act 1989.
- Publish a copy of the reviewed Council Plan on Councils website and make available a copy at each of Council's service centres and agencies.
- Appoint a Committee of the Council (whole of Council) to consider submissions and hear any person who wishes to be heard in support of their submission.
- Hear submissions on 19 June 2014 at the Cobram Civic Centre.
- Following consideration of submissions received, make any necessary changes to the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan and recommend Council adopt the reviewed Plan at its Ordinary meeting on 23 June 2014.

Following consideration of any adjustment to its Council Plan, Council must within 30 days of making any adjustment advise the Minister of the details of the adjustment to the Council Plan.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

3. Financial Implications

All financial implications of the Council Plan are considered as part of Councils annual budget. In the case that a significant change to the Strategic Objectives of Council is proposed, the Strategic resource Plan would be amended to account for such change. This is not required at this time on the basis that the Strategic Objectives have not changed.

4. Risk Management

The development of the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan has been undertaken with consideration to the potential risks that Council may face through its implementation.

In accordance with Councils Risk Management Plan, all activities of Council are planned and implemented with risk as but one consideration.

5. Community Consultation

In consideration of adjustments as contained in the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan and in accordance with section 125 (9) of the Act, Council is required to provide opportunity for the community to make submission under section 223 on the proposed adjustments to the Council Plan.

The steps of this consultation are detailed in the discussion section of this report.

6. Internal Consultation

Review of the 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan has been undertaken by Councillors with feedback from the Acting CEO, Directors and Managers.

7. Legislative / Policy Implications

The requirement for the Council Plan inclusive of Strategic Resource Plan (SRP) is detailed under Sections 125 and 126 of the Local Government Act 1989 (as amended). Section 125(7) of the Local Government Act requires Council review the plan at least once in a financial plan.

Section 125(9) identifies the need for consultation and section 223 prescribes this process.

8. Environmental Sustainability

Environmental Implications are discussed within the document specifically within the Strategic Resource Plan.

9. Conflict of Interest Considerations

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

10. Conclusion

The current 2013/14 to 2016/17 Council Plan including the Strategic Resource Plan has been reviewed and is required to be placed on display for the purpose of seeking public submission into changes proposed.

Once submissions are received and are considered, any changes deemed appropriate will be made before being presented to Council for adoption at the June Ordinary meeting.

Attachments

**FILE NO: 120.03.0001
4. OUR PEOPLE**

**ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)**

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN)
ANNUAL REVIEW (cont'd)**

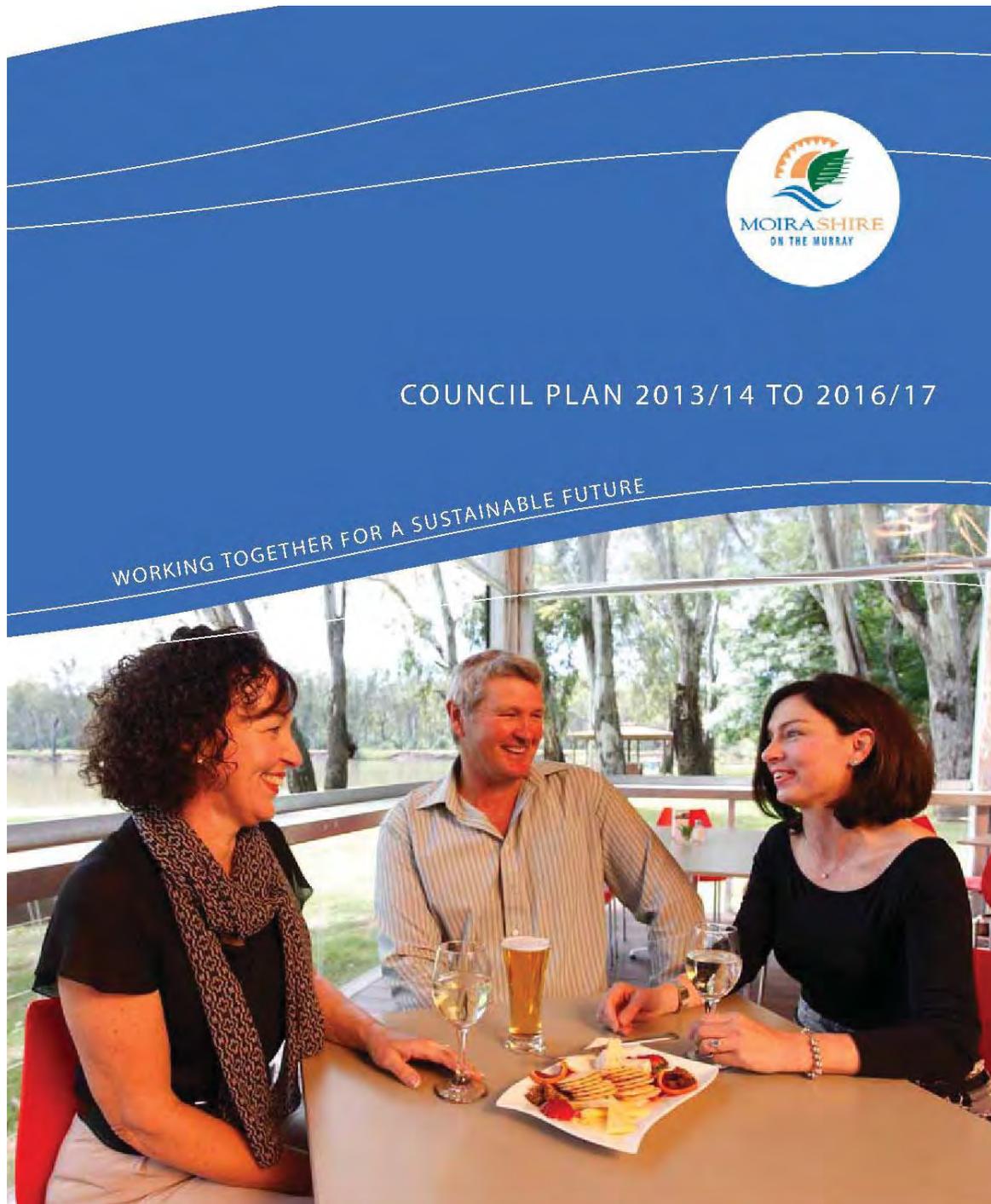
- 1 Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



INCORPORATING THE STRATEGIC RESOURCE PLAN 2013/14 TO 2021/22

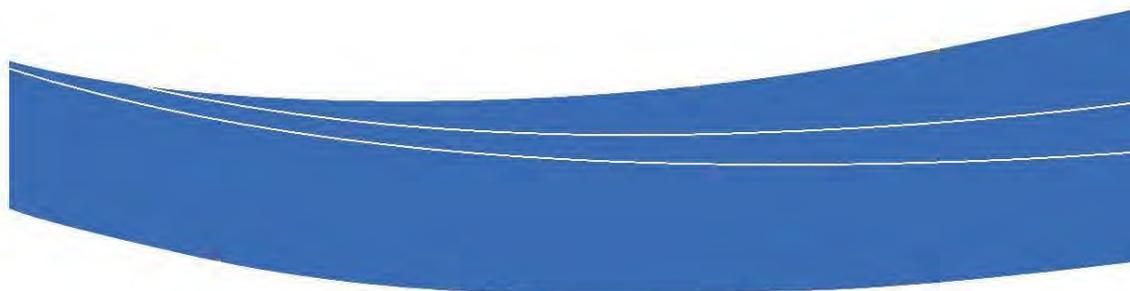
ADOPTED 20 MAY 2013
REVISED xx June 2014

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



CONTENTS

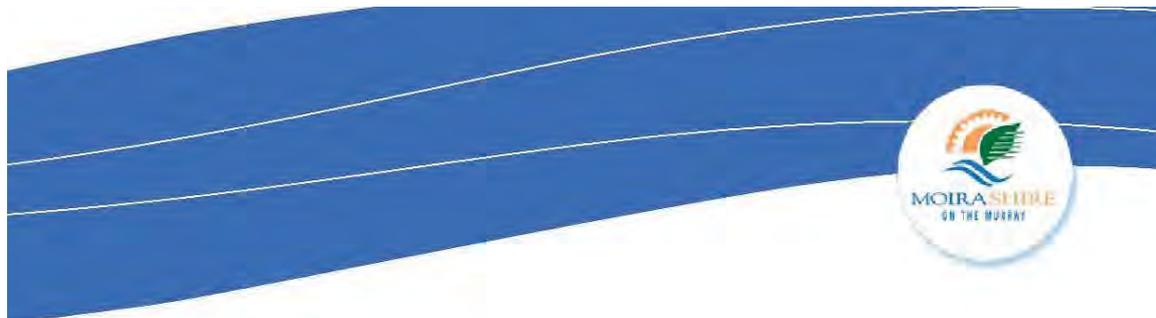
COUNCILLOR PROFILES	4
MAYORS MESSAGE	5
CEO'S MESSAGE	6
ORGANISATIONAL PROFILE	7
ECONOMIC PROFILE	8
INDUSTRY PROFILE	12
COMMUNITY AND PEOPLE	14
ROLE OF LOCAL GOVERNMENT	15
COUNCILS INTEGRATED PLANNING AND MONITORING	16
STRATEGIC GOALS	19
STRATEGIC RESOURCE PLAN 2011/12 TO 2020/21	35
CONTACTING COUNCIL	BACK COVER

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



VISION

Moira - as mighty as the Murray.

MISSION

Aligning environment and space. Integrating Moira's communities, businesses, investments, individuality and innovation to generate and support it's communities and citizen's aspirations and wellbeing.

CORE VALUES

At Moira we all have a critical role in developing and supporting an environment where we are a best practice Council who:

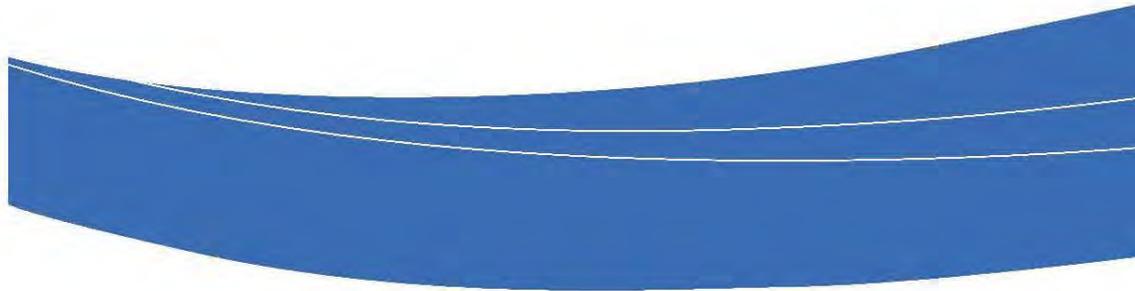
- leads and is responsive;
- is accountable for all of its decisions and commitments;
- promotes open, honest, inclusive and respectful communication; internally and across the Shire;
- recognises, promotes and acknowledges achievement and integrity;
- recognises, supports and facilitates strategic partnerships and networks through co-operation;
- encourages, anticipates, welcomes and implements innovation; and
- recognises lifelong learning.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



MOIRA SHIRE COUNCILLORS



CR PETER MANSFIELD
Mayor
pmansfield@moira.vic.gov.au



CR WENDY BUCK
Deputy Mayor
wbuck@moira.vic.gov.au



CR KEVIN BOURKE
kbourke@moira.vic.gov.au



CR GARY CLEVELAND
gcleveland@moira.vic.gov.au



CR ED COX
ecox@moira.vic.gov.au



CR DON MCPHEE
dmcphree@moira.vic.gov.au



CR BRIAN KEENAN
bkeenan@moira.vic.gov.au



CR MARIE MARTIN
mmartin@moira.vic.gov.au



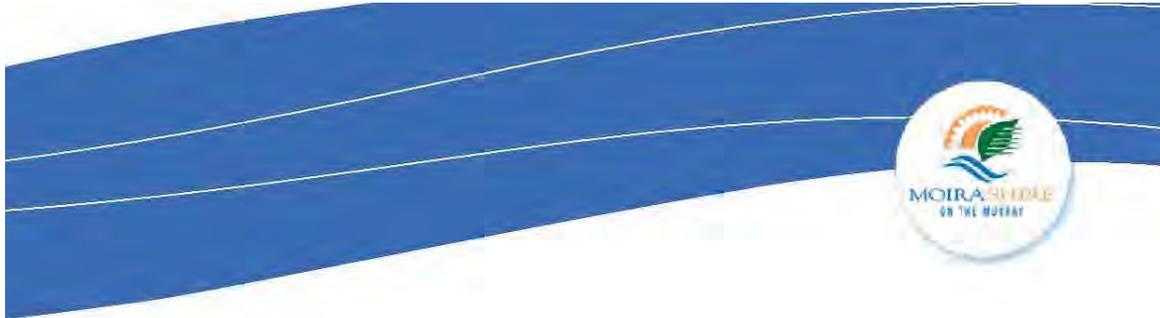
CR ALEX MONK
amonk@moira.vic.gov.au

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



MAYORS MESSAGE



The Council Plan has a four year horizon and is a document that reports annually to the community about Moira Shire's operations and activities. The plan is developed through listening to our community about issues that are important to you.

Inside this Council Plan you will find an outline of the specific actions Council will undertake in the 2013-14 year and how they relate to our overall strategies and objectives for the municipality to 2017-18. Every quarter Council publishes a report analysing its progress against these actions, which is available on our website and at customer service centres throughout the Shire. I encourage you to use this to monitor our progress throughout the year. Alternatively, feel free to contact Council if you have any questions or require information about specific aspects of Council operations.

Over the next twelve months, Council is keen to progress the development and redevelopment of key community facilities.

It is essential we keep abreast of the changing demographics, needs and attitudes of our community by continuing to improve the way we communicate and engage with you. Over the next year Council will conduct a detailed analysis of the new census data to get an updated profile of the Shire and continue to utilise various community consultation mechanisms to ensure that we are delivering services and developing facilities you want.

We will also continue to work at a regional level, delivering a strategic, integrated approach to open space, planning and economic development supporting local business and community needs.

Financially, Council continues to work hard to reduce debt and deliver cost-effective services for the community. The Strategic Resource Plan from page 33 of this document clearly illustrates how we will continue this responsible and effective financial management over the next five years.

Over the next year we have budgeted \$10 million for our Capital Works. Council also decided not to borrow in the 2011/12 financial year to continue retiring debt.

I take this opportunity to thank my fellow Councillors, the Executive Team and staff for their continuing commitment to delivering quality services and being strong advocates for the Moira Shire community.

I also recognise the contributions made by the various groups and individuals in the community and thank you for your passion and enthusiasm. It is a privilege and an honour to be able to represent you as Mayor.

Mayor

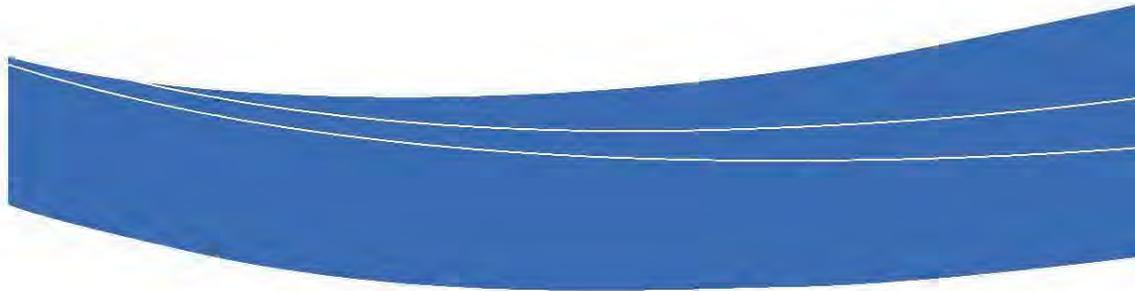
* Mayors Message to be updated

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



CEO'S MESSAGE



Welcome to the Moira Shire Council Plan. This four year document outlines the actions we will undertake over that period in order to achieve the strategic objectives we have set for the municipality. This document is used annually to assess our progress and success. This reporting occurs each quarter, at the end of the financial year, and represents a major indicator for Council to remain open and accountable to the community.

The objectives and strategies of the Council Plan are informed from a range of sources, such as community feedback and Councillor priorities. Once established, these strategies are fed through Council's internal planning documents right through to individual staff performance plans.

Fundamental to Moira Shire Council continuously improving is a clear focus on "People, Processes and Systems". At the beginning of the 2013, changes were made to Council's organisational structure to align and strengthen Council's service units and outputs into strategic groups.

Internally, we will be focussing on positioning Moira Shire Council as an employer of choice to attract and retain highly skilled staff, as well as working continually to motivate staff by providing stimulating learning opportunities and supportive work environments. We plan to conduct a detailed staff culture survey that will inform new projects to improve staff health and wellbeing.

Chief Executive Officer

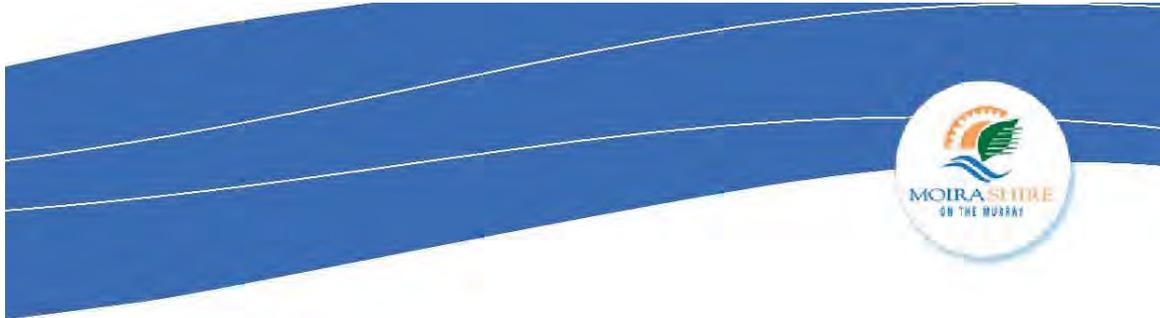
* CEO's Message to be updated

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



ORGANISATIONAL PROFILE

Under the *Local Government Act 1989*, the community elects nine Councillors to form the Council, which in turn appoints a Chief Executive Officer to implement the decisions of Council. The current Council was elected to office in November 2012. The current Chief Executive Officer, Mr Mark Henderson, commenced employment with Council in May 2014.

To assist in the effective management of the Shire and the services it delivers to the community, the CEO implemented a revised organisational structure incorporating three Directors at the beginning of 2013. These changes will have increased the efficiency and relevance of service delivery across Council and facilitate a more integrated, strategic approach to community projects, planning and programs.

With an annual operating budget of approximately \$46.9 million and capital budget of approximately \$10.9 million in 2012/13, Moira Shire Council employs 197 full time equivalent staff providing over 100 services across the 4,057 square kilometre municipality.

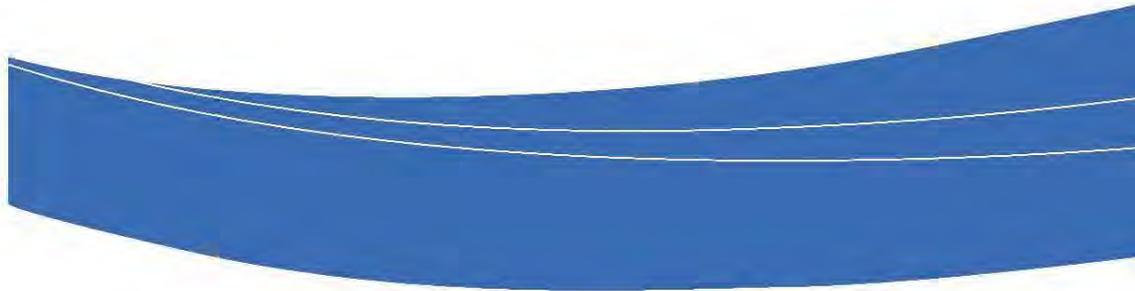


FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



ECONOMIC PROFILE

Moira Shire is one of the fastest growing in north-east Victoria boasting strong agricultural, dairy, horticultural and viticultural operations, manufacturing and food processing sectors; a thriving tourism industry; quality affordable housing and access to excellent education, health services, sporting and recreation facilities.

Tourism (overnight and day trip visitation) injects \$245 million into the region annually. International visitation numbers are considered statistically unreliable however it would be fair to estimate a further \$10 million is spent by overseas visitors.

The region receives 20.6% of visitors during the day and 21.2% stay overnight in the Murray region. 60% of visitors are holiday and leisure travellers, 26.3% are visiting friends and relatives (VFR) and 10% are travelling for business. 3.1% nominate "other" as their reason for travel.

Statistics for year-end December 2012 reveal a decline in VFR and an increase in holiday and leisure and business travel.

The municipality has four major towns; Cobram, Nathalia, Numurkah and Yarrawonga and 17 smaller communities - Barmah, Beari, Bundalong, Invergordon, Katamatite, Katunga, Koonoomoo, Lake Rowan, Peechelba, Picola, St James, Strathmerton, Tungamah, Waaia, Wilby, Wunghnu and Yarroweyah.

Moira Shire's total population is 28,123; (13,984 male and 14,139 females¹). Moira Shire's average annual growth rate was 0.13% averaged per annum from 2006-2011 compared more growth of 0.24% experienced between 2001-2006. Moira's population is estimated to, in the next 15 years, increase by 31.3%.

MOIRA SHIRE COUNCIL ADMINISTRATIVE BOUNDARY WITH LOCALITIES



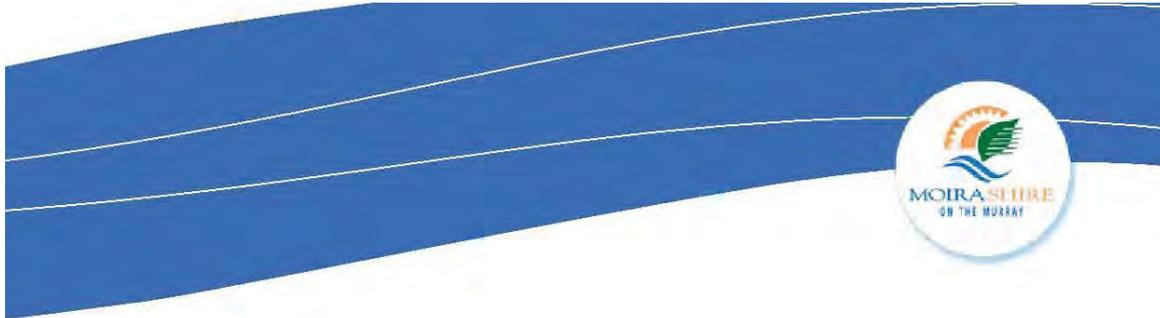
2011 ABS Census data

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review

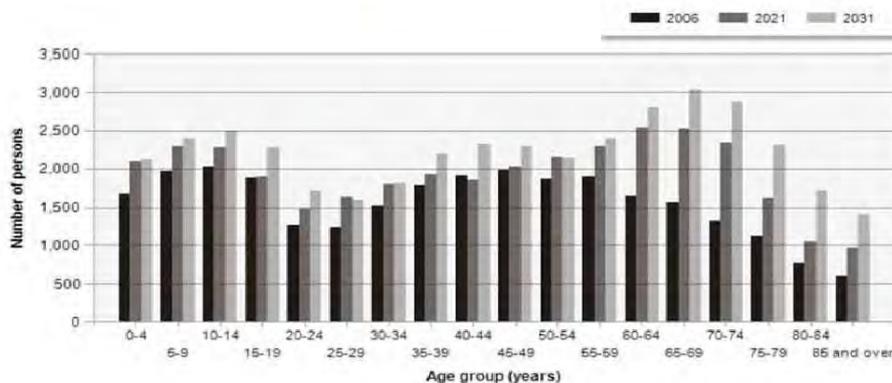


MOIRA SHIRE - POPULATION FORECAST TO 2026

	% CHANGE 2011 - 2026
MOIRA SHIRE	31.3%
CENTRAL RURAL	33.7%
COBRAM	24.5%
NATHALIA - RURAL WEST	18.9%
NUMURKAH	28.0%
RURAL EAST	-0.2%
YARRAWONGA	73.7%

Source: ForcastId

FORECAST AGE STRUCTURE, MOIRA SHIRE (PERSONS)

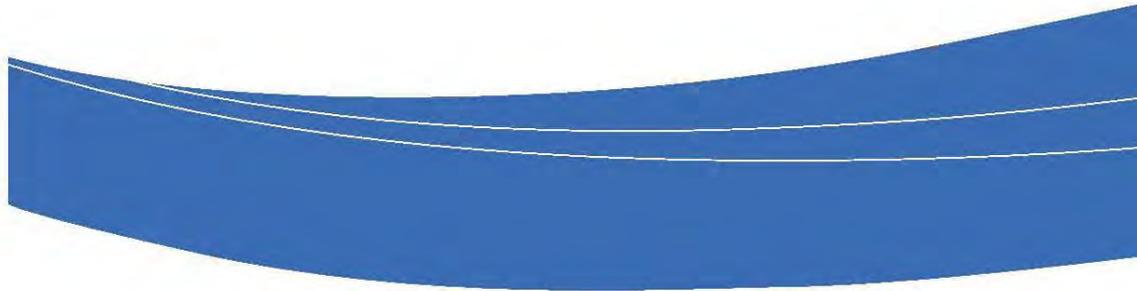


FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

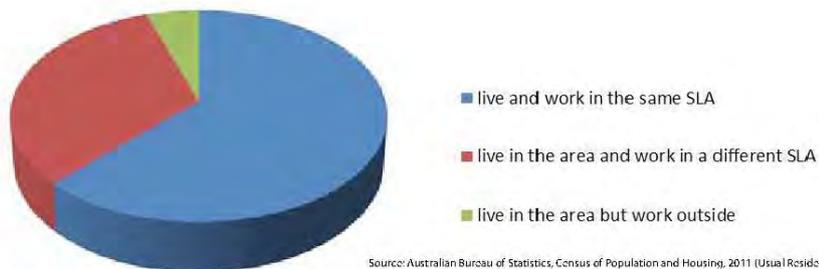
ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



EMPLOYMENT

In 2011, the Moira Shire labour force including those residents working outside the Shire was 12,249 persons, with 58.1% employed full time, 30.2% employed part-time and 4.8% unemployed.²

EMPLOYMENT LOCATION OF MOIRA RESIDENTS



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual Residence Data)
SLA: Statistical Local Area



²2011 ABS Census data

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



EMPLOYMENT BY SECTOR 2011

SECTOR	EMPLOYMENT NO.	% OF TOTAL JOBS
Agriculture, Forestry & Fishing	1,762	19.2%
Manufacturing	1,360	14.8%
Health Care & Social Assistance	1,127	12.3%
Retail Trade	1,103	12.0%
Education & Training	678	7.4%
Construction	634	6.9%
Accommodation & Food Services	543	5.9%
Other Services	301	3.3%
Transport, Postal & Warehousing	298	3.3%
Wholesale Trade	265	2.9%
Public Administration & Safety	251	2.7%
Professional, Scientific & Technical Services	228	2.5%
Financial & Insurance Services	156	1.7%
Administrative & Support Services	148	1.6%
Rental, Hiring & Real Estate Services	109	1.2%
Arts & Recreation Services	73	0.8%
Electricity, Gas, Water & Waste Services	67	0.7%
Information Media & Telecommunications	53	0.6%
Mining	8	0.1%
TOTAL	9,164	

Source: ABS Data 2011 as quoted in Remplan

Compared to regional Victorian Local Government Areas, Moira's agriculture sector is a major local employer with an above average proportion of people also employed in manufacturing, reflecting the importance of the agricultural processing sector in Moira Shire. Major employment changes by industry sector experienced between 2001 and 2011 included significant employment losses in the agricultural, wholesale trade and retail sectors. Sectors showing strong growth in employment in the same period were construction, health and community services, retail trade, accommodation, cafes and restaurants, and transport and storage. Tourism in Moira generates 510 direct jobs, making it the seventh largest sector for employment.³

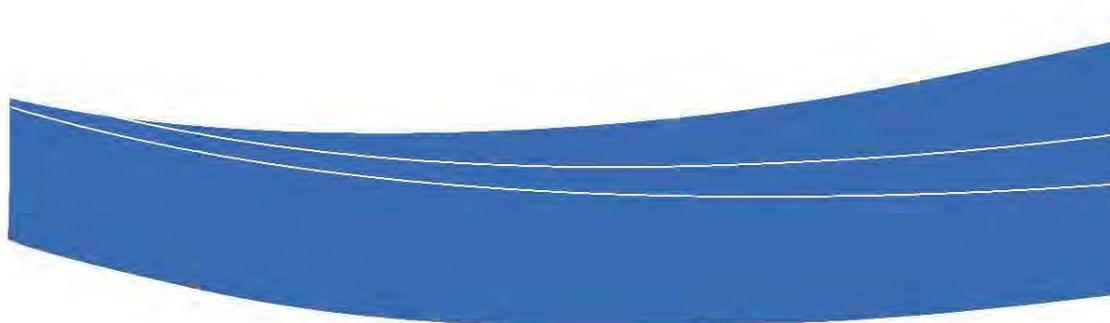
³The Regional Development Company

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



INDUSTRY PROFILE

Gross Regional Product measures the total value of goods and services produced in a given area. Moira Shire's 2012 Gross Regional Product is estimated at \$1,146.3 million (\$40,758 per capita)⁴.

Industry contribution to a region can be measured by the number of jobs, the regional value added⁵, regional output⁶ and income⁷:

1. Regional output is a measure of sales. Manufacturing is a key driving sector for Moira Shire's economy
2. Agriculture remains the largest employer but has dropped to second below manufacturing for regional value added. Output remained consistent at second. Agriculture dropped three to sixth for income; and
3. Rental, hiring and business services are the third highest sector for regional value added, fourth in regional output, and is ranked fifteenth for employment and income.

TOP 10 INDUSTRY SECTORS IN MOIRA SHIRE - BY OUTPUT

INDUSTRY SECTOR	Output \$M	% of Total
Manufacturing	942.5	35.7
Agriculture, Forestry & Fishing	386.9	14.6
Construction	231.9	8.8
Rental, Hiring & Real Estate Services	220.6	8.4
Health Care & Social Assistance	123.2	4.7
Retail Trade	103.8	3.9
Wholesale Trade	87.8	3.3
Financial & Insurance Services	86.2	3.3
Education & Training	75.8	2.9
Transport, Postal & Warehousing	74.1	2.8

Source: ABS 2011 as quoted in Remplan

⁴ Remplan is software licensed to the Moira Shire Council which provides analysis of the Shire's economy based on an input-output methodology. It is a region specific economic impact modelling software which sources its data from ABS. It has been used extensively in the economic analysis for this project.

⁵ Regional Value added is the difference between the sale price and the production cost of a product.

⁶ Regional Output is a measure of sales produced from the area.

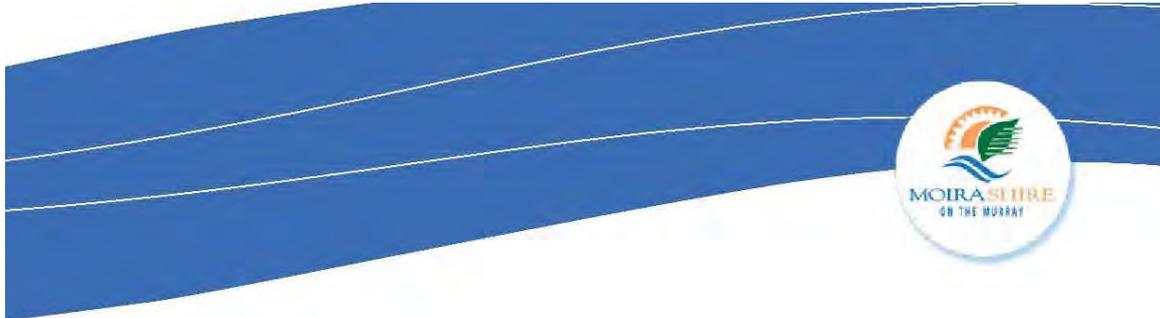
⁷ Income is the value of goods and services produced.

FILE NO: 120.03.0001
4. OUR PEOPLE

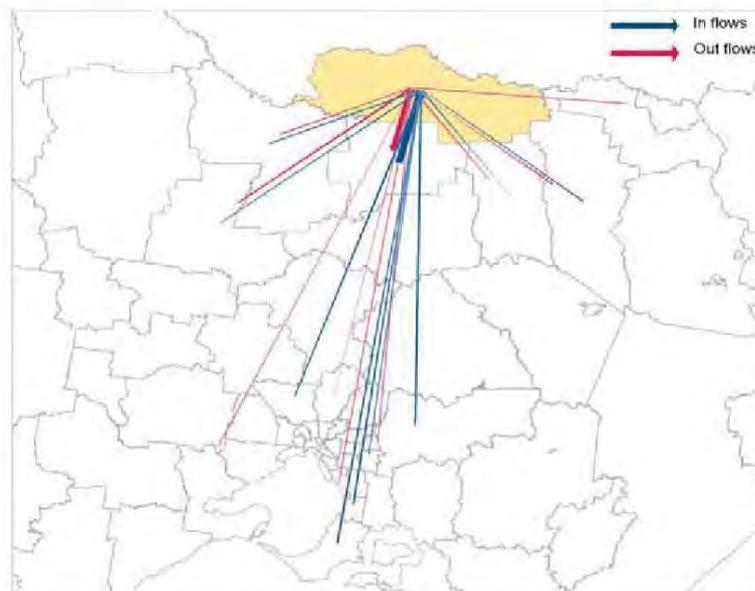
ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



MAJOR MIGRATION FLOWS, MOIRA



Source: ABS, Census of Population and Housing (2006)

Intraregional flows in and out of Moira dominate migration patterns, particularly neighbouring municipalities with larger towns, such as Shepparton, Wangaratta, Benalla and Wodonga. Small flows with municipalities in Melbourne were also recorded, supporting the notion that “tree-change” migration is a key feature of population change in Moira.⁶ Dominant drivers for migration have been:

- Empty-nesters and retirees;
- Employment growth in services, especially tourism based industries, retail trade, health and education;
- Consolidation of agricultural industries and growth in value-adding; and
- Attraction of families to the area, based on the amenity and beauty.

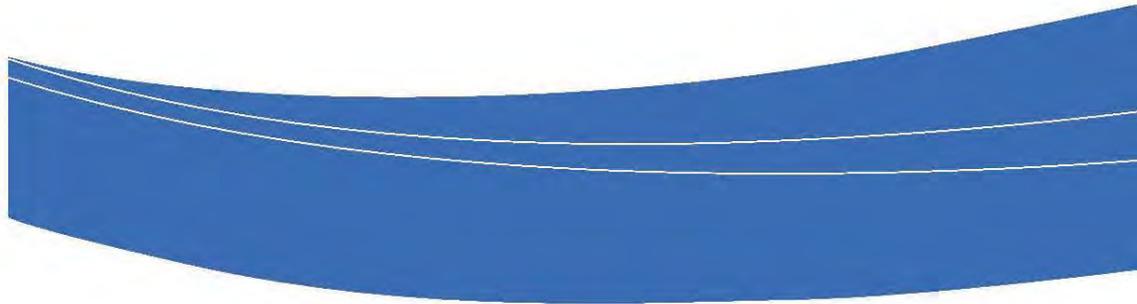
⁶ Internal Migration in Victoria DPCD

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

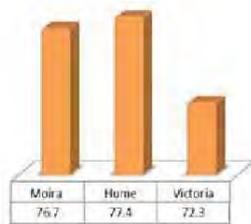
COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review

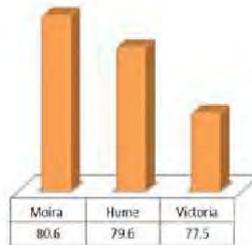


COMMUNITY AND PEOPLE

FEELING PART OF THE COMMUNITY



FEELING PART OF THE COMMUNITY



SUBJECTIVE WELLBEING

COMMUNITY PERCEPTIONS OF SAFETY



PERCENTAGE FOR DURING THE DAY



PERCENTAGE FOR DURING THE NIGHT



NUMBER OF CRIMES AGAINST A PERSON



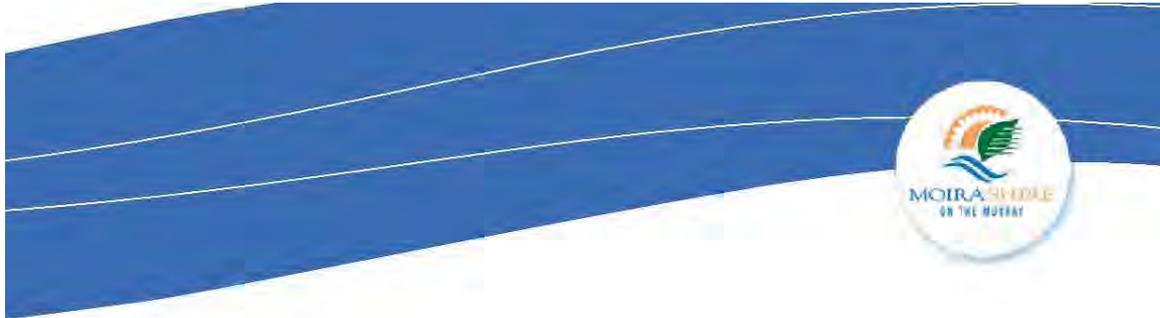
NUMBER OF CRIMES AGAINST PROPERTY

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



ROLE OF LOCAL GOVERNMENT

Local Government is one of the three tiers of government in Australia, alongside the State and Commonwealth governments. Under Australia's Federal system of government, some powers were given to the national government through the Australian Constitution. State governments are empowered under State constitutions, while Victorian Councils⁹ are largely empowered under the Local Government Act (1989).

Under the Act, the "primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions". Moirá Shire Council strives to achieve this objective through different approaches:

- a significant role in many and varied local service delivery (e.g. libraries, childcare, delivered meals);
- infrastructure provision and maintenance (e.g. community centres, footpaths or streetscapes);
- strategic planning (e.g. land use);
- regulation and enforcement (e.g. permits);
- facilitation (e.g. economic development);
- representation and advocacy (e.g. social justice issues, lobbying for better public transport);
- community development (e.g. community grants program); and
- partnerships (e.g. working with service providers to assist new migrants).⁹

Council seeks to introduce core operations by developing innovative and effective ways to manage and improve local assets; engaging in meaningful two way communication with residents and businesses; delivering improved core services like street cleaning and litter removal; and ensuring the organisation has sound financial and governance practices and a dedicated, skilled workforce. Strategically, Councils focuses on a number of environmental-level issues which are incorporated into its six strategic goals: namely

1. a financially stable Council now and in the future and an enhanced profile and understanding of the services and activities provided by the Council;
2. responsive, cost-effective sustainable and equitable service delivery;
3. a skilled, innovative workforce with a high level of job satisfaction;
4. minimised exposure to risk by Council and the community;
5. ensuring Councils assets are responsibly managed, planned, acquired, disposed, used, maintained, renewed and replaced to meet the needs of current and future generations; and
6. ensuring Council proactively equitably and accountably discharges its statutory obligations in delivering services to the community.

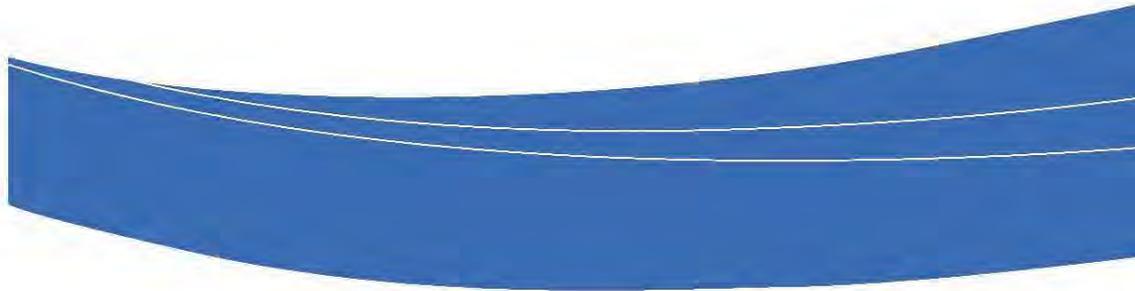
⁹ For more information about local government see the Victorian Government's Guide to Local Government or visit the websites of the three main local government peak bodies: Guide to Local Government, www.localgovernment.vic.gov.au; Australian Local Government Association (ALGA), www.alga.asn.au; Municipal Association of Victoria (MAV), www.mav.vic.gov.au; Victorian Local Government Association (VLGA), www.vlga.org.au

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review

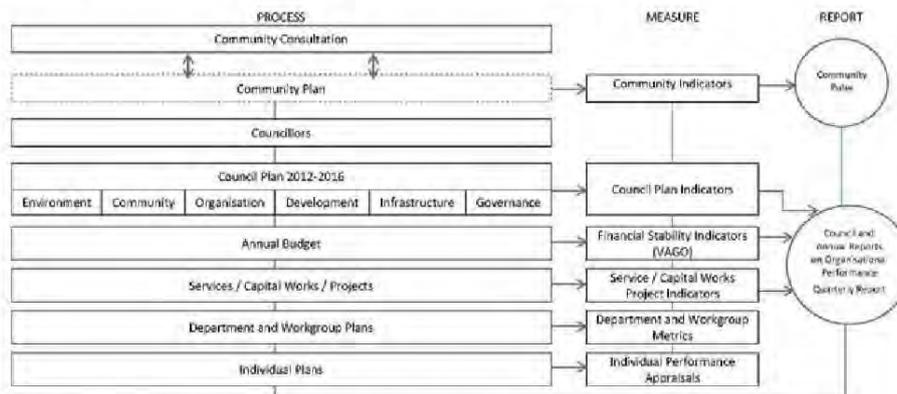


COUNCILS INTEGRATED PLANNING & MONITORING FRAMEWORK

Moira Shire's strategic planning framework is an integrated planning framework aligning strategic, corporate and operational plans to achieve sustainable improvements for the Shire and its communities. An integrated corporate planning framework ensures its strategies and financial resources are aligned to deliver Moira's Council Plan. Community consultation and engagement are essential in this process. The framework includes long, medium and short-term plans that set direction for the Shire operations. Council's framework is underpinned by the Council Plan which outlines the key activities that Council is prepared to undertake over the next four years across six strategic goals. The objective of Councils integrated planning framework is to provide comprehensive performance information which meets the needs of all stakeholders.

Specifically:

1. Councils will have information to support strategic decision making and continuous improvement;
2. Communities will have information about Council performance and productivity;
3. Regulators will have information that complies with relevant reporting requirements; and
4. State and Commonwealth Governments will have information



The key features of an effective performance reporting system, which Moira Shire Council subscribes to, ensures its integrated planning framework:

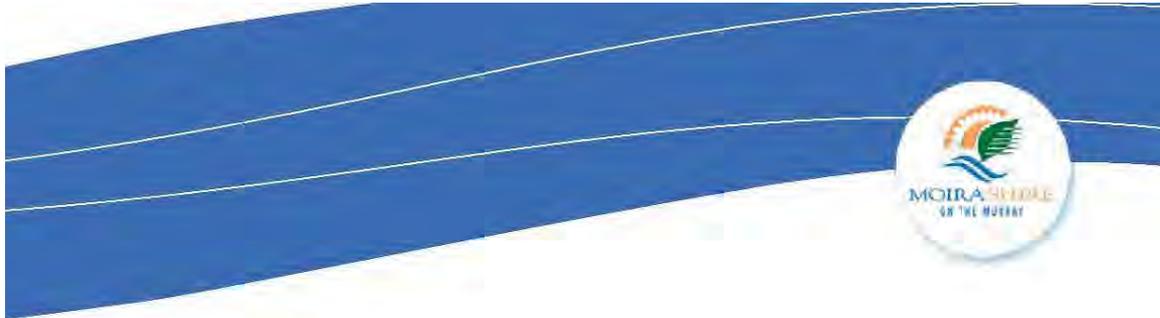
- is based on a robust conceptual model;
- builds a comprehensive picture of performance;
- minimises the reporting burden;
- allows for meaningful comparisons of performance;
- is accompanied by implementation support and guidance;
- is enabled through legislation; and
- is aligned to audit requirements.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



THE CONTEXT OF THE COUNCIL PLAN

The Council Plan guides Councillors, staff, community, state and federal governments and local service providers on how Council will respond to the opportunities and challenges the municipality faces over the next four years. Federal and State Government trends suggest funding, including grant funding, will continually be aligned, and related to increased transparency and accountability in strategic/financial planning, reporting and monitoring.¹⁹ The Council outlines its long-term vision and strategic plan for its term of office in this Council Plan which was developed against a backdrop of major challenges, including the global economic crisis, the need to sustain Moira's environment and support a changing and diverse population. The plan is committed to long-term planning in revitalising the Shire, its community, delivering its capital works program, focusing and responding to Moira's community services and tangible infrastructure and asset renewal projects.

COUNCIL PLAN ELEMENTS

Under the Local Government Act (1989), each Council is required to produce a four-year Council Plan by 30 June in the year following a general Council election. A plan needs to include Strategic Goals, Strategies, Strategic Indicators and a Strategic Resource Plan. It is reported against on a quarterly basis to Council and in the Annual Report which goes to the Minister. The Council Plan is reviewed in accordance with legislative requirements. Major strategies supporting the six strategic goals within the Plan are reviewed by Council and updated annually. The strategic indicators supporting these strategies are also updated annually and represent priorities taken from department service plans and informed by a variety of sources including community consultation, Councillor priorities, the capital works program and operational programs.

These strategic indicators are aligned and cascade down into individual staff performance plans thereby ensuring a full commitment by staff across Council to successfully deliver these outcomes.

The Strategic Resource Plan outlines how Council is going to manage its financial and human resources to achieve the outcomes identified in its Council Plan. Because the Strategic Resource Plan only is defined under the Act, Moira Shire Council has interpreted the other elements in the following way:

STRATEGIC GOALS	the 'outcomes' Councillors want to achieve within their four-year term and the underlying issues or problems Council wants to address.
STRATEGIES	a set of processes Council will work to achieve each Strategic Objective. Strategies clearly relate to ongoing Council services and priority projects.
STRATEGIC INDICATORS	how progress towards the Strategic Objectives will be evaluated.

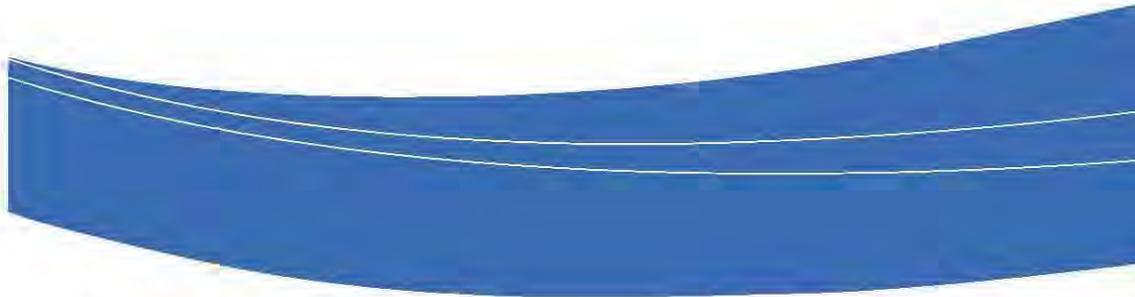
¹⁹ Local Government Planning and Reporting Sector Practice Guide, February 2013. "In Our Hands - Strengthening Local Government Revenue for the 21st Century" Working Paper February 2013, Australian Centre for Excellence in Local Government.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



ANNUAL PLANNING AND REPORTING

Existing performance reporting requirements are delivered in the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004 and include:

- Council Plan: strategic indicators for monitoring the achievement of objectives must be included in the Council Plan.¹¹
- Annual Budget: separately identified key strategic activities and performance targets and measure for monitoring the key strategic activities must be included in the annual budget.¹²
- Annual Report: a council must in respect of each financial year prepare an Annual Report containing:¹³
 - a. A report on the council's operations during the financial year
 - b. Audited standard statements for the financial year
 - c. Audited financial statements for the financial year
 - d. A copy of the performance statement prepared under Section 132
 - e. A copy of the report on the performance statement prepared under Section 133
 - f. Any other matter required by the regulations
- Performance Statement: the actual results achieved for key strategic activities having regard to the performance targets and measures to be included in the Annual Report must be included in the performance statement.¹⁴
- Best Value Principles: a report to the Community on what has been done to ensure compliance with the Best Value Principles.¹⁵
- Performance against strategic indicators: a statement reviewing the performance of the council against the Council Plan including outcomes in relation to the strategic indicators to be included in the Annual Report.¹⁶
- Equal Opportunity: a statement of the objectives and indicators of any equal opportunity program to be included in the Annual Report.¹⁷
- Financial ratios: a set of financial ratios included in the financial statement which is to be included in the Annual Report.¹⁸

Council produces an Annual Plan (Council Plan) alongside each year's Budget, setting out specific projects and activities that Council will undertake towards achieving the Strategic Objectives. This will include priority projects, capital works projects, actions in response to Council strategies and plans, as well as service improvements and targets.

Council will detail the quarterly progress against these projects and actions in the Annual Report, with progress on priority projects as well as service highlights and achievements provided through a quarterly report

Key strategic indicators, measures and targets identified for 2013/14 - 2016/17 are identified in accordance with the Local Government Act 1989. These measures demonstrate Council's progress towards achieving the strategic Goals outlined in the Council Plan. At the end of the financial year, the outcome for each Key Strategic indicators measure is audited by the Victorian Auditor General's office and included in Moira's Annual Report.

¹¹ Section 125(2)(c) of the Local Government Act 1989

¹² Section 127(2) of the Local Government Act 1989

¹³ Section 131(1) of the Local Government Act 1989

¹⁴ Section 132 of the Local Government Act 1989

¹⁵ Section 208G of the Local Government Act 1989

¹⁶ Regulation 111(a) of the Local Government (Finance and Reporting) Regulations 2004

¹⁷ Regulation 111(i) of the Local Government (Finance and Reporting) Regulations 2004

¹⁸ Regulation 15 of the Local Government (Finance and Reporting) Regulations 2004

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



STRATEGIC GOALS

Moira Shire has six key strategic goals with a particular focus on the environment, community, development (liveability), organisation, infrastructure and governance while pursuing an ongoing dialogue with the community and maintaining a sound financial position.

1. ENVIRONMENT

STRATEGIC INTENT

Moira will responsibly manage its environment and the communities affected by and living in that environment through innovation, leadership, quality services, partnerships and program delivery and accountability.

2. COMMUNITY

STRATEGIC INTENT

Moira will be a Shire where all its people and communities are happy, healthy and safe with the ability and the opportunity to integrate, participate, connect and contribute to their communities.

3. DEVELOPMENT (liveability)

STRATEGIC INTENT

Moira will be a great place to live and a vibrant, thriving community and a premier tourist, retail and investment destination with growing local business and an adaptive, entrepreneurial infrastructure and ethos.

4. ORGANISATION

STRATEGIC INTENT

Moira will be a 'best practice' environment promoting staff potential and organisation capacity to deliver timely, efficient services and ensure sound financial, risk management, governance and transparent business practise are conducted by capable, professional people who's main focus is on pro-active service delivery.

5. INFRASTRUCTURE

STRATEGIC INTENT

Moira will be a desirable place to live, work and visit in North Central Victoria supported by its infrastructure, assets and facilities. It will proactively fund, maintain and develop Council's assets and facilities to meet its community's current and future needs in partnership with private development.

6. GOVERNANCE

STRATEGIC INTENT

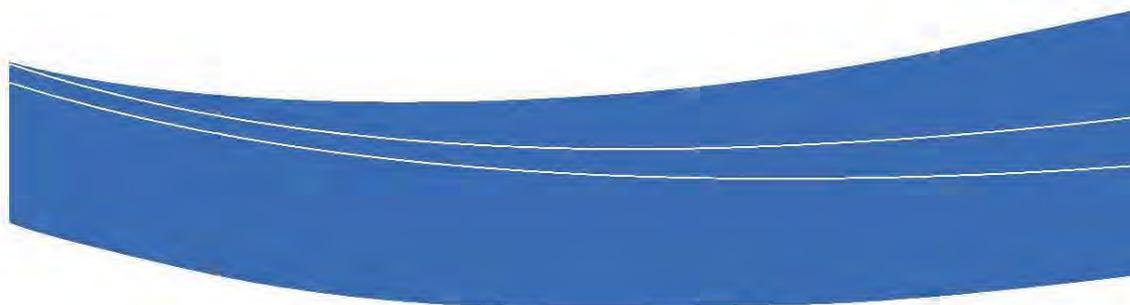
Moira will meet governance, communication, compliance and regulatory standards through its commitment to advocacy and effective decision making and demonstrate good governance by being consensus orientated, equitable, effective and efficient.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



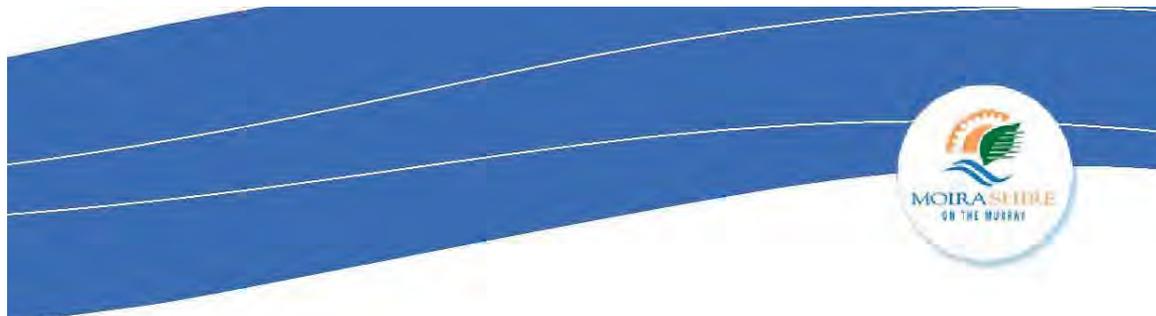
1. ENVIRONMENT				
STRATEGY 1.1 Reduce Council's Environmental Footprint through innovative planning and leading practice initiatives				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
1.1.1	Annual residential waste generation (kilograms) for recycling, landfill & green waste: * Per Capital * Per residential assessment	Less than 600 Kilograms per capita 1000 kilograms per residential assessment	Ongoing Indicator	Safety, Amenity & Environment
1.1.2	Develop the Moira Shire Green Waste Strategy	Green Waste Strategy adopted by Council	Ongoing Indicator	Safety, Amenity & Environment
1.1.3	New or Upgraded Council Buildings to meet or exceed 6 star energy rating.	100%	Ongoing Indicator	Safety, Amenity & Environment
1.1.4	Implement renewable energy projects where the business case demonstrates a feasible return on investment	100%	Ongoing Indicator	Safety, Amenity & Environment
1.1.5	Maintain or decrease Carbon emissions footprint	Install 600 LED lights per annum to replace current MV 80 Streetlights	New indicator for 2014/15	Safety, Amenity & Environment
1.1.6	Increase Waste Diversion from Landfill, calculated as the proportion of the overall kerbside waste stream that is recycled (includes paper, bottles and green waste) instead of being disposed to landfill	53%	Ongoing Indicator	Safety, Amenity & Environment
STRATEGY 1.1 Administer the implementation of the Environment Sustainability Strategy and report it to Council in a timely manner				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
1.2.1	Coordinate Goulburn Broken Local Government Biodiversity Reference Group Meetings	4 meetings per year	New indicator for 2014/15	Safety, Amenity & Environment
1.2.2	Coordinate Kinnairds Wetlands Advisory Committee meetings	3 meetings per year	New indicator for 2014/15	Safety, Amenity & Environment
1.2.3	Host Environment Sustainability Advisory Committee meetings	4 meetings per year	New indicator for 2014/15	Safety, Amenity & Environment
1.2.4	Participate in Municipal Catchment Coordinator meetings	4 meetings per year	New indicator for 2014/15	Safety, Amenity & Environment

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



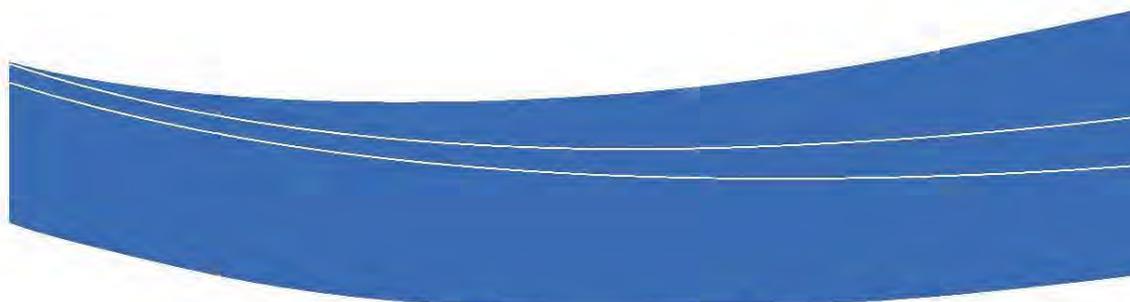
1. ENVIRONMENT				
STRATEGY 1.3 Support the Community in reducing their Environmental Footprint through Education and Communication of leading practice initiatives.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
1.3.1	Provide Council's Public Place Recycling trailer for use at community events.	10 events per year	New Indicator for 2014/15	Safety, Amenity & Environment
1.3.2	Participate in Broken Boosey Conservation Management network committee meetings and events	Co-host 4 community education event	Ongoing Indicator	Safety, Amenity & Environment
1.3.3	Percentage community satisfaction (index score) with waste management	65%	Ongoing Indicator	Safety, Amenity & Environment
STRATEGY 1.4 Comply with environmental sustainability legislation and regulatory obligations.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
1.4.1	Compliance with EPA landfill requirements	80%	Ongoing Indicator	Safety, Amenity & Environment
1.4.2	Respond to native vegetation referrals within 30 days	100% referrals processed	Ongoing Indicator	Safety, Amenity & Environment
1.4.3	Develop and implement a State Government approved Roadside Weed and rabbit control plan	Treat 6 species of regionally prohibited and/or regionally controlled weeds in areas of high conservation significance	New indicator for 2014/15	Safety, Amenity & Environment

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



2. COMMUNITY

STRATEGY 2 Continue to plan, deliver and improve the quality, accessibility and relevance of community services, to ensure they meet current and future needs of all the demographic groups in Moira Shire

NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.1.1	The Disability Action Plan be implemented and reported to Council in a timely manner	Conduct quarterly Disability Advisory Committee meetings to support implementation of the 2013 - 2016 Disability Action Plan	Ongoing Indicator	Community Services
2.1.2	The Positive Ageing Strategy be reviewed and report to Council in a timely manner	Review, update and report to Council the Positive Aging Strategy	Ongoing Indicator	Community Services
2.1.3	Continue to provide immunisation services within Moira	Provide immunisation services to infants, preschool and school age children	Ongoing Indicator	Community Services
2.1.4	Number of families participating in Parental Early Education Partnership (PEEP) or equivalent support programs	Maintain the current number of Early Education support programs	Ongoing Indicator	Maternal & Child Health
2.1.5	Provide youth focused social and sporting events	Host six events throughout the Shire	Ongoing Indicator	Sport, Recreation and Youth
2.1.6	Engage with local youth	Host four Junior Council Meetings per year	Ongoing Indicator	Sport, Recreation and Youth

STRATEGY 2.2 Facilitate Maternal and Child Health and wellbeing

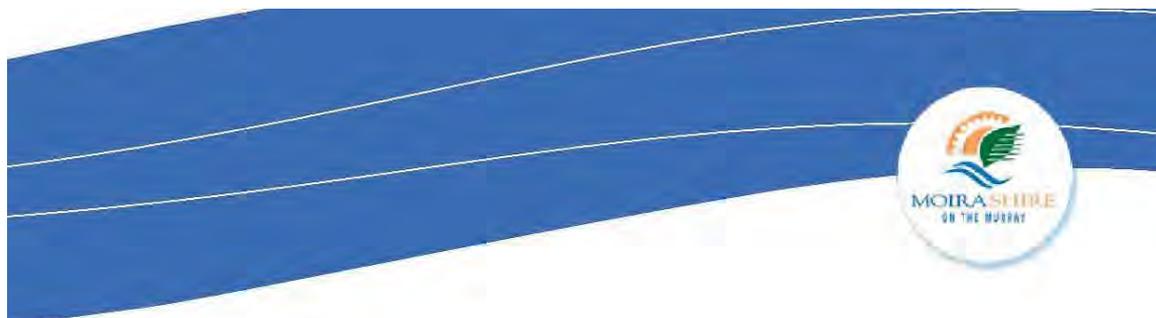
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.2.1	Proportion of infants born that receive primary immunisations	90%	Ongoing Indicator	Maternal & Child Health
2.2.2	Percentage participation of Children in the 3.5 year old maternal and child health check* No visits attended	Number of visits Number of records	Ongoing Indicator	Maternal & Child Health
2.2.3	Number of families participating in Parental Early Education Partnership (PEEP) support program	Increase number of PEEP pro-grams operating from 1 (Cobram) to 2 (Cobram and Numurkah)	Ongoing Indicator	Maternal & Child Health
2.2.4	Percentage participation of Children in Maternal and Child Health.	Meet or exceed state average of 85%	Ongoing Indicator	Maternal & Child Health
2.2.5	Key Age and Stage check up	Meet or exceed state average of 85%	Ongoing Indicator	Maternal & Child Health
2.2.5	Participation satisfaction with Moira Maternal and Child Health Service	95%	Ongoing Indicator	Maternal & Child Health
2.2.5	Operate a Family Day Care service within Moira Shire	Maintain at least 15 educators that provide Family Day Care	Ongoing Indicator	Family Day Care

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



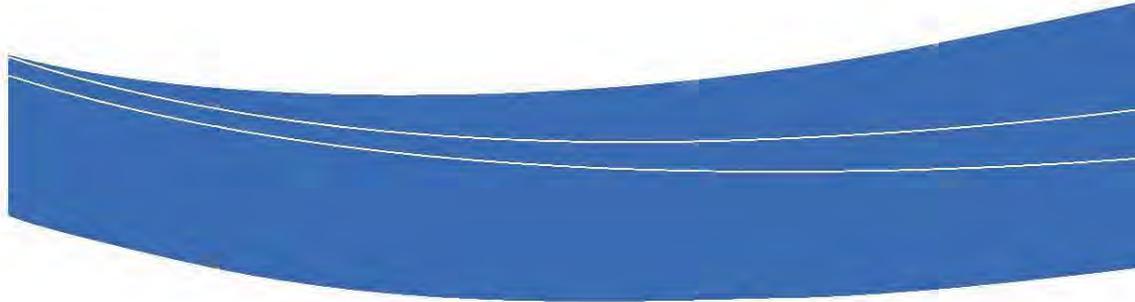
2. COMMUNITY				
STRATEGY 2.3 Maintain and enhance community health and wellbeing through high quality service provision and partnerships to meet the needs of the broader community				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.3.1	The Municipal Public Health and Wellbeing Plan be implemented and reported to Council in a timely manner	Host four meetings with relevant stakeholders to monitor MPHWP	Ongoing Indicator	Community Services
2.3.2	Continue to support Moira Health Care Alliance (MHA) in the delivery of HACC Services	Council is an active participant on the Board of Moira Healthcare Alliance (100% meetings Councilor representative or delegate) Annual presentation by MHA to Council	Ongoing Indicator	Community Services
STRATEGY 2.4 Identify, develop and action community safety initiatives addressing real and perceived safety issues				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.4.1	Support the Moira Shire Safety Committee through facilitating meetings involving all relevant stakeholder	Host four Safety Committee meetings per year	Ongoing Indicator	Community Services
STRATEGY 2.5 Improve community engagement, participation and effectiveness by facilitating community involvement in decision making processes				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.5.1	Maintain and strengthen the community volunteer base	* 22 townships within Moira meet to deliver on their Community Action Plan * Deliver two volunteer skills based workshops	Ongoing Indicator	Community Services
STRATEGY 2.6 Provide quality facilities, open spaces and programs to increase participation and cater for the communities needs and interests				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.6.1	Deliver Community Assistance and Small Grants Program	100% uptake of grant program	Ongoing Indicator	Community Services
2.6.2	In partnership with the community and contracts proactively manage Councils community facilities	Increase the patronage of Council owned aquatic facilities to over 65,000 per year.	Ongoing Indicator	Sport, Recreation and Youth
		100% of Councils community facilities recorded usage and statistics	Ongoing Indicator	Sport, Recreation and Youth
2.6.3	Monthly audit scores of Parks measuring the quality, appearance and maintenance performance of public open space areas	Number of complaints received 20 < per annum	Ongoing Indicator	Operations

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



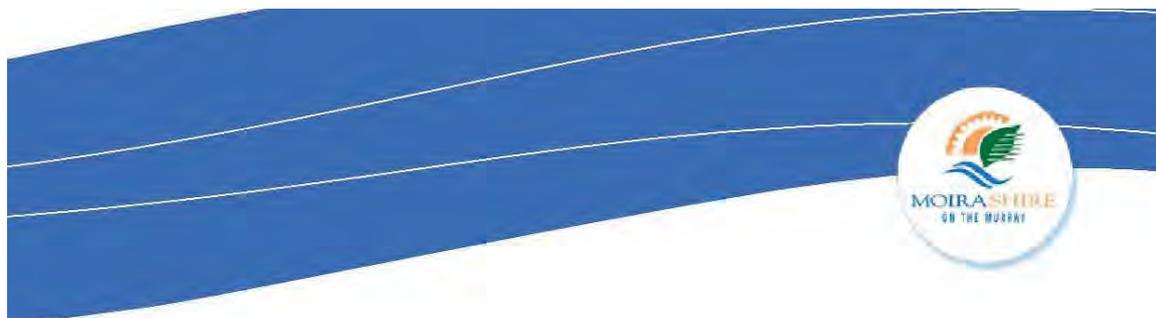
2. COMMUNITY				
STRATEGY 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.7.1	Multicultural Action Plan is reported to Council in a timely manner	From multicultural action plan and deliver on two priorities	Ongoing Indicator	Community Services
2.7.2	Maintain the sustainable relationship with the local indigenous committee through the development and support of social inclusion projects	Establish one community garden in Barmah	Ongoing Indicator	Community Services
2.7.3	Develop Moira Shire Arts and Culture Board	Implement 2 short term actions from the Arts Board Strategic Plan	Ongoing Indicator	Community Services
2.7.4	Develop a 3 year Arts and Culture Strategic Plan to steer Arts and Culture development and programs across Moira.	10 Community Arts projects funded In partnership, host 8 community arts programs Run four skill development workshops for the art community Total attendance for all events 4120	Ongoing Indicator	Community Services
STRATEGY 2.8 Emergency Management				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.8.1	The Municipal Emergency Management Plan be implemented and reported to Council in a timely manner	100% compliance with Emergency Management Victoria requirements	Ongoing Indicator	Safety, Amenity & Environment
STRATEGY 2.9 Protect the Safety and Amenity for the Community				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.9.1	The Domestic Animal Management Plan be implemented and reported to Council in a timely manner	Domestic Animal Management Plan 100% compliant with the Victorian Government requirements	Ongoing Indicator	Safety, Amenity & Environment
2.9.2	Respond to complaints received regarding to Moira Shire Local Laws	100% responses processed	Ongoing Indicator	Safety, Amenity & Environment
STRATEGY 2.10 Maintain and promote the environmental health of communities				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
2.10.1	Attend and undertake inspections at market and Agricultural Show venues within the Shire	100% venues inspected	Ongoing Indicator	Safety, Amenity & Environment
2.10.2	Respond to nuisance complaints and report to Council annually the nature and frequency of nuisance complaints	100% applications processed	Ongoing Indicator	Safety, Amenity & Environment
2.10.3	Process all applications for septic tank installations	100% applications processed	Ongoing Indicator	Safety, Amenity & Environment
2.10.4	All registered premises inspected prior to the renewal of their registration including compliance enforcements as needed	100% premises inspected	Ongoing Indicator	Safety, Amenity & Environment

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



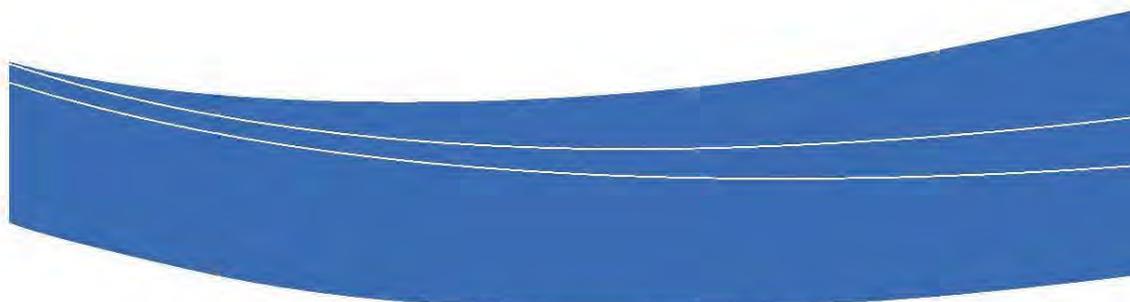
3. DEVELOPMENT (LIVEABILITY)				
STRATEGY 3.1 Maintain and enhance land use planning and building decision making processes by determining applications within statutory time frames.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.1.1	Percentage of building permits determined within 10 days	100%	Revised Indicator for 2014/15	Planning and Building
3.1.2	Number of planning applications received	Maintain 2013/14 numbers	Revised Indicator for 2014/15	Planning and Building
3.1.3	Number of planning applications decided	Maintain 2013/14 numbers	Revised Indicator for 2014/15	Planning and Building
3.1.4	Percentage of planning applications decided by Council year to date	Maintain previous years statistics	Revised Indicator for 2014/15	Planning and Building
3.1.5	Percentage of planning application decided by Officers under Delegation year to date	Maintain previous years statistics	Revised Indicator for 2014/15	Planning and Building
3.1.6	Percentage of planning applications processed within 60 days statutory time-frames	70%	Ongoing Indicator	Planning and Building
STRATEGY 3.2 Maintain Community Satisfaction by engaging, facilitating and involving the Community in sound development planning and building principles.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.2.1	Number decisions appealed to VCAT	Maintain 2012/13 statistics	Ongoing Indicator	Planning and Building
3.2.2	Percentage of appeals determined by VCAT in favour of Council	70%	Ongoing Indicator	Planning and Building
3.2.3	Performance of Building and Planning as measured by the annual Community Satisfaction Survey	55%	Ongoing Indicator	Planning and Building
STRATEGY 3.3 Community Inclusion				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.3.1	Number of Groups applied for Community Grants	>60	Ongoing Indicator	Community Services
3.3.2	Value of recurrent grants provided to the Moira Shire	\$5,000,000	Ongoing Indicator	Community Services

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



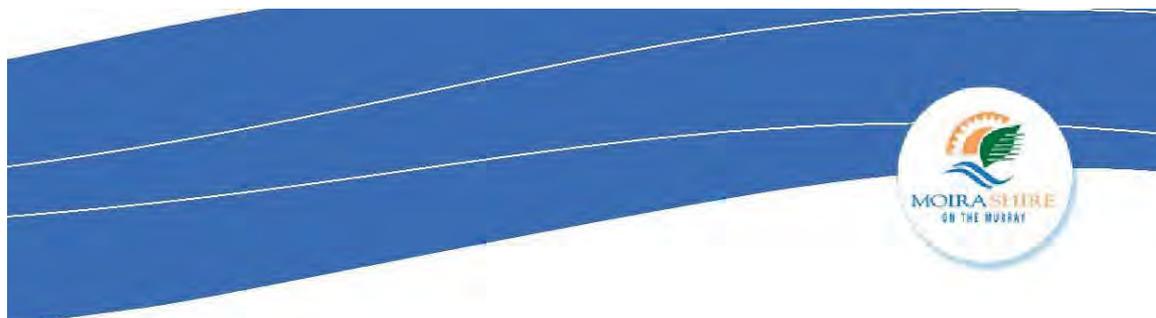
3. DEVELOPMENT (LIVEABILITY)				
STRATEGY 3.4 That Council establish a new Management Strategy in support of local Tourism				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.4.1	Establish a Moira Shire Tourism Board to support Tourism in the Municipality	Establishment of the Board in 2014/15	New Indicator for 2014/15	Business and Innovation
3.4.2	Develop a three year (2013 to 2016) Destination Management Plan in consultation with Moira Shire Council and the community	Destination management plan	Revised Indicator for 2014/15	Business and Innovation
3.4.3	Conduct familiarisation program for tourism staff and tourism ambassadors (volunteers)	Familiarisations tours are undertaken at least 4 times a year. Staff participate at least twice. Volunteers participate at least once.	Ongoing Indicator	Business and Innovation
STRATEGY 3.5 That Council supports accredited visitor Services in Yarrawonga, Cobram, Numurkah and Nathalia				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.5.1	Visitor attendance numbers at Information Centres; Yarrawonga, Cobram, Numurkah, Nathalia	Yarrawonga 2013 : 85,000 2014 : 90,000 Cobram 2013 : 72,000 2014 : 78,000 Numurkah 2013 : 6,000 2014 : 6,600 Nathalia 2013 : 10,000 2014 : 13,000	Revised Indicator for 2014/15	Business and Innovation
3.5.2	Support Local Tourism Associations and individual businesses in the promotion and marketing of the region	3 major campaigns per annum	Ongoing Indicator	Business and Innovation
3.5.3	Service standards in the Visitor Information Centres through mystery shopper audits	84%	Ongoing Indicator	Business and Innovation
STRATEGY 3.6 Library Services				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.6.1	Percentage of residents who are active borrowers	30% 70,000 visits 100,000 website visits	Ongoing Indicator	Business and Innovation

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



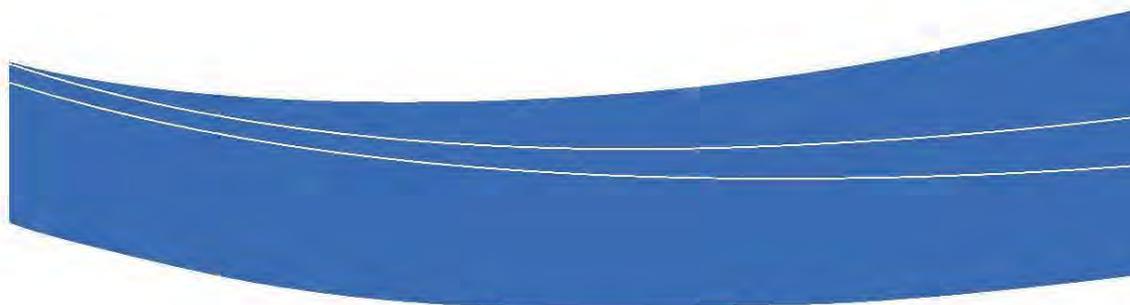
3. DEVELOPMENT (LIVEABILITY)				
STRATEGY 3.7 Support and Promote participation in Council's training and development initiatives for local businesses by delivering a comprehensive training program				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.7.1	Number of participants in Council's training activities	400	Ongoing Indicator	Business and Innovation
3.7.2	Percentage of users/businesses satisfied with training and support initiatives for local businesses	80%	Ongoing Indicator	Business and Innovation
STRATEGY 3.8 Investment Attraction				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.8.1	Level of support to businesses investing/ considering investment in Moira Shire	50 Investors	Ongoing Indicator	Business and Innovation
STRATEGY 3.9 Business Roundtables with businesses and Councillors				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.9.1	Conduct roundtables in key towns for 2013/14	Four round tables	Ongoing Indicator	Business and Innovation
STRATEGY 3.10 Strategic Alliances				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.10.1	Develop strategic alliances with key government and business agencies and organisations	6 Government 10 Business	Ongoing Indicator	Business and Innovation
STRATEGY 3.11 Commercial Development				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.11.1	Assess the potential for commercial development of Council controlled assets	6 Assessments	Ongoing Indicator	Business and Innovation
STRATEGY 3.12 Upkeep of Council Assets				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
3.12.1	Percentage of graffiti removed from Council owned assets within 48 hours of notification	95%	Ongoing Indicator	Operations
3.12.2	Audit of Section 86 managed Council Buildings to establish asset maintenance and renewal plans	4 Audits per year	Ongoing Indicator	Sport, Recreation and Youth

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



4. ORGANISATION				
STRATEGY 4.1 Information services efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.1.1	100% completion of IT Strategy	100% completion of IT strategy in the 2014/2015 reporting year	Ongoing Indicator	Information Technology
4.1.2	Improve integration between finance and assets systems through a fully integrated IT platform (Authority).	Rollout of Authority Assets to production	Revised Indicator for 2014/15	Information Technology
4.1.3	Develop and implement online and mobile computing technologies and services	Create 1 new online / mobile initiative	New Indicator for 2014/15	Information Technology
4.1.4	Upgrade the human resources and payroll technology to improve functionality	100% implementation of payroll, HR modules and kiosk	Ongoing Indicator	Information Technology
STRATEGY 4.2 HUMAN RESOURCES Ensure Council's workforce is skilled, responsive, has high job satisfaction and is capable of providing quality customer orientated services and programs to Moira's communities and ratepayers.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.2.1	Develop practical policies and procedures and staff training program reflecting legislative, regulative and staff requirements	As required	Ongoing Indicator	Human Resources
4.2.2	Develop an Organisational Development Strategy to ensure the sustainability of the organisation	100% development and implementation of Strategy and training program	Ongoing Indicator	Human Resources
4.2.3	Develop and implement integrated Performance Management System	100% development and implementation of system	Ongoing Indicator	Human Resources
4.2.4	Develop and deliver Stage 2 of Organisation Review	100% complete	Ongoing Indicator	Human Resources
4.2.5	Staff Performance reviews completed	100% complete	Ongoing Indicator	Human Resources
4.2.6	Cap staffing at 195 EFT	195 EFT	New Indicator for 2014/15	Human Resources

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



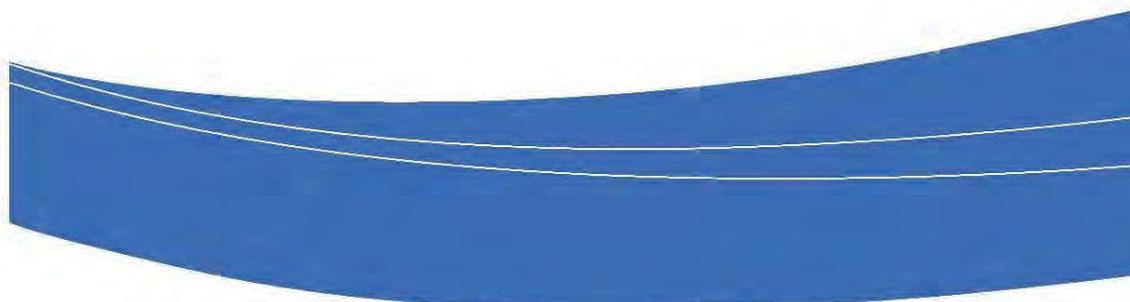
4. ORGANISATION				
STRATEGY 4.3 Ensure a safe workplace for all employees by embedding new Occupational Health and Safety (OHS) policies and procedures, OHS training and development programs				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.3.1	Number of workplace/site OHS inspections undertaken	5 per year	New Indicator for 2014/15	Human Resources
4.3.2	WorkCover Indicative Performance Rate	<1.0	Ongoing Indicator	Human Resources
4.3.3	WorkSafe Insurance Premium Rate	<1.8	Ongoing Indicator	Human Resources
4.3.4	Lost Time Injury Frequency Rate	100%	Ongoing Indicator	Human Resources
STRATEGY 4.4 FINANCIAL MANAGEMENT Ensure Council plans and resources, records and budget systems are maintained and managed sustainably				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.4.1	Prepare the Annual Budget and Strategic Resource Plan in line with statutory requirements and within a financial sustainability framework for consideration by Council by 30 June 2014	100%	Ongoing Indicator	Finance
4.4.2	Reduce debt by 25% to \$6M	\$6M by 2017	New Indicator for 2014/15	Finance
4.4.3	Constrain operational cost increases to 2% (excl CPI)	<2% (excl CPI)	New Indicator for 2014/15	Finance
STRATEGY 4.5 Provide customer-focused financial management processes, budget systems and valuation practices in accordance with professional standards and legislative requirements				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.5.1	Attain VAGO financial ratios as part of annual budget process	100%	Ongoing Indicator	Finance
4.5.2	Complete the Annual Financial Statements for the year ended 30 June 2014 with full audit clearance by the legislated time frame	100%	Ongoing Indicator	Finance
4.5.3	Budgeted adjusted working capital ratio or as per the 2013/14 adopted budget	100%	Ongoing Indicator	Finance
STRATEGY 4.6 Rates Revenue Generation				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.6.1	\$M collected	\$25.327M (New figure required)	Ongoing Indicator	Finance
4.6.2	Rating strategy to be delivered as per legislative requirements	Development and Delivery of 1 Rating Strategy	Ongoing Indicator	Finance

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



4. ORGANISATION				
STRATEGY 4.7 COMMUNICATIONS AND ENGAGEMENT Improve Council information, accessibility through effective use of communication and media and ensure services are continuing to meet community expectations and demonstrating a culture of engagement				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.7.1	DPCD Customer Service Survey/ Moira Internal Survey	75%	Ongoing Indicator	Communication & Engagement
4.7.2	Deliver effective, timely communication of Council services, activities and scope future needs and methods through Communication Strategy	Communications and Engagement Strategy delivered	Ongoing Indicator	Communication & Engagement
STRATEGY 4.8 Provide snapshots of community views on emerging issues by establishing a community 'pulse' email panel of 1,000 - 2,000 people with an interest in Moira				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.8.1	Number of members on the community 'pulse' email panel	>1,000	Ongoing Indicator	Communication & Engagement
STRATEGY 4.9 Encourage higher levels of engagement in Council's activities through enhanced targeted communication via social media				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.9.1	Website quality and accessibility assessed through independent user survey	70%	Ongoing Indicator	Communication & Engagement
4.9.2	Develop and implement integrated Communications Strategy focusing on electronic communications, publications	1 strategy 100% completed	Ongoing Indicator	Communication & Engagement
STRATEGY 4.10 CUSTOMER SERVICES Ensure excellent customer service by reducing the waiting time for ratepayers and other community members to councils customer centres and services				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
4.10.1	Percentage of customer service enquiries resolved on first call	85%	Ongoing Indicator	Communication & Engagement
4.10.2	Percentage satisfaction of after- hours callers with the quality of information and service received	70%	Ongoing Indicator	Communication & Engagement
4.10.3	Customer service responsiveness assessed through external and internal user surveys	90%	Ongoing Indicator	Communication & Engagement

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



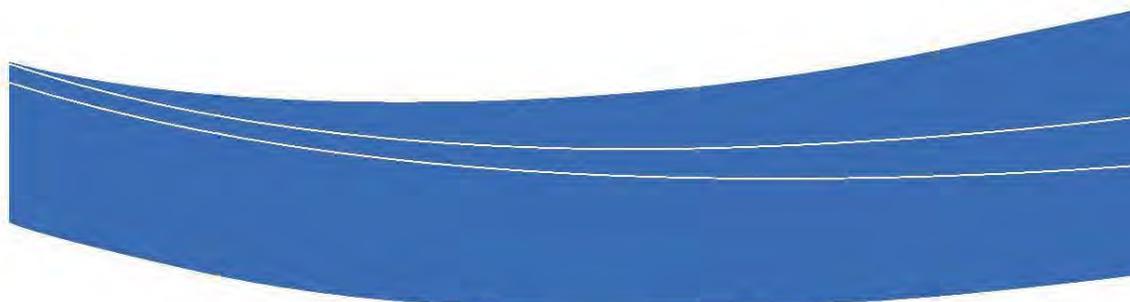
5. INFRASTRUCTURE				
STRATEGY 5: CAPITAL WORKS In support of services delivered to our communities, undertake our annual capital works program including: Roads, Drains studies/plans, Buildings, Parks & Gardens, Footpaths, Kerbs & Channels				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
5.1.1	Percentage of completed capital works infrastructure projects completed at the conclusion of the financial year (based on number of projects)	95%	Ongoing Indicator	Infrastructure Planning and Design
5.1.2	Civic Mutual Plus (Overall score) compliance with Road Management Plan	80%	Ongoing Indicator	Infrastructure Planning and Design
STRATEGY 5.2 ASSET MANAGEMENT				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
5.2.1	Percentage of Council assets at intervention level (MAV STEP PROGRAM) Composite (roads, bridges & pathways, buildings & Drains)	70%	Ongoing Indicator	Infrastructure Planning and Design
STRATEGY 5.3 ASSET RENEWALS				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
5.3.1	Condition based renewal gap - \$ spent on renewal divided by what \$ were required to be spent for period *MAV STEP program> Composite (roads, bridges and pathways, buildings & drains)	65%	Ongoing Indicator	Operations
5.3.2	Local Roads renewed	6% resurfaced as % of total sealed network 0.5% Reconstructed total sealed road network. (Asset reconstructed when reaching level8) Re-sheeted as 5% of total gravel road network	Ongoing Indicator	Operations
5.3.3	Community satisfaction (index score) with conditions & maintenance of municipal roads, streets, footpaths (CSS)	85%	Ongoing Indicator	Infrastructure Planning and Design and Operations
STRATEGY 5.4 Facilities and Amenities Management				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
5.4.1	Civic Mutual Plus overall score for management of sporting reserves	>50	Ongoing Indicator	Community Services
5.4.2	Community satisfaction (index score) with: * Recreational facilities * Appearance of public areas	Number of complaints <20	Ongoing Indicator	Community Services/ Operations
5.4.3	Complete 2 Township liveability projects (Asset and Service rationalisation / consolidation)	2	New Indicator for 2014/15	Infrastructure / Community Services

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



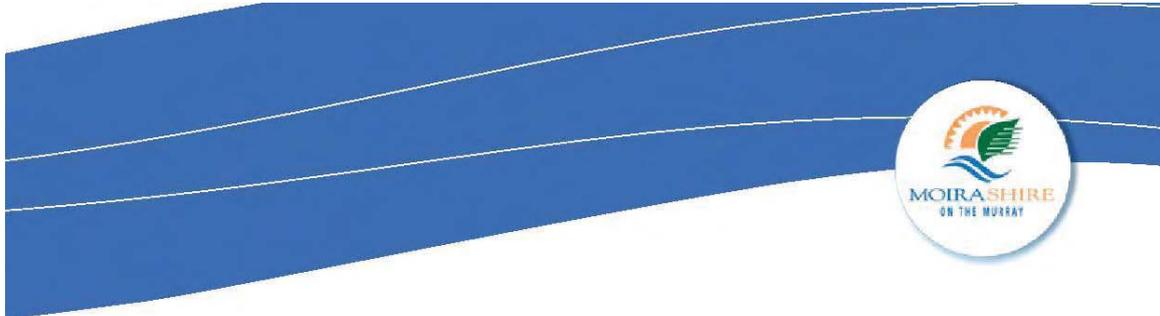
6. GOVERNANCE				
STRATEGY 6.1 Ensure responsible resource management and adherence to good governance practices as prescribed by internal and external audit requirements.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
6.1.1	Percentage completion for annual internal Audit plan	100%	Ongoing Indicator	Governance
6.1.2	Percentage completion of all scheduled external audits	100%	Ongoing Indicator	Governance
STRATEGY 6.3 Enhancing Councils management and response times processing FOI requests are met				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
6.3.1	Percentage of Freedom of Information Requests responded to within prescribed timeframes	100%	Ongoing Indicator	Governance
STRATEGY 6.4 Ensure strategic and operational risks are managed to protect Council and the Community.				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
6.4.1	Percentage completion of Council's Risk Management Framework (7 elements)	100%	Ongoing Indicator	Governance
6.4.2	Quarterly updating of Councils Risk Management Register presented to the Audit Committee/ Council	Quarterly (4) per annum	Ongoing Indicator	Governance
STRATEGY 6.5 Prepare Council's Annual Report 2013/14 as an accurate and transparent record of the year and submit to the Minister for Local Government by 30 September 2014				
NO.	PERFORMANCE INDICATOR	TARGET	CONTEXT	DEPARTMENT
6.5.1	Annual Report presented to Council by 30 September 2014	1 Report to Council by 30 September 2014	Ongoing Indicator	Governance
6.5.2	Annual Report to Minister for Local Government by 30 September 2014	1 Annual Report completed & delivered by 30 September 2014	Ongoing Indicator	Governance

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**

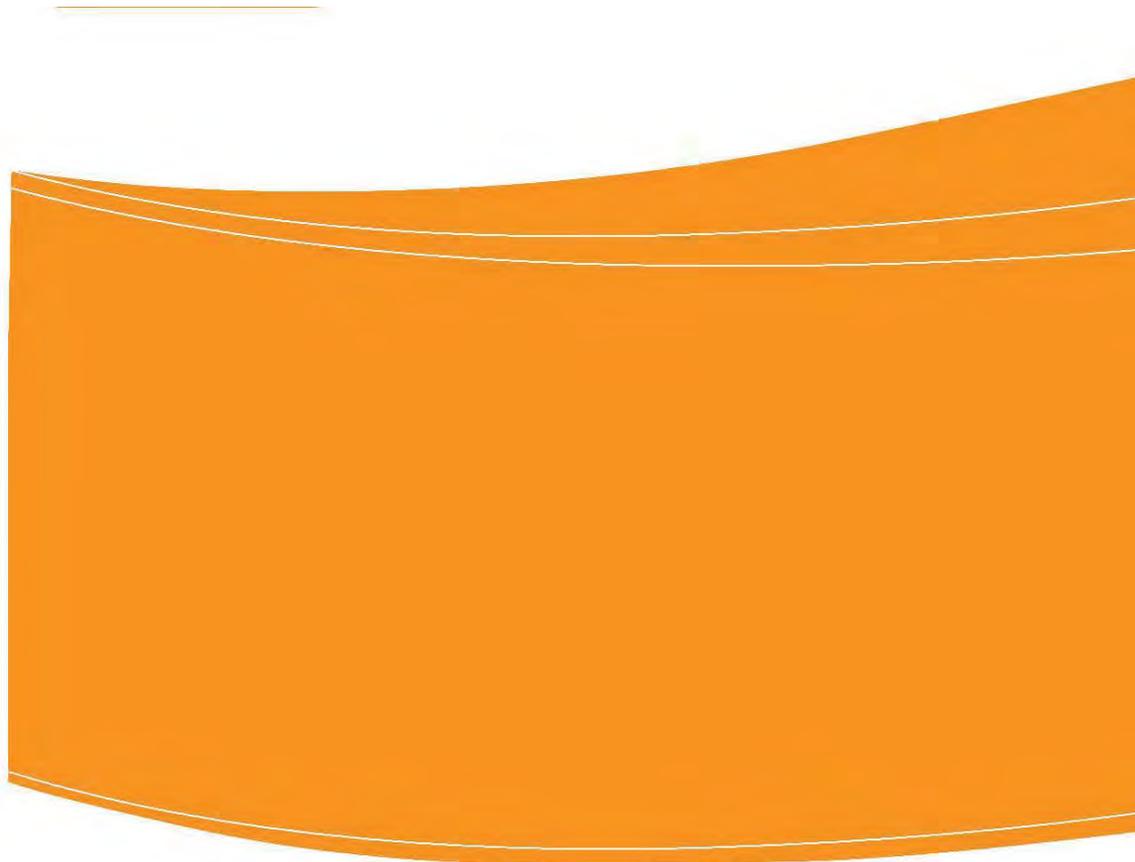


FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



THIS PAGE IS LEFT BLANK INTENTIONALLY

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



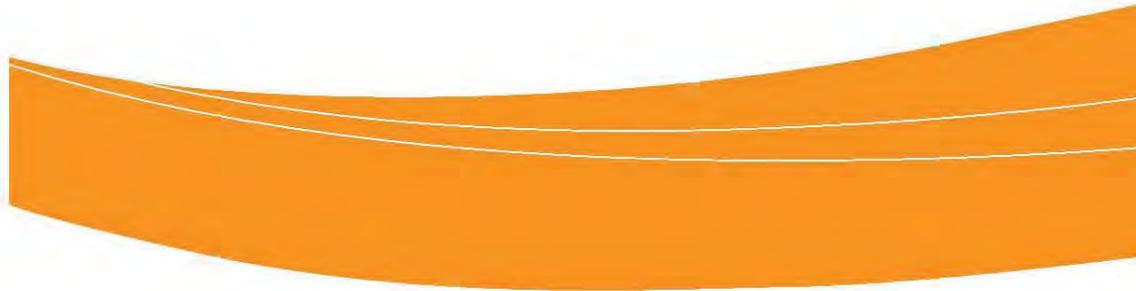
STRATEGIC RESOURCE PLAN 2012/13 TO 2021/22

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



CONTENTS

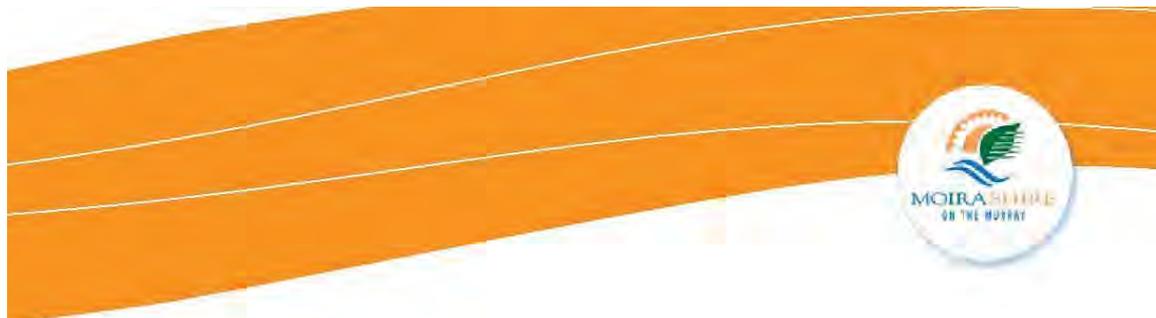
EXECUTIVE SUMMARY	37
FINANCIAL PLAN 2013-14	37
FINANCIAL PERFORMANCE & POSITION	38
REVENUE STRATEGY	39
BORROWINGS STRATEGY	41
CURRENT YEAR BORROWINGS	41
ASSET MANAGEMENT STRATEGY	42
COUNCIL ASSETS BY MAJOR CLASS	43

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



EXECUTIVE SUMMARY

The Strategic Resource Plan (SRP) is Council's long-term financial report to the community and is a requirement of the Local Government Act 1989. It outlines the financial and non-financial resources required to achieve the objectives detailed in the Council Plan over the next four years. The *Local Government Act 1989* also requires Council to comply with the following principles of sound financial management:

- Prudently manage financial risks relating to debt, assets and liabilities;
- Provide reasonable stability in the level of rate burden;
- Consider the financial effects of Council decisions on future generations; and
- Provide full, accurate and timely disclosure of financial information.

FINANCIAL PLAN 2013-14

A key component of the Strategic Resource Plan is the Long Term Financial Plan. Council has prepared a Long Term Financial Plan for the ten year period 2013/14 to 2021/22 to assist Council in planning and adopting its annual budgets within a longer term framework. The Plan identifies the strategic objectives and strategies specified in the Council Plan expressing them in financial terms for the next four to ten years.

The key objective, underlying the development of the SRP, is financial sustainability in the medium to long term and achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives underpinning the Long Term Financial Plan are:

- Maintain existing service levels;
- Maintain a capital expenditure program over \$10 million per annum; and
- Achieve a balanced budget on a cash basis.

The Plan is updated annually through a rigorous process of consultation with Council service providers and detailed sensitivity analysis, financial projections and modelling. The key components of the Plan are:

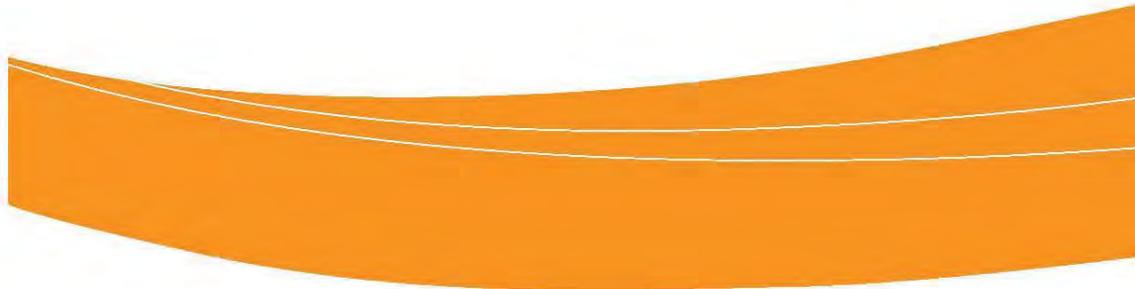
- Assessment of Council's current financial position including key objectives and assumptions.
- Revenue strategy;
- Borrowing strategy; and
- Asset Management Strategy.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



FINANCIAL PERFORMANCE & POSITION

Council's financial plan also provides a forecast of Council's financial performance to 30 June 2022. Key assumptions upon which the forecast is based include:

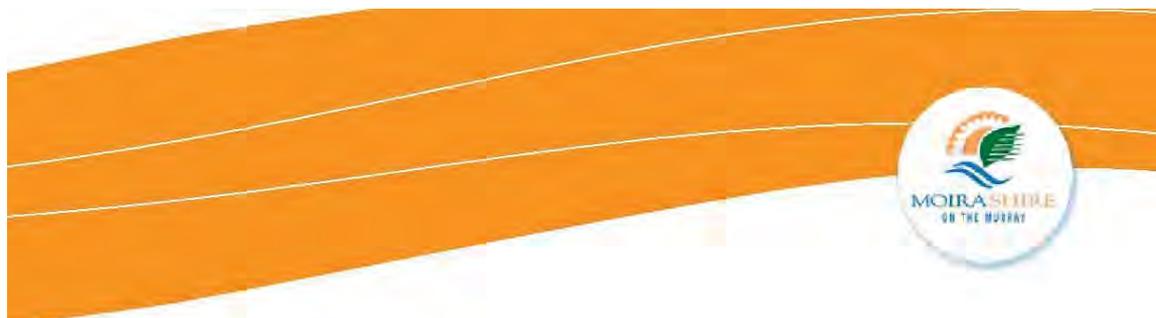


FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



REVENUE STRATEGY

Council's rating strategy includes the consideration and development of key assumptions underlying the current year and future rate increase and fees and charges pricing policy framework.

In developing its Long Term Financial Plan, Council identifies rates and charges are an important source of revenue, accounting for up to 60% of the total revenue received by Council annually. Planning for future rate increases is, therefore, an important component of the Long Term Financial Planning process.

Moira's rating strategy is based on a common rate for the entire municipality in keeping with an equitable distribution of the rate burden or Council's environmental, social and financial objectives.

The rating strategy is premised on the basis that the utilisation of mechanisms such as rebates, concessions and waivers are the most appropriate method of addressing the income based issues of individual ratepayers.

Council believes the Net Annual Value (NAV) basis for rating provides an equitable distribution of the rate burden for a municipality like Moira, which has a high incidence of rental property.

Adoption of an alternative valuation/rating basis would require major re-education and processing, potentially resulting in a significant redistribution of the rate burden presenting undesirable implications for the community. Council is currently in the process of reviewing its rating strategy.

MOIRA SHIRE COUNCIL RATE HISTORY

YEAR	RATE INCOME \$
2002-03	11,964,000
2003-04	13,288,000
2004-05	15,033,000
2005-06	16,256,000
2006-07	18,053,000
2007-08	19,107,000
2008-09	19,678,000
2009-10	21,184,000
2010-11	23,468,000
2011-12	25,506,000

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



FEES AND CHARGES PRICING POLICY

Council's rating strategy recognises the inter relationship between rates and other revenue streams and that Council's pricing policies for various services directly impacts on the level of rates and the resultant rate burden. The requirement for Council funding of various services, through rates, is dependent on the specific pricing policies that are developed by Council for these services.

Fees and charges currently make up 8% of Council's revenue, a proportion that has increased over recent years as competition for other external sources of revenue has increased.

In developing a conceptual framework for the development of specific pricing policies, Council has considered a range of issues and established the following principles that:

- The setting of fees and charges is cognisant of Council's environmental, social and financial objectives;
- User based charges recognise the needs of the disadvantaged in our community and that the application of concessional rates in Council's fee structures is targeted to our community and recognises the capacity to pay of those service users who may be experiencing hardship;
- Council's fees and charges are reviewed annually in accordance with the financial parameters of the Long Term Financial Strategy, which links any increases with the underlying rate of inflation;
- The optimum use of Council facilities and resources in the context of Council's Asset Management Strategy is considered in the setting of user pays based fees and charges; and which are an outcome of this SRP.
- Community users of Council services are effectively consulted prior to the introduction of any new or varied service charges in accordance with Council's commitment to affordability in terms of access, equity and fairness.

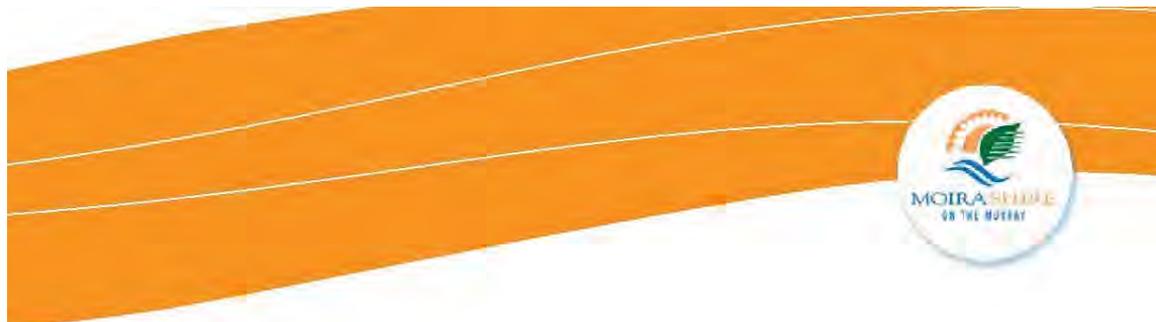
The level of Council's discretion to set fees and charges varies depending on the service with the fees for many of Council's services being prescribed by legislation or regulation. Other services, particularly the provision of human services, involve funding agreements in which Council must agree to abide by policies that require fees to be set within certain parameters.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



BORROWINGS STRATEGY

Council's borrowing strategy includes consideration of strategy development, current year borrowings and proposed borrowing levels for the future. In developing its Long Term Financial Plan, borrowings was identified as an important funding source for capital works programs. Council recognises that long term borrowings can be a useful tool for funding renewal of existing and major new assets. It also recognises that while borrowings enhance the capacity of Council's short term capital program, debt repayment and borrowing costs limit the capacity of future capital programs. It is therefore important that the utilisation of debt as a funding tool is applied judiciously.

Council currently has an average borrowing level for a large rural council. Council does however have the capacity under the State Government borrowing guidelines, subject to long term financial plan revision, to take on a higher debt burden should events or circumstances require this. Among the number of financial performance measures adopted by Council one of these specifically refers to the reduction of Council's overall debt level.

Council currently holds the following principles in relation to borrowings:

- The primary objective of Council's debt management strategy is to maintain a net reduction in borrowings over the long term financial plan to 2021-22.
- This strategy provides for the level of debt financing required to support an appropriate level of capital works spending and ensure Council maintains adequate liquidity over the plan period. Council recognises that it may be appropriate to explore borrowing options for the development of major new assets or the significant refurbishment of existing assets.

CURRENT YEAR BORROWINGS

In 2011/12 the Council decided not to borrow any funds.

The following four SRP Standard Statements form a special purpose financial report prepared specifically for this Council Plan. These Standard Statements provide information about Council's financial management. They should be read in conjunction with one another to obtain an overall understanding of Council's financial position and management. The four SRP statements are the:

- Standard Income Statement;
- Standard Balance Sheet;
- Standard Cash Flow Statement; and
- Standard Capital Works Statement.

Each of the statements has been prepared on a basis consistent with the Council's annual budget and end of year financial statements.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



ASSET MANAGEMENT STRATEGY

This section of the report considers the Council's Asset Management Strategy including strategy development, key influences on the current year and proposed capital works levels for the future. Council's Asset Management Policy provides the overall framework to guide the sustainable management of Council's asset portfolio as a platform for service delivery, ensuring that assets are maintained in a structured and coordinated manner. The objective of an Asset Management Policy is to establish a framework for understanding asset management. Sound asset management is necessary to ensure Council can:

- Provide services to current and future generations;
- Provide and maintain community infrastructure; and
- Encourage and support social, economic, environmental and cultural development.

The policy outlines Council's asset management vision, and sets goals to achieve that vision. It also outlines roles, responsibilities and timeframes associated with implementing sound asset management. Council have developed an Asset Management Strategy identifying a structured set of actions aimed at improving Moira's asset management. The strategy creates an asset management focus and facilitates reports on problems, opportunities and outcomes including:

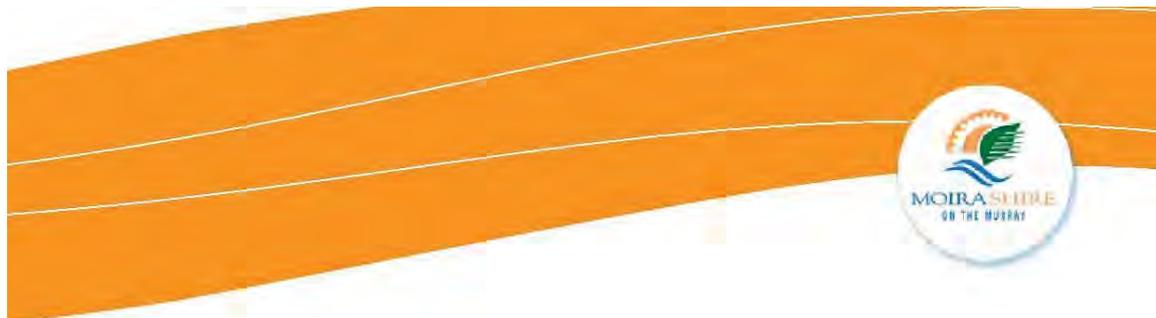
- Undertaking service reviews for all assets;
- Determining future demand for asset;
- Reviewing all assets and producing a disposal schedule (if required).
- Managing an Asset Management Committee;
- Incorporating an Asset Management Training Program for asset managers;
- Development and managing the ongoing upgrade of Asset Management Plans for buildings, road infrastructure and open space assets;
- Capturing and storing primary asset data (quality, valuation, location, age and condition);
- Ongoing incorporation of the Road Management Plan into daily routines;
- Undertaking gap analyses;
- Introducing an integrated asset management system; and
- Undertaking and developing a lifecycle approach to asset management.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



COUNCIL ASSETS BY MAJOR CLASS

LAND AND BUILDINGS

Council's land assets comprise 300 land parcels, and 541 Council-owned and controlled buildings and major structures, and 449 hectares of parks and reserves. These land and building assets represent a value at current replacement cost in excess of \$204 million.

ROAD INFRASTRUCTURE

Council's road infrastructure includes the following elements:

ITEM	NUMBER OF KILOMETERS	NUMBER OF SQUARE METERS
Road Infrastructure	3,650	16,439,859
Footpaths	127	230,331
Kerb and Channel	272	NA
Storm Water Pipes	141	NA
Deck area for Bridges on Local Roads	NA	11,271
Storm Water Pits (quantity)	(4,945)	NA

Council's road infrastructure represents a value at current replacement cost in excess of \$459 million.

HERITAGE ASSETS

The heritage assets of Moira Shire Council include a number of artworks, monuments, a photographic collection, furniture and objects of interest which have been identified and catalogued and whose insured value is \$0.5 million.

PLANT AND EQUIPMENT

Representing a value at cost in excess of \$2.4 million, Council owns plant and equipment assets including 69 items of light fleet and heavy plant, furniture and other equipment. Council also leases light fleet and heavy plant items and equipment.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



OTHER

A number of other asset items listed below:

ITEM	NUMBER
Mobile Recycling Bins	12,380
Mobile Garbage Bins	12,566
Items of Street Furniture	
Street Signs	13,292
Street Trees	4,795
Off-Road Paths	-
Playground Equipment	253

PRINCIPLES

The Financial Strategy Principles are reviewed and endorsed annually by Council to ensure they remain relevant to current circumstances and enable consistent and informed decision making occurs.

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE PLAN) ANNUAL REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic Resource Plan Annual Review



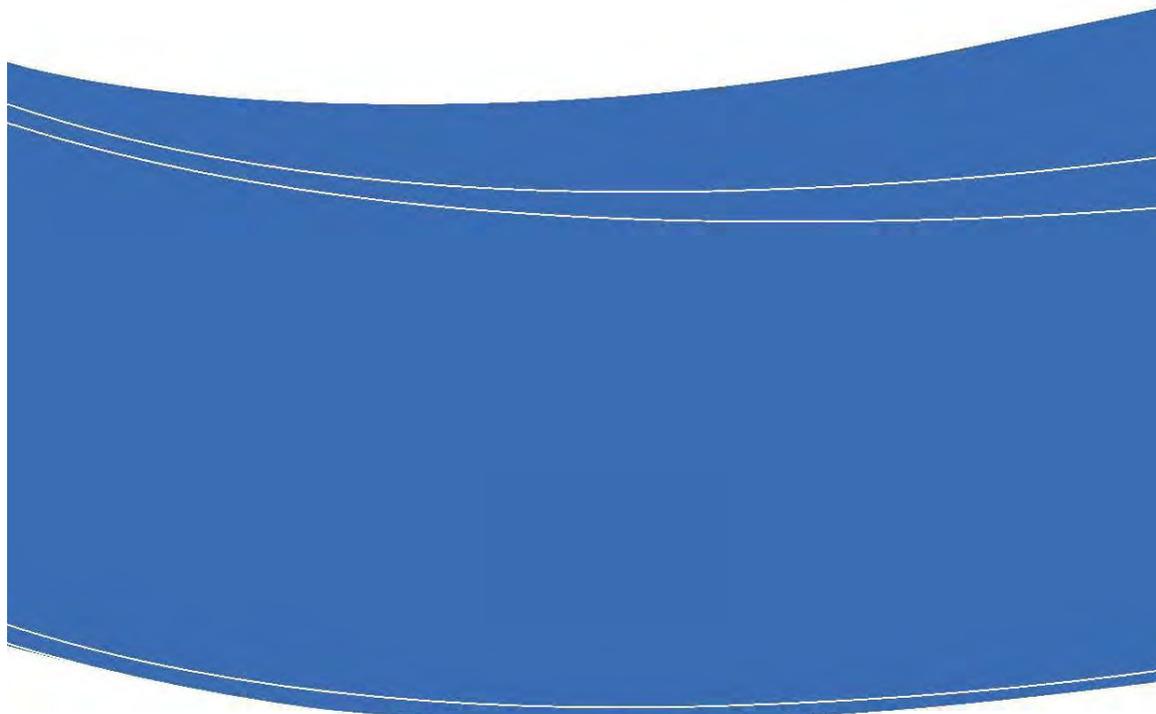
	1. ENVIRONMENT	2. COMMUNITY	3. ORGANISATION	4. DEVELOPMENT (liveability)	5. INFRASTRUCTURE	6. GOVERNANCE
PRINCIPLE						
Sustainable budgeting principle			●			●
Financial principle			●			
Cash management principle			●			
Amended Budget principle			●			●
Rating revenue principle			●			
Pricing of services principle			●			
Inter-government funding principle						
Property holdings principle			●			
Asset management principle		●	●		●	
Creating community asset principle		●			●	
Waste management principle	●					
Employee costs principle			●			
Concept master plan principle					●	
Priority projects expenditure principle			●		●	
Priority projects expenditure principle			●			

FILE NO: 120.03.0001
4. OUR PEOPLE

ITEM NO: 9.1.1
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

**COUNCIL PLAN 2013/14 - 2016/17 (INCLUDING STRATEGIC RESOURCE
PLAN) ANNUAL REVIEW (cont'd)**

**ATTACHMENT No [1] - Council Plan 2014/14 to 2016/17 including Strategic
Resource Plan Annual Review**



CONTACTING MOIRA SHIRE COUNCIL

Postal:	PO Box 578, Cobram, VIC, 3643	DX:	DX 37801
Phone:	(03) 5871 9222	Facsimile:	(03) 5872 1567
TTY:	133 677	Email:	webmaster@moira.vic.gov.au
		Website:	www.moira.vic.gov.au

OFFICE LOCATIONS

Main Administration Centre
44 Station Street, Cobram Victoria

Municipal Service Centre
100 Belmore Street, Yarrawonga Victoria

Hours: Monday to Friday, 8.30am to 5pm

CUSTOMER SERVICE AGENCIES

Barmah Forest Heritage and Education Centre
73 Blake Street, Nathalia Victoria

Numurkah Visitor Information Centre
99 Melville Street, Numurkah Victoria

INFORMATION AGENCIES

Barmah Post Office
Katamatite Post Office
Katunga Post Office

Strathmerton Post Office
Tungamah Post Office
Wunghnu Post Office

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW

RECOMMENDATION

That Council receive and note the Council Plan progress report for the period ending 30 April 2014 in relation to the adopted 2013/14 to 2016/17 Council Plan.

1. Executive Summary

In accordance with the requirements of the Local Government Act 1989, a quarterly report is required to be presented to Council detailing the progress against the Council Plan in that reporting period. Quarterly reports against the 2013/14 to 2016/17 Council Plan have previously been provided as part of the agenda papers for the October 2013, February 2014 and April 2014 Ordinary Council Meetings.

This report continues the commitment to exceed this minimum requirement and report monthly against the Council Plan ensuring a more regular review and raised awareness of Councils progress throughout the reporting period to 30 June 2014.

This report contains details of the Key Performance Indicators (KPIs) contained within the adopted 2013-14 to 2016/17 Council Plan as at 30 April 2014. Each of the 118 identified KPIs are on target. More detail on these KPIs is included in **Attachment 1**.

A number of the identified Key Performance Indicators relate to the results of the Department of Planning and Community Development (DPCD)'s Annual Community Satisfaction Survey. The results of this Survey is not released until May / June 2014. Subsequently the results from this Survey are not able to be reported until June or July 2014.

2. Discussion

Council identified a number of Key Performance Indicators for inclusion in the Council Plan.

These KPIs form the base of the Council Plan and are KPIs which have been identified by the Victorian Auditor General's Office (VAGO) as core KPIs which will be compulsorily reported against from 2014. The identified KPIs reflect the 'core business' of Council and it is anticipated that further KPIs will be added to the Council plan as they are identified moving forward.

3. Financial Implications

This report contains no financial implications.

4. Community Consultation

Community consultation is achieved through the publishing of this report as part of Councils Agenda and also its placement on Councils website.

5. Internal Consultation

Internal consultation has been achieved through the Director of Corporate Governance, Manager of Governance, Management team and officers responsible for updating individual actions culminating in the overall review by the Corporate Management Team.

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

6. Legislative / Policy Implications

This report is in compliance with legislative requirements relating to progress reporting on objectives contained within the current Council Plan.

7. Environmental Sustainability

The report contains no environmental implications.

8. Conflict of Interest Considerations

There are no identified conflicts of interest with staff responsible for the compilation of this report.

9. Conclusion

This report provides an update on progress in relation in achieving the objectives of the Council Plan as at 30 April 2014.

Attachments

- 1 Council Plan Progress Report - April 2014

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 1. ENVIRONMENT</i>						
<i>Strategy : 1.1 Strengthen Moira's focus on the environment, environmental health and sustainability agendas by building on innovation, leading practice, education and communication for the community;</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
1.1.1 Annual residential waste generation (kilograms) for recycling, landfill & green waste: * Per Capital residential assessment	* Less than 600 Kilograms per capita * 1000 Kilograms per residential assessment	Medium	On Target	The Annual report submitted by Resource GV which includes these calculations are typically received by Council in May of each year. No issues Noted	Environment/ Operations	
<i>Strategy : 1.2 Environmental Health</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
1.2.1 Percentage community satisfaction (index score) with waste management	65%	Medium	On Target	Reported Annually	Environment/ Operations	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy : 1.3 > Natural Resource Management > Environmental Sustainability programs and services</i>				
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>
1.3.1 Implement the Environment Sustainability Strategy and report it to Council in a timely manner	* Host 4 Advisory Committee meetings * Facilitate 6 educational activities	Med	On Target	Municipal Catchment Coordinator partnership agreement renewed for 2013-14. Participated in September, December and March meetings. Ongoing liaison maintained with Coordinator. Participated in four Conservation Management Network (CMN) meetings. Provided technical support for programs and activities such as woodlands management, weed management and community engagement. Assisted with planning and delivery of two field days attended by around 80 people. In partnership with Goulburn Broken CMA and Broken Boosey CMN Council is hosting an environmental works crew for 10 months funded by the Fruit Industry Employment Program (State Government). The crew are undertaking weed control, revegetation, rubbish removal and other works on creek reserves and Council reserves in the areas of Numurkah, Nathalia, Katamatite and Wunghnu. This partnership, the works planning and crew are being coordinated by Council's Natural Resources Officer. Coordinated three Goulburn Broken Local Government Biodiversity Reference Group (GBLGBRG) meetings. Attended proposed native vegetation regulation reform training provided by Department of Primary Industries and Environment in August 2013. Provided briefings to Planning team meetings, providing updates and assistance as new
				Environment

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

	<p>information becomes available. Coordinated a scoping study for a regional native vegetation offset scheme (consistent with native vegetation regulation reforms, Hume Regional Growth Strategy action and Goulburn Broken Biodiversity and Catchment Strategies). Participating in the Steering Committee for the Goulburn Broken Natural Resource Management Climate Change project on behalf of the GBLGBRG. The project will provide tools to integrate climate change adaptation into implementation of the Goulburn Broken Regional Catchment Strategy and assist Local Government strategic planning. Attended a development workshop and committee meetings, reviewed reports for the project, liaison with GBLGBRG. Provided technical support and led outings for a Field Naturalists conference in Nurrurkah attended by 120 people. Promoted Goulburn Broken Biodiversity Spring events (website etc). Hosted successful Biodiversity Spring event at Kinnairds Wetland (news article Nurrurkah Leader 9 October). Supported development of the 2014 CMN biodiversity calendars. Around 2,500 were distributed in Moira Shire. The calendar features photos of local features submitted by the community. Participating in a review of Goulburn Broken Revegetation Guide.</p>

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy</i> : 1.4 Comply with legislative and regulatory obligations					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
1.4.1 Compliance with EPA landfill requirements	80%	High	Below Target	Repairs on the damaged cap were carried out and no further action is required. No further instances. The completion of the rehabilitation of the Cobram Landfill has commenced but is behind the original timeline due to the changes of original scope.	Operations
1.4.2 Respond to native vegetation referrals within 30 days	100% referrals processed	High	On Target	232 NRM referrals and requests processed to end of February. Technical advice and support provided for implementation of RWPMP. Priority areas were identified, quotes sourced and a work schedule developed. Held a contractor induction meeting to discuss works plan and mapping. Works commenced early 2014 with roads Zone 1 completed by the end of January. Zone 2 completed end of February. Zone 3 commenced in March. Maintaining ongoing liaison with contractor and monitoring progress. Work to support the 2014 National Schools Tree day campaign continues with over 20 schools registered to receive sponsorship. This was a record number of schools. Participated in community development team meeting to provide staff education of the ESS policy and environmental sustainability works currently being done by council. This education work is aimed at supporting cross organisation collaboration on meeting the goals in the ESS. Supported April EWG through meeting material preparation, meeting participation and	Environment

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

completion of existing meeting actions. Attended the 2014 MAY Environmental Sustainability Conference in Melbourne. Acquired contacts at conference that can be used to peer review future council building designs for ongoing operational costs, which are an essential community consideration. Signed up with Central Victorian Greenhouse Alliance to participate in a regional aggregated solar PV design and procurement project.

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 1. ENVIRONMENT</i>					
<i>Strategy - 1.5 Lead and support Council and the community in moving towards and adopting sustainable energy options, programs and services and reducing its own environmental footprint</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
1.5.1 Lead by example in preparing for and adapting to a more variable climate	100% of new or upgraded Council buildings exceed the six star rating	Med	Repair carried from March and no further action required, and no further instances	<p>Provided technical assistance to VicRoads, Trust for Nature and others to assist in securing approximately 246 hectares of new conservation covenants on private land in the region between Strathmerton and Koonoomoo. Provided support to Broken Boosey CMN for land holder engagement activities including land management field days aimed at private land owners and managers. Assisting Goulburn Broken CMA to identify priority landscapes and target financial assistance to private land holders in Moira Shire. Partnered with BBCMN to deliver a field day focused on managing significant woodland areas on private land for local landholders. This day was very well supported and received by landholders who were also interested to hold follow days on their properties in future.</p> <p>Participating in a review of Goulburn Broken Revegetation Guide. Developed and implementing planning permit conditions to increase use of native species in revegetation and landscaping. Continuing to facilitate the coordination of Councils utility accounts. A number of accounts have been moved into the AGL corporate electricity supply account, enabling instant savings to council. CEEP Watts Working Better project is progressing with an order now placed in</p>	Environment

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

	Environment
<p>partnership with Wyndham City Council for our LED street lights, a total spend of around ~\$600,000. A quote from Powercor for the installation of the LED street lights is expected soon and will enable the next stage of the project to be initiated. LGEEP program delivery completed with 5 new energy efficient hot water systems now installed, final project paper work is now being completed. Funding deed for the Climate Smart Agricultural Development project now completed. This project will directly support the Strengthening Victoria's Food bowl report.</p> <p>Implementing revegetation maintenance programs (weed control, watering and replacement planting) for Council's offset sites to ensure statutory requirements are addressed.</p> <p>Provided the annual report to Department of Environment and Primary Industries (DEPI) as required under the Local Government native vegetation roads maintenance agreement. DEPI accepted the report.</p> <p>Ongoing work on data base to collate required material is continuing. Business case put up to council for additional funds to procure LED street lights was successful as it was based on a strong business case and a solid return on investment.</p>	On Target
	Med
	Implement 100% of all renewable energy business cases demonstrating a feasible return on investment
1.5.2 Increase Councils uptake and renewable energy	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy : 1.6 Reduce the environmental impacts of Council and use the communities natural resources efficiently, and protect vulnerable elements of the environment</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
1.6.1 Maintain or decrease environmental footprint	Councils emissions < 5000 TC02 e per annum	High	On Target	<p>Three Advisory Committee meetings have been held to date. Promoted Kinnaids Wetland in several media articles. A review of the Advisory Committee TOR and membership is completed. The Environmental Management Plan review produced a draft which was provided for Advisory Committee comment. Comments were considered and a final draft produced for endorsement at the March meeting which the committee endorsed for immediate implementation.</p> <p>Engaged Yorta Yorta Aboriginal Corporation to undertake a cultural heritage survey of Kinnaids Wetland. Planet foot print subscription will be downgraded to provide better value for money from our subscription. Council now has access to AGL insight program which provides additional account management abilities to officers.</p> <p>Assisted GBCMA and GMW to install and commission new water management structures. Assisted GBCMA and GMW with delivery of an environmental flow to the wetland in April 2014. Weed control, revegetation maintenance and habitat enhancement programs are being implemented.</p> <p>Undertook urgent post fire recovery works and planning for rehabilitation works. Sourced \$20,000 funding via GBCMA for revegetation rehabilitation works including replanting 3,000</p>	Environment

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<p>seedlings. Monitoring programs are being maintained. Post fire monitoring in collaboration with GBCMA includes aerial photography, time lapse photography and acoustic recording. Planet foot print subscription will be downgraded to provide better value for money from our subscription. Council now has access to AGL insight program which provides additional account management abilities to officers. Participating in the Wetlands Working Group and sought their input to EMP review. Participated in training to identify and manage Seasonally Herbaceous Wetlands, a Critically Endangered vegetation community listed and protected under Federal legislation (this vegetation community is represented at Kinnairds Wetland). Participated in a wetland management field day conducted by GBCMA. Planet foot print subscription will be downgraded to provide better value for money from our subscription. Council now has access to AGL insight program which provides additional account management abilities to officers. Rain fall continues to be monitored to allow storm water sampling regime to be completed. Associated reviews of the SWMP and SNUP have been postponed in responses to funded project delivery requirements.</p>

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy : 1.6 Reduce the environmental impacts of Council and use the communities natural resources efficiently, and protect vulnerable elements of the environment</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
1.6.2 Waste Diversion from Landfill, calculated as the proportion of the overall kerbside waste stream that is recycled (includes paper, bottles and green waste) instead of being disposed to landfill	53%	Med	On Target	Continuing to working with Team Leader of Waste diversions from waste streams are increasing.	Environment/ Operations
<i>Strategy : 1.7 Develop a Green Waste Strategy</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
1.7.1 Develop 1 Green Waste Strategy	100%	High	On Target	The green waste program to the four major towns was approved by Council, the preparation of the contract documents are almost complete.	Environment/ Operations

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 2. COMMUNITY</i>						
<i>Strategy - 2 Continue to plan, deliver and improve the quality, accessibility and relevance of community services, to ensure they meet current and future needs of all the demo graphic groups in Moira Shire</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.1. The Disability Action Plan be implemented and reported to Council in a timely manner	Host four Advisory Committees	Medium	On Target	Items from the adopted Disability Action Plan are in progress. Communication Access training for Customer Service and other staff members have occurred, with audit to occur shortly. NDIS (National Disability Insurance Scheme) Road Show is to be held in Cobram later this month.	Community Development	
2.1.2 The Positive Ageing Strategy be reviewed and report to Council in a timely manner	Complete strategy review	Low	Below target	Consultant no longer available to complete strategy, this will now be done internally, currently developing the survey to distribute for consultation in late April and May. Survey has been distributed in the community with over 100 responses received already. Community Services staff have been visiting seniors groups to promote the survey and discuss the proposed strategy.	Community Development	
2.1.3 Continue to provide immunisation services within Moira	* Deliver an immunisation service in all 8 Secondary schools and the four main centres within Moira * 40% of Childhood Infant Immunisations delivered by Councils service	High	On target	The first round of school immunisation has been completed. Second round commences in May. Infant programs remain well attended with high rates of infant immunisation.	Community Services	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy</i> - 2 Continue to plan, deliver and improve the quality, accessibility and relevance of community services, to ensure they meet current and future needs of all the demo graphic groups in Moira Shire					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
2.1.4 Number of families participating in Parental Early Education Partnership (PEEP) support program	Increase the number of PEEP pro- grams operating from 1 (Cobram) to 2 (Cobram and Numurkath)	Low	On target	Program to be delivered in Cobram and Yarrawonga as Numurkath is already serviced. Programs commence 12 May 2014 and will be presented by Ann Dykes, Maternal and Child Health Nurse and Speech Therapists from Yarrawonga and Cobram.	Maternal and Child Health
2.1.5 Provide youth focused social and sporting events	Host six events throughout the Shire	Medium	On target	Freeza event held at Strathmerton Skate Park on 16 November 2013. 100 people attended throughout the day and utilised free jumping castle, sausage sizzle and skating work shops. National Youth Week event "Rumble in the Gums" held 13 April 2014 in Federation Park Cobram. Involved live bands, skate work shop, jumping castle and market stalls. Approximately 200 people attended throughout the day	Sport, Recreation and Youth
2.1.6 Engage with local youth	Host four Junior Council Meetings per year	Host four Junior Council Meetings per year	On target	Junior Council Celebration held 15 October 2013. The celebration was conducted at Thomson's Beach in a semi-formal format with great feedback from participants with the change from the formal sit down dinner. Well attended by parents and Councilors. Meetings held for 2014 have been at Ulupna Island on 25 February 2014, consisted mainly of planning for the coming year. A second meeting has been held at Numurkath on 29 April 2014.	Sport, Recreation and Youth

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 2. COMMUNITY</i>						
<i>Strategy : 2.2 Facilitate Maternal and Child Health and wellbeing</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 31 March 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.2.1 Proportion of infants born that receive primary immunisations	90%	Medium	On target	In June 2013, 93.51% of infants born are receiving primary immunisations (up to 15months of age).	Maternal and Child Health	
2.2.2. Percentage participation of Children in the 3.5 year old maternal and child health check * No visits attended	No. visits No. records	Medium	On target	Year to date performance indicators are at 75% of 3.5 year old Key Age and Stage Assessments have been completed.	Maternal and Child Health	
2.2.4 Percentage participation of Children in Maternal and Child Health.	Meet or exceed state average of 85%	Medium	On target	Duplicate of 2.1.4	Maternal and Child Health	
2.2.6 Participation satisfaction with Moira Maternal and Child Health Service	95%	Medium	On target	Period 1 July 2013 - 31 March 2014 (Note new data period. Previously data collected a month in retrospect. These are performance indicators, not participation rates). Home Visit - 84%, 2 week - 92%, 4 week - 94%, 8 week - 92%, 4 months - 88% 8 months - 85%, 12 months - 90% 18 months - 84%, 2 years 78% 3.5 years - 75%, Average - 87.2% An additional 1559 consults and 754 telephone consultations outside of key appointments were completed that are not included in these statistics.	Maternal and Child Health	
2.2.7 Operate a Family Day Care service within Moira Shire	Maintain at least 15 educators that provide Family Day Care	Low	On target	17 Educators were operating during April, with 1 further registration occurring at the end of April. Two new Educators will commence in May. Positive promotion continues.	Family Day Care	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 2. COMMUNITY</i>					
<i>Strategy 2.3 Maintain and enhance community health and wellbeing through high quality service provision and partnerships to meet the needs of the broader community</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
2.3.1 The Municipal Public Health and Wellbeing Plan be implemented and reported to Council in a timely manner	Host four meetings with relevant stakeholders to monitor MPHWP	Medium	On target	Plan was adopted at the November Council meeting. The Steering Committee will hold its last meeting on Monday 2 December with this being the third meeting for 2013. First steering committee meeting for 2014 has been held, good attendance and productive meeting. Currently working on an annual review template with input from other Hume Region Councils and the Department of Health. Annual Review template has been developed, next quarterly meeting scheduled for 26 May 2014, where goals will be set for the remainder of the calendar year	Community Development
2.3.2 Continue to support Moira HealthCare Alliance (MHA) in the delivery of HACC Services	Council is an active participant on the Board of Moira Healthcare Alliance (100% meetings Councilor representative or delegate) Annual presentation by MHA to Council	low	On target	Councils Director of Corporate Governance and a Councilor attend monthly Moira Healthcare Alliance board meetings.	Community Development

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy : 2.4</i> Identify, develop and action community safety initiatives addressing real and perceived safety issues					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
2.4.1 Support the Moira Shire Safety Committee through facilitating meetings involving all relevant stakeholder	Host four Safety Committee meetings per year	Low	On target	Local Safety Committee meetings are scheduled based on calendar year, with meetings held across the four major towns on 04 February, 01 April, 03 June, 05 August and 07 October. February meeting discussed re-focusing the group on the Local Safety Plan to complete objectives identified.	Community Development
<i>Strategy : 2.5</i> Improve community engagement, participation and effectiveness by facilitating community involvement in decision making processes					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
2.5.1 Maintain and strengthen the community volunteer base	* 22 townships within Moira meet to deliver on their Community Action Plan * Deliver two volunteer skills based workshops	Medium	On target	Community Development Officers attended a number of meetings during April with Community Coordinators, and project task groups on project priorities identified in Community Action Plans. Community Plans still underway at Numurkah and Yarrawonga.	Community Development

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy - 2.6</i> Provide quality facilities, open spaces and programs to increase participation and cater for the communities needs and interests						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.6.1 Deliver Community Assistance and Small Grants Program	100% uptake of grant program	Low	On target	The January Small Grants Scheme has closed with 21 projects recommended for funding at a total of \$38,400. Report was passed at March Council meeting. Applicants have been notified of outcome. The Community Assistance Grant program will be advertised in May 2014.	Community Development	
2.6.2 In partnership with the community and contracts proactively manage Councils community facilities	Increase the patronage of Council owned aquatic facilities to over 65,000 per year. 100% of Councils community facilities recorded usage and statistics	Medium	On target	67,721 - Next update to be provided June 2014.	Community Development	
2.6.3 Monthly audit scores of Parks measuring the quality, appearance and maintenance performance of public open space areas	Number of complaints received 20< per annum	Low	On Target	There were no complaints received during April regarding the appearance and maintenance of public open spaces. A total of five complaints have been received for the 2013/14 financial year.	Operations	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy</i> * 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.7.1 Multicultural Action Plan is reported to Council in a timely manner	Establish one new multicultural advisory committee * Review new multicultural action plan and deliver on two priorities	Medium	On target	Implementation of the two identified by the committee are continuing to be implemented. Cultural Diversity Week events successfully held. Henna Workshop and Exhibition, Talking Books, and Junior World Cup were held with over 100 participants attending Cultural Diversity Week events.	Community Development	
2.7.2 Maintain the sustainable relationship with the local indigenous committee through the development and support of social inclusion projects	Establish one community garden in Barmah	Medium	On target	The ACE network in conjunction with Yebena is developing a Horticulture Certificate 1 to be delivered at Yebena utilising the community garden.	Community Development	
<i>Strategy</i> * 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.7.3 Develop Moira Shire Arts and Culture Board	* One board implemented * One Strategy implemented * One Strategic Plan implemented	Medium	On target	MAC Inc. Chair has received no further response from CEO and Council regarding Council motion request. Draft Funding Agreement between Moira Shire and Moira Arts and Culture Inc. currently on hold whilst a funding agreement template is developed by Russell Kennedy Pty Ltd. Strategic Planning Day and Council Presentation organised for the 9 and 10 May 2014.	Community Development	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy</i> * 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
2.7.4 Develop a 3 year Arts and Culture Strategic Plan to steer Arts and Culture development and programs across Moira.	<ul style="list-style-type: none"> * Subject to funding * 10 Community Arts projects funded * In partnership host 8 community arts programs * Run four skill development workshops for the art community * Total attendance for all events 4120 	Medium	On target	Deborah Mills facilitated Strategic Action Planning Day will be presented to CMT and Councillors on 9 May 2014 from 4 - 5pm and Community Workshop Day on 10 May 2014 from 8.30am to 4pm at the Cobram Civic Centre. 60 invites have been sent to Arts and Cultural organisations across the Shire. Agenda has been confirmed and pre-workshop reading has been sent out to community organisations. St Kilda Film Festival touring program has been booked for 27 June 2014 at Yaroweyah Hall at 7pm. Reconciliation Day will be held 30 May 2014 at Barmah Forest Heritage and Education Centre which will include a collaborative exhibition drawn from two workshops between local Artists from Cockatoo Island retreat and Yeribena Centre including our Indigenous community. Title of the exhibition is "Our Home, Our Family, Our Mob".	Community Development

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy: 2.8 Emergency Management</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.8.1 The Municipal Emergency Management Plan be implemented and reported to Council in a timely manner	100% compliance with Emergency Management Victoria requirements	Med	On Target	The final audit of MEMP has been deferred for 6 months pending a reformat of the plan to include the latest requirements set out and recommended in the guidelines - Emergency Management Manual Victoria. The new format will include a risk assessment completed by using the newly released Community Emergency Risk Assessment (CERA) process	Environment	
<i>Strategy: 2.9 Protect the Safety and Amenity for the Community</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
2.9.1 The Domestic Animal Management Plan 100% compliant with the Victorian Government requirements	Domestic Animal Management Plan 100% compliant with the Victorian Government requirements	Med	On Target	Three dogs and three cats were successfully rehoused through the adoption program. One dog was euthanased due to severe illness and the remaining dogs were claimed by their owners.	Safety and Amenity	
2.9.2 Respond to complaints received regarding to Moira Shire Local Laws	100% responses processed	Med	On Target	Officers continue to attend to complaints received from the public in a timely manner. All requests received to date have been assigned to an action officer and responded to within the required timeframe	Safety and Amenity	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Strategy: 2.10: Regulation and Public Safety						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
2.10.1 Attend and undertake inspections at market and Agricultural Show venues within the Shire	100% venues inspected	Med	On Target	No markets/fetes inspected due to insufficient staff being available to conduct inspections safely	Environmental Health	
2.10.2 Respond to nuisance complaints and report to Council annually the nature and frequency of nuisance complaints	100% applications processed	Med	On Target	Register continues to be maintained and recording all complaints received and their outcomes	Environmental Health	
2.10.3 Process all applications for septic tank installations	100% applications processed	High	On Target	All applications for septic installation continued to be processed in a timely manner	Environmental Health	
2.10.4 Number of registered premises receiving one full compliance assessment annually in accordance with the Health and Food Acts	100%	Med	On Target	Food Premises inspections are being carried out for the new renewal period.	Environmental Health	
2.10.5 All registered premises inspected prior to the renewal of their registration including compliance enforcements as needed	100% premises inspected	High	On Target	Development and implementation of guidelines for issuing infringements and enforcement actions completed	Environmental Health	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 3. DEVELOPMENT (LIVEABILITY)</i>						
Strategy: 3.1 Land use, planning and building						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
3.1.1 Percentage of building permits determined within 30 days	100%	Medium	On target	100% to date	Planning and Building	
3.1.2 Number of planning applications: * Received * Decided	Maintain 2012/13 statistics	Low	On target	20 permits were issued and 16 applications were received	Planning and Building	
3.1.3 Number decisions appealed to VCAT	Maintain 2012/13 statistics	Low	On target	1 VCAT case- application was struck out in favour of Council	Planning and Building	
3.1.4 Percentage of planning applications decided during year by: * Council * Officers under delegations	Maintain 2012/13 statistics	Low	On target	239 applications	Planning and Building	
Strategy: 3.2 Development and Planning						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
3.2.1 Percentage of planning applications processed within 60 days statutory timeframes	95%	Medium	Below target	21 applications received. 29 applications completed (79.31%)	Planning and Building	
3.2.2 Median processing days (gross) for planning applications	80% gross days	Low	Below target	42.5 days (50% of applications issued during this time)	Planning and Building	
3.2.3 Percentage of appeals deter- mined by VCAT in favour of Council	50%	Low	Above target	1 VCAT case- application was struck out in favour of Council	Planning and Building	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Strategy 3.2: Development and Planning					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
3.2.4 Community satisfaction ratings for performance compared to similar councils: * Town Planning * Planning and Building permits approvals	55%	Medium	On target	Rating for this month will be collated at end of year	Planning and Building
Strategy 3.3: Community Inclusion					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
3.3.1 Number of Groups applied for Community Grants	>60	Low	On target	To date in the 2013/14 financial year we have undertaken all three of the Community Grant Rounds. Council received 33 grant applications for the Community Assistance Grants Scheme. Council approved to fund 15 of these projects totalling \$119,640. Council received 40 grant applications for the August Small Grants Scheme. Council approved to fund 20 of these projects totalling \$39,100. Council received 37 applications for the January Small Grants Round totalling \$68,550 for funding. 21 projects recommended for funding went to the March Council meeting and was passed. Applicants have been notified of outcomes. Community Assistance Grant program will be advertised in May 2014.	Community Development
3.3.2 Value of recurrent grants provided to the Moira Shire	\$5,000,000	Medium	On target	Recurrent Funding has commenced for the 2013/14 financial year.	Community Development

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Strategy 3.4 : Tourism, that Council provides accredited visitor Services in Yarrowonga, Cobram, Numurkah and Nathalia						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
3.4.1 Visitor attendance numbers at Information Centres; Yarrowonga, Cobram, Numurkah, Nathalia	Yarrowonga 2013:85000 2014:90000 Cobram 2013: 72000 2014: 8000 Numurkah 2013: 6000 2014: 6600 Nathalia 2013:10000 2014:13000	Low	On target	Yarrowonga: 10142, Cobram: 9207	Tourism	
3.4.2 Service standards in the Visitor Information Centres through mystery shopper audits	84%	Low	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism	
3.4.3 Develop a three year (2013 to 2016) Destination Management Plan in consultation with Moira Shire Council and the community	That the Sun Country on the Murray Inc. 3 Year Destination Management Plan Action items are completed and progress reports presented to Council on an annual basis	Medium	Complete	A new 3 year Plan has been developed. Consultation with Local Tourism Association members in Yarrowonga, Cobram, Numurkah and Nathalia as well as a strategic workshop with Councilors was undertaken before adoption of the plan by the Sun Country on the Murray Board.	Tourism	
3.4.4 Sun Country on the Murray develops Annual Business and Marketing Plans	* That the actions outlined in the Sun Country on the Murray Annual Business and Marketing Plans are completed and reported to Council in a timely manner. * Sun Country on the Murray must address at least 80% of the action items in the plan	High	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 3. DEVELOPMENT (LIVEABILITY)</i>						
<i>Strategy 3.5: Tourism, that Council provides accredited visitor Services in Yarrawonga, Cobram, Numurkah and Nathalia</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
3.5.1 Sun Country on the Murray partners with Local Tourism Associations and individual businesses in the promotion and marketing of the region	That Sun Country on the Murray Inc. sources financial contributions from the industry that represents 25% of annual income	Medium	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism	
3.5.2 Sun Country on the Murray conducts the ongoing familiarisation program for tourism staff and tourism ambassadors (volunteers)	Familiarisations tours are under-taken at least 4 times a year. Staff participate at least twice. Volunteers participate at least once	Low	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism	
3.5.3 Sun Country on the Murray conducts industry training opportunities	At least three training/forum opportunities are offered annually	Low	Not yet started	With the cessation of Sun Country on the Murray this action will be reviewed under the new structure	Tourism	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy 3.6 :: Library Services</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
3.6.1 Percentage of residents who are active borrowers	* 30% * 70,000 visits * 100,000 website visits	Medium	On target	Based on 2011 census population of 28,436, 30% of residents are active members of library service as at November 2013. As of January 2014 there were 167 new members recorded at the library services across the Shire, with a slight decrease in visits over the festive season. Library are due to send updated statistics in May 2014.	Community Development	
<i>Strategy 3.7: Support and Promote participation in Council's training and development initiatives for local businesses by delivering a comprehensive training program</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
3.7.1 Number of participants in Council's training activities	400	Low	70.5% 282 participants year to date	Tourism Expo - 38 Bus Plan - 9 Business Plan Program - 12 EDS Consultation w/shops - 45 Business Scholarship - 13 StreetLife - 125 (across Moira/Campaspe/Shepparton) On-Line Strategy - 20 Business Bootcamp - 20	Economic Development	
3.7.2 Percentage of users/businesses satisfied with training and support initiatives for local businesses	0.8	Low	95%	Data sourced from an exit survey from training conducted.	Economic Development	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 3. DEVELOPMENT (LIVABILITY)</i>						
Strategy 3.8 : Investment Attraction						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
3.8.1 Level of support to businesses investing/considering investment in Moira Shire	50 Investors	Medium	76% 38 Businesses	Varying degrees of interest across these businesses. Increasing interest by local investors/ business developers	Economic Development	
Strategy 3.9 : Business Roundtables with businesses and Councillors						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
3.9.1 Conduct roundtables in key towns for 2013/14	Four round tables	Low	75% 3 Round tables held to this time.	1st - 15 businesses participated 2nd - 35 businesses participated 3rd - 10 Businesses participated	Economic Development	
Strategy 3.10: Strategic Alliances						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
3.10.1 Develop strategic alliances with key government and business agencies and organisations	+ 6 Government + 10 business	Low	100% 9 Government and 8 business alliances created	Government - DBI, RDV, DEPI, Fisheries Victoria, Invest Victoria, EPA, CASA, ABARES, Austrade, Business - VECCI, EDA, Murray Dairy, VPAGA, Fruit Growers Victoria, Riverine Plains, Dairy Australia, Murray Now, Murray Regional Tourism Association, Sydney Melbourne Touring	Economic Development	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Strategy 3.11: Commercial Development					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
3.11.1 Assess the potential for commercial development of Council controlled assets	6 Assessments	Medium	66%	Assessments completed for the Yarrawonga Aerodrome and Yarrawonga Caravan Park. Truck washes at Cobrain and Yarrawonga CBA completed	Economic Development
Strategy 3.12: Upkeep of Council Assets					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
3.12.1 Percentage of graffiti removed from Council owned assets within 48 hours of notification	95%	Medium	On target	One request was received for graffiti removal during April and it was attended to within the set timeframes. A total of 18 requests for the removal of graffiti have been received in the 2013/14 financial year.	Operations

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 4. ORGANISATION</i>					
<i>Strategy 4.1 INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
4.1.1 100% completion of IT Strategy	100% completion of IT strategy	Medium	On Target	7 of 7 projects underway. Aerial photography - Delivery complete. Negotiating with supplier in regards to quality issues Telephone system upgrade - Project team selected. Current discussions looking at 15/16 implementation (budget) Maternal and Child Health software upgrade - on hold due to State Government development project. Tender being prepared by MAV/State Gov. Wireless install - complete in main administration building and cabling for Executive office and Cobram Council Chambers. Wireless computing - see 4.1.3 for update. Intranet development still progressing. WCAG requirements for website - upgrade of website added to budget for 14/15. Upgrade includes WCAG to AA standard. Mobile website - responsive design component of upgraded website added to budget for 14/15.	Information Technology
4.1.2 Improve data quality and work flow between building, property and planning areas through a fully integrated IT platform (CIVICA) ensuring easy electronic retrieval of key/important information	100% completion if CIVICA implementation	Medium	On Target	Contract for consultancy onsite signed. Workflows and priority issues documented.	Information Technology/ Building and Planning

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy 4.1 INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.1.3 Develop and implement mobile computing technologies	80%	Low	On Target	Wireless install complete Building dept. business case for solution for inspections and mobile access to email / calendar being developed.	Information Technology	
<i>Strategy 4.1 INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.1.4 Upgrade the human resources and payroll technology to improve functionality	100% implementation of payroll, HR modules and kiosk	Medium	On Target	Project scheduled for completion July 14.	Information Technology/ Human Resources	
<i>Strategy 4.2 HUMAN RESOURCES Ensure Council's workforce is skilled, responsive, has high job satisfaction and is capable of providing quality customer orientated services and programs to Moira's communities and ratepayers.</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.2.1 Develop practical policies and procedures and staff training program reflecting legislative, regulatory and staff requirements	As required	Low	On Target	Policies and procedures are being developed. The organisational development strategy (People Plan) has been developed, including the learning & development strategy (staff training programs).	Human Resources	
4.2.2 Develop an Organisational Development Strategy to ensure the sustainability of the organisation	100% development and implementation of Strategy and training program				Human Resources	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Strategy 4.2 HUMAN RESOURCES Ensure Council's workforce is skilled, responsive, has high job satisfaction and is capable of providing quality customer orientated services and programs to Moira's communities and ratepayers.						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.2.3 Develop and implement integrated Performance Management System	100% development and implementation of system	Low	On Target	KPI's have been developed and rolled out. HR are scoping from best practice models effective evaluation systems. On track to meet target.	Human Resources	
4.2.4 Develop and deliver Stage 2 of Organisation Review	100% complete	Low	Complete	All positions within Stage 2 of restructure have been filled.	Human Resources	
4.2.5 Staff Performance reviews completed	100% complete	Low	On Target	The new performance review system commenced. Will be utilising human resources technology to improve process.	Human Resources	
Strategy 4.3 Ensure a safe workplace for all employees by embedding new Occupational Health and Safety (OHS) policies and procedures, OHS training and development programs						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.3.1 Number of workplace/site OHS inspections undertaken	100%	Medium		Three inspections have taken place. Numurkah (Depot, M&CH) & Strathmerton (M&CH)	Human Resources	
4.3.2 WorkCover Indicative Performance Rate	<1.0	Medium		<1.0	Human Resources	
4.3.3 WorkSafe Insurance Premium Rate	<1.8	Medium		<1.8	Human Resources	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 4. ORGANISATION</i>						
<i>Strategy 4.3 Ensure a safe workplace for all employees by embedding new Occupational Health and Safety (OHS) policies and procedures, OHS training and development programs</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
4.3.4 Lost Time Injury Frequency Rate	100%	Medium		This rate is calculated at the end of the reporting period.	Human Resources	
<i>Strategy 4.4 FINANCIAL MANAGEMENT Ensure Council plans and resources, records and budget systems are maintained and managed sustainably</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
4.4.1 Prepare the Annual Budget and Strategic Resource Plan in line with statutory requirements and within a financial sustainability framework for consideration by Council by 30 June 2013	100%	High	complete	Annual budget incorporating Strategic Resource Plan adopted by Council 24 June 2013.	Finance	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy 4.5 Provide customer-focused financial management processes, budget systems and valuation practices in accordance with professional standards and legislative requirements</i>					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
4.5.1 Attain VAGO financial ratios as part of annual budget process	100%	High	complete	VAGO Indebtedness ratio calculated at 43.36% for the 2012 2013 financial year.	Finance
4.5.2 Complete the Annual Financial Statements for the year ended 30 June 2013 with full audit clearance by the legislated time frame	100%	High	complete	Annual Financial Statements have been audited and have been forwarded to VAGO as part of preparations of the 2012 2013 Annual Report.	Finance
4.5.3 Budgeted adjusted working capital ratio or as per the 2012-13 adopted budget	100%	High	on target	Forecast budget to be adjusted at next review.	Finance
<i>Strategy 4.6 Rates Revenue Generation</i>					
4.6.1 \$M collected	\$25.327M	High	on target		Finance
4.6.2 Rating strategy to be delivered as per legislative requirements	Development and Delivery of 1 Rating Strategy	High	complete	Rating strategy adopted by Council in April 2013.	Finance

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 4. ORGANISATION</i>						
<i>Strategy 4.7 COMMUNICATIONS AND ENGAGEMENT</i> Improve Council information, accessibility through effective use of communication and media and ensure services are continuing to meet community expectations and demonstrating a culture of engagement						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.7.1 DPCD Customer Service Survey/Moira Internal Survey	75%	Low	On target		Governance	
4.7.2 Deliver effective, timely communication of Council services, activities and scope future needs and methods through Communication Strategy	Communications and engagement Strategy delivered	Medium	On target		Governance	
<i>Strategy 4.8</i> Provide snapshots of community views on emerging issues by establishing a community 'pulse' email panel of 1,000 - 2,000 people with an interest in Moira						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.8.1 Number of members on the community 'pulse' email panel	>1,000	Low	Not yet started	Will be replaced by social media platforms	Governance	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy 4.9</i> Encourage higher levels of young people's engagement in Council's activities through enhanced targeted communication via social media					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
4.9.1 Website quality and accessibility assessed through independent user survey	70%	Low	On Target		Governance
4.9.2 Develop and implement integrated Communications Strategy focusing on electronic communications, publications	1 strategy, 100% completed	Low	On Target		Governance
<i>Strategy 4.10</i> CUSTOMER SERVICES Ensure excellent customer service by reducing the waiting time for ratepayers and other community members to councils customer centres and services					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
4.10.1 Average time after-hours callers wait before their call is answered	<25 seconds	Medium	On Target		Governance

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 4. ORGANISATION</i>						
<i>Strategy 4.10 CUSTOMER SERVICES Ensure excellent customer service by reducing the waiting time for ratepayers and other community members to councils customer centres and services</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
4.10.2 Percentage of customer service enquiries resolved on first call	85%	Medium	On Target		Governance	
4.10.3 Percentage satisfaction of after-hours callers with the quality of information and service received	70%	Low	On Target		Governance	
4.10.4 Customer service responsiveness assessed through external and internal user surveys	90%	Medium	On Target		Governance	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 5. INFRASTRUCTURE</i>						
<i>Strategy 5. CAPITAL WORKS</i> In support of services delivered to our communities, undertake our annual capital works program including:						
<ul style="list-style-type: none"> • Roads • Drains studies/plans • Building • Park & gardens • Footpaths • Kerbs and channels 						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
5.1 Percentage of completed capital works infrastructure projects completed at the conclusion of the financial year (based on number of projects)	95%	Low	On Target	To be calculated at end of year	Infrastructure Planning and Design	
5.1.2 Civic Mutual Plus (Overall score) compliance with Road Management Plan	80%	Medium	On Target	To be calculated at end of year	Infrastructure Planning and Design	
<i>Strategy 5.2 ASSET MANAGEMENT</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
5.2.1 Percentage of Council assets at intervention level (MAV STEP PROGRAM) (roads, bridges & pathways, buildings & Drains)	70%	Low	On Target	To be calculated at end of year	Asset Management	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Strategy 5.3 ASSET RENEWALS						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
5.3.1 Condition based renewal gap - \$ spent on renewal divided by what \$ were required to be spent for period *MAV STEP program)*> Composite (roads, bridges and pathways, buildings & drains	65%	High	On Target	To be calculated at end of year	Operations	
5.3.2 Local Roads renewed	* 6% resurfaced as % of total sealed network * 0.5% Reconstructed total sealed road network. (Asset reconstructed when reaching level8) * Re-sheeted as 5% of total gravel road network	High	On Target	* Resurfacing works for the 2013/14 financial year, have been completed with a total of 58kms resurfaced. * Resheeting works have been completed for 2013 with further works planned for May and June 2014. 45 kilometres of road (53 road sections) have been re-sheeted from July to October 2013, which is 69% of the works programmed for the financial year. * The 2013 Shoulder Resheeting program was completed on the 20 December 2013 with 13.6kms (27.2km both sides) of road shoulders resheeted.	Operations	
5.3.3 Community satisfaction (index score) with conditions & maintenance of municipal roads, streets, footpaths (CSS)	85%	Low			Infrastructure / Asset Management / Operations	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 5. INFRASTRUCTURE</i>						
<i>Strategy 5.4 FACILITIES AND AMENITY MANAGEMENT</i>						
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>	
5.4.1 Civic Mutual Plus overall score for management of sporting reserves	>50	Medium	On target	Results for 2013 show a score of 69, an increase against the average for Large Rural Shires, which was 67. Update to be provided in 2014.	Community Development	
5.4.2 Community satisfaction (index score) with: * Recreational facilities * Appearance of public areas	Number of complaints <20	Low	On target	Council has received 2 complaints in recent months. One has been dealt with in relation to a staff member, the other was discussed and managed through the March Monthly contract meeting on 27 March 2014.	Community Development/ Operations	

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategic Goal 6. GOVERNANCE</i>					
<i>Strategy 6.1</i> Ensure responsible resource management and ongoing adherence to good governance by ensuring completion of the annual internal audit plan					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 April 2014</i>	<i>COMMENTS</i>	<i>Department</i>
6.1.1 Percentage completion for annual internal Audit plan	100%	Medium	On Target	2013/2014 Internal Audit Plan consists of an Inventory Management Audit and a Long Term Viability Audit. The Inventory management Audit was conducted in October 2013, Contracts Audit in January 2014 and Councillor expenses as well as Fees, Charges and Sundry Debtors in April 2014.	Governance
6.1.2 Percentage completion of all scheduled external audits	100%	High	Complete	The Independent Audit of 2012/2013 financial and performance statements was completed and signed off by the Victorian Auditor General's Office (VAGO) on 23 October 2013. These audit reports were included as part of the 2012/13 Annual Report and presented to Council at its ordinary meeting on 18 November 2013.	Governance

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

<i>Strategy 6.2: Enhance Councils management of electronic records in line with Public Records Office requirements (revising archiving procedures and provide ongoing user training and system improvements)</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
6.2.1 Percentage of electronic management systems actions completed within service charter timeframes	95%	Low	On Target	The reporting tool for measuring electronic management systems is now in place. In the year to date, 97% of actions have been completed within service charter timeframes.	Governance	
6.2.2 Instruments of Delegation to Council staff renewed biannually and updated upon receipt of legal advice	100%	High	On Target	Instruments from Council to the CEO and to Council Staff have been reviewed following legal advice and completion of the organisational restructuring. Report on reviewed instruments was adopted at the 18 November Council meeting. Sub Delegations of CEO to Staff was signed by the CEO in February 2014.	Governance	
<i>Strategy 6.3: Enhancing Councils management and response times processing FOI requests are met</i>						
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department	
6.3.1 Percentage of Freedom of Information Requests responded to within prescribed timeframes	100%	Medium	On Target	Three (3) Freedom of Information request received and a response provided within the prescribed timeframe.	Governance	
<i>Strategy 6.4 : Ensure strategic and operational risks are appropriately managed to protect Council and the community by updating and implementing Council's Risk Management Strategy</i>						

FILE NO: F13/3145
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER CORPORATE GOVERNANCE,
DAVID BOOTH)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

COUNCIL PLAN 2013/14 - 2016/17. APRIL 2014 MONTHLY REVIEW (cont'd)

ATTACHMENT No [1] - Council Plan Progress Report - April 2014

Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
6.4.1 Percentage completion of Risk Management Framework (7 elements)	100%	Medium	On Target	The 7 elements of the Victorian Government Risk Management Framework are well established in Council's operations. Review and refinement of these elements are ongoing.	Governance
6.4.2 Quarterly updating of Council's Risk Management Register presented to the Audit Committee/ Council	Quarterly (4) per annum	High	On Target	The last report of the Risk Management Register was made to the Audit committee as part of the January meeting	Governance
Strategy 6.5: Prepare Council's Annual Report 2012-13 as an accurate and transparent record of the year and submit to the Minister for Local Government by 30 September 2013					
Performance Measures	Target	Risk	Progress 30 April 2014	COMMENTS	Department
6.5. Annual Report presented to Council by 30 September 2013	1 Report to Council by 30 September 2013	High	Complete	The 2012/13 Annual report was included in the November Ordinary meeting agenda and noted by Council. A copy has been forwarded to the Minister, distributed to service centres and made available on Council's website.	Governance
6.5.2 Annual Report to Minister for Local Government by 30 September 2013	1 Annual Report completed & delivered by 30 September 2013	High	Complete	The Moira Shire 2012/13 Annual Report was lodged with Minister for Local Government on 25 October 2013. Council noted the 2012/13 Annual Report at its ordinary meeting on 18 November 2013. The 30 September 2013 deadline was not met.	Governance

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2014

RECOMMENDATION

That Council receives and notes the Financial Position Report as at 30 April 2014.

1. Executive Summary

Highlights:

- Financial position as at 30 April 2014 is tracking to forecast.
- Sundry debtors and infringement balances continue to be well managed with \$1,839,453 in debtors outstanding. This debt includes an amount in current debtors of \$1,100,000 for Vic Roads as payment for Country Roads and Bridges Initiative and an amount > 90 days of \$198,000 for sale of land due for payment in November 2014.
- Flood Recovery activity is drawing to a close but Wunghnu fires expenditure awaiting claims to be submitted.

2. Discussion

Notes to Executive Summary Dashboard (Per attachment):

In most instances, Council is on track against its major indicators with the 90 day and >90 days debtors and capital projects highlighted as on track to meet their targets.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2014 (cont'd)

Executive Summary Dashboard					Rate Collection						
					General Rates & Charges		Apr-13	Apr-14	Rank	Progress	
<p>● On target</p> <p>● On track to meet target</p> <p>● below target</p> <p>↑ Performance Improving</p> <p>↓ Performance Declining</p> <p>↔ Performance Staying about the same</p>	Arrears carried forward		1,251,064	1,310,464	●	↔					
	Total rates to be collected (amount levied)		28,218,486	29,168,983	●	↔					
	Collection to date		22,162,594	22,795,834	●	↔					
	No. of rateable assessments		16,904	17,075	●	↔					
	Rateable Valuation C.I.V		4,884,096,600	4,771,171,600	●	↓					
	Supplementary rate increase since adopted budget		368,376	17,626	●	↓					
					Fire Services Levy						
Fire Services Levied			0	3,544,021	●	↑					
Fire Services Collected			0	3,402,979	●	↑					
Supplementary Fire Services			0	1,854	●	↑					
					Special Rate Debtors						
		Mar-14	Apr-14	Rank	Progress		Apr-13	Apr-14	Rank	Progress	
Current		314,810	1,531,083	●	↑	Principal Outstanding	61,704	47,361	●	↑	
30 Days		88,919	85,114	●	↔	Interest Outstanding	3,204	1,812	●	↑	
60 Days		15,106	12,220	●	↓	Total	64,908	49,173	●	↑	
90 Days		50	4,113	●	↑						
> 90 Days		217,308	205,923	●	↔						
		636,193	1,838,453								
					Capital Expenditure						
							Adopted Budget	March Forecast	YTD Actuals	Rank	Progress
Capital Expenditure for 13/14							10,105,873	10,842,670	6,581,770	●	↑
Balance Outstanding		128,651	135,147	●	↔	Total	10,105,873	10,842,670	6,581,770		

**Summary Income Statement
April 2014**

Summary Income Statement	Current Year Adopted Budget 2013/2014	Approved Forecast as at 31 Mar 2014	Actuals to date as at 30 April 2014 (less Disaster Recovery)
	\$		
INCOME			
Operating	(39,418,483)	(41,067,997)	(39,239,863)
Capital	(4,901,431)	(5,979,724)	(4,959,497)
	(44,319,914)	(47,047,721)	(44,199,360)
EXPENSES			
Operating	48,296,652	48,627,321	36,864,994
OPERATING (SURPLUS)/DEFICIT	3,976,738	1,579,600	(7,334,367)

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

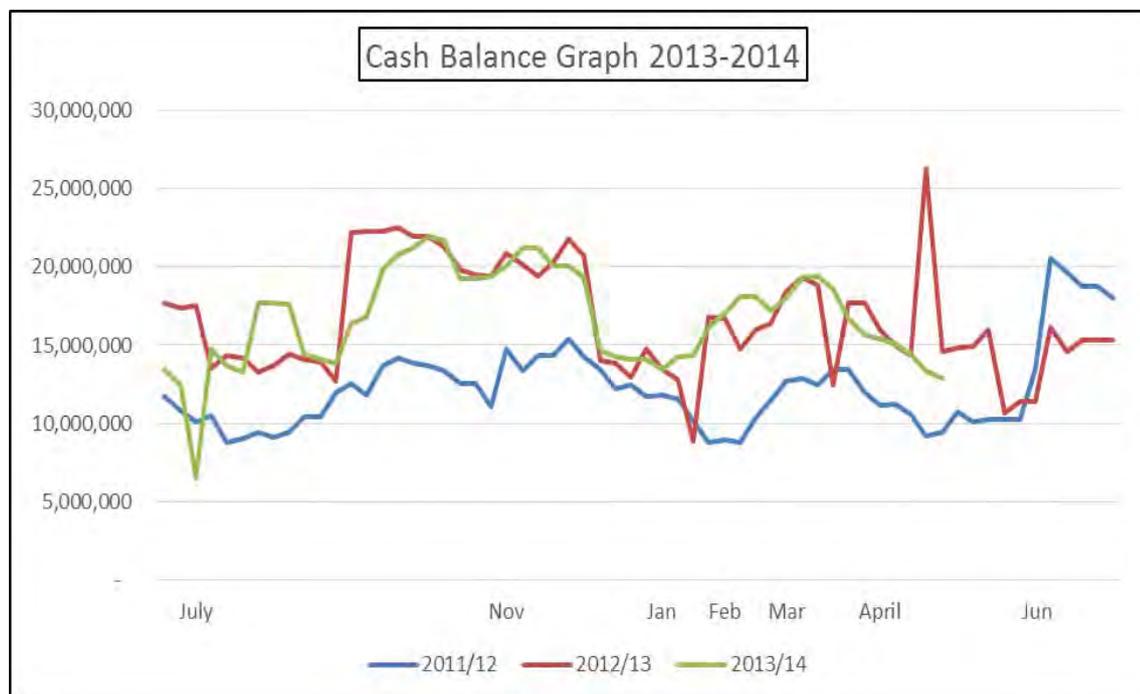
FINANCIAL POSITION REPORT AS AT 30 APRIL 2014 (cont'd)

<u>Moira Shire Council</u>		
	Cash flow statement for the period up to June 2014	30-Apr-14
	Currently held cash balance composition:	
	Cash At Bank - General	1,102,610
	At Call 11 am Short Term Investment	1,017,091
	S/T Invested Funds - Term Deposits	9,000,000
	LSL Investment	1,775,598
	Total Cash & Investments	12,895,298
	Confirmed inflow/outflow registered in the books of account as of date	
A	Creditors & Payroll outflow	(762,715)
	Current dues and next fortnight payroll payment	
B	Fire Service Levy - Net dues to State Revenue Office	(103,729)
C	Flood Emergency (Payments due) / Receipts due	1,064,632
	Estimate of future inflows/outflows up to June 2014	
A	Average monthly payments to Creditors from May to June [2014 average monthly payout was \$3.6 million]	(7,200,000)
B	Remaining average fortnightly payroll from May to June [average payout per payroll period is \$630k]	(1,890,000)
C	Grants Commission funding 4th instalment due in May 2014	1,221,411
D	Expected collections from Rates debtors for the period May to Jun	5,270,091
E	Restricted LSL Investment	(1,775,598)
F	19208 - Trust & Deposits	(821,467)
G	Restricted Unexpended Grants [estimate only]	(1,500,000)
	Estimated free cash balance end of June 2014	6,397,924

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2014 (cont'd)



Council's Cash Position as at 30 April 2014 is \$12.9M.

Current Investments as at 30 April 2014

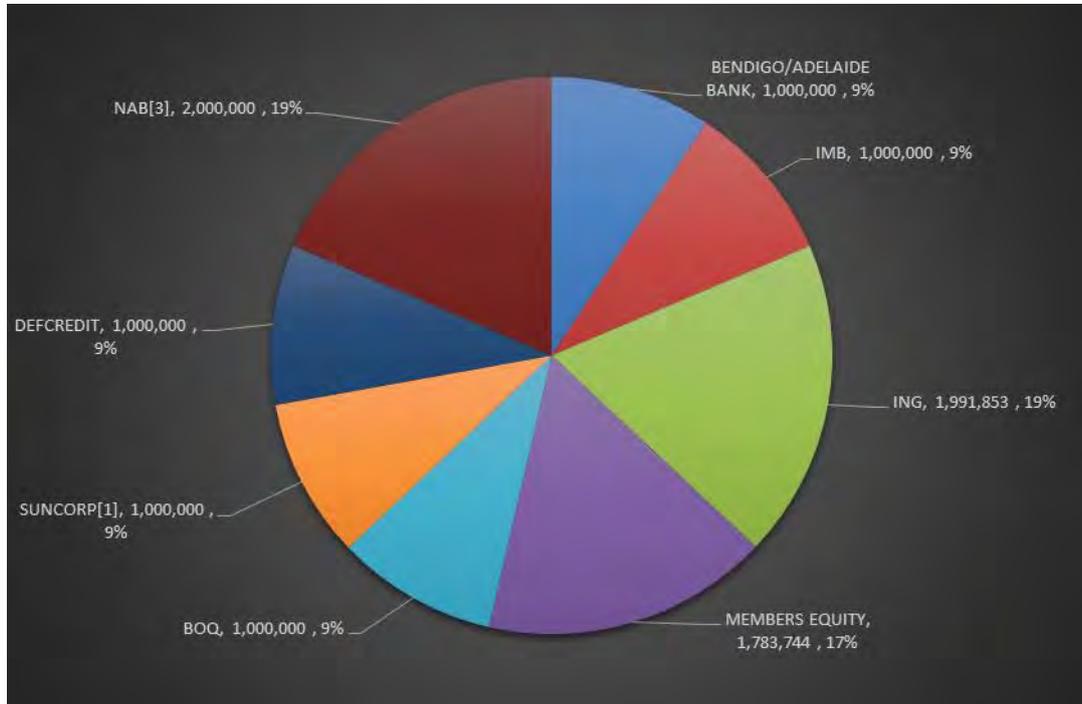
Bank	Deposit amount
BENDIGO/ADELAIDE BANK	1,000,000
IMB	1,000,000
ING	1,991,853
MEMBERS EQUITY	1,783,744
BOQ	1,000,000
SUNCORP[1]	1,000,000
DEFCREDIT	1,000,000
NAB[3]	2,000,000
Grand Total	10,775,598

Active Investment Spread as on 30 April 2014

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2014 (cont'd)



Capital Expenditure

(Figures and explanation as provided by Construction & Assets Team)

	2013/2014 Budget	March Forecast	2013/2014 YTD actuals
Capital Works Expenditure	8,524,773	9,603,098	5,505,506
Other Capital Expenditure	1,581,100	1,239,572	1,076,264
Grand Total	10,105,873	10,842,670	6,581,770

Capital Works Snapshot – 30 April 2014

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2014 (cont'd)

Capital Expenditure	Current Year Adopted Budget Incl Oncosts	31 March Forecast Budget Incl Oncosts	YTD Actuals Incl Oncosts	Commitments	% Completed	Comments
Capital Projects						
04253 - Land Improvements	1,062,400	548,935	482,831	24,631	92%	
04254 - Playground Equipment	0	0	0	0		
04256 - Land	1,431,800	2,315,778	250,572	25,499	12%	Increased budget forecast to meet Cobram Landfill tender
04257 - Building Capital Works	1,332,531	1,998,083	1,057,650	584,472	82%	Commitments for Numurkah Preschool, and accepted tender for Rotary Club - Yarrowonga Showgrounds project
04258 - Road Capital Works	3,827,797	3,990,778	3,266,491	214,410	87%	
04260 - Bridges	200,000	0	0	0		
04261 - Kerb & Channel Works	200,000	218,864	190,353	18,935	96%	
04262 - Footpath Capital Works	63,669	59,932	59,932	0	100%	
04263 - Drainage Capital Works	406,576	457,728	187,103	264,830	99%	New commitments for drainage works - Madeline Street Numurkah
04264 - Other Assets	0	13,000	10,574	950	89%	Swimming pools rehab projects
Capital Projects Total	8,524,773	9,603,098	5,505,506	1,133,726	69%	
Other Capital Expenditure						
04250 - Capital Works to Assets	577,500	577,500	0	0		
04251 - Furniture Fittings & Other Equipment	0	0	0	0		
04252 - Plant & Equipment	1,003,600	662,072	1,076,264	59,901		
Other Capital Expenditure Total	1,581,100	1,239,572	1,076,264	59,901		
Total	10,105,873	10,842,670	6,581,770	1,193,627		
Capital Income						
01550 - Plant Disposal Proceeds Income	0	(145,700)	(145,700)	0		
02200 - Capital Projects Income	(4,901,431)	(5,834,024)	(4,813,797)	0		
Total	(4,901,431)	(5,979,724)	(4,959,497)	0		

TOTAL WORKS COMMITTED: 69% AS A PERCENTAGE OF 31MAR REVIEW (\$1,133,726 COMMITMENTS)

3. Financial Implications

There are no financial implications outside of the normal quarterly review.

4. Risk Management

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

5. Community Consultation

The following members of staff were consulted:

- Director, Corporate Governance;
- Executive Engineer;
- Manager, Construction & Assets
- Finance Manager;
- Team Leader, Financial Accountant
- Finance Analysts;
- Team Leader Revenue, Property and Valuation Services
- Corporate Management Team

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2014 (cont'd)

6. Internal Consultation

Council's Financial Position Report is provided on a monthly basis for public viewing in accordance with Council's open and transparent governance policy.

7. Legislative / Policy Implications

The report complies with:

- the Local Government Act S.136; and
- Council's Budget and Financial Reporting Policy.
- The 2013/14 to 2016/17 Council Plan Strategic Goal 4 and Strategic Resource Plan

8. Environmental Sustainability

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

9. Conflict of Interest Considerations

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

10. Conclusion

Council is in a good underlying financial position as at 30 April 2014 and will continue to be, provided capital income, capital expenditure and operational growth are managed prudently.

Attachments

Nil

FILE NO: F13/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.1
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(ACTING DIRECTOR, COMMUNITY , BRUCE
CONNOLLY)

**SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS
- AMENDMENTS**

RECOMMENDATION

That Council:

1. Rescind the appointments of the following persons representing Community and/or User Groups on the Special Committee of Management, as indicated, for the four (4) year term which commenced 1 October 2013 and concludes on 30 September 2017.

Committee of Management	User Group	First Name	Last Name
Katamatite Recreation Reserve	Community	Marion	Bourke
The Nathalia Showgrounds and Recreation Reserve	Community	David	Liddell
Numurkah Showgrounds Reserve	Numurkah Football Netball Club	Joe	Buha
Numurkah Showgrounds Reserve	Numurkah Cricket Club	Tyson	Woods
Yarrawonga Showgrounds Reserve / Victoria Park	Yarrawonga and District Garden Club	Patrick	Boxshall
Yarrawonga Showgrounds Reserve / Victoria Park	Community	Dave	Cavill

2. Approve the appointments of the following persons representing Community and/or User Groups, on the Special Committee of Management, as indicated, for the remaining period of the four (4) year term which commenced on 1 October 2013 and concludes on 30 September 2017.

Committee of Management	User Group	First Name	Last Name
The Nathalia Showgrounds and Recreation Reserve	Nathalia Mens Shed	Alan	Savage

3. Write and thank outgoing Committee of Management members.

1. Executive Summary

At Council's meeting held 16 September 2013, Council, in exercise of the powers conferred by sections 86 of the *Local Government Act* 1989 (the Act), resolved to appoint persons as Community or User Group representatives on various Special Committees, for the four (4) year period which commenced on 1 October 2013 and concludes on 30 September 2017.

Even though representatives are initially appointed for a period of four years, should they wish to relinquish their position, they are not obliged to remain on the Committee for the entire period, and a replacement representative would be appointed.

2. Discussion

It is expected that, during the four (4) year term, individuals who represent the Community and/or User Groups on the Committee of Management will change.

FILE NO: F13/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.1
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(ACTING DIRECTOR, COMMUNITY , BRUCE
CONNOLLY)

SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS (cont'd)

Some User Groups feel it is more appropriate to change their representative on a regular basis, annually for example. Also the situations of individuals may change, requiring their appointment to be rescinded, thus requiring another individual to be appointed as a replacement.

Also, it is important to have representation on the Committee of Management from those user groups who utilise the facility, as such the composition may change.

Detailed below are any amendments to the current composition and/or Community or User Group representation for those Committees of Management specified.

Katamatite Recreation Reserve

Marion Bourke has resigned as a Community Representative, a replacement has not been nominated.

Nathalia Showgrounds and Recreation Reserve

The Nathalia Showgrounds and Recreation Reserve Committee of Management passed a motion at the February Committee meeting for the Nathalia Mens Shed to have representation on the Committee. Alan Savage has been nominated as the Mens Shed representative on the Committee.

The appointment of David Liddell as a Community representative has terminated.

Numurkah Showgrounds Reserve

The appointments of Joe Buha as a Numurkah Football Netball Club representative and Tyson Woods as a Numurkah Cricket Club representative have terminated.

Yarrowonga Showgrounds Reserve / Victoria Park

Patrick Boxshall has resigned as the Yarrowonga and District Garden Club Alternate representative, a replacement has not been nominated.

The Committee of Management Operations and Risk Management Manual details that Community representatives have no direct or on-going association with user group(s) that utilise the facility. Dave Cavill, previously appointed as a Community representative has advised Council that he is a member of the Yarrowonga Mulwala Mens Shed. It is recommended that his appointment be rescinded.

3. Financial Implications

There are no financial implications to consider within this report.

4. Risk Management

There is no risk management issues to consider within this report.

5. Community Consultation

As the Section 86 Committees are in essence an extension of Council and are managing the facilities on behalf of Council, it is important for Council to maintain an appropriate balance of representation from user groups and the community and also maintain an accurate and up to date database of representatives on each of the Committees of Management.

FILE NO: F13/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.1
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(ACTING DIRECTOR, COMMUNITY , BRUCE
CONNOLLY)

**SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS
- AMENDMENTS (cont'd)**

To ensure the accuracy of the database, it is essential that each Committee advise Council when changes are required to individual representatives and also to user group representation. When changes do occur, a Council resolution is required.

6. Internal Consultation

Council Officers are aware of the amendments

7. Legislative / Policy Implications

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

8. Environmental Sustainability

There are no environmental implications to consider within this report.

9. Conflict of Interest Considerations

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

10. Conclusion

As part of Councils efforts to ensure that interested and appropriate person(s) and user groups be appointed to the Section 86 Committees, it is recommended that the proposed amendments to the current composition and/or Community or User Group representation for those Committees of Management specified, be approved.

Attachments

Nil

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH**

RECOMMENDATION

That Council approve the issue of a Notice of Decision to Grant a Permit for Planning Application No 52012400 for the development of land described as 2-6, 8-10 and 12 - 14 Melville Street and Numurkah for a supermarket extension, the use and development of land at 3 Meiklejohn Street for a car park, reduction in the car parking requirement, waiving the loading and unloading facility requirement, alterations to the liquor licence area, subject to the following conditions:

1. The use and/or development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. Before the *use or occupation of the development* starts, the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - a) constructed;
 - b) properly formed to such levels that they can be used in accordance with the plans;
 - c) surfaced with an all-weather-seal coat;
 - d) drained;
 - e) line marked to indicate each car space and all access lanes;
 - f) clearly marked to show the direction of traffic along access lanes and driveways;to the satisfaction of the Responsible Authority. Car spaces, access lanes and driveways must be kept available for these purposes at all times.
3. No fewer than 54 car spaces must be provided on the land for the use and development, including at least 2 spaces clearly marked for use by disabled persons to the satisfaction of the Responsible Authority.
4. No fewer than 2 bicycle space(s) must be provided on the land to the satisfaction of the Responsible Authority.
5. A satisfactory landscaping plan for the whole of the subject land must be submitted to and approved by the Responsible Authority, prior to the development permitted by this permit commencing or, within 30 days of the issue of the Building Permit, whichever is the sooner. An endorsed copy of the plan must form part of this permit. The submitted plan must:
 - a) include a survey of all existing vegetation and natural features showing plants (over 2.0 metres in height) to be removed;
 - b) include a schedule of all proposed trees, shrubs and ground cover, which will include the location, number and size at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface materials as specified;
 - c) the method of preparing, draining, watering and maintaining the landscaped area;

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

- d) the weed management program.
6. Before the *use/occupation of the development* starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
 7. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, *including that any dead, diseased or damaged plants are to be replaced.*
 8. That a 2 metre high fence be erected on a 15 cm plinth and with a 30 cm trellis above the fence be constructed along the southern boundary of 3 Meiklejohn Street, to the satisfaction of the Responsible Authority.
 9. Before the development starts, the owner must enter into an agreement with the Responsible Authority and made pursuant to Section 173 of the *Planning and Environment Act 1987* to provide for the following:
 - a) That the laneway located at the rear of 2-6 Melville Street be used for the purpose of loading and unloading goods associated with the supermarket;
 - b) The loading and unloading area in the laneway be closed by using approved devices;
 - c) Loading and unloading must be conducted between 7.00am and 9.30am weekdays;
 - d) Delivery trucks catering for 14 pallets must not exceed 11.0 metres in length;
 - e) Provision be made for alternate access for the general public while the laneway is closed;
 - f) The owner produce and retain currency of insurance and public liability, and indemnify Council against any accident that may result from goods being loaded or unloaded within the laneway for the supermarket.
- The Agreement must be prepared by Council solicitors and all costs associated with the preparation and registration of the agreement must be borne by the owner. All fees associated with the documentation must be fully paid prior to execution and registration of the document by Council.
10. That the laneway used for the purpose of loading and unloading must be upgraded (ie concrete construction) to the satisfaction of the Responsible Authority. Construction plans must be submitted to and approved by the Responsible Authority.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

11. An easement of carriageway be created over, at least, 3 Meiklejohn Street to provide legal access/egress for the users of the laneway while part of the laneway is closed for loading and unloading purposes for the supermarket. A plan for the creation of an easement must be registered prior to the use of the laneway for loading and unloading purposes.
12. Devices (ie articulated boom gates) used for the closure of the laneway during times of loading and unloading must be approved by the Responsible Authority and thereafter maintained to the satisfaction of the Responsible Authority.
13. Loading and unloading within the laneway must be conducted between the hours of 7.00am and 9.30am weekdays, unless with the consent of the Responsible Authority.
14. Delivery trucks catering for 14 pallets must not exceed 11.0 metres in length, unless with the consent of the Responsible Authority.
15. Parking signs displaying "No parking before 9.30am" be erected on those car spaces affected by truck turning movements identified in the Traffic Engineering Assessment, TraffixGroup, January 2014 and thereafter maintained to the satisfaction of the Responsible Authority.
16. All traffic controls and signage identified in the Traffic Engineering Assessment, TraffixGroup, January 2014 be carried out, erected and maintained to the satisfaction of the Responsible Authority.
17. All disused or redundant vehicle crossings must be removed and the area reinstated to kerb and channel at full cost to the applicant to the satisfaction of the Responsible Authority.
18. Any damage occurring to Council Assets (ie sealed roads, drains, footpaths etc) during the period of construction must be repaired at the cost of the applicant to the satisfaction of the Responsible Authority.
19. Any new vehicular crossing to the subject land from the road must be constructed of a size and standard satisfactory to the Responsible Authority at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a "Consent To Work Within The Road Reserve", prior to the undertaking of works.
20. Prior to the commencement of any civil works associated with the entrance to or exit from the development, detailed construction plans must be prepared to the satisfaction of the Responsible Authority. All civil works constructed or carried out in relation to the entrance or exit must be in accordance with the approved plans.
21. A plan to be provided of the Off Street Parking area demonstrating that it complies with the requirements of the relevant Australian Standards, including AS/NZS 2890.1 and AS/NZS 2890.6.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

22. Prior to the commencement of the use or development / issue of the Certificate of Occupancy/issue of the Certificate of Final Inspection, the Developer / Applicant must ensure that safe intersection sight distances (SISD) as described in the AustRoads Publication: Guide to Road Design Part 4: Intersections and Crossings, are achieved at the point of access, and the point of exit, to the satisfaction of the Responsible Authority.
23. All construction works are to be conducted in accordance with sediment control principles outlined in EPA Publication 275: "Construction Techniques for Sediment Pollution Control" 1991 and sediment retention structures are to be implemented prior to the commencement of development to ensure that detrimental impact of sediment transport from this development is minimized.
24. All garbage/waste generated from the commercial premises shall be stored on site until collected, screened from public view to the satisfaction of the Responsible Authority and must not be used for any other purpose.
25. Before any of the development starts, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of three copies must be provided. The information submitted must show the details listed in the council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual. The information and plan must include:
- a) details of how the works on the land are to be drained and retarded to pre-development discharge rates for a 1 in 20 year ARI storm,
 - b) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority,
 - c) computations showing the capacity of the existing drainage system passing through and immediately downstream of the site,
 - d) underground pipe drains conveying stormwater to the legal point of discharge,
 - e) a maximum discharge rate from the site is to be determined by computation to the satisfaction of Council. The maximum discharge rate shall have regard for the capacity of the existing pipe network.
 - f) documentation demonstrating approval from the relevant authority for the legal point of discharge.
 - g) the provision of gross pollutant and/or litter traps installed at the drainage outfall of the development to ensure that no effluent or polluted water of any type may be allowed to enter the Council's stormwater drainage system.
- Before the use begins and/or the building(s) is/are occupied, all works constructed or carried out must be in accordance with those plans to the satisfaction of the Responsible Authority
26. All existing drainage assets within the development area, whether on private land,

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

easement or road reserve shall be inspected and details provided as to how all existing assets will be protected both during and post construction. All and any changes proposed shall be documented in plans to be submitted for approval by the responsible authority.

27. Easements shall be created over all Council drainage assets located within the development site. The applicant shall meet the cost of creation of those easements.
28. This permit will expire if one of the following circumstances applies:
- a) The development and use is/are not started within two years of the date of this permit.
 - b) The development is not completed within two years of the date of commencement.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started; and within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

Planning Notes

This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.

A consent to work within Road Reserve permit must be obtained from the Responsible Authority prior to the carrying out of any vehicle crossing works.

Prior to any works commencing, an Asset Protection Permit pursuant to Moira Shire Council's Streets and Roads Local Law 2003 is to be obtained.

The premises are to comply with the Food Act 1984, as amended. Council's Environmental Health Department should be contacted regarding these requirements.

1. Executive Summary

Planning Permit Application 52012400 has been lodged seeking approval to use and develop land for the purpose of a supermarket extension and car park. The proposal involves the use of the adjoining laneway for the purpose of loading and unloading goods and the removal of a dwelling that has heritage value. During times of loading and unloading, the laneway will need to be closed. Alternate means of access/egress for other users of the laneway are proposed.

The application was advertised on two occasions and two objections have been received. The applicant has negotiated with each of the objectors resulting in fencing works to satisfy one the objector, however the other objection, while not opposing the laneway closure, raised concerns with traffic movements and safety.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)

The application was referred to internal departments and Worksafe. No objections have been raised except for Infrastructure, which raised their main concerns with the use of a public roadway for loading and unloading.

While there are deficiencies with this application which require specific dispensations, the proposal generally accords with State and Local Planning Policy.

There has been previous Council support in the past for the proposal and with the inclusion of appropriate conditions, the application is recommended for approval.

Background

Planning Permit TP0800300 was issued on 22 May 2009 for the purpose of Building and Works – Supermarket extension at 2-6 & 8-10 Melville Street Numurkah. Conditions imposed on the permit required that loading and unloading occur within the boundaries of the site or by other arrangements. The applicant appealed against conditions on the permit, however subsequently withdrew the appeal.

Planning Permit TP0800431 was issued 16 June 2009 for the purpose of a car park at 3 Meiklejohn Street Numurkah. The existing dwelling was to be retained and the proposed car park was to use approximately 50% of the land.

Council at its meeting held on 21 June 2010 considered a request to purchase part of the adjoining laneway for loading and unloading purposes. Council resolved, acting under Schedule 10, Section 3 and Section of the Local Government Act 1989, the following:

- 1. discontinue part (200m²) of the road reserve between Saxton Street and Quinn Street (abutting the west boundary of 2-6 and 8-10 Melville Street, Numurkah;*
- 2. place a public notice in the Government Gazette;*
- 3. declare the Council land as surplus and available for sale;*
- 4. authorise the CEO to conclude negotiations with abutting land owners regarding the sale price (based on the sworn valuation of \$100/m² and recouping all sale costs) and conditions (including creation of a carriageway easement) in accordance with Council's policy, Sale of Council Land; and*
- 5. authorise the Chief Executive Officer to sign and seal all documents relating to the sale.*

Following a valuation and negotiations for the sale of the laneway, the applicant put forward an alternative solution to provide a land swap/transfer however this did not accord with Planning Permit TP0800300, therefore was not supported. Subsequently Planning Permit TP0800300 expired, hence a new application has been lodged.

2. Discussion

Application details

Applicant: Brown Consulting

Owner: North East Supermarkets Pty Ltd

Property Address: 2-6, 8-10 and 12 - 14 Melville Street and 3 Meiklejohn Street Numurkah

Title Details: Lots 1, 2, 3 & 4 PS 221816H, Lot 1 TP407850U and Lot 1 TP080474N

File No: 5/2012400

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)

Zone: Commercial 1 Zone (CZ1)
Overlays: Nil

Key Issues

- State and Local Planning Policy Framework
- Commercial 1 Zone provisions
- Traffic
- Use of Laneway
- Car Parking
- Heritage

Proposal

The proposal includes a number of components including:

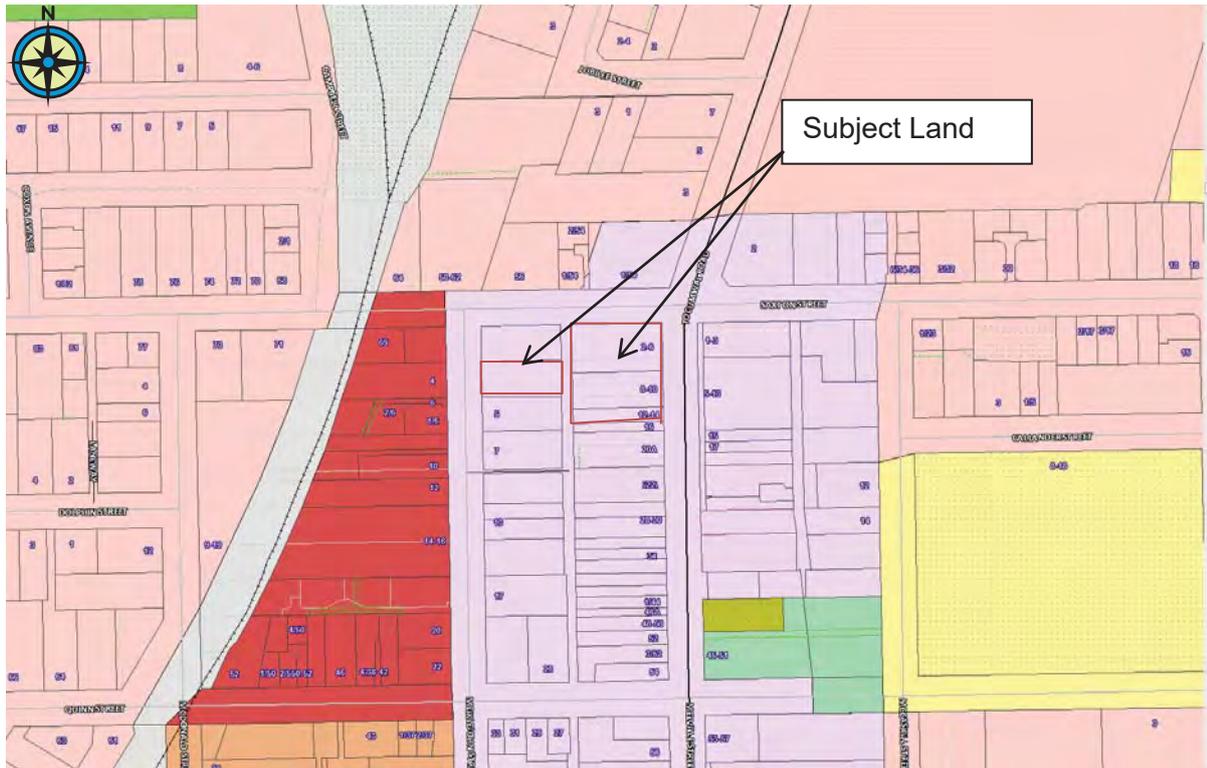
- a) An extension to the existing supermarket at 2 – 6 Melville Street that will include additional stock rooms, cool rooms, preparation areas, training room, offices, staff rooms and amenities as well as delivery yard. The extension will have an area of 560.22m² consisting of 299.46 metres at ground level and 260.76 m² of upper level floor space;
- b) A roofed service area of 34.35 m² located in the south west corner of the existing building;
- c) A new entry for the supermarket along the southern facade of the building having an area of 31.67 m²;
- d) An extension to the existing liquor licence area from 112.56 to 189.13m²;
- e) The use and development of 3 Meiklejohn Street for a car park that will contain 20 car spaces;
- f) Waiving of on-site loading and unloading facilities;
- g) The use of part of the laneway for the purposes of a loading area to cater for a 14 pallet truck delivering four days a week with unloading of goods completed by 9.30am;
- h) Use and development of 12 -14 Melville Street and 3 Meiklejohn Street for car parking;
- i) Reduction in the car parking requirement for the supermarket extension.

Subject Land and Locality

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**



FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

The subject land consists of 2 distinct parcels of land being 2 – 14 Melville Street (7 Lots) and 3 Meiklejohn Street. A 6.1 metre wide laneway separates each of these parcels of land.

Nos. 2-14 Melville Street is located on the south west corner of Melville and Saxton Streets and currently contains a supermarket, car parking and a loading/unloading area at the rear of the building. There is a building at 12-14 Melville Street with 2 occupancies that will be demolished. The land adjoins commercial properties to the south, a hotel and commercial properties opposite to the east, War Memorial Gardens and houses opposite to the north, a Petrol Station diagonally opposite and a laneway to the west.

No 3 Meiklejohn Street contains a house built in Victorian era of the 1880's and 1890's and is within the Numurkah Residential Precinct of the Heritage Study. It is nominated as a contributory building within the precinct.

No 3 Meiklejohn Street is surrounded by houses to the north, south and west with the laneway to the east. Other contributory buildings nominated in the Heritage Study within the Numurkah Residential Precinct are at 5, 7, 10, 11-13, 12, 14-16 and 18 Meiklejohn Street.

Planning Scheme Provisions

State Planning Policy Framework

Clause 15 - Built Environment and Heritage

Planning should ensure all new land use and development appropriately responds to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

The extension to the supermarket is in keeping with the main commercial centre of Numurkah, however the location of the additional car parking for the supermarket at 3 Meiklejohn Street does not respect the heritage significance of the area with the demolition of a proposed contributory building to the Numurkah Residential Precinct of the Heritage Study.

Clause 17 - Economic Development

Objective: To encourage development which meet the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

Strategy: Locate commercial facilities in existing or planned activity centres.

The proposal accords with the above objective and strategy by locating within and existing commercial area of Numurkah township.

Clause 18 – Transport (Management of the road system and Car Parking)

Objective: To manage the road system to achieve integration, choice and balance by developing an efficient and safe network and making the most of existing infrastructure.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

Objective: To ensure an adequate supply of car parking that is appropriately designed and located.

Part of the proposal involves the use of a portion of the laneway at the rear of the Supermarket for loading and unloading purposes. This will restrict other users and land holders adjoining the laneway the freedom of 2-way traffic movement. The proponent is proposing to provide alternative means of access from one direction through 3 Meiklejohn Street when loading and unloading is occurring. It therefore could be said that it restricts an efficient and safe traffic network within the local area, however, this is for short periods of time while unloading is occurring.

Local Planning Policy Framework

Clause 21.04 (Settlement)

This clause recognises the broad issues related to settlement and acknowledges that increased growth will need to be accommodated in centres such as Numurkah. Relevant commercial strategies under this clause for Numurkah are:

- Future development of the town of Numurkah will generally be in accordance with the *Numurkah Strategy Plan, January 2010* (refer Clause 21.04-5);
- Future development of Numurkah should clearly identify the residential, rural residential, commercial, industrial and open space land uses;
- Encourage medium density housing around the commercial fringe of the town centre, particularly in proximity to public open space;
- Encourage the redevelopment of vacant and under-utilised sites in the commercial precincts, including the town centre;
- Encourage new developments that provides active frontages on the ground floor with offices on the first floor;
- Encourage office development or in the commercial streets surrounding the town centre;
- Encourage building design to be sympathetic to the character and scale of existing development in the Numurkah CBD;
- Encourage the development of a well-planned streetscape strategy using the recommendations set out in the Numurkah Urban Design Framework and the Retail, Tourism and Events Marketing Strategy for Numurkah.

Clause 22.05 Car Parking Policy

It is policy that before deciding on an application to reduce or waive the parking requirements of Clause 52.06, the responsible authority must consider as appropriate:

- The amount of parking credit which applies to the site;
- The availability of on-street and off-street car parking within 100 metres of the site;
- Whether the proposal will adversely affect the heritage significance of the building or the streetscape;
- The potential for shared car parking;
- Whether the proposal incorporates any design and amenity features;
- The design and layout of the proposed development;
- The proposed landscape treatment of the public and private domain; and
- The recommendations of the appropriate car parking study.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

The following car parking rates are required to be provided for all business or commercial uses to the satisfaction of the Responsible Authority:

- Numurkah - 5 spaces per 100m² leasable floor area

In exceptional circumstances, a permit may be granted to reduce or waive the number of car spaces required, where sufficient justification is provided by the applicant.

No justification was submitted with the submitted application. Following a request for further information a Traffic Engineering Assessment Report was prepared that included an assessment of the provision of car parking. The conclusions were that following an empirical parking survey of other rural supermarkets the ratio of car parking for the proposed extension and existing supermarket floor area (3.3 spaces per 100m²) was consistent with other rural supermarkets.

Zones

Commercial 1 Zone

The subject site is entirely located within the Commercial 1 Zone under the Moira Planning Scheme. The purpose of the Commercial 1 Zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.
- To provide for residential uses at densities complementary to the role and scale of the commercial centre.

A permit is not required for the use of land for a shop (which includes a supermarket) provided that the condition relating to leasable floor area is not exceeded, under the provisions of the Commercial 1 Zone.

A planning permit is triggered for the building and works.

The relevant decision guidelines which should be considered are as follows:

General

- *The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *The interface with adjoining zones, especially the relationship with residential areas.*

State and Local Planning Policy have previously been discussed in the report. The proposed development does not interface with any residential zones; although there are existing residential properties adjoining the site in Meiklejohn Street, but are contained within the Commercial 1 Zone.

Use

- *The effect that existing uses may have on the proposed use.*

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)

- *The drainage of the land.*
- *The availability of and connection to services.*
- *The effect of traffic to be generated on roads.*
- *The interim use of those parts of the land not required for the proposed use.*

These matters have been taken into consideration in the report submitted with the application.

Building and works

- *The movement of pedestrians and cyclists, and vehicles providing for supplies, waste removal, emergency services and public transport.*
- *The provision of car parking.*
- *The streetscape, including the conservation of buildings, the design of verandahs, access from the street front, protecting active frontages to pedestrian areas, the treatment of the fronts and backs of buildings and their appurtenances, illumination of buildings or their immediate spaces and the landscaping of land adjoining a road.*
- *The storage of rubbish and materials for recycling.*
- *Defining the responsibility for the maintenance of buildings, landscaping and paved areas.*
- *Consideration of the overlooking and overshadowing as a result of building or works affecting adjoining land in a General Residential Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*
- *The availability of and connection to services.*
- *The design of buildings to provide for solar access.*

These matters have been taken into consideration in the report submitted with the application, however it did not address the issue of conservation of a heritage nominated building and its effect on the streetscape (Meiklejohn Street). It is proposed to demolish a Heritage Study contributory building and replace it with a car park. There are other contributory buildings in Meiklejohn Street within the Numurkah Residential Precinct. Reducing the number of contributory buildings within the precinct will reduce the significance of the precinct.

Particular Provisions

Clause 52.06 Car Parking

The table to Clause 52.06-5 of the Planning Scheme sets out the number of car spaces required for a use. In this case, the standard rate for the Supermarket extension is 5 spaces to each 100m² of leasable floor area.

The proposed increase in floor area of the supermarket is 560.22m² therefore the required number of car parking spaces is 28 spaces, in addition to the current number of spaces for the existing supermarket.

It is proposed that only 19 spaces be provided for the supermarket extension, leaving a shortfall of 9 spaces.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

Part of the application is to request a reduction in the number of car parking spaces, pursuant to Clause 52.06-6. Such request must be supported with a Car Parking Demand Assessment to justify a reduction.

A Traffic Engineering Assessment has been prepared to demonstrate that a reduction in car parking spaces by using empirical data for similar supermarkets in rural Victoria. A range of 2.6 to 3.9 spaces per 100m² of floor space was identified in comparison to the proposed rate of 3.3 spaces per 100m² for this proposal.

This empirical assessment would appear reasonable albeit that the data is a little dated being 7 to 10 years old (Seville, Rosebud, Woodend) and one rate (Moe) no date was given.

The assessment did not include any parking surveys being conducted on the site or in streets immediately surrounding the site to determine the occupancy rate or, in other words, determine that there is sufficient supply to meet the demands of the current supermarket.

Clause 52.07 Loading and Unloading

The purpose of this provision is:

To set aside land for loading and unloading commercial vehicles to prevent loss of amenity and adverse effect on traffic flow and road safety.

In order to meet the requirements:

No building or works may be constructed for the manufacture, servicing, storage or sale of goods or materials unless:

- *Space is provided on the land for loading and unloading vehicles as specified in the table below.*
- *The driveway to the loading bay is at least 3.6 metres wide. If a driveway changes direction or intersects another driveway, the internal radius at the change of direction or intersection must be at least 6 metres.*
- *The road that provides access to the loading bay is at least 3.6 metres wide.*

A permit may be granted to reduce or waive these requirements if either:

- *The land area is insufficient.*
- *Adequate provision is made for loading and unloading vehicles to the satisfaction of the responsible authority.*

Part of this application as with previous applications for the site, was to resolve the issue of loading and unloading for the supermarket and its extension. The applicant appears to be transfixed on not providing loading and unloading facilities on the site, rather, using a public laneway.

Even though, Council approved a previous planning permit application to use the laneway at the rear of the subject land, it was reserved to the extent that such laneway should be purchased to ensure that liability would not rest on Council if accidents occurred during loading and unloading. This proposal was also based upon Council being able to decide that the laneway

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)

was no longer required for public use. It should be noted that the previous applications did not involve vehicle access through to Meiklejohn Street to provide alternate access from the laneway.

This current proposal is an improvement from the previous permit applications as a car park at 3 Meiklejohn Street now extends through to Meiklejohn Street.

The Traffic Engineering Report (TER) has not provided analysis with regard to the traffic implications of such temporary closure of the laneway when loading/unloading is occurring, rather provides commentary on the laneway closure using articulated boom gates; alternative means of access via a recommended carriageway easement from the laneway to Melville Street; and the laneway should not need to convert from a two-way to a one-way flow due to low traffic volumes.

The Traffic Report addressed the concerns of one objector regarding closure of the laneway and its impact on the movement of commercial vehicles of other businesses adjoining the laneway. The analysis identified that the proposed design will accommodate for *an 8.8 m long medium rigid vehicle exiting the roadway onto the proposed carriageway easement to Meiklejohn Street.*

Five car parking spaces in the car park at 3 Meiklejohn Street will be affected with turning movements of an 8.8m rigid vehicle, hence it is recommended that parking restrictions should apply to those spaces when loading/unloading is in operation in the laneway, that is, "no parking before 9.30am".

It is noted that there now appears to be two carriageway easements that the Traffic Report is recommending, one to Melville Street and the other to Meiklejohn Street.

The Traffic Report has not provided assessment on how the loading bay in the laneway will be accessed, that is, either via Saxton Street which will involve a reverse manoeuvre or Quinn Street. Reverse manoeuvres in roadways are not encouraged.

Clause 52.27 Licenced Premises

Currently there is a Packaged Liquor Licence issued for the premises. With the proposed Supermarket extensions, the liquor licence area is to increase in size. A permit is required to increase a licenced area.

To increase the size of the licenced area within a proposed extended supermarket should not impact on the amenity of the area.

There are no proposals to alter the hours of the Liquor Licence.

Clause 52.34 Bicycle Parking

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

Bicycle parking for employees and shoppers is required at a rate of 1 space for each 600m² and 1 space for each 500m² of leasable floor area respectively. For the proposed extension one space each for employees and shoppers is required, totalling 2 spaces and these spaces are shown on the plans.

Clause 65 Decision Guidelines – General

The two specific matters that require consideration under this clause are:

- The orderly planning of the area;
- The effect on the amenity of the area.

The proposed development is in keeping with the commercial development of the area. It is however questionable whether loading and unloading from a significant commercial operation such as a supermarket to be performed in a public laneway is “orderly planning”. Unloading and unloading occurs in most laneways adjacent to commercial development and this along with access is the major use of such laneways now that the original intended use of providing access for removal of waste has been removed. There will be an effect on the functionality of traffic movements in the immediate area, when loading and unloading occurs, however there are proposed alternative arrangements with access to Meiklejohn and Melville Streets, being made available for those short periods of time that the laneway will be occupied.

With respect to the amenity of the area, the proposed development will see the removal of a heritage building, identified in the Heritage Study, and it will be replaced with a car park. This will significantly alter the character of this part of the identified heritage residential precinct which contains a number of buildings in Meiklejohn Street.

3. Financial Implications

In the event that Council’s decision is appealed at VCAT, any cost associated with attending and responding to an appeal is not budgeted for.

4. Risk Management

To allow the use of a public laneway for loading and unloading that is normally required to be on the land where the business is operating will attract a level of risk. However, if this application is approved, it should contain conditions requiring a Section 173 Agreement whereby responsibility and risk (liability) is transferred to the owner of the supermarket when the loading and unloading is occurring in the laneway.

5. Community Consultation

The application was advertised on two occasions by notifying adjoining and nearby land owners and occupier/s and placing notices on the site.

One objection was received on the first round of advertising of the original proposal. The owner negotiated with the objector, subsequently the objector indicated that upon certain works being undertaken, ie. a fence being constructed to a certain standard, the objection would be withdrawn. The objection therefore stands and the required works could be imposed as a condition on the permit.

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)

The second objection was received on the second round of advertising of the amended proposal. The concerns raised related to the use of the laneway for loading and unloading purposes and the inconvenience it would cause to traders and residents that use the laneway. The objector has since re-evaluated the proposal upon viewing the amended plans, however is concerned with entrances and exits from Melville Street making it hazardous to pedestrians. Further, the objector raised concerns that by exiting the site into Melville Street traffic disruptions within the street would be caused. The objection has therefore not been withdrawn.

6. Consultation – Internal and external

The application was referred to Council's Building, Environmental Health, Assets and Infrastructure Departments. Apart from the Infrastructure Department, all other departments offered no objection subject to conditions or notations on any permit that may be issued.

The Infrastructure Department raised concerns with respect to the use of the laneway for loading and unloading purposes, traffic flow, truck movements both for the supermarket and other businesses that use the laneway, increase in conflict points for both vehicles and pedestrians, the proposed traffic design could be confusing for motorists and safety could be an issue for all users.

The application was referred to Worksafe over the concerns of using the laneway having a width of 6.1m for loading and unloading from a rigid 14 pallet truck. The authority did not respond.

7. Legislative / Policy Implications

The Planning and Environment Act 1987 and the Moira Planning Scheme set out the requirements for use and development of the land, including the requirements for public notice and referral.

The issue of the laneway and its occupation has previously been referred to Council's solicitors, who have advised, that the proposed conditions and requirement for the applicant to enter into a Section 173 agreement detailing the arrangements with respect to the laneway is a suitable arrangement from a legal and Planning perspective.

8. Environmental Sustainability

The only significant environmental issue is the removal of an identified heritage building, which will not sustain the current built (heritage) environment.

9. Conflict of Interest Considerations

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

10. Conclusion

This application is to extend and existing supermarket and provide an increase in car parking and an alternative loading and unloading arrangement.

There are many deficiencies surrounding this application, namely:

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET EXTENSION,
USE AND DEVELOPMENT OF LAND FOR CAR PARKING, ALTERATIONS TO
LIQUOR LICENCE, REDUCTION OF CAR PARKING, WAIVING OF ON SITE
LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14 MELVILLE STREET AND 3
MEIKLEJOHN STREET, NUMURKAH (cont'd)**

- Not providing the required amount of car parking
- No loading and unloading facilities are proposed on the land, rather the public laneway will be used for loading and unloading
- Traffic conditions will be altered as a result of loading and unloading within the public laneway
- Car parking layout is lacking in functionality, has excessive conflict points and could be confusing for users
- Removal of an identified contributory heritage building

Any allowance to use a public space such as a laneway sets an undesirable precedent, however if properly managed it could achieve a reasonable balance for the public and the supermarket owner.

While Council must consider this application as presented, it must be said that there are better alternatives that would reduce or perhaps eliminate the number of deficiencies with this application. This would involve other land and changes in design and layout of the building.

Given that the Council has previously supported permit applications, and that the supermarket owner has made improvements since the previous planning permits for the supermarket extension and car park and has been proactive to negotiate with objectors and with Council officers regarding the use of the laneway for loading and unloading, it is difficult to refuse the application, albeit that there would be grounds for such refusal.

By applying appropriate, reasonable and relevant permit conditions these issues can largely be solved and any adverse effects can effectively be ameliorated.

Attachments

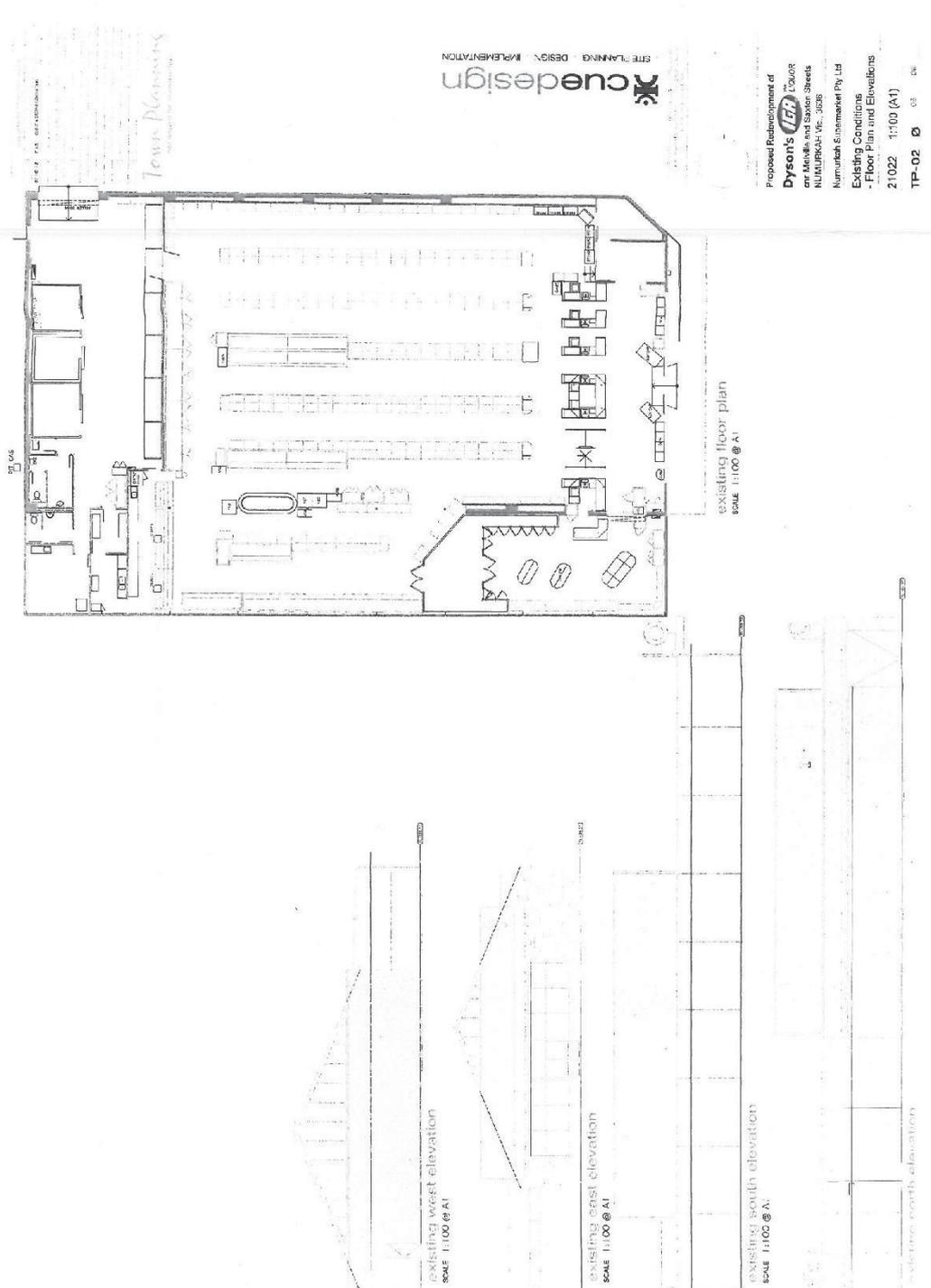
- 1 Development Plans

FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING
COORDINATOR, PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET
EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING,
ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING,
WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14
MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)**

ATTACHMENT No [1] - Development Plans

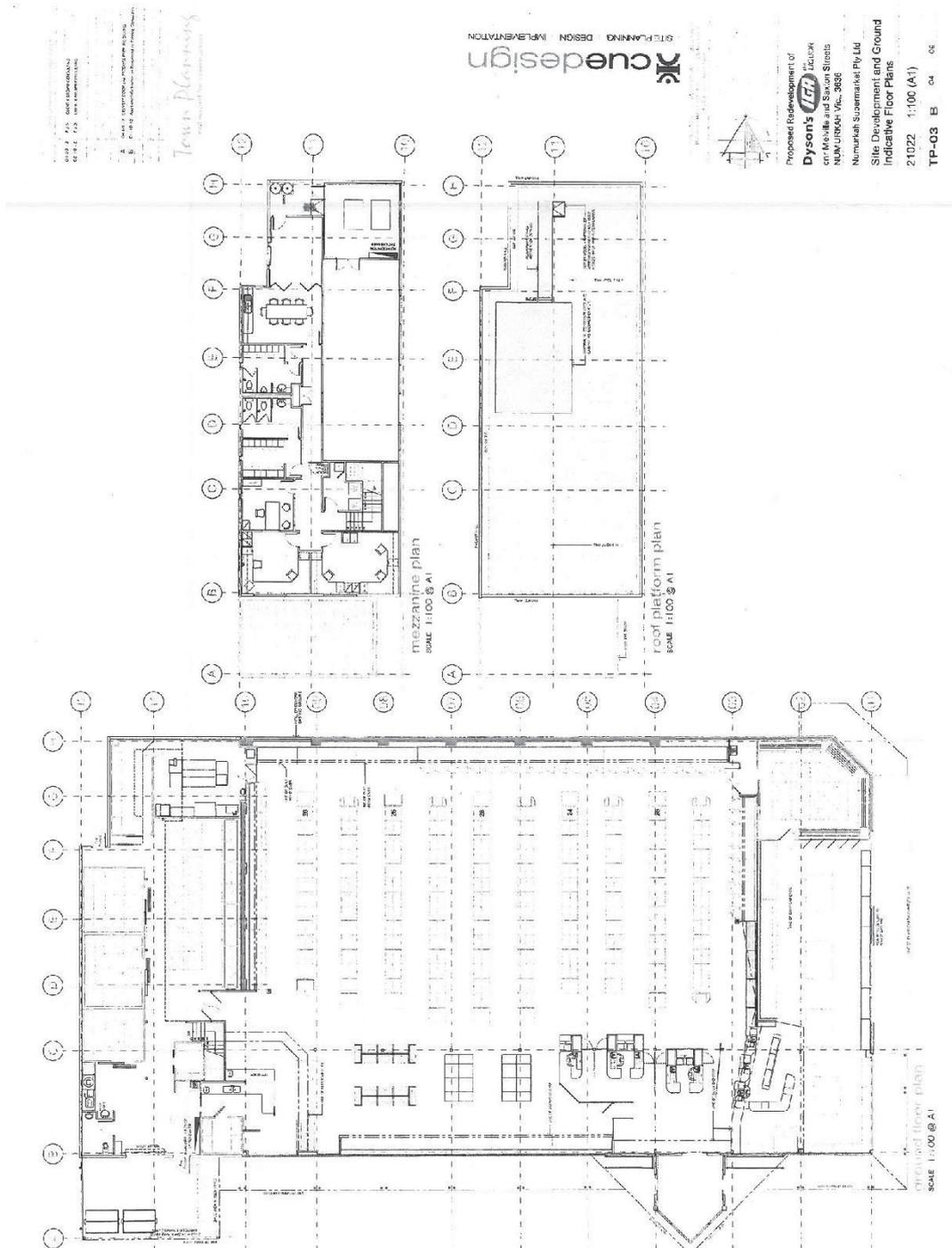


FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING
COORDINATOR, PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET
EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING,
ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING,
WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14
MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)**

ATTACHMENT No [1] - Development Plans

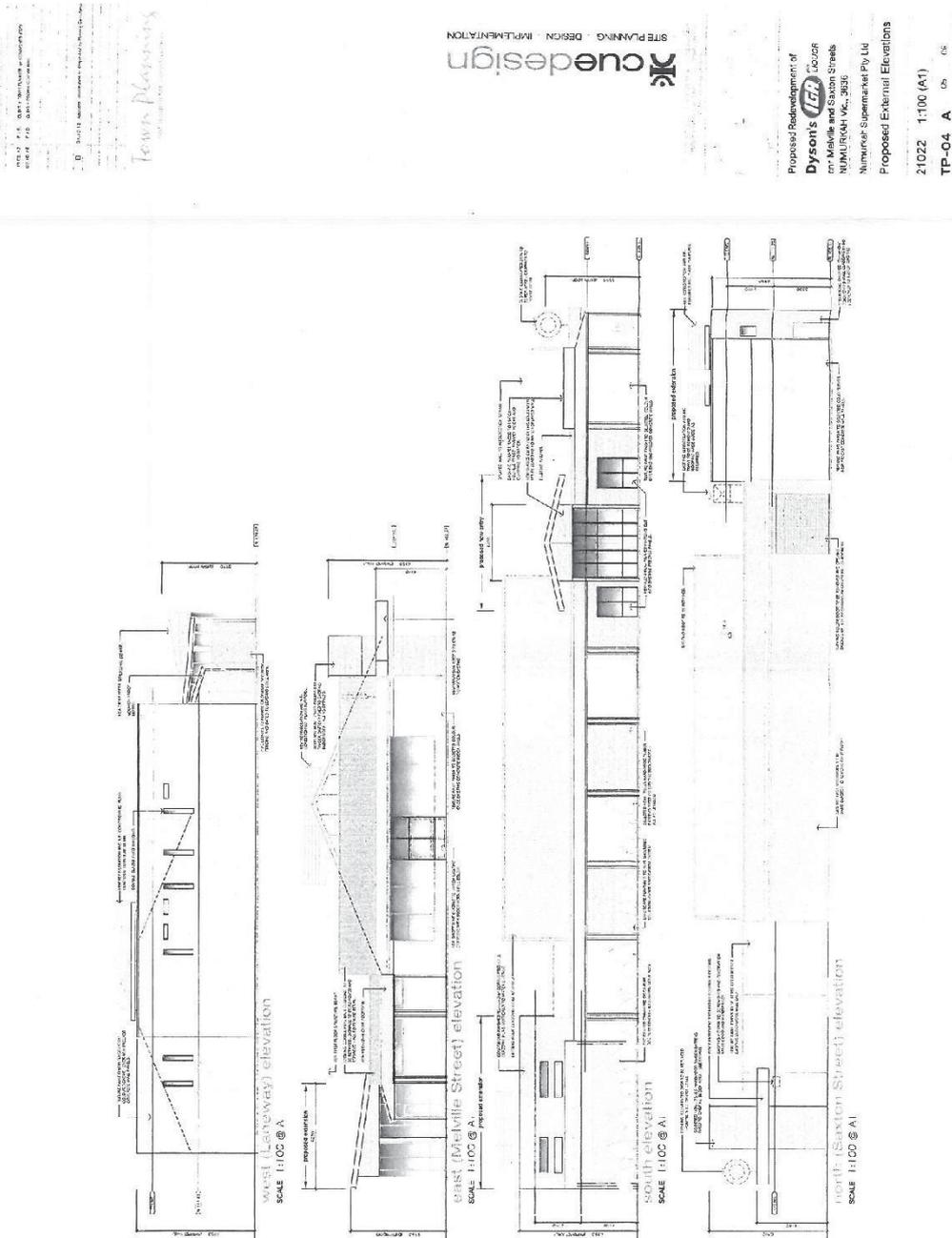


FILE NO: 5/2012/400
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.1
(STATUTORY PLANNING
COORDINATOR, PETER STENHOUSE)
(MANAGER TOWN PLANNING AND
BUILDING, JORINE BOTHMA)

**PLANNING PERMIT APPLICATION NO 5/2012/400 SUPERMARKET
EXTENSION, USE AND DEVELOPMENT OF LAND FOR CAR PARKING,
ALTERATIONS TO LIQUOR LICENCE, REDUCTION OF CAR PARKING,
WAIVING OF ON SITE LOADING/UNLOADING FACILITIES, 2-6, 8-10 & 12-14
MELVILLE STREET AND 3 MEIKLEJOHN STREET, NUMURKAH (cont'd)**

ATTACHMENT No [1] - Development Plans



FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA**

RECOMMENDATION

That Council approve Planning Application No. 5201425 for the use and development of Lot 2 on PS543983A also known as 184 Walshs Bridge South Road, Mundoona, for use and development of a dwelling.

1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. Before the development starts, plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must show:
 - a) Floor plan and elevations of dwelling and shed, and
 - b) Materials and colours used for both.
3. Before the *use and/or development* start(s), the owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the *Planning and Environment Act 1987* to provide for the following:
 - (a) That the dwelling is used in conjunction with agricultural production,
 - (b) The lot cannot be further subdivided where the proposed lot is less than the minimum subdivision area specified in the Farming Zone, and
 - (c) Acknowledge the impacts of nearby agricultural activities.

The Agreement must be prepared by the developer at the developers cost unless Council has been requested in writing to prepare it in which case all costs associated with the preparation and registration of the agreement must be borne by the applicant. All fees associated with the documentation must be fully paid prior to execution and registration of the document by Council.

4. An approved septic tank system must be installed prior to any occupation of the dwelling, and all domestic wastewater must be disposed of and contained within the prescribed setback buffer distances of the disposal field of the property.
5. Any septic tank system, including effluent disposal lines and disposal field, must not be located within;
 - 300 metres upslope of a potable water supply from a dam or reservoir (below ground level), including food production;
 - 100 metres upslope from a stream used as a potable water supply catchment;
 - 6 metres upslope of an adjacent allotment boundary;
 - 3 metres downslope of an adjacent allotment boundary

And as prescribed in the Code of Practice – Onsite Wastewater Management, EPA Publication 891.2, December 2008, subject to the discretion of Council's Environmental

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**

Health Officer.

6. Before the use begins and/or the building(s) is/are occupied all stormwater and surface water discharging from the site, buildings and works must be retained on site or conveyed to the legal point of discharge drains to the satisfaction of the responsible Authority. No effluent or polluted water of any type will be allowed to enter the stormwater drainage system or any road, stream, river or other waterway reserve.
7. The existing vehicular crossing located at Boundary Road must be upgraded in accordance with Council Infrastructure Design Manual and specifically in accordance with standard drawing SD255.
8. This permit will expire if one of the following circumstances applies:
 - The use and development is/are not started within two years of the date of this permit.
 - The development is not completed within two years of the date of commencement.The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.

Planning Note:

A consent to work within Road Reserve permit must be obtained from the Responsible Authority prior to the carrying out of any vehicle crossing works.

1. Executive Summary

Planning Permit application 5/2014/25 seeks approval for the use and development of land at 184 Walshs Bridge South Road, Mundoona for a dwelling. The land comprises 26.58ha and is currently being used for dryland cropping and grazing.

The proposal is largely consistent with the Moira Planning Scheme. Specifically, the applicant has submitted that a dwelling is reasonably associated with the agricultural use on the land. Based on this, it is recommended that Council approve the application.

2. Discussion

Location

The subject land is located on Walshs Bridge South Road but fronts onto Boundary Road. It is approximately 9 kilometres south west of the Wunghnu Township.

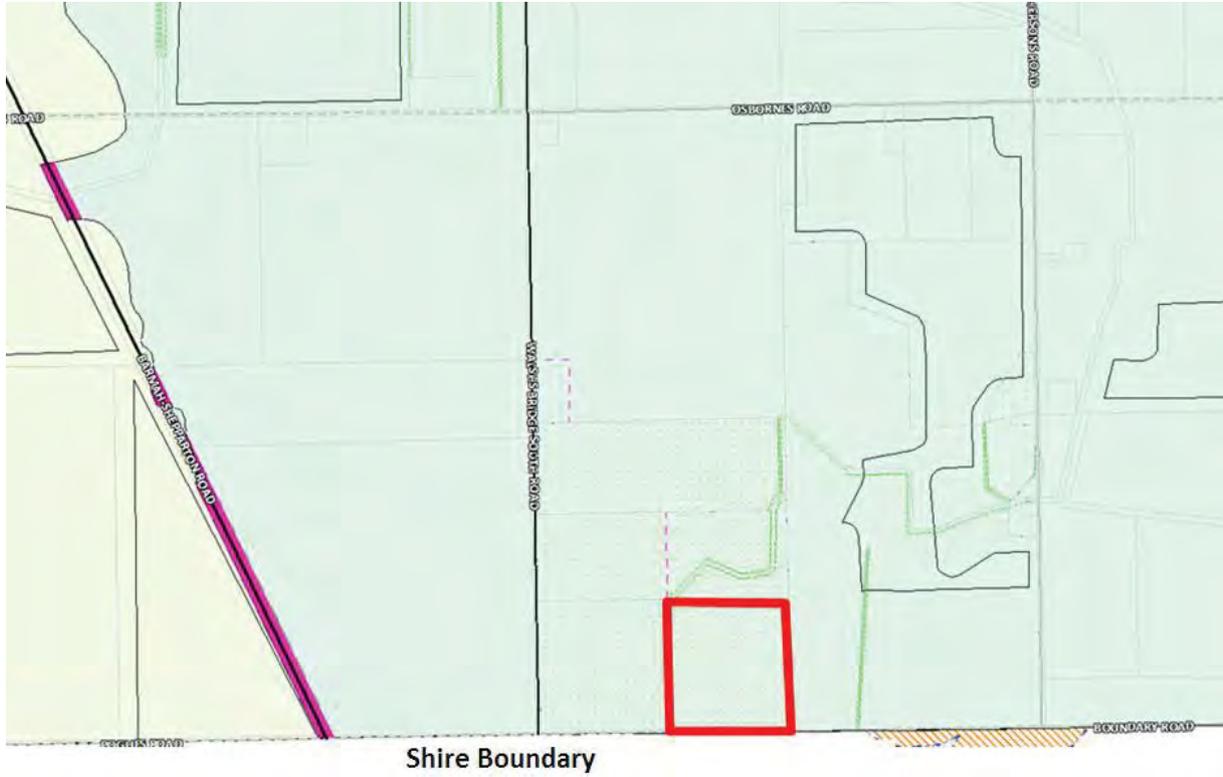
The land is rectangular in shape in shape and measures c.26.58 ha. It is currently used for dryland cropping and grazing.

The surrounding area is largely agricultural in use. Boundary Road marks the boundary between the Moira Shire and Greater Shepparton City Council.

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**



FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**

Proposal

The proposal is for the use and development of the land for a dwelling. There are no structures currently on the lot.

The application, as lodged on 10/10/13, indicates that the applicants' proposal is to undertake a calf breeding and rearing enterprise at the site, with part of the property also used to grow hay and a small amount of beef cattle. They state that the proposed shed will be used for the enterprise. They have not yet bought the lot and as such their business has not yet been established here.

The dwelling consists of four bedrooms, family/dining/kitchen open plan area, living room, study, garage, laundry and two bathrooms. The application also includes proposal for a shed (16mx7m).

Application Details

Applicant: Onley Consulting, acting on behalf of Nathan Trimby and Crystal Valentine
Owner: Gordon Newberry
Land Address: 184 Walshs Bridge Road, Mundoona
Title Details: Lot 2 on Plan of Subdivision 543983A
Site Area: c.26.9ha
File No: 5201425
Zone: Farming Zone
Overlays: Nil

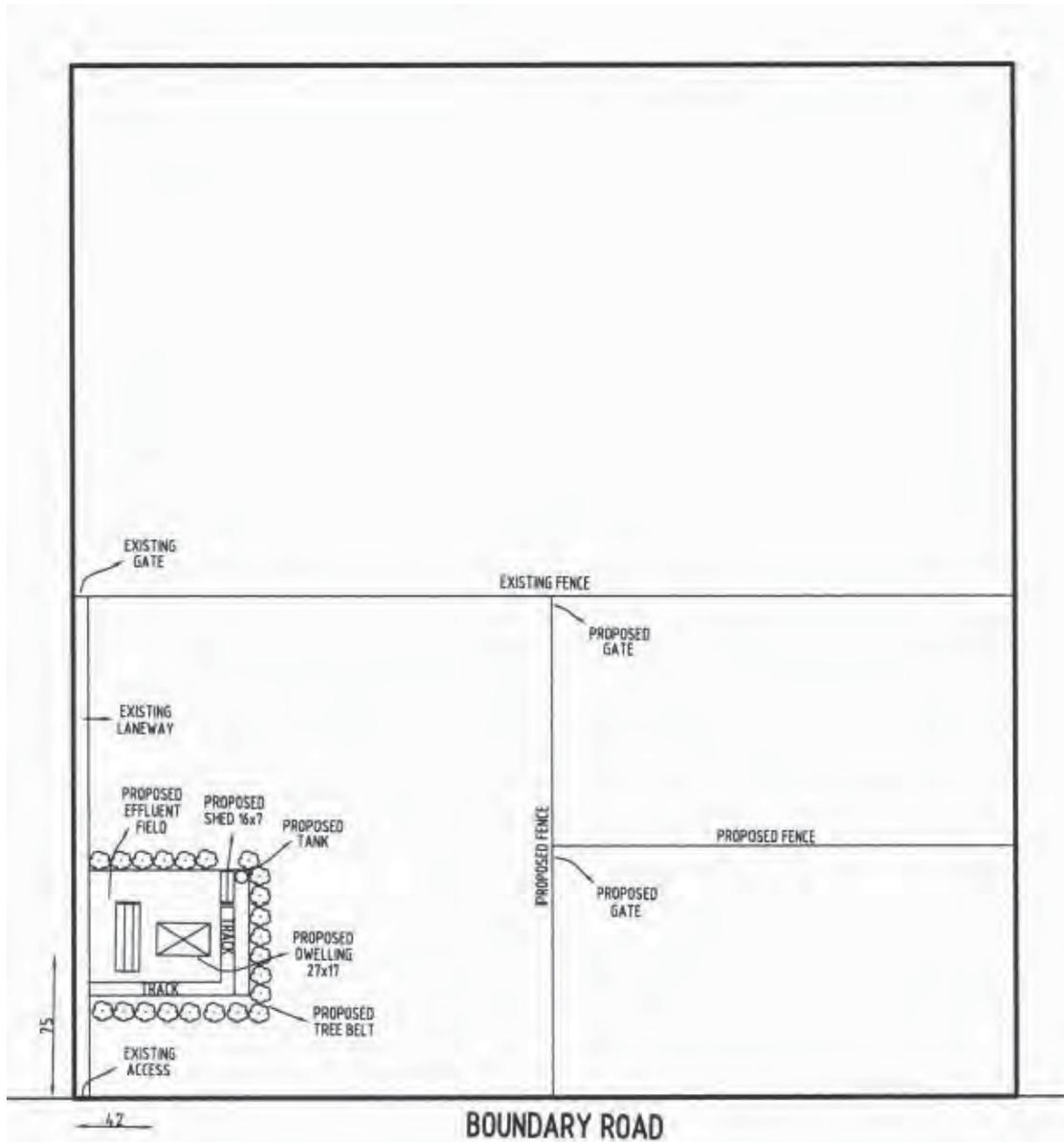
Key Issues

- State and Local Planning Policy
- Farming Zone
- Agricultural Policy
- Regional Rural Land Use Strategy
- Farming patterns in the area

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**



Zoning

The subject lands are located in the Farming Zone (FZ). The purpose of the FZ, amongst others, is:

“To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.”

The proposed development is to construct a dwelling on the subject lot. It must therefore be assessed against the policies set out to control residential development in the FZ.

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**

In Clause 35.07-1 and the Schedule to the FZ, that use of a lot of less than 80ha for a dwelling is a Section 2 use. This is the trigger for a permit application. Clause 35.07-6 sets out the decision guidelines for developments in the FZ. The following relate to residential development:

“Dwelling issues

- *Whether the dwelling will result in the loss or fragmentation of productive agricultural land.*
- *Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.*
- *Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.*
- *The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.”*

The proposed development would provide for the continued use of a large proportion of the lot for agricultural uses. The construction of a dwelling will result in the loss of a portion of the productive agricultural land. While it could be considered that the dwelling may be adversely affected by agricultural activities on adjacent and nearby land or adversely affect the operation and expansion of adjoining agricultural uses a condition requiring a 173 Agreement could be utilised to overcome this.

The question of whether or not this agricultural use justifies a new dwelling on the lot is the key issue to be discussed here. In this instance the application documentation indicates that both of the applicants have non-agriculture related jobs. .

On the other hand the family have been farming in the area for some time. The proposed agricultural enterprise on the lot is supported by, and in effect could be seen as forming part of, the larger business. A business proposal, provided as part of the application, sets out details of the proposal which is essentially to raise calves for the family dairy. Given this context, it is considered that there is justification for a dwelling on this lot.

Overlays

The lot is not subject to an overlay.

State Planning Policies

The objective of *Clause 14.01-1 - Protection of Agricultural Land* is to protect productive farmland which is of strategic significance in the local or regional context.

The State’s agricultural strategies include:

- *Ensure that the State’s agricultural base is protected from the unplanned loss of productive agricultural land due to permanent changes of land use.*
- *Take into consideration regional, state and local issues and characteristics in the assessment of agricultural quality and productivity.*

In considering a proposal to subdivide or develop agricultural land, the following factors must be considered:

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**

- *The desirability and impacts of removing the land from primary production, given its agricultural productivity.*
- *The impacts of the proposed subdivision or development on the continuation of primary production on adjacent land, with particular regard to land values and to the viability of infrastructure for such production.*
- *The compatibility between the proposed or likely development and the existing uses of the surrounding land.*
- *Assessment of the land capability.*

State Policy also sets out that *in assessing rural development proposals, planning and responsible authorities must balance the potential off-site effects of rural land use proposals which might affect productive agricultural land against the benefits of the proposals.*

The proposed development will remove land from primary production and the addition of a dwelling may in effect limit the potential for agricultural intensification on adjoining lands. The establishment of a dwelling on the lot will however allow the intensification of the agricultural use of the subject lot through the establishment of a calf rearing business associated with a family dairy.

Local Planning Policy and Municipal Strategic Statement

Clause 22.01 sets out Moira Shire's Agricultural Policy. The purpose of the policy is to address two separate issues: being rural subdivision and rural dwellings. Here the focus is upon preventing the loss of agricultural lands through inappropriate subdivision or the proliferation of dwellings in the area.

Part of the Planning Scheme since 19/9/13, before the subject application was lodged, Clause 22.01-3 states that it is policy to:

- *Discourage a dwelling not associated with or required for the agricultural use of the land.*
- *Ensure that the agricultural use has been established on the land (or an Integrated Land Management Plan under Clause 35.07-6 is in place) prior to the construction of a dwelling.*
- *Ensure that the dwelling is located on a lot of at least 2 hectares in area.*
- *Require the landowner to enter into an agreement under Section 173 of the Act to:*
 - *Ensure that the dwelling is used in conjunction with agricultural production;*
 - *Prevent the subdivision of the lot containing the dwelling where the proposed lot size is less than the minimum subdivision area specified in the Farming Zone; and*
 - *Acknowledge the impacts of nearby agricultural activities.*

It is considered that the proposed development is required for the agricultural use of the land. The agricultural use proposed has not yet been established on the lot but the documentation submitted indicates strongly that the ongoing use of the land for agriculture will be augmented by the development of a dwelling on this lot.

It should be noted that there is some planning history associated with the subject lot. In 2013 Onleys Consulting applied for a planning permit (5/2012/246) for a re-subdivision of three (3) to two (2) lots. The subject lot is one of the three lots forming the proposed re-subdivision.

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**

The proposal was deemed to be positive for agriculture, creating larger lots and a decision to issue a permit for was made on 11th October 2013. The plan has been Certified (7/2013/34) but no Statement of Compliance has been issued. The outstanding matters relate to compliance with Powercor conditions and the signing of a Section 173 Agreement that was issued to the applicants in July 2013. Both matters lie with the applicant currently.

The lot for which the dwelling is proposed is currently 26.49ha. If the proposed subdivision was completed, a statement of compliance issued and the titles changed, the lot would become 44.4ha. In the Farming Zone all policies support the creation of larger lots in order to facilitate agricultural use of the land. The current proposal to build a house on the 26.49ha lot would be easier to justify if it was proposed for the larger 44.4ha as a larger agricultural enterprise could be facilitated.

On balance however this application is considered to be appropriate subject to conditions as directed by Clause 22.01-3.

The decision guidelines of Clause 65

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in Section 60 of the Act.*
- *The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*

All the matters set out in Clause 65 have been considered. Those matters above that most closely relate to the proposed development, namely the purpose of the zone, overlay or other provisions, together with the orderly planning of the area and the effect on the amenity of the area have been addressed elsewhere in this report.

Incorporated / Reference Documents

None

3. Financial Implications

In the event that Council's decision is appealed at VCAT, any cost associated with attending and responding to an appeal is not budgeted for.

FILE NO: 5/2014/25
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.2
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION NO. 5201425 - USE AND DEVELOPMENT OF A
LAND FOR A DWELLING AT 184 WALSHS BRIDGE SOUTH ROAD, MUNDOONA
(cont'd)**

4. Risk Management

If Council decides to grant a permit and conditions are not fulfilled, it may become a compliance issue.

5. Community Consultation

Public Notice of the application was not given under Section 52 of the *Planning and Environment Act 1987*, as the proposed development would not give rise to any amenity impacts on surrounding lands as the dwelling is located within a large land holding with no other dwellings in close proximity.

6. Internal Consultation

The application was referred to the Infrastructure Planning, Assets and Environmental Health Departments. No objections have been raised however a number of conditions have been recommended if any permit is issued. The conditions relate to drainage, the upgrade of the existing vehicular crossing, and the provision of a septic system on the site.

7. Legislative / Policy Implications

The *Planning and Environment Act 1987* and the Moira Planning Scheme set out the requirements for use and development of land, including the requirements for public notice and referral. The State and Local Planning Policy implications are discussed in the body of the report.

8. Environmental Sustainability

It is considered that the proposed development will ensure the sustainable agricultural use of the land.

9. Conflict of Interest Considerations

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

10. Conclusion

The subject lot is located within the Farming zone. A planning permit is required for the use and development of a dwelling under the zone provisions as the minimum lot size for a dwelling, as of right, is 80 hectares. A planning permit is required for buildings and works as the use of the land for a dwelling is a Section 2 (discretionary) use.

The purpose of the Farming zone is to encourage the protection and retention of productive agricultural land, keeping lots large to allow for intensification of agricultural uses in the future. Policy dictates that a dwelling on the land should assist in enhancing the agricultural use of the land.

It is considered that the proposal will assist in the retention or protection of agricultural land and does achieve the overall objectives of the recently established Agricultural Policy set out in Clause 22.01. It is considered that the construction of a dwelling will produce an acceptable planning outcome and therefore it is recommended that a permit be issued.

Attachments

Nil

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO**

RECOMMENDATION

That Council approve Planning Permit Application No.5/2014/144 to subdivide land into two lots, being Crown Allotment 4, Section 3, Township of Koonoomoo, Parish of Yarroweyah (TP772142H), known as 7131-7149 Goulburn Valley Highway, Koonoomoo subject to the following conditions:

1. The subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. Before the Statement of Compliance is issued, all stormwater and surface water discharging from the site, buildings and works must be retained on site or conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water. No effluent or polluted water of any type will be allowed to enter the stormwater drainage system.
3. No new vehicle access point is permitted onto Goulburn Valley Highway.
4. Prior to the certification of the plan of subdivision, the applicant shall formalise an agreement with regard to access from proposed Lot 1, across neighbouring lot frontages and with regard to the use of existing driveways to access Goulburn Valley Highway.
5. The existing vehicular crossing serving proposed Lot 2 and accessing Goulburn Valley Highway must be upgraded in accordance with the requirements of VicRoads standard drawing SD2066.
6. Prior to the issue of the Statement of Compliance, an approved septic tank system must be installed to service the dwelling(s), and all domestic wastewater must be disposed of and contained within the prescribed setback buffer distances of the disposal field of the property.
7. Any septic tank system, including effluent disposal lines and disposal field, must not be located within;
 - a. 300 metres upslope of a potable water supply from a dam or reservoir (below ground level), including food production;
 - b. 100 metres upslope from a stream used as a potable water supply catchment;
 - c. 6 metres upslope of an adjacent allotment boundary;
 - d. 3 metres downslope of an adjacent allotment boundary

And as prescribed in the Code of Practice – Onsite Wastewater Management, EPA Publication 891.2, December 2008, subject to the discretion of Council's Environmental Health Officer.

8. a. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**

- requirements and relevant legislation at the time.
- b. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
 - c. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

Planning Notes:

A consent to work within Road Reserve permit must be obtained from the Responsible Authority prior to the carrying out of any vehicle crossing works.

Any damage occurring to Council Assets (ie sealed roads, table drains, etc) during the period of construction must be repaired at the cost of the applicant to the satisfaction of the Responsible Authority.

1. Executive Summary

Planning Application No 5/2014/144 has been lodged for approval of a two (2) lot subdivision of land known as 7131-7149 Goulburn Valley Highway, Koonoomoo. The subject site is located within the Koonoomoo Township.

The land is situated within the Farming Zone, affected by the Environmental Significance Overlay – Schedule 2 and partly by the Rural Floodway Overlay and Land Subject to Inundation Overlay. The application proposes to subdivide the land into two lots of 1.72ha and 2.42ha respectively with each proposed lot containing an existing dwelling and associated sheds.

The application was advertised to adjoining land owners and no objections were received.

The proposal is permitted under the provisions of the Farming Zone but is not consistent with the *'Agricultural Policy'* at Clause 22.01 of the Moira Planning Scheme.

It is considered that the proposal is in keeping with the existing settlement pattern of the area being the township of Koonoomoo and is an appropriate development of the subject land.

It is recommended that the application be approved subject to conditions.

2. Discussion

Location

The subject land is located on the Goulburn Valley Highway, within the Township of Koonoomoo. Access is from the Goulburn Valley Highway via a common access on Kangan Road, being a dry weather only road.

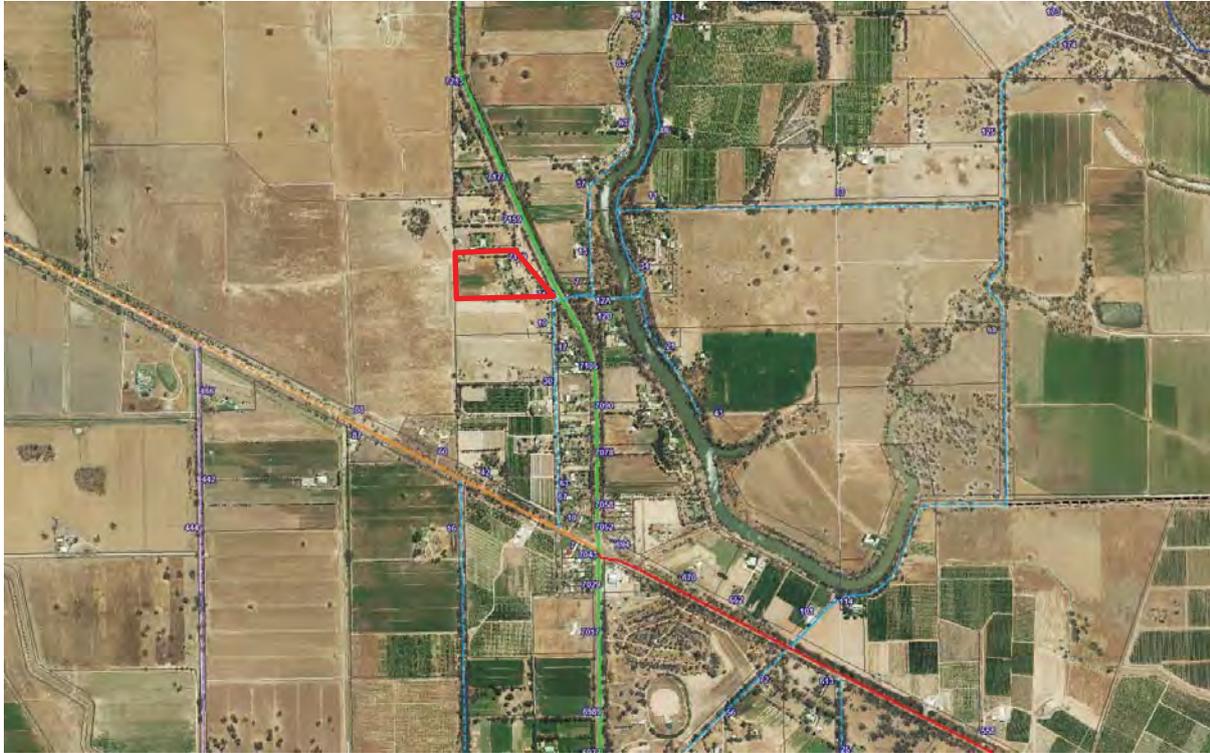
The landholding consists of 1 lot, is irregular in shape and has an area of 4.143ha.

The surrounding area is largely residential in use with lots ranging in area from 5ha to 1.4ha. The land to the west is actively used for agriculture and is approximately 75ha in area. Most lots within the vicinity contain dwellings.

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**



FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**

Application Details

Applicant: Esler & Associates
Owner: David & Stephen Tomlinson
Description: Crown Allotment 4 Section 3 Parish of Yarroweyah
Site Area: 4.143ha
File No: 5/2014/144
Zone: Farming Zone
Overlay: Environmental Significance Overlay – Schedule 2, Rural Floodway
Overlay and Land Subject to Inundation Overlay
Title Restrictions: None

Key Issues

The key issues relating to this proposal include:

- Consistency with State and Local Policy
- Consistency with Farming Zone provisions
- Consistency with the Environmental Significance Overlay
- Consistency with the Rural Floodway Overlay provisions
- Consistency with the Land Subject to Inundation Overlay provisions
- Consideration of the Moira Small Towns & Settlements Strategy Plan

Background

The application proposes to subdivide land by creating two small lots each containing a dwelling. The land was created by instrument J043548 on the 27 June 1980. The land has not been previously subdivided.

The subdivision is proposed to allow a dwelling to be contained on its own separate lot rather than in common ownership under the current arrangement. It is stated in the planning report provided in support of the application that the subdivision creates two lots in the Farming Zone which hold no agricultural value.

Proposal

The land is situated within the Farming Zone, the Environmental Significance Overlay – Schedule 2 and is partly affected by the Rural Floodway Overlay and Land Subject to Inundation Overlay. The application proposes to subdivide the land into two lots of 1.72ha and 2.42ha respectively with each proposed lot containing an existing dwelling and associated sheds.

The land has been held in the same ownership since 2006.

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**



Zone Provisions

The subject site is located within the Farming Zone. Clause 35.07-3 of the Farming Zone provisions states that:

A permit is required to subdivide land.

Each lot must be at least the area specified for the land in a schedule to this zone. If no area is specified, each lot must be at least 40 hectares.

A permit may be granted to create smaller lots if any of the following apply:

- *The subdivision is to create a lot for an existing dwelling. The subdivision must be a two lot subdivision.*
- *The subdivision is the re-subdivision of existing lots and the number of lots is not increased.*
- *The subdivision is by a public authority or utility service provider to create a lot for a utility installation.*

The application proposes to create a lot for each existing dwelling. Legal advice has been previously sought in relation to the excision of multiple dwellings. That advice is, that when considering an application for excision singular should be read as plural, that is, the planning scheme does not differentiate between a dwelling and dwellings. Therefore the application is consistent with dot point 1. Dot point 2 & 3 are not applicable.

The land adjoins the Road Zone – Category 1, being the Goulburn Valley Highway. The applicant is not proposing a new access from the highway however the application was referred

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**

to VicRoads pursuant to Section 52 of the *Planning & Environment Act 1987*. The authority did not object to the application subject to a condition being included on any permit issued, restricting the construction of any new access and requiring the upgrade of the existing access.

Overlay Provisions

The subject site is located partly within the Rural Floodway and Land Subject to Inundation Overlay. The lots which are to be created are not located entirely within the Rural Floodway Overlay and are therefore allowable. The application was referred to the Goulburn Broken Catchment Management Authority under Section 55 of the *Planning & Environment Act 1987*. The authority consented to the proposal.

The land is also within the Environmental Significance Landscape Overlay – Schedule 2, the purpose of which is:

- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

The application was referred to Goulburn Murray Water pursuant to Section 52 of the *Planning & Environment Act 1987*. The authority consented to the proposal.

State Planning Policy Framework

The objective of Clause 14.01-1 - Protection of Agricultural Land is to protect productive farmland which is of strategic significance in the local or regional context. The State's agricultural strategies include:

- Subdivision of productive agricultural land should not detract from the long-term productive capacity of the land.

Whilst the subject land is zoned Farming the land is not capable of being extensively used for agriculture. It is therefore considered that this objective is not relevant to the consideration of this proposal.

Local Policy

The Agricultural Policy (Clause 22.01) applies to the assessment of this proposal.

The aims of the Policy include:

- To limit the further fragmentation of rural land by subdivision.
- To ensure that lots resulting from subdivision are of a sufficient size to be of benefit to agricultural production.
- To encourage the consolidation of rural lots.
- To provide for the incremental growth of farming enterprises.
- To provide for small lot subdivision only where there are positive agricultural outcomes and where no additional house entitlements are created.
- To discourage new dwellings unless it can be demonstrated that it is required for the agricultural use of the land.

In relation to subdivision, it is policy to:

- Discourage small lot subdivisions except where:
 - Restructure is an outcome; and
 - No new opportunities for additional houses below the minimum subdivision area specified in the Schedule to the Farming Zone are created; and

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**

- The impact on neighbours and existing or potential agricultural use of nearby land is minimised.
- Encourage only one lot to be excised from any lot which existed at 9 September 1999.

The decision guidelines for subdivision states that the balance lot should be at least the minimum lot size in the zone; in this instance 60ha. As the proposed balance lot is only 2.42 ha, in this respect, the application does not comply with the Local Policy.

It is not envisaged the proposed subdivision will have a detrimental impact on the surrounding agricultural activities which are in any case limited in this area, nor limit the potential of the subject land from future agricultural use given the land has been removed from that use since its creation in 1980.

When considering factors such as the location of the land being within the Township of Koonoomoo, the surrounding settlement pattern, the existing use and development of the land for two dwellings and, the inability for the land to be used in any form of productive agriculture, it is considered the proposal will result in an acceptable planning outcome.

Adopted Strategies

The Moira Small Towns & Settlements Strategy Plan was adopted by Council at its meeting on 16 September 2013. The Plan identifies the Township of Koonoomoo and subsequently the subject land for rezoning to the Rural Living Zone. The justification for such rezoning is as follows:

- The Settlement Boundary has been defined around the existing town settlement pattern and it is within this area that 'urban' development should be encouraged.
- The area to be rezoned to Rural Living Zone is currently within the Farming Zone. Lots are generally less than 5 hectares in area and are used predominantly for residential purposes, many with some associated agricultural activities. The Rural Living Zone reflects current subdivision patterns and land uses and as such, is more appropriate than the Farming Zone.

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**



The proposed subdivision, although pre-emptive of such rezoning, reflects the findings of the strategy plan and is in keeping with the current use and development of the subject and surrounding lands. As such the proposal will result in a satisfactory planning outcome now and into the future.

3. Financial Implications

In the event that Council's decision is appealed at VCAT, any cost associated with attending and responding to an appeal is not budgeted for.

4. Risk Management

In the event that relevant conditions are not applied to any permit granted, risk may arise with future development and subsequent enforcement action on the land.

5. Community Consultation

The application was advertised under Section 52 of the *Planning and Environment Act 1987* to adjoining landowners by letter. No submissions were received.

6. Internal Consultation

The application was referred to Council's Infrastructure Planning Department whom provided comment in relation to the existing and proposed access to the land as well as any drainage issues. These matters have been addressed by way of the inclusion of permit conditions.

The application was also referred to Council's Environment Department to assess the location and standard of existing septic systems which service the two dwellings in the absence of

FILE NO: 52014144
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.3.3
(TOWN PLANNER, ERIN STUBBERFIELD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, MARK FOORD)

**PLANNING PERMIT APPLICATION 5/2014/144 - TWO (2) LOT SUBDIVISION AT
7131-7149 GOULBURN VALLEY HIGHWAY, KOONOOMOO (cont'd)**

reticulated sewerage. These matter have been addressed by way of the inclusion of permit conditions.

7. Legislative / Policy Implications

The *Planning and Environment Act 1987* and the Moira Planning Scheme set out the requirements for use and development of land, including the requirements for public notice and referral.

The State and Local Planning Policy implications are discussed in the body of the report.

8. Environmental Sustainability

It is considered unlikely that there would be any environmental impacts resulting directly from this application.

9. Conflict of Interest Considerations

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

10. Conclusion

The two main considerations in the assessment of this application for planning permit is the zoning of the land being Farming and the Local Policy for Agriculture (Clause 22.01).

The primary purpose of the Farming Zone is to encourage the retention of productive agricultural land. In this instance, the land is of a size and location which restricts the use of the land to a mainly residential use.

The zone sets out a minimum lot size of 60ha for subdivision and as such the proposal is not consistent with the Local Policy for Agriculture (Clause 22.01), which requires the balance lot to achieve the minimum area.

Further, Council have recently adopted the Moira Small Towns & Settlements Strategy Plan which acknowledges that the land may be inappropriately zoned and has identified potential rezoning to Rural Living.

It is considered throughout this assessment that the proposal, although not achieving the minimum lot size for subdivision for the zone, will not result in the removal of productive agricultural land nor is it envisaged the proposed creation of two lots each containing a dwelling will impact unduly on surrounding agricultural land.

It is therefore considered the subdivision will produce an acceptable planning outcome and the application is recommended for approval.

Attachments

Nil

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS

RECOMMENDATION

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

1. Executive Summary

The records of the Assembly of Councillors reported during the month of April 2014 are attached to this report.

Inclusion of the attached 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).

2. Discussion

An Assembly of Councillors is defined under Division 1A – Conduct and interests in section 76AA of the Act:

assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

Section 80A of the Act requires the Chief Executive Officer to ensure that a written record of an assembly of Councillors is reported to an ordinary meeting of the Council as soon as practicable. The written record must include whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Section 80A(1) requires that a record is kept of:

- (a) the names of all Councillors and members of Council staff attending;
- (b) the matters considered;
- (c) any conflict of interest disclosures made by a Councillor attending under subsection (3); and
- (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.

3. Financial Implications

There are no financial implications with this report.

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

4. Risk Management

There are no risk implications with this report.

5. Community Consultation

The community are able to access written records of assemblies of Councillors.

6. Internal Consultation

There are no internal consultations associated with this report.

7. Legislative / Policy Implications

This report complies with the requirements under the *Local Government Act 1989*.

8. Environmental Implications

There are no environmental implications with this report.

9. Conflict of Interest Considerations

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

10. Conclusion

The Assembly of Councillors records attached to this report are a true and accurate record of all assemblies of Councillors reported during April 2014. Their recording into the Council Minutes ensures Council meets its statutory obligations under section 80A of the Act.

Attachments

- 1 Attachment 1 April
- 2 Attachment 1 April
- 3 Attachment 7 April
- 4 Attachment 14 April
- 5 Attachment 22 April
- 6 Attachment 29 April

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [1] - Attachment 1 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	1 April 2014
Name of meeting	Moirashire Local Safety Committee Meeting
Councillors attending	Councillor Wendy Buck
Council staff attending	Youth Development Officer, Maryanne Ryan Youth Trainee, Erin Walmsley Administration Support Officer, Sharon Nye
Matters discussed	<ol style="list-style-type: none"> 1. Business Arising from Previous Minutes <ul style="list-style-type: none"> - Inviting other emergency services 2. Police Statistics 3. Youth Issues 4. Community Safety Plan 5. General Business <ul style="list-style-type: none"> - Roundabout at Madeline Street Numurkah
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [2] - Attachment 1 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	1 April 2014
Name of meeting	Disability Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Community Services Officer, Hayley O'Loughlin
Matters discussed	<ol style="list-style-type: none">1. Moira Shire Disability Action Plan2. Communication Accessibility in Moira3. Horticulture Project4. Victorian Electoral Commission Presentation for those with Disabilities
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [3] - Attachment 7 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	7 April 2014	
Name of meeting	Council Briefing	
Councillors attending	Councillors Wendy Buck, Gary Cleveland, Ed Cox, Brian Keenan (arrived at 2.29pm), Peter Mansfield, Don McPhee and Alex Monk	
Council staff attending	Acting Chief Executive Officer, Peter Bertolus Director Corporate Governance, Alison Coe Acting Director Community, Bruce Connolly Acting Director Shire Development and Liveability, Mark Foord	
Matters discussed	<ul style="list-style-type: none"> • Budget briefing • Tourism update • Hume Region Preventing Violence Against Women & Children Strategy 2013 - 2017 - Dulce Alexandrino 	
Conflict of Interest Disclosures (indicate below if Nil or complete details)		
Matter No.	Councillor	Did Councillor leave meeting
Nil		

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [4] - Attachment 14 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	14 April 2014	
Name of meeting	Council Briefing	
Councillors attending	Councillors Kevin Bourke, Wendy Buck (arrived at 2.30pm), Gary Cleveland, Ed Cox, Brian Keenan, Peter Mansfield, Marie Martin, Don McPhee and Alex Monk.	
Council staff attending	Acting Chief Executive Officer, Peter Bertolus Director Corporate Governance, Alison Coe Acting Director Community, Bruce Connolly Manager Building and Planning, Jorine Bothma	
Matters discussed	<ul style="list-style-type: none"> • Goulburn Region Preschool Association Cluster Managers - Kim Fitzgerald • Municipal Emergency Flood Plan - Submissions - SES representatives • Organic Kerbside Service - Sally Rice, James Walter and John Mangan • Ambulance Victoria - Planning Application, 5/2014/57, Garry Cook, Hume Regional Manager, John Morris, Western Hume Group Manager, Mark Cotter, Manager, Property and Operational Projects, Kristine Schiffter, Property Development Manager, Rural Andrew Strafford, Project Manager • Council Plan Review - including new KPI's • Agenda Review: <ul style="list-style-type: none"> - Employment Contract – Chief Executive Officer - Financial Position Report as at 31 March 2014 - Council Plan 2013/14 - 2016/17 - March 2014 Quarterly Review - Council Meeting Schedule - Support of the State Council motion submitted by Campaspe Shire - Draft Economic Development Strategy - 2014/2015 Christmas – New Year Office Closure - Hume Region preventing Violence against Women & Children Strategy 2013 - 2017 - Organics Kerbside Service - Planning Permit application 5/2013/482, Multi-Storey Residential Hotel, Apartment and Shop Development, Dwellings and waiver/reduction of bicycle parking at 11- 13 Murray Valley Highway, 72-84 Station Street and 11-13 Murray Street, Cobram - Planning and Development Compliance Progress Report - July 2013- February 2014 - Planning Permit application no. 52013906 - Building and Works - Shed at 52 Mywee Road, Strathmerton - Reconsideration of Permit Application 5/2013/094, Dwelling on lot Kinnaird's Road - Planning Permit application no. 5201457 - Use and Development of land for Emergency Services Facility, 6-8 Katamatite-Nathalia Road, Numurkah - Municipal Association of Victoria - Tyre Storage Motion - Assemblies of Councillors - Twenty four hour, seven day week Police Station at Cobram 	
Conflict of Interest Disclosures (indicate below if Nil or complete details)		
Matter No.	Councillor	Did Councillor leave meeting
Nil		

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [5] - Attachment 22 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	22 April 2014	
Name of meeting	Council Briefing	
Councillors attending	Councillors Kevin Bourke, Wendy Buck, Gary Cleveland, Ed Cox, Brian Keenan, Peter Mansfield, Marie Martin (arrived at 4.05pm), Don McPhee, Alex Monk	
Council staff attending	Acting Chief Executive Officer, Peter Bertolus Acting Director Community, Bruce Connolly Manager Corporate Governance, David Booth Manager Town Planning & Building, Jorine Bothma	
Matters discussed	<ul style="list-style-type: none"> • Update on Yarrawonga Bridge • Economic Development Strategy • Budget Community Consultation • Agenda Review: <ul style="list-style-type: none"> - Employment Contract – Chief Executive Officer - Financial Position Report as at 31 March 2014 - Council plan 2013/14 - 2016/17 - March 2014 Quarterly Review - Council Meeting Schedule - Support of the State Council Motion submitted by Campaspe Shire - Draft Economic Development Strategy - 2014/2015 Christmas – New Year office closure - Hume Region preventing violence against Women & Children Strategy 2013 - 2017 - Organics Kerbside Service - Planning Permit application 5/2013/482, Multi-Storey Residential Hotel, Apartment and Shop Development, Dwellings and waiver/reduction of bicycle parking at 11- 13 Murray Valley Highway, 72-84 Station Street and 11-13 Murray Street, Cobram - Planning and Development Compliance Progress Report - July 2013- February 2014 - Planning Permit application no. 52013906 - Building and Works - Shed at 52 Mywee road, Strathmerton - Reconsideration of Permit application 5/2013/094, Dwelling on lot Kinnaird's Road - Planning Permit application no. 5201457 - Use and Development of Land for Emergency Services Facility, 6-8 Katamatite-Nathalia Road, Numurkah - Municipal Association of Victoria - Tyre Storage motion - Assemblies of Councillors - Twenty four hour, seven day week Police Station at Cobram 	
Conflict of Interest Disclosures (indicate below if Nil or complete details)		
Matter No.	Councillor	Did Councillor leave meeting
Nil		

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [6] - Attachment 29 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	29 April 2014
Name of meeting	Moirashire Junior Council
Councillors attending	Councillors Gary Cleveland, Alex Monk
Council staff attending	Youth Development Officer, Maryanne Ryan Youth Trainee, Erin Walmsley Administration Support Officer, Sharon Nye
Matters discussed	1. Group activity – Building Bridges 2. Underage Disco presentation 3. Town Issues 4. Council Recovery Centre Processes
Conflict of Interest Disclosures (indicate below if Nil or complete details)	Nil

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN

RECOMMENDATION

That Council;

1. Approve the amended Municipal Flood Emergency Plan as the "Final Draft" document
2. Have the approved Municipal Flood Emergency Plan signed by the Mayor of Moira Shire and Regional Manager VicSES as required.
3. Present the approved Municipal Flood Emergency Plan to the Municipal Emergency Management Planning Committee (MEMPC) for their consideration and implementation.
4. Write to each respondent to the Section 223 community consultation process with feedback as to their submission.

1. Executive Summary

At its Ordinary meeting held on 17 February 2014, Council adopted a recommendation to put out for community consultation its Municipal Flood Emergency Plan (MFEP) which had been reviewed following the March 2012 flood event.

Given the significance of and public interest in this emergency management document, Section 223 of the local Government Act 1989 was used to manage this community consultation.

Following public advertising and four (4) community meetings, five (5) formal submissions were received by Moira Shire. These submissions were considered from a technical perspective by Goulburn Broken Catchment Management Authority (GBCMA), Victoria State Emergency Service (VicSES) and Council Officers. Whilst no requests to present to Council were received, a panel comprising all nine (9) Councillors considered these submissions and the proposed responses.

Now considered, all responses to this community consultation process have, where appropriate been incorporated into the "Final Draft" MFEP document. This document is now ready for adoption by Council.

Once adopted, the MFEP will be presented to a meeting of the Municipal Flood Emergency Management Planning Committee (MEMPC) for its consideration and implementation.

It is important to note that the plan always reflects the most up to date intelligence of the day and as such, outcomes from significant studies such as the Numurkah Flood Study, currently underway will be incorporated into the MFEP on its adoption by Council.

2. Discussion

The Moira Shire Municipal Flood Emergency Plan (MFEP), sub plan of the Municipal Emergency Management Plan (MEMP) is the key planning document used to plan and prepare for flood emergency.

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

Developed and maintained by the Municipal Emergency Management Plan Committee (MEMPC), this document is primarily used by VicSES (as the response agency) in the event of a flood emergency.

Under the direction of the MEMPC, the Municipal Flood Emergency Plan had been reviewed following the March 2012 flood event and having been reviewed was put on out for community consultation through late February and March 2014.

Given the significance of the MFEP and certainly public interest, a formal Section 223 process was undertaken. This was aimed at ensuring all emergency management agencies, community groups and indeed members of the community had an opportunity to have input and indeed be heard by the Council before the "Final Draft" of the document was adopted.

Five (5) written responses were received and have been included as attachment 1 with this report.

The table included as attachment 2 with this report summarises the items raised, the consideration of each as well as the recommendation and or action as a result.

As can be seen by the information contained in the table, excluding those responses which have been referred to either current or future flood studies, all suggestions have been recommended for inclusion in the "Final Draft" MFEP.

3. Community Consultation

As previously described, the Draft Municipal Flood Emergency Plan was put on public display using a Section 223 community consultation process.

Section 223 of the Local Government Act is reproduced below;

(1) The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—

(a) the Council must publish a public notice—

(i) specifying the matter in respect of which the right to make a submission applies

(ii) containing the prescribed details in respect of that matter

(iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published

(iv) stating that a person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission

(b) if a request has been made under paragraph (a)(iv), the Council must—

(i) provide the person with the opportunity to be heard in support of the submission in accordance with the request at a meeting of the Council or of a committee determined by the Council

(ii) fix the day, time and place of the meeting

(iii) give reasonable notice of the day, time and place of the meeting to each person who made a request

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

(c) if the committee determined under paragraph (b)(i) is not responsible for making the decision in respect of which the submissions have been made, the committee must provide a report on its proceedings, including a summary of hearings, to the Council or the special committee which is responsible for making the decision

(d) the Council or special committee responsible for making the decision must—

(i) consider all the submissions made under this section and any report made under paragraph (c)

(ii) notify in writing, each person who has made a separate submission, and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision.

In accordance with the Section 223 community consultation process, the following steps were undertaken;

- Public notices in respect of the Section 223 process of the Local Government Act were included in the Yarrowonga Chronicle, Cobram Courier, Strathmerton Standard, Numurkah Leader, Redgum Courier and Shepparton News recognised as being those that circulate most widely across Moira Shire.
- Hard copies of the MFEP were made available at each of Councils service centres and agencies.
- A copy of the MFEP was posted on Council's website.
- Notice of the consultation process and a link to Council's website was forwarded to emergency management and community groups.
- Members of the community were able to make a written submission regarding the proposed Municipal Flood Emergency Plan in February / March 2014.
- Public information sessions were held in Yarrowonga, Cobram, Numurkah and Nathalia during the section 223 process period with representatives from either or both VicSES and GBCMA.
- Submissions received were reviewed by GBCMA, VicSES and Council Officers.
- In the absence of any requests to present to council, submissions and proposed responses were reviewed by a panel comprising all nine (9) Councillors on Monday 14 April 2014.

4. Risk Management

The risk associated with a future flood event and the management of such an event as described in the Municipal Flood Emergency Plan can be described as Extreme. This has been determined as follows;

The likelihood of a flood event as being "Possible" where this is described as being "*The event might occur at some time over an extended period*" or "*The event could be expected to occur once in your career, and it could occur at any time*" in Councils Risk Management Plan.

- The consequences are seen as "Major" where this described as "Service interrupted, failing community KPI's; major intervention required by top level management or Councillors" or "Stakeholder alarm; grave concern. National Press coverage

Management of this risk is reliant on the ongoing review of the Municipal Flood Emergency Plan to ensure that it reflects both the most up to date intelligence as well as response activities to minimise the impact of events which are in most instances beyond Councils control.

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

5. Internal Consultation

The review and inclusion of agreed upon changes into the new Municipal Flood Emergency Plan template has been undertaken from Councils recovery office in Numurkah.

VicSES and GBCMA representatives as well as Council's Operations department have all worked closely with Councils Recovery Manager and Flood Recovery Officers in contributing to this updated plan.

6. Legislative / Policy Implications

Moira Shire is required to maintain its Municipal Emergency Management Plan (MEMP) under the *Emergency Management Act Victoria 1986, (the Act)*

Flood is defined as an emergency under the Emergency Management Act 1986 (s. 4(a)) and Emergency Management Manual Victoria (EMMV) and as such, Moira Shire maintains a Municipal Flood Emergency Plan as a sub plan to its MEMP to meet our obligations under the Act.

Community consultation was undertaken in accordance with the Section 223 of the Local Government Act 1989.

7. Environmental Sustainability

Natural disasters such as flood have the potential to impact on the environment. Whilst debatable as to whether a flood has a positive or negative impact on the natural environment, responses identified in the Municipal Flood Emergency Plan are focused on the protection of persons and assets without any intent to impact the environment.

8. Conflict of Interest Considerations

There are no identified Officer conflicts of interest with respect to this report.

9. Conclusion

Following an internal review of the Municipal Flood Emergency Plan after the March 2012 flood event, a formal Section 223 community consultation process was undertaken to provide the community opportunity to have feedback into the plan.

Now complete, submissions received have been considered and where appropriate incorporated into the now "Final Draft" Municipal Flood Emergency Plan.

Once adopted, this plan will be signed and recommended to the Municipal Emergency management planning Committee for implementation.

Attachments

- 1 Section 223 Responses
- 2 Recommendations and Actions
- 3 Municipal Flood Emergency Plan - *printed in separate document*

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

From:
Sent:
To: RecordsWebmaster
Subject: Submission to the Draft Municipal Flood Emergency Plan

Having broadly read the draft, but the the Yarrawonga section in detail, even though it is a draft I find it very disappointing.

Being one of only two Yarrawonga residents that attended the flood draft release at the shire hall, I expected much more after the general brief given by David Booth and the regional SES manager.

Specifically the emergency flood plan for Yarrawonga does not identify any mitigation of the major threat from the Muckatah Depression in the south, one of the major reasons we are having this flood review, therefore we would be no better prepared than 2012.

In fact the minor reference to Haverstock Drive and Cahill Road with no reference to Katamatite Yarrawonga Road where the major damage from inundation occurred (22 houses), it infers that we are expected to suffer flooding as a matter of course.

I and others have been involved in extensive discussions and meetings on flood mitigation with Moria Shire official's, Goulburn Broken Flood Management, SES, Members of Parliament and Ministers, and none of the suggestions are even proposed .

One has to think that I have either missed the intent (Risk/Hazard Identification and Mitigation ??) or misread the document, the only other explanation is that it is negligent in it content ???

I would be willing to talk to anyone at any time anywhere, so that they can enlighten me.

Regards

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

From:
Sent:
To: RecordsWebmaster
Subject: Fw: Submission to the Draft Municipal Flood Emergency Plan

After discussion with David Booth in regards to the purpose of the draft and responses to said draft.

1. That the high level road through Cummins paddock to the south of Katamatite Yarrowonga Road, running east west be monitored in time of flood, and preparation be in place to sandbag that road, including the gap at Reillys Road on the east end.
2. In the event that point 1 fails, the section of the railway line that washed out in the last flood, be strategically removed to stop water water building up behind it, which caused the flooding of 22 the houses. (This could authorized by the SES with locals knowledge, which could be a local group)
3. In conjunction with point 2, the single culvert under Katamatite Road be increase to an open drain when it ceases to cope with the flow, and the out flow into the channel be treated the same (The authorization as above)
4. That all fences facing the railway line be in good order at all times to stop debris blocking water flow.

Should further clarification be needed, I would be only too happy to explain in what ever forum is required

Regards

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

Moira Shire Council
PO Box 578
Cobram Vic 3643

Dear Sir / Madam

The following is a submission in relation to the Draft Moira Shire Municipal Flood Emergency Plan. The submission relates to the parts of the plan impacting on Numurkah.

The submission is made up of comments and questions in relation to the sections of the plan listed below.

Page 22 – Sandbag policy

During the 2012 flood event the advice initially provided (at a town meeting) was that residents could obtain in the order of 25 (I can't recall if this was the exact number quoted) sandbags per property. As the flood event escalated this directive was not followed and eventually there were no restrictions on how many sandbags were being accessed per property. There is no limit placed on number of sandbags per property in the policy. Should there be a limit in the policy?

Page 34 – Overview of Levees

There is no mention of the Numurkah town levees. Sections of the walking track on the north side of the Broken Creek (eg. from Gray Street to Quinn Street) and the closed section of Quinn Street along the Lake clearly act as levees and need to be maintained.

The irrigation channel bank on the west side of Kinnairds Road between Quinn Street and Pine Street is also effectively a levee which needs to be maintained.

Page 39 – March 2012 Section

This section states that major flooding in excess of the 1% AEP occurred across the Broken Creek catchment. Does this mean that the 2012 event was a greater than 1% AEP event at Numurkah? This is not clear from the plan.

Page 98 – Numurkah Gauge

The readings shown in this section indicate that the 1993 flood peak was higher than 2012 and that both floods were below a 1% flood.

Is there sufficient confidence in the accuracy of these figures (particularly 1993 and 1% flood) to not have any qualification about their accuracy?

Are the 1993 and 2012 recordings at the same location and directly comparable?

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

Page 106 – 110 Numurkah Flood Guide

The action plan lacks detail in relation to sandbagging Wattle Drive and Pine Street at Kinnairds Road. For example it should state that sandbagging needs to be to a level that establishes a continuous levee using the channel bank along Kinnairds Road. Is there a separate more detailed action plan that Council staff will follow in the event of a flood?

Water entered the Elm Court and Maple Crescent road pavement area during the 2012 flood. I believe that this occurred after the flood peak. There has been no public explanation for why flood water entered these areas. At the time it was suggested that the flood plan was not followed to establish the continuous levee along Kinnairds Road.

Given that a number of days warning can be provided of a flood at Numurkah, the plan should cover triggers point for commencing information sessions for the community to create awareness of an impending flood.

Page 155 – Numurkah Section

Why was the Numurkah flood study previously aborted?

Page 157 – Numurkah 100 Year ARI Flood Map

The Numurkah 1 in 100 ARI flood extent map displays a number of residential areas north of Broken Creek as subject to flooding that were not actually flooded in the 2012 event.

This is not consistent with the 1% flood extent map on page 103 and the statement on page 39 that the 2012 event was in excess of 1% AEP.

Does this map assume that the flood emergency plan is enacted or does it assume no protection as per the page 103 map?

Does this map assume that Wattle Drive and Pine Street are blocked off at Kinnairds Road to create a continuous levee using the irrigation channel bank?

This map is potentially impacting on home insurance premiums for properties that are shown as subject to flooding that were not flooded in 2012.

For example, my property was not flooded in 2012 but is shown as being flooded in a 1 in 100 year event on this plan. The flood level would need to have been significantly above the 2012 flood level to have inundated my property.

Yours faithfully

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

From:
Sent:
To: RecordsWebmaster
Subject: Moira Shire Flood Plan

Re Flood Plan Moira Shire

The Numurkah Township has suffered in each flood event due to the railway line acting as a levee bank impeding the rate at which water can drain away from the town.

Following the 1938 flood it was recommended that more culverts were placed under the train line to facilitate flow through the Numurkah town area rather than entrapment of waters with subsequent raised flood levels. This recommendation has arisen after each subsequent flood, but no action taken

To those downstream of Numurkah the earlier arrival of water rather than a bolus when the railway line levee overflowed would allow a more gentle flow through downstream properties. Nathalia's levee bank equipment appears to have controlled the threat to most of Nathalia.

Perhaps it is time to think of Numurkah!

In terms of numbers of people, rateable properties and costs to insurance companies it would seem beneficial to lessen the depth of floods in Numurkah by this simple act of inserting culverts.

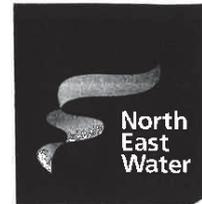
Numurkah
Victoria 3636

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses



Moira Shire - Draft Municipal Flood Emergency Plan (MEFP)

North East Water – Feedback

March 2014

North East Water agency feedback to the Moira Shire's draft Municipal Flood Emergency Plan

newater.com.au

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

North East Water – Feedback – March 2014

PURPOSE

This report is to provide feedback to Moria Shire and Victoria State Emergency Service (VicSES) on the relevant sections of the Moira Shire draft Municipal Emergency Safety Plan (MEFP), specifically on sections that relate to Potable Water, Waste Water (sewerage) and Dam Failure. Feedback has also been provided to Goulburn-Murray Water (G-MW) and Goulburn Valley Water (GVW).

DEFINITIONS

CI	Critical Infrastructure
CIPU	Critical Infrastructure Protection Unit (VicPo)
DEPI	Department of Environment and Primary Industries
EPC	Emergency Planning Committee (North East Water)
G-MW	Goulburn-Murray Water
GVW	Goulburn Valley Water
ICC	Incident Control Centre
NEW	North East Water
VicSES	Victorian State Emergency Service

SPECIFIC FEEDBACK

The table below details the specific feedback by North East Water as requested:

<p>Draft MEFP Section</p> <p>3.16 Waste Water related Public Health Issues and Critical Sewerage Assets</p> <p>Inundation of critical sewerage assets including septic tanks systems and sewerage pump stations may result in water quality problems within the municipality. Where this is likely to or has occurred, the responsible agency (i.e. GVW or NEW depending on location within the Municipality¹) is responsible for protecting critical sewerage asset should undertake the following:</p> <ul style="list-style-type: none"> • Advise VicSES of the security of critical sewerage assets to assist preparedness and response activities in the event of flood; • Maintain or improve the security of critical sewerage assets; • Check and correct where possible the operation of critical sewerage assets in times of flood; • Advise the ICC in the event of inundation of critical sewerage assets.
<p>Section 3.16 - North East Water Feedback</p> <p>Inundation of sewerage assets including sewerage pump stations during surface flooding may result in water quality problems within the municipality. Where this is likely to or has occurred, the responsible agency (i.e. G-MW, GVW or NEW depending on location within the Municipality¹) is responsible for:</p> <ul style="list-style-type: none"> • Identification and monitoring critical assets to assist preparedness and response activities in the event of flood • Advising VicSES/ICC of any potential or current security threats to critical sewerage infrastructure • Developing action plan(s) in consultation with the Incident Controller to secure and protect critical sewerage infrastructure • Advising the Incident Controller whether town water (potable) supply is at risk, NEW or GVW in consultation with the Incident Controller and Department of Health will notify consumers if the water is not safe to drink, including issuing the necessary advice (e.g. Boil Water Advisory Notice) <p>The Incident Controller will develop drinking water warnings in consultation with the relevant Water Corporation. NEW and GVW for urban supplies and G-MW for non-town water users (e.g. Stock and domestic).</p> <p>Inundation of septic tank systems may also result in similar water quality problems. In the event of flood waters contaminated by septic tank systems the Mora shire senior EHO is to advise the ICC and relevant Water Corporation. Assessment and actions are detailed above.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

North East Water – Feedback – March 2014

Draft MEFP Section

3.17 It is the responsibility of Moira Shire's Senior EHO to inspect and report to the MERO and the ICC on any water quality issues relating to flooding Levee Management

- Levee owners/operators are responsible for the maintenance, operation and monitoring of their levees
- Levee owners/operators must keep the IC informed of levee status and be prepared to provide expert advice to the IC about the design and construction of their levees
- In accordance with the strategic control priorities, the IC may assist levee owners to coordinate resources, both technical and physical, to provide advice and affect temporary repairs to or augmentation of levees

North East Water recommends this section is separated into two sections to cover Potable Reticulated Water Supplies and Levee Management

Section 3.17 - North East Water Feedback – Preventing Illness from Contaminated Water

Drinking water (potable reticulated water supply systems) have the capacity to deal with flood situations due to protective barriers such as positive pressure and chlorine unless there is damage to key infrastructure or the system experiences a mains failure during the flood event. The relevant Water Corporation will be responsible for:

- Monitoring the performance and capacity of their respective supply system
- Providing advice to the Incident Controller of any potential threat to supply or critical infrastructure
- Advising the Incident Controller whether town water (potable) supply is at risk, and either NEW or GVW in consultation with the Incident Controller and Department of Health will notify consumers if the water is not safe to drink, including issuing the necessary advice (e.g. Boil Water Advisory Notice)
- Developing an action plan in consultation with the Incident Controller to secure and protect critical water supply assets

The Incident Controller will develop drinking water warnings in consultation with the relevant Water Corporation, NEW and GVW for urban supplies and G-MW for non-town water users (e.g. Stock and domestic).

Section 3.18 - North East Water Feedback - Levee Management

As above, no recommended changes

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [1] - Section 223 Responses

North East Water – Feedback – March 2014

Draft MEFP Section

3.19 Dam Failure

DEPI is the control agency for dam safety incidents (e.g. breach, failure or potential breach/failure of a dam). VICSES is however the control agency for any flooding that may result.

While there are a number of private dams within the municipality, there are no substantial dams whose failure is likely to cause direct significant structural and community damage within Moira Shire.

Section 3.19 - North East Water Feedback

The Department of Environment and Primary Industries (DEPI) is the control agency for dam safety incidents (e.g. breach, failure or potential breach/failure of a dam). Water Corporations who manage dams will manage any potential dam safety incident in accordance with the *Ministerial Statement of Obligations and Emergency Notification and Response Protocol between DEPI and Victorian Water Corporations*.

VicSES is however the control agency for any flooding that may result from a dam failure incident. In the result of any dam safety incident during a flood event the VICSES, the Dam Manager and DEPI will develop a suitable Command and Control Plan to manage the combined flood and dam safety incident.

While there are a number of private dams within the municipality, there are no substantial dams whose failure is likely to cause direct significant structural and community damage within Moira Shire.

North East Water identifies the Yarrowonga Waste Water Storage on its Dam Safety Register. This dam has a low consequence category. However, a breach of this dam may create a public health risk and impact nearby road and rail assets.

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

Moira Shire Municipal Flood Emergency Plan (MFEP)
Section 223 Community Consultation Responses to DRAFT MFEP

Respondent	Recommendation / Comment	Recommendation and or Action
<p>Number 1</p>	<p>Specifically the emergency flood plan for Yarrawonga does not identify any mitigation of the major threat from the Muckatah Depression in the south, one of the major reasons we are having this flood review, therefore we would be no better prepared than 2012.</p>	<p>The purpose of the MFEP is to prescribe the emergency response and not to deal with flood mitigation.</p> <p>Flood mitigation assessment is carried out as part of a detailed floodplain management study. Such a study is not planned for Yarrawonga at this time.</p>
	<p>In fact the minor reference to Havenstock Drive and Cahill Road with no reference to Katamatite Yarrawonga Road where the major damage from inundation occurred (22 houses), it infers that we are expected to suffer flooding as a matter of course.</p>	<p>The purpose of the MFEP is to prescribe the emergency response and not to deal with flood mitigation.</p> <p>A drainage study (proposed) combined with a floodplain management study (yet to be determined) could address future mitigation options.</p>
	<p>I and others have been involved in extensive discussions and meetings on flood mitigation with Moria Shire officials, Goulburn Broken Flood Management, SES, Members of Parliament and Ministers, and none of the suggestions are even proposed.</p>	<p>As previously described, the purpose of the MFEP is to prescribe the emergency response and not to deal with flood mitigation.</p>
	<p>One has to think that I have either missed the intent (Risk/Hazard Identification and Mitigation ??) or misread the document, the only other explanation is that it is negligent in its content ???</p>	<p>As previously described, the purpose of the MFEP is to prescribe the emergency response and not to deal with flood mitigation.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

<p>Number 2</p>	<p>That the high level road through Cummins paddock to the south of Katamatite Yarrowonga Road, running east west be monitored in time of flood, and preparation be in place to sandbag that road, including the gap at Reilly's Road on the east end.</p>	<p>This is supported. To monitor the new track within the Cummins Paddock (over a length of some 600 metres) has merit in potentially minimising the risk of floodwater from the Muckatah Depression system moving North towards Havenstock Drive.</p> <p>Beyond monitoring, trigger points and an action response will be determined should this be required. This will be included in the Yarrowonga town action plan following consultation with the property owner.</p>
	<p>In the event that point 1 fails, the section of the railway line that washed out in the last flood, be strategically removed to stop water building up behind it, which caused the flooding of 22 the houses. (However, this could be authorized by SES with local knowledge, which could be a local group).</p>	<p>The MIFEP does have no role in looking at flood mitigation options.</p> <p>This action, as described could be authorised by the SES in consultation with relevant government agencies (VicTrack, CMA), if deemed necessary.</p> <p>A note to this effect to be included in the action plan for Yarrowonga.</p>
	<p>In conjunction with point 2, the single culvert under Katamatite Road be increase to an open drain when it ceases to cope with the flow, and the out flow into the channel be treated the same (The authorization as above)</p>	<p>This action, as described could be authorised by the SES in consultation with relevant government agencies (VicTrack, CMA), if deemed necessary.</p> <p>A note to this effect to be included in the action plan for Yarrowonga.</p>
	<p>That all fences facing the railway line be in good order at all times to stop debris blocking water flow.</p>	<p>The maintenance of fences is a matter for the respective landowners.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

<p>Number 3</p>	<p><u>Page 22 – Sandbag policy</u> During the 2012 flood event the advice initially provided (at a town meeting) was that residents could obtain in the order of 25 (I can't recall if this was the exact number quoted) sandbags per property. As the flood event escalated this directive was not followed and eventually there were no restrictions on how many sandbags were being accessed per property. There is no limit placed on number of sandbags per property in the policy. Should there be a limit in the policy?</p>	<p>The allocation of sandbags is based on established priorities and managed by VicSES as the incident Controller. Critical infrastructure (essential assets) is the first priority followed by Community and residential properties. Council, like other agencies have their own asset priorities and take action as appropriate.</p> <p>Inclusion of the current Sandbag Quick Reference Guide in the MFEP will help explain how 25 sandbags can effectively protect some dwellings constructed on slab.</p> <p>Note: This sandbag policy is currently under review by the Victorian Government and once rereleased, will be updated in the MFEP and alerted to residents.</p>
	<p><u>Page 34 – Overview of Levees</u> There is no mention of the Numurkah town levees. Sections of the walking track on the north side of the Broken Creek (eg. from Gray Street to Quinn Street) and the closed section of Quinn Street along the Lake clearly act as levees and need to be maintained.</p> <p>The irrigation channel bank on the west side of Kinnaird's Road between Quinn Street and Pine Street is also effectively a levee which needs to be maintained.</p>	<p>These matters are being considered as part of the Numurkah Floodplain Management Plan, which is underway.</p>
	<p><u>Page 39 – March 2012 Section</u> This section states that major flooding in excess of the 1% AEP occurred across the Broken Creek catchment. Does this mean that the 2012 event was a greater than 1% AEP event at Numurkah? This is not clear from the plan.</p>	<p>The MFEP will be adjusted to say the 2012 flood was indicative of the 1% AEP flood.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

<p>Based on the Numurkah Floodplain Management Study the 1% AEP is 10 millimetres below the 2012</p> <p>The relevant page, currently page 98 will be updated, and will remove the reference to the temporary gauge.</p> <p>Reference will be made to the location of the Numurkah Gauge at Melville Street.</p>	<p>The MFEP will clarify an action to sandbag both Wattle Drive and Pine Street prior to major flood events. Furthermore this will be looked at in more detail as part of the Numurkah Floodplain Management Plan.</p> <p>Water entering Elm Court most likely resulted from flows entering the Lake from Broken Creek due to connecting culvert between these two bodies of water being compromised.</p> <p>The security of these culverts and their closure will be emphasised in the MFEP.</p>
<p>Page 98 – Numurkah Gauge The readings shown in this section indicate that the 1993 flood peak was higher than 2012 and that both floods were below a 1% flood.</p> <p>Is there sufficient confidence in the accuracy of these figures (particularly 1993 and 1% flood) to not have any qualification about their accuracy?</p> <p>Are the 1993 and 2012 recordings at the same location and directly comparable?</p>	<p>Page 106 – 110 Numurkah Flood Guide The action plan lacks detail in relation to sandbagging Wattle Drive and Pine Street at Kinnairds Road. For example it should state that sandbagging needs to be to a level that establishes a continuous levee using the channel bank along Kinnairds Road. Is there a separate more detailed action plan that Council staff will follow in the event of a flood?</p> <p>Water entered the Elm Court and Maple Crescent road pavement area during the 2012 flood. I believe that this occurred after the flood peak. There has been no public explanation for why flood water entered these areas. At the time it was suggested that the flood plan was not followed to establish the continuous levee along Kinnairds Road.</p> <p>Given that a number of days warning can be provided of a flood at Numurkah, the plan should cover triggers point for commencing information sessions for the community to create awareness of an impending flood.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

<p>Page 155 – Numurkah Section Why was the Numurkah flood study previously aborted?</p>	<p>The flood study which predated the March 2012 event was nearing a point where calculated peak heights across the study area were being finalised.</p> <p>Intelligence captured during and following the 2012 flood event was seen as being more relevant and so that study was ceased.</p> <p>Following the March 2012 flood event, the study known as the “Numurkah Floodplain Management Plan” was funded and has commenced. The scope of this Plan takes advantage of previously captured flood intelligence and extends to investigate mitigation options.</p> <p>Once the Numurkah Floodplain Management Study is completed, any recommendations, once delivered, will be reflected in the MFEP.</p>
<p>Page 157 – Numurkah 100 Year ARI Flood Map The Numurkah 1 in 100 ARI flood extent map displays a number of residential areas north of Broken Creek as subject to flooding that were not actually flooded in the 2012 event.</p> <p>This is not consistent with the 1% flood extent map on page 103 and the statement on page 39 that the 2012 event was in excess of 1% AEP.</p> <p>Does this map assume that the flood emergency plan is enacted or does it assume no protection as per the page 103 map?</p> <p>Does this map assume that Wattle Drive and Pine Street are blocked off at Kinnaids Road to create a continuous levee using the irrigation channel bank?</p>	<p>The flood map on Page 157 in the MFEP has been prepared on the assumption of being without any flood protection works.</p> <p>It is noted that there are minor difference in these maps. Maps will be reviewed following implementation of any approved flood mitigation plan.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID
BOOTH)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

	<p>This map is potentially impacting on home insurance premiums for properties that are shown as subject to flooding that were not flooded in 2012.</p> <p>For example, my property was not flooded in 2012 but is shown as being flooded in a 1 in 100 year event on this plan. The flood level would need to have been significantly above the 2012 flood level to have inundated my property.</p>	
<p>Number 4</p>	<p>The Numurkah Township has suffered in each flood event due to the railway line acting as a levee bank impeding the rate at which water can drain away from the town. Following the 1938 flood it was recommended that more culverts were placed under the train line to facilitate flow through the Numurkah town area rather than entrapment of waters with subsequent raised flood levels. This recommendation has arisen after each subsequent flood, but no action taken. To those downstream of Numurkah the earlier arrival of water rather than a bolus when the railway line levee overflowed would allow a more gentle flow through downstream properties. Nathalia's levee bank equipment appears to have controlled the threat to most of Nathalia.</p> <p>Perhaps it is time to think of Numurkah!</p> <p>In terms of numbers of people, rateable properties and costs to insurance companies it would seem beneficial to lessen the depth of floods in Numurkah by this simple act of inserting culverts.</p>	<p>The purpose of the MFEP is for prescribed the emergency response, and not to deal with flood mitigation options, such as railway culverts.</p> <p>Flood mitigation assessment is currently being carried out under the Numurkah Floodplain Management Plan.</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

<p>North East Water</p>	<p>Draft MEFP Section 3.16 Waste Water related Public Health Issues and Critical Sewerage Assets Inundation of critical sewerage assets including septic tanks systems and sewerage pump stations may result in water quality problems within the municipality. Where this is likely to or has occurred, the responsible agency (i.e. GWW or NEW depending on location within the Municipality) is responsible for protecting critical sewerage asset should undertake the following:</p> <ul style="list-style-type: none"> • Advise VicSES of the security of critical sewerage assets to assist preparedness and response activities in the event of flood; • Maintain or improve the security of critical sewerage assets; • Check and correct where possible the operation of critical sewerage assets in times of flood; • Advise the ICC in the event of inundation of critical sewerage assets. 	<p>Current wording of the MEFP.</p>
	<p>Section 3.16 - North East Water Feedback Inundation of sewerage assets including sewerage pump stations during surface flooding may result in water quality problems within the municipality. Where this is likely to or has occurred, the responsible agency (i.e. G-MW, GWW or NEW depending on location within the Municipality) is responsible for preparedness and monitoring critical assets to assist preparedness and response activities in the event of flood</p> <ul style="list-style-type: none"> • Advising VicSES/ICC of any potential or current security threats to critical sewerage infrastructure • Developing action plan(s) in consultation with the Incident Controller to secure and protect critical sewerage infrastructure • Advising the Incident Controller whether town water (potable) supply is at risk, NEW or GWW in 	<p>Include as recommended by NE Water into the MEFP</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

	<p>Current wording of the MFEP.</p>
<p>consultation with the Incident Controller and Department of Health will notify consumers if the water is not safe to drink, including issuing the necessary advice (e.g. Boil Water Advisory Notice)</p> <p>The Incident Controller will develop drinking water warnings in consultation with the relevant Water Corporation. NEW and GVV for urban supplies and G-MW for non-town water users (e.g. Stock and domestic).</p> <p>Inundation of septic tank systems may also result in similar water quality problems. In the event of flood waters contaminated by septic tank systems the Moira shire senior EHO is to advise the ICC and relevant Water Corporation. Assessment and actions are detailed above.</p>	<p>Draft MFEP Section 3.17 It is the responsibility of Moira Shire's Senior EHO to inspect and report to the MERO and the ICC on any water quality issues relating to flooding Levee Management</p> <ul style="list-style-type: none"> • Levee owners/operators are responsible for the maintenance, operation and monitoring of their levees • Levee owners/operators must keep the IC informed of levee status and be prepared to provide expert advice to the IC about the design and construction of their levees • In accordance with the strategic control priorities, the IC may assist levee owners to coordinate resources, both technical and physical, to provide advice and affect temporary repairs to or augmentation of levees

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

<p><i>North East Water recommends this section is separated into two sections to cover Potable Reticulated Water Supplies (3.17) and Levee Management (3.18)</i></p>	<p>Include as recommended by NE Water into the MFEP</p>
<p>Section 3.17 - North East Water Feedback – Preventing Illness from Contaminated Water Drinking water (potable reticulated water supply systems) have the capacity to deal with flood situations due to protective barriers such as positive pressure and chlorine unless there is damage to key infrastructure or the system experiences a mains failure during the flood event. The relevant Water Corporation will be responsible for:</p> <ul style="list-style-type: none"> • Monitoring the performance and capacity of their respective supply system • Providing advice to the Incident Controller of any potential threat to supply or critical infrastructure • Advising the Incident Controller whether town water (potable) supply is at risk, and either NEW or GWW in consultation with the Incident Controller and Department of Health will notify consumers if the water is not safe to drink, including issuing the necessary advice (e.g. Boil Water Advisory Notice) • Developing an action plan in consultation with the Incident Controller to secure and protect critical water supply assets <p>The Incident Controller will develop drinking water warnings in consultation with the relevant Water Corporation. NEW and GWW for urban supplies and G-MW for non-town water users (e.g. Stock and Domestic).</p>	<p>Section 3.18 - North East Water Feedback - Levee Management As above, no recommended changes</p>

FILE NO: F13/248
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 10.2.1
(MANAGER FLOOD RECOVERY, DAVID BOOTH)
(DIRECTOR, COMMUNITY, PETER BERTOLUS)

MUNICIPAL FLOOD EMERGENCY PLAN (cont'd)

ATTACHMENT No [2] - Recommendations and Actions

	<p>Adopt as recommended by NE Water into the MFEP</p>
<p>Draft MEFP Section 3.19 Dam Failure DEPI is the control agency for dam safety incidents (e.g. breach, failure or potential breach/failure of a dam). VICSES is however the control agency for any flooding that may result. While there are a number of private dams within the municipality, there are no substantial dams whose failure is likely to cause direct significant structural and community damage within Moira Shire.</p> <p>Section 3.19 - North East Water Feedback The Department of Environment and Primary Industries (DEPI) is the control agency for dam safety incidents (e.g. breach, failure or potential breach/failure of a dam). Water Corporations who manage dams will manage any potential dam safety incident in accordance with the <i>Ministerial Statement of Obligations and Emergency Notification and Response Protocol between DEPI and Victorian Water Corporations</i>.</p> <p>VicSES is however the control agency for any flooding that may result from a dam failure incident. In the result of any dam safety incident during a flood event the VICSES, the Dam Manager and DEPI will develop a suitable Command and Control Plan to manage the combined flood and dam safety incident. While there are a number of private dams within the municipality, there are no substantial dams whose failure is likely to cause direct significant structural and community damage within Moira Shire. North East Water identifies the Yarrowonga Waste Water Storage on its Dam Safety Register. This dam has a low consequence category. However, a breach of this dam may create a public health risk and impact nearby road and rail assets.</p>	

FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS

RECOMMENDATION

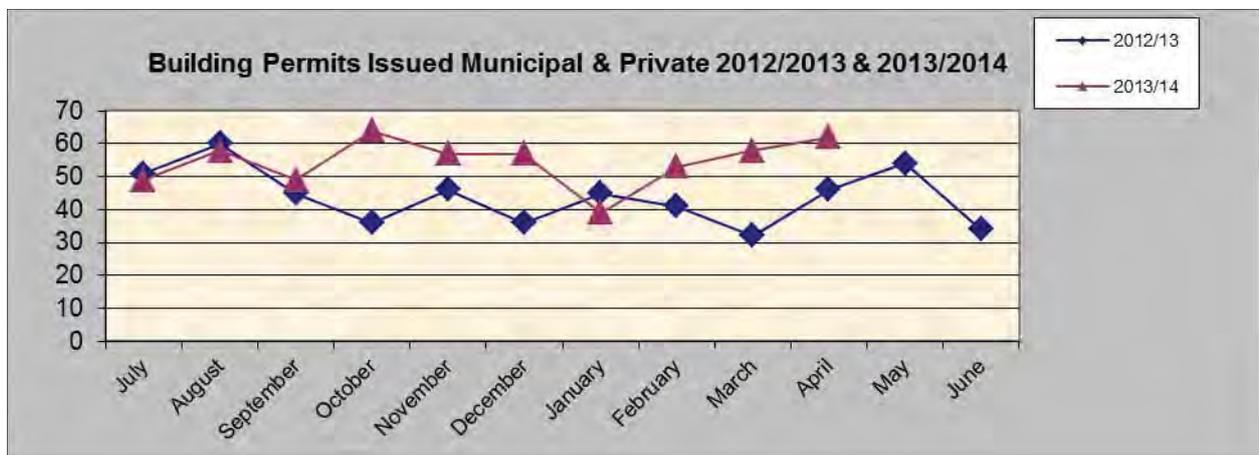
That Council receive and note the combined Building and Planning Permit Activity Reports for the month of April 2014.

Building Permits

For the period of 1 to 30 April 2014, Sixty Two (62) building permits were issued to the value of \$5,521,290.00.



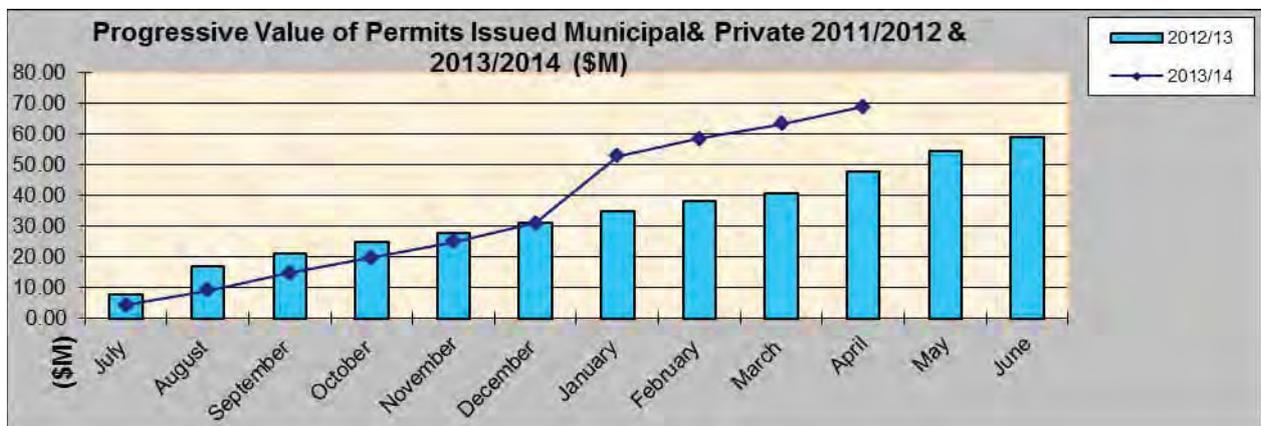
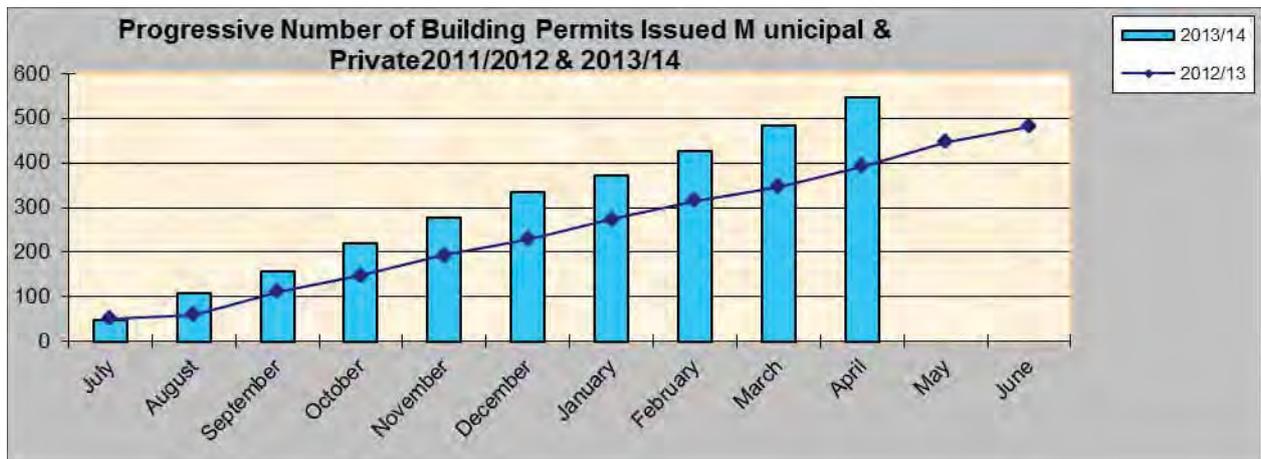
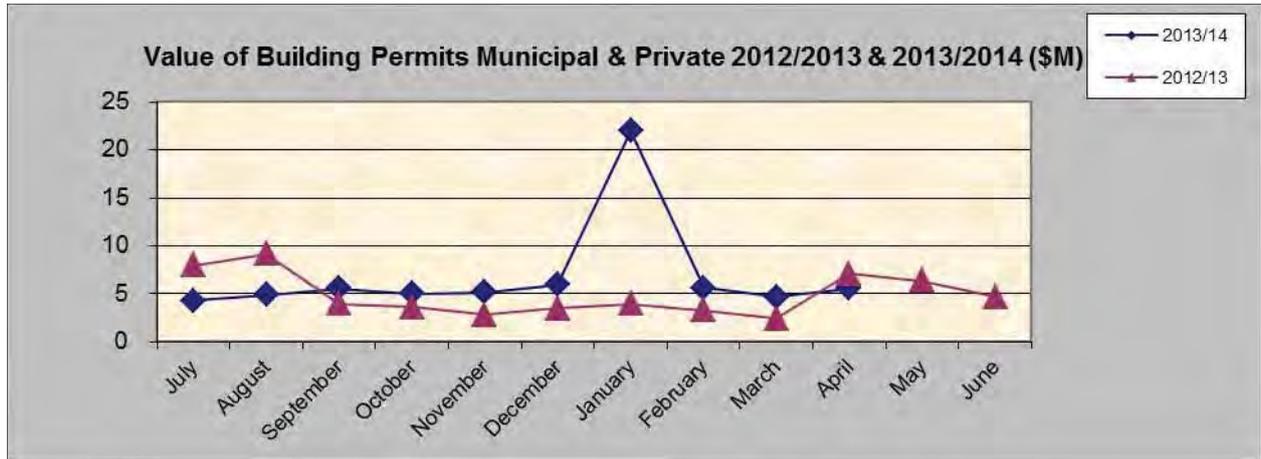
One building permit was issued outside Moira Shire during this month. Applications for building permits outside Shire boundaries vary.



FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY , MARK FOORD)

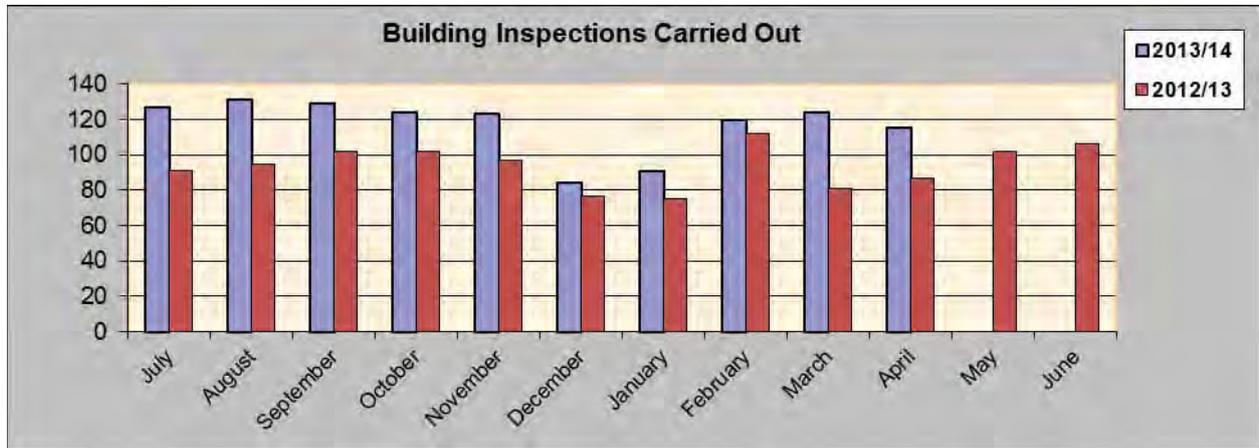
BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)



FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND PROCESSES

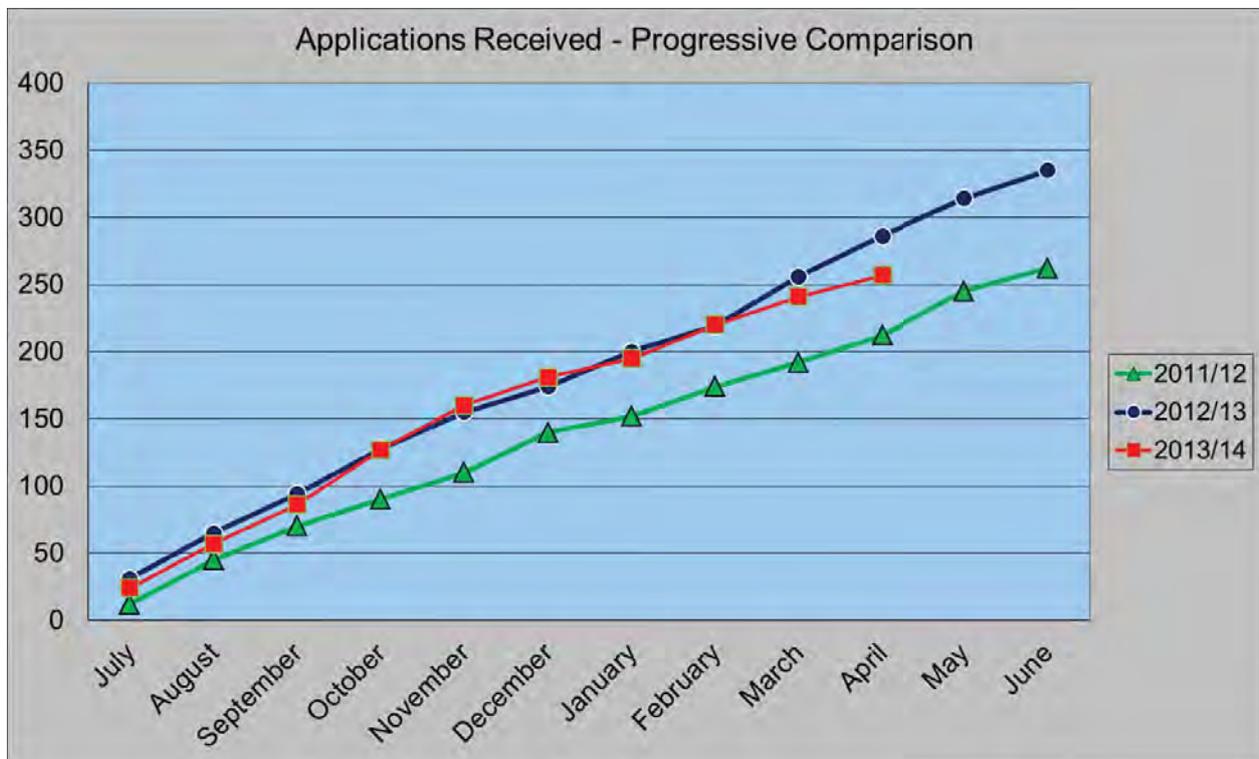
ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)



Planning Permits

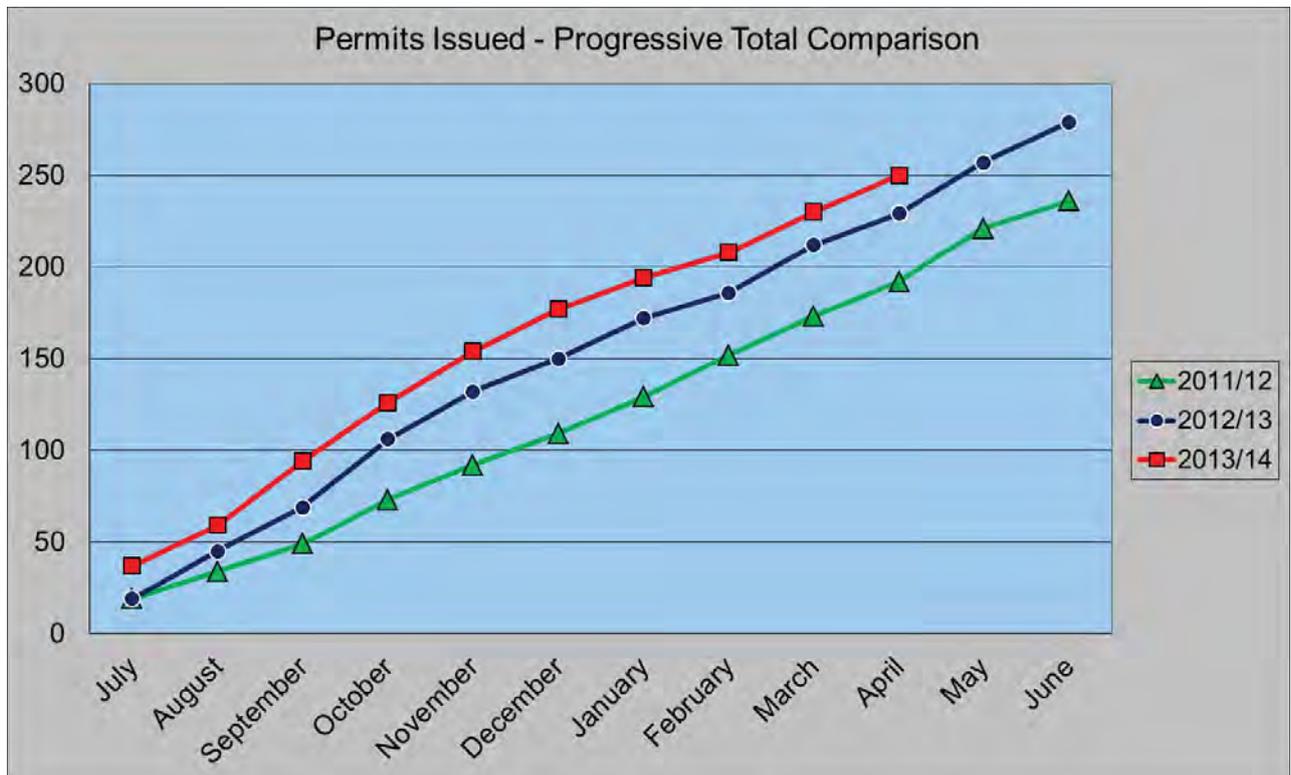
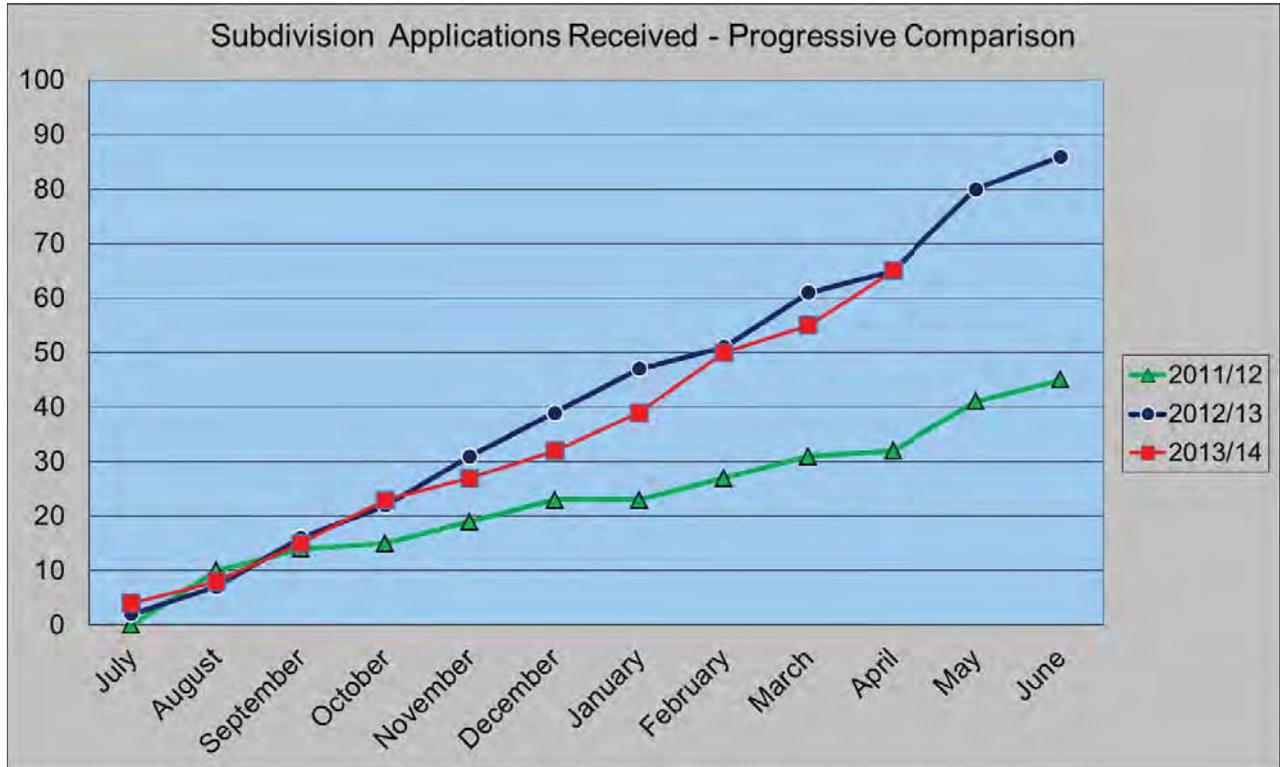
In April 2014, twenty (20) planning permits were issued to the value of \$1,296,043.00 and applications received for the month totalled sixteen (16).



FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY , MARK FOORD)

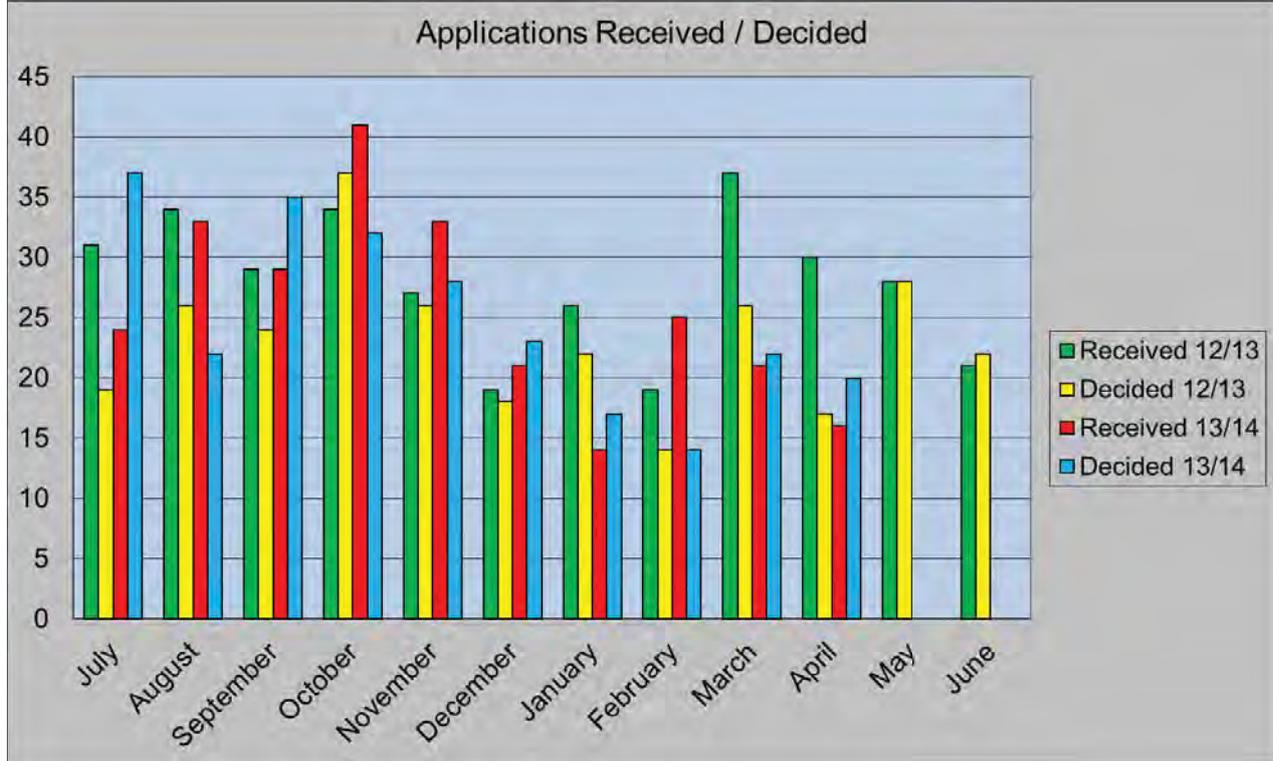
BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)



FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)



Attachments

- 1 Planning Permits Issued

FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY , MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)

ATTACHMENT No [1] - Planning Permits Issued



Planning Permits issued - April 2014

<u>Appl. No.</u>	<u>Date Received</u>	<u>Property Address</u>	<u>Use or Development</u>	<u>Date of Decision</u>	<u>Estimated Cost of Proposed Works</u>
005.2013.00000594.001	5/09/2013	712 Sellicks RD DRUMANURE	Earthworks - Whole Farm Plan	7/04/2014	\$ 94,497
005.2013.00000749.001	23/10/2013	116 Geary RD TUNGAMAH	Replacement Dwelling	10/04/2014	\$ 250,000
005.2013.00000840.001	20/11/2013	Hogans RD YARRAWONGA	Eighteen (18) Lot Subdivision	29/04/2014	\$ 0
005.2013.00000877.001	6/12/2013	50 Meyers ST BEARII	Use & Development of land for a Dwelling	7/04/2014	\$ 150,000
005.2014.00000015.001	17/01/2014	22-24 Pasley ST BUNDALONG	Three (3) Lot Subdivision	22/04/2014	\$ 0
005.2014.00000066.001	7/02/2014	4134 Murray Valley HWY COBRAM	Liquor Licence - Wine & Beer producers licence	7/04/2014	\$ 0
005.2014.00000079.001	12/02/2014	2 Alexander ST YARRAWONGA	Two (2) Lot Subdivision and development of two (2) Dwellings	15/04/2014	\$ 350,000
005.2014.00000101.001	19/02/2014	135 Kinnairds RD NUMURKAH	Earthworks (Whole Farm Plan)	9/04/2014	\$ 40,000
005.2014.00000102.001	19/02/2014	55-57 Broadway ST COBRAM	Business Identification Pole Signs - Construction and Display of a pole	7/04/2014	\$ 17,500
005.2014.00000103.001	20/02/2014	81 Pine View DR YARRAWONGA	Two (2) Lot Subdivision	3/04/2014	\$ 0
005.2014.00000109.001	20/02/2014	1/148 High ST COBRAM	Two (2) Lot Subdivision	7/04/2014	\$ 0

FILE NO: 250.08.0004
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.3.1
(ADMINISTRATION SUPPORT OFFICER,
AMANDA MATHERS)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, MARK FOORD)

BUILDING AND PLANNING PERMIT ACTIVITY REPORTS (cont'd)

ATTACHMENT No [1] - Planning Permits Issued

<u>Appl. No.</u>	<u>Date Received</u>	<u>Property Address</u>	<u>Use or Development</u>	<u>Date of Decision</u>	<u>Estimated Cost of Proposed Works</u>
005.2014.00000111.001	21/02/2014	4 Ashley CT NUMURKAH	Buildings & Works - Swimming Pool	3/04/2014	\$ 39,650
005.2014.00000114.001	21/02/2014	20 Bourke RD NATHALIA	Two (2) Lot Subdivision	28/04/2014	\$ 0
005.2014.00000136.001	4/03/2014	6276 Benalla-Tocumwal RD COBRAM	Buildings & Works - Swimming Pool	28/04/2014	\$ 8,500
005.2014.00000175.001	13/03/2014	4853 Goulburn Valley HWY STRATHMERTON	Buildings & Works - Shed	15/04/2014	\$ 20,000
005.2014.00000183.001	18/03/2014	41 O'Kane RD MUCKATAH	Buildings & Works - Swimming Pool	9/04/2014	\$ 25,700
005.2014.00000195.001	21/03/2014	4 Jordan ST COBRAM	Buildings & Works -Alteration to Facade	30/04/2014	\$ 9,000
005.2014.00000199.001	26/03/2014	21 Sydney ST COBRAM	Use & Development of the land for a Dwelling	29/04/2014	\$ 225,000
005.2014.00000227.001	3/04/2014	7 Meiklejohn ST NUMURKAH	Buildings & Works - Alteration to dwelling	22/04/2014	\$ 66,196
005.2014.00000261.001	14/04/2014	121 Centre RD NATHALIA	To remove that part of the condition in the nature of an easement in C	22/04/2014	\$ 0

Applications Decided: 20
Permits Approved under Delegation (APPD): 20
Notice of Decision to Approve (AAPC): 0
Notice of Decision to Refuse (APPR): 0

Total Estimated Value of Works: \$ 1,296,043.00

**FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES**

**ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)**

ACTION OFFICERS LIST

RECOMMENDATION

That Council receive and note the Action Officers List.

Attachments

- 1 Action Officer's List

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

Meeting	Subject																		
Special Ordinary Council Meeting 28 April 2014	Moira Shire Council 2014/15 Proposed Budget																		
MOTION																			
CRS ED COX / ALEX MONK																			
That Council:																			
1.	Prepare the 2014/15 Proposed Budget for the purposes of Section 127 of the <i>Local Government Act 1989</i> ("the Act");																		
2.	Authorise the Chief Executive Officer to give public notice of the preparation of such Budget, in accordance with Section 129 of the Act;																		
3.	Consider any submissions on any proposal contained in such Budget, made in accordance with Sections 129 and 223 of the Act, with such submissions closing on 4 June 2014;																		
4.	Hear any person wishing to be heard in support of their submission to the Proposed Budget 2014/15 at a Special Meeting to be held at 6pm on 10 June 2014;																		
5.	Note that a Recommendation or Notice of Motion to adopt such Budget will be made at the Ordinary Meeting of Council to be held on 16 June 2014;																		
6.	Include the Fees and Charges Schedule; Section 7 of the Proposed Budget 2014/15;																		
7.	Authorise the Chief Executive Officer to administer the Section 223 process; and																		
8.	Pursuant to Section 129(3)(b) of the Act, prescribe the following places for display of prescribed information required under Regulation 16:																		
	<table border="0"> <tr> <td>Cobram Service Centre</td> <td> </td> <td>Bamah Forest Heritage and Education Centre, Nathalia</td> </tr> <tr> <td>Yarrawonga Service Centre</td> <td> </td> <td>Numurkah Visitor Information Centre</td> </tr> <tr> <td>Bamah Post Office</td> <td> </td> <td>Strathmerton Post Office</td> </tr> <tr> <td>Katunga Post Office</td> <td> </td> <td>Tungamah Post Office</td> </tr> <tr> <td>Katamatite Post Office</td> <td> </td> <td></td> </tr> <tr> <td>Wunghnu Post Office</td> <td> </td> <td></td> </tr> </table>	Cobram Service Centre		Bamah Forest Heritage and Education Centre, Nathalia	Yarrawonga Service Centre		Numurkah Visitor Information Centre	Bamah Post Office		Strathmerton Post Office	Katunga Post Office		Tungamah Post Office	Katamatite Post Office			Wunghnu Post Office		
Cobram Service Centre		Bamah Forest Heritage and Education Centre, Nathalia																	
Yarrawonga Service Centre		Numurkah Visitor Information Centre																	
Bamah Post Office		Strathmerton Post Office																	
Katunga Post Office		Tungamah Post Office																	
Katamatite Post Office																			
Wunghnu Post Office																			

1

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

ACTIVITY	(CARRIED)
A public notice has been included in the Cobram Courier, Yarrawonga Chronicle, Numurkah Leader, Regum and Strathmerton Standard.	
Meeting	Subject
Ordinary Council Meeting 22 April 2014	Employment Contract – Chief Executive Officer
MOTION	
CRS ED COX / BRIAN KEENAN	
That:	
That Council:	
	<ul style="list-style-type: none"> a) In accordance with Section 94(4) (a) of the Local Government Act 1989, appoint Mark Henderson as its Chief Executive Officer for a term of five years commencing 19 May 2014. b) Authorise the Mayor to finalise the contract of employment with Mr Henderson. c) Authorise the Council seal on the above document. d) Thank Mr Peter Bertolus for his advice, guidance and assistance during his term as Interim Acting Chief Executive Officer
ACTIVITY	(CARRIED)
This delegation was approved by Council at its Ordinary meeting of April 2014. Appointment of Mr Mark Henderson has been made. Seal placed on contract 30 April 2014.	
COMPLETED	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

Meeting	Officer/Director	Section	Subject
Ordinary Council Meeting 22 April 2014			Support of the State Council Motion Submitted by Campaspe Shire
MOTION			
CRS BRIAN KEENAN / ED COX			
That:			
1.			Council supports the Campaspe Shire's State Motion of, "That in acknowledging the outstanding contribution of local SES units and volunteer members in the service of their respective community's the MAV advocate for the SES to be self-sufficient so that it can fulfil its role as a lead agency in flood, storm and earthquake emergencies. This would involve the SES being fully funded by the State Government and not reliant on individual Councils across the state to support them with financial contribution or facilities."
2.			Provides written confirmation of this support. (CARRIED)
ACTIVITY			
Letter of support sent to Campaspe on 24 April 2014.			
COMPLETED			

Meeting	Officer/Director	Section	Subject
Ordinary Council Meeting 22 April 2014			Council Meeting Schedule
MOTION			
CRS KEVIN BOURKE / DON MCPHEE			
That Council:			
1.			Change the venue for Monday, 19 May Council Meeting to Waaia Hall; and change the venue for Monday, 17 November Council Meeting to St James Hall.

3

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

2. This is Pursuant to Part 3, Section 8(1) of Local Law No. 1 (No. 1 of 2007 amended 22 July 2008) set the date, time and place of Council meetings as detailed in the attached Council Meeting Schedule for 2014.

(CARRIED)

ACTIVITY
Council Meeting schedule updated. Update has been included on www.moirav.vic.gov.au.
COMPLETED

Meeting	Subject
Ordinary Council Meeting 22 April 2014	Municipal Association of Victoria - Tyre Storage Motion
MOTION	
CRS KEVIN BOURKE / MARIE MARTIN	
That:	
	Council request that the Municipal Association of Victoria adopt the following motion at its State Council Meeting on 16 May 2014.
	"The Municipal Association of Victoria requests that the State Government introduce legislation that would regulate and control the storage of tyres on sites throughout the State of Victoria.
	Such legislation would prescribe a maximum number or quantity of tyres to be stored before an EPA licence would be required for the site."
ACTIVITY	
State Motion received by MAV on 15 April 2014.	(CARRIED)
COMPLETED	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

Meeting	Subject
Ordinary Council Meeting 22 April 2014	Twenty four hour, seven day week police station at Cobram
MOTION	
That:	
CRS WENDY BUCK / MARIE MARTIN Council lobby the State Government for a twenty four hour, seven day week police station at Cobram by writing to the Minister for Police and Emergency Services The Hon Kim Wells MLA.	(CARRIED)
ACTIVITY Letter sent to the Minister 2 May 2014. COMPLETED	

Meeting	Subject
Ordinary Council Meeting 17 March 2014	NON SUBMISSION OF REGISTER OF INTEREST RETURNS
MOTION	
CRS ALEX MONK / ED COX	
That:	
1. Council suspend the five Committee Members from their Section 86 Committee of Management advising them in writing of their suspension and,	
2. Advise those committee members that if their outstanding Returns are lodged within 14 days from date of the letter they would be reinstated and if not they would be terminated from the Committee	(CARRIED)

5

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

<p>ACTIVITY Since Council report was submitted one Committee Member returned their outstanding return. Another member was verbally advised of the Council Report at a meeting and has since submitted the outstanding return. Letters were sent to the remaining 3 Committee Members on 26 March 2014. Returns are required to be lodged by 9 April 2014. Letters were sent on 14 April to the 3 Committee members advising them that their appointment has been terminated. Letters have been sent to the relevant committees. COMPLETED</p>	
Meeting	Subject
Ordinary Council Meeting 17 March 2014	Yarrowonga Caravan Park - Renewal of Lease
<p>MOTION CRS ED COX / DON MCPHEE That Council approach the Minister with a view of gaining the permission of the Minister to extend the lease with the current operators of the Yarrowonga Holiday Park for a period to be determined (CARRIED)</p>	
<p>ACTIVITY Letter sent to the Minister 19 March 2014. COMPLETED</p>	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

Meeting	Subject
Ordinary Council Meeting 17 February 2014	Municipal Flood Emergency Plan
MOTION	
CRS ED COX / KEVIN BOURKE	
That Council:	
<ol style="list-style-type: none"> 1. Accept the Municipal Flood Emergency Plan as a draft document 2. Provide the opportunity for members of the community to make a submission regarding the proposed Municipal Flood Emergency Plan in February / March 2014 under Section 223 of the Local Government Act 1989 3. Publish a notice in respect of the Section 223 process of the Local Government Act in the Yarrowonga Chronicle, Cobram Courier, Strathmerton Standard, Numurkah Leader, Redgum Courier and Shepparton News, these newspapers being those that circulate most widely across Moira Shire. 4. Conduct public information sessions in partnership with VicSES and GBCMA in Yarrowonga, Cobram, Numurkah and Nathalia during the section 223 process period. 5. Consider any submissions received up until 5:00pm on 28 March 2014 6. Appoint a Committee of the Council (whole of Council) to consider submissions and hear any person who wishes to be heard in support of their submission 7. Hear submissions on 14 April 2014 at the Cobram Civic Centre Authorise the Chief Executive Officer, or his delegate, to administer the Section 223 process, arrange times, places and dates for meetings, arrange for notices to be placed in newspapers and to carry out other administrative functions to enable the Council to carry out the Section 223 process 	
(CARRIED)	
ACTIVITY	
Section 223 process is underway. Copies of the MFEP distributed to service centres. Copy posted to Councils website and community groups advised. Copies available on request. Following Section 223 consultation, the updated Municipal Flood Emergency Plan is in the May Ordinary meeting agenda.	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)**ATTACHMENT No [1] - Action Officer's List**

ACTION OFFICERS LIST – MAY 2014

Meeting	Subject
Ordinary Council Meeting 17 February 2014	Disused Channel land, Cobram
MOTION	
CRS GARY CLEVELAND / ED COX	
That:	
1. Council authorise the Chief Executive Officer to purchase the disused channel land in Cobram, adjacent to Punt Road, as offered by Goulburn Murray Water for the sum of \$45,000. The land being known as Lot 1 on TP880739 Volume 8269 Folio 631.	
2. An additional \$45,000 be added to the Cobram Library project to meet the cost of the land purchase.	
3. Council authorise the Chief Executive Officer to affix the Council Seal to the Contract of Sale, transfer documents and any other documents necessary to realise the purchase of the land.	
ACTIVITY	(CARRIED)
Goulburn Murray Water have been asked for settlement terms.	
Meeting	Subject
Ordinary Council Meeting 17 February 2014	New Melville Street Numurkah Pedestrian Crossing
MOTION	
CRS MARIE MARTIN / KEVIN BOURKE	
That:	
1. Council construct a new pedestrian crossing mid-block between Quinn and Saxton Streets Numurkah with funds provided through the Vic Roads "Black spot" program.	
2. Council recognises the interest shown by the local community as reflected in the large number of respondents to the consultation programme.	
3. Council welcome the flexibility shown by Vic Roads who have allowed Council to use unexpended funding to deliver this important facility.	
ACTIVITY	(CARRIED)

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

Infrastructure Planning under taking detail design work.	
Meeting	Subject
Ordinary Council Meeting 17 February 2014	2013 Numurkah Agricultural & pastoral Society Show Day Public Holiday Request
MOTION	
CRS MARIE MARTIN / KEVIN BOURKE	
That Council in accordance with section 8A of the <i>Public Holidays Act 1993</i> , request the Minister to declare a full day public holiday within the Numurkah district, as defined on the attached map, on Wednesday 22 October 2014 for the Numurkah Show as a substitute public holiday for the appointed Melbourne Cup Day holiday in 2014. (The Numurkah district is defined by the Numurkah Agricultural and Pastoral Society Inc as the area within the Shire boundaries prior to amalgamation.)	
	(CARRIED)
ACTIVITY	
Letter sent to the Minister for Innovation, Services and Small Business requesting approval for the show day.	
Meeting	Subject
Ordinary Council Meeting 17 February 2014	Motion Marie Martin/Wendy Buck
MOTION	
CRS MARIE MARTIN / WENDY BUCK	
That Council investigate:	
<ol style="list-style-type: none"> 1. If the separation between tyre stacks at Numurkah make them impassable 2. If more tyres have been delivered and unloaded 3. Have there been any changes to the operation and management of the business. 	
	(CARRIED)

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

<p>ACTIVITY Councillors have received a memo update on the Numurkah tyres as well as the answers to the questions raised. COMPLETED</p>	
Meeting	Subject
Ordinary Council Meeting 09 December 2013	Cobram Library
MOTION	
CRS GARY CLEVELAND / MARIE MARTIN	
That:	
<ol style="list-style-type: none"> 1. Council approve the Cobram Civic Centre as the location for the new Cobram Library/Community Hub. 2. Authorise Council Officers to seek the services of a suitably qualified Architect to undertake the detailed design of a multiple staged 'Civic Centre Precinct' in order to meet with the projected future needs of the community, with Stage 1 of the project being a new Library facility and associated works. 	
(CARRIED)	
ACTIVITY	
Specification being developed. The architectural services will be tendered.	
Meeting	Subject
Ordinary Council Meeting 24 June 2013	Lease to National Broadband Network - Strathmerton
MOTION	
That Council:	
<ol style="list-style-type: none"> 1. Resolve to enter into a lease with the National Broadband Network Company to occupy part of the telecommunications tower and land located at 44 Station St Cobram. 2. Authorise the Chief Executive Officer to sign and seal the lease documents. 	
(CARRIED)	
ACTIVITY	

10

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

NBN Co, DSE and Strathmerton Golf Club advised of council resolution. Awaiting draft lease to be prepared.

Meeting	Subject
Ordinary Council Meeting 20 May 2013	Lease to National Broadband Network Cobram
MOTION	
That Council:	
1. Resolve to enter into a lease with the National Broadband Network Company to occupy part of the telecommunications tower and land located at 44 Station St Cobram.	(CARRIED)
2. Authorise the Chief Executive Officer to sign and seal the lease documents	
ACTIVITY	
NBN Co advised of Council approval. Awaiting lease document.	
Meeting	Subject
Ordinary Council Meeting 17 September 2012	Bus Terminus - old Railway Station precinct
MOTION	
That Council:	
1. Explore feasibility of establishing a bus terminus and lighted car parking area near the old railway station precinct; and	
2. Seek funding from the appropriate authority for a sided bus shelter at corner of Orr and Belmore Streets to protect people from the weather. (CARRIED)	
ACTIVITY	
The area available at the old Railway Station will be dependent upon the option and alignment that VicRoads adopt for the new bridge at Yarrowonga. Current indications are that there will be no space available to develop the site.	
Meeting	Subject
Ordinary Council Meeting 12 December 2011	Local Law 2007 Meeting Procedure
MOTION	
That Council review the Local Law 2007 Meeting Procedure.	(CARRIED)

11

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE SUPPORT OFFICER,
ELIZABETH COX)
(DIRECTOR CORPORATE GOVERNANCE,
ALISON COE)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

ACTION OFFICERS LIST – MAY 2014

<p>ACTIVITY Currently awaiting legal advice following which a report will be submitted to Council.</p>	
Meeting	Subject
Ordinary Council Meeting 20 June 2011	RV Friendly Shire
<p>MOTION That Council endorse the establishment of a Community Stakeholder Steering Committee to explore the adoption of a RV friendly position and set a timeframe of 12 months for the Committee to develop a RV Friendly Implementation Framework and Plan (CARRIED)</p>	
<p>ACTIVITY Report for Terms of Reference Working Group went to Council Briefing 4 February 2013. In the process of establishing the working group, using the agreed Terms of Reference. The plan for the establishment of an RV working group will be incorporated into the Tourism Strategy that is to be developed in the coming six months.</p>	
Meeting	Subject
Ordinary Council Meeting 10 December 2012	Transfer Station operating hours
<p>MOTION That a review of Transfer Station operating hours be undertaken and presented to Council. (CARRIED)</p>	
<p>ACTIVITY A report to Council will be presented after the 2012/2013 Financial year yearly review.</p>	

FILE NO: VARIOUS

ITEM NO: 15

GENERAL BUSINESS**Clause 62 of Council's "Meeting Procedures Local Law 2007 (No 1 of 2007) states:****62. Urgent or general business**

1. Business which has not been listed on a meeting agenda may only be raised as urgent or general business if the majority of Councillors are present and it is agreed to by a resolution of the Council.
2. Notwithstanding sub-clause (1), if all Councillors are not present, the Chairperson may rule the matter is of urgency and accept an urgency motion to deal with the business which has not been listed on the meeting agenda.
3. An urgency motion can be moved without notice.
4. Only the mover of an urgency motion may speak to the motion before it is put

FILE NO: VARIOUS

ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

Clause 63 of Council's "Meeting Procedures Local Law 2007 (No. 1 of 2007) states:

63. Question Time

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 on a form approved or permitted by Council.
No person may submit more than two (2) questions at any one (1) meeting.
The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.

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.

A question may be disallowed by the Chairperson if it:

- (a) relates to a matter outside the duties, functions and powers of Council;
- (b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- (c) deals with a subject matter already answered;
- (d) is aimed at embarrassing a Councillor or a member of Council staff;
- (e) relates to personnel matters;
- (f) relates to the personal hardship of any resident or ratepayer;
- (g) relates to industrial matters;
- (h) relates to contractual matters;
- (i) relates to proposed developments;
- (j) relates to legal advice;
- (k) relates to matters affecting the security of Council property; or
- (l) relates to any other matter which Council considers would prejudice Council or any person.

All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.

The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.

A 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.

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 to 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: 17

STANDING ORDERS**RECOMMENDATION**

That standing orders be suspended for 10 minutes.

RECOMMENDATION

That standing orders be resumed.

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person.

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to resume the Ordinary meeting.

RECOMMENDATION

That the recommendations of the "Closed" Meeting of Council with regard to contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person be adopted.