



MINUTES

ORDINARY MEETING OF COUNCIL HELD AT
INVERGORDON HALL,
MONDAY 20 OCTOBER 2014

The meeting commenced at 6.00 pm.

PRESENT

Councillor Peter Mansfield (Mayor)
Councillor Kevin Bourke
Councillor Wendy Buck
Councillor Gary Cleveland
Councillor Ed Cox
Councillor Brian Keenan
Councillor Don McPhee
Councillor Marie Martin
Councillor Alex Monk

IN ATTENDANCE:

Mark Henderson	Chief Executive Officer
Peter Bertolus	Director Community
Doug Sharp	Acting Director Corporate Governance
Andrew Close	Acting Director Shire Development and Liveability

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

Nil

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

Nil

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

CRS BRIAN KEENAN/ALEX MONK

"That the minutes of the Ordinary Council Meeting held on Monday, 15 September 2014, as prepared and circulated, be confirmed."

(CARRIED)

8. COUNCILLOR REPORTS

- 8.1 CR PETER MANSFIELD'S DELEGATES REPORT - MURRAY GROUP OF COUNCILS MEETING 4

9. OFFICER REPORTS FOR DETERMINATION

9.1 CORPORATE GOVERNANCE

- 9.1.1 FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2014 5
- 9.1.2 CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 11
- 9.1.3 2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT 93
- 9.1.4 REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF 144

9.2 COMMUNITY

- 9.2.1 COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 208
- 9.2.2 TOURISM ADVISORY COMMITTEE MEMBERS 220
- 9.2.3 SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS 225
- 9.2.4 MOIRA SHIRE COUNCIL'S ANNUAL CONTRIBUTION TO MOIRA SHIRE SECONDARY SCHOOL'S PRESENTATION EVENING 229

9.3 SHIRE DEVELOPMENT AND LIVEABILITY

- 9.3.1 52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM FOR BOARDING HOUSE 231
- 9.3.2 NAMING OF ROAD BUNDALONG 247
- 9.3.3 52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH 256
- 9.3.4 PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION (HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES ROAD NUMURKAH 267

10. OFFICER REPORTS FOR INFORMATION AND DECISION

10.1 CORPORATE GOVERNANCE

10.1.1	COUNCILLOR EXPENSES FOR THE 2013 /14 FINANCIAL YEAR	281
10.1.2	ASSEMBLIES OF COUNCILLORS	286
10.2 COMMUNITY		
NIL		
10.3 SHIRE DEVELOPMENT AND LIVEABILITY		
NIL		
11.	ACTION OFFICERS LIST	
11.1	ACTION OFFICERS LIST	293
12.	NOTICES OF MOTION	
NIL		
13.	PETITIONS AND JOINT LETTERS	
13.1	CATONA CRESCENT	298
13.2	MANNIONS ROAD AND SUTTONS LANE IN BEARII PETITION REPORT	300
14.	COUNCIL SEAL	
NIL		
15.	GENERAL BUSINESS	302
16.	QUESTIONS FROM PUBLIC GALLERY	303
17.	MEETING ADJOURNMENT	306
18.	CONFIDENTIAL BUSINESS	
19.	CONFIDENTIAL ACTION OFFICERS LIST	
20.	URGENT OR GENERAL CONFIDENTIAL BUSINESS	
21.	CLOSE OF MEETING	



MARK HENDERSON
CHIEF EXECUTIVE OFFICER

FILE NO: F13/506
6. GOVERNANCE

ITEM NO: 8.1
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

CR PETER MANSFIELD'S DELEGATES REPORT - MURRAY GROUP OF COUNCILS MEETING

1. Executive Summary

The Mayor and Acting Corporate Services Director represented the Council at the recent Murray Group of Councils meeting in Swan Hill.

2. Background and Options

The Murray Group of Councils met on the 2 October 2014. The Group consists of Mildura, Swan Hill, Campaspe, Loddon, Gannawarra and Moira councils.

Among the matters discussed were advocacy priorities for the next 12 months in preparation for the next Federal election. High on the list being considered were bridge crossings over the Murray River, road improvements, tourism infrastructure and rail freight improvements. Finalisation of the program will now take place through further feedback.

An executive officer has been appointed part time to support the Group and advance the advocacy priorities once finalised.

3. Conclusion

The Murray Group of Councils is a well-established advocacy body which is now in the planning stages of its next program of activity in the run up to the next Federal election. An executive officer is expected to assist in this pursuit.

Attachments

Nil

RECOMMENDATION

That:

1. The report be received.

MOTION

CRS DON MCPHEE / ED COX

That:

1. The report be received.

(CARRIED)

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2014

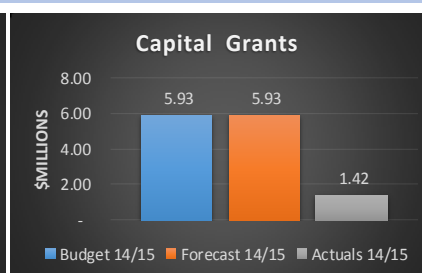
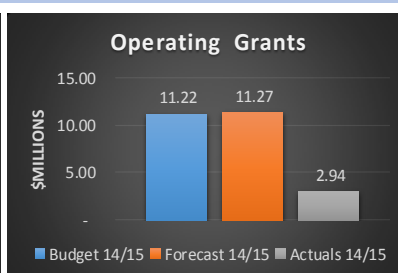
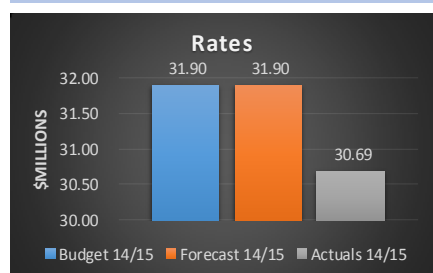
1. Executive Summary

- Operating result is tracking satisfactorily to YTD targets
- Council's cash position as at 30th September 2014 is \$16.6M.
- Income item "Other Income" currently negative \$0.5M, awaiting reimbursement of Pensioner Rate Concessions from Department of Human Services.
- VAGO Financial Indicators (Liquidity & Underlying Result) are compromised by timing differences in income recognition. Rates income & Debtors receivable are both recognised at the time the 2013/14 rates are levied.

2. Background and Options

Moira Shire Council

Monthly Financial Position Report September-2014



Income Drivers Ranked in order of priority	Actuals YTD as a % of	Adopted Budget 14/15
1. Rates - Sustains Council's Operations and VAGO Indicator compliance	Rates	96.2%
2. Operating Grants - Supports Council's Operational activities	Operating Grants	26.3%
3. Capital Grants - Assists Council's Infrastructure programme, Cash flow	Capital Grants	23.9%

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

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

Income Statement	Adopted Budget 2014/15	YTD Actuals September- 2014	Target completion % of Adopted Budget for month 3 of 12	Actual completion %
Capital Income				
Capital Grants	5,934,400	1,417,636		
Capital Contributions	170,259	23,000		
Net Gain /(Loss) on disposal of assets	(18,379)	11,468		
Other Capital Income	-	-		
Total Capital Income	6,086,280	1,452,105		
Operating Income				
Rates Income	31,901,299	30,687,188		
Operating Grant	11,215,994	2,944,516		
Other Operating Income				
Reimbursement	49,532	23,366		
Statutory Fees & Fines	902,116	214,758		
Interest Income	300,000	120,991		
Operating Contributions	93,600	28,915		
User Charges	2,843,997	541,482		
Contributions Non Monetary assets	200,000	-		
Net Proceeds On Sale of Land	10,000	157,960		
Other Income	410,404	(512,559)		
Total Income	54,013,222	35,658,722		
Operating Costs				
Employee Costs	18,604,226	4,703,741	4,651,057	25.28%
External Contract Services	6,300,072	727,955	1,575,018	11.55%
Materials Services	11,461,566	2,094,457	2,865,392	18.27%
Utilities	968,072	287,851	242,018	29.73%
Interest on Borrowing	527,476	138,774	131,869	26.31%
Bad Debts	5,000	-	1,250	0.00%
Other Expenses	4,320,149	1,229,306	1,080,037	28.46%
Net Proceeds On Sale of Land	-	-	-	
Net Gain /(Loss) on Disposal of Assets	-	-	-	
Non Cash items				
Depreciation Amortisation	8,740,057	2,185,014	2,185,014	25.00%
WDV of Infrastructure replaced	200,000	-	50,000	0.00%
Unwinding Interest of Landfill	429,831	-	107,458	0.00%
Revaluation of Intangibles	-	-	-	
Share of Profit/[Loss] Associated Company	20,000	-	5,000	0.00%
Total operating expenditure	51,576,449	11,367,099	12,894,112	22.04%
Net Surplus / (Deficit)	2,436,773	24,291,623		

Note: Income and Expenses related to Disaster Recovery have been excluded from Actuals to provide a correct perspective of comparing with the Forecast

Note: Target completion and actual completion percentages and traffic lights are not included for income lines due to the undefined timeline of income receipts

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)




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

Moira Shire Council

Balance Sheet YTD Actuals September-2014

Current Assets	\$
Cash and Cash Equivalents	16,621,524
Inventories	423,596
Debtors	
Rate Debtors	24,592,865
Infringement Debtors	142,125
Fire Services Levy Debtors	2,882,971
Other Debtors	927,912
Total Current Assets	45,590,994
Non Current Assets	
Intangible Assets [Water rights]	909,902
Investment in Associate [GVRLC & MAC Inc.]	648,771
Property Plant Equipment & Infrastructure	496,828,007
Other Debtors [Sale of land]	180,000
Total Non Current Assets	498,566,680
Total Assets	544,157,674
Current Liabilities	
Trade and Other Payables	1,204,074
Trust Funds & Deposits	530,917
Interest Bearing Loans and Borrowings - Current	629,074
Non Interest Bearing Loans and Borrowings - Current	120,099
Fire Services Levy Creditors	3,722,871
Short Term Provisions - [Landfill & Employee]	4,330,353
Total Current Liabilities	10,537,388
Non Current Liabilities	
Trade and Other Payables	-
Interest Bearing Loans and Borrowings - Non current	6,471,942
Short Term Provisions - [Landfill & Employee]	7,959,750
Total Non Current Liabilities	14,431,692
Total Liabilities	24,969,079
Net Assets	519,188,594
Equity	
Accumulated Surplus/Deficit	171,511,412
Current Year Surplus / [Deficit]	24,524,529
Asset Revaluation Reserve	321,889,717
Statutory Reserves [Open Space, Car Parking & Native Vegetation]	1,262,937
Total Equity	519,188,594

VAGO Financial Indicators

		Indicator
Liquidity [working capital ratio]:		
Low risk - greater than		1.5
Current Assets	45,590,994	 4.33
Current Liabilities	10,537,388	
Indicates ability of Council to pay off its operating expenses from cash generated from its current assets.		
Underlying result [underlying surplus/(deficit)/underlying revenue]		
Low risk - greater than		0%
Underlying surplus	24,291,623	 68.14%
Underlying revenue	35,647,253	
[Total revenue less Asset sale & Contributed assets]		
Council's Net surplus/(deficit) as a % of Adjusted revenue. It is an indication of surplus/(deficit) performance excluding non-operational income		
Indebtedness		
Low risk - less than		40%
Non Current liabilities	14,431,692	 46%
Own Source revenue	31,063,758	
It is assumed that Grants supplement the Council's operational and infrastructure activities. Own source revenue [Rates, Fees, Reimbursements etc [60%] are expected to cover Operational expenses [Current liabilities] and be able to service Non current liabilities to the extent of 40%.		

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

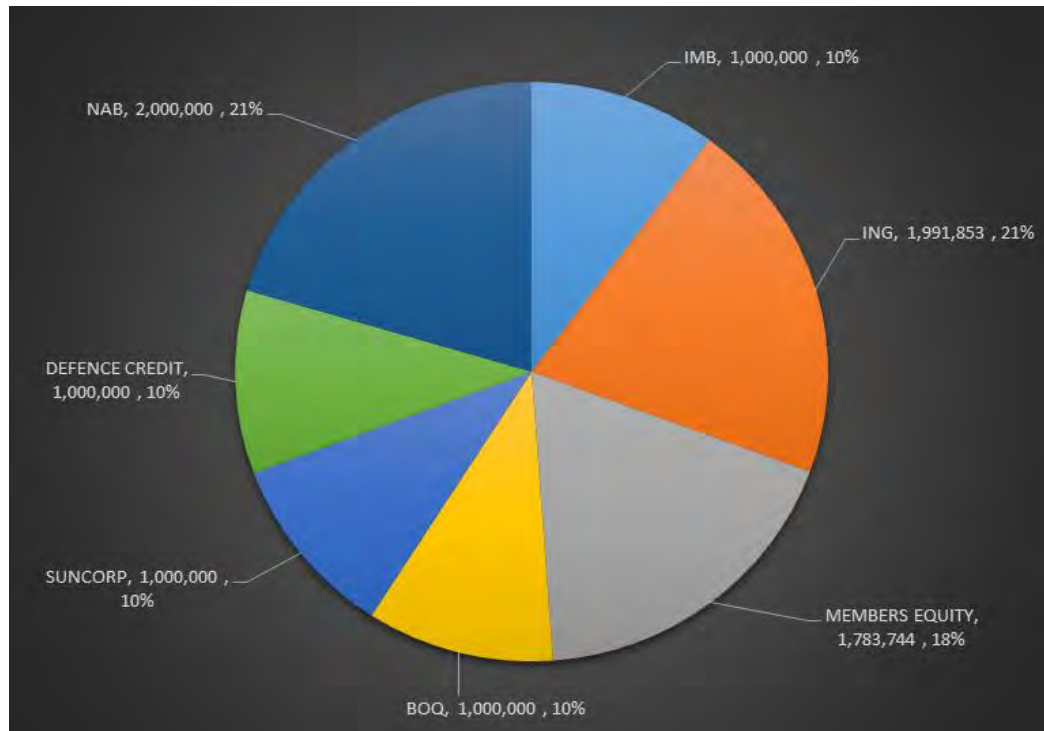
FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2014 (cont'd)

Cash & Cash Equivalents	Adopted Budget 2014/15	YTD Actuals 14/15	Variance
Cash & Cash Equivalents	6,969,143	16,621,524	9,652,381

Current Investments as at 30 September 2014

Bank	Deposit Amount
IMB	1,000,000
ING	1,991,853
MEMBERS EQUITY	1,783,744
BOQ	1,000,000
SUNCORP	1,000,000
DEFENCE CREDIT	1,000,000
NAB	2,000,000
Grand Total	9,775,598

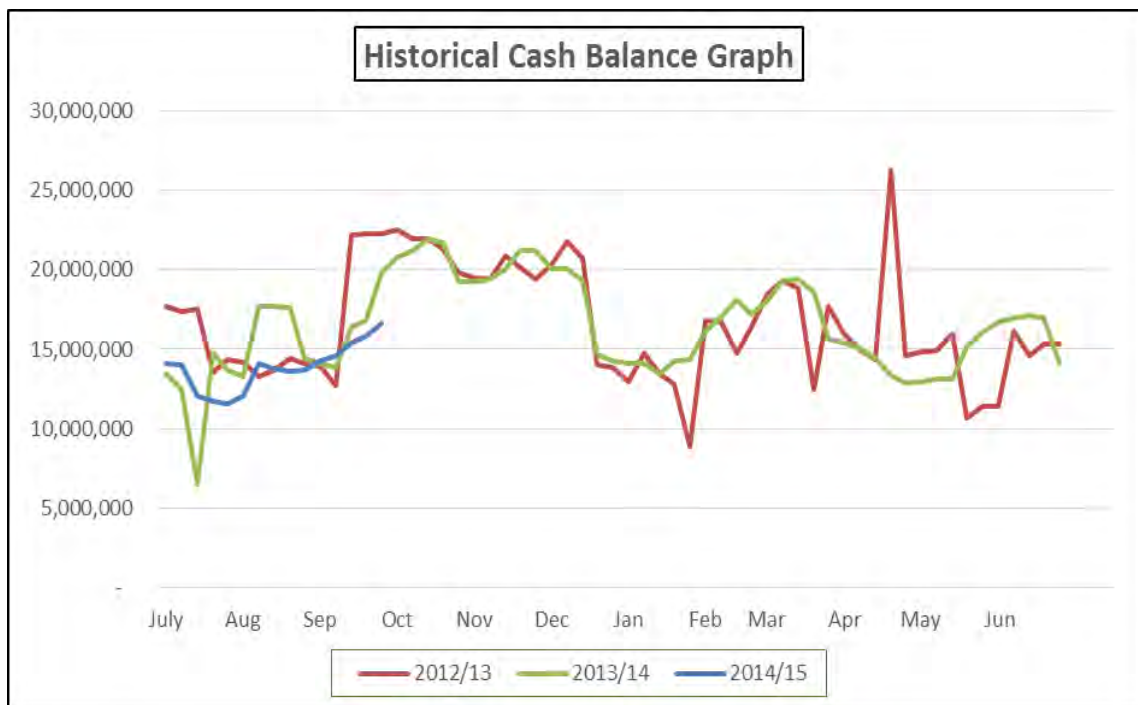
Active Investment Spread as at 30 September 2014



FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

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



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. Internal and External Consultation

The following members of staff were consulted:

- Acting Director, Corporate Governance;
- Finance Manager;
- Team Leader, Financial Accountant;
- Finance Analysts;

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

6. Regional Context

There are no regional context issues to consider within this report.

7. Council Plan Strategy

The report assists Council to deliver on its organisation plan strategy by ensuring sound financial management practices.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

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

8. 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

9. Environmental Impact

There are no environmental impacts associated with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

Council's financial position as at 30 September 2014 is satisfactory, but it must continue to be managed prudently, particularly in the areas of capital income, capital expenditure and operational growth, for this situation to be maintained.

Attachments

Nil

RECOMMENDATION

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

MOTION

CRS ED COX / KEVIN BOURKE

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

(CARRIED)

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID
BOOTH)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14

1. Executive Summary

The Annual Report, incorporating the performance, standard and financial statements, is presented for Council's consideration. In accordance with section 134(2)(a) of the *Local Government Act 1989* (the Act), the Annual Report must be considered at a meeting of Council, as soon as practicable, within one month, after providing the annual report to the Minister pursuant to section 131(6) of the Act. The Minister received a copy of the Moira Shire Council's Annual Report on 30 September 2014 and Council awaits acknowledgment of receipt of this report.

Council's Annual Report meets statutory obligations and presents key highlights and challenges for the organisation and the community for 2013/14. It is recommended that Council, in accordance with section 134 of the Act, considers and receives the 2013/14 Annual Report, inclusive of audited financial, standard and performance statements as at 30 June, 2014.

2. Discussion

The Annual Report is an important part of complying with Council's statutory requirements and its preparation meets Council's communications and processes strategic goal and also contributes towards its responsible management and leadership outcome. Council's Annual Report is prepared in accordance with section 131 of the *Local Government Act 1989* and is presented as part of Council's commitment to open, transparent and accountable governance.

The 2013/14 Annual Report, which is attached:

- Presents information for stakeholders with an interest in the organisation;
- Reflects on the achievements and challenges experienced in the financial year;
- Provides information about Council operations in the 2013/14 financial year;
- Establishes an outline of Council services;
- Details the Council's commitment to corporate governance;
- Measures performance against the goals set in the Council Plan;
- Shows the standard and financial statements for the 2013/14 financial year;
- Explains differences between the adopted budget and actual financial performance; and
- Contains other information required by the Local Government Act.

All statements are independently audited by Council's Auditors. Crowe Horwath Accountants, in Albury, are the Victorian Auditor-General's designated service provider who worked with Council to progress the financial statements and performance statement.

Details of Council's financial statement and performance statement were tabled at the 15 September, 2014 Ordinary Meeting of Council wherein Council agreed "in principle" to the financial and performance indicators provided and also authorised the two signatories to sign on the financial and performance statements. The statements were signed on 17 September, 2014 by the Mayor, Councillor Peter Mansfield and Councillor Ed Cox. Council received the Auditor-General's independent auditor's reports which provided an unqualified audit opinion in respect of Council's standard, financial and performance statements.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID
BOOTH)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

The Victorian Auditor General's Office (VAGO) approved Council's draft financial and performance statements on 16 September, 2014. Council subsequently forwarded the Annual Report to the Ministers Office on 30 September, 2014 and awaits acknowledgement from the Minister. Council is then required to take the Annual Report to Council for consideration and also provide the community with copies for information.

This report meets those obligations.

3. Financial Implications

Costs associated with preparing and distributing the Annual Report are included within the Council's annual budget.

4. Community Consultation

A statutory public notice will be included in the Cobram Courier, Numurkah Leader, Yarrawonga Chronicle and Redgum Courier - on 22 and 29 October, 2014 stating that the Annual Report will be available for inspection at Council's service centres, agencies and on Council's website following the November Council meeting.

5. Internal Consultation

There has been considerable consultation across Council in regard to the Annual Report including the planning, building, assets, infrastructure, operations, information technology and community development departments.

6. Legislative / Policy Implications

The *Local Government Act 1989 (the Act)* requires councils to prepare an Annual Report each year that meets the requirements of various sections of the Act and relevant financial reporting requirements. The Annual Report also includes Council's Best Value Report for 2013/14.

7. Environmental Sustainability

Hard copies of the report must be produced for display at Council's service centre, agencies and the State Library. The number of printed copies is kept to a minimum, with CDs being distributed in the majority of instances as well as posting on Council's website.

8. Conflict of Interest Considerations

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

9. Conclusion

Council's Annual Report meets statutory obligations and presents key highlights and challenges for the organisation and the community for 2013/14. It is recommended that Council, in accordance with section 134 of the Act, considers and receives the 2013/14 Annual Report, inclusive of audited financial and performance statements as at 30 June 2014.

Attachments

- 1 2013 2014 Moira Shire Annual Report

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID
BOOTH)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14
(cont'd)**

RECOMMENDATION

That Council, in accordance with section 134 of the *Local Government Act 1989*, considers and receives the 2013/14 Annual Report, inclusive of audited financial, standard and performance statements as at 30 June, 2014.

MOTION

CRS BRIAN KEENAN / ALEX MONK

That Council, in accordance with section 134 of the *Local Government Act 1989*, considers and receives the 2013/14 Annual Report, inclusive of audited financial, standard and performance statements as at 30 June, 2014.

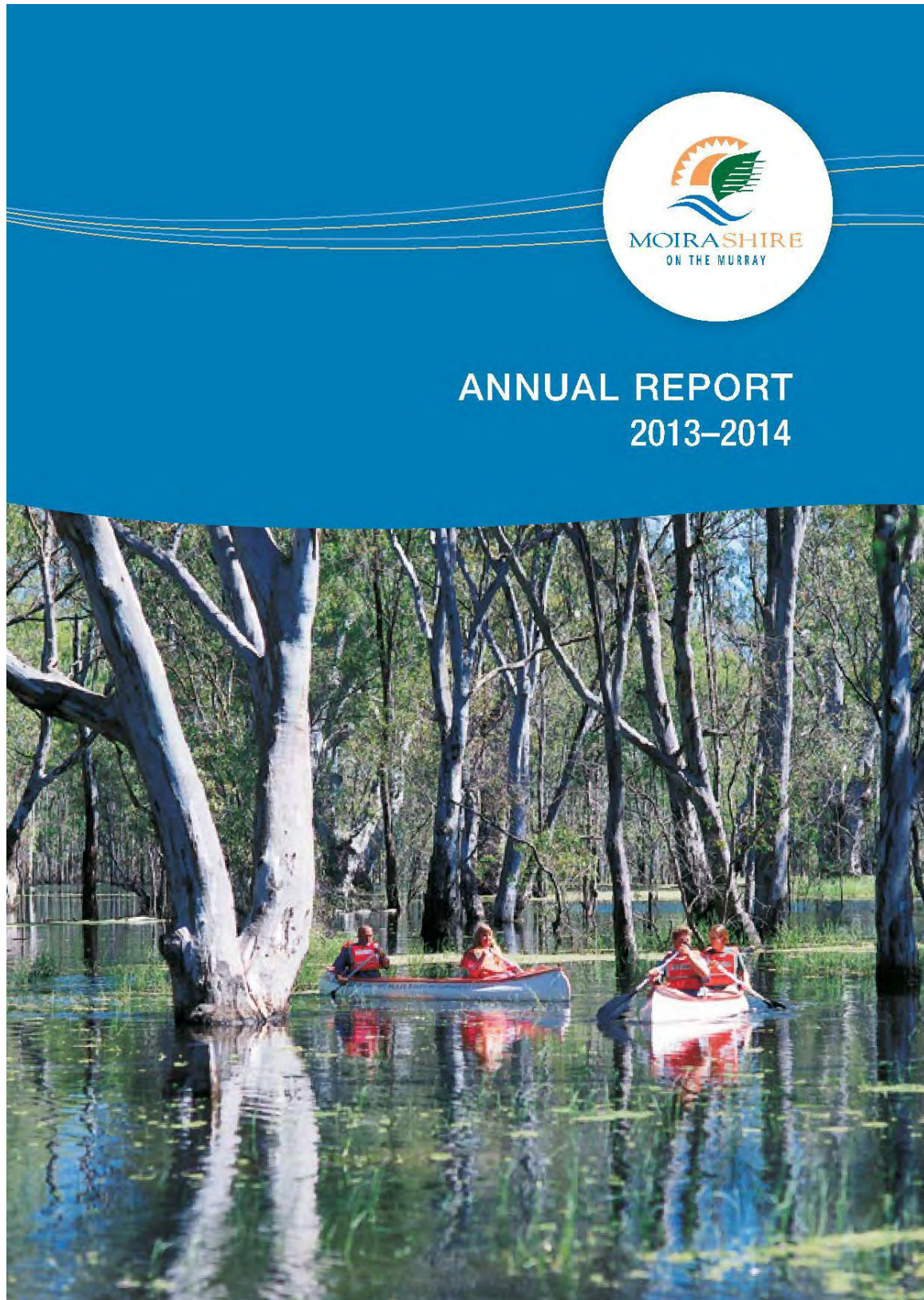
(CARRIED)

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES,
DAVID BOOTH)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2013/14 (cont'd)**

ATTACHMENT No [1] - 2013 2014 Moira Shire Annual Report



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

INTRODUCTION

Moira Shire Council is committed to providing a sustainable environment supporting a safe, caring, prosperous and cohesive community.

The 2013/14 Annual Report continues to demonstrate the collective efforts of the Moira Shire community and Moira Shire Council as we strive to be the best place to live, work and invest.

Through the following adopted Vision, Mission and Core Value statements, Moira Shire Council reflects the desire and commitment of Council to engage and support the community in providing true leadership for the benefit of all.



ABOUT THIS ANNUAL REPORT

Welcome to Moira Shire Council's Annual Report for 2013/14. This report is presented as part of Council's commitment to open, accountable and transparent governance.



The Annual Report highlights achievements and outcomes for 2013/14, is based on the Strategic objectives and targets set in the Council Plan and incorporates the Strategic Resource Plan and the Budget.

The Council Plan sets the strategic direction and key strategic activities for the organisation for a four-year period, based on six strategic goals.

The Strategic Resource Plan outlines the financial and non-financial resources required to deliver these objectives and activities in a financially sustainable manner.

The Budget sets the specific financial goals for the year and is formed from the guidance provided by the long term planning contained within the Strategic Resource Plan.

The Performance Statement outlines performance targets and measures relating to the key strategic activities established in the Budget and reported through the Council Plan.

The Standard Statements provide a clear link between the Strategic Resource Plan, Council Plan, Budget and Annual Report. The Standard Statements contain information on financial performance, cash flow, capital works and financial position in

a format that enables easier comparison with the adopted Budget.

The Financial Statements show Moira Shire Council's overall financial performance and provide details for a number of financial indicators set by the State Government.

The Performance, Standard and Financial Statements are independently audited by Moira Shire Council's internal audit committee and the Victorian Auditor-General. In addition, Council is required to certify a number of other statutory reporting requirements.

VISION

Moira on the Murray; with an environmentally, economically and socially sustainable community: the best place to be.

MISSION

To serve our community through transparent and open governance, active engagement, strong advocacy and the provision of affordable services.

CORE VALUES

Moira Shire Council is committed to the values of community, honesty, innovation, integrity, responsibility, responsiveness, trust, leadership and accountability.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



WELCOME TO MOIRA SHIRE

The Barmah Forest Heritage and Education Centre is gateway to the Barmah National Park. One of Moira's natural wonders.

TABLE OF CONTENTS

1. INTRODUCTION	1	5. BEST VALUE REPORT	56
About this Annual Report	3	Performance Statement	76
Message from the Mayor and Chief Executive Officer	6	Strategic Goals	77
Councillor Profiles	8	6. PERFORMANCE STATEMENT	76
Organisational Profile	11	7. FINANCE REPORT	86
organisation Chart	12	Financial Overview	86
Supporting our Staff	13	Certificate of the Financial Report	90
About Moira Community	14	Standards Statement	92
Community Profile	15	Financial Statements	102
Community Satisfaction Survey	19		
2. A YEAR IN REVIEW	20		
Strategic Goals	20		
Environment	22		
Community	23		
Development	24		
Organisation	25		
Infrastructure	26		
Governance	27		
3. CORPORATE GOVERNANCE	28		
Supporting our Community	28		
Municipal Public Health Promotion	31		
Disaster Recovery	32		
Community Leadership Program	35		
Grants	36		
Community Assistance Grants	39		
Event Sponsorship Grants	40		
4. GOVERNANCE	41		
Strategic Planning Framework	41		
Risk Management	45		
Council Meetings	47		
Section 86 Committees	50		
Victoria Local Government Indicators	51		
Certificate of the Victoria Local Government Indicators	52		
Council Policies Support Good Governance	54		



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

MESSAGE FROM THE MAYOR
AND CHIEF EXECUTIVE OFFICER



MARK HENDERSON
CHIEF EXECUTIVE OFFICER



PETER MANSFIELD
MAYOR

Our 2013/14 Annual Report demonstrates our success in achieving performance targets across a range of core business activities that are detailed in our Council Plan. During the year we delivered significant capital and community programs.

Our operational highlights included:

- a significant increase in rehoming of lost pets;
- significantly quicker building permit processing times than the regional average;
- Yarrawonga community achieved the highest childhood immunisation rates in Australia;
- substantial reductions in the volume of waste disposed in landfill which attracts significant regulatory levies;

- establishment of an independent arts and culture board to service the needs of the entire Shire;
 - delivery of Moira Shire's first Youth Leadership program.
- 2013/14 also saw strong regional investment, with more than \$200 million of business and government investment announced for the region. We launched our Business and Innovation Strategy to guide our efforts to facilitate regional growth

and business innovation across the Shire, and the opportunities for local employment and business. We also continued to invest in the maintenance and upgrade of the community's assets. During 2013/14 we celebrated the successful completion of the St James Hall, the Senior Citizen's Hub in Numurkah, the Katamatite Recreation Reserve, the Numurkah Hall and the Waaia Sports Pavilion. We also delivered more than \$3.7 million of works to

upgrade roads and bridges across the Shire along with substantial programs to update drainage, footpaths and community swimming pools.

We delivered \$7.3M of our \$10.1 million planned capital project with works on the Rotary Club building at Yarrawonga, the Numurkah preschool and our landfill rehabilitation projects still to be completed at the end of the reporting period.

Natural disaster recovery continued to impact on Council's operations, capital works delivery and financial results in 2013/14. Since the 2012 floods that affected 80 percent of the Shire and the 2013 tornado that affected areas from Koonoomoo to Bundalong, Moira Shire has delivered \$50.9 million of recovery works and community assistance.

In December 2013 the Numurkah Flood Recovery Office closed its doors. This was an important milestone for Council and the community, but two months later in February the office was reactivated to support Council's response to the Wunghnu fires and provided the local community with access to a range of Council, Government and agency services until May 2014.

The 2013/14 financial statements are significantly impacted by the delivery and funding of disaster recovery. The delivery of the recovery works increased Council's use of contractors and costs for materials and services and the reimbursement grants received from Victorian and Commonwealth Governments increased our revenue by almost

a third. These impacts flow through to our performance against key financial and operational indicators.

Our financial statements also reflect our decision to adopt reduced per unit values and expected life for our road pavements. This resulted in a one off adjustment to our depreciation for the 2013/14 year.

Our statements also show \$4.5 million of found assets resulting from new financial reporting requirements that require Council's to value all land under roads.

The Chief Executive Officer, Mark Henderson was appointed in May 2014. The continuing scrutiny of an experienced CEO and leadership team is an integral step in further bolstering Council's financial and operational performance in coming years.

Performance highlights

- Cash balance of 14.4 million –\$7.47 million above budget.
- Operating surplus of \$6.4 million –\$10.41 million above budget
- Council delivered \$7.3 million of its budgeted \$10.1 million capital expenditure
- Registration of more than 5740 animals.
- Pound provided temporary care for 496 pets. The percentage of unclaimed dogs rehoused increased from 31% to 73% and cat adoption increased from 9% to 15%.
- Council was invited to deregister by the Clean Energy Regulator after submitting below threshold reports for four consecutive years.

- Yarrawonga recorded the highest childhood immunisation rates in Australia

- A total of 319 planning permits received with 376 decided during the year. The average processing time of 82 days was significantly better than the regional average of 109 days.

- Council's average subsidy per visit for all pools and recreation centres increased to \$6.71 from \$5.56.

- A new permanent polystyrene processing machine at Yarrawonga, improved transfer station amenities and layouts and increased diversion of waste from landfill are assisting Council to extend the life of its last remaining landfill at Cobram and reduce regulatory levies.

- Council established an independent Moira Arts and Culture Board Incorporated to deliver a range of public art and culture programs and initiatives across the Shire.

- Rigorous internal audit program conducted audits of Council's inventory, asset, project and contract management along with Councillors expense reimbursement and fees, charges and sundry debtors.

- Council provided \$214,000 in small grants, community assistance grants and event sponsorship grants to assist local community groups and associations deliver valued services and initiatives within their local communities.

- Moira Shire welcomed 39 new citizens as part of annual citizenship ceremonies.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

COUNCILLOR PROFILES

Moira Shire Council has nine elected representatives. The current Council was elected in October 2012 to an unsubdivided municipality in accordance with a Victorian Electoral Commission (VEC) review.

Councillors liaise with Moira Shire Council's Corporate Management Team to establish and deliver strategic objectives for the organisation on behalf of the community. The current Moira Shire Council elected Councillors are:



CR PETER MANSFIELD | MAYOR
pmansfield@moira.vic.gov.au

Cr Peter Mansfield is serving his first term as Mayor. Cr Peter Mansfield is a semi-retired refrigeration mechanic, married to Mary, with three adult children. Cr Mansfield has been the past President of Yarrawonga Mulwala Tourism and has 30 years involvement with the Scouts movement. Cr Mansfield was elected to Moira Shire Council on 14 November 2011. He previously served on Yarrawonga Shire Council in the 1980s.



CR WENDY BUCK | DEPUTY MAYOR
wbuck@moira.vic.gov.au

Cr Wendy Buck is actively involved in the environmental and agricultural industry. Cr Buck is the Chair of the Goulburn Broken Greenhouse Alliance and Chair of the Water Technology Cluster. As Community Representative on the Goulburn Broken Catchment Management Authority, Cr Buck is involved in sustainable irrigation and has a keen interest in land care.

Cr Buck is a graduate of the Moira Shire Community Leadership Program and Fairley Leadership Program. Cr Buck was elected to Council in August 2010. She is serving her second term as Deputy Mayor.



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

Cr Kevin Bourke, along with his partner of 32 years Leanne, operate three small businesses in the Nathalia area. These are a unisex hairdressing and retail salon, a government-contracted school transport service and an extensive horticultural business that grows flowers and filler for the florist trade and export market. Cr Bourke has extensive experience and qualifications in the agricultural/horticultural, transport and automotive industries.



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

Cr Gary Cleveland and his wife Marilynne have three adult children and three grandchildren. Cr Cleveland was a Primary School teacher for 35 years including 13 years as a Principal before retiring and now works as a Casual Funeral Director's Assistant.

Cr Cleveland has lived in Cobram for 34 years, is a member of the Rotary Club of Cobram and, after serving as President, was a Rotary Assistant Governor for three years. He is involved in the Cobram Citizen's Advice Bureau as well as the Christ the King Cobram Anglican College school council. Cr Cleveland is currently serving his first term as a Moira Shire Council Councillor.



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

Cr Ed Cox was first elected to Moira Shire Council in 2003 and served as Mayor in 2005, 2006, 2010 and 2011. Cr Ed Cox is a mixed farmer from Cobram. He is married to Su and has four children.

Cr Cox has had a long involvement in the Cobram community. He is involved in the Cobram Showground Committee of Management and is the current Vice Chair of Region 2 of the Murray Darling Association.



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

Cr Brian Keenan was born and raised in Yarrawonga. He is married to Shirley and has six adult children and 21 grandchildren. Cr Keenan has been a CFA volunteer for almost 60 years and during that time was Rural Captain for 40 years, Region 23 Rural Fire Brigade Chairman for a number of years and most recently Chairman of Yarrawonga CFA.

Cr Keenan is a Life Member of CFA, Ambulance Service Victoria and Yarrawonga Mulwala Agricultural and Pastoral Society. Cr Keenan was formerly an irrigation and dryland cropping and grazing farmer and is a retired real estate agent.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



CR DON MCPHEE
Mobile: 0418 774 042 | dmcphee@moira.vic.gov.au

Cr Don McPhee and his wife Heather have operated a ladies fashion retail business in Yarrawonga for 25 years. They have two adult children.

Cr McPhee has been actively involved in business and charity groups; he is the Past chair of Relay for Life Yarrawonga, past Chair of the Chamber of Commerce of Yarrawonga Mulwala Development Inc (YMD), Boat and Leisure Show Committee, Northern Disability Services (now PALS), Respite House Appeal Committee, Salvation Army Red Shield Appeal, Yarrawonga Belmore Streetscape project committee and current Chair of Yarrawonga Relay for Life. Cr McPhee was elected for his first term in local government in October 2012.



CR MARIE MARTIN
Mobile: 0407 858 269 | mmartin@moira.vic.gov.au

Cr Marie Martin is a primary teacher and music educator who lives in Numurkah with her husband Ron. They have two adult children and one grandchild. Cr Martin has had a long association with a range of community groups, including in the role of Community Coordinator.

She has completed the Moira Shire Community Leadership Program and has recently completed the Australian Institute of Company Director's Course. Cr Martin devised Talking Books - Celebrating Our Cultural Riches, which is run under the auspices of Moira Shire Council's Multicultural Committee. This is Cr Martin's first term as a Moira Shire Council Councillor.



CR ALEX MONK
Mobile: 0427 683 382 | amonk@moira.vic.gov.au

Cr Alex Monk lives in Katamatite, with her husband Greg where they manage a family dairy farm business. They have four adult children. Cr Monk was first elected in November 2008. She served two consecutive terms as Deputy Mayor, in 2010 and 2011, and one term as Mayor in 2012. During her term as Mayor, Moira Shire Council experienced the biggest natural disaster to date, a flood that covered and affected more than 80%. Cr Monk is on the board of the Cobram District Health Service.

She has had a long association with local community groups, including as a volunteer for Moira Palliative Care Service, Girl Guides Association, schools and sporting groups. Cr Monk participated in and completed the Moira Shire Community Leadership Program and has successfully obtained her Diploma in Institute of Company Directors. Cr Monk is the Chair of the Moira Arts and Culture Board Inc and the current councillor representative on the Moira Healthcare Alliance.

ORGANISATIONAL PROFILE

The nine Councillors elected by the community form the Council, who in turn appoint a Chief Executive Officer to implement the decisions of Council. The Chief Executive Officer leads an organisational structure and is assisted by a team of three Directors to deliver a wide range of services to the community.

At the 30 June 2014, the actual operating expenditure for the 2013/14 financial year was \$8,130,040 and capital expenditure was \$57,654,042.

With 184 equivalent full time employees, Moira Shire Council provided more than 140 services to the community located across the 4057 square kilometre municipality. Council's administrative offices are located in Cobram and Yarrawonga and agency services provided in eight other towns throughout the municipality.

STAFF

Moira Shire Council has a Full Time Equivalent (FTE) workforce of 183. This is spread across a workforce of 244 employees with an almost equal balance of males (46.3%) and females (53.7%). 49.62% of females are employed full time while 50.38% are employed on a part time or casual basis. Council's full time workforce is 61.25% male and 38.75% female.

Council is committed to providing staff with a progressive and supportive environment to deliver the best possible customer service, with a focus on individual Work Plans, including, training and career progression as well as recognising and rewarding individual performance and efficiency.

Moira Shire Council also takes work/life balance seriously, with attractive and family-friendly working conditions. Flexible work arrangements and a variety of leave options provide the chance for staff to enjoy the wonderful lifestyle the area offers.

WORK TYPE	MALES	FEMALES	TOTAL
Permanent Full Time	95	60	155
Permanent Part Time	5	49	54
Casual	10	15	25
Temporary (Full Time & Part Time)	0	5	5
Contract Full Time	3	2	5

EQUAL EMPLOYMENT OPPORTUNITY

Moira Shire Council is an equal opportunity employer committed to upholding the principles of a discrimination and harassment free workplace. Employees are treated equally in all aspects. This is a high priority for Council and appropriate procedures have been developed relating to this area.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



ORGANISATION CHART



MARK HENDERSON
CHIEF EXECUTIVE OFFICER



ALISON COE
DIRECTOR CORPORATE GOVERNANCE

- People & Organisation Development
- Finance and Rates
- Governance
- Information Technology
- Contract Management



PETER BERTOLUS
DIRECTOR COMMUNITY

- Community Service Delivery
- Safety, Amenity & Environment
- Business and Innovation
- Communications, Engagement and Community Relations.



MARK FOORD
DIRECTOR INFRASTRUCTURE AND LIVEABILITY (ACTING)

- Operations
- Construction and Assets
- Town Planning & Building
- Engineering Services

SUPPORTING OUR STAFF

OCCUPATIONAL HEALTH AND SAFETY

Moira Shire Council has a full time Occupational Health Safety & Risk Coordinator and internal mechanisms to provide for the involvement of employees, and other persons to ensure consultation regarding health and safety matters, improve the spread of knowledge through discussions at team meetings and the development of policies and procedures.

All new staff members receive an occupational health and safety induction and contractors complete their health and safety induction requirements with a free on-line service.

PROVIDING A SAFE WORKING ENVIRONMENT

- Moira Shire Council aims to secure the health, safety and welfare of employees and other persons at work by:
 - maintaining a Hazard Register and identifying responsibilities and time frames for the investigation and actions required to manage and eliminate hazards from the workplace;
 - ensuring workplace inspections are carried out in accordance with the yearly plan and any issues identified are managed in consultation with relevant stakeholders; and

- occupational health and safety training requirements for staff are identified and added to the yearly training calendar to ensure a systematic approach is achieved.

COMMUNITY SPIRIT

Moira Shire staff raised over \$10,000 in 2013/14 to support medical research and local charities by hosting fundraising events throughout the year such as; Footy Colours Day, Jeans for Genes Day, Australia's Biggest Morning Tea and other internal fundraisers.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



ABOUT THE MOIRA COMMUNITY

THE MOIRA ADVANTAGE

Moira Shire's municipal region comprises the major centres of Cobram, Nathalia, Numurkah and Yarrawonga, as well as 18 smaller towns and communities.

It is a vibrant and progressive place to live, work and invest. In fact, so many people are choosing to call Moira home that it is one of the fastest growing municipalities in Victoria.

Moira Shire has welcoming communities, where people are only too willing to offer friendship and support. It offers the very best in provincial living. Stretching from Bundalong in the east to Barmah.

in the west, attractions include wineries, historic homesteads, galleries, craft shops, licensed clubs, water sports, fishing, beaches, forests, lakes, rivers and wetlands.

This all adds up to what the locals call 'the Moira Advantage'; Moira Shire has the lifestyle, location and opportunities to maximise the 'Moira Advantage'.

LIFESTYLE

Access to affordable rural and urban housing, good education facilities, excellent sporting and recreation opportunities, award-winning health services, clean, fresh air and an active and friendly community; it is no surprise to those who live in Moira Shire that the area is experiencing strong residential and commercial growth.

LOCATION

Moira Shire is strategically positioned two-and-a-half hour's drive from Melbourne and close to other regional centres such as Shepparton, Wangaratta, Echuca-Moama and Albury-Wodonga, in north-central Victoria.

OPPORTUNITIES

The area's warm Mediterranean climate, appealing natural environment and strategic location means Moira Shire is home to significant agriculture, retail, tourism and manufacturing sectors.



Location of Moira Shire and the major centres within close proximity

COMMUNITY PROFILE

POPULATION AND DEMOGRAPHICS

Moira Shire was home to an estimated 28,435 at the 2011 Census; 13,984 of which are male and 14,139 females. The estimated population of Moira Shire in 2014 is 31,503.

The growth rate of Moira Shire was averaged at 0.13% per annum from 2006–2011.

This growth rate has slightly decreased from the growth of 0.24 percent per annum from 2001–2006. There is no single large population centre in Moira Shire, with the population spread between the four major towns, the 18 smaller communities and a substantial rural population.

MOIRA SHIRE – POPULATION FORECASTS TO 2026	2011 POPULATION	2026 FORECAST	CHANGE 2011–2026	% CHANGE 2011–2026
Moira Shire	28,435	37,360	8,925	31.3
Central Rural	4,211	5,632	1,421	33.7
Cobram	5,928	7,379	1,451	24.5
Nathalia – Rural West	3,327	3,956	629	18.9
Numurkah	4,618	5,913	1,295	28.0
Rural East	2,996	2,989	-7	-0.2
Yarrawonga	6,613	11,491	4,878	73.7

HOUSING COSTS

Compared to Regional Victoria, Moira Shire has a larger proportion of residents who own their home outright. Moira has fewer home owners with mortgages and fewer renters. Of occupied private dwellings in Moira 40.8% were owned outright (34.2% in Victoria), 31.8% were owned with a mortgage (35.9% in Victoria) and 23.3% were rented (26.5%).

Since the 2011 census recorded a larger number of households being owned outright or with mortgages and few houses being rented than those recorded in the 2006 census.

The average cost of renting in Moira was \$160 per week which is significantly less to the Victorian average of \$277 per week. Overall, 93.5 percent of rental payments in Moira are less than 30% of household income, 6.5 percent of rental payments are 30%, or greater, of household income.

The median monthly mortgage repayments in Moira are approximately \$500 less than the Victorian average. Moira residents pay an average of \$1,200 per month with the Victorian average sitting at approximately \$1,700 per month.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



CELEBRATING DIVERSITY

Overall, 14.9 percent of the population was born overseas, and 3.9 percent were from a non-English speaking background. This compares to 68.6 percent and 5.0 percent respectively for Regional Victoria. Of those who were born overseas, the majority come from the England and New Zealand followed by Italy, Scotland and India.

Moira's Indigenous population is 1.4 percent, double that of the Victorian average. Overall, 67.2 percent of people born overseas speak English only and 6.3 percent do not speak English well at all or well. This compares to 67.8 percent and 5.5 percent respectively for regional Victoria.

CITIZENSHIP

Moira Shire Council welcomed 39 new citizens during the Annual Report period who have come from various backgrounds such as Philippines, Iraq, India, Britain, Sri Lanka, New Zealand and Spain some who have lived here for years and others who have just arrived.

A citizenship ceremony was held on 22 October 2013 in which ten candidates were awarded citizenship.

A very special ceremony was conducted on Australia Day, 26 January 2014 where 23 people participated and everyone was invited to take part in an affirmation ceremony. Due to the increase number of residents becoming citizens, another ceremony was held on 17 April 2014 where another six candidates were awarded citizenship and pledged their commitment to Australia and its people.



AGE GROUPS

Like many Victorian municipalities, Moira Shire has an increasingly ageing population, although some townships have an older average age than others - Cobram and Numurkah had a median age of 42 and 43 years, Yarrowonga 47 years and Nathalia 45 years.

Overall, 25.8 percent of the population was aged between 0 and 19, and 28.7 percent were aged 60 years or older. Moira Shire has slightly more people under the age of 19 and more people over the age of 60 compared to the average for Victoria. Top five country of birth (other than Australia).

EMPLOYMENT

The municipality has a labour force of 12,249 people and boasts a strong employment rate. Moira's unemployment rate was 4.8 percent at the 2011 Census with the Victorian unemployment rate sitting slightly higher at 5.4 percent.

The highest proportion of employment is in agriculture, forestry and fishing. This represents 19.2 percent of the workforce. This is followed by

manufacturing, health care and social assistance, retail trade and education and training. Moira has a higher proportion of people who work from home (12.7 percent compared to 7.3 percent for regional Victoria), slightly more people who travel to work by car (62.2 percent compared to 61.4 percent) and more people who walk to work (5.6 percent compared to 3.3 percent).

ECONOMY

AGRICULTURE AND FOOD PRODUCTION

The economic strengths of Moira Shire include intensive irrigated agricultural production, associated food processing industries, health, education, business services and tourism. The Shire is home to a variety of agricultural industries including horticulture, cereal, oilseed, livestock and dairy production. Agricultural land use accounts for approximately 71 percent of the total land area, currently divided equally between irrigated and dry-land production. In June 2013, there were 11,832 local jobs in Moira Shire, with 12,934

employed residents. A total of 3128 businesses were registered in the Shire across all industries. The food processing sector, comprising principally dairy products (output \$632m) and meat processing (output \$115m), is the largest sector based on output in Moira Shire. Food processing also includes significant output in oils and fats (output \$43m), fruit and vegetable products (output \$14m), wine (\$8m) and other food products (output \$29m). The added value of agricultural production alone was estimated

at approximately \$266 million in 2011-2012 with \$596 million in output, and employs 28.7 percent of the population (Economy id). The farms in the Shire provide a cost efficient source of fresh produce and raw materials for the supply of value-added products to rapidly expanding export markets around the world. Local producers and processors play a significant role in the food industry of the local, regional, state and national economy.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



OTHER INDUSTRIES

While agriculture and food value-adding are the driving sectors of Moira Shire's economy, the Shire also has a diverse range of other important sectors that are experiencing growth. Manufacturing, agriculture, construction, rental, hiring and real estate, health, retail and wholesale are leading this diversification.

Tourism, has become a less significant contributor to Moira Shire's economy. Tourism generates an estimated \$90 million for the local community, including approximately 510 jobs, or about 5.6 percent of Moira Shire's workforce. This places tourism as the seventh largest contributor to economic output in the municipality.

INDUSTRIES RANKED BY VALUE ADDED, OUTPUT, INCOME AND EMPLOYMENT – 2011

Industry	Regional Value Added	Regional Output	Income	Employment
Manufacturing	1	1	1	2
Agriculture, Forestry and Fishing	2	2	6	1
Rental, Hiring and Real Estate Services	3	4	15	15
Health Care and Social Assistance	4	5	2	3
Retail	6	6	4	4
Construction	5	3	5	6
Education and Training	8	9	3	5
Wholesale Trade	9	7	7	10
Accommodation, Cafes and Restaurants	11	11	10	7



Moira continues to attract "Fresh" horticulture investment further strengthening its place in Victoria's Foodbowl.

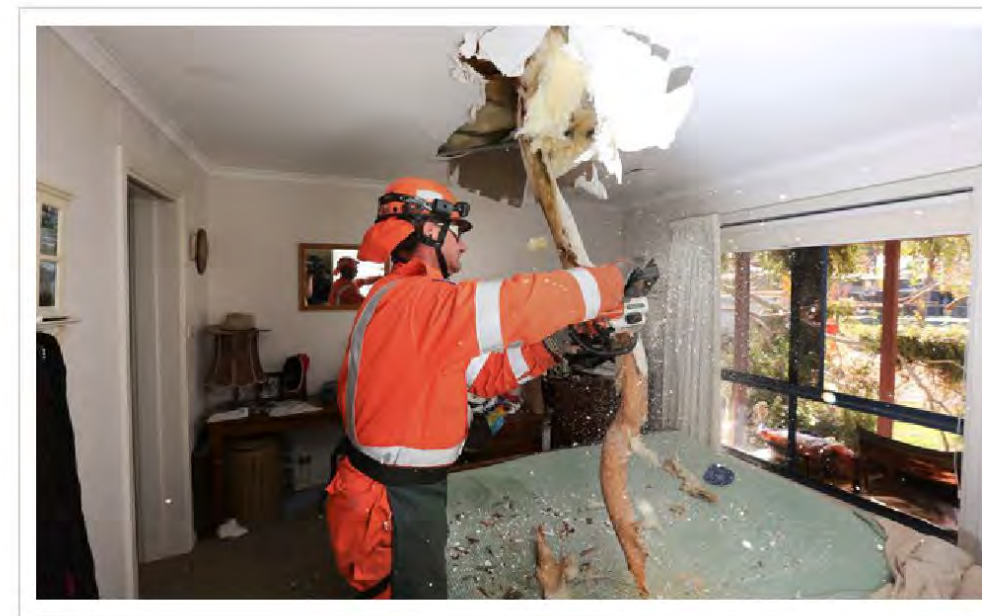
COMMUNITY SATISFACTION SURVEY

The Department of Community Planning and Development conducts an annual Local Government Community Satisfaction Survey on behalf of Victorian councils. Moira Shire Council's survey involved 400 telephone interviews with Shire residents during February 2014. Moira Shire recorded the following results.

	2013	2014	LARGE RURAL SHIRES	STATE AVERAGE
Overall Performance	60	57	57	61
Consultation	55	59	55	57
Advocacy	57	58	54	56
Customer Service	72	67	68	72
Overall Council Direction	53	48	51	53

The survey tested community satisfaction for 21 individual service areas. The appearance of public areas, waste management and emergency and disaster management achieved the highest results across these areas. The maintenance of unsealed roads and planning permits recorded the lowest satisfaction levels.

The survey results inform Council's strategic planning and to identify areas of business operations that are working well and others that require further improvement. The full survey report is available from Moira Shire Council's website.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

A YEAR IN REVIEW

STRATEGIC GOALS

Moira Shire has six strategic goals as identified in its 2013/14–2016/17 Council Plan. These include environment, community, development, organisation, infrastructure and governance.

The successful delivery of services and programs in support of these strategic goals is underpinned by a commitment to ongoing community engagement and a focus on social, environmental and financial and sustainability.



ENVIRONMENT

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.



COMMUNITY

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.



DEVELOPMENT

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 ethos.



ORGANISATION

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 whose main focus is on pro-active service delivery.



INFRASTRUCTURE

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.



GOVERNANCE

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.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

ENVIRONMENT

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.



HIGHLIGHTS 2013/14

The following deliverables were achieved in 2013/14:

- Moira Shire Environment and Sustainability Strategy implementation continuing.
- Community Satisfaction rating of 74 for Waste management. An increase of 6 points on the previous year.
- Upgrade of the Cobram pound and enhancement of Council's animal adoption program.
- Emergency Management Plan was activated during the Wunghnu Bushfire complex event.
- Community Satisfaction rating of 74 for Emergency and Disaster Management. An increase of 10 points on the previous year.
- Contract awarded and major works commenced on the Cobram landfill rehabilitation project.
- Council committed to a Regional LED Streetlight replacement project, the "Watts Working Better" project.
- Pet ownership information brochure sent to all schools within the municipality.
- All local Football finals "Waste wise" events.
- Local Government Energy Efficiency Program – Solar hot water system installations.
- Regional Public Place Recycling Program.
- Resource Recovery Shed opens at the Yarrawonga Transfer Station.

COMMUNITY

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.



HIGHLIGHTS 2013/14

The following deliverables were achieved in 2013/14:

- Implementation of the Municipal Public Health and Wellbeing Plan continued.
- Implementation of Municipal Early Years Plan continued.
- Educator Agreements for Moira Family Day Care educators implemented.
- Support of the Moira Adult Community Education network (Moira ACE).
- Implementation of the Moira Shire Cultural Diversity Action Plan.
- Quarterly Pre-School Advisory Committee meetings conducted to support implementation of Universal Access (15 hour a week access to Kindergarten).
- Reconciliation week activities in partnership with Yorta Yorta Nation.
- Completion of the Improving Liveability for Older People project.
- 12 Youth entertainment events including four 'Dive in Movies' and 'Battle of the Bands' event.
- Conducting of 2 Community Grants information and Grant writing workshops as part of the "Community Training Workshop" program.
- Successful major events including YMCA Murray River Marathon, River Beaches Festival (Cobram), Splash and Dash (Yarrawonga) and Numurkah Foodbowl festival.
- Adoption of the Hume Region Tracks and Trails strategy. Identified in the strategy are 2 projects in Moira Shire namely the Barmah Canoe Trail and Yarrawonga to Echuca Trail.
- Implementation of Victoria Park Yarrawonga Park Master Plan continued with delivery of the Yarrawonga Men's Shed project.
- Moira Family Day Care achieved full compliance against the National Quality Standard.
- Immunisation rates remain high at 94%.
- Four (4) Junior Council meetings held with 42 young people representing Moira Shires seven Secondary Colleges in attendance.
- Four schools participating in the MY PASSPORT program.
- Participated in a community forum in Cobram looking at the emerging issue of "Ice" on our streets.
- Volunteer week was celebrated in May.
- Participation in the Hume Workforce Development Committee continued.
- 10 participants completed the Community Leadership Program.
- Conducted 2 "Heavy vehicle forums", 4 "Looking after our Mates" and "Older Drivers" programs.
- 2014 Moira Shire Youth Leadership Program.
- Yarrawonga immunisation rates highest in Australia.
- Community Satisfaction rating of 70 for Recreation Facilities. An increase of 2 points on the previous year.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

DEVELOPMENT (LIVEABILITY)

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.

HIGHLIGHTS 2013/14

The following deliverables were achieved in 2013/14:

- Continued participation and advocacy as part of the working group for the new Yarrawonga Mulwala Bridge.
- A successful Business Excellence Awards evening held in May 2013 showcased local business and innovation.
- Champions of Business forums initiated and held.
- 100% compliance of issuing Building Certificates within 10 working days.
- Memorandum of Understanding developed between Moira Shire and Central Victoria Export Network (CVEN).
- Support of agribusiness following the February 2013 Wunghnu Bushfire complex event.
- Memorandum of Understanding with Central Victoria's Export Network developed.
- Adoption of the Moira Shire Business and Innovation Strategy.
- Implementation of Regional Rural Land Use Strategy and Moira Shire Heritage Study continued.
- Sun Country on the Murray at the Victorian Caravan and Camping Supershow.
- Participation at the Regional Victoria Living Expo.
- Building your online strategy – workshops.
- Moira Shire School Industry Tour.
- Tinker Family Bike Challenge.
- NZ Food Industry Study Tour.



ORGANISATION

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 practice are conducted by capable, professional people whose main focus is on pro-active service delivery.

HIGHLIGHTS 2013/14

The following deliverables were achieved in 2013/14:

- Recruitment of a new Chief Executive Officer, Mr Mark Henderson.
- All statutory publications completed as required.
- Customer requests responded to within 30 days was recorded as being at 99%.
- Review of Council's Risk Management Plan following an audit in February 2013.
- All tree inspection data and seal data recorded into Asset Management System.
- Workplace OH&S inspections completed in accordance with annual plan.
- Occupational Health and Safety audit and gap analysis conducted to determine compliance to national legislation.
- Continued advocacy for a 24-hour police station within the Shire continued.
- Staged implementation of a fully integrated corporate financial system continued.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

INFRASTRUCTURE

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.



HIGHLIGHTS 2013/14

The following deliverables were achieved in 2013/14:

- Completion of the Numurkah Senior Citizens building.
- All new assets created during 2012/13 captured into Asset Management System.
- Arterial road assets identified in accordance with VicRoads Code of Practice for Operational Responsibility for Public Roads.
- 92 percent of capital works program completed.
- Completion of the resealing and stabilisation program.
- Footpath Audit completed and level 5 defects completed.
- Completion of the March 2012 Flood Recovery project. Total value \$50.16M.
- Completion of the March 2013 Tornado Recovery project. Total Value \$819K.
- Waaia Recreation Reserve Building upgrade
- Cobram Apex Soccer Pitch Lighting.
- Cobram Apex Park Caravan Park Fire Fighting Installation.
- St James Hall Building upgrade.
- Barmah Caravan Park Fire Fighting Installation.
- Yarroweyah Supper Room Floor resurface.
- Numurkah Hall kitchen and emergency lighting upgrade.
- Numurkah Senior Citizens Carpark Upgrade.
- Reconstruction of Dillon Street and the nearby section of Punt Road.
- Cobram Federation Park Settlers Walk.
- Katamatite Recreation Reserve building.
- Reconstruction of Dillon Street and the nearby section of Punt Road.
- Numurkah Murray Avenue Drainage pump.
- Commencement of the Numurkah Floodplain Management Plan.

GOVERNANCE

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.



HIGHLIGHTS 2013/14

The following deliverables were achieved in 2013/14:

- Review and adoption of 2013 – 2016 Moira Shire Council Plan.
- Adopted the 2014/15 Annual Budget including Strategic resource Plan.
- Conducting Ordinary Council meetings in a range of locations including small towns of Wunghnu and Bundalong.
- Participation in the two pilot surveys as part of development of the Local Government Performance Reporting Framework (LGPRF) due for implantation in 2014/2015.
- Workers compensation rating – Third lowest claim.
- Implementation of new records management software (TRIM) continued.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

CORPORATE GOVERNANCE

SUPPORTING OUR COMMUNITY

AUSTRALIA DAY AWARDS

The Moira Shire Australia Day Awards recognise the exceptional contribution, hard work and determination of the people in our community who inspire us all. Moira Shire Council received 20 nominations for the 2014 Australia Day Awards for individuals and committees that had volunteered their time to make a difference in our community. 2014 Australia Day Awards were presented at the Cobram Civic Centre, Punt Road, Cobram on Thursday 16 January 2014. Moira Shire Council overall 2014 Australia Day Awards were presented to:

CITIZEN OF THE YEAR

Noel Richmond

YOUNG CITIZEN OF THE YEAR

Zoe Ryder

COMMUNITY ORGANISATION OF THE YEAR

Oasis Village Social Club

COMMUNITY EVENT OF THE YEAR

VCAL – RSL Partnership Project



REGIONAL VICTORIA LIVING EXPO

The Business and Innovation Unit spent a full weekend in April at the third annual Regional Victoria Living Expo promoting Moira Shire as a fabulous place to live, work, visit or set up a business. The three day event attracted people from metropolitan Melbourne who are contemplating a move to regional Victoria.

The Business and Innovation Team showcased available jobs, a range of housing options and presented case studies about people who had made the move to Moira. Sun Country on the Murray was well represented and the team encouraged people to visit the Moira on the Murray through accommodation deals, an exciting array of attractions and things to do, and by promoting the official visitors guide for the region. While numbers to the stand were well down on

previous years, genuine enquiry seemed to be up. Many of the people who visited the stand were from Ford and Alcoa in Geelong and were contemplating a new life in Moira. Other occupations that were well represented were civil engineers, nurses and machinery operators. The team followed up all enquiries with businesses in the Shire to alert them to the people seeking new employment and the information will hopefully entice new residents to Moira.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



LOCAL GOVERNMENT GOLF CUP

Moira Shire hosted the 17th Annual Local Government Golf Cup in November 2013.

104 participants from 23 Local Government areas visited Moira to participate in this event which was held at Numurkah. The welcome function was held at the Numurkah Showgrounds while the golf event was held at the Numurkah Golf and Bowls Club. Funded entirely through entry fees and sponsorship, there were many benefits of hosting this event. In addition to profiling the municipality, its local attractions and businesses, the event attracted

\$30,000 of direct investment to the municipality which is welcomed. Feedback from participants was overwhelmingly positive with the facilities, catering and hospitality all praised. Greater Shepparton City Council won the event and will host in 2014. Proceeds from the event along with proceeds from sales of the Moira Shire Flood DVD were donated to local SES units in recognition of their work in emergency response in recent years.

DISABILITY ADVISORY COMMITTEE

The Disability Action Plan promotes a positive whole of community response to disability and access issues where all residents are able to participate and connect within their local communities, feeling safe and confident to do so. The Disability Action Plan, which was developed in conjunction with Councils Disability Advisory Group, identified the following three goals:

1. To form and maintain a strong, active and effective team consisting of Council, disability support groups, community representatives and other key stakeholders.
2. To set clear achievable goals that will have beneficial and effective outcomes for the wider community.
3. To raise public awareness in a positive manner.

The following action items have either been completed or extensively promoted throughout the previous twelve (12) months:

- Ensure all persons with a disability have equal access and choice to participate in the work force by Moira Shire Council ensuring the EEO policy and procedure is inclusive for all employees and potential employees – EEO policy was reviewed and updated, statement included in all advertising of vacant positions.

- Increase participation and inclusion in Moira Shire Council operated and funded community events by ensuring that events are held in accessible venues - Funded events are now assessed on an accessibility criteria and operated events are required to be all access friendly, information has been included in all relevant documentation.
- For all staff members to have awareness of disabilities and access:
 - i. Two training sessions have been conducted for internal staff members based around Universal Design and Access Awareness.
 - ii. Staff members have completed Communication Access Training.

MUNICIPAL PUBLIC HEALTH PROMOTION

Moira Shire Council adopted the 2013–2016 Municipal Public Health and Wellbeing Plan in November 2013.

The Municipal Public Health and Wellbeing Plan reflects Councils commitment to improve the health and wellbeing of our residents and visitors and provide positive outcomes that will work towards reducing disadvantage and strengthen partnerships between Council, Local Health Organisations and the Community.

The Plan is based around the framework of the five environments and behaviours that are key components in addressing health and wellbeing issues. They are:

- Economic Environment
- Social Environment
- Natural Environment
- Built Environment
- Healthy Behaviour

Within the plan each of these areas includes a goal,

an explanation of how the environment or behaviour relates to health and wellbeing, our current practice and what our directions are for the plan.

- The Municipal Public Health and Wellbeing Plan steering committee meets quarterly and is comprised by representatives from local health services, Moira Healthcare Alliance, Department of Health and Rural Access. Since the adoption of the plan the following is an example of what has been implemented to work towards achieving the directions set out in the plan:
- Moira Shire Council became a partner in Act Belong Commit campaign to promote the importance of being mentally healthy

- Council staff have attended training to conduct accessibility audits of our facilities
 - Smoke Free signage installed at local playgrounds and recreation reserves to reduce passive exposure to tobacco smoke
 - A Breastfeeding Support Group has been established in Cobram to assist local mothers in obtaining advice and peer support from other mothers
- Each year, Moira Shire makes available funding to support community organisations in their endeavour to address identified priorities from within the Plan. In 2013/14, \$3,150 was made available for this purpose. **Receivers of these funds are listed below.**

ORGANISATION	PROJECT	AMOUNT
Nathalia and District Development Corporation	NADDCO Post Flood Revitalisation	\$250
Numurkah Lions Club	Showcasing the Numurkah District	\$200
Yarrowonga Community Health Centre	Breaking the Silence - White Ribbon Day Event	\$500
Nathalia District Hospital	Act, Belong, Commit Launch - Nathalias Morning Tea on the Green	\$500
Cobram District Health	Act, Belong, Commit Launch	\$500
Yarrowonga Community Health Centre	Act, Belong, Commit - Yarrowonga Mulwala Lifestyle fair	\$500
Numurkah District Health Service	Act, Belong, Commit Campaign	\$500
Cobram and District Harness Racing Club	Community Pink Ribbon Ladies Day at the Trots	\$200
	TOTAL	\$3150

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

DISASTER RECOVERY

MARCH 2012 FLOOD RECOVERY - CONTINUATION

The March 2012 flood event affected 17 of the 22 communities across the municipality. The emergency phase lasted 18 days and affected a large number of residents, businesses and rural properties.

The affected area of the flood event, measured by both impacted residents and damage to community infrastructure (roads, bridges, buildings, reserves, parks and gardens) exceeded 75 percent.

The dedicated Flood Recovery Office in Numurkah, which provided flood recovery assistance to the community and was the coordination centre for repair of damaged infrastructure, closed its doors in May 2014.

The final cost of this disaster, measured in terms of response and relief costs and damage to

community infrastructure (local roads, bridges, buildings, recreation reserves, parks and gardens) was \$50.163 million dollars, the final claim for which was lodged in June 2014.

Funded under the Natural Disaster Funding Agreement, a partnership agreement between the Victorian and Federal governments, full reimbursement of these costs, approved by VicRoads and Department of Treasury and Finance has been made.



MARCH 2013 TORNADO RECOVERY

Recovery from the 21 March 2013 Tornado event continued into the 2013/14 year. Impacting the communities of Koonoomoo and Bundalong, a total of 95 properties were directly impacted.

As with the recovery from the March 2012 Flood event, the recovery office was used to coordinate efforts to assist residents and in asset restoration. The final cost of the disaster measured in terms of response and relief costs, clean-up costs and damage to community infrastructure such as local roads, parks and gardens was \$819,000.

Funded under the Natural Disaster Funding Agreement, a partnership agreement between the Victorian and Federal governments, full reimbursement of these costs, approved by VicRoads and Department of Treasury and Finance has been made.

FEBRUARY 2014 WUNGHNU BUSHFIRE RECOVERY

A major bushfire event on 9 February 2014 affected communities in an around Wunghnu and Numurkah. Burning over 10,000 Ha, this event was one of the most significant fire emergencies in this area in living memory.

Directly affecting approximately 300 properties, the relief and response activities were heightened by the dangers posed by the emergency. Recovery focused on reestablishing residents in their homes after the danger had passed, making safe roadsides from the danger of falling limbs and indeed trees and removal of burnt fencing. Recovery is largely complete but continues in a minor capacity at the end of this reporting period.

The cost of this emergency event is estimated at \$300,000, the majority of which formed the basis of an initial claim in June 2014 in the amount \$250,000. Funded under the Natural Disaster Funding Agreement, a partnership agreement between the Victorian and Federal governments, full reimbursement of these costs, once approved by VicRoads and Department of Treasury and Finance is expected.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

VOLUNTEERING IN EMERGENCY

In each of the emergencies previously detailed, the role of volunteers is a common theme.

In addition to families helping friends helping neighbors, the offers of assistance from community groups near and far became central to effective recovery. Community and sporting groups as well

as service club organisations all supported recovery efforts as did groups from outside the municipality such as member clubs of 4WD Victoria, Corrections Victoria and Booroondara Rotary member clubs.



4WD volunteers have previously assisted in recovery from natural disasters. Following the February 2014 bushfires they, along with many other volunteers assisted in the removal of and reinstatement of rural fencing

COMMUNITY LEADERSHIP PROGRAM

Council facilitated a Community Leadership program during 2014 which was targeted at youth within Moira Shire Council.

The program saw 10 local young people navigate their way through the 6 month program and develop their personal, communication and leadership skills. The graduation was held in June 2014 and showcased their growth and achievements though the duration of the program.

2014 COMMUNITY YOUTH LEADERSHIP PROGRAM GRADUATES

ZOE RYDER	YARROWEYAH	Fun, Families & Fitness
MEGAN BEAMES	NATHALIA	Leadership Graduation
RENEE BOSWELL	KATUNGA	Bring the Bounce
ELIAS COLGAN ZITO	COBRAM	Bring the Bounce
XANTHE KEOGH	COBRAM	Fun, Families & Fitness
AARON KELLY	COBRAM	Bring the Bounce
LAURA BRUCE	NATHALIA	Leadership Graduation
LEIGH KELLY	COBRAM	Bring the Bounce
MICHAEL HACKETT	COBRAM	Leadership Graduation
BIANCA KELLY	COBRAM	Leadership Graduation



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

GRANTS

SMALL GRANTS

Moira Shire Council's Small Grants Scheme provides essential assistance to community groups that offer services and facilities to local residents. As these community groups rely heavily on volunteers and community contributions, Council's Small Grants are critical in supporting these services and facilities.

The grants are offered in two rounds each year, with up to \$2,500 available to not-for-profit community groups to purchase equipment and undertake projects to improve community facilities. A review panel assesses the applications against Council's Community Grants Policy.

2013/14 AUGUST SMALL GRANTS SCHEME:

Council received 40 applications totalling \$81,934.32 in requested funding for the 2013/14 August Small Grants Scheme Round. 20 successful applicants received a total of \$39,100.00 in funding. The following 20 community projects were recommended to receive funds under the 2013/14 August Small Grants Scheme:

ORGANISATION	PROJECT	AMOUNT
Cobram Community House	Classroom Furniture	\$2000
Moira Miniature Rail Inc.	Safety Fencing for Playground	\$2500
St James Recreation Reserve CoM (Golf Club)	New Wood Fire & Guard	\$2500
Tungamah Bowls Club	Shade Sail Project	\$2100
Strathmerton Football Club	Replacement Computer & Printer	\$650
Yarrowonga Mulwala Table Tennis Association	Carpet Replacement	\$2000
Baulkamaugh Recreation Reserve CoM	Baulkamaugh Hall Heating/Cooling	\$2500
Invergordon Recreation Reserve & Community Hall CoM	Split System Air-conditioning	\$2500
Wunghnu Recreation Reserve CoM	Service Area Safety Project	\$2000
St James Recreation Reserve CoM (Bowling Club)	Bowling Green Refurbishment & Weed Sprayer	\$2500
Yarrowonga Mulwala Historical Society Inc.	Captain John McNamara (Military Cross) Memorial Walking Track - Naming & Educational Signage	\$2500
Cobram Historical Precinct	External Painting to Old School	\$2500
Cobram Lawn Tennis Club	Purchase Lawn Mower	\$2500
Murray Valley Orchid Club Inc.	Project Projector & Screen	\$600
Strathmerton Recreation Reserve CoM	Sports Line Marking Machine	\$1000
Yarrowonga Community Garden Inc.	Garden Shed	\$1500
Waaia Recreation Reserve & Community Facility CoM	Service Area Carpet	\$2500

ORGANISATION	PROJECT	AMOUNT
Yarroweyah Football Netball Club	PA system for Recreation Reserve	\$2000
Cobram & District Children's Services	Purchase ipads	\$750
Cobram Bowling Club Inc.	100 Year Celebration	\$2000
	TOTAL	\$39,100



Numurkah Senior Hub building.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

2013/14 JANUARY SMALL GRANTS SCHEME:

Council received 37 applications totalling \$68,555.37 in requested funding for the 2013/14 January Small Grants Scheme Round. 21 successful applicants received a total of \$38,400.00 in funding.

The following 21 community projects were recommended to receive funds under the 2013/14 January Small Grants Scheme:

ORGANISATION	PROJECT	AMOUNT
Katamatite Netball Club Inc.	Player & spectator seating project	\$2,500
St James Hall CoM	St James Hall Renovation	\$2,500
St James Recreation Reserve (St James Bowls Club)	Replacement of the player/spectator seating	\$2,500
Yarrawonga Anglican Parish - St Cuthberts Yarrawonga	Upgrade Anglican Church Hall Kitchen	\$2,500
JC Lowe Oval Reserve CoM	Replacement of balcony seating at Dempsey Pavilion	\$2,500
Cobram District Pony Club	Kitchen Fitout - Lining of Walls	\$2,500
Yarrawonga/Mulwala Mens Shed Inc.	Installation of 2 air-conditioners and water in new workshop	\$2,500
Numurkah Agricultural & Pastoral Society Inc.	Refurbishment & painting of concrete floor in Findlay Pavilion	\$2,460
Waaia Recreation Reserve CoM	Main kitchen storage room upgrade	\$2,000
Nathalia Young Farmers Club	Storage Cupboard	\$2,000
Western Moira Tourism	Setting with wheelchair access	\$2,000
Strathmerton Public Hall CoM	Upgrade Car Parking	\$1,940
Picola Bowling Club	Picola Bowls Ground Surround Improvement	\$1,800
Tungamah Recreation Reserve CoM	Chair replacement and restock	\$1,700
Strathmerton Football Club	Installation of Defibrillator	\$1,600
Cobram District Health Ladies Auxiliary	Purchase of equipment for Irvin House Nursing Home Cobram	\$1,460
Kaarimba Public Hall Inc.	Overhead fans installed in Hall	\$1,090
Cobram Soccer Club	Soccer benches, soccer nets and first aid trainer bag	\$800
Numurkah Community Learning Centre Inc.	Community Garden	\$800
YNH Services	Promoting Community Information	\$700
Country Womens Association Victoria Inc - Yarrawonga & Border Branch	Upgrade of Switchboard	\$550
	TOTAL	\$38,400

COMMUNITY ASSISTANCE GRANTS

Moira Shire Community Assistance Grants has the same community support objectives as the Small Grants Scheme, but provides a higher level of financial assistance.

This year, Council received 33 high quality applications requesting \$358,174.75 in funding. Council agreed to fund 15 of the 33 projects to the amount of \$119,640.00.

The following 15 community projects were recommended to receive funds under the scheme.

ORGANISATION	PROJECT	GRANT
Yarroweyah Memorial Hall	Replace Supper Room Floor	\$12,000
Waaia Recreation Reserve	All Abilities Access to facilities	\$9,240
Picola Bowling Club	Renovation of kitchen area	\$7,000
Strathmerton Recreation Reserve	New Equipment Shed	\$12,000
Yarrawonga Preschool and Occasional Care	Playground and Garden Redevelopment	\$4,000
Scott Reserve	Toilet Maintenance & New Oven	\$10,000
Yarrawonga Community Garden Inc.	Water tank & irrigation system	\$5,000
Nathalia Recreation Reserve	Emergency Service - Remote Control for Oval Lighting	\$2,900
Katamatite Recreation Reserve	Ride on Oval Mower	\$5,000
Katunga Recreation Reserve	Shelter and seating for the new Katunga courts	\$6,000
Cobram & District Pony Club Inc.	Club House Upgrade	\$12,000
Moira Miniature Rail Inc.	Stage 1 of the Permanent Miniature Railway	\$7,000
Nathalia Golf Club Inc.	Upgrade of Toilet & Water Supply	\$7,500
Yarrawonga & Border Agricultural & Pastoral Association	Yarrawonga Showgrounds Storage Shed Project	\$10,000
Koonoomoo Improvement Group Inc.	Rotunda	\$10,000
	TOTAL	\$119,640

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

EVENT SPONSORSHIP GRANTS

Moira Shire Council introduced the Event Sponsorship Grants in 2007/08. The sponsorship program provides support to the groups running events that benefit the wider community, residents, tourists and businesses.

Groups can apply for sponsorship of up to \$5,000 for events that provide economic, social and cultural benefits to the Moira community, generate broad exposure for the area, or are likely to attract visitors from outside the Shire.

In 2013/2014 there were two funding rounds with fifteen groups being successful in receiving grants, totalling \$14,055.

Successful grant applications for the Event Sponsorship Grants in 2013/14 were:

ORGANISATION	PROJECT	GRANT
Sun Country Historic Vehicle and Machinery Club	Sun Country Motorcycle Show and Shine	\$495
Lioness Club of Yarrawonga	Yarrawonga Lioness Craft Expo	\$500
Carriage Horse Driving Trials Club	Victorian Combined Driving Event Championships and National Driven Dressage Championships	\$1,000
Lions Club of Tungamah	Tungamah Ten Thousand	\$500
Cobram District Children's Services	Twilight Christmas Fair	\$500
Nathalia Lions Club New Years Eve Committee	Nathalia New Years Eve Carnival and Art Windows Festival	\$1,000
Rotary Club of Numurkah Inc.	Rotary Club of Numurkah 34th Annual Art & Craft Exhibition	\$500
Strings Music Festival Committee	Stings Music Festival	\$2,500
Yarrawonga Mulwala Arts Council Inc.	Music in the Park – Summer Series 2013/2014	\$760
Yarrawonga Mulwala Splash and Dash Pty Ltd	Yarrawonga Mulwala Splash'n'Dash	\$2,000
Zaidee Rainbow Foundation	Zaidee Rainbow Foundation Numurkah Pro Am 2013	\$500
Rotary Club of Nathalia	Third Annual Rotary Art Show	\$300
The Country Women's Association of Victoria Inc.	Afternoon Tea Dance	\$200
Lions Club of Tungamah	Tungamah Lions Ten Thousand	\$300
Numurkah & District Tourism Association Inc.	Numurkah Foodbowl Festival	\$3,000
	TOTAL	\$14,055

GOVERNANCE

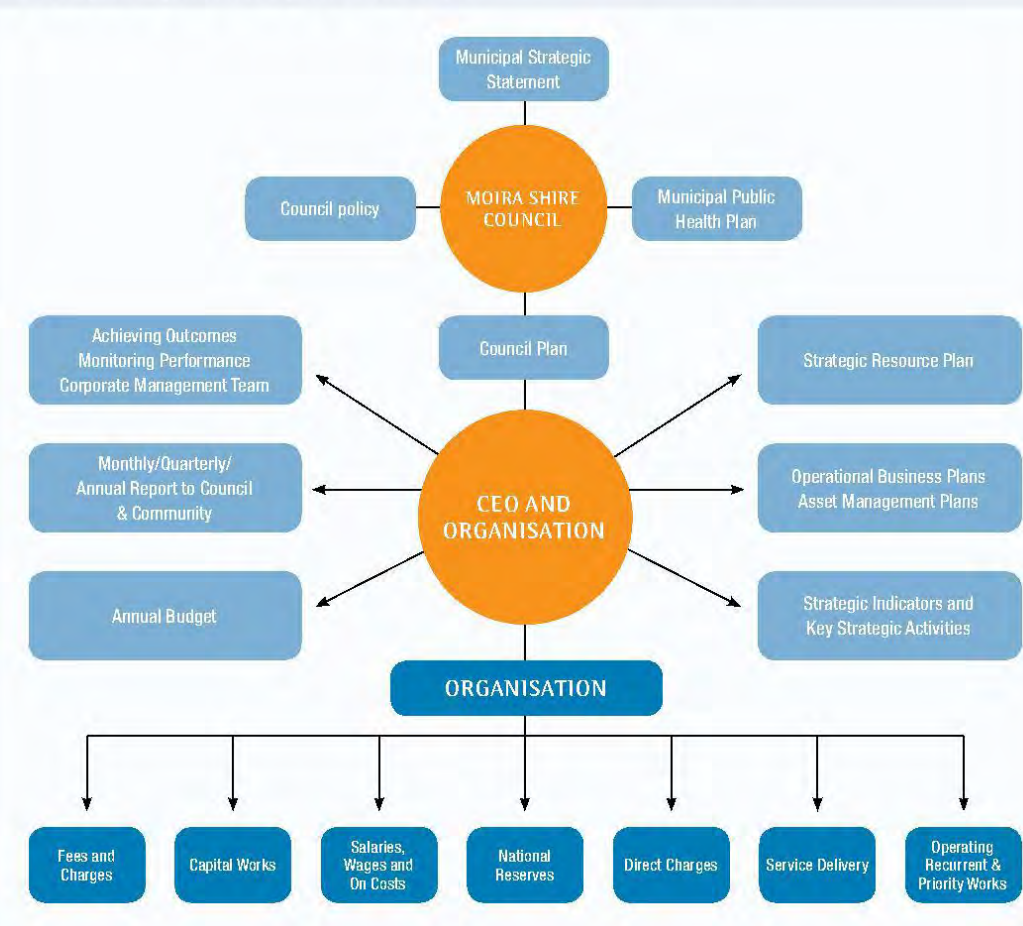
STRATEGIC PLANNING FRAMEWORK

The diagram shows the links between the Strategic Resource Plan (SRP) and the balance of the corporate planning framework.

As the diagram illustrates, Council sets the strategic direction to provide the Chief Executive Officer with the necessary guidance to develop and implement plans, actions and strategies to achieve these strategic outcomes.

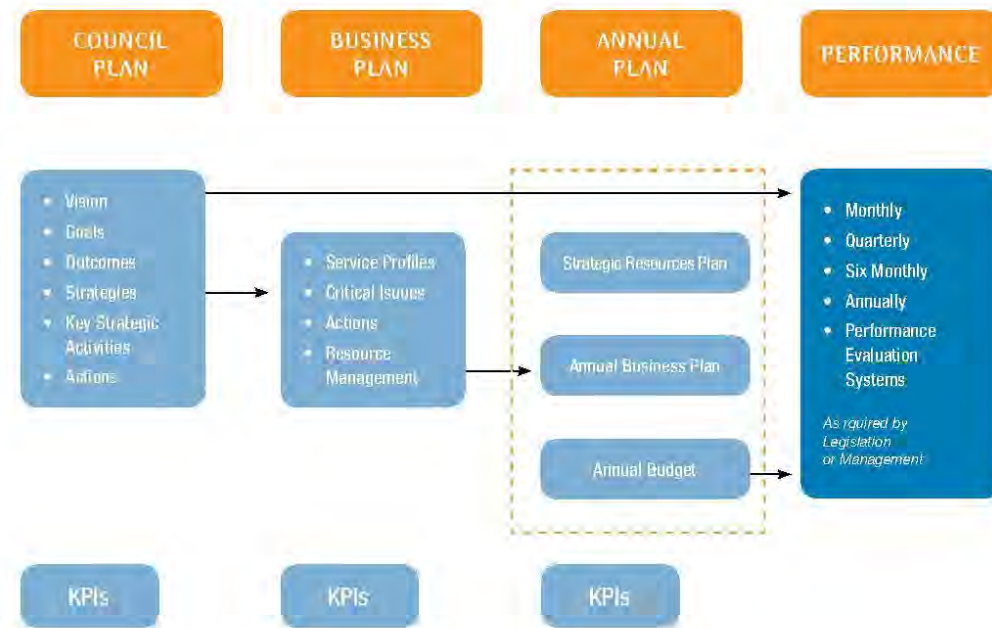
The key strategic documents include the Council Plan, Municipal Strategic Statement and Municipal Public Health and Well Being Plan. These plans are prepared in accordance with Council policies.

The strategic planning framework incorporates the Council Plan and Business Plans all linked together and importantly resourced by the Annual Budget.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

The planning framework provides for the Council Plan strategies to be linked to Business Plan actions that are funded and resourced through the Annual Budget. The organisation then measures and monitors performance and reports to internal and external stakeholders as required. Council received formal reports on a Monthly basis detailing progress against its Council Plan and Annual Budget. Council uses Authority, its corporate software suite of programs to prepare and monitor performance targets at various levels throughout the organisation. Testing of Performance Manager has been underway which will reduce duplication of data and enables business plans, budgets and staff appraisals to be linked directly to Council Plan Strategic Goals, strategies and Performance indicators.



STRATEGIC FINANCIAL FOCUS

Across the 2013-2014 financial reporting period, Moira Council continued its focus on investing in the Shire's environment, social economic and governance areas as outlined in the Council Plan and in Councils Strategic Resource Plan and Annual Budget.

The Annual Budget process aims to consolidate Councils commitment to its long-term financial sustainability; protects and manages Councils ageing assets and meet the needs of a growing community through the programs and services Council delivers. This commitment is based on a number of financial management strategies and directions including debt management and retirement, cost containment, asset and waste management, capital works delivery, rating/revenue management and service provision and planning as outlined in the Strategic Resource Plan.

Councils longer term financial sustainability is measured by a number of financial performance ratios which are report to the Victorian Auditor-General's (VAGO) office. Council has been working proactively to achieve and maintain these ratios at low risk levels.

ASSET AND CAPITAL INVESTMENT

Council uses a rigorous asset management system which is specifically designed to track and monitor the condition of assets and guide the programming of works to extend, maximise and maintain the life of asset thereby ensuring maximum use before Council needs to renew, upgrade or replace these assets. This helps Council with its preventative maintenance and also to prepare financial planning and long term programming around asset maintenance, renewal and upgrades to support the communities of Moira Shire.

Assets deliver a critical service to communities across the Shire. Council is required to continually carry out consultation with these communities and review its existing asset base to ensure

service levels are established, and maintained Communities' views are sought and incorporated as part of this prioritisation process – particularly as part of the annual budget process which determines the financing of priorities.

The identification and setting of approved service and program levels also contributes to Council's prioritisation process ensuring its funding is targeted to, maximises and meets community needs.

FUNDING SOURCES AND DEBT MANAGEMENT

Council's ability to access recurrent growth funding is an important part of minimising the impact on ratepayers as Council works to maintain its long-term financial sustainability and viability, responsible asset management and the provision of a range and level of services expected by the community. Council continually assesses its ratings strategy to provide a fair and equitable rating structure and fee system that generates sufficient resources to meet its short and long term strategic objectives and not unfairly place financial burden on any particular group in the Shire. This is one of the basic challenges Council faces in terms of achieving its long term financial sustainability given the limited access to recurrent growth funding.

GRANTS

Council receives funding from a range of source including recurrent grants, one-off grants, rates and charges. Beyond funding from these grants, Council relies mainly on rate revenue generated to fund its programs and services and capital works program. In 2013/2014, a total of \$26.3M compared to \$45.4M in 2012/13 was received in grants. This reduction is attributable to the scaling down of flood recovery activities which peaked during the previous year.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



BORROWINGS

Council's Strategic Resource Plan currently contains an assumption that no further borrowings will occur from 2013. As part of this strategy, Council also reports on and against VAGO's low risk sustainability indicators on a monthly basis. Of particular focus in these indicators is the 'indebtedness' ratio which considers 'low risk; to be 40% or lower. The indebtedness ratio measures Council's exposure to debt by identifying the percentage of financing provided by debt. In the 2013/14 financial year, Council's indebtedness ratio was 42.6% - an improvement on the 2013 result of 44.4% and confirming an ongoing improvement in Council's debt position.

EQUITABLE RATING

When considering the rating differentials, a set of principle has been developed in line with consideration around equity, capacity to pay and the community benefit derived. The rating strategy is next due for review in December 2014.

Council is very aware of, and factors in the continuing effect of the global financial position and local economic trends into its strategic and financial planning frameworks and processes. These factors are regularly monitored and reviewed with adjustments made to accommodate these scenarios as part of Council's ongoing financial management strategy.

PROTECTING WHISTLEBLOWERS/ PROTECTED DISCLOSURE

Moira Shire Council complied with the requirements of the Whistleblowers Protection Act 2001, which was introduced in January 2002.

In February 2013, the Protected Disclosure Act 2012 (the Act) was enacted by the Victorian Government. Council is currently developing its procedure in accordance with recommendations made by the Independent Broad-based Anti-corruption Commission (IBAC).

There were no applications made under either the Whistleblowers Protection Act or Protected Disclosure Act this financial year.

RISK MANAGEMENT

Moira Shire Council's Risk Management responsibilities were incorporated into the Occupational Health Safety and Risk Management unit in 2014. The new unit is responsible for Occupational Health Safety and Risk Management both at corporate and operational level.

Risk management is a systematic method of identifying, evaluating and treating risks associated with Council's activities, functions and processes. These can include service delivery, business systems, human resources, assets, liabilities and the environment. Risk management seeks to both minimise risk and maximise opportunities.

Risks to which Council is exposed and the actions designed to eliminate or minimise them are identified through a strategic framework of internal and external auditing.

The Occupational Health Safety and Risk Management unit is currently reviewing Council's risk management framework in conjunction with other local government organisations to deliver effective management of risk across Moira Shire Council; this is critical to ensuring that the organisation can deliver on its commitment to the community.

The principles and practises of risk management will follow the Australian and New Zealand: Risk Management - Principles and Guidelines (AS/NZ ISO 31000:2009).

PUBLIC LIABILITY AND INSURANCE

Council's liability insurer, MAV Insurance, most recently conducted a liability risk audit of Council's operations in February 2013. Moira Shire Council achieved a score of 89 percent which is an increase of two percentage points over the previous audit conducted in February 2011.

AUDITING

No property risk and commercial crime risk audits were conducted in the 2013/14 year because these audits, conducted by Council's property insurer, Jardine Lloyd Thompson, in February 2013, occur on a two year cycle. Moira Shire Council received a score of 80% for the property risk audit and 99% for the commercial crime audit which ranked Council 3rd of all Victorian councils and confirms that Council has strong operational systems in place to deter, prevent and detect realistic fraudulent activity. Other aspects of Council's risk management framework include the existence and management of the corporate risk register, a documented incident report and investigation process, an established internal audit regime, a reactive customer request system and a strong asset management framework.

The following audits were conducted during the year:

- Inventory management
- Asset management
- Project management
- Contract management
- Councillors expense reimbursement
- Fees, charges and sundry debtors

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 1982, Moira Shire Council makes a private office available for use by the public to read documents. Information on display in the reception area may be taken to the reading room on request.

During the past year, Council received six (6) Freedom of Information requests and responded to each within the prescribed under the Act. Fees payable for Freedom of information services totaled \$261.30 and council waived \$26.30 in charges additional to this.

- Moira Shire Council Freedom of Information Officer is David Booth, Manager Governance

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



INDEPENDENT AUDIT COMMITTEE

Council's Audit Committee consists of three community representatives and two Councillors. The committee is a Section 139 Committee of Council supported by senior Council officers.

The Audit Committee has an advisory role and reports to Council regarding prudential and non-financial management across the organisation. The committee liaises with the Auditor-General or representative in regard to the external audit function and through the engagement of an internal auditor undertakes regular independent reviews of the operations of Council.

A key objective of Council is to ensure effective corporate governance through the application of strong and appropriate policies, procedures and controls. To assist Council achieve this objective, the Audit Committee's key role is to report and provide appropriate advice and to make recommendations on matters relevant to its Charter.

These matters include:

- The effectiveness of internal and external financial reporting;
- management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the effectiveness of the internal audit function;
- communication between the external auditor, internal audit, management and the Council.

The Audit Committee met on five occasions during the year.

The following list is a summary of the matters considered by the Audit Committee during 2013/14 and referred to Council:

- Quarterly Financial reports
- Annual Financial Statements and Performance Statements 2012/13
- 2014/15 Proposed Budget
- 2013/14 VAGO Audit Strategy
- Inventory & Asset Management internal audit
- Project Management internal audit
- FBT Compliance internal audit
- Contract Management internal audit
- Fees, Charges & Sundry Debtors internal audit
- Councilor expense reimbursements internal audit
- 2012/14 Property Liability Risk Audit
- Risk Management Status reports

COUNCIL MEETINGS

Council holds meetings once a month from February to December.

Special Council Meetings are held throughout the year.

Meetings were held in locations across the Shire. Moira Shire Council held 11 ordinary meetings and 5 Special Council Meetings in 2013/14. Public question time is encouraged at the end of each ordinary meeting.

DATE	LOCATION	TYPE
Monday 15 July 2013	Wilby	Ordinary Council Meeting
Monday 19 August 2013	Picola	Ordinary Council Meeting
Monday 16 September 2013	Strathmerton	Ordinary Council Meeting
Monday 30 September 2013	Cobram	Special Meeting: Audit Committee
Tuesday 1 October 2013	Cobram	Special Meeting: Contract and Industrial Items
Monday 21 October 2013	Nathalia	Ordinary Council Meeting
Wednesday 6 November 2013	Cobram	Special Meeting: Mayoral Election
Monday 18 November 2013	Yarrawonga	Ordinary Council Meeting
Monday 9 December 2013	Katamatite	Ordinary Council Meeting
Monday 17 February 2014	Cobram	Ordinary Council Meeting
Monday 17 March 2014	Wunghnu	Ordinary Council Meeting
Tuesday 22 April 2014	Yarroweyah	Ordinary Council Meeting
Monday 28 April 2014	Cobram	Special Council Meeting: Draft Budget
Monday 19 May 2014	St James	Ordinary Council Meeting
Tuesday 10 Jun 2014	Cobram	Ordinary Council Meeting
Monday 23 June 2014	Numurkah	Special Council meeting: Adopt Budget

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



COUNCILLOR	COUNCIL MEETINGS ATTENDED	COUNCILLOR	COUNCIL MEETINGS ATTENDED
Councillor Kevin Bourke	17	Councillor Peter Mansfield	18
Councillor Wendy Buck	15	Councillor Dan McPhee	17
Councillor Gary Cleveland	18	Councillor Marie Martin	18
Councillor Ed Cox	18	Councillor Alex Monk	18
Councillor Brian Keenan	17		

ADVISORY COMMITTEES, BOARDS AND OTHER REPRESENTATIVE BODIES

Council has established a number of advisory committees to help provide advice and input into Council decisions and policies. It runs many of these committees as well as being an active member of various boards and committees external to Council.

ADVISORY COMMITTEES AND BOARDS

- Barmah Forest Heritage and Education Centre Advisory Board
- Moira Shire Arts and Culture Board Inc
- Moira Shire Cultural Diversity Advisory Committee
- Moira Shire Disability Advisory Committee
- Moira Shire Environment Sustainability Advisory Committee
- Moira Shire Municipal Public Health and Wellbeing Advisory Committee
- Moira Shire Junior Council
- Moira Shire Kinnairds Wetland Advisory Committee
- Moira Shire Local Safety Committee
- Yarrawonga Aerodrome Advisory Committee

OTHER REPRESENTATIVE BODIES

- Barmah Horse Advisory Committee
- Goulburn Broken Greenhouse Alliance
- Goulburn Broken Local Government Biodiversity Reference Group
- Goulburn Valley Regional Library Corporation Board
- Resource GV
- Goulburn Valley Community Road Safety Council
- Hume Regional Local Government Network
- Hume Region Strategic Fire Management Planning Committee
- Lake Mulwala Community Reference Group
- MAV Emergency Management Capability Building Project Committee
- MAV Emergency Management Performance Measures Project Committee
- MHA Care Ltd Board
- Municipal Association of Victoria
- Municipal Emergency Management Planning Committee
- Municipal Fire Management Planning Committee
- Murray River Grouping of Councils
- Municipal Saleyards Association
- Murray Darling Association
- Numurkah Flood Study Community Reference Group
- Sullivan Education Fund
- Sun Country on the Murray Tourism Board
- Victorian Local Governance Association
- VicTrack Strategic Plan Project Advisory Committee
- Yarrawonga/Mulwala Liquor Accord
- Yarrawonga Mulwala Tourism Board
- Valley Sport



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



SECTION 86 COMMITTEES

Moira Shire Council currently has 37 Committees of Management that partner with Council to manage community facilities. These facilities include community halls, recreation reserves, historical precincts and a range of other important community assets.

Each committee is made up of a range of user group and community representatives, Councillors and Council staff who work together to meet the specific needs of each facility. The total number of volunteers involved in these committees of management exceeds 400.

In addition to recurrent funding to assist with general running expenses, Council also provides in-kind support, facility and building maintenance support, capital works assistance and assistance to seek external grant funding for projects.

The dedicated volunteers and the groups they represent are a vital part of the Moira Shire community and without them Council simply could not afford to provide the range and level of facilities across the Municipality.

Committees are appointed for a four-year period, must hold an annual general meeting and meet certain reporting and risk management responsibilities as part of their delegation from Council under Section 86 of the Local Government Act.

- Baulkamaugh Recreation Reserve
- Bearii Recreation Reserve and Hall Trust
- Bundalong Dan Cronin Recreation Reserve & Public Hall
- Cobram Historical Precinct
- Cobram Saleyards
- Cobram Scott Reserve
- Cobram Showgrounds
- Apex Reserve
- Floridan Park Recreation Reserve
- Invergordon Recreation Reserve and Community Hall
- Katamatite Public Hall
- Katamatite Recreation Reserve
- Katunga Recreation Reserve and Community Centre
- Koonoomoo Recreation Reserve
- Lake Rowan Hall
- Nathalia Historical Precinct
- Nathalia Showgrounds & Recreation Reserve
- Numurkah Showgrounds Reserve
- Numurkah Town Hall
- Picola Public Hall
- Picola Recreation Reserve
- St James Public Hall
- St James Recreation Reserve
- Strathmerton Public Hall
- Strathmerton Recreation Reserve
- Tungamah Court House
- Tungamah Jubilee Park Recreation Reserve
- Waaia Recreation Reserve
- Wilby Memorial Hall
- Wilby Park Recreation Reserve
- Wunghnu Recreation Reserve
- Yalca North Recreation Reserve
- Yarrawonga Eastern Foreshore
- Yarrawonga JC Lowe Oval Reserve
- Yarrawonga Saleyards
- Yarrawonga Showground Reserve/Victoria Park
- Yarroweyah Memorial Hall
- Yarroweyah Recreation Reserve

VICTORIAN LOCAL GOVERNMENT INDICATORS

INDICATORS	RESULT
OVERALL PERFORMANCE	
Community satisfaction rating for overall performance	57
ADVOCACY	
Community satisfaction rating for council's advocacy and community representation on key local issues	58
COMMUNITY ENGAGEMENT	
Community satisfaction rating for council's engagement in decision making on key local issues	59
ALL RATES	
Rates & charges declared as being receivable	\$28,916,674
Number of assessments	17,339
Average rates & charges per assessment	\$1,668
RESIDENTIAL RATES	
Rates & charges declared for residential assessments	\$15,142,752
Number of residential assessments	9,543
Average rates & charges per residential assessment	\$1,587
OPERATING COSTS	
Operating expenditure per financial statements	\$60,454,063
Number of assessments	17,339
Operating expenses per assessment	\$3,487
CAPITAL EXPENDITURE	
Total capital expenditure	\$7,302,843
Number of assessments	17,339
Average capital expenditure per assessment	\$421
INFRASTRUCTURE	
Current spending on capital renewal	\$5,369,949
Long term AAAC	\$11,863,000
Infrastructure renewal %	45%
INFRASTRUCTURE	
Current spending on renewal plus maintenance	\$14,841,831
Long term AAAC plus maintenance	\$21,334,882
Infrastructure renewal & maintenance %	70%
DEBTS	
Total liabilities	\$13,131,404
Number of assessments	17,339
Average liabilities per assessment	\$757
OPERATING RESULT	
Operating result per financial statements	\$6,534,189
Number of assessments	17,339
Operating result per assessment	\$377

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

**CERTIFICATION OF THE VICTORIAN LOCAL
GOVERNMENT INDICATORS**

In my opinion, the Victorian Local Government Indicators in this statement are presented fairly, and indicate Moira Shire Council's performance for the period ending 30 June 2014. I confirm that the indicators were calculated in accordance with the definitions as provided by the Department for Victorian Communities Circular No. 35/2012 of August 2012.

I certify the accuracy of the indicators and confirm there is a documented methodology and a reliable system to store the data.

As at the date of this certification, I am not aware of any circumstances that would render any particulars in the attached statement of indicators to be misleading or inaccurate.



WARREN BROWN
PRINCIPAL ACCOUNTING OFFICER

17 September 2014

**KATAMATITE RECREATION
RESERVE BUILDING**

The Katamatite Recreation Reserve Community Building was officially opened on 27 July 2013. This project, valued at \$1.35M was funded through Community contributions, Local Government and Victorian Government grants.



CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

COUNCIL POLICIES SUPPORT GOOD GOVERNANCE

During 2013/14, Council reviewed and considered eight of its 30 policies, with differing levels of amendment made.

The Corporate Uniform policy was revoked by Council, instead being covered by a Chief Executive Officer level policy due to its operational nature. The Garbage and Recycling policy was reviewed and adopted as the Kerbside Garbage, Recycling and Organic Collection policy. The Service Recognition – Councillors and Employees policy was revoked and replaced with two policies, one for Councillors and another for employees.

Policy review provides an opportunity to look at whether changes or improvements are required, taking into consideration the corporate direction of Council and any legislation changes.

The following is a list of the 30 Council policies which were in place as at 30 June 2014:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ▪ Achievers Award Assistance Program* ▪ Asset Management ▪ Budget Preparation and Financial Reporting ▪ Building Setback ▪ Community Grants ▪ Contribution to Fencing Costs ▪ Councillor Professional Development* ▪ Development of Policy Documents ▪ Event Sponsorship ▪ Fraud Prevention and Control ▪ Intervention where a Private Building Surveyor is responsible ▪ Investment and Cash Management ▪ Kerbside Garbage, Recycling and Organic Collection* ▪ Loan Borrowings ▪ Motor Vehicle ▪ Private water assets in road reserves | <ul style="list-style-type: none"> ▪ Procurement* ▪ Public Lighting ▪ Rates and Charges ▪ Reimbursement of Expenses and Support ▪ Risk Management ▪ Road Closures ▪ Sale of Council Land* ▪ Service Recognition – Councillors* ▪ Service Recognition – Employees* ▪ Special Rates and Charges ▪ Swimming Pool and Spa Safety Barriers ▪ Use of Network, E-mail and Internet Facilities ▪ Waiver or Refund of Building Permit Fees ▪ Youth Development and Support* |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Reviewed and adopted during 2013/14
Note: the Corporate Uniform policy was revoked by Council following its review.*

LOCAL LAWS

Moira Shire Council has three local laws:

1. **Community Safety and Environment Local Law 2013;**
2. **Meeting Procedures Local Law 2007;**
3. **Recreation Reserves Local Law 2009.**

Council's local laws are reviewed and amended as required and are available by contacting Council or from Council's website at www.moira.vic.gov.au.

INFORMATION AVAILABLE FOR INSPECTION

The following documents are available for public inspection under Part 5 of the Local Government (General) Regulations 2004 during normal working hours from the Moira Shire Council Administration Centre at 44 Station Street, Cobram:

- details of current allowances fixed for the Mayor, Lord Mayor (if any) and Councillors under section 74 or 74A of the Local Government Act 1989 (the Act);
- the total remuneration for all senior officers in respect of the current financial year and the previous year set out in a list that states -
 - i. ranges of remuneration of senior officers, where the difference between the lower amount and the higher amount in each range must not exceed \$10 000; and
 - ii. the number of senior officers whose total annual remuneration falls within the ranges referred to in subparagraph (i);
- details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months, including the names of the Councillors or members of Council staff and the date, destination, purpose and total cost of the overseas or interstate travel, including accommodation costs;
- names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted;
- names of Councillors who submitted returns of interest during the financial year and the dates the returns were submitted;
- agendas for and minutes of ordinary and special meetings held in the previous 12 months kept under section 93 of the Act, except if the minutes relate to parts of meetings that have been closed to members of the public under section 89 of the Act;
- a list of all special committees established by Council and the purpose for which each committee was established;
- a list of all special committees established by Council that were abolished or ceased to function during the financial year;
- minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, except if the minutes relate to parts of meetings that have been closed to members of the public under section 89 of the Act;
- a register of delegations kept under sections 87 and 98 of the Act, including the dates on which the last reviews under section 86(6) and 98(6) of the Act took place;
- submissions received under section 223 of the Act during the previous 12 months;
- agreements to establish regional libraries under section 196 of the Act;
- details of all property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by Council as lessor or lessee, including the name of the other party to the lease and the terms and the value of the lease;
- a register of authorised officers appointed under section 224 of the Act;
- a list of donations and grants made by Council during the financial year, including the names of persons or bodies that have received a donation or grant and the amount of each donation or grant;
- a list of names of the organisations of which the Council was a member during the financial year and details of all membership fees and other amounts and services provided during that year to each organisation by Council;
- a list of contracts valued at \$100,000 (or such higher amount as is fixed from time to time under section 186(1) of the Act) or more
- which Council entered into during the financial year without first engaging in a competitive process; and
- which are not contracts referred to in section 186(5) or (5A) of the Act.

Note: The Act provides that an amount higher than \$100 000 may be fixed by Order in Council made under section 186(1) of the Act.

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

BEST VALUE REPORT

INTRODUCTION

Best Value Victoria is a legislative requirement in accordance with the Local Government (Best Value Principles) Act 1999.

Best Value is about providing quality services that are accessible, affordable and delivered in a timely manner.

Best Value involves working with the community to provide services that best suit their needs in an open and accountable way, taking into account quality and cost factors.

Best Value for Moira Shire Council brings the opportunity to demonstrate efficiency, effectiveness and quality in service delivery that is best for the community.

Council has used the Best Value review process to provide for improvement in the efficiency and effectiveness of its service provision to the community by reviewing its services against the principles set out in the Local Government (Best Value Principles) Act 1999:

- meeting quality and cost standards;
- responsive to community needs;
- accessible to users for whom the service is intended;
- achieving continuous improvement;
- providing regular community consultation; and
- reporting at least once a year on what is done to ensure that Council is meeting the achievements set out in the principles.

PROGRAM FEATURES

Best Value has become an integrated part of the organisation, ensuring Moira Shire Council continues to meet the changing needs of its community. The benefits of Best Value are well recognised and staff members have adopted the concept as part of the formal review process and are addressing the principles as part of standard business practice.

The Best Value process has assisted Council in highlighting issues and determining improvement opportunities within the delivery of service to the community. The process improvements have been invaluable in achieving continuous improvement with Council's service delivery. The benefits of improved reporting mechanisms, program development, data collection/comparison and internal and external communication have enhanced, and will continue to enhance, corporate knowledge, planning and evaluation in coming years.

Best Value has reinforced Council's commitment to community partnerships, organisational development and quality service provision.

The Key Performance Indicators and continuous improvement targets from each review are incorporated into organisational business plans to be tested against and aligned with Council's corporate goals.

STATUS REPORT

Moira Shire Council's Best Value Review Program began in July 2001 with 69 individual services programmed for review. The program timetable was revised in 2004/2005 to amalgamate services that could be reviewed under the one service group to reduce the time required for individual reviews. This reduced the number of reviews to 26. Council met its requirement under the Local Government (Best Value Principles) Act 1999 to apply the principles to all council services by 31 December 2005.

CONTENTS

SERVICE	REVIEW COMPLETED
Aerodrome	21 November 2005
Asset Management	19 December 2005
Building Services	21 November 2005
Community Development	19 December 2005
Contract Management	18 July 2005
Customer Service	21 March 2005
Electronic Information Management	17 October 2005
Emergency Management	19 September 2005
Energy Management	19 December 2005
Enforcement Services, Fire Prevention and Animal Control	25 March 2002
Family and Children Services	19 December 2005
Finance	18 July 2005
Human Resources	16 May 2005
Landfill and Transfer Stations	20 December 2004
Parks and Gardens	15 July 2002
Planning	19 December 2005
Public Health	16 August 2004
Revenue	18 July 2005
Roads and Streets	4 November 2002
Risk Management	21 November 2005
Saleyards	20 December 2004
Streetscape/Urban Design	21 November 2005
Swimming Pools and Leisure Centres	20 June 2004
Urban Drainage/Stormwater	19 December 2005
Waste and Recycling Collection	19 December 2005
Youth	19 December 2005

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



ANNUAL PERFORMANCE RESULTS

In accordance with reporting requirements, the following section shows outcomes for the 26 service reviews.

AERODROME

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Aerodrome	100%	100%	✓	100%	100%	✓

The Aerodrome Manager conducts twice weekly aerodrome inspections, as required by the Civil Aviation Safety Authority (CASA). Reports are filed at the aerodrome and within Council's records system. The future development of the aerodrome is dependent on funding from state government. There are two current grant applications in place to upgrade the Yarrawonga Aerodrome.

The first grant, if successful will include the prioritised works:

- The widening of existing taxi lane from 14.0m to 16.5m
- The widening of existing taxi way Bravo
- Creation of new sealed long term parking area and taxi lane to taxi way Charlie
- Construction of a new sealed parking apron adjacent to existing hangers
- Construction of a new sealed taxi way from terminal building to runway 01/09
- Installation of proving pad for agriculture aircraft load/unload area

The second grant application is for the provision of an Avgas Aircraft Refuelling Service with 24/7 access. Council is considering commercialisation opportunities including at the Yarrawonga Aerodrome.

Standard met ✓ Standard not met ✗

ASSET MANAGEMENT

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Asset Management	100%	100%	✓	100%	100%	✓

Assets are defined as an item, thing or entity that has potential or actual value. Asset management is the coordinated activity to realise that value through the assets entire life cycle.

Asset management enables Council to examine the need for, and performance of, assets and asset systems at different levels. Additionally, it enables the application of analytical approaches towards managing an asset over the different stages of its life cycle from conception and design through to its disposal.

Effective Asset Management involves balancing costs, opportunities and risks against the desired performance of assets to achieve the organizational objectives. This balancing might need to be considered over different time-frames.

Condition inspections and revaluations were conducted on the following asset categories in accordance with the Moira Shire Council Asset Management Plan:

- Roads
- Bridges
- Buildings
- Land Improvements
- Land Under Roads

Inspections of bridges, sealed roads and buildings were conducted by qualified external consultants while land improvements and gravel roads were inspected by internal engineering staff. Land under roads was revalued in accordance with the Australian Accounting Standards Board.

The information gathered in these inspections is used to produce the prioritised works programs used by Council to maintain these assets.

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



BUILDING SERVICES

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Building Services	100%	100%	✓	100%	100%	✓

The Building department issued a total of 478 responses (a decrease of 7%) for property information during the past 12 months in relation to the sale of property.
All of these requests were delivered within the quality standard time frame of 10 working days.
One hundred percent of swimming pool inspection requests were responded to by the next working day. Improvements to processes introduced following a review of Council's Swimming Pool and Spa Safety Barriers Policy has seen an increase in the number of swimming pool inspections carried out annually.

Due to continued uncertainty about changes to building procedures and regulations due to the state government review of governance in the building industry, information sessions were replaced with targeted consultation with individual clients throughout the year to deal with individual client concerns. It is intended to produce a newsletter and follow-up consultation in 2013/14 when changes to building legislation and regulations are finalised by the state government.

Standard met ✓ Standard not met ✗

COMMUNITY SERVICES

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Community Services	100%	100%	✓	100%	100%	✓

Council officers maintain strong engagement with community coordinator groups and Council's Section 86 Committees of Management. Action plans and master plans are reviewed regularly as part of this engagement and projects are identified and supported by officers. Planning has been conducted for the facilitation of Volunteer Training Workshops which will be rolled out in 2014/15.
Community Building continues to operate under the three guiding principles of community engagement, volunteer resourcing and training and project development.
The Community Development have worked on actions, events and programs that support the recognition, celebration and enhancement of Moira's diverse multicultural and indigenous heritage. These include coordination and implementation of activities during Cultural Diversity Week, Refugee Week, Reconciliation Week, NAIDOC Week and facilitating Multicultural Advisory Committee meetings.
Moira Arts and Culture Inc was formed in November 2013 as a not for profit incorporation to stimulate, enrich and support creativity in our communities ensuring the vitality and sustainability of Arts and Culture into the future. Achievements include:

- Development of a 3 Year Strategic Plan
- Production and circulation of E-Newsletter
- Establishment of branding and Facebook page
- Development and delivery of community programs including Small Grants Program, In The Bin Film Workshops for youth, St Kilda Film Festival, Regional Arts Victoria Grant Writing Workshops, The Man they call the Banjo performance, Arts Exhibition Program and Outreach Services

To ensure the continuous improvement of planning, delivering and improving the quality, accessibility and relevance of community services the Community Services Team have:
Hosted six Disability Advisory Committee meetings and continued to complete actions from the Moira Shire Council Disability Action Plan.
Through surveys and community consultation prepared for a review of the Positive Ageing Strategy which will be completed in the 2014/15 financial year.
To assist in the identification, development and action of community safety initiatives the Local Safety Committee held bi-monthly committee meetings. The committee focused on completing objectives identified in the current Community Safety Plan and formed a sub-committee to develop the next Community Safety Plan.

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



CONTRACT MANAGEMENT

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Contract Management	100%	98%	✓	100%	100%	✓

Council has developed a Procurement Policy as required under section 186A of the Local Government Act 1989 (the Act), which includes higher level processes and procedures. The Policy has been reviewed and the amendments adopted by Council at a formal meeting. The Procurement Policy provides guidance on the requirements for purchases above and below the threshold to achieve value for money, whilst maintaining the highest standards of probity and risk minimization. To monitor compliance, internal audits are conducted in accordance with the contract file audit procedure and timetable. Audits were conducted on

Contract files to ensure compliance and assist with the review of the Procurement Policy and Guideline. The Procurement Policy and Guideline have been updated to address issues identified in the audit and staff training is scheduled for December 2014. Council had 84 current contracts as at 30 June 2014 and advertised 25 contracts within the 2013/14 financial year. Compliance has increased from the previous year, reflecting the continued attention to compliance by the Contracts Department to achieve consistency and control over procurement activities and demonstrate accountability to the Moira Shire community.

ELECTRONIC MANAGEMENT

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Electronic Management	100	98	✓	100	100	✓

Total Help Desk requests opened for 2013/14 was 3,661 with 3,685 closed. Reporting on help desk satisfaction and adherence to service level agreements has been established. A FULL disaster recovery process is achieved through the combined application of a combination of Double take, Vrepliator, DFS file replication and backup. Generator is in place for powering essential systems in the event of power failure. This includes power for the MECC during activation. IT infrastructure at the DR site has been upgraded and a review of the current DR policy and plan is underway.

TRIM documents management system has been rolled out. Increased training of staff is planned for 14/15 as well as a number of projects to increase the usage of TRIM. These include reduction of email and personal drive allocations to force documents into TRIM and improve efficiency of server infrastructure. A very high availability of Council's network was achieved during 2013/14.

CUSTOMER SERVICE

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Customer Service	90%	76%	✗	100%	100%	✓

Council achieved a score of 67 for Customer Service in the Department of Planning and Community Development's 2014 Community Satisfaction Survey in line with the group average of 68 and significantly below the state wide average of 72. Three external surveys were conducted by Council throughout the year which indicated 69% of

customers were contacted about their request, 87% of customers were satisfied with the quality of Service they had received from Council and 74% of customer requests were resolved on first point of contact.

EMERGENCY MANAGEMENT

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Emergency Management	100%	100%	✓	100%	100%	✓

The Municipal Emergency Control Centre (MECC) at 44 Station Street, Cobram was activated for the following event:
The Wunghnu Complex Fire on 10 February 2014
A relief centre at the Cobram Sports Stadium in Campbell Road was opened to cater for the needs of 300 people who relocated during the 2 day event.
The emergency management software (MECC Central) was used successfully and

eliminated the need for manual log keeping and recording of messages/requests for resources. At this time all staff participating in the MECC operations and Relief/Recovery operations were further trained in the use of the system. Moira Shire also adopted its revised Municipal Flood Emergency Plan which was reviewed following the March 2012 flood emergency.

Standard met ✓ Standard not met ✗

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



ENERGY MANAGEMENT

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Energy Management	100%	100%	✓	100%	100%	✓

Annually, Moira Shire Council is required under the National Greenhouse and Energy Reporting Act 2007 (the Act) to report corporate greenhouse gas emissions (scope 1 and 2 only). As of FY13-14 Council has submitted an application to the Clean Energy Regulator to deregister from the reporting scheme. Council has submitted a below threshold report for the past 4 consecutive years and was invited to deregister by the regulator.

Scope 1

emissions are the release of greenhouse gases into the atmosphere as a direct result of an activity (e.g. emissions from small plant, large plant and passenger fleet, landfill gas emissions, gas consumption [LPG and NG]).

Scope 2

emissions are the release of greenhouse gases into the atmosphere as an indirect result of one or more activities that generate electricity (e.g. consumption of electricity from the national grid).

The Act establishes the legislative framework for the National Greenhouse and Energy Reporting System (NGER). A number of legislative instruments sit under the NGER Act, providing greater detail about corporations' obligations. Importantly, the NGER Act underpins all carbon pricing schemes by providing the emissions data to base reporting obligations on.

It is important for Council to report corporate emissions as accurately as possible. Council has subscribed to the Planet Footprint utility tracking service to more accurately track emissions. Additionally, this has enabled Council to benchmark the Shire's usage against that of similar sized municipalities or facilities. Council is also better equipped through this reporting process to monitor its electricity usage over time.

There is an increased importance in being able to accurately measure and report corporate emissions. Council is well positioned to adapt to any changes in legislation (i.e. all levels of government having to report greenhouse emissions and energy usage).

Continued improvement in the accuracy of reporting will allow Council to further explore and develop programs that specifically address energy efficiency. Through these processes Council has the potential to minimise its exposure to changes in the cost of energy and be well prepared to take advantage of changes in the energy supply market.

ENFORCEMENT SERVICES, FIRE PREVENTION AND ANIMAL CONTROL

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Enforcement services, fire prevention and animal control	100%	100%	✓	100%	100%	✓

As at 23 July 2014 a total of 5,740 animal registrations were renewed and advice received from owners that 450 animals had left the municipality or are deceased and not replaced. A total of 521 renewal notices remain outstanding. Reminder letters have been forwarded to these owners.

During the past 12 months, 221 dogs and 275 cats were admitted into the Moira Shire Council pound of which 53% were reclaimed by their owners. The remaining animals were assessed by officers of the Safety and Amenity Unit for their suitability to be rehoused through an Adoption program.

The percentage of dogs rehoused increased from 31% to 73% and cat adoption increased from 9% to 15% respectively.

Fire prevention programs commenced on 21 October 2013. The first round of inspections of private property have to date resulted in 530 fire prevention notices being issued to land owners. Works on council land, roads and access tracks were completed prior to the introduction of the declared fire danger period.

Properties were monitored continually throughout the fire danger period and where necessary follow up compliance notices were issued.

Media releases from the Safety and Amenity Unit focused on responsible pet ownership, fire hazard removal and road user obligations such as parking and footpath trading.

Standard met ✓ Standard not met ✗

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



FAMILY AND CHILDREN SERVICES

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Family and Children Services	100%	100%	✓	100%	100%	✓

Moira Family Day Care will undergo an assessment and rating visit during February 2015. At the last assessment and rating visit in February 2013 the service was rated as meeting the National Quality Standard in all 7 quality areas. A particular strength observed within the service during this visit was the positive relationships between Educators, Families and Coordination Unit.

Moira Family Day Care continue to promote the service through advertising in newsletters, local newspapers, distribution of flyers and posters, and delivering information sessions to new mothers groups, playgroups and students undertaking Early Childhood studies.

Educator numbers have maintained at 18, which is positive news and a high standard of care is provided and monitored by our experienced team. Home Visits to Educators are conducted at a minimum of every 4 weeks by the Child Development Officers, in accordance with scheme policy and regulation requirements.

Through the annual scheme review, surveys are conducted to identify any issues with service provision and to seek improvement of the service. Scheme policies are under review and an Advisory Group is being established.

Moira Shire Council Maternal and Child Health Service continue to offer three types of service delivery within the municipality. These include the:

- Centre Based service which offers appointments for families with children 0-6 years, 18 month group sessions and the delivery of new mother's groups.
- Community Development service which has involved the co-ordination of the Shire's family related events such as Children's Week, delivery of PEEP Parenting Program in Cobram and Yarrowonga, and the establishment of a local Breast Feeding Support group.
- Enhanced Maternal and Child Health service which has targeted vulnerable or high risk families with additional needs such as chronic parental or child illness, post natal depression/psychosis, domestic violence, feeding issues, parenting issues, grief, sexual assault and relationship issues.

Moira Shire has conducted immunisation sessions for infants throughout the financial year at Yarrowonga, Tungamah, Cobram, Numurkah and Nathalia. Sessions were conducted in each of the towns on a monthly basis. These sessions run in accordance with the Department of Health Victorian Immunisation Schedule. Three rounds of immunisation sessions took place at the eight Secondary Schools located within the municipality. The immunisation sessions were delivered by the Moira Shire Council Immunisation Team and were conducted as per the Department of Health Victorian Immunisation Schedule.

Standard met ✓ Standard not met ✗

FINANCE

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Finance	100%	100%	✓	100%	100%	✓

Accounting services were within the adopted budget. Financial statements 2012/13 were certified on 23 October 2013 by the Auditor-General. The September Budget review was adopted by Council on 18 October 2013, the December Budget review was adopted by Council on 17 February 2014 and the March Budget review was adopted by Council on 28 April 2014.

Financial position reports for each month to and including June 2014 have been submitted to Council.

The percentage of the debtors balance greater than 60 days as 30 June 2014 was 2 percent, which is well below the target of 25 percent.

The Strategic Resource Plan was reviewed and the budget was adopted in accordance with the requirements and timelines of the Local Government Act 1989.

HUMAN RESOURCES

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Human Resources	100%	100%	✓	100%	100%	✓

The Organisational Development Strategy (People Plan) was developed, with a strong learning and development theme to support and ensure the sustainability of the organisation. Moira Shire Council is committed to supporting employees in developing and maintaining their professional skills. Workforce planning is being embedded to ensure that Moira Shire Council is able to deliver on the council plan as well as anticipate future workforce needs.

The Human Resources department generated:

- An upgrade of the HR and Payroll technology was conducted with enhanced functionality including online leave management, performance management and training record management.
- The Performance Appraisal System evaluations, which were completed on time. All associated remuneration increases and end of band payments were completed in the second quarter of 2014.

The facilitation of a learning and development needs analysis and a review of all mandatory compliance training conducted. All current employees' professional development was audited and as a result of both the learning and development needs analysis and the mandatory compliance requirements, a comprehensive training calendar was developed to ensure employees were being captured to complete all required compliance and competency training.

- A set of Key Performance Indicators (KPIs), which were rolled out across the organisation. These KPIs will be measured and evaluated during the next performance appraisal process.
- The development of policies and procedures which aligned with best practice.

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



LANDFILL AND TRANSFER STATIONS

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Landfill and Transfer Stations	100%	100%	✓	100%	100%	✓

Council continues to deliver this service across nine transfer stations and one landfill site within budget. Compliance with the EPA landfill license requirements has been maintained throughout the year. Rehabilitation of landfill cells 1 to 3 has commenced and is progressing well, including within budget, despite interruptions due to the weather. Substantial savings in the cost of transporting the 30m³ bulk bins to landfill have been made by increased diversion of reusable materials and by use of the backhoe to compress the bin contents, maximizing volume and weight capacity within each bin. A second, permanent polystyrene processing machine has been installed at Yarrowonga transfer station to free up the mobile machine, making it available to process the polystyrene collected at other sites. Collection points for polystyrene are available at all of Council's transfer stations.

Ongoing waste management initiatives continue at all waste management sites. For example, mattresses are now diverted from landfill and processed to recover the recyclable materials contained in them. Transfer station amenities and layouts are being standardized to improve recycling rates by making access to bins easier for customers. Council offered free mulch days to residents throughout the year. On-site loading of municipal mulch generated from green and timber waste was available for residents to access bulk loads free of charge. Throughout the year a number of groups were taken to the Cobram Landfill as part of Council's commitment to community education in relation to waste and recycling. In this year's community satisfaction survey Council achieved a satisfaction rating of 74% for performance in waste management.

PARKS AND GARDENS

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Parks and Gardens	100%	100%	✓	100%	100%	✓

Council's result in the Annual Local Government Community Satisfaction Survey for 2014 for overall performance in the appearance of public areas was 75 which is the same result received in 2013. The Parks and Gardens depots have re-planted and updated various gardens, walking tracks, laneways, parks and streetscapes throughout the shire with the addition of new plants, roses and garden beds, irrigation upgrades and mulch to garden surfaces.

Council continue to have two street sweepers working to a regular schedule with the compact street sweeper concentrating on CBD street areas throughout the Shire and the main street sweeper responsible for residential areas. The service provided by the arboriculture team has increased with the addition of regular programs for rural roadside tree pruning and school bus route tree trimming.

Standard met ✓ Standard not met ✗

PLANNING

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Planning	100%	98%	✓	100%	100%	✓

In terms of the Local Government Community Satisfaction Survey 2014, Moira performed as follows:

- For General Town Planning matter, Moira outperformed the Large Rural Shires' averages in the town planning policy field by scoring 72 (with the average for Large Rural Councils being 54, and a State average of 55); and
- For Planning and Building Permit Approvals Moira scored 53 (down 5 points) (with the average for Large Rural Councils being 71, and a state average of 73).

The improved results generally indicate that Moira Shire Council is performing better than many other rural Councils across Victoria but further opportunities for service improvement were identified. The continuing implementation of programs such as the Northern Victorian Irrigation Renewal Project (NVRIP), Water for Rivers and funding for irrigators to improve on-farm efficiency have provided opportunities for farm restructure consolidation and efficiency gains. Agriculture continues to be a key driver for the Shire's economy, and the promotion of tourism within the region is supported by the introduction of the Rural Activity Zone to the Moira Planning Scheme.

319 applications were lodged in 2013/14 compared with 314 the previous year, 376 decisions were made in relation to applications with 373 permits issued and 3 applications refused; 80% of permits were issued within the 60 statutory days compared to 92% the previous year. There were 2 applications under review with one in Council's favor and one yet undetermined. There has been an increase in complex applications, some involving extended negotiation, mediation and consultation and an increase in compliance retrospective applications. The average processing days overall was 82 compared to the regional average of 109. Major changes were introduced in respect of state government planning policies and processes with a new set of zones being implemented across the state (with the most recent being the introduction of General Residential Zone), as well as proposed changes the State Planning Policy Framework and introduction of a new "fast track" planning process, known as "Vicsmart" for minor applications. These changes will be requiring significant strategic planning activity throughout the forthcoming year. The Victorian Coalition Government announced a commitment of \$12.3 million in the 2014-15 State Budget to assist Regional Victoria with the implementation of Regional Growth Plans and the continuation of the Rural Council Planning Flying Squad. Applications will be made through the Flying Squad for assistance with the Implementation of a Heritage Amendment to implement Moira's Heritage Study as well as the Moira Town Planning Scheme four yearly review.

*The above information was sourced from the Planning Permit Activity Reporting System (PPARS) up to Quarter Three and before the 2013/14 Annual Report was released.

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



PUBLIC HEALTH

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Public Health	100%	100%	✓	100%	100%	✓

The monitoring of food safety standards within all registered food businesses continues to dominate the activities of Council's Environmental Health Officers; however the associated recording of these activities has disproportionately increased. The Health Department has introduced one helpful initiative in relation to an "App" to be used for the recording, collating, and sending of food sampling data to Council's analysts, however the quarterly reporting of Council's Food Safety Activities to the Health Department has been difficult largely due to the incompatibility of Council's Authority software, in respect to many of the reporting criteria requiring to be satisfied.

The issuing of official warnings and infringement notices for breaches of the Food Act have been helpful in reinforcing Council's extensive educative efforts. Many food businesses are broadening their services in response to more challenging economic conditions, and Council's EHOs have demonstrated their diversity and assistance by participating with the food business owners in the development of these new services.

Council's Food Safety activity reporting to the Health Department will continue to be a major focus as verified by the Minister in the government's push for further deregulation and assistance to the food manufacturing and retail industries.

Council's services in relation to providing written reports to prospective purchasers of properties with a septic tank system, continues to be utilized, and continues to be very helpful in regards to correcting failing and illegal waste water disposal systems. Tungamah Township has been seweraged, and property owners are now able to connect to the sewer and disconnect their septic tank systems, which ultimately will remedy a significant environmental and public health nuisance. Council was significantly involved in the early preparation of the submission to the State Government in obtaining the funding for the sewerage upgrade, which has been implemented and managed by North East Water.

Council's 21 Caravan Parks continue to be assessed in respect to fire safety compliance, and a number of parks are considering their long term viability in consideration of these assessments. Although accommodation availability for vulnerable persons is a significant consideration in many of these parks, poor fire safety conditions and the associated potential for serious injury or death cannot be understated.

REVENUE

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Revenue	100%	100%	✓	100%	100%	✓

In matching between Council's database and Land Information Victoria's database, Council continues to perform extremely well, with a match rate of approximately 96.4455%. The matching program also ensures all properties are valued and rated.

For 2013/14 a collection rate of 95.3 was achieved, which is similar to the recorded rate of 95.3% for the previous year. The requests for Land Information Certificates are still very steady. All urgent and non-urgent requests were returned the same day.

ROADS AND STREETS

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Roads and Streets	100%	100%	✓	100%	100%	✓

Council's result in the Annual Local Government Community Satisfaction Survey for 2014 for maintenance of unsealed roads was 46, which is a decrease of four points from 2013. A key finding of the 2014 survey stated that the condition of unsealed roads is an issue for most rural shires. Moira Shire's road network was maintained in accordance with the Road Management Plan. A total of 56kms of sealed road have been resurfacing, 64kms of gravel roads were re-sheeted, 12kms resheeted with granitic sand for dust suppression, and 13.6kms of road shoulders resheeted.

The service provided by Operations and engagement with the community continues to increase with the Executive Manager Operations and two Roads Team Leaders attending several meetings with community groups and onsite meetings with residents. The employment of a new Superintendent of Works and Services will also result in improvements in the management of customer requests, completion of road and footpath maintenance programs, and increased interaction with the community.

Standard met ✓ Standard not met ✗

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



RISK MANAGEMENT

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Risk Management	100%	100%	✓	100%	100%	✓

Council experienced a 5.2% increase in the total cost of insurance in 2013/14 compared to the previous year. The overall increase resulted from a 30% increase in the cost of motor vehicle and public liability insurance offset by a 14% decrease in property insurance attributed to the removal of the fire services levy.

The most recent liability risk audit conducted by Council's insurer, MAV Insurance, in February 2013 awarded Council a score of 89%. Areas of strength identified by the audit included the existence of a comprehensive risk management framework, well managed inspection systems for road related infrastructure and comprehensive town planning procedures.

Areas for improvement identified by the audit included the development of a prioritised method for reviewing risks contained in the risk register, development of procedure relating to building safety and the completion of the draft Stormwater Management Plan.

The property risk audit conducted by Jardine Lloyd Thompson in June 2014 awarded Council a score of 70%. Whilst the overall score has decreased slightly since the previous audit, it is important to recognise the significant changes in content and emphasis from the previous audit.

Council has demonstrated the existence of robust policy and procedural documentation surrounding risk management overall. Areas for improvement include further development and review of the Business Continuity Plan and more effective application of risk management considerations at the design stage of projects.

Council completed the second year of audits scheduled in the four year internal audit program and audits were conducted on the following areas of Council operations:

- Inventory management
- Contract management
- Councillors expense reimbursement
- Fees, charges and sundry debtors

All accepted recommendations identified in audits were recorded into Council's risk management system and the resulting actions assigned to Responsible Officers. Progress towards the implementation of outstanding actions is monitored and reported quarterly to the Corporate Management Team, the Audit Committee and Council.

SALEYARDS

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
SALEYARDS: COBRAM YARRAWONGA	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

As a result of the steady decline in trading activity at both saleyards over recent years, Moira Shire Council resolved to close the yards and dissolve the Committees of Management on 19 August 2013. Council is in the process of clearing the sites and exploring potential alternative uses.

STREETSCAPE/URBAN DESIGN

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Streetscape/Urban Design	100%	100%	✓	100%	100%	✓

The Cobram Urban Design Framework, adopted by Council in 2009 has been utilised to seek external funding and market the project to the grant Authorities.

Projects identified in the Streetscape Master plans adopted by Council have been incorporated into the draft 10 year Capital Works Program.

SWIMMING POOLS & LEISURE CENTRES

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Swimming Pools & Leisure Centres	100%	100%	✓	100%	100%	✓

Council's result in the Annual Local Government Community Satisfaction Survey for recreation facilities was 70, which is slightly above last year's result of 68. This score remains favourable across the average for large rural shires, which is 68. It is a continued focus of the team to maintain high customer satisfaction.

Moira Shire Council's average subsidy for all pools and recreation centers per visitation as at June 30 2014 was \$6.71, compared to \$5.56 for June 2013. Audits were completed for all outdoor pools, along with maintenance works across most facilities prior to the season opening. The Recreation Contract Supervisor conducts monthly audits across all facilities, including water quality tests in addition

to tests conducted by Environmental Health Officers during the year. In addition, spot audits are also conducted regularly.

Moira Shire pools opened on the 1 of December 2013 and closed on the Labour Day long weekend in March 2014 in accordance with the contract. Overall attendances for the aquatic facilities for the 2014/15 season were 44,641 down on the previous season total of 50,005, a variation of 12%. This was due to a number of factors, most of which being the severe hot weather experienced was in line with a drop in attendances at outdoor facilities. The splash park remained open until the end of April, and continues to be popular with the community.

Standard met ✓ Standard not met ✗

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)



URBAN DRAINAGE/STORMWATER

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Urban Drainage/Stormwater	100%	100%	✓	100%	100%	✓

Council actions in relation to stormwater management are complimentary to the policy framework established by the Environment Protection Authority (EPA) under the Environment Protection Act 1970 and current best practice guidelines. The Urban Stormwater Management Plan identifies priority management issues for urban storm water within Moira Shire. It presents numerous management strategies to address these issues. There were no non-compliance issues raised by the EPA regarding stormwater management during the 2013/14 financial year. Stormwater pumps are inspected on a monthly basis and maintained in a serviceable condition, with any repairs dealt with at the time. Council now also has many of its pumps on automatic

monitoring systems to help ensure that the systems are operational when called upon. The inspection program for Gross Pollutant Traps (GPTs) has continued to be implemented. Drainage Betterment works, originally commenced in 2012/13 have been completed with the upgrade to pumps at several locations. A major drainage study of Yarrowonga is in progress which will investigate the existing drainage system and make recommendations regarding the required capacity to meet design storms. This study is within quality and cost standards but has been delayed due to the large number of additional assets found during the site inspection stage. Results will be applied to future capital works programmes.

WASTE AND RECYCLING COLLECTION

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Waste & Recycling Collection	100%	100%	✓	100%	100%	✓

Kerbside waste and recycling contracts have been delivered within budget and within compliance with the contract. Recycling totals have increased averaging over to 250 tonnes per month with a February peak over 300 tonnes with no rejected loads again. Waste and recycling services continue to be delivered in accordance with Moira Shire Council's Waste Management Plan.

Standard met ✓ Standard not met ✗

YOUTH

QUALITY AND COST STANDARDS	TARGET QUALITY STANDARD	RESULT	MET QUALITY STANDARD	TARGET COST STANDARD	RESULT	MET COST STANDARD
Youth	100%	100%	✓	100%	100%	✓

There are a number of various actions and programs that are identified within the Youth Strategy. These issues are addressed through Junior Council meetings, safety issues and concerns are identified and actioned through the Moira Shire Local Safety Committee, L2P Driver Mentor Program, the MY PASSPORRT alcohol and other drug harm minimisation programs and FReeZA events. Junior Council met on four occasions during 2014, with first meeting held at Ulupna Island where participants were inducted and had the opportunity to meet councilors. There has been three meetings held and a further two scheduled for the remainder of the calendar year. Local town and social issues are discussed at every Junior Council meeting. Many of the issues and actions are linked to actions of the Municipal Public Health plan, Council Plan and Moira Shire Safety Plan. This process is also facilitated by Mission Australia's Youth Contract worker in conjunction with Council staff. Correspondence has been sent out to all of the secondary schools across the shire to take part in the MY PASSPORRT alcohol and other drug program during term four 2014. The program facilitated by the Moira Shire Council, involves local police ambulance officers, drug and alcohol worker from Primary Care Connect and a representative from Mission Australia.

National Youth Week 2014 saw a music/skate event at the Cobram skate park in April 2014. The event was held in conjunction with Youth Foundations Rumble in the Gums, and was a well-attended day with various activities held at Federation Park. A variety of FReeZA events were held across the shire during 2013/14, with the Battle of the Bands heat held in August at the Yaroweyah Hall, Kool Skools recording program, movie nights held throughout the Shire during the July school holidays, an Open Mic event at the Cobram Show in October and a numbers of Skateboarding Australia skate workshops. Council facilitated a Community Youth Leadership program during 2014. The program saw 10 local youths navigate their way through the 6 month program and develop their personal, communication and leadership skills. The graduation was held in June and showcased their growth and achievements though the duration of the program. The L2P program is an initiative targeting disadvantaged youth in a program that assists in attaining 120 hours driving experience, the required driving hours to qualify for the probationary driving test. Fourteen mentors are currently matched with participants, and there has been nineteen participants receive their probationary licence since the inception of the program.

Standard met ✓ Standard not met ✗

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

PERFORMANCE STATEMENT

PERFORMANCE STATEMENT

The accompanying performance statement of Moira Shire Council in respect of the 2013/14 financial year is presented fairly in accordance with the Local Government Act 1989.

INTRODUCTION TO THE PERFORMANCE STATEMENT

Council is required to adopt, as an integral part of the Annual Budget, a number of Key Strategic Activities, including performance measures and targets that support the provision of programs within budget.

These activities contribute to the delivery of the vision, strategies and actions contained within the Council Plan, which sets the strategic direction for Council.

The monitoring of progress and reporting in relation to these activities is tracked through monthly reports examined by the Corporate Management Team. Formal quarterly reports are provided to Council on the status of achievement of these activities.

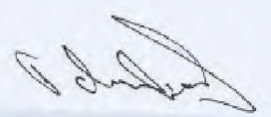
CERTIFICATION OF THE PERFORMANCE STATEMENT

In our opinion, the accompanying Performance Statement of Moira Shire Council in respect of the 2013/14 financial year is presented fairly in accordance with the Local Government Act 1989.

The statement outlines the performance targets and measures set out in relation to the achievement of the Key Strategic Activities of the budget in respect of the current year and describes the extent to which the activities were achieved, having regard to those measures.

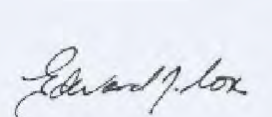
As at time of signing, we are not aware of any circumstances that would render any particulars in the statement to be misleading or inaccurate.

We have been authorised by Council on 15 September 2013 to certify the Performance Statement in its final form.



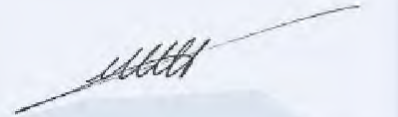
CR PETER MANSFIELD
MAYOR

17 September 2014
Cobram



CR ED COX
COUNCILLOR

17 September 2014
Cobram



MARK HENDERSON
CHIEF EXECUTIVE OFFICER

17 September 2014
Cobram

STRATEGIC GOALS

STRATEGIC GOAL 1 – ENVIRONMENT

PAGE 80



STRATEGIC GOAL 2 – COMMUNITY

PAGE 81



STRATEGIC GOAL 3 – DEVELOPMENT

PAGE 82



STRATEGIC GOAL 4 – ORGANISATION

PAGE 83



STRATEGIC GOAL 5 – INFRASTRUCTURE

PAGE 84



STRATEGIC GOAL 6 – GOVERNANCE

PAGE 85



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

VAGO

Victorian Auditor-General's Office

Level 24, 35 Collins Street
Melbourne VIC 3000
Telephone 61 3 8601 7000
Facsimile 61 3 8601 7010
Email comments@audit.vic.gov.au
Website www.audit.vic.gov.au

INDEPENDENT AUDITOR'S REPORT

To the Councillors, Moira Shire Council

The Performance Statement

The accompanying performance statement for the year ended 30 June 2014 of the Moira Shire Council which comprises the statement, the related notes and the certification of performance statement has been audited.

The Councillors' Responsibility for the Performance Statement

The Councillors of the Moira Shire Council are responsible for the preparation and fair presentation of the performance statement in accordance with the *Local Government Act 1989* and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the performance statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the *Local Government Act 1989*, my responsibility is to express an opinion on the performance statement based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the performance statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance statement. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the performance statement, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the performance statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the overall presentation of the performance statement.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

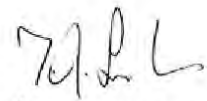
Auditor's Opinion

In my opinion, the performance statement of the Moira Shire Council in respect of the 30 June 2014 financial year presents fairly, in all material respects, in accordance with the *Local Government Act 1989*.

Matters Relating to the Electronic Publication of the Audited Performance Statement

This auditor's report relates to the performance statement of the Moira Shire Council for the year ended 30 June 2014 included both in the Moira Shire Council's annual report and on the website. The Councillors of the Moira Shire Council are responsible for the integrity of the Moira Shire Council's website. I have not been engaged to report on the integrity of the Moira Shire Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this statement. If users of the performance statement are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited performance statement to confirm the information contained in the website version of the performance statement.

MELBOURNE
23 September 2014


Dr Peter Frost
Acting Auditor-General

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

ENVIRONMENT

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.



STRATEGIC GOAL 1 – ENVIRONMENT

Performance Measures	Target	Result	Comments
1.1.1 Annual residential waste generation (kilograms) for recycling, landfill & green waste: * Per Capital * Per residential assessment	* Less than 600 Kilograms per capita * Less than 1000 kilograms per residential assessment	✓	185 kg per capita 307 kg per residential assessment <i>Source - DSK 2013/14 Annual Report</i>
1.2.1 Percentage community satisfaction (index score) with waste management	65%	✓	71 % <i>Source - Community Satisfaction Survey 2014</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%	✗	

COMMUNITY

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.



STRATEGIC GOAL 2 – COMMUNITY

Performance Measures	Target	Result	Comments
2.1.5 Provide youth focused social and sporting events	Host six events throughout the Shire	✓	6 events held <i>Source - Copies of promotional posters for each event</i>
2.2.1 Proportion of infants born that receive primary immunisations	90%	✓	94% <i>Source - immunisation data report</i>
2.2.7 Operate a Family Day Care service within Moira Shire	Maintain at least 15 educators that provide Family Day Care	✓	21 <i>Source - Educator list as at 24 July 2014</i>
2.4.1 Support the Moira Shire Safety Committee through facilitating meetings involving all relevant stakeholder	Host four Safety Committee meetings per year	✓	4 meetings <i>Source - Copies of minutes conducted.</i>
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.	✓	67,812 visitations <i>Source - 2013/14 YMCA report</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	✓	MEMPlan Audit Report. Copy of the CERA (community Emergency Risk Assessment) <i>Source - Moira Shire Council</i>
2.10.5 All registered premises inspected prior to the renewal of their registration including compliance enforcements as needed	100% premises inspected	✓	Inspection of files when on site. Random selection of 15 premises

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

DEVELOPMENT

Moirra 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



ORGANISATION

Moirra 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 whose main focus is on pro-active service delivery.



STRATEGIC GOAL 3 – DEVELOPMENT (LIVEABILITY)

Performance Measures	Target	Result	Comments
3.2.4 Community satisfaction ratings for performance compared to similar councils: * Town Planning Policy	55%	✓	57% Planning Policy <i>Source – Community Satisfaction survey 2014</i>
3.11.1 Assess the potential for commercial development of Council controlled assets	6 Assessments	✗	

STRATEGIC GOAL 4 – ORGANISATION

Performance Measures	Target	Result	Comments
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%	✓	Completed and presented to Council 23 June 2014 <i>Source – Copy of Council Report</i>
4.7.1 DPCD Customer Service Survey/Moirra Internal Survey	75%	✗	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

INFRASTRUCTURE

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.



STRATEGIC GOAL 5 – INFRASTRUCTURE

Performance Measures	Target	Result	Comments
5.1.1 Percentage of completed capital works infrastructure projects completed at the conclusion of the financial year (based on number of projects)	95%	X	
5.3.3 Community satisfaction (index score) with conditions & maintenance of municipal roads, streets, footpaths (CSS)	85%	X	
5.4.1 Civic Mutual Plus overall score for management of sporting reserves	>50%	✓	Result 87% Source – MAV Public and Professional liability report

GOVERNANCE

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.



STRATEGIC GOAL 6 – GOVERNANCE

Performance Measures	Target	Result	Comments
6.3.1 Percentage of Freedom of Information Requests responded to within prescribed timeframes	100%	✓	100% Source – FOI commissioner annual report
6.5.2 Annual Report to Minister for Local Government by 30 September 2013	1 Annual Report completed & delivered by 30 September 2013	X	Source – letter of acknowledgement from the Ministers office. Received 25 October 2014

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

FINANCIAL REPORT

FINANCIAL OVERVIEW

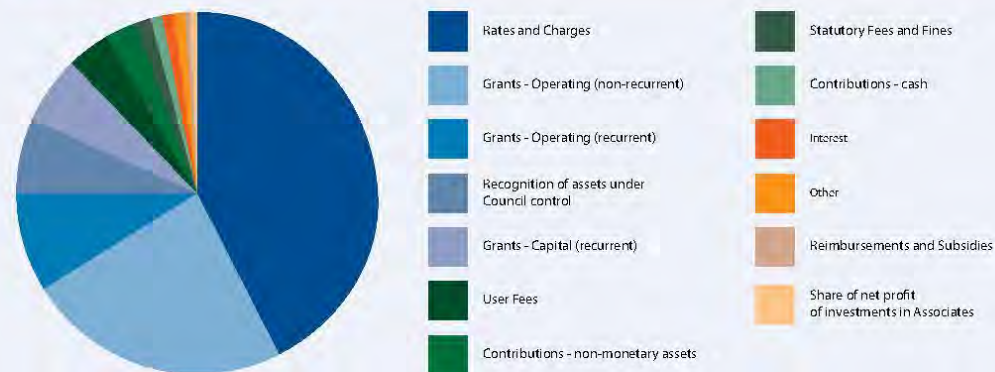
IN BRIEF

- In summary, Moira Shire financial position is summarised by the following key points:
- A \$6.4 million surplus position compared to the adopted budget allocation position of deficit \$3.9 million;
- \$14.4 million cash and cash equivalents compared to \$6.9 million adopted budget position, although \$4.5 million of this figure is subject to external restrictions including long service leave provisions, trust funds and deposits; and
- \$7.3 million capital expenditure representing \$2.8 million less than the adopted budget allocation of \$10.1 million.

REVENUE

Council's total income for the 2013/14 financial year was \$67.0 million against \$82.6 million in 2012/13. An analysis of Councils revenue sources is included below. Rates generate \$28.9 million of Councils revenue sources and are used to fund community service and renew community assets.

INCOME



NET RESULT

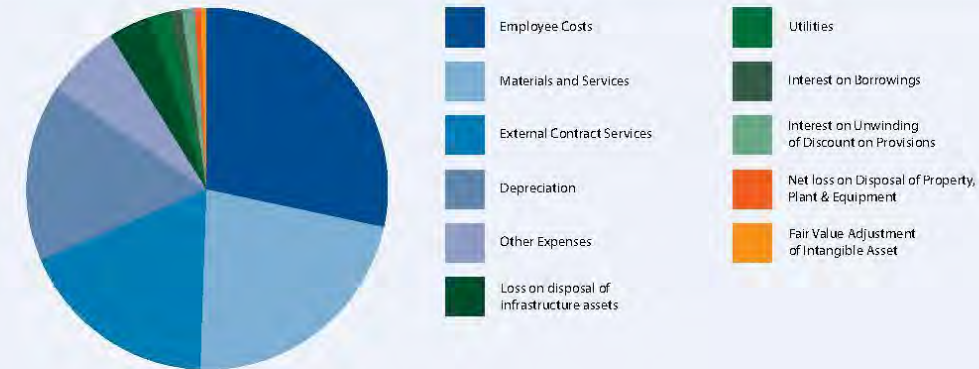
Council achieved a surplus position of \$6.4 million for the 2013/14 financial year ending 30 June 2014. This result compares with the 2013/14 adopted budget position of deficit \$3.9 million. In summary, this result was primarily due to:

- \$4.6 million associated with recognition change to asset class 'land under roads' which added to Council's income result;
- \$2.0 million relating to assets transferred to council from several large sub-divisions; and
- \$2.3 million expenses associated with the impairment of infrastructure replaced during 2013/14.

EXPENSES

Council's total expenses for the 2013/14 financial year were \$60.5 million representing a decrease of \$28.5 million compared to the 2012/13 financial year. An analysis of Councils expense is included below.

EXPENSES



FINANCIAL STRENGTH

Council's cash and cash equivalent as at the 30th June 2014 was \$14.4 million representing an increase of \$7.5 million compared to the adopted budget position. This increase is mainly due to payment of emergency funding for floods and other natural disasters.

Council also reports annual to the Victorian Auditor General's Office (VAGO) on a range of financial sustainability indicators below:

INDICATOR	2014	2013	2012
Working capital (low risk > 1.5%)	2.15	1.32	2.00
Underlying result (low risk > 0%)	6.73%	9.91%	9.00%
Indebtedness (low risk < 40%)	43%	43%	54%
Self-financing (low risk > 20%)	9.82%	31.80%	32.00%

CAPITAL EXPENDITURE

During the 2013/14 financial year, \$7.3 million was spent on capital works which represents a decrease of \$2.8 million as compared to the Adopted Budget of \$10.1 million.

The major expenditures (less accumulated depreciation) were:

- Roads: \$3.6 million
- Footpaths: \$0.1 million
- Buildings: \$1.3 million
- Plant and Equipment: \$1.4 million
- Land Improvements: \$0.1 million
- Drainage: \$0.2 million
- Kerbs and Channels: \$0.2 million
- Work in progress: \$0.4 million

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

LONG TERM FINANCIAL PLAN

Councils Strategic Resource Plan (SRP) shows the Councils financial plan for the future which seeks to:

1. Maintain Councils existing range and level of services;
2. Maintain a strong cash position;
3. Maintain financial sustainability as measure by the Victorian Auditor-Generals Office; and
4. Provide for rate increase which achieves a balance between affordability and sustainability in providing the required level of community services.

	2014 S'000	2015 S'000	2016 S'000	2017 S'000
Rate revenue	\$28.9M	\$31.9M	\$34.6M	\$36.9M
Surplus/(Deficit)	\$6.4M	2.4M	\$3.9M	\$3.2M
Cash	\$14.4M	\$7.3M	\$9.8M	\$12.1M
Capital expenditure	\$7.3M	\$10.7M	\$10.1M	\$10.1M
Net assets	\$494.6M	\$582.9M	\$586.8M	\$589.9M
Working capital ratio	2.15	1.09	1.30	1.46
Indebtedness	43%	33%	28%	24%
Self-financing	9.82%	22.47%	24.43%	23.23%

The table of figures has been extracted from Council's adopted budget for 2014/15. During the 2014/15 financial year, the long term financial plan will be reviewed and amended to account for:

1. Implementing tighter cost controls to improve the Surplus/(Deficit) position and accordingly improve the Cash position.
2. Capital expenses to be monitored with more focus on prioritised Capital projects to improve cash flow.
3. Improving working capital position by implementing cost control and increasing revenue streams.



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

CERTIFICATION OF THE FINANCIAL REPORT

The Financial report of Moira Shire Council is a general-purpose financial report that consists of an Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and notes accompanying these statements.

The Auditor General Victoria is required to certify council's Financial Report and Standard Statements for the year ending 30 June 2014. The following section includes the certifications in the Independent Audit Report of the Auditor General Victoria.

VAGO

Victorian Auditor-General's Office

Level 24, 35 Collins Street
Melbourne VIC 3000
Telephone 61 3 8601 7000
Facsimile 61 3 8601 7010
Email comments@audit.vic.gov.au
Website www.audit.vic.gov.au

INDEPENDENT AUDITOR'S REPORT

To the Councillors, Moira Shire Council

The Financial Report and Standard Statements

The accompanying financial report for the year ended 30 June 2014 of the Moira Shire Council which comprises comprehensive income statement, balance sheet, statement of changes in equity, statement of cash flows, notes comprising a summary of the significant accounting policies and other explanatory information, and the certification of the financial statements has been audited.

The accompanying standard statements for the year ended 30 June 2014 of Moira Shire Council which comprises standard income statement, standard balance sheet, standard statement of cash flows, standard statement of capital works, the related notes and the certification of standard statement have been audited.

The Councillors' Responsibility for the Financial Report and Standard Statements

The Councillors of the Moira Shire Council are responsible for the preparation and the fair presentation of:

- the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*
- the standard statements in accordance with the basis of preparation as described in note 1 to the statements and the requirements of the *Local Government Act 1989*.

The Councillors are responsible for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report and standard statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the *Audit Act 1994* and the *Local Government Act 1989*, my responsibility is to express an opinion on the financial report and standard statements based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial report and standard statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report and standard statements. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report and standard statements, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report and standard statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Councillors, as well as evaluating the overall presentation of the financial report and standard statements.

Independent Auditor's Report (continued)

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Opinion

In my opinion:

- (a) the financial report presents fairly, in all material respects, the financial position of the Moira Shire Council as at 30 June 2014 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*
- (b) the standard statements present fairly, in all material respects, in accordance with the basis of preparation as described in note 1 to the statements and the requirements of the *Local Government Act 1989*.

Basis of Accounting for Standard Statements

Without modifying my opinion, I draw attention to Note 1 to the standard statements, which describes the basis of accounting. The standard statements are prepared to meet the requirements of the *Local Government Act 1989*. As a result, the standard statements may not be suitable for another purpose.

Matters Relating to the Electronic Publication of the Audited Financial Report and Standard Statements

This auditor's report relates to the financial report and standard statements of the Moira Shire Council for the year ended 30 June 2014 included both in the Moira Shire Council's annual report and on the website. The Councillors of the Moira Shire Council are responsible for the integrity of the Moira Shire Council's website. I have not been engaged to report on the integrity of the Moira Shire Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report and standard statements are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report and standard statements to confirm the information contained in the website version of the financial report and standard statements.

MELBOURNE
23 September 2014


Dr Peter Frost
Acting Auditor-General

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

STANDARD STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2014

CERTIFICATION OF STANDARD STATEMENTS

In my opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2004.



Warren Brown
Principal Accounting Officer
17 September 2014
Cobram

In our opinion the accompanying standard statements have been prepared on the bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2004.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the standard statements to be misleading or inaccurate.

We have been authorised by Moira Shire Council on 17 September 2014 to certify the Standard Statement in their final form.



Peter Mansfield
Mayor
17 September 2014
Cobram



Ed Cox
Councillor
17 September 2014
Cobram



Mark Henderson
Chief Executive Officer
17 September 2014
Cobram

NOTES TO THE STANDARD STATEMENTS

BASIS OF PREPARATION OF STANDARD STATEMENTS

Council is required to prepare and include audited Standard Statements within its Annual Report. Four Statements are required - a Standard Income Statement, a Standard Balance Sheet, a Standard Statement of Cash Flows and a Standard Statement of Capital Works, together with explanatory notes.

These Statements and supporting notes form a special purpose financial report and are prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2004.

The Standard Statements have been prepared on accounting bases consistent with those used for the General Purpose Financial Statements and the Budget. The results reported in these Statements are consistent with those reported in the General Purpose Financial Statements.

The Standard Statements are not a substitute for the General Purpose Financial Statements, which are also included in the Annual Report. They have not been prepared in accordance with all Australian Accounting Standards or other authoritative professional pronouncements.

The Standard Statements compare Council's financial plan, expressed through its budget, with actual performance. The Local Government Act 1989 requires explanation of any material variances. The Council has adopted a materiality threshold of 10 percent. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures included in the Statements are those adopted by Council on 24 June 2013. The budget was based on assumptions that were relevant at the time of adoption of the budget. The Council set guidelines and parameters for revenue and expense targets in this budget in order to meet Council's business plan and financial performance targets for both the short and long term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

Detailed information on the actual financial results are contained in the General Purpose Financial Statements included in the Annual Report. The detailed budget can be obtained by contacting Council or through the Council's website. The Standard Statements must be read with reference to these documents.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

INCOME STATEMENT COMPARISON REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	Actual 2013/14 \$	Budget 2013/14 \$	Variance \$	%	Ref
Income					
Rates and charges	28,916,874	28,804,805	111,869	0	
Operating (Recurrent) Grants	22,115,871	5,582,127	16,533,544	296	1
Capital (Non-Recurent) Grants	4,189,885	4,389,900	(220,015)	(5)	
Capital Contributions	413,607	378,531	35,076	9	
Contributions - cash	170,336	86,888	103,648	155	2
Contributions - non monetary	2,018,041	200,000	1,818,041	908	3
Reimbursements and Subsidies	82,991	38,887	44,304	115	4
User Fees	2,726,841	2,882,356	(34,488)	(1)	
Statutory Fees and Fines	882,152	806,881	85,471	9	
Interest	525,879	785,880	(260,201)	(33)	5
Net gain on disposal of asset held for sale	-	10,000	(10,000)	(100)	
Recognition of assets under Council control	4,589,882	-	4,589,882	100	8
Share of net profit of investments in Associates accounted for by the equity method:					
- Goulburn Valley Regional Library Corporation	33,254	-	33,254	100	
- Moira Arts and Culture Inc.	13,251	-	13,251	100	
Net Gain / (Loss) on Disposal of Property, Plant & Equipment	-	74,050	(74,050)	100	
Other Revenue	239,988	241,260	(1,272)	(1)	
Total Income	66,988,262	44,170,964	22,817,288	52	
Expenses					
Employee Costs	17,289,533	17,899,392	(409,859)	(2)	
Material and Services	13,682,710	10,689,485	2,993,225	28	7
External Contract Services	11,179,423	5,307,116	5,872,307	111	8
Utilities	1,218,437	1,090,778	127,661	12	
Bad and Doubtful Debts	-	5,000	(5,000)	(100)	
Depreciation	9,725,604	8,027,230	1,698,374	21	9
Interest on Borrowings	587,100	587,831	(831)	(0)	
Interest on Unwinding of Discount on Provisions	265,407	500,416	(235,009)	(47)	
Net loss on Disposal of Property, Plant & Equipment	130,832	-	130,832	100	
Loss on disposal of infrastructure assets	2,287,179	200,000	2,087,179	1,044	10
Fair value Adjustment of Intangible Asset	108,565	-	108,565	100	
Share of Net Profit/(Loss) of Associated Entity Accounted for by the Equity Method					
- Goulburn Valley Regional Library Corporation	-	20,000	(20,000)	(100)	
Other	4,078,053	4,020,356	57,697	1	
Total Expenses	60,552,643	48,147,702	12,404,941	26	
Surplus / (Deficit)	6,435,609	(3,976,738)	10,412,347	(262)	
Movements in Equity					
Transfers to Restricted Reserves	(24,800)	(30,950)	6,150	(20)	11
Net Increase/(Decrease) in Asset Revaluation Reserves	(94,437,854)	-	(94,437,854)	100	12
Total comprehensive result	(88,026,845)	(4,007,688)	(84,019,157)	2,096	

VARIANCE EXPLANATION REPORT

Item	Ref	Commentary
Operating (Recurrent) Grants	1	Increase mainly due to receipt Flood Emergency Grants of \$15.8 million not Budgeted for and increase in the actual allocation of Victorian Grants Commission funding of \$0.5 million.
Contributions - cash	2	Increase in Contributions relating to Fire Services Levy of \$68k, Yarrowonga Aerodrome - \$10k and Climate Smart Agricultural Adaptation - \$12k.
Contributions - Non-monetary	3	Increase in Contributed assets was mainly due to several large subdivisions made this year and a significantly higher than expected values of assets transferred to Moira Shire Council.
Reimbursements and Subsidies	4	Increase mainly due to increase in Insurance claims.
Interest received	5	Decrease mainly due to completion of Flood emergency works and the corresponding decrease in grant funding, which when held generated interest income for the Council.
Previously unrecognised assets found	6	Found assets was not included in the budget and relates to Land under Roads recognised in 2013/14.
Material & Services	7	Increase mainly due to Flood Emergency costs not Budgeted for \$3.9 million offset by postponement of IT costs of \$600k and other savings.
External Contract Services	8	Increase mainly due to Flood Emergency costs not Budgeted for.
Depreciation	9	Mainly due to correction of life cycle and unit rates of Roads.
Written Down Value of Infrastructure Replaced	10	Budgeted figure is an overall amount based on an estimate of the past data. The amount written down reflects the remaining value of the assets replaced as part of the overall Capital Works Program. The \$2.3 million relates to assets which have reached the stage of replacement at the end of this financial year.
Transfers to Restricted Reserves	11	There were lower Open Space Contributions from Developers offset by Net Gain Tree Planting reserves.
Net Increase/(Decrease) in Asset Revaluation Reserves	12	Asset revaluation reserve is not budgeted.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

BALANCE SHEET COMPARISON REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	Actual 2013/14	Budget 2013/14	Variance		Ref
		\$	\$	%	
Current Assets					
Cash and Cash Equivalents	14,438,149	6,969,142	7,469,007	107	13
Trade and Other Receivables	3,445,019	3,351,940	93,079	3	
Inventory	423,563	481,234	(57,671)	(12)	
Assets Held for Sale	-	210,124	(210,124)	(100)	14
Other	121,032	67,274	53,758	80	
Total Current Assets	18,427,763	11,079,714	7,348,049	66	
Non-Current Assets					
Trade and Other Receivables	-	131,312	(131,312)	(100)	15
Property, Plant Equipment and Infrastructure	497,838,787	568,935,632	(71,096,845)	(13)	16
Intangible Assets	909,901	1,047,688	(137,787)	(13)	
Investments in Associates	648,773	516,809	131,964	26	
Total Non-Current Assets	499,397,461	570,631,441	(71,233,980)	(13)	
Total Assets	517,825,224	581,711,155	(63,885,931)	(12)	
Current Liabilities					
Trade and Other Payables	2,808,079	2,114,653	693,426	33	17
Trust Funds and Deposits	548,769	1,024,747	(475,978)	(46)	18
Interest Bearing Loans and Borrowings	829,560	829,560	-	-	
Non-interest Bearing Liabilities	60,000	60,000	-	-	
Employee Benefits	3,883,124	3,654,723	(228,401)	(6)	
Provision for Landfill Rehabilitation	954,990	1,982,442	(1,027,452)	(52)	19
Total Current Liabilities	8,584,522	9,666,125	(1,081,603)	(11)	
Non-Current Liabilities					
Interest Bearing Loans and Borrowings	6,471,942	6,471,943	(1)	-	
Non-Interest Bearing Loans and Borrowings	120,099	120,000	99	0	
Employee Benefits	336,942	560,503	(223,561)	(40)	20
Provision for Landfill Rehabilitation	7,647,687	5,734,497	1,913,190	33	21
Total Non-Current Liabilities	14,576,670	12,886,943	1,689,727	13	
Total Liabilities	23,161,192	22,553,068	608,124	3	
Net Assets	494,664,032	559,158,087	(64,494,055)	(12)	
Accumulated Surplus	171,511,380	168,450,018	3,061,362	2	
Restricted Reserves	1,262,937	1,269,087	(6,150)	(1)	
Asset Revaluation Reserve	321,889,715	389,438,982	(67,549,267)	(17)	22
Total Equity	494,664,032	559,158,087	(64,494,055)	(12)	

VARIANCE EXPLANATION REPORT

Item	Ref	Commentary
Cash assets	13	Mainly due to Flood Emergency funding.
Land held for resale	14	No purchase of land for resale was made in the current financial year.
Trade and Other Receivables	15	All actual Trade and Other Receivables fall due within one year due to diligent follow-up.
Property, Plant Equipment and Infrastructure	16	Decrease mainly due to correction of unit rates of Road asset.
Trade and Other Payables	17	Mainly due to Fire Services Levy payable not budgeted for.
Trust Funds and Deposits	18	Due to increase in refund of deposits on completion of the Building and Planning work processes during the current financial year.
Non-current Employee Benefits	20	Mainly due to long serving employees leaving organisation and Budgeted amount based on estimates.
Provision for Landfill Rehabilitation	19 & 21	Variance due to updated estimate of amounts required for Landfill rehabilitation.
Asset Revaluation Reserve	22	Council does not Budget for Asset Revaluation.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

STATEMENT OF CASH FLOWS COMPARISON REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	Actual 2013/14	Budget 2013/14	Variance		Ref
		\$	\$	%	
Cash flows from operating activities					
Receipts from customers	32,714,269	32,499,110	215,159	1	
Payments to suppliers	(33,852,059)	(17,072,374)	(16,779,685)	98	23
Net cash inflow (outflow) from customers/suppliers	(1,137,790)	15,426,736	(16,564,526)	(107)	
Government receipts	26,490,968	9,972,027	16,518,941	166	24
Contributions	583,943	445,219	138,724	31	
Interest received	528,779	785,880	(257,101)	(33)	25
Proceeds from Sale of Land held for Resale	-	100,000	(100,000)	(100)	26
Other receipts	239,988	241,260	(1,272)	(1)	
Other payments	(5,719,444)	(4,020,356)	(1,699,088)	42	27
Net GST refund	3,308,069	-	3,308,069	100	28
Payment to employees	(17,257,877)	(17,259,851)	1,974	-	
Interest paid	(587,937)	(587,931)	(6)	-	
Payments for Purchase of Land held for resale	-	(300,124)	300,124	(100)	
Net cash inflow (outflow) from operating activities	6,448,699	4,802,860	1,645,839	33	
Cash flows from investing activities					
Proceeds from sale of assets	701,062	133,000	568,062	427	29
Proceeds from Sale of Assets held for Sale	-	-	-	-	
Payments for purchase of fixed assets	(7,302,843)	(10,105,873)	2,803,030	(28)	30
(Increase)/decrease in loan advances	15,000	15,000	-	-	
Net cash inflow (outflow) from investing activities	(6,586,781)	(9,957,873)	3,371,092	(34)	
Cash flows from financing activities					
Proceeds from borrowings	-	-	-	-	
Repayments of borrowings	(769,104)	(769,105)	1	-	
Increase / (decrease) Fire Services Levy dues to/from SRO	37,098	-	37,098	-	
Repayments of Non-Interest Bearing Liabilities	(60,000)	(60,000)	-	-	
Increase/(decrease) in trust funds and deposits	(324,843)	29,847	(354,690)	(1,188)	31
Net cash inflow (outflow) from financing activities	(1,116,849)	(799,258)	(317,591)	40	
Net increase/(decrease) in cash and cash equivalents	(1,254,931)	(5,954,271)	4,699,340	(79)	
Cash at the beginning of the year	15,693,080	12,923,413	2,769,667	21	
Cash and cash equivalents at the end of the year	14,438,149	6,969,142	7,469,007	107	32

VARIANCE EXPLANATION REPORT

Item	Ref	Commentary
Payment to suppliers	23	Mainly due to payment relating to Flood response management: Flood related expenses relating to Materials & Services and Contractors amounted to \$10.2 million and the outstanding Trade creditors payments of 2012/13 paid in 2013/14 to the extent of \$5 million.
Government receipts	24	Due to funding for Flood Recovery of \$15.8 million.
Interest received	25	Refer to Note 5 in the Standard Income Statement.
Proceeds from Land held for resale	26	There was no sale of Land held for resale in 2013/14.
Other expenses	27	Increase mainly due to actual and budgeted payables movements.
Net GST refund	28	GST not budgeted for.
Proceeds from sale of assets	29	More than budgeted sale of plant & equipment during the year.
Payments for purchase of fixed assets	30	Decrease primarily due to delay in delivering three projects - Rotary Club building at Yarrowonga, Numurkah Pre-school and the Landfill project.
Increase/(decrease) in trust funds and deposits	31	Mainly due to increase in refund of deposits on completion of the Building and Planning work processes during the current financial year.
Cash at the beginning of the year	32	Refer to Note 13 in the Standard Balance Sheet.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

STATEMENT OF CAPITAL WORKS COMPARISON REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	Actual 2013/14	Budget 2013/14	Variances		Ref
		\$	\$	%	
Land	8,052		8,052	100	
Plant and equipment	1,342,783	403,600	939,183	233	33
Buildings	1,330,026	1,592,531	(262,505)	(17)	34
Pumps	15,929	-	15,929	100	
Footpaths	136,528	63,669	72,859	114	35
Roads	3,562,215	3,777,797	(215,582)	(6)	36
Culvert and floodways	-	-	-	100	
Bridges	-	250,000	(250,000)	(100)	
Drainage	158,418	406,576	(248,158)	(61)	37
Kerb and guttering	237,809	200,000	37,809	19	38
Land improvements	139,989	2,834,200	(2,694,211)	(95)	39
Other	10,574	577,500	(566,926)	(98)	40
Work in progress	360,520	-	360,520	100	41
Total capital works	7,302,843	10,105,873	(2,803,030)	(28)	
Represented by:					
Renewal	5,369,949	5,991,866	(621,917)	(10)	42
Upgrade	891,475	2,772,107	(1,880,632)	(68)	43
Expansion	1,041,419	1,341,900	(300,481)	(22)	44
Total non-current assets	7,302,843	10,105,873	(2,803,030)	(28)	

VARIANCE EXPLANATION REPORT

Item	Ref	Commentary
Plant & Equipment	33	Following a strategic review of Councils light fleet, a decision was made to implement a three year programme to purchase and own light fleet items rather than lease them. The expenditure relates to Year 1 implementation which provided for the disposal and replacement of most of Council's owned light fleet. The additional expenditure was met by the proceeds of sales.
Buildings	34	The change is primarily due to the delays in two projects, in implementation of the Rotary Club building at the Yarrowonga showgrounds. The building has been tendered and is currently being constructed to lock up stage. With respect to the Numurkah preschool the contract has been awarded and the builder is well advanced with completion in August 2014.
Footpaths	35	Variance mainly due to projects being budgeted for as projects then when capitalised the expenditure has been attributed to assets constructed as part of the projects. Predominantly Nathalia Flood Plain Upgrade Levee Banks project, which comprised mainly the construction of a concrete footpath in Nathalia.
Roads	36	Variance predominantly due to rescheduling of Karook Street works till 2014/15 due to rescoping of the project to meet the required funding.
Drainage	37	Variance primarily due to the delay in implementation of the Rowe Street retention basin project. The project was designed and tendered and a contract accepted by Council, however the successful contractor was not able to implement the works till September 2014.
Kerb & Guttering	38	Variance mainly due to projects not being budgeted for in 2013/14 Budget.
Land Improvements	39	Variation due to less work being carried out than was scheduled.
Other	40	Variance mainly due to the designation of capital works overheads as "other assets" in the budget. Subsequently allocated to the respective projects.
Work in Progress	41	It is assumed that all works included in the budget will be completed by year-end. Therefore, work in progress is budgeted to be \$nil.
Renewal	42	Variance predominantly due to initial allocation being project based and subsequently refined as projects were completed and capitalised.
Upgrade	43	Variance primarily due to rescheduling of the following projects, Showgrounds Community Building/Mens Shed, Rowe Street Retention Basin, Numurkah and Road Reconstruction, Dookie Rd.
Expansion	44	Variance primarily due to rescheduling of the following project, Karook Street Safety Work.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2014

CERTIFICATION OF FINANCIAL STATEMENTS

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2004, Australian Accounting Standards and other mandatory professional reporting requirements.



Warren Brown
Principal Accounting Officer
17 September 2014
Cobram

In our opinion the accompanying financial statements present fairly the financial transactions of Moira Shire Council for the year ended 30 June 2014 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by Council on 17 Sep 2014 to certify the financial statements in their final form.



Peter Mansfield
Mayor
17 September 2014
Cobram



Ed Cox
Councillor
17 September 2014
Cobram



Mark Henderson
Chief Executive Officer
17 September 2014
Cobram

TABLE OF CONTENTS

PAGE NO.

Comprehensive Income Statement	5
Balance Sheet	6
Statement of Changes in Equity	7
Statement of Cash Flows	8
Note 1 Significant Accounting Policies	9 - 16
Note 2 Income	
2.1 Rate Revenue	17
2.2 Summary of Grants	17 -18
2.3 Contributions	19
2.4 User Fees	19
2.5 Other Revenue	19
Note 3 Expenses	
3.1 Employee Costs	20
3.2 Bad and Doubtful Debts	20
3.3 Depreciation	20
3.4 Other Expenses	20
Note 4 Net Gain/(Loss) on Disposal of Property, Plant and Equipment	21
Note 5 Investment in Associates	21
5.1 Goulburn Valley Regional Library Corporation	21
5.2 Moira Arts and Culture Inc.	22
Note 6 Cash and Cash Equivalents	23
Note 7 Trade and Other Receivables	24
Note 8 Land Held for Sale	24
Note 9 Other Assets	24
Note 10 Fixed Assets	
10.1 Property, Plant, Equipment and Infrastructure	26-28
10.2 Fixed Assets - Transaction Summary 2014	29-30
Note 11 Trade and Other Payables	31
Note 12 Trust Funds and Deposits	31
Note 13 Interest Bearing Loans and Borrowings	
13.1 Interest Bearing Loans and Borrowings	31
13.2 Non-interest Bearing Loans and Borrowings	31
13.3 Financing Arrangements	31
Note 14 Provisions	32-34
Note 15 Reserves	35
Note 16 Commitments for Expenditure	
16.1 Contracted Expenditure	36
16.2 Operating Leases	36
Note 17 Superannuation	37-38
Note 18 Financial Ratios (Performance Indicators)	
18.1 Debt Servicing Ratio	39
18.2 Debt Commitment Ratio	39
18.3 Revenue Ratio	39
18.4 Debt Exposure Ratio	39
18.5 Working Capital Ratio	39
18.6 Adjusted Working Capital Ratio	39
Note 19 Related Party Disclosures	
19.1 Names of Persons Holding the Position of a Responsible Person at the Council During the Reporting Period.	40
19.2 Remuneration of Responsible Persons	40
19.3 Senior Officers Remuneration	40
19.4 Retirement Benefits	41
19.5 Loans	41
19.6 Other Transactions	41

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

TABLE OF CONTENTS

	PAGE NO.
Note 20 Financial Instruments	
20.1 Accounting Policy, Terms and Conditions	42-43
20.2 Interest Rate Risk	44
20.3 Net Fair Values	45
20.4 Credit Risk Exposures	45-48
Note 21 Reconciliation of Net Result with Cash Provided by Operating Activities	49
Note 22 Special Committees	49
Note 23 Auditor's Remuneration	49
Note 24 Events Occurring After Balance Date	49
Note 25 Intangible Assets	49
Note 26 Contingent Liabilities and Contingent Assets	50
Note 27 Capital Expenditure	51
Note 28 Income, Expenses and Assets by Function/Activities	52

COMPREHENSIVE INCOME STATEMENT

	Notes	2014 \$	2013 \$
INCOME			
Rates and Charges	2.1	28,916,674	27,691,718
Grants - Operating (recurrent)	2.2	6,125,743	9,794,486
Grants - Operating (non-recurrent)	2.2	15,989,928	29,829,961
Grants - Capital (recurrent)	2.2	4,169,885	5,746,083
Contributions - cash	2.3	583,943	307,952
Contributions - non-monetary assets	2.3	2,018,041	826,038
Reimbursements and Subsidies		82,991	85,526
User Fees	2.4	2,726,841	2,724,289
Statutory Fees and Fines		992,152	883,170
Interest		525,679	614,568
Net gain on disposal of asset held for sale		-	182,385
Recognition of assets under Council control	27	4,569,882	3,393,432
Share of net profit of investments in Associates accounted for by the equity method:			
- Goulburn Valley Regional Library Corporation	5.1	33,254	45,459
- Moira Arts and Culture Inc.,	5.2	13,251	-
Other	2.5	239,988	425,374
Total Income		66,988,252	82,550,441
EXPENSES			
Employee Costs	3.1	17,289,533	16,563,788
Materials and Services		13,682,710	43,448,865
Loss on disposal of infrastructure assets	10.1	2,287,179	3,936,962
Work in Progress expensed		-	2,383,776
External Contract Services		11,179,423	8,127,409
Utilities		1,218,437	1,034,778
Bad and Doubtful Debts	3.2	-	11,120
Depreciation	3.3	9,725,604	8,688,263
Interest on Borrowings		587,100	649,282
Interest on Unwinding of Discount on Provisions		265,407	276,228
Fair Value Adjustment of Intangible Asset	25	108,565	29,222
Net loss on Disposal of Property, Plant & Equipment	4	130,632	19,400
Other Expenses	3.4	4,078,053	3,895,155
Total Expenses		60,552,643	89,064,248
Surplus / (Deficit) for the year		6,435,609	(6,513,807)
Other Comprehensive Income			
Net asset revaluation increment (decrement)	15	(94,437,654)	26,888,387
Total Comprehensive Result		(88,002,045)	20,374,580

The above Comprehensive Income statement should be read in conjunction with the accompanying notes set out in pages 109 to 155

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

BALANCE SHEET
AS AT JUNE 30 JUNE 2014

	Notes	2014 \$	2013 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	6	14,438,149	15,693,080
Trade and Other Receivables	7	3,445,019	2,719,234
Inventories		423,563	591,670
Other Assets	9	121,032	271,043
Total Current Assets		18,427,763	19,275,027
Non-Current Assets			
Trade and Other Receivables	7	-	225,262
Property, Plant, Equipment and Infrastructure	10	497,838,787	590,346,701
Intangible Assets	25	909,901	1,018,466
Investments in Associates	5	648,773	602,268
Total Non-Current Assets		499,397,461	592,192,697
TOTAL ASSETS		517,825,224	611,467,724
LIABILITIES			
Current Liabilities			
Trade and Other Payables	11	2,808,079	7,803,604
Trust Funds and Deposits	12	548,769	873,613
Interest-Bearing Loans and Borrowings	13.1	829,560	769,105
Non-interest Bearing Loans	13.2	60,000	60,000
Provisions	14	4,338,114	5,070,180
Total Current Liabilities		8,584,522	14,576,502
Non-Current Liabilities			
Interest-Bearing Loans and Borrowings	13.1	6,471,942	7,301,502
Non-interest Bearing Loans	13.2	120,099	180,099
Provisions	14	7,984,629	6,743,544
Total Non-Current Liabilities		14,576,670	14,225,145
TOTAL LIABILITIES		23,161,192	28,801,647
NET ASSETS		494,664,032	582,666,077
EQUITY			
Accumulated Surplus		171,511,380	165,100,571
Restricted Reserves	15	1,262,937	1,238,137
Asset Revaluation Reserves	15	321,889,715	416,327,369
TOTAL EQUITY		494,664,032	582,666,077

The above Balance sheet should be read in conjunction with the accompanying notes set out in pages 109 to 155

STATEMENT OF CHANGES IN EQUITY

	Notes	Total \$	Accumulated Surplus \$	Restricted Reserves \$	Asset Revaluation Reserves \$
2013					
Balance at beginning of the financial year		562,291,497	171,643,428	1,209,087	389,438,982
Comprehensive result		20,374,580	(6,513,807)	-	26,888,387
Transfers (to)/from restricted reserves	15	-	(29,050)	29,050	-
2014					
Balance at beginning of the financial year		582,666,077	165,100,571	1,238,137	416,327,369
Comprehensive result		(88,002,045)	6,435,609	-	(94,437,654)
Transfers (to)/from restricted reserves	15	-	(24,800)	24,800	-
Balance at the end of the financial year		494,664,032	171,511,380	1,262,937	321,889,715

The above Statement of changes in Equity should be read in conjunction with the accompanying notes set out in pages 109 to 155

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

STATEMENT OF CASH FLOWS

	Note	2014 Inflows/ (Outflows) \$	2013 Inflows/ (Outflows) \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Rates and charges		28,562,653	27,623,068
Grants - operating		22,321,083	39,350,305
Grants - capital		4,169,885	5,746,083
Contributions		583,943	326,110
Reimbursements and Subsidies		91,290	93,487
User Fees		3,091,455	2,610,501
Statutory Fees and Fines		968,870	920,685
Interest Received		528,779	651,250
Other Receipts		239,988	425,374
Net GST refund/payment		3,308,069	5,684,118
Employee Costs		(17,257,877)	(16,546,249)
Payments to Suppliers		(39,571,502)	(60,393,770)
Interest Paid		(587,937)	(650,173)
Net Cash Provided by Operating Activities	21	6,448,699	5,840,789
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from Sale of Fixed Assets	4	701,062	83,564
Proceeds from Sale of Asset Held for Sale		-	30,000
Community Organisations - Loan Repayment	7	15,000	15,000
Payments for property, infrastructure, plant and equipment	10.2	(7,302,843)	(7,831,836)
Net Cash Used in Investing Activities		(6,586,781)	(7,703,272)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings	13.1	-	-
Repayment of borrowings	13.1	(829,104)	(916,031)
Fire Services levy		37,098	-
Increase/(decrease) in trust funds and deposits		(324,843)	52,389
Net Cash used in Financing Activities		(1,116,849)	(863,642)
NET CHANGE IN CASH AND CASH EQUIVALENTS		(1,254,931)	(2,726,125)
Cash and cash equivalents at beginning of financial year		15,693,080	18,419,205
CASH AND CASH EQUIVALENTS AT END OF FINANCIAL YEAR	6	14,438,149	15,693,080

The above statement of cash flows should be read in conjunction with the accompanying notes set out in pages 109 to 155

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Introduction

The Moira Shire Council was established by an Order of the Governor in Council on 18 November 1994 and is a body corporate. The Council's main office is located at 44 Station Street, Cobram.

The purpose of the Council is to:

- provide for the peace, order and good government of its municipal district;
- to promote the social, economic and environmental viability and sustainability of the municipal district;
- to ensure that resources are used efficiently and effectively and services are provided in accordance with the Best Value Principles to best meet the needs of the local community;
- to improve the overall quality of life of people in the local community;
- to promote appropriate business and employment opportunities;
- to ensure that services and facilities provided by the Council are accessible and equitable;
- to ensure the equitable imposition of rates and charges; and
- to ensure transparency and accountability in Council decision making.

The following information is provided:

External Auditor - Auditor-General of Victoria
Internal Auditor - AFS & Associates Pty Ltd
Solicitors - Russell Kennedy
Bankers - National Australia Bank Limited
Website address - www.moira.vic.gov.au

These financial statements of Moira Shire Council are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flow and notes accompanying these financial statements. This general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2004.

Note 1 Significant Accounting Policies

1.1 Basis of Accounting

This financial report has been prepared on the accrual basis as a going concern under the convention of historical cost accounting, with the exception of certain non-current assets as referred to in Notes 1.8, 1.12, 1.13, 1.14, 1.16 and 1.18.

Unless otherwise stated, all accounting policies applied are consistent with those of the prior year. Where appropriate, comparative figures have been amended to accord with current presentation. There have been no material changes to the comparatives.

All entities through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the Council as a single unit, all transactions and balances between funds (for example, transactions between Council and Section 86 Committees) have been eliminated.

1.2 Change in accounting policies

AASB 13 Fair Value Measurement

Council has applied AASB 13 for the first time in the current year. AASB 13 establishes a single source of guidance for fair value measurements. The fair value measurement requirements of AASB 13 apply to both financial instrument items and non-financial instrument items for which other A-IFRS require or permit fair value measurements and disclosures about fair value measurements, except for share-based payment transactions that are within the scope of AASB 2 Share-based Payment, leasing transactions that are within the scope of AASB 17 Leases, and measurements that have some similarities to fair value but not fair value (e.g. net realisable value for the purposes of measuring inventories or value in use for impairment assessment purposes).

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal (or most advantageous) market at the measurement date under current market conditions. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique. Also, AASB 13 includes extensive disclosure requirements.

AASB 13 requires prospective application from 1 January 2013. In addition, specific transitional provisions were given to entities such that they need not apply the disclosure requirements set out in the Standard in comparative information provided for periods before the initial application of the Standard. In accordance with these transitional provisions, Council has not made any new disclosures required by AASB 13 for the 2012 comparative period (please see Note 10.1 disclosure).

Other than the additional disclosures, the application of AASB 13 has not had any material impact on the amounts recognised in the financial statements.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 1 Significant Accounting Policies (Cont'd)

1.3 Revenue recognition

Revenue is measured at fair value or the consideration received or receivable. Revenue is measured on major income categories as follows:

Rates, Grants and Contributions

Rates, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts. Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

A provision for doubtful debts on rates has not been established as unpaid rates represents a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt or acquittal or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

Where grants or contributions, recognised as revenues during the financial year, were obtained on condition they would be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 2.2. The note also discloses the amount of unused grant or contribution from prior years that were expended on Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

User Fees, Statutory Fees and Fines

User fees, statutory fees and fines (including parking fees and fines) are recognised as revenue when the penalty has been applied, the service has been provided, or payment is received, whichever first occurs.

A provision for doubtful debts is recognised when collection in full is no longer probable.

Sale of Property, Plant and Equipment and Infrastructure

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Rental

Rents are recognised as revenue when the payment is due or the payment is received, whichever first occurs. Rental payments received in advance are recognised as a prepayment until they are due.

Interest

Interest is recognised as it is earned.

1.4 Trade and other receivables and inventories

Receivables are carried at amortised cost using the effective interest rate method.

A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Other inventories are measured at the lower of cost and net realisable value.

1.5 Depreciation and Amortisation of Property, Plant and Equipment, Infrastructure and Intangibles

Buildings, land improvements, heritage assets, infrastructure, plant and equipment, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and/or residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged, based on the residual useful life as determined each year.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 1 Significant Accounting Policies (Cont'd)

Major depreciation periods used are listed below and are consistent with the prior year unless otherwise stated:

Class of Asset	Period (2014)
Bridges	
- Timber	80 years
- Steel and concrete	150 years
Buildings	65/90 years
Main drains	100 years
Pumps	30 years
Plant and equipment	3 to 25 years
Furniture and fittings	3 to 30 years
Playground equipment	20 years
Sealed roads and streets:	
- Seal	18 years
- Pavement	80 years
- Formation	not depreciated
Unsealed roads:	
- Pavement	15 to 25 years
- Formation	not depreciated
Footpaths - concrete	80 years
Footpaths - gravel	20 years
Kerb and guttering	75 years
Improvements to parks and gardens	20 years
Culverts and floodways	100 years
Land improvements	20 years
Other infrastructure assets	10 to 100 years
Motor vehicles	7 years

1.6 Repairs and Maintenance

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

1.7 Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

1.8 Web Site Costs

Costs in relation to websites are charged as an expense in the period in which they are incurred.

1.9 Leases

Finance Leases

Leases of assets where substantially all the risks and benefits incidental to ownership of the asset are transferred to the Council, are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that Council will obtain ownership of the asset, or, over the term of the lease, whichever is the shorter.

Operating Leases

Payments made under operating leases are recognised in the income statement on a straight-line basis over the term of the lease, rather than expensed in the year in which they are incurred.

1.10 Accounting for Investments in an Associate

Council's investment in associates is accounted for by the equity method as the Council has the ability to influence rather than control the operations of the entity. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in the Council's share of the net assets of the entity. The Council's share of the financial result of the entity is recognised in the comprehensive income statement.

1.11 Cash and Cash Equivalents

For the purposes of the Statement of Cash Flows, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

1.12 Non-current Assets Held for Sale

A non-current asset held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to sell, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 1 Significant Accounting Policies (Cont'd)

1.13 Recognition and Measurement of Assets

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being fair value of the assets provided as consideration at the date of acquisition plus any incidental costs attributable to acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arms-length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour and an appropriate share of directly attributable variable and fixed overheads.

The following classes of assets have been recognised in Note 10. In accordance with Council's policy, the threshold of \$2,000 has been applied when recognising assets within an applicable asset class and, unless otherwise stated, are consistent with the prior year.

Class of Asset

Land
Buildings
Plant and Equipment
Leased Plant and Equipment
Furniture and Fittings
Leased Furniture and Fittings
Playground Equipment
Pumps
Footpaths
Roads
Culverts and Floodways
Bridges
Drainage Works
Kerbs and Channels
Land Improvements
Other Infrastructure Assets

Landfill Restoration Costs

When a landfill site is commissioned, an asset is recognised for the costs of restoring the site, which are provided for at present value in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets.

Land Under Roads

Land under roads acquired after 30 June 2008 is brought to account using the fair value basis. Council does not recognise land under roads that it controlled prior to that period in its financial report.

Revaluation of Non-Current Assets

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arms-length transaction.

At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 4 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

More details about the valuation techniques and inputs used in determining the fair value of non-financial physical assets are discussed in Note 10.1 Property, Plant, Equipment & Infrastructure.

1.14 Impairment of Assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 1 Significant Accounting Policies (Cont'd)

1.15 Investments

Investments other than investments in an associate are measured at cost.

1.16 Financial Assets

Financial assets are valued at fair value, being market value, at balance date. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

1.17 Provisions

A provision exists when there is a legal, equitable or constructive obligation to make a future sacrifice of economic benefits as a result of past transactions or events and the amount or timing of the sacrifice of economic benefits that will be made to satisfy the present obligation is uncertain. A provision must be recognised when it is probable that a sacrifice of economic benefits will be required and the amount can be measured reliably.

Site restoration - landfills

In accordance with the Council's published environmental policy and applicable legal requirements, a provision for site restoration is recognised.

At each reporting date the rehabilitation is re-measured in line with changes in discount rates, and timing or amount of the costs to be incurred. Changes in the liability relating to rehabilitation of landfills are added to or deducted from related assets, other than the unwinding of the discount which is recognised as a finance cost in the income statement as it occurs.

The provision is the best estimate of the present value of the expenditure required to settle the restoration obligation at the reporting date, based on current legal requirements and technology. Future restoration costs are reviewed annually and any changes are reflected in the present value of the restoration provision at the end of the reporting period.

The amount of the provision for future restoration costs is capitalised and is depreciated over the period of time of the useful life of the landfill. The unwinding of the effect of discounting on the provision is recognised as a finance cost.

1.18 Employee Costs

The calculation of employee benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and Salaries and Annual Leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long Service Leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL representing 7 years is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

- present value - component that is not expected to be settled within 12 months.
- nominal value - component that is expected to be settled within 12 months.

Classification of employee costs

Non-current liability - conditional LSL representing less than 7 years is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value. Gain or loss following revaluation to the present value of non-current LSL liability due to changes in bond interest rates is recognised as an other economic flow.

Termination Benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. The council recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after balance date are discounted to present value.

Employee Benefits On-Costs

Employee benefits on-costs (payroll tax, workers compensation, superannuation, annual leave and long service leave accrued while on LSL taken in service) are recognised separately from provision for employee benefits.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 1 Significant Accounting Policies (Cont'd)

Superannuation

The superannuation expense for the reporting year is the amount of the statutory contribution the Council makes to the superannuation plan which provides benefits to its employees. In addition Council may, periodically be required to contribute to the defined benefits schemes for current and former employees. Details of these arrangements are recorded in Note 17.

The amount charged to the Comprehensive Statement in respect of superannuation represents contributions made or due by Moira Shire Council to the relevant superannuation plans in respect to the services of Moira Shire Council's staff (both past and present). Superannuation contributions are made to the plans based on the relevant rules of each plan and any relevant compulsory superannuation requirements that Moira Shire Council is required to comply with.

1.19 Tender Deposits

Amounts received as tender deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned or forfeited (refer to Note 12).

1.20 Allocation Between Current and Non-Current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle, or if the Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

1.21 Related Party Disclosures

Related party disclosures are in accordance with the Minister's directive. Responsible Persons have been determined to be Councillors and the Chief Executive Officer. Senior Officers are determined to be staff during the year, whose annualised total remuneration consisting of salary, superannuation, motor vehicle benefits, bonuses and allowances exceeded \$130,000. Disclosures are made at Note 18.

1.22 Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

GST recoverable from and payable to the Australian Taxation Office (ATO) is included in the Balance Sheet.

Cash flows are presented in the Cash Flow Statement on a gross basis (inclusive of GST where applicable), except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

1.23 Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest dollar.

1.24 Contingent Assets and Liabilities and Commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 1 Significant Accounting Policies (Cont'd)

1.25 Pending Accounting Standards

The following Australian Accounting Standards have been issued or amended and are applicable to the Council but are not yet effective. They have not been adopted in preparation of the financial statements at reporting date.

Pronouncement	Summary	Application date	Impact on Council
AASB 9 Financial Instruments	<p>AASB 9 standard is one of a series of amendments that are expected to eventually completely replace AASB 139. During 2010-11, the standard will be expanded to include new rules on measurement of financial liabilities and hedge accounting. Currently the existing provisions of AASB 139 will continue to apply in these areas.</p> <p>AASB 9 simplifies the classifications of financial assets into those to be carried at amortised cost and those to be carried at fair value – the 'available for sale' and 'held-to-maturity' categories no longer exist. AASB 9 also simplifies requirements for embedded derivatives and removes the tainting rules associated with held-to-maturity assets.</p> <p>The new categories of financial assets are:</p> <ul style="list-style-type: none"> * Amortised cost - those assets with 'basic' loan features. * Fair value through other comprehensive income - this treatment is optional for equity instruments not held for trading (this choice is made at initial recognition and is irrevocable). * Fair Value through profit and Loss - everything that does not fall into the above two categories. <p>The following changes also apply:</p> <ul style="list-style-type: none"> * Investments in unquoted equity instruments must be measured at fair value. However, cost may be the appropriate measure of fair value where there is insufficient more recent information available to determine a fair value. * There is no longer any requirement to consider whether 'significant or prolonged' decline in the value of financial assets has occurred. The only impairment testing will be on those assets held at amortised cost, and all impairments will be eligible for reversal. <p>Similarly, all movements in the fair value of a financial asset now go to the income statement, or, for equity instruments not held for trading, other comprehensive income. There is no longer any requirement to book decrements through the income statement, and increments through equity.</p>	01-July-2015	<p>The impact is not likely to be extensive in the local government sector. Although it will vary considerably between entities. While the rules are less complex than those of AASB 139, the option to show equity instruments at cost has been largely removed, which is likely to lead to greater volatility within the income statement. However it may also lead to an improved financial position for some entities.</p> <p>This will also create a requirement to measure some instruments annually that has not previously existed.</p>
AASB 10 Consolidated Financial Statements	<p>This Standard forms the basis for determining which entities should be consolidated into an entity's financial statements. AASB 10 defines 'control' as requiring exposure or rights to variable returns and the ability to affect those returns through power over an investee, which may broaden the concept of control for public sector entities.</p> <p>The AASB has issued an exposure draft ED 238 Consolidated Financial Statements – Australian Implementation Guidance for Not-for-Profit Entities that explains and illustrates how the principles in the Standard apply from the perspective of not-for-profit entities in the private and public sectors.</p>	01-July-2014	<p>The AASB have finalised deliberations on ED 238 and any modifications made to AASB 10 for not-for-profit entities. Council will need to re-assess the nature of its relationships with other entities, including those that are currently not consolidated.</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Pronouncement	Summary	Application date	Impact on Council
AASB 11 Joint Arrangements	This Standard deals with the concept of joint control, and sets out a new principles-based approach for determining the type of joint arrangement that exists and the corresponding accounting treatment. The new categories of joint arrangements under AASB 11 are more aligned to the actual rights and obligations of the parties to the arrangement.	01-July-2014	The AASB have finalised deliberations and any modifications made to AASB 11 for not-for-profit entities. Council will need to assess the nature of arrangements with other entities in determining whether a joint arrangement exists in light of AASB 11.
AASB 12 Disclosure of Interests in Other Entities	This Standard requires disclosure of information that enables users of financial statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on the financial statements. This Standard replaces the disclosure requirements in AASB 127 Separate Financial Statements and AASB 131 Interests in Joint Ventures. The exposure draft ED 238 proposes to add some implementation guidance to AASB 12, explaining and illustrating the definition of a 'structured entity' from a not-for-profit perspective.	01-July-2014	Impacts on the level and nature of the disclosures will be assessed based on the eventual implications arising from AASB 10, AASB 11 and AASB 128 Investments in Associates and Joint Ventures.
AASB 128 Investments in Associates and Joint Ventures	This revised Standard sets out the requirements for the application of the equity method when accounting for investments in associates and joint ventures.	01-July-2014	The impact of this standard will need to be assessed in line with the final deliberations by the AASB on the application of this standard to not for profit entities.
AASB 1053 Application of Tiers of Australian Accounting Standards and AASB 2010-2 Amendments to Australian Accounts Standard arising from Reduced Disclosure Requirements	These standards set out the tiers of financial reporting and the reduced disclosure framework.	01-July-2014	Council has yet to determine the impact of this standard.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 2	Income	2014 \$	2013 \$
2.1	Rate Revenue		
	General	11,544,099	11,946,392
	Commercial	1,691,392	1,587,314
	Industrial	846,999	195,098
	Farm Rates	4,710,800	4,468,138
	Cultural and Recreational	1,439	1,390
	Municipal Charge	4,688,209	4,441,890
	Garbage Charge	1,184,978	1,084,195
	Recycling Charge	1,038,465	968,955
	Environmental Levy	3,210,293	2,998,346
		<u>28,916,674</u>	<u>27,691,718</u>

Council uses the Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV is the value of land and all its improvements.

The valuation base used to calculate general rates for 2013/14 was \$4,954,968,400 (2012/13 \$4,883,368,600). The 2013/14 rate in the CIV dollar was 0.003647 (2012/13 was 0.003530).

For rating purposes in the financial year 2013/14, Council used the general revaluation which was returned on 1 January 2012.

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2012 and the valuation was first applied in the rating year commencing 1 July 2012.

The date of the previous general revaluation of land for rating purposes within the municipal district was 1 January 2010, and the valuation first applied to the rating period commencing 1 July 2010.

2.2	Grants	2014 \$	2013 \$
	Summary of grants		
	Federally funded grants	17,710,241	34,979,225
	State funded grants	8,575,315	8,806,745
	Others	-	1,584,560
	Total	<u>26,285,556</u>	<u>45,370,530</u>

Grants were received in respect of the following:

	2014	2013
Operating Recurrent		
Community Development	951,406	872,704
Economic Development	69,091	-
Environment	169,604	65,037
Finance & Administration	3,072,710	5,520,629
Operations	1,862,932	3,336,116
Total Recurrent	<u>6,125,743</u>	<u>9,794,486</u>

	2014	2013
Operating Non-recurrent		
Community Development	50,587	145,271
Economic Development	12,500	185,500
Environment	58,050	105,000
Governance	15,045	13,119
Infrastructure Planning	66,667	147,929
Operations **	15,787,079	29,233,142
Total Non-recurrent	<u>15,989,928</u>	<u>29,829,961</u>

Total Operating 22,115,671 39,624,447

**Flood Emergency Response Grants of \$15.8 million (2013/14) is included under Operations. (2012/13 amounted to \$29.2 million)

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 2	Income (Cont'd)	2014 \$	2013 \$
	Capital Non-Recurrent		
	Community Development	1,158,685	1,774,262
	Operations	1,401,200	1,991,821
	Infrastructure Planning	1,610,000	1,980,000
	Total Non-Recurrent	4,169,885	5,746,083
	Total Capital	4,169,885	5,746,083
	Total Grants Received	26,285,556	45,370,530
	Grants which were recognised as revenues during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:		
	Recurrent		
	Community Development	95,030	924
	Environment	10,375	-
	Total Recurrent	105,405	924
	Non-Recurrent		
	Community Development	561,670	697,905
	Total Non-Recurrent	561,670	697,905
	Total	667,075	698,829
	Grants which were recognised as revenues in prior years and were expended during the current year in the manner specified by the grantor were:		
	Recurrent		
	Community Development	27,521	204,649
	Total Recurrent	27,521	204,649
	Non-Recurrent		
	Community Development	315,130	68,652
	Environment	-	7,200
	Economic Development	-	41,539
	Infrastructure Planning	-	10,108
	Operations	-	2,797,894
	Total Non-Recurrent	315,130	2,925,393
	Total	342,651	3,130,042
	Net Increase / (Decrease) in Restricted Assets resulting from grant revenues for the year.	324,424	(2,431,213)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 2	Income (Cont'd)	2014 \$	2013 \$
	2.3 Contributions		
	Cash Contributions		
	Economic Development	27,750	-
	Community Development	447,644	177,237
	Development Services	4,800	29,248
	Finance	83,226	34,844
	Environment	16,523	46,007
	Operating	4,000	20,616
		583,943	307,952
	Non-cash Contributions		
	Land	1,327	11,247
	Buildings	13,583	58,841
	Playground Equipment	16,896	-
	Footpaths	427,001	97,100
	Roads	620,721	334,310
	Drainage works	319,694	165,215
	Kerbs & Channels	315,588	140,539
	Land improvements	-	18,786
	Bridges	303,231	-
	Total Non-cash Contributions	2,018,041	826,038
		2,601,984	1,133,990
	2.4 User Fees		
	Caravan Park Fees	254,686	253,018
	Community Services Charges	63,335	55,246
	Rent	3,646	10,671
	Section 86 Committees	443,747	565,955
	User Charges	1,961,427	1,839,399
		2,726,841	2,724,289
	2.5 Other Revenue		
	Energy Rebate Scheme	59,858	27,998
	Other Revenue	180,130	397,376
		239,988	425,374

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 3	Expenses	2014 \$	2013 \$
3.1 Employee Costs			
	Wages and Salaries	14,778,657	14,591,499
	Superannuation Expenses	1,321,057	1,162,169
	Work Cover	211,277	217,094
	Fringe Benefit Tax	225,044	97,768
	Annual leave and long service leave	753,498	495,258
		<u>17,289,533</u>	<u>16,563,788</u>
	Wages and Salaries include other employee-related costs – training, conferences and professional affiliations.		
3.2 Bad and Doubtful Debts			
	Sundry Debtors	-	11,120
		<u>-</u>	<u>11,120</u>
3.3 Depreciation			
	Buildings	1,527,731	1,528,924
	Plant and Equipment	333,526	346,561
	Furniture and Fittings	9,861	9,861
	Playground Equipment	94,757	93,915
	Pumps	53,250	53,174
	Footpaths	296,822	301,228
	Roads	5,565,961	4,514,480
	Culverts and Floodways	73,123	64,400
	Bridges	198,923	200,762
	Drainage Works	265,785	474,722
	Kerbs and Channels	337,832	294,057
	Land Improvements	834,754	702,625
	Other Infrastructure Assets	133,279	103,554
		<u>9,725,604</u>	<u>8,688,263</u>
3.4 Other Expenses			
	Contributions and Donations	1,752,404	1,587,677
	Auditors remuneration (see Note 23)	96,996	67,381
	Councillor's Allowances	227,983	272,470
	Insurance	537,166	515,828
	Legal Costs	348,266	20,115
	Other	1,115,238	1,431,684
		<u>4,078,053</u>	<u>3,895,155</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 4	Net Gain/(Loss) on Disposal of Property, Plant and Equipment	Proceeds From Disposals	Written Down Value Of Assets Disposed Of	Net Gain/(Loss) From Disposals
		\$	\$	\$
2014				
	Motor Vehicles	525,055	694,293	(169,238)
	Plant	176,007	137,401	38,606
		<u>701,062</u>	<u>831,694</u>	<u>(130,632)</u>
2013				
	Industrial Land	300,000	117,615	182,385
		<u>300,000</u>	<u>117,615</u>	<u>182,385</u>
2013				
	Motor Vehicle	60,146	88,265	(28,119)
	Plant	23,418	1,540	21,878
	Small plant written off	-	13,159	(13,159)
		<u>83,564</u>	<u>102,964</u>	<u>(19,400)</u>

Note 5 Investment in Associates

5.1 Goulburn Valley Regional Library Corporation

Background

Goulburn Valley Regional Library Corporation operates a regional library. Its ownership is shared between several local councils in the area, including the Moira Shire Council with a stakeholding of 28.86%.

	2014 \$	2013 \$
Council's Share of Reserves		
Council's share of accumulated deficit at start of year	(218,492)	(263,951)
Council's share of reported surplus/(deficit) for year	33,254	45,459
Council's share of accumulated deficit at end of year	<u>(185,238)</u>	<u>(218,492)</u>
Council's Share of Member Contributions		
Council's share of member contributions at start of year	820,760	820,760
Council's share of movement in member contributions	-	-
Council's share of member contributions at end of year	<u>820,760</u>	<u>820,760</u>
Movement in Carrying Value of Investment		
Carrying value of investment at start of year	602,268	556,809
Council's share of reported surplus/(deficit) for year	33,254	45,459
Carrying value of investment at end of year	<u>635,522</u>	<u>602,268</u>
Council's Share of Commitments	2,003	13,178
Council's Share of Contingent Assets and Liabilities		
No contingent assets or liabilities were disclosed by Goulburn Valley Regional Library Corporation		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

5.2 Moira Arts and Culture Inc.

Background

Moira Arts & Culture Inc., was incorporated to promote Arts & Culture in the Shire. Moira Shire Council has a 20% stakeholding with two directors on the Board of Moira Arts and Culture Inc.

	2014 \$	2013 \$
Council's Share of Reserves		
Council's share of accumulated surplus at start of year	-	-
Council's share of reported surplus/(deficit) for year	13,251	-
Council's share of accumulated surplus at end of year	<u>13,251</u>	<u>-</u>
Council's Share of Member Contributions		
Council's share of member contributions at start of year	-	-
Council's share of movement in member contributions	-	-
Council's share of member contributions at end of year	<u>-</u>	<u>-</u>
Movement in Carrying Value of Investment		
Carrying value of investment at start of year	-	-
Council's share of reported surplus/(deficit) for year	13,251	-
Carrying value of investment at end of year	<u>13,251</u>	<u>-</u>

Council's Share of Commitments

Council's Share of Contingent Assets and Liabilities

No contingent assets or liabilities were disclosed by Moira Arts and Culture Inc.

Note 6	2014 \$	2013 \$
Cash and Cash Equivalents		
Cash and Cash Equivalents		
Cash in Hand	6,150	5,850
Cash at Bank	1,656,401	2,486,808
Cash Investments - At Call	2,000,000	7,500,000
Cash Investments - Term Deposits	10,775,598	5,700,422
Total Cash and Cash Equivalents	<u>14,438,149</u>	<u>15,693,080</u>
Cash at the End of the Period as shown in the Cash Flow Statement	<u>14,438,149</u>	<u>15,693,080</u>
Unrestricted	9,961,922	11,050,779
Subject to External Restrictions	4,476,227	4,642,301
	<u>14,438,149</u>	<u>15,693,080</u>
The following restrictions have been imposed on cash or cash equivalents by regulations or other externally imposed restrictions, or by commitments made by Council		
Restricted Reserves (Note 15)	1,262,937	1,238,137
Unexpended Grants (Note 2.2)	667,075	698,829
Long Service Leave - Current (Note 14)	1,660,504	1,337,475
Long Service Leave - Non-Current (Note 14)	336,942	494,247
Trust Funds and Deposits (Note 12)	548,769	873,613
	<u>4,476,227</u>	<u>4,642,301</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 7	Trade and Other Receivables	2014 \$	2013 \$
	Current		
	Rates Debtors	1,769,327	1,310,465
	Fire Service Levy	427,207	-
	Other Debtors		
	- Infringement Control	138,340	115,059
	- GST	431,685	436,020
	- Sundry Debtors	671,510	833,682
	- Loans - Economic Development	7,500	15,000
	- Special Rate Assessment Debtors	-	9,558
	Less: Provision for Doubtful Debts - Other Debtors	(550)	(550)
	Total Current	<u>3,445,019</u>	<u>2,719,234</u>
	Non Current		
	Other Debtors		
	- Loans- Economic Development	-	7,500
	- Sale of Land	-	180,000
	- Special Rate Assessment Debtors	-	37,762
	Total Non-Current	<u>-</u>	<u>225,262</u>
	Total Receivables	<u>3,445,019</u>	<u>2,944,496</u>
Note 8	Land Held for Sale		
	Current		
	Cost of Acquisition	-	-
	Capitalised Development Costs	-	-
	Total Current	<u>-</u>	<u>-</u>
Note 9	Other Assets		
	Current		
	Prepayments	75,726	46,764
	Accrued Income	45,306	224,279
	Total Other Assets	<u>121,032</u>	<u>271,043</u>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 10	Fixed Assets	2014	2013
10.1	Property, Plant, Equipment and Infrastructure	\$	\$
	Summary		
	At Cost	3,394,448	4,163,608
	At Fair Value as at 30 June 2009	-	460,869,484
	At Fair Value as at 30 June 2011	-	147,219,553
	At Fair Value as at 30 June 2012	95,200,991	111,219,631
	At Fair Value as at 30 June 2013	109,060,898	81,923,624
	Less Accumulated Depreciation	(36,714,636)	(215,043,179)
		167,941,782	590,316,701
	At Fair Valuation as at 30 June 2014	482,147,225	-
	Less Accumulated Depreciation	(142,250,220)	-
		339,897,005	
	Total	497,838,787	590,316,701
	Non-Infrastructure Assets		
	Land		
	Crown Land - at Valuation	30,692,174	30,045,080
	Freehold Land - at Valuation	52,462,386	52,522,842
	Land under Roads	4,875,207	1,172,634
		57,029,767	53,095,576
	Plant and Equipment		
	Plant and Equipment - at Cost	2,913,012	2,899,938
	Less: Accumulated Depreciation	(968,471)	(1,132,961)
		1,944,541	1,766,978
	Furniture and Fittings		
	Furniture and Fittings - at Cost	120,917	120,917
	Less: Accumulated Depreciation	(60,281)	(60,420)
		60,636	70,497
	Total Non-Infrastructure Assets	88,934,924	86,378,141
	Infrastructure Assets		
	Buildings		
	Buildings - at Valuation	127,271,699	123,200,377
	Less: Accumulated Depreciation	(52,599,040)	(48,153,888)
		74,672,659	75,046,509
	Playground Equipment		
	Playground Equipment - at Valuation	1,946,441	1,829,545
	Less: Accumulated Depreciation	(339,888)	(245,131)
		1,506,553	1,584,414
	Pumps		
	Pumps - at Valuation	1,610,895	1,635,158
	Less: Accumulated Depreciation	(283,889)	(230,833)
		1,326,996	1,404,325
	Footpaths		
	Footpaths - at Valuation	15,488,120	15,110,892
	Less: Accumulated Depreciation	(3,019,427)	(2,727,031)
		12,468,693	12,383,861
	Roads		
	Roads - at Valuation	287,566,984	432,780,041
	Less: Accumulated Depreciation	(69,547,416)	(117,614,819)
		218,019,568	315,165,222
	Culverts and Floodways		
	Culverts and Floodways - at Valuation	7,381,316	7,391,318
	Less: Accumulated Depreciation	(3,038,887)	(2,965,766)
		4,342,429	4,425,552
	Bridges		
	Bridges - at Valuation	26,260,593	24,019,177
	Less: Accumulated Depreciation	(8,504,430)	(4,168,195)
		17,756,163	19,850,982
	Drainage Works		
	Drainage Works - at Valuation	46,445,140	45,965,124
	Less: Accumulated Depreciation	(14,220,337)	(13,967,094)
		32,214,803	31,998,030

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

10.1	Property, Plant, Equipment and Infrastructure (Cont'd)	2014	2013
	Infrastructure Assets (Cont'd)	\$	\$
	Kerbs and Channels		
	Kerbs and Channels - at Valuation	25,364,003	24,848,420
	Less: Accumulated Depreciation	(11,340,527)	(11,109,421)
		14,023,476	13,738,999
	Land Improvements		
	Land Improvements - at Valuation	36,472,746	30,175,549
	Less: Accumulated Depreciation	(12,599,334)	(9,362,990)
		23,873,412	20,812,559
	Other Infrastructure Assets		
	Other Infrastructure Assets - at Valuation	9,771,550	9,745,003
	Less: Accumulated Depreciation	(3,432,929)	(3,299,650)
		6,338,621	6,445,353
	Total Infrastructure Assets	407,543,343	502,825,806

Details of the Council's Property, Plant, Equipment & Infrastructure fair value hierarchy as at 30 June 2014 are as follows:

	Level 1	Level 2	Level 3	Total
	\$	\$	\$	\$
Non-Infrastructure Assets				
Crown Land	-	-	30,692,174	30,692,174
Freehold Land	-	52,020,430	-	52,020,430
Industrial land held for resale	441,936	-	-	441,936
Land under Roads	-	-	4,575,207	4,575,207
Plant and equipment	1,944,541	-	-	1,944,541
Furniture and fixtures	60,636	-	-	60,636
	2,447,113	52,020,430	35,467,381	89,934,924
Infrastructure Assets				
Buildings	-	-	74,672,659	74,672,659
Playground Equipment	-	-	1,506,553	1,506,553
Pumps	-	-	1,326,966	1,326,966
Footpaths	-	-	12,468,693	12,468,693
Roads	-	-	218,019,568	218,019,568
Culverts & Floodways	-	-	4,342,429	4,342,429
Bridges	-	-	17,756,163	17,756,163
Drainage Works	-	-	32,214,803	32,214,803
Kerbs & Channels	-	-	14,023,476	14,023,476
Land Improvements	-	-	23,873,412	23,873,412
Other Infrastructure Assets	-	-	6,338,621	6,338,621
			407,543,343	407,543,343
TOTAL	2,447,113	52,020,430	443,010,724	497,478,267

2014	Non-Infrastructure	Infrastructure	Total
Opening Balance	32,064,806	502,825,806	534,890,614
Acquisitions - Capital Works & Purchases	-	5,591,488	5,591,488
Acquisitions - Contributed By Developers	1,327	2,016,714	2,018,041
Acquisitions Found	4,569,882	-	4,569,882
Asset adjustment for Landfill provision increase	-	904,995	904,995
Disposals	-	(2,287,179)	(2,287,179)
Net Asset revaluation increment (decrement)	(1,168,636)	(93,269,019)	(94,437,654)
Depreciation	-	(8,382,217)	(8,382,217)
Reclassifications of Assets	-	1,142,755	1,142,755
Closing Balance	35,467,381	407,543,344	443,010,725

	Valuation Technique	Significant Unobservable Inputs	Range	Sensitivity
Non-Infrastructure				
Crown Land	Not depreciated. Value determined by external valuers every 2 years.	Individual asset values. Revaluation last conducted in 2012/13.	\$0.10 to \$600.00 m ² .	Valuation affected by market factors.
Land Under Roads	Valued annually using English Method provided in DP/CD Circular 15/11.	Unit Rate \$0.058 per m ² based on 2013/14 revaluation.	\$0.058 per m ² .	Changes to land values and amount of development will affect value.
Infrastructure				
Playground Equipment	Depreciated based on condition assessed every 3 years. Assets valued individually.	Individual asset values based on 2011/12 valuation.	\$48 to \$217,887.	Change to condition or effective life will affect value.
Pumps	Depreciated based on condition assessed every 3 years. Assets valued individually.	Individual asset values based on 2012/13 valuation.	\$55 to \$65,543.	Change to condition or effective life will affect value.
Footpaths	Depreciated based on condition assessed every 3 years. Replacement cost.	Unit Rate for brick, concrete & bitumen \$86.45 per m ² gravel \$23.77 m ² based on 2012/13 revaluation.	\$23.77 to \$86.45.	Change to condition or unit rate will affect value.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 10 Fixed Assets (Cont'd)

	Valuation Technique	Significant Unobservable Inputs	Range	Sensitivity
Infrastructure				
Roads - Gravel Pavements	Depreciated based on condition assessed every 2 years. Replacement cost.	Unit Rate \$2.47 m ² based on 2013/14 revaluation.	\$2.47 m ²	Change to condition or effective life will affect value.
Roads - Wearing Course	Depreciated based on condition assessed every 3 years. Replacement cost.	Unit Rate \$4.66 m ² based on 2013/14 revaluation.	\$4.66 m ²	Change to condition or effective life will affect value.
Roads - Subgrade	Not depreciated.	Unit Rate \$2.69 m ² based on 2013/14 revaluation.	\$2.69 m ²	Change to condition or effective life will affect value.
Roads - Sealed Pavement	Depreciated based on condition assessed every 3 years. Replacement cost.	Unit Rate \$32.00 m ² for sealed roads and \$7.77 m ² for dust suppression pavements based on 2013/14 revaluation.	\$7.77 to \$32.00	Change to condition or effective life will affect value.
Laneways	Depreciated based on condition assessed every 3 years. Replacement cost.	Unit Rate for concrete \$86.25 and bitumen \$6.06 m ² based on 2013/14 revaluation.	\$6.06 to \$86.25	Change to condition or effective life will affect value.
Culverts & Flood ways	Depreciated based on condition assessed every 3 years. Assets valued individually.	Individual asset values. Valuation last conducted in 2012/13.	\$103 to \$95,914	Change to condition will affect value.
Bridges	Depreciated based on condition assessed every 3 years. Replacement Cost	Unit Rate for Wholly Owned Bridges \$2,393. Unit Rate for Shared Bridges \$1,156.50 based on valuation conducted in 2013/14.	\$1,196 or \$2,393	Change to unit rate and condition will impact on WCV.
Drainage	Value reviewed annually. Aged based depreciation of individually valued assets.	Individual asset values based on 2012/13 valuation.	\$398 to \$562,814	Change in effective life will impact on value.
Land Improvements	Majority of LI assets are valued individually and depreciated based on condition assessed every 3 years. Landfill assets depreciated based on age.	Individual asset values based on 2013/14 revaluation.	\$364 to \$2,156,408	Change to effective life, unit rate or condition will impact value.
Kerb & Channel	Depreciated based on condition assessed every 3 years. Replacement Cost	Unit Rate \$89.13 per m ² based on 2011/12 valuation.	One rate of \$89.13	Change to effective life, unit rate or condition will impact value.
Other Assets	All assets valued individually. Some depreciated on condition and others by age.	Individual asset values based on 2012/13 valuation.	\$1,441 to \$1,091,746	Change to effective life, unit rate or condition will impact value.

Works in Progress
Building
Land Improvements
Parks & Gardens
Roads
Drainage
Footpaths
Kerbs & Channels
Other Assets
Total Works in Progress
Total Property, Plant, Equipment and Infrastructure

2014	2013
\$	\$
138,580	889,008
-	36,275
68,172	-
134,977	-
18,790	-
-	36,050
-	155,448
-	15,973
360,520	1,142,754
497,638,787	500,346,701

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 10 Fixed Assets (Cont'd)

Valuation of Assets

The 2013/14 valuation of assets owned and controlled by the Moira Shire Council, except the valuation of land and buildings, was undertaken by Council's engineering and asset management staff under the supervision of Mr Mark Ford, Executive Engineer. The valuation of land and buildings was conducted by a qualified independent valuer, Mr Marcus Hann of LG Valuations Pty Ltd. Mr Hann is a member of the Australian Institute of Valuers. The valuation of bridges, buildings, land improvements, land under roads and sealed roads was based on condition assessments conducted by qualified external consultants or Council's own engineering staff.

The unit rates and effective lives of all asset classes were reviewed where applicable by Council's asset management and engineering staff using actual rates or benchmark data from the Municipal Association of Victoria (MAV Step Program) and the North East Asset Management Group (NEAMG).

Bridges were valued at 30 June 2014 by Council's asset management staff under the supervision and direction of Mr Mark Ford, Executive Engineer of Moira Shire Council. Valuation was based on a condition assessment conducted by Land Management Surveys Pty Ltd an experienced bridge engineering firm who have expertise in this field. Valuation is at fair value based on replacement cost less accumulated depreciation and is due next in 2016/17.

Buildings and Land were valued at 30 June 2014 by LG Valuation Services in accordance with AASB 113 and AASB 116 as a component of the valuation works to be provided under Moira Shire Council Contract C168/10. The valuation of land and buildings is at fair value being market value based on highest and best use permitted by relevant land planning provisions. The valuation process involved an inspection of each asset to identify and value each building component to determine each property's fair value. Buildings will be re-valued again in 2016/17.

Culverts and Floodways were last valued at 30 June 2013 by Council's qualified engineering staff. The valuation was at fair value based on replacement cost less accumulated depreciation as at the date of valuation and is due again in 2015/16.

Drainage assets were valued at 30 June 2013 by Council's qualified engineering staff. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation and is due again in 2015/16.

Footpaths were valued at 30 June 2013 by Council's qualified engineering staff. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation and is due again in 2015/16.

Kerbs and Channels were valued at 30 June 2013 by Council's qualified engineering staff. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation and is due again in 2014/15.

Land assets were valued by LG Valuation Services Pty Ltd in 2011/12. The valuation of land is at fair value being market value based on highest and best use permitted by relevant land planning provisions. The valuation process involved an inspection of each asset to identify and value each property's fair value. Valuation of land assets is due again in 2015/16.

Land Improvements were valued at 30 June 2014 based on a condition assessment conducted by Mr Gary Hodgkiss Superintendent Works & Services Moira Shire Council and Mr Clayton Drysdale, consultant engineer. Mr Hodgkiss hold a Bachelor of Engineering (Civil) and a Graduate Diploma of Municipal Engineering. Mr Drysdale holds a Bachelor of Engineering (Civil). The basis of the valuation is depreciated replacement cost and will occur again in 2016/17.

Land under Roads was valued at 30 June 2014 by Mr Bruce Berg von Lindhe Asset Executive for Moira Shire in accordance with the "Englobe Method" of calculation provided in the Department of Planning and Community Development Circular 15/11. The Englobe Method of valuation of land under roads is a calculation based on the area and the unimproved value of all land within the municipality discounted by 90% multiplied by the area of land under roads. The value of land under roads will be re-calculated every year.

Office Equipment was valued at 30 June 2012 by Council's qualified engineering staff. The valuation is based on the purchase price depreciated evenly over the effective life of the listed assets. Valuation of office equipment assets occurs every year.

Other Infrastructure Assets, which comprises swimming pools, were valued at 30 June 2013 Council's qualified engineering staff. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation and is due again in 2015/16.

Plant & Equipment was valued at 30 June 2014 by Council's qualified engineering staff. The valuation is based on the purchase price depreciated evenly over the effective life of the listed assets. Valuation of plant and equipment occurs every year.

Playground Equipment was valued at 30 June 2012 by Ray Hutchinson & Associates, consultants in this field. The basis of the valuation was depreciated replacement cost and will occur again in 2014/15.

Pumps were valued at 30 June 2013 by Council's qualified engineering staff. The valuation is fair value based on replacement cost less accumulated depreciation at the date of valuation and is due again in 2015/16.

Roads were valued by at 30 June 2014 based on a condition assessment conducted by Moloney Asset Management Systems. A unit rate and effective life review conducted by Mr Bruce Berg von Lindhe, Asset Executive for Moira Shire Council. The basis of the valuation was depreciated replacement cost. This asset class is due to be re-valued again in 2016/17.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 10 Fixed Assets (Cont'd)

10.2 - Fixed Assets - Transaction Summary 2014

	Land	Plant and Equipment	Furniture and Fittings	Total Non-Infrastructure Assets	Buildings	Playground Equipment	Pumps	Footpaths	Roads
2014	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at beginning of financial year	84,540,666	1,766,978	70,497	86,378,141	75,046,509	1,584,414	1,404,325	12,383,861	315,165,222
Acquisitions - Capital Works & Purchases	8,052	1,342,783	-	1,350,835	1,330,026	-	15,929	136,528	3,562,215
Acquisitions - Contributed By Developers	1,327	-	-	1,327	13,583	16,896	-	427,001	620,721
Acquisitions Found	4,569,882	-	-	4,569,882	-	-	-	-	-
Industrial Land Reclassified	-	-	-	-	-	-	-	-	-
Disposals	(21,544)	(831,694)	-	(853,238)	(212,887)	-	(4,855)	(217,925)	(1,492,572)
Net Asset revaluation increment (decrement)	(1,168,636)	-	-	(1,168,636)	(875,849)	-	-	-	(93,270,057)
Flood impairment	-	-	-	-	-	-	-	-	-
Depreciation	-	(333,526)	(9,861)	(343,387)	(1,527,731)	(94,757)	(53,250)	(296,822)	(5,565,961)
Capital Works in Progress expensed	-	-	-	-	-	-	-	-	-
Reclassifications of Assets	-	-	-	-	899,008	-	(35,183)	36,050	-
Balance at end of financial year	87,929,747	1,944,541	60,636	89,934,924	74,672,659	1,506,553	1,326,966	12,468,693	219,019,568

	Culverts and Floodways	Bridges	Drainage Works	Kerbs and Channels	Land Improvements	Other Infrastructure Assets	Total Infrastructure Assets	Capital Works In Progress	Total Fixed Assets 2014
2014	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at beginning of financial year	4,415,552	19,830,982	31,998,030	13,738,999	20,812,559	6,445,353	502,825,806	1,142,754	590,346,701
Acquisitions - Capital Works & Purchases	-	-	158,418	237,809	139,989	10,574	5,591,488	360,520	7,302,843
Acquisitions - Contributed By Developers	-	303,231	319,694	315,588	-	-	2,016,714	-	2,018,041
Acquisitions Found	-	-	-	-	-	-	-	-	4,569,882
Asset adjustment for Landfill provision increase	-	-	-	-	904,995	-	904,995	-	904,995
Disposals	-	(238,672)	(30,737)	(86,536)	(2,995)	-	(2,287,179)	-	(3,140,417)
Net Asset revaluation increment (decrement)	-	(1,940,455)	-	-	2,817,343	-	(93,269,018)	-	(94,437,654)
Flood impairment	-	-	-	-	-	-	-	-	-
Depreciation	(73,123)	(198,923)	(265,785)	(337,832)	(834,754)	(133,279)	(9,382,217)	-	(9,725,604)
Capital Works in Progress expensed	-	-	-	-	-	-	-	-	-
Reclassifications of Assets	-	-	35,183	155,448	36,275	15,973	1,142,754	(1,142,754)	-
Balance at end of financial year	4,342,429	17,756,163	32,214,803	14,023,476	23,873,412	6,338,621	407,543,343	360,520	497,838,787

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

10.2 - Fixed Assets - Transaction Summary 2013

	Land	Plant and Equipment	Furniture and Fittings		Total Non-Infrastructure Assets	Buildings	Playground Equipment	Pumps	Footpaths	Roads
2013	\$	\$	\$		\$	\$	\$	\$	\$	\$
Balance at beginning of financial year	84,491,771	1,690,150	80,358		86,262,279	76,220,138	1,960,160	734,792	10,671,743	303,597,064
Acquisitions - Capital Works & Purchases	33,004	524,079	-		557,083	1,398,526	-	114,676	407,238	3,525,437
Acquisitions - Contributed By Developers	11,247	-	-		11,247	58,841	-	-	97,100	334,311
Acquisitions Found	-	-	-		-	-	-	-	-	609,478
Industrial Land Reclassified	90,000	-	-		90,000	-	-	-	-	-
Disposals	(117,615)	(102,963)	-		(220,578)	(1,380,931)	-	(37,225)	(52,003)	(2,401,135)
Net Asset revaluation increment (decrement)	-	-	-		-	-	-	610,289	631,519	-
Flood impairment	-	-	-		-	278,859	-	-	929,492	13,981,699
Depreciation	-	(346,561)	(9,861)		(356,422)	(1,528,924)	(93,915)	(53,174)	(301,228)	(4,514,480)
Capital Works in Progress expensed	-	-	-		-	-	-	-	-	-
Reclassifications of Assets	32,259	2,273	-		34,532	-	(281,831)	34,967	-	32,848
Balance at end of financial year	84,540,666	1,766,978	70,497		86,378,141	75,046,509	1,584,414	1,404,325	12,383,861	315,165,222

	Culverts and Floodways	Bridges	Drainage Works		Kerbs and Channels	Land Improvements	Other Infrastructure Assets	Total Infrastructure Assets	Capital Works In Progress	Total Fixed Assets 2013
2013	\$	\$	\$		\$	\$	\$	\$	\$	\$
Balance at beginning of financial year	3,691,576	19,551,064	24,695,054		11,551,577	20,047,613	5,092,187	477,812,968	2,471,316	566,546,563
Acquisitions - Capital Works & Purchases	50,103	42,652	46,267		389,013	80,280	97,307	6,151,499	1,123,254	7,831,836
Acquisitions - Contributed By Developers	-	-	165,215		140,539	18,786	-	814,792	-	826,039
Acquisitions Found	-	-	2,783,954		-	-	-	3,393,432	-	3,393,432
Industrial Land Reclassified	-	-	-		-	-	-	-	-	90,000
Disposals	(9,700)	-	(16,599)		(38,494)	(847)	-	(3,936,934)	-	(4,157,512)
Net Asset revaluation increment (decrement)	805,409	-	4,062,017		1,990,421	-	1,359,413	9,459,068	-	9,459,068
Flood impairment	-	440,184	714,492		-	1,084,593	-	17,429,319	-	17,429,319
Depreciation	(64,400)	(200,762)	(474,722)		(294,057)	(702,625)	(103,554)	(8,331,841)	-	(8,688,263)
Capital Works in Progress expensed	-	-	-		-	-	-	-	(2,383,781)	(2,383,781)
Reclassifications of Assets	(57,436)	(2,156)	22,352		-	284,759	-	33,503	(68,035)	-
Balance at end of financial year	4,415,552	19,830,982	31,998,030		13,738,999	20,812,559	6,445,353	502,825,806	1,142,754	590,346,701

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note		2014	2013
		\$	\$
Note 11	Trade and Other Payables		
	Current		
	Trade Creditors	1,784,114	7,339,191
	Fire Services Levy	464,302	-
	Accrued Expenses	559,663	464,413
	Total Current Liabilities	2,808,079	7,803,604
	Non-Current		
		-	-
	Total Payables	2,808,079	7,803,604
Note 12	Trust Funds and Deposits		
	Contract Retention	119,573	142,152
	Refundable Security Deposits	125,976	222,777
	Refundable Asset Protection Deposits	134,060	161,000
	Refundable Building Deposits	29,370	46,863
	Refundable Subdivision Deposits	59,863	61,008
	Miscellaneous Refundable Deposits	79,927	219,813
	Total Trusts	548,769	873,613
Note 13.1	Interest-Bearing Loans and Borrowings		
	Borrowings		
	Borrowings are secured over the general and special rates of Council.		
	Current		
	Loans - Secured	829,560	769,105
	Total Current	829,560	769,105
	Non-Current		
	Loans - Secured	6,471,942	7,301,502
	Total Non-Current	6,471,942	7,301,502
	Total Interest Bearing Liabilities	7,301,502	8,070,607
	The Council's borrowings are repayable:		
	Not later than 1 year	829,560	769,105
	Later than 1 year, not later than 5 years	4,022,567	3,729,084
	Later than 5 years	2,449,375	3,572,418
		7,301,502	8,070,607
Note 13.2	Non-interest-Bearing Loans and Borrowings		
	Current		
	Land acquisition - Secured	60,000	60,000
	Total Current	60,000	60,000
	Non-Current		
	Land acquisition - Secured	120,099	180,099
	Total Non-Current	120,099	180,099
	Total Interest Bearing Liabilities	180,099	240,099
	The Council's borrowings are repayable:		
	Not later than 1 year	60,000	60,000
	Later than 1 year, not later than 5 years	120,099	180,099
	Later than 5 years	-	-
		180,099	240,099
Note 13.3	Financing arrangements		
	Bank overdraft	-	-
	Used facilities	-	-
	Unused facilities	-	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note		Annual Leave and Loading	Long Service Leave	Rostered Days Off	Landfill Site Rehabilitation	Total
		\$	\$	\$	\$	\$
Note 14	Provisions					
2014	Balance at the beginning of the financial year	1,450,625	1,831,722	120,666	8,410,711	11,813,724
	Provision Write back	(6,044)	(74,721)	-	-	(80,765)
	Additional provisions raised	127,044	362,697	30,329	1,170,401	1,690,471
	Amounts used	-	(122,252)	-	(978,435)	(1,100,687)
	Decrease in the discounted amount arising because of time and the effect of any changes in the discount rate	-	-	-	-	-
	Balance at the end of the financial year	1,571,625	1,997,446	150,995	8,602,677	12,322,743
2013	Balance at the beginning of the financial year	1,366,344	1,885,931	104,000	8,449,910	11,806,185
	Provision Write back	-	-	-	(30,691)	(30,691)
	Additional provisions raised	84,281	-	16,666	-	100,947
	Amounts used	-	29,347	-	(284,736)	(255,389)
	Decrease in the discounted amount arising because of time and the effect of any changes in the discount rate	-	(83,556)	-	-	(83,556)
	Balance at the end of the financial year	1,450,625	1,831,722	120,666	8,410,711	11,813,724

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 15 Reserves

Restricted Reserves	Total Restricted Reserves \$	Recreation Open Space Reserve \$	Car Parking Reserve \$	Net Gain Native Vegetation Reserve \$
Balance at 1 July 2012	1,209,087	895,451	273,636	40,000
Transfers to restricted reserves	29,050	29,050	-	-
Balance at 30 June 2013	1,238,137	924,501	273,636	40,000
Transfers to restricted reserves	24,800	4,800	-	20,000
Balance at 30 June 2014	1,262,937	929,301	273,636	60,000

Asset Revaluation Reserves

	Total Asset Revaluation Reserves \$	Land Revaluation Reserve \$	Buildings Revaluation Reserve \$	Playground Equipment Revaluation Reserve \$	Pumps Revaluation Reserve \$	Footpaths Revaluation Reserve \$	Roads Revaluation Reserve \$	Culverts and Floodways Revaluation Reserve \$	Bridges Revaluation Reserve \$	Drainage Works Revaluation Reserve \$	Kerbs and Channels Revaluation Reserve \$	Land Improvements Revaluation Reserve \$	Other Infrastructure Assets Revaluation Reserve \$
Balance at 1 July 2012	389,438,982	34,238,442	51,482,341	884,594	129,883	7,549,154	251,021,747	2,597,959	10,088,402	16,037,199	6,369,909	7,264,109	1,775,543
Net asset revaluation increment / (decrement)	9,459,068	-	-	-	610,289	631,519	-	805,409	-	4,052,017	1,990,421	-	1,359,413
Flood Impairment	17,429,319	-	278,659	-	-	929,492	13,981,699	-	440,184	714,492	-	1,084,593	-
Balance at 30 June 2013	416,327,369	34,238,442	51,761,200	884,594	739,872	9,110,165	265,003,446	3,403,368	10,528,586	20,813,708	8,360,330	8,348,702	3,134,956
Net asset revaluation increment / (decrement)	(94,437,654)	(1,168,636)	(876,949)	-	-	-	(93,270,057)	-	(1,940,455)	-	-	2,817,343	-
Balance at 30 June 2014	321,889,715	33,069,806	50,884,251	884,594	739,872	9,110,165	171,733,389	3,403,368	8,588,131	20,813,708	8,360,330	11,166,045	3,134,956

Nature and Purpose of Reserves

Asset Revaluation Reserve is established in accordance to Australian Accounting Standards and is used to record increased/decreased (net) value of Council's assets over time.

Recreation Open Space Reserve has been established in accordance with the Sub-division Act 1988 and is used to develop strategically located parks and reserves for the benefit of the residents in the municipality.

Car Parking Reserve has been established under the Planning and Environment Act 1997 and is used to provide adequate car parking spaces within the municipality.

Net Gain Native Vegetation Reserve has been established to be used to fulfil Council's obligation in regard to net gain planting of native vegetation in accordance to the Planning and Environment Act 1987.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 16 Commitments for Expenditure

All commitments are exclusive of GST.

16.1 Contracted Expenditure

At the reporting date the Council had entered into the following services and material contracts with external parties:

	Not later than 1 Year year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$	\$	\$	\$	\$
2014					
Community Development	840,914	-	-	-	840,914
Governance	212,957	880,000	-	-	1,092,957
Operations	1,433,862	1,341,400	1,935,839	56,326	4,767,427
Waste & Recycling Collection	113,564	113,564	151,418	-	378,546
Asset Maintenance	110,787	-	-	-	110,787
	2,712,084	2,334,964	2,087,257	56,326	7,190,631
2013					
Capital Works	75,601	-	-	-	75,601
Community Development	851,794	955,784	-	-	1,807,578
Consultancy	575,941	575,941	-	-	1,151,882
Flood Emergency Response	194,957	-	-	-	194,957
Governance	168,836	547,255	4,698	-	720,789
Operations	2,150,961	1,181,655	252,452	-	3,585,068
Revenue	205,269	205,270	89,969	-	500,508
Tips / Transfer Stations	213,603	-	-	-	213,603
Waste & Recycling Collection	1,334,206	1,540,545	5,934,695	-	8,809,446
Asset Maintenance	150,476	59,458	81,932	-	291,866
	5,921,644	5,065,908	6,363,746	-	17,351,298

16.2 Operating Leases

Council leases a light motor vehicle fleet, heavy plant, photocopiers and computer equipment. At the reporting date, obligations under non-cancellable operating leases are:

	Not later than 1 Year year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$	\$	\$	\$	\$
2014					
Motor Vehicles	288,016	105,029	51,999	-	445,044
Heavy Plant	1,122,163	878,824	1,863,441	191,985	4,056,413
Photocopiers	6,250	4,688	-	-	10,938
Computer Equipment	174,850	71,616	26,054	-	272,520
	1,691,279	1,060,157	1,941,494	191,985	4,784,915
2013					
Motor Vehicles	295,686	158,808	35,790	-	490,284
Heavy Plant	1,111,839	998,057	2,020,688	66,822	4,197,406
Photocopiers	17,790	6,250	4,167	-	28,207
Computer Equipment	223,739	223,739	44,815	-	492,293
	1,649,054	1,386,854	2,105,460	66,822	5,208,190

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 17 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. The defined benefit section provides lump sum benefits based on years of service and final average salary. The defined contribution section receives fixed contributions from Council and the Council's legal or constructive obligation is limited to these contributions.

Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are due.

Accumulation

The Fund's accumulation category, Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2014, this was 9.25% required under Superannuation Guarantee Legislation). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Effective from 1 July 2014, the Superannuation Guarantee contribution rate will increase to 9.50%, and will progressively increase to 12% by 2022.

Defined Benefits Plan

The Fund's Defined Benefit category is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated to each employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 32 (b) of AAS 119, the Council does not use defined benefit accounting for these defined benefit obligations.

Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's actuary. Council makes employer contributions to the Funds Defined Benefit category at rates determined by the Fund's Trustee. This rate is currently 9.25% of member's salaries (9.25% in 2012/13).

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit (the funded resignation or retirement benefit is calculated as the VBI multiplied by the benefit).

Council is also required to make additional contributions to cover the contribution tax payable on the contributions referred to above.

Employees are also required to make member contributions to the Fund. As such, assets accumulate in the Fund to meet member benefits, as defined in the Trust Deed, as they accrue.

Unfunded Superannuation Liability - Funding Calls

The fund is required to comply with the superannuation prudential standards. Under the superannuation prudential standards SPS 160, The Fund is required to target full funding of its vested benefits. There may be circumstances where:

- a fund is in an unsatisfactory financial position at an actuarial investigation (i.e. its vested benefit index (VBI) is less than 100% at the date of the actuarial investigation); or
- a fund's VBI is below the shortfall limit at any time other than the date of the actuarial investigations.

If either of the above occur, the Fund has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. There may be circumstances where the Australian Prudential Authority (APRA) may approve a period longer than three years.

The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%. Since 30 June 2013 the VBI has been in excess of 100%. The 31 March estimated VBI was 104.6%. As this is greater than 100%, the fund is considered to be fully funded with no action required by employers at this stage.

The next full actuarial investigation of the Fund's liability for accrued benefits will be based on the Fund's position as at 30 June 2014. The anticipated completion date of this actuarial investigation is 19 December 2014.

The complexity and timing of actuarial calculations required to allocate assets and liabilities to individual Council's results in it being impractical to determine the necessary information to account for the fund as defined benefit fund within the financial statements, as such Council accounts for the fund as a contribution plan. Council expects to make the following contributions in 2014-15: \$33,398 towards defined benefits and \$1,308,063 toward non-defined benefit funds.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Superannuation contributions

Contributions by Moira Shire Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2014 are detailed below:

Scheme	Type of scheme	Rate	2014 \$'000	2013 \$'000
Vision Super	Defined benefits	9.25%	29	983
Vision Super	Accumulation	9.25%	1068	179
Others	Accumulation	9.25%	223	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 18 Financial Ratios (Performance Indicators) 2014 2014 2013 2012

18.1 Debt Servicing Ratio

To identify the capacity of a Council to service its outstanding debt

Debt Servicing Costs	\$587,100			
Total Revenue	\$66,988,252	0.88%	0.79%	1.24%

Debt servicing costs refer to the payment of interest on loan borrowings, finance lease, and bank overdraft. The ratio expresses the amount of interest paid as a percentage of Council's total revenue.

18.2 Debt Commitment Ratio

To identify a Council's debt redemption strategy

Debt Servicing and Redemption Costs	\$1,416,204			
Rate Revenue	\$28,916,674	4.90%	5.65%	5.88%

The strategy involves the payment of loan principal and interest, finance lease principal and interest. The ratio expresses the percentage of rate revenue utilised to pay interest and redeem debt principal.

18.3 Revenue Ratio

To identify Council's dependence on non-rate income

Rate Revenue	\$28,916,674			
Total Revenue	\$66,988,252	43.17%	33.55%	46.33%

The level of Council's reliance on rate revenue is determined by assessing rate revenue as a proportion of the total revenue of Council.

18.4 Debt Exposure Ratio

To identify Council's exposure to debt

Total Indebtedness	\$23,161,192			
Total Realisable Assets	\$152,143,172	15.22%	19.19%	17.88%

For the purpose of the calculation of financial ratios, realisable assets are those assets which can be sold and which are not subject to any restriction on realisation or use.

18.5 Working Capital Ratio

To assess Council's ability to meet current commitments

Current Assets	\$18,427,763	2.15	1.32	2.00
Current Liabilities	\$8,584,522			

The ratio expresses the level of current assets the Council has available to meet its current liabilities.

18.6 Adjusted Working Capital Ratio

To assess Council's ability to meet current commitments

Current Assets	\$18,427,763	2.66	1.46	2.32
Current Liabilities	\$6,924,018			

The ratio expresses the level of current assets the Council has available to meet its current liabilities.

Current liabilities have been reduced to reflect the long service leave that is shown as a current liability because Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date, but is not likely to fall due within 12 months after the end of the period.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 19 Related Party Disclosures

19.1 Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

Title	Name	Period
Mayor	Brian Keenan	01/07/2013 - 06/11/2013
Mayor	Peter Mansfield	07/11/2013 - 30/06/2014
Councillor	Kevin Bourke	01/07/2013 - 30/06/2014
Councillor	Wendy Buck	01/07/2013 - 30/06/2014
Councillor	Gary Cleveland	01/07/2013 - 30/06/2014
Councillor	Ed Cox	01/07/2013 - 30/06/2014
Councillor	Brian Keenan	07/11/2013 - 30/06/2014
Councillor	Peter Mansfield	01/07/2013 - 06/11/2013
Councillor	Marie Martin	01/07/2013 - 30/06/2014
Councillor	Robert McPhee	01/07/2013 - 30/06/2014
Councillor	Alex Monk	01/07/2013 - 30/06/2014
Chief Executive Officer	Gary Arnold	01/07/2013 - 23/10/2013
Acting Chief Officer	Peter Bertolus	24/10/2013 - 18/05/2014
Chief Executive Officer	Mark Henderson	19/05/2014 - 30/06/2014

19.2 Remuneration of Responsible Persons

The number of Responsible Officers, whose total remuneration from Council and any related entities fall within the following bands:

Income Range	Numbers	
	2014	2013
\$10,000 - \$19,999	1	7
\$20,000 - \$29,999	5	3
\$30,000 - \$39,999	2	1
\$40,000 - \$49,999	1	1
\$50,000 - \$59,999	-	1
\$60,000 - \$69,999	1	-
\$190,000 - \$200,000	1	-
\$200,000 - \$239,999	-	1
TOTAL	11	14

Total remuneration for the reporting period for Responsible Persons, included above, amounted to: \$520,499 2014, \$554,180 2013

19.3 Senior Officers Remuneration

A Senior Officer other than a Responsible Officer, is an officer of Council who has management responsibilities and reports directly to the Chief Executive Officer or whose total annual remuneration exceeds \$133,000.

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

Income Range	Numbers	
	2014	2013
Less than \$133,000	2	3
\$133,000 - \$139,999	-	1
\$140,000 - \$149,999	-	3
\$150,000 - \$159,999	-	2
\$160,000 - \$169,999	2	1
\$190,000 - \$200,000	2	-
TOTAL	6	10

Total remuneration for the reporting period for Senior Officers included above, amounted to: \$872,794 2014, \$1,268,313 2013

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 19 Related Party Disclosures (cont'd)

19.4 Retirement Benefits

No retirement benefits have been made by Council to a Responsible Person.

19.5 Loans

No loans have been made, guaranteed or secured by the Council to a Responsible Person of the Council during the reporting period. (2013/14 \$Nil)

19.6 Other Transactions

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with Responsible Persons, or Related Parties of such Responsible Persons during the reporting year (2013/14, Nil).

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 20 Financial Instruments

20.1 Accounting Policy, Terms and Conditions

The Council's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at 30 June 2014, are as follows:

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
(i) Financial Assets			
Cash and Cash Equivalents	6	For the purposes of the cash flow statement, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.	Deposits at call have a weighted average effective interest rate of 2.75%
Cash Investments	6	Short-term deposits are stated at the lower of cost and net realisable value. Interest is recognised in the Statement of Financial Performance when earned. Certain investments are restricted as noted in Note 6.	Term deposits have an average maturity of 94 days with weighted average effective interest rates of 3.59%
Receivables and Inventories	7	Receivables are carried at a amortised cost using the effective interest rate method. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Other inventories are measured at the lower of cost and net realisable value	Sundry sales are on 30 day terms and no interest is calculated on overdue amounts. Rate receivables are on statutory terms payable either in full by 30 September or by quarterly instalments due end September, November, February and May. Interest is charged on unpaid amounts at 11.5%.
(ii) Financial Liabilities			
Payables	11	Trade Creditors and accruals are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.	Trade liabilities are normally settled on 30 day terms.
Trust Funds	12	Monies are held by way of deposit or in trust for Governments or other persons.	Deposits are returned when the service has been completed.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

20.1 Accounting Policy, Terms and Conditions cont...

Borrowings - Loans and Finance Lease	13	Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.	Borrowings are repayable monthly with multiple final instalment dates. Interest is charged at various fixed rates. Details of the security over the borrowings is set out in Note 13.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

NOTE 20 Financial Instruments (Cont'd)

20.2 Interest Rate Risk

The Council's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at the balance date, are as follows:

Financial Instruments	Floating Interest Rate		Fixed Interest Rate Maturing in:				Fixed Interest Rate Maturing in:				Non-Interest Bearing		Total Carrying Amount as per the Balance Sheet		Weighted Average Effective Interest Rate	
			1 Year or Less		Over 1 to 5 Years		More than 5 Years									
	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 %	2013 %
(i) Financial Assets																
Cash Assets	1,662,551	2,492,658	12,775,598	13,200,422	-	-	-	-	-	-	-	-	14,438,149	15,693,080	3.55%	3.98%
Other Financial Assets	-	-	-	-	-	-	-	-	-	75,726	46,764	75,726	46,764	N/A	N/A	
Receivables	-	-	-	9,558	-	37,762	-	-	-	816,800	1,150,691	816,800	1,198,011	N/A	N/A	
Accrued Income	-	-	-	-	-	-	-	-	-	45,306	224,279	45,306	224,279	N/A	N/A	
Total Financial Assets	1,662,551	2,492,658	12,775,598	13,209,980	-	37,762	-	-	-	937,832	1,421,734	15,375,981	17,162,134	3.55%	3.98%	

Financial Instruments	Floating Interest Rate		Fixed Interest Rate Maturing in:				Fixed Interest Rate Maturing in:				Non-Interest Bearing		Total Carrying Amount as per the Balance Sheet		Weighted Average Effective Interest Rate	
			1 Year or Less		Over 1 to 5 Years		More than 5 Years									
	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 \$	2013 \$	2014 %	2013 %
(ii) Financial Liabilities																
Payables	-	-	-	-	-	-	-	-	-	2,181,585	7,136,405	2,181,585	7,136,405	N/A	N/A	
Trusts	-	-	-	-	-	-	-	-	-	548,769	873,613	548,769	873,613	N/A	N/A	
Loans	-	-	829,560	769,105	4,022,567	3,729,084	2,449,375	3,572,418	180,099	240,099	7,481,601	8,310,706	7.61%	7.23%		
Total Financial Liabilities	-	-	829,560	769,105	4,022,567	3,729,084	2,449,375	3,572,418	2,910,453	8,260,117	10,211,955	16,320,724	7.61%	7.23%		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 20 Financial Instruments (Cont)

20.3 Net Fair Values

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at 30 June 2014, are as follows:

	Total Carrying Amount as per the Balance Sheet		Aggregate Net Fair Value (i)	
	2014 \$	2013 \$	2014 \$	2013 \$
Financial Assets				
Cash Assets	14,438,149	15,693,080	14,438,149	15,693,080
Other Financial Assets	75,726	46,764	75,726	46,764
Receivables	816,800	1,198,011	816,800	1,198,011
Accrued Income	45,306	224,279	45,306	224,279
Total Financial Assets	15,375,981	17,162,134	15,375,981	17,162,134
Financial Liabilities				
Payables	2,181,585	7,136,405	2,181,585	7,136,405
Trusts	548,769	873,613	548,769	873,613
Borrowings	7,481,601	8,310,706	7,481,601	8,310,706
Total Financial Liabilities	10,211,955	16,320,724	10,211,955	16,320,724

(i) The following methods and assumptions are used to determine the net fair values of financial assets and liabilities.

Recognised Financial Instruments

Cash Assets: The carrying amount approximates fair value because of their short-term to maturity.

Other Financial Assets, Receivables, Accrued Income, Payables, Trusts and Finance Leases: The carrying amount approximates fair value.

Borrowings: The fair values of long-term borrowings are estimated using discounted cash flow analysis, based on government bond rates issued by the Department of Treasury and Finance.

20.4 Credit Risk Exposures

The Council's maximum exposures to credit risk at balance date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Balance Sheet.

Concentrations of Credit Risk

The Council minimises concentrations of credit risk in relation to receivables by undertaking transactions with a large number of customers. Credit risk in receivables is managed in the following ways:

- payment terms are either statutory or 30 days,
- a first charge over property applies to rate debtors.

Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risk and no exposure to foreign currency risk. Components of market risk to which Council is exposed are discussed below.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 20 Financial Instruments (Cont)

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that Council uses. Non derivative interest bearing assets are predominantly short term liquid assets. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value rate risk.

Council's loan borrowings are sourced from major Australian banks by a tender process. Council manages interest rate risk on its net debt portfolio by:

- ensuring access to diverse sources of funding;
- reducing risks of refinancing by managing in accordance with target maturity profiles; and
- setting prudential limits on interest repayments as a percentage of rate revenue;

Council manages the interest rate exposure on its net debt portfolio by appropriate budgeting strategies and long term financial planning.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. Council manages interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards;
- adequate safety;
- appropriate liquidity;
- diversification by credit rating, financial institution and investment product;
- monitoring of return on investment;
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on all financial assets included in its balance sheet. To help manage this risk:

- Council has a policy for establishing credit limits for the entities it deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which are included on the APRA "List of Authorised Deposit Taking Institutions".

Trade and other receivables consist of a large number of customers, spread across the consumer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtors are State and Federal Governments. Apart from the Governments, Council does not have any significant credit risk exposure to a single customer or group of customers. Ongoing credit evaluation is performed on the financial condition of customers and, where appropriate, an allowance for doubtful debts is raised. Rate debtors are effectively secured by the property upon which they're levied and do not represent a significant credit risk.

Movement in Provisions for Doubtful Debts

	2014 \$	2013 \$
Balance at the beginning of the year	550	550
New Provisions recognised during the year	-	-
Amounts already provided for and written off as uncollectible	-	-
Amounts provided for but recovered during the year	-	-
Balance at end of year	550	550

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 20 Financial Instruments (Cont'd)

Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade & Other Receivables was:

	2014	2013
	\$	\$
Current (not yet due)	541,092	457,498
Past due by up to 30 days	117,613	351,950
Past due between 31 and 180 days	12,805	24,234
Past due between 181 and 365 days	-	-
Past due by more than 1 year	-	-
Total Trade & Other Receivables	671,510	833,682

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- Council will not have sufficient funds to settle a transaction on the date;
- Council will be forced to sell financial assets at a value which is less than what they are worth; or
- Council may be unable to settle or recover a financial asset at all.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The table below lists the contractual maturities for Financial Liabilities

These amounts represent undiscounted gross payments including both principal and interest amounts

	6 months or less	6-12 months	1-2 years	2-5 years	> 5 years	Contracted Cash Flow
2014	\$	\$	\$	\$	\$	\$
Trade and other payables	2,808,079	-	-	-	-	2,808,079
Trust fund and deposits	68,596	68,596	137,192	274,385	-	548,769
Interest-bearing loans and borrowings	639,324	717,713	1,357,037	4,071,110	2,754,779	9,539,962
Total financial liabilities	3,515,999	786,309	1,494,229	4,345,495	2,754,779	12,896,810

	6 months or less	6-12 months	1-2 years	2-5 years	> 5 years	Contracted Cash Flow
2013	\$	\$	\$	\$	\$	\$
Trade and other payables	7,803,604	-	-	-	-	7,803,604
Trust fund and deposits	109,202	109,202	218,403	436,807	-	873,613
Interest-bearing loans and borrowings	678,518	678,518	1,357,037	4,071,110	4,111,815	10,896,999
Total financial liabilities	8,591,324	787,720	1,575,440	4,507,917	4,111,815	19,574,216

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from Reserve Bank of Australia):

- A parallel shift of + 1% and -2% in market interest rates (AUD) from year-end rates of %

The table below discloses the impact on net operating result and equity for each category of financial instruments held by the Council at year-end, if the above movements were to occur:

2014		Interest rate risk			
		+1%		-2%	
	\$	Profit \$	basis points 'Equity \$	Profit \$	basis points 'Equity \$
Financial assets:					
Cash and cash equivalents	14,438,149	144,381	144,381	(288,763)	(288,763)
Trade and other receivables	816,800	8,168	8,168	(16,336)	(16,336)
Financial liabilities:					
Interest bearing loans and borrowings	7,481,601	(74,816)	(74,816)	149,632	149,632

2013		Interest rate risk			
		+1%		-2%	
	\$	Profit \$	basis points 'Equity \$	Profit \$	basis points 'Equity \$
Financial assets:					
Cash and cash equivalents	15,693,080	156,931	156,931	(313,862)	(313,862)
Trade and other receivables	1,198,011	11,980	11,980	(23,960)	(23,960)
Financial liabilities:					
Interest bearing loans and borrowings	8,310,706	(83,107)	(83,107)	166,214	166,214

Fair Value Hierarchy

All financial assets carried at fair value are measured at quoted prices in active markets for identical assets or liabilities.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 21	Reconciliation of Cash Flows from Operating Activities to Surplus/Deficit		
		2014	2013
		\$	\$
	Surplus/(Deficit) for the year	6,435,609	(6,513,807)
	Remove non-cash items in surplus for year:		
	Depreciation	9,725,604	8,688,263
	Net Loss/(Gain) on Disposal of Property, Plant and Equipment	130,632	6,241
	Written Down Value of Land Sold	-	117,615
	Loss on disposal of Infrastructure assets	2,287,179	3,936,962
	Work in Progress-prior year expensed	-	2,352,826
	Assets Contributed	(2,018,041)	(826,038)
	Bad and Doubtful Debts	-	11,120
	Work in Progress expensed	-	30,950
	Small plant write off	-	13,159
	Share of net profit of investments in Associates accounted for by the equity method	(46,505)	(45,459)
	Interest on Unwinding of Discount on Provisions	265,407	276,228
	Fair value adjustment of Intangible Asset	108,565	28,222
	Net Previously unrecognised asset	(4,569,882)	(3,393,432)
	Changes in assets and liabilities (changes in assets and liabilities that related to operating activities):		
	Decrease / (Increase) in Trade and Other Receivables	(88,315)	(518,502)
	Decrease / (Increase) in Inventories	168,106	(124,469)
	Decrease / (Increase) in Other Assets	150,010	(206,698)
	Increase / (Decrease) in Trade and Other Payables	(5,437,309)	2,275,297
	Increase / (Decrease) in Provisions	(662,361)	(268,889)
	Net Cash Provided by Operating Activities	6,448,699	5,840,789
Note 22	Special Committees		
	Council has established several committees in accordance with section 86 of the Local Government Act 1989. Revenue and expenses transacted by these committees have been included in the Council's financial statements:		
	Revenue	596,810	645,369
	Expenses	745,525	1,053,604
		(148,715)	(408,235)
Note 23	Auditor's Remuneration		
	Audit fee to conduct external audit - Victorian Auditor-General	61,478	39,900
	Internal audit fees - AFS Pty Ltd	35,518	27,481
		96,996	67,381
Note 24	Events Occurring After Balance Date		
	At that date of this report there were no matters or circumstances that have arisen since the end of the financial year which have significantly effected or may significantly effect the operations of the Council, the results of its operations or its state of affairs, which is not already reflected in this report.		
Note 25	Intangible Assets		
	Opening Balance	1,018,466	1,047,688
	Fair value adjustments	(108,565)	(29,222)
	At fair value as at 30 June 2014	909,901	1,018,466
	The useful lives of the assets are infinite.		
	In recent years the Council has undertaken research to determine what legal entitlements to water rights it holds. This research has been concluded and the asset has been brought to account in 2011.		

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 26	Contingent Liabilities and Contingent Assets
	Contingent Liabilities
	Council has requested a private ruling from ATO in regards to the impact of FBT on an issue that an external consultant brought to Council's attention. Council does not agree with this assessment and as at 30 June 2014, was still waiting on confirmation from the ATO. Given this difference of opinion a figure cannot be reasonably established in relation to FBT provision and consequently no amount has been stated under Contingent Liabilities.
	Contingent Assets
	Developer contributions expected to be received in respect of property sub-divisions currently under development total \$200,000 (2012/13 \$200,000).

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 27 Capital expenditure

	2014	2013
	\$	\$
Capital expenditure areas		
Bridges	-	42,652
Buildings	1,330,026	1,398,520
Culverts & Floodways	-	50,103
Drainage	158,418	46,267
Footpath	138,528	407,238
Kerb & Guttering	237,809	389,013
Land	8,052	33,004
Land Improvements	139,989	80,280
Other Assets	10,574	97,305
Plant & Equipment	1,342,783	524,077
Pumps	15,929	114,893
Roads	3,562,215	3,525,430
Work in Progress	360,520	1,123,254
Total capital works	7,302,843	7,831,836
Represented by:		
Renewal of infrastructure	5,369,949	5,026,790
Upgrade of infrastructure	891,475	1,893,793
Expansion of infrastructure	1,041,419	911,253
Total capital works	7,302,843	7,831,836

Property, plant and equipment, infrastructure movement

The movement between the previous year and the current year in property, plant and equipment, infrastructure as shown in the Balance Sheet links to the net of the following items:

Total capital works	7,302,843	7,831,836
Assets Found	4,569,882	3,393,432
Asset revaluation movement	(94,437,654)	9,459,068
Flood impairment	-	17,429,319
Depreciation	(9,725,604)	(8,688,263)
Written down value of assets sold/write off	(3,140,417)	(4,157,512)
Industrial land reclassified	-	90,000
Asset adjustment for Landfill provision increase	904,995	-
Capital Work in progress expensed	-	(2,383,781)
Contributions - non-monetary assets	2,018,041	826,039
Net movement in property, plant and equipment, infrastructure	(92,507,914)	23,800,138

(a) Renewal

Expenditure on an existing asset which returns the service potential or the life of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time.

(b) Upgrade

Expenditure which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in the council's asset base.

(c) Expansion

Expenditure which extends an existing asset, at the same standard as is currently enjoyed by residents, to a new group of users. It is discretionary expenditure which increases future operating and maintenance costs, because it increases council's asset base, but may be associated with additional revenue from the new user group.

Refer to Notes 10.1 and 10.2 for more details.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (CONT)

Note 28 Income, Expenses and Assets by Function/Activities

	Community Development		Finance and Business Development		Shire Development		Grand Total	
	2014	2013	2014	2013	2014	2013	2014	2013
	\$	\$	\$	\$	\$	\$	\$	\$
Income								
Grants	16,789,072	30,251,117	9,268,830	14,949,376	227,654	170,037	26,285,556	45,370,530
Other	137,057	226,103	27,870,697	29,504,399	7,947,919	7,449,409	35,955,673	37,179,911
Total Income	16,926,129	30,477,220	37,139,527	44,453,775	8,175,573	7,619,446	62,241,229	82,560,441
Expenses	16,791,475	46,098,079	32,356,700	36,943,443	6,657,447	6,022,726	55,905,622	89,064,248
Surplus (deficit) for the year	134,654	(15,620,859)	4,782,827	7,510,332	1,518,126	1,596,720	6,435,607	(6,513,807)
Assets attributed to functions / activities *	300,498	636,228	1,713,877	1,744,636	5,288,468	5,451,993	7,302,843	7,831,857

* Assets have been attributed to functions/activities based on the control and/or custodianship of specific assets.

Community Development

Community Development promotes and enhances community wellbeing through funding programs, advocacy, service provision, community partnerships and regulatory activity.

The Function includes the following activities :

Community Family & Health Services
Community Recreational Facilities
Community Relations & Engagement
Disaster Recovery

Finance and Business Development

Finance and Business Development is responsible for providing a range of strategic, operational and financial services to business units and the Council as a whole, also regional business development and the construction, renewal and maintenance of community assets and facilities.

The Function includes the following activities :

Financial Services
Information Systems
Governance
Organisational Development
Regional Business Development
Community Facilities Management
Assets

Shire Development

Shire Development manages Shire planning compliance, land use and building safety, also manages garbage & recyclable collection, waste management & environmental sustainability, community safety and local laws.

The Function includes the following activities :

Shire Building & Planning
Environmental Services
Waste Management
Community Safety
Local Laws

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2013/14 (cont'd)

CONTACTING COUNCIL

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

OFFICE LOCATIONS

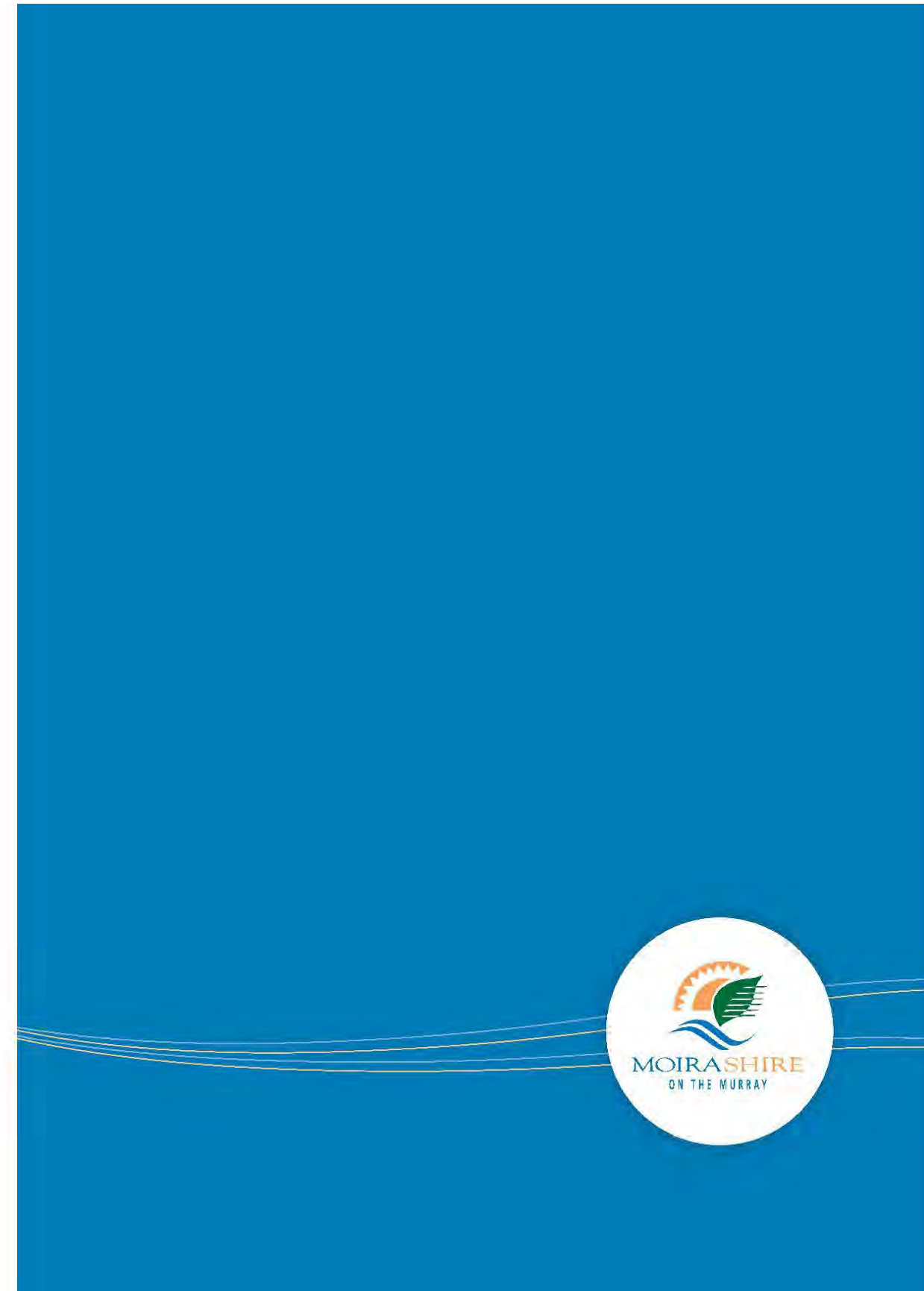
44 Station Street, Cobram
100 Belmore Street, Yarrawonga
Monday to Friday, 8.30am to 5.00pm

CUSTOMER SERVICE AGENCIES

Barmah Forest Heritage and Education Centre, Nathalia
Numurkah Visitor Information Centre, Numurkah

INFORMATION AGENCIES

Barmah Post Office
Katamatite Post Office
Katunga Post Office
Strathmerton Post Office
Tungamah Post Office
Wunghnu Post Office



FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID
BOOTH)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT

1. Executive Summary

In accordance with the requirements of the Local Government Act 1989, a quarterly report is to be presented to Council detailing the progress against the Council Plan in that reporting period.

This report contains details and progress of the Strategic Indicators (KPIs) contained within the adopted 2013-14 to 2016/17 Council Plan as at 30 September 2014. Each of the 119 strategic indicators is on target at this time and details on each is included in **Attachment 1** of this report.

2. Background and Options

Council adopted its 2013/14 – 2016/17 Council Plan in May 2013.

The Council Plan maintains focus on six (6) strategic objectives, namely;

- Environment
- Community
- Development (liveability)
- Organisation
- Infrastructure
- Governance

For each of these Strategic Objectives, a number of strategies have been identified. In turn, the 119 strategic indicators referred to aim to measure performance against these objectives.

A review of this plan was undertaken at its one year anniversary and a revised plan approved by Council at its May 2014 Ordinary meeting.

3. Financial Implications

This report contains no financial implications.

4. Risk Management

Risk was a key consideration in the development of the 2013/14 – 2016/17 Council Plan.

Strategy 6.4 : Ensure strategic and operational risks are managed to protect Council and the community addresses the management of risk as part of the plan.

5. Internal and External Consultation

Managers and reporting officers all contribute to the report on Council Plan Community consultation is achieved through the publishing of this report as part of Councils Agenda and also its placement on Councils website.

6. Regional Context

There are no regional context considerations associated with this report.

7. Council Plan Strategy

This report itself is focused on the Council Plan and strategies contained within.

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID
BOOTH)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

8. Legislative / Policy Implications

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

9. Environmental Impact

There are no environmental implications associated with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

Council adopted its 2013/14 – 2016/17 Council Plan in May 2013 and subsequently undertook a review of this plan in May 2014.

As part of its obligations under the Local Government Act 1989, Council is required to report against progress made on elements of the Council Plan.

This report meets that requirement for the period 1 July 2014 – 30 September 2014.

Attachments

- 1 Council Plan update

RECOMMENDATION

That Council receive the quarterly progress report against the adopted 2013/14 to 2016/17 Council Plan for the period 1 July 2014 – 30 September 2014.

MOTION

CRS ALEX MONK / ED COX

That Council receive the quarterly progress report against the adopted 2013/14 to 2016/17 Council Plan for the period 1 July 2014 – 30 September 2014.

(CARRIED)

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategic Goal 1. ENVIRONMENT</i>					
<i>Strategy : 1.1 Reduce Council's Environmental Footprint through innovative planning and leading practice initiatives.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
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	Medium	On Target	Reported Annually	Safety, Amenity & Environment
1.1.2 Develop the Moira Shire Green waste Strategy	* Green Waste Strategy adopted by Council	Low	On Target	On track for 1 December commencement. Currently undertaking community education strategy which includes attending meetings and agricultural shows. Media tours have already taken place and were very well received. Community tours are scheduled to take place in coming weeks.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy:</i> 1.1 Reduce Council's Environmental Footprint through innovative planning and leading practice initiatives.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.1.3 New or upgraded Council Buildings to meet or exceed 6 star energy rating.	100%	Medium	On Target	<p>Upgrade of hot water systems at Numurkah indoor pool now completed.</p> <p>An integrated solar/natural gas hot water system has now been installed to meet peak hot water demands. Advice to Business Innovation was provided as renovation to the Cobram Visitor Information Centre is undertaken.</p> <p>Integrating sustainability into new Cobram library project to be addressed as the project develops.</p>	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy:</i> 1.1 Reduce Council's Environmental Footprint through innovative planning and leading practice initiatives.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.1.4 Implement renewable energy projects where the business case demonstrates a feasible return on investment.	100%	Low	On Target	<p>VRPS: Project planning still underway. Brief for scoping report / literature review now sent to consultancy for quote. Partnership arrangements with Swan Hill Rural City Council continue to evolve. Staff changes at Swan Hill Rural City present challenges.</p> <p>Aggregated Solar: Initial asset scoping / identification report completed for the Aggregated Solar program. The short listed assets are; Cobram Service Centre, Community/Executive Office, Barmah Heritage Centre and Numurkah Service Centre.</p>	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy:</i> 1.1 Reduce Council's Environmental Footprint through innovative planning and leading practice initiatives.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.1.5 Maintain or decrease carbon emissions footprint.	Install 600 LED lights per annum to replace current MV 80 Streetlights	Medium	On Target	Stage 1 of Watts Working Better now complete. 1200 LED street lights installed across Cobram, Yarrawonga and most of Numurkah. Savings from reduced maintenance costs will be back dated to day of installation. CO2 emission reduction are realised from date of installation.	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%	Medium	On Target	New stationary poly machine purchased and installed at Yarrawonga. This frees up the mobile machine for the other sites. Currently rolling out the Kerbside Organic Strategy	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy:</i> 1.2 Administer the implementation of the Environmental Sustainability Strategy and report it to Council in a timely manner.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.2.1 Coordinate Goulburn Broken Local Government Biodiversity Reference group meetings	* 4 meetings per year	Low	On Target	The next meeting will be in December	Safety, Amenity & Environment
1.2.2 Coordinate Kinnaird's Wetlands Advisory Committee Meetings	* 3 meetings per year	Low	On Target	A meeting was held on 2 July 2014.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy: 1.2 Administer the implementation of the Environmental Sustainability Strategy and report it to Council in a timely manner.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.2.3 Host Environmental Sustainability Advisory Committee Meetings (ESAC)	* 4 meetings per year	Low	On Target	September ESAC was well attended by representatives and included a tour of the new LED street lights installed through the VVWB project. A presentation on managing high sodium waste water from food processing plants was made by a GVW officer. High sodium waste streams are a particular issue for waste water treatment process in Moira.	Safety, Amenity & Environment
<i>Strategy: 1.2 Administer the implementation of the Environmental Sustainability Strategy and report it to Council in a timely manner.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.2.4 Participate in Municipal Catchment Coordinator meetings	4 meetings per year	Low	On Target	Attended previous meeting on the 11 September 2014	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy</i> : 1.3 Support the Community in reducing their Environmental Footprint through Education and Communication of leading practice initiatives					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.3.1 Provide Council's Public Place Recycling trailer for use at community events	10 events per year	Low	On Target	Trailer was delivered and has been used for 5 events this year.	Safety, Amenity & Environment
1.3.2 Participate in Broken Boosey Conservation Management network committee meetings and events	Co-host 4 community education event	Low	On Target	Officers will be participating at future meetings, and will participate in upcoming events as they arise.	Safety, Amenity & Environment
1.3.3 Percentage community satisfaction (index score) with waste management	65%	Low	On Target	This is reported annually.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy</i> : 1.4 Comply with environmental sustainability legislation and regulatory obligations					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
1.4.1 Compliance with EPA landfill requirements	80%	High	On Target	No non-conformances noted.	Safety, Amenity & Environment
1.4.2 Respond to native vegetation referrals within 30 days	100% referrals processed	High	On Target	All referrals have been processed.	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.	Medium	On Target	Documents and data being gathered to assist with the development of these plans.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategic Goal 2. COMMUNITY</i>					
<i>Strategy : 2.1 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 September 2014</i>	<i>Comments</i>	<i>Department</i>
2.1.1 The Disability Action Plan be implemented and reported to Council in a timely manner	Host four Advisory Committee Meetings Complete 50% action items in MSC Disability Action Plan	Low	On target	Conducted 1 Advisory Committee meeting. Completed 2 items within this quarter in the Disability Action Plan.	Community Service Delivery
2.1.2 The Positive Ageing Strategy be reviewed and reported to Council in a timely manner	Complete strategy review and implement new strategy	Low	On target	Draft on target to be presented to CMT and Council in November 2014	Community Service Delivery
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 Council's service	High	On target	Secondary Schools immunisation program complete for 2014. 48% of Childhood immunisations delivered by Council's service.	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy</i> : 2.1 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 September 2014</i>	<i>Comments</i>	<i>Department</i>
2.1.4 Provide youth focused social and sporting events	Host six events throughout the Shire	Low	On target	Held many events: July: -Kool Skools Recording Project, Melb -FReeZA Summit, Euroa -Moira Movie Night, Yarrawonga -Moira Movie Night, Numurkah August: -Battle of the Bands, Yarrawonga -MY Passport, Nathalia September: -Moira Movie Night, Cobram -Moira Movie Night, Nathalia	Community Service Delivery
2.1.5 Engage with local youth	Host four Junior Council Meetings per year	Low	On target	October: Held Final Junior Council Meeting in Cobram	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy</i> : 2.2 Facilitate Maternal and Child Health and wellbeing					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
2.2.1 Proportion of infants born that receive primary immunisations	90%	Medium	On Target	Currently at 93%	Community Service Delivery
2.2.2. Number of families participating in Parental Early Education Partnership (PEEP) support program	Increase the number of PEEP programs operating from 1 (Cobram) to 2 (Cobram and Yarrawonga)	Low	Not yet started	Due to commence March 2015	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy : 2.2 Facilitate Maternal and Child Health and wellbeing					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
2.2.3 Percentage participation of Children in Maternal and Child Health.	Meet or exceed state average of 85% Adopt new MAV reporting guidelines and use as a bench mark	Low	On Target	Currently sitting at 90% Have submitted initial report.	Community Service Delivery
2.2.4 Operate a Family Day Care service within Moira Shire	Maintain at least 15 educators that provide Family Day Care	Low	On Target	Currently 17 educators	Community Service Delivery
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>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 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	Complete <10 actions from the plan during 2014 and report on progress	Low	On Target	19 actions are underway or complete including smoke free signage at playgrounds, implementation of Act Belong Commit program and establishment of Breastfeeding support programs	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

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>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
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	Medium	On Target	Attendance at MHCA meetings continues.	Community Service Delivery
Strategy : 2.4 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 September 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 and ensure delivery of outcomes outlined in the Moira Shire Community Safety Plan	Low	On Target	Meeting held in August	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy : 2.5 Improve community engagement, participation and effectiveness by facilitating community involvement in decision making processes					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
2.5.1 Maintain and strengthen the community volunteer base	Complete two community priorities annually Deliver two volunteer skills based workshops annually Update two Community Plans annually	Medium	On target	Updating community plan is in progress. 10 Volunteer training Workshops delivered throughout September and October.	Community Service Delivery
Strategy : 2.6 Provide quality facilities, open spaces and programs to increase participation and cater for the communities needs and interests					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
2.6.1 Deliver Community Assistance and Small Grants Program	Deliver 3 Grant Rounds per annum Receive at least 60 grant applications Assist successful groups with delivering projects	Low	On Target	The first of Council's Community and Event Grant programs is included in the October ordinary meeting agenda. 83 applications were received.	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy : 2.6 Provide quality facilities, open spaces and programs to increase participation and cater for the communities needs and interests					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
2.6.2 In partnership with the community and contracts proactively manage Councils community facilities	<p>Increase the patronage of Council owned aquatic facilities to over 65,000 per year and work with contractor to improve attendance figures</p> <p>Record 100% of statistics usage of Councils community facilities managed under the Recreation Facilities contract</p>	Medium	Complete	<p>Financial Year 2013/14 attendance 81,890 for Aquatic facilities</p> <p>Financial Year 2013/14 attendance 116,108 for all facilities under contract</p>	Community Service Delivery
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 for the first quarter of the 2014/15 financial year.	Operations

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy : 2.7 Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
2.7.1 Multicultural Action Plan is reported to Council in a timely manner	Complete at least two priorities identified in the Multicultural Action Plan annually	Low	On Target	Multicultural events currently being planned.	Community Service Delivery
2.7.2 Maintain the sustainable relationship with the local indigenous committee through the development and support of social inclusion projects	Continue to develop linkages with the local indigenous people Assist in the development of Yenbena into viable educational and cultural hub for Barmah	Low	On target	Woka horticultural one course delivered, Community garden progressing and community farmer's market held.	Community Service Delivery
2.7.3 Develop Moira Shire Arts and Culture Board	Support & manage Moira Arts and Culture Inc. to deliver and achieve its constituted goals, strategies and activities and to fulfil all reporting requirements of the Moira Arts and Culture Inc. Service Agreement with Moira Shire	Low	On Target	Awaiting Ministerial exemption for funding agreement between Moira Shire and Moira Arts Inc.	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy : 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 September 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.	Develop a 3 year Arts and Cultural Strategic Action Plan. Implement strategies and activities identified in the Arts and Cultural Strategic Action Plan including the listed performance measures	Low	On Target	Moira Arts Inc currently developing the strategy.	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy : 2.8 Emergency Management					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	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	Medium	On Target	The MEMPC has been reformatted and is currently being updated prior to dissemination to other agencies. The plan is scheduled for audit in June 2016. The MEMPC met on 20 April 2014 and will meet again on 30 October 2014. An aircraft accident exercise was conducted at the Yarrowonga Aerodrome on 30 July 2014. The Community Emergency Risk Assessment (CERA) process for the Moira Shire was completed on 16 July 2014.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy: 2.9 Protect the Safety and Amenity for the Community					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
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	Medium	On Target	16 animals rehoused. Animal Adoption DAM update seminar will be attended on 27/10/2014	Safety, Amenity & Environment
2.9.2 Respond to complaints received regarding to Moira Shire Local Laws	100% responses processed	Medium	On Target	Fire Risk inspections have commenced, 75% of Yarrawonga have been inspected. 101 Notice To Comply notices were issued. 28 CRM complaints were received; 99% on properties already acted upon.	Safety, Amenity & Environment
Strategy: 2.10: Maintain and promote the environmental health of communities					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
2.10.1 Attend and undertake inspections at market and Agricultural Show venues within the Shire	100% venues inspected	Medium	On Target	There have been two shows held to date and both were attended. The other shows will be fully attended as they are held.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy: 2.10: Maintain and promote the environmental health of communities</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
2.10.2 Respond to nuisance complaints and report to Council annually the nature and frequency of nuisance complaints	100% applications processed	Medium	On Target	Complaints are being followed up in and a timely manner. The register is being maintained and comments are updated by action officer	Safety, Amenity & Environment
2.10.3 Process all applications for septic tank installations	100% applications processed	High	On Target	All applications received during this period have been processed.	Safety, Amenity & Environment
2.10.4 Assessment of Council Buildings to establish asset renewal program	2 Assessments per year	Medium	On Target	The first round of inspections has been programmed for commencement in October.	Safety, Amenity & Environment

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategic Goal 3. DEVELOPMENT (LIVEABILITY)</i>					
<i>Strategy: 3.1 Maintain and enhance land use planning and building decision making processes by determining applications within statutory time frames.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.1.1 Percentage of building permits determined within 10 days	100%	Medium	On target	100% of applications issued in 10 days statutory timeframe. Stop-the-clock-days further information was considered.	Planning and Building
3.1.2 Number of planning applications received	Maintain 2013/14 numbers	Low	On Target	89 received to date. A number of applications are economy driven though and the numbers can't be controlled.	Planning and Building
3.1.3 Number of planning applications decided	Maintain 2013/14 numbers	Low	On Target	84 applications decided to this time.	Planning and Building
3.1.4 Percentage of planning applications decided by Council year to date	Maintain previous years statistics	Low	On Target	1 application referred to Council in the first quarter. Council officers do not have delegated authority to refuse applications or to deal with applications where objections were not withdrawn.	Planning and Building

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy: 3.1 Maintain and enhance land use planning and building decision making processes by determining applications within statutory time frames.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.1.5 Percentage of planning application decided by Officers under delegation year to date	Maintain previous years statistics	Low	On Target	72.60%	Planning and Building
3.1.6 Percentage of planning applications processed within 60 days statutory timeframes	70%	Medium	On Target	72.40%; above average. Workloads high per officer and applications are complex with high project values.	Planning and Building
Strategy 3.2 Maintain Community Satisfaction by engaging, facilitating and involving the Community in sounds development planning and building principles.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.2.1 Number decisions appealed to VCAT	Maintain 2013/14 numbers	Medium	On Target	No new appeals this year.	Planning and Building
3.2.2 Percentage of appeals determined by VCAT in favour of Council	70%	Low	On Target	Two appeals have been determined in favour of Council this year. Lot 39 Kinnaird's Road, Numurkah and VCAT order on Tyres with costs recovered (Mywee Road dismissed by VCAT)	Planning and Building

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 3.2 Maintain Community Satisfaction by engaging, facilitating and involving the Community in sound development planning and building principles.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.2.3 Performance of Building and Planning as measured by the annual Community Satisfaction Survey	55%	Medium	Not yet started	The Annual Community Satisfaction Survey is released in May 2015	Planning and Building
<i>Strategy: 3.3 Community Inclusion</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.3.1 Value of recurrent grants provided to the Moira Shire	\$5,000,000	Medium	Not yet started	Data not available at this time	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 3.4 : That Council establish a new Management Strategy in support of local Tourism.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.4.1 Establish a Moira Shire Tourism Board to support Tourism in the Municipality	Establish of the Board in 2014/15	Medium	On Target	Board appointed. Going to Council for ratification on 13 October 2014	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	Medium	Not yet started	This was a Sun Country project. New board will prepare a tourism strategy.	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 must participate at least twice. Volunteers participate at least once.	Low	Not yet started.	New tourism LTA arrangements finalised 1 October. First familiarisation will be organised in November 2014.	Business and Innovation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 3.5 : That Council supports accredited visitor Services in Yarrawonga, Cobram, Numurkah and Nathalia					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	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	Low	On Target	Yarrawonga: 79,191 Cobram: 79,611 Numurkah: 6,692 Nathalia: 7,392	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	Medium	On Target	Attended Royal Show and Caravan and Camping Show.	Business and Innovation
3.5.3 Service standards in the Visitor information centres through mystery shopper	84%	Low	On Target	Done bi-annually. Next audit 2015	Business and Innovation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 3.6 :Library Services					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.6.1 Increase of residents visiting the library services	30% 70,000 visits 100,000 website visits	Low	Not yet started	Awaiting first quarter data from GV Regional Library	Community Service Delivery
Strategy 3.7: Support and Promote participation in Council's training and development initiatives for local businesses by delivering a comprehensive training program					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
3.7.1 Number of participants in Council's training activities	400	Low	On target	410 participants	Business and Innovation
3.7.2 Percentage of users/businesses satisfied with training and support initiatives for local businesses	80%	Low	On target	Continuous surveys	Business and Innovation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 3.8 : Investment Attraction					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
3.8.1 Level of support to businesses investing / considering investment in Moira Shire	50 Investors	Medium	On Target		Business and Innovation
Strategy 3.9: Business Roundtables with businesses and Councillors					
Performance Measures	Target	Risk	Progress 30 September 2014	COMMENTS	Department
3.9.1 Conduct roundtables in key towns for 2013/14	Four round tables	Low	On target	Completed one roundtable	Business and Innovation
Strategy 3.10: Strategic Alliances					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
3.10.1 Develop strategic alliances with key government and business agencies and organisations	6 Government 10 business	Low	On Target		Business and Innovation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy3.11: Commercial Development					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
3.11.1 Assess the potential for commercial development of Council controlled assets	6 Assessments	Medium	On target	Yarrawonga Aerodrome, Yarrawonga and Cobram Saleyards all being investigated for future options.	Business and Innovation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 3.12: Upkeep of Council Assets					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
3.12.1 Percentage of graffiti removed from Council owned assets within 48 hours of notification	95%	Medium	On Target	There were 13 requests for graffiti removal received for the first quarter of the 2014/15 financial year with all attended to within the required timeframes.	Operations
3.12.2 Audit of Section 86 managed Council Buildings to establish asset maintenance and renewal plans	4 Audits per year	Medium	On Target	12 Audits conducted for the quarter which is well above expectation. This works is set to continue.	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<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 September 2014</i>	<i>Comments</i>	<i>Department</i>
4.1.1 100% completion of IT Strategy	100% completion of IT strategy in 2014/15 reporting year	Medium	On Target	*Wide Area Network upgrade (upgrade of communication links between sites) rollout / upgrade of microwave to major towns approved at Council meeting 21 July 2014. *Wireless-quotes for further rollout of wireless within Council offices has been received. *Phones Project team established to review phone system and develop specification for costing a replacement. *W3C WCAG (website accessibility)-upgrade to website required. Project team to review requirements*Mobile Website- as for W3C.MACH Tender underway.	Information Technology

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 4:1</i> INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
4.1.2 Improve integration between finance and assets systems through a fully integrated IT platform (Authority).	Rollout of Authority Assets to production	High	Below Target	Civica onsite to conduct workshop. Project team to be re-established due to turnover of staff. Test data base to be set up after upgrade to version 6.10 in March 2015.	Information Technology
4.1.3 Develop and implement online and mobile computing technologies and services	Create 1 new online/mobile initiative	Low	On Target	Rollout of further iPads to Environmental Health underway. Community Development project to undertake community surveys using iPads to approval stage. Fire Hazard inspections using iPhone app this fire season. Rollout of online certificates underway. Due for completion prior to 31 December 2014.	Information Technology

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 4.1 INFORMATION SERVICES Efficiency and service delivery to support business processes and information sharing reduced costs and increase service effectiveness					
Performance Measures	Target	Risk	Progress 30 September 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	Further improvement of HR & payroll requires upgrade to Authority version 6.10 in March. Project plan is being developed to meet this schedule.	Information Technology
Strategy 4.2 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 September 2014	Comments	Department
4.2.1 Develop practical policies and procedures and staff training program reflecting legislative, regulative and staff requirements	As required	Medium	On Target	Policies and procedures are continually being developed.	People and Organisation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 4.2 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 September 2014	Comments	Department
4.2.2 Develop an Organisational Development Strategy to ensure the sustainability of the organisation	100% development and implementation of Strategy and training program	Medium	On Target	The organisational development strategy has been developed and now being utilised.	People and Organisation
4.2.3 Develop and implement integrated Performance Management System	100% development and implementation of system	Medium	On Target	KPI's have been developed and rolled out. HR will continue to scope best practice models for effective evaluation systems. On track to meet target for next roll out of performance appraisals.	People and Organisation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 4.2 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 September 2014	Comments	Department
4.2.4 Develop and deliver Stage 2 of Organisation Review	100% complete	Low	On target	All positions within stage two of the restructure have been filled.	People and Organisation
4.2.5 Staff Performance reviews completed	100% complete	Low	On Target	The Staff Performance reviews were conducted and managed using Authority. Work Plans for 2014/15 developed.	People and Organisation
4.2.6 Cap Staffing at 195 EFT	195 EFT	Medium	On target	Currently, Moira has an EFT of 180.	People and 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					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
4.3.1 Number of workplace/site OHS inspections undertaken	5 per year	Medium	On Target	All site visits undertaken as required.	People and Organisation
4.3.2 WorkCover Indicative Performance Rate	<1.0	Medium	On Target	<1.0	People and Organisation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

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 September 2014	Comments	Department
4.3.3 Work Safe Insurance Premium Rate	<1.8	Medium	On Target	<1.8	People and Organisation
4.3.4 Lost Time Injury Frequency Rate	100%	Medium	On Target	Calculated at end of reporting period.	People and Organisation
Strategy 4.4 Ensure Council plans and resources, records and budget systems are maintained and managed sustainably					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	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 2015	100%	High	Not yet started		Finance
4.4.2 Reduce debt by 25% to \$6m	\$6m by 2017	Medium	On Target	Scheduled repayments ensure this target will be met by end of year	Finance
4.4.3 Constrain operational cost increases to 2% (excl CPI)	<2% (excl CPI)	Medium	On Target		Finance

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 4.5</i> Provide customer-focused financial management processes, budget systems and valuation practices in accordance with professional standards and legislative requirements					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
4.5.1 Attain VAGO financial ratios as part of annual budget process	100%	High	Not yet started		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%	High	Complete	Full Audit Clearance received 16/9/14	Finance
4.5.3 Councils Working Capital Ratio	> 1.0	High	On Target	Liquidity Ratio 4.33- The Liquidity Ratio is significantly higher due to the large Rates Debtors balance currently contained in Current Assets, this will reduce as the monthly/quarterly instalments are received.	Finance

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 4.6 Rates Revenue Generation</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
4.6.1 \$M collected	\$31.541M	High	On Target	Rates Revenue \$30.681M- The Rates Revenue actuals does not include the impact of new Organic Waste charges, which will be reflected in the Q2.	Finance
4.6.2 Rating strategy to be delivered as per legislative requirements	Development and Delivery of 1 Rating Strategy	Medium	Not yet started		Finance

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 4.7 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 September 2014	Comments	Department
4.7.1 DPCD Customer Service Survey/ Moira Internal Survey	75%	Low	Not yet started	Survey released in May 2015	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	Medium	On Target	Strategy currently being developed.	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					
Performance Measures	Target	Risk		Comments	Department
4.8.1 Number of members on the community 'pulse' email panel	> 1,000	Low	Not yet started	Awaiting redeveloped Community database	Communication & Engagement

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 4.9 Encourage higher levels of engagement in Council's activities through enhanced targeted communication via social media					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
4.9.1 Website quality and accessibility assessed through independent user survey	70%	Low	On Target	Survey being developed.	Communication & Engagement
4.9.2 Develop and implement integrated Communications Strategy focusing on electronic communications, publications	1 strategy 100% completed	Low	On Target	Strategy being developed.	Communication & Engagement

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategic Goal 4. ORGANISATION</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,					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
4.10.1 Percentage of customer service enquiries resolved on first call	85%	Medium	On Target	The process of capturing this data is currently under review including the redevelopment of the Customer Request Module and external customer surveys.	Communication & Engagement
4.10.2 Percentage satisfaction of after-hours callers with the quality of information and service received	70%	Low	On Target	The process of capturing this data is currently under review including the redevelopment of the Customer Request Module and external customer surveys.	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,					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
4.10.3 Customer service responsiveness assessed through external and internal user surveys	90%	Medium	On Target		Communication & Engagement

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategic Goal 5. INFRASTRUCTURE</i>					
Strategy 5.1 : Deliver the annual Capital Works program including roads, drainage, buildings, open places and footpaths.					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
5.1.1 Percentage of completed capital works projects completed based on the adopted capital works budget	95%	Medium	On Target	23% of the capital works spent to date (includes commitments). Still waiting for confirmation of grant funding for the Yarrowonga Aerodrome Compliance work.	Infrastructure and Assets
5.1.2 Civic Mutual Plus (Overall score) compliance with Road Management Plan	80%	Medium	Not yet started	Next biannual audit is due in February 2015. Note that the Last Audit result for Feb 2013 was 95% compliance	Infrastructure and Assets

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 5.2 : Manage and maintain Council assets in accordance with Council's Asset Management Plan and Municipal Association of Victoria Step Program					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
5.2.1 Percentage of Council assets at or below the intervention level in accordance with the Municipal Association of Victoria Step Program	70%	Medium	On Target	Road assets are on target with 97% of the network complying. Condition rating assessment for kerb & channel network is programed for 1st quarter of 2015.	Infrastructure and Assets
5.2.2 The budget spent on renewal as a percentage of the asset renewal gap as identified by the Municipal Association of Victoria Step Program.	65%	Medium	Not yet started	Calculated at the end of the reporting period	Operations
5.2.3 The length of gravel roads re-sheeted as a percentage of the total unsealed road network	Re-sheet 5% of the unsealed road network	Low	On Target	The 2014/15 program has commenced with 10% of the program completed as at the end of the first quarter.	Operations

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 5.2 : Manage and maintain Council assets in accordance with Council's Asset Management Plan and Municipal Association of Victoria Step Program					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
5.2.4 The percentage of sealed roads resealed	Re-seal 6% of roads	Low	Not yet started	This contract is due to commence early 2015.	Operations
5.2.5 The percentage of sealed roads reconstructed	Reconstruct 0.5% of the sealed road network	Low	On target	The contractors have completed 40% of the 2014/15 program.	Operations
5.2.6 Community satisfaction with local roads, streets and footpaths	65%	Medium	Not yet started	The Annual Community Satisfaction Survey is released in May 2015	Operations

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 5.3 Management of Council buildings and recreation facilities and open space.					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
5.3.1 The Civic Mutual annual score for management of recreational sporting reserves	<50	Low	On Target	Results not due until May 2015	Community Service Delivery
5.3.2 The percentage of customer requests relating to playgrounds and public open space actioned within 30 days	80%	Low	On Target	100% of customer requests relating to playgrounds and public open spaces are actioned within 30 days. For the first quarter of the 2014/15 335 customer requests were received.	Operations

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 5.3 Management of Council buildings and recreation facilities and open space.					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
5.3.3 Complete 2 Township liveability projects (focusing on asset, rationalisation, consolidation and renewal)	2	Medium	On target	Tungamah liveability project is underway with a number of community engagement sessions having been held.	Community Service Delivery
5.3.4 Facilitate monthly contract meetings with contractor to ensure any issues or areas of concern are discussed and addressed.	Number of complaints <20	Low	On Target	No complaints received in the first quarter 2014/15	Community Service Delivery

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategic Goal 6. GOVERNANCE</i>					
<i>Strategy 6.1</i> Ensure responsible resource management and adherence to good governance practices as prescribed by internal and external audit requirements					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
6.1.1 Percentage completion for annual internal Audit plan	100%	Medium	On Target	Topics to be confirmed	Finance
6.1.2 Percentage completion of all scheduled external audits	100%	High	Complete	Unqualified audit opinion issued	Finance

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

Strategy 6.2: Enhance Councils management of electronic records in line with Public Records Office requirements					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
6.2.1 Percentage of electronic management systems actions completed within service charter timeframes	95%	Low	On Target		Governance
6.2.2 Instruments of Delegation to Council staff renewed biannually and updated upon receipt of legal advice	100%	High	On Target	Update of Instrument of Delegations from Council to CEO and from Council to Officers included as part of the October Ordinary meeting agenda.	Governance
Strategy 6.3: Ensure that Council complies with Freedom of Information (FOI) requests					
Performance Measures	Target	Risk	Progress 30 September 2014	Comments	Department
6.3.1 Percentage of Freedom of Information Requests responded to within prescribed timeframes	100%	Medium	On Target	All FOI requests responded to within 45 days	Governance

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 6.4 : Ensure strategic and operational risks are managed to protect Council and the community.</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
6.4.1 Completion and monitoring of Council's Risk Management Framework	100%	High	On Target	Currently being reviewed.	People and Organisation
6.4.2 Quarterly updating of Council's Risk Management Register presented to the Audit Committee/ Council	Quarterly (4) per annum	High	Not yet started		People and Organisation

FILE NO: F13/3145
6. GOVERNANCE

ITEM NO: 9.1.3
(MANAGER COMMUNITY SERVICES, DAVID BOOTH)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

2013/14 - 2016/17 COUNCIL PLAN - 2014/15 FIRST QUARTER REPORT (cont'd)

ATTACHMENT No [1] - Council Plan update

<i>Strategy 6.5 : Prepare Council's Annual Report and submit to the Minister for Local Government</i>					
<i>Performance Measures</i>	<i>Target</i>	<i>Risk</i>	<i>Progress 30 September 2014</i>	<i>Comments</i>	<i>Department</i>
6.5.1 Annual Report presented to Council in September 2014 Ordinary Meeting	1 Report to Council by 30 September 2014	High	Complete	A report including the 2013/14 Annual Report has been included in the Ordinary meeting agenda for October.	Governance
6.5.2 Annual Report to Minister for Local Government by 30 September 2014	1 Annual Report completed & delivered by 30 September 2014	High	Complete	An electronic and hard copy of the 2013/14 Annual Report was forwarded to the Minister for Local Government on 30 September 2014.	Governance

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF

1. Executive Summary

The instruments of delegation from Council to the Chief Executive Officer and to Members of Council Staff have been reviewed to include updates to legislation and any organisational changes. The reviewed instruments attached to this report will bring these delegations up to date.

2. Background and Options

About delegations

Delegating powers, duties or functions of a council under section 98 of the *Local Government Act 1989* (the Act) enables councils to run efficiently and effectively. The Council engages the Chief Executive Officer and provides broad delegations to facilitate that role.

The Chief Executive Officer then sub-delegates operational matters to directors, managers and other employees to distribute work across the organisation. Consideration is given to the appropriate level of delegation for a position and whether conditions and limitations should be applied.

In addition, the way some legislation is written requires delegation to come directly from Council to Council staff rather than to be sub-delegated by the Chief Executive Officer. Having appropriate delegations in place allows Council to use its formal meetings to deal with the most important and strategic decisions. Clauses within all instruments of delegation require delegates to observe the strategies, policies and guidelines adopted by Council. Section 98 of the *Local Government Act 1989* enables delegation:

98. Delegations

- (1) A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than—
 - (a) this power of delegation; and
 - (b) the power to declare a rate or charge; and
 - (c) the power to borrow money; and
 - (d) the power to approve any expenditure not contained in a budget approved by the Council; and
 - (e) any power, duty or function of the Council under section 223; and
 - (f) any prescribed power.
- (2) The Chief Executive Officer may by instrument of delegation delegate to a member of the Council staff any power, duty or function of his or her office other than this power of delegation unless subsection (3) applies.
- (3) The instrument of delegation to the Chief Executive Officer may empower the Chief Executive Officer to delegate a power, duty or function of the Council other than the power of delegation to a member of the Council staff.
- (4) The Council must keep a register of delegations to members of Council staff.
- (5) A delegation under this section to a member of Council staff may be made to—
 - (a) a person named in the delegation; or
 - (b) the holder of an office or position specified in the delegation.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

- (6) A Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council under subsection (1).

Maddocks delegation and authorisation service

Council subscribes to the delegations and authorisation service offered by Maddocks lawyers which is used widely across local government in Victoria. The service includes a range of templates for instruments and resolutions, advice, and updates twice a year after parliamentary sessions. The two attached instruments of delegation are based upon templates included in the Maddocks service.

All delegations are reviewed concurrently

To ensure certainty Council's instruments of delegation are reviewed and updated concurrently. This removes the possibility of delegations made at different times being open to a challenge in a court of law as a result of Commonwealth legislation differing from Victorian legislation.

Last update

Council approved the last update of these two instruments of delegation on 17 February 2014. It is good practice to continually review and refresh instruments of delegation and this is normally done approximately every 6 months.

Delegation to the Chief Executive Officer

There have been no changes to the instrument through the Maddocks delegations and authorisation update service. However, as mentioned above it is necessary to refresh this instrument regularly to provide certainty to delegations from the Chief Executive Officer to Council staff. Additional clarification has been included under clause 4.1 to confirm the current practice of the Chief Executive Officer also awarding variations or extensions to contracts within the same financial limitations set for awarding a contract.

Delegations to Council staff

No statutory amendments have affected the content of this instrument since the last update. However, minor amendment has been made to the instrument with the insertion of comments in the "Conditions and Limitations: column for section 64 of the Planning and Environment Act 1987. These additional comments merely clarify the use of this provision and do not affect the substance of the delegation. The position title of Statutory Planning Co-ordinator has been changed to Planning Co-ordinator and the position title of Director Infrastructure and Liveability is now Director Infrastructure.

3. Financial Implications

There are no specific financial implications to consider within this report.

4. Risk Management

The risk of decisions being made without delegation is mitigated by regularly reviewing delegates included in an instrument of delegation against their role and title within Council's organisational structure. The risk of ensuring delegations are current, complete and legally sound is addressed by subscribing to the Maddocks Lawyers delegations update service.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

5. Internal and External Consultation

Legal advice through the delegations and authorisations update service forms the basis of this report, together with consultation on organisational needs with the Corporate Management Team and other relevant Council officers.

As required under regulation 11(j) of the *Local Government (General) Regulations 2004* the Council keeps a register of delegations kept under sections 87 and 98 of the Act, including the date on which the last reviews under section 86(6) and 98(6) took place. This register is available for public inspection.

6. Regional Context

There are no regional implications to consider with this report.

7. Council Plan Strategy

This report aligns with the strategic goal for governance within the Council Plan, which is: 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. The relevant strategic indicator is: Instruments of Delegation to Council staff renewed biannually and updated upon receipt of legal advice.

8. Legislative / Policy Implications

Section 98 of the *Local Government Act 1989* allows Council to delegate any power, duty or function of a Council by an instrument of delegation. This report is in accordance with section 98 of the *Local Government Act 1989*.

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

There are no Council officer conflict of interest issues associated with this report.

11. Conclusion

The reviewed instruments of delegations attached to this report will provide the appropriate level of delegation to ensure that the duties and functions of the Chief Executive Officer and Council staff can be carried out effectively.

Attachments

- 1 Instrument of Delegation to the Chief Executive Officer
- 2 Instrument of Delegation to Members of Council Staff

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL
STAFF (cont'd)**

RECOMMENDATION

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Moira Shire Council (Council) resolves that:

Chief Executive Officer delegations

1. there be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. the instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. on the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. it is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

Council staff delegations

6. there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
7. the instrument comes into force immediately the common seal of Council is affixed to the instrument.
8. on the coming into force of the instrument all previous delegations by Council to members of Council staff (other than the Chief Executive Officer) are revoked.
9. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL
STAFF (cont'd)**

MOTION

CRS DON MCPHEE / ED COX

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Moira Shire Council (Council) resolves that:

Chief Executive Officer delegations

1. there be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. the instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. on the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. it is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

Council staff delegations

6. there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
7. the instrument comes into force immediately the common seal of Council is affixed to the instrument.
8. on the coming into force of the instrument all previous delegations by Council to members of Council staff (other than the Chief Executive Officer) are revoked.
9. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

(CARRIED)

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [1] - Instrument of Delegation to the Chief Executive Officer



Moirashire Council

**Instrument of Delegation
to
the Chief Executive Officer**

October 2014



FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [1] - Instrument of Delegation to the Chief Executive Officer

S5 - Instrument of Delegation to the Chief Executive Officer



Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (the Act) and all other powers enabling it, the Moira Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 20 October 2014 ;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until the Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

"The COMMON SEAL of the
MOIRA SHIRE COUNCIL
was affixed hereto by authority
of the Council on the
..... day of October 2014
in the presence of:

.....Chief Executive Officer

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [1] - Instrument of Delegation to the Chief Executive Officer

S5 - Instrument of Delegation to the Chief Executive Officer



SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding a value of \$150,000 for contracts in relation to goods and services and \$200,000 for contracts in relation to works; [for the avoidance of doubt, the delegate is able to approve all variations and extensions to contracts where the value of such variation or extension does not exceed the above threshold amounts]
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under section 125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under section 126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to section 37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under section 81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution;

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [1] - Instrument of Delegation to the Chief Executive Officer

S5 - Instrument of Delegation to the Chief Executive Officer



6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or
 - 7.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act, or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council Staff



Moira Shire Council

Instrument of Delegation to Members of Council Staff

October 2014



FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council Staff

S6 - Instrument of Delegation to Members of Council Staff



Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to abbreviations in column 3 means the following positions:

AE	Assets Executive	EHTO	Environmental Health Technical Officer
ASA	Administration Support Officer (Assets)	EMO	Executive Manager Operations
ASSA	Administration Support Officer Safety and Amenity	LUP	Land Use Planner
ASP	Administration Support Officer Planning	MCA	Manager Construction and Assets
ATO	Assets Technical Officer	MEO	Media Officer
BSP	Business Support Officer Planning	MF	Manager Finance
BSSA	Business Support Officer Safety and Amenity	MSAE	Manager Safety, Amenity and Environment
CGO	Corporate Governance Officer	MTPB	Manager Town Planning and Building
CO	Communications Officer	PC	Planning Co-ordinator
CSA	Co-ordinator Safety and Amenity	SAO	Safety and Amenity Officer
DCG	Director Corporate Governance	SP	Senior Planner
DCO	Development Compliance Officer	SFBP	Superintendent Fleet, Building Maintenance and Parks
DC	Director Community	SWS	Superintendent Works and Services
DI	Director Infrastructure	TLEH	Team Leader Environmental Health
EE	Executive Engineer	TLO	Team Leader Operations
EHO	Environmental Health Officer	TO	Technical Officer (Assets)
		TP	Town Planner

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 20 October 2014 and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3 and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council Staff

S6 - Instrument of Delegation to Members of Council Staff



- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The COMMON SEAL of the
MOIRA SHIRE COUNCIL
was affixed hereto by
authority of the Council on the
day of October 2014
in presence of:

.....Chief Executive Officer

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER,
LISA DEAYTON)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council Staff

S6 - Instrument of Delegation to Members of Council Staff



SCHEDULE

INDEX

DOMESTIC ANIMALS ACT 1994.....	5
ENVIRONMENT PROTECTION ACT 1970.....	5
FOOD ACT 1984.....	6
HERITAGE ACT 1995.....	10
PLANNING AND ENVIRONMENT ACT 1987.....	11
RAIL SAFETY ACT 2006.....	36
RESIDENTIAL TENANCIES ACT 1997.....	38
ROAD MANAGEMENT ACT 2004.....	39
PLANNING AND ENVIRONMENT REGULATIONS 2005.....	50
PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2013.....	51
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010.....	51
ROAD MANAGEMENT (GENERAL) REGULATIONS 2005.....	54
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005.....	55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.41A(1)	power to declare a dog to be a menacing dog	DC, MSAE, CSA, SAO	Council may delegate this power to an authorised officer SAO delegated only when CEO, DC, MSAE or CSA unavailable and matter is considered urgent.

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	TLEH, EHO, EHTO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	TLEH, EHO, EHTO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	TLEH, EHO, EHTO	refusal must be ratified by Council or it is of no effect.
s.53M(6)	power to refuse to issue septic tank permit	TLEH, EHO, EHTO	refusal must be ratified by Council or it is of no effect.
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	TLEH, EHO, EHTO	refusal must be ratified by council or it is of no effect

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	TLEH, EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	TLEH, EHO	If section 19(1) applies
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	TLEH, EHO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with where the subject of the order has been attended to	TLEH, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	TLEH, EHO	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	TLEH, EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	TLEH, EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	TLEH, EHO	where council is the registration authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



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

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 7 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to register, renew or transfer registration	TLEH, EHO	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the Chief Executive Officer (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	TLEH, EHO	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	TLEH	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	TLEH, EHO	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	TLEH, EHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	TLEH, EHO	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	TLEH, EHO	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	TLEH, EHO	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	TLEH, EHO	where council is the registration authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(3)	power to request copies of any audit reports	TLEH, EHO	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	TLEH, EHO	where council is the registration authority not exceeding the prescribed time limit defined under subsection (5)
s.38E(4)	duty to register the food premises when conditions are satisfied	TLEH, EHO	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	TLEH, EHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	TLEH, EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	TLEH, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	TLEH, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	CEO, TLEH	where council is the registration authority Must be reported to Council
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	TLEH, EHO	where council is the registration authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	TLEH, EHO	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	TLEH, EHO	where council is the registration authority

HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	power to sub-delegate Executive Director's functions	DI	must obtain Executive Director's written consent first.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	DI, MTPB, PC	if authorised by the Minister once a decision approved by Council and Ministerial authorisation given
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	DI, MTPB, PC	
s.4H	duty to make amendment to Victoria Planning Provisions available	DI, MTPB, PC, SP, LUP, TP, DCO	
s.4I	duty to keep Victoria Planning Provisions and other documents available	DI, MTPB, PC, SP, LUP, TP, DCO	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	DI, MTPB, PC	
s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	DI, MTPB, PC	
s.8A(5)	function of receiving notice of the Minister's decision	DI, MTPB, PC	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DI, MTPB	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DI, MTPB	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 11 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DI, MTPB, PC	DI must authorise expenditure and regularly report to Council to review any studies
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DI, MTPB	Council must approve the final Municipal Strategic Statement.
s.12B(1)	duty to review planning scheme	DI, MTPB	
s.12B(2)	duty to review planning scheme at direction of Minister	DI, MTPB	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DI, MTPB	
s.14	duties of the Responsible Authority as set out in subsections (a) to (d)	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.17(1)	duty of giving copy amendment to the planning scheme	DI, MTPB, PC	apply together if s.173 relates to amendment
s.17(2)	duty of giving copy s.173 agreement	DI, MTPB, PC	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DI, MTPB, PC	
s.18	duty to make amendment etc. available	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 12 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s19 to a planning scheme	DI, MTPB, PC, SP, LUP	Council approval to preparation of an amendment is required.
s.19	function of receiving notice of preparation of an amendment to a planning scheme	DI, MTPB, PC, SP, LUP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
s.20(1)	power to apply to Minister for exemption from the requirements of s 19	DI, MTPB, PC, SP, LUP	once approved by Council
s.21(2)	duty to make submissions available	DI, MTPB, PC, SP, LUP, TP, DCO	
s.21A(4)	duty to publish notice in accordance with section	DI, MTPB, PC	
s.22	duty to consider all submissions	DI, MTPB, PC, SP, LUP	action must be reported to Council
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	DI, MTPB, PC	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	DI, MTPB, PC	Council must approve referral to a panel.
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DI, MTPB, PC, SP, LUP	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 13 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(1)	power to make report available for inspection	DI, MTPB, PC	
s.26(2)	duty to keep report of panel available for inspection	DI, MTPB, PC, SP, LUP	
s.27(2)	power to apply for exemption if panel's report not received	DI, MTPB, PC	once approved by Council.
s.28	duty to notify the Minister if abandoning an amendment	DI, MTPB, PC	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	DI, MTPB, PC	
s.30(4)(b)	duty to provide information in writing upon request	DI, MTPB	
s.32(2)	duty to give more notice if required	DI, MTPB, PC	
s.33(1)	duty to give more notice of changes to an amendment	DI, MTPB, PC	
s.36(2)	duty to give notice of approval of amendment	DI, MTPB, PC	action must be reported to Council
s.38(5)	duty to give notice of revocation of an amendment	DI, MTPB, PC	action must be reported to Council
s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	DI, MTPB, PC, SP, LUP, TP, DCO	VCAT determination to be reported to Council
s.40(1)	function of lodging copy of approved amendment	DI, MTPB, PC	
s.41	duty to make approved amendment available	DI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42	duty to make copy of planning scheme available	DI, MTPB, PC, SP, LUP, TP, DCO	
s.46AS(ac)	power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	DI, MTPB, PC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	DI, MTPB, PC, SP, LUP	in accordance with Development Contribution Plan
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	DI, MTPB, PC, SP, LUP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DI, MTPB, PC	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DI, MTPB, PC	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Stays with Council	not delegated
s.46P(1)	power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	DI, MTPB, PC	must have terms included in the agreement to adequately cover security
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Stays with Council	not delegated
s.46Q(1)	duty to keep proper accounts of levies paid	DCG, MF	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency	DI, MTPB, PC	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc.	DI, MTPB	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	DI, MTPB	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area	DI, MTPB	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	DI, MTPB	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	DI, MTPB	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	DI, MTPB, CFO	
s.47	power to decide that an application for a planning permit does not comply with that Act	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.49(2)	duty to make register available for inspection	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.50(4)	duty to amend application	DI, MTPB, PC, SP, LUP, TP, DCO	
s.50(5)	power to refuse to amend application	DI, MTPB, PC, SP, LUP	
s.50(6)	duty to make note of amendment to application in register	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.50A(1)	power to make amendment to application	DI, MTPB, PC, SP, LUP, TP, DCO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	DI, MTPB, PC, SP, LUP, TP, DCO	
s.50A(4)	duty to note amendment to application in register	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.51	duty to make copy of application available for inspection	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.52(3)	power to give any further notice of an application where appropriate	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	must be notified on prescribed form

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.54(1)	power to require the applicant to provide more information	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.54(1A)	duty to give notice in writing of information required under s.54(1)	DI, MTPB, PC, SP, LUP, TP, DCO	
s.54(1B)	duty to specify the lapse date for an application	DI, MTPB, PC, SP, LUP, TP, DCO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	DI, MTPB, PC, SP, LUP, TP, DCO	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und s.54A(3)	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	DI, MTPB	must be reported to Council
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	DI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(5)	duty to make available for inspection copy of all objections	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	DI, MTPB, PC, SP, LUP, TP, DCO	
s.57A(5)	power to refuse to amend application	DI, MTPB, PC	
s.57A(6)	duty to note amendments to application in register	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.57B(1)	duty to determine whether and to whom notice should be given	DI, MTPB, PC, SP, LUP, TP, DCO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	DI, MTPB, PC, SP, LUP, TP, DCO	
s.57C(1)	duty to give copy of amended application to referral authority	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.58	duty to consider every application for a permit	DI, MTPB, PC, SP, LUP, TP, DCO	
s.58A	power to request advice from the Planning Application Committee	DI, MTPB, PC	
s.60	duty to consider certain matters	DI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.60(1A)	power to consider certain matters before deciding on application	DI, MTPB, PC, SP, LUP, TP, DCO	
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application – where no objection/s received	DI, MTPB, PC, SP, LUP, TP, DCO	must be reported to Council as permit issued under delegation The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application – where objection/s received	Stays with Council	not delegated The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Stays with Council	not delegated
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DI, MTPB, PC	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Stays with Council	not delegated <i>Coastal Management Act 1995</i> not relevant to Moira Shire
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Stays with Council	not delegated <i>Coastal Management Act 1995</i> not relevant to Moira Shire
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DI, MTPB, PC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	DI, MTPB, PC, SP, LUP, TP, DCO	if objection/s received delegation not valid – power stays with Council

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(2)	power to include other conditions	DI, MTPB, PC, SP, LUP, TP, DCO	if objection/s received delegation not valid – power stays with Council
s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	DI, MTPB, PC, SP, LUP, TP, DCO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	DI, MTPB, PC, SP, LUP, TP, DCO	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DI, MTPB, PC, SP, LUP, TP, DCO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	DI, MTPB, PC, SP, LUP, TP, DCO	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	DI, MTPB, PC, SP, LUP, TP, DCO	section 173 Agreement to be signed by Chief Executive Officer and be signed and sealed by Council.
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	DI, MTPB, PC, SP, LUP, TP, DCO	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	DI, MTPB, PC, SP, LUP, TP, DCO	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	DI, MTPB, PC	this provision applies also to a decision to grant an amendment to a permit – see section 75
s.64(3)	duty not to issue a permit until after the specified period	DI, MTPB, PC, SP, LUP, TP, DCO	this provision applies also to a decision to grant an amendment to a permit – see section 75

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 22 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(5)	duty to give each objector a copy of an exempt decision	DI, MTPB, PC, SP, LUP, TP, DCO	this provision applies also to a decision to grant an amendment to a permit – see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DI, MTPB, PC, SP, LUP	this provision applies also to a decision to grant an amendment to a permit - see section 75A (not yet in force)
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	DI, MTPB, PC, SP, LUP, TP, DCO	
s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	DI, MTPB, PC, SP, LUP, TP, DCO	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	DI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(1A)	function of receiving application for extension of time to complete development	DI, MTPB, PC, SP, LUP, TP, DCO	
s.69(2)	power to extend time	DI, MTPB, PC, SP, LUP, TP, DCO	
s.70	duty to make copy permit available for inspection	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.71(1)	power to correct certain mistakes	DI, MTPB, PC, SP, LUP, TP, DCO	
s.71(2)	duty to note corrections in register	DI, MTPB, PC, SP, LUP, TP, DCO	
s.73	power to decide to grant amendment subject to conditions	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.74	duty to issue amended permit to applicant if no objectors	DI, MTPB, PC, SP, LUP, TP, DCO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DI, MTPB, PC, SP, LUP, TP, DCO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 24 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DI, MTPB, PC, SP, LUP, TP, DCO	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	DI, MTPB, PC, SP, LUP, TP, DCO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	DI, MTPB, PC, SP, LUP, TP, DCO	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	DI, MTPB, PC, SP, LUP, TP, DCO	
s.83	function of being respondent to an appeal	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.83B	duty to give or publish notice of application for review	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	fee must be charged to the applicant for providing notice
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DI, MTPB, PC	if objection/s received delegation not valid – power stays with Council

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DI, MTPB, PC	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DI, MTPB, PC, SP, LUP, TP, DCO	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	DI, MTPB, PC, SP, LUP, TP, DCO	
s.86	duty to issue a permit at order of Tribunal within 3 working days	DI, MTPB, PC, SP, LUP, TP, DCO	must be reported to Council
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	DI, MTPB, PC	must be reported to Council
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	DI, MTPB, PC, SP, LUP, TP, DCO	
s.91(2)	duty to comply with the directions of the VCAT	DI, MTPB, PC, SP, LUP, TP, DCO	must be reported to Council
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	DI, MTPB, PC, SP, LUP, TP, DCO	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.93(2)	duty to give notice of VCAT order to stop development	DI, MTPB, PC, DCO	must be reported to Council

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.95(3)	function of referring certain applications to the Minister	DI, MTPB, PC	must be reported to Council
s.95(4)	duty to comply with an order or direction	DI, MTPB, PC	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	DI, MTPB	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DI, MTPB	must be reported to Council
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	DI, MTPB, PC	must be reported to Council
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DI, MTPB, PC	
s.96F	duty to consider the panel's report under section 96E	DI, MTPB, PC	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DI, MTPB, PC	must be reported to Council
s.96H(3)	power to give notice in compliance with Minister's direction	DI, MTPB, PC	
s.96J	power to issue permit as directed by the Minister	DI, MTPB, PC	must be reported to Council

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 27 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96K	duty to comply with direction of the Minister to give notice of refusal	DI, MTPB, PC	must be reported to Council
s.97C	power to request Minister to decide the application	Stays with Council	not delegated
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	DI, MTPB, PC	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	DI, MTPB, PC	
s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.97L	duty to include Ministerial decisions in a register kept under s.49	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.97MH	duty to provide information or assistance to the Planning Application Committee	DI, MTPB, PC	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	DI, MTPB, PC	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	DI, MTPB, PC	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DI, MTPB, PC, SP, LUP, TP, DCO	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 28 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DI, MTPB, PC, SP, LUP, TP, DCO	
s.97Q(4)	duty to comply with directions of VCAT	DI, MTPB, PC, SP, LUP, TP, DCO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DI, MTPB	must be reported to Council
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DI, MTPB	
s.101	function of receiving claim for expenses in conjunction with claim	DI, MTPB	
s.103	power to reject a claim for compensation in certain circumstances	DI, MTPB	must be reported to Council
s.107(1)	function of receiving claim for compensation	DI, MTPB	must be reported to Council
s.107(3)	power to agree to extend time for making claim	DI	
s.114(1)	power to apply to the VCAT for an enforcement order	DI, MTPB, PC, DCO	must be reported to Council
s.117(1)(a)	function of making a submission to the VCAT where objections are received	DI, MTPB, PC, DCO	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 29 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(1)	power to apply for an interim enforcement order where s.114 application has been made	DI, MTPB, PC, DCO	must be reported to Council
s.123(1)	power to carry out work required by enforcement order and recover costs	DI, MTPB, PC, DCO	must be reported to Council
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	DI, MTPB, PC, DCO	except Crown Land
s.129	function of recovering penalties	DI, MTPB, PC, DCO	
s.130(5)	power to allow person served with an infringement notice further time	DI, MTPB, PC, DCO	
s.149A(1)	power to refer a matter to the VCAT for determination	DI, MTPB, PC	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DI, MTPB, PC	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	DI, MTPB, PC	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	DI, MTPB	subject to approved budget
s.171(2)(g)	power to grant and reserve easements	DI, MTPB	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 30 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.173	power to enter into agreement covering matters set out in s.174	CEO, DI	
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DI, MTPB, PC	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DI, MTPB, PC	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DI, MTPB, PC	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO	
s.178A(1)	function of receiving application to amend or end an agreement	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DI, MTPB, PC	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (**Maddocks Conditions and Limitations in bold**)
instrument of delegation from council to members council staff s6 - october 2014

Page 31 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DI, MTPB, PC, SP, LUP	
s.178A(5)	power to propose to amend or end an agreement	DI, MTPB, PC, SP, LUP	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	DI, MTPB, PC, SP, LUP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	DI, MTPB, PC, SP, LUP	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DI, MTPB, PC, SP, LUP	
s.178C(4)	function of determining how to give notice under s.178C(2)	DI, MTPB, PC, SP, LUP	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	DI, MTPB, PC, SP, LUP	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	DI, MTPB, PC, SP, LUP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DI, MTPB, PC, SP, LUP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	DI, MTPB, PC, SP, LUP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	DI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.148B

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 32 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	DI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.148B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	DI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.148B
s.178E(3)(d)	power to refuse to amend or end the agreement	DI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.148B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	DI, MTPB, PC, SP, LUP	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DI, MTPB, PC, SP, LUP	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	DI, MTPB, PC, SP, LUP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	DI, MTPB, PC	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DI, MTPB, PC	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DI, MTPB, PC, SP, LUP	
s.179(2)	duty to make available for inspection copy agreement	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DI, MTPB, PC, SP, LUP, TP, DCO	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	DI, MTPB, PC, SP, LUP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	DI, MTPB, PC, SP, LUP	
s.182	power to enforce an agreement	DI, MTPB, PC, DCO	must be reported Council
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	DI, MTPB, PC, SP, LUP, TP, DCO	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DI, MTPB, PC	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	DI, MTPB, PC, SP, LUP	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DI, MTPB, PC	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184G(2)	duty to comply with a direction of the Tribunal	DI, MTPB, PC, SP, LUP, TP, DCO	
s.184G(3)	duty to give notice as directed by the Tribunal	DI, MTPB, PC, SP, LUP, TP, DCO	
s.198(1)	function to receive application for planning certificate	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.199(1)	duty to give planning certificate to applicant	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.201(1)	function of receiving application for declaration of underlying zoning	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
s.201(3)	duty to make declaration	DI, MTPB, PC	
---	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DI, MTPB, PC, SP, LUP, TP, DCO	
---	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DI, MTPB, PC	
---	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to give written authorisation in accordance with a provision of a planning scheme	DI, MTPB, PC, SP, LUP, TP, DCO	

RAIL SAFETY ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.33	duty to comply with a direction of the Safety Director under this section	DI, EMO, SWS	where council is a utility under s3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	DI, EMO, SWS	duty of council as a road authority under the <i>Road Management Act 2004</i>
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s33(1)	DI, EMO, SWS	where council is a utility under s3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	DI, EMO, SWS	where council is the relevant road authority
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	DI, EMO, SWS	where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	DI, EMO, SWS	where council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	DI, EMO, SWS	where council is the relevant road authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



RAIL SAFETY ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.34E(1)(a)	duty to identify and assess risks to safety	DI, EMO, SWS	where council is the relevant road authority
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	DI, EMO, SWS	where council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DI, EMO, SWS	where council is the relevant road authority
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	DI, EMO, SWS	where council is the relevant road authority
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	DI, EMO, SWS	where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	DI, EMO, SWS	where council is the relevant road authority
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	DI, EMO, SWS	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	DI, EMO, SWS	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	DI, EMO, SWS	where council is the relevant road authority
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	DI, EMO, SWS	where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	DI, EMO, SWS	where council is the relevant road authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	TLEH, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	TLEH, EHO	
s.142G(2)	power to enter certain information in the Rooming House Register	TLEH, EHO	
s.142(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	TLEH, EHO	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Not applicable	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	Not applicable	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Not applicable	Council is not a landlord
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	TLEH, EHO	
s.522(1)	power to give a compliance notice to a person	TLEH, EHO	
s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	CEO, DC	
s.525(4)	duty to issue identity card to authorised officers	CEO, DC, CGO	must be signed by Chief Executive Officer

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (**Maddocks Conditions and Limitations in bold**)
instrument of delegation from council to members council staff s6 - october 2014

Page 38 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.526(5)	duty to keep record of entry by authorised officer under section 526	TLEH, EHO	
s.526A(3)	function of receiving report of inspection	TLEH, EHO	
s.527	authorise a person to institute proceedings (either generally or in a particular case)	CEO, DC	delegate to consult with Chief Executive Officer

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	DI, MCA, AE, EE	subject to Council resolution declaring road; obtain consent in circumstances specified in s11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	DI, MCA, AE, EE	subject to Council resolution to name the road
s.11(9)(b)	duty to advise Registrar	DI, MCA, AE, EE	subject to Council resolution to name the road
s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc.	DI, MCA, AE	clause subject to s11(10A) subject to Council resolution to declare, name, discontinue etc
s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	DI, MCA, AE	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	DI	where council is the coordinating road authority subject to Council resolution to discontinue the road

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 39 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	DI, MCA, AE, EE	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	DI, MCA, AE, EE	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	DI	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	DI	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	DI	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	DI, MCA, AE, EE	subject to Council resolution to fix a boundary road power of coordinating road authority and obtain consent under s13(3) and s13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	DI, MCA, AE, EE, EMO	
s.14(7)	power to appeal against decision of VicRoads	CEO	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 40 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.15(1)	power to enter into arrangement with another road authority, or a provider of public transport to transfer a road management function of the road authority to the other road authority or provider of public transport	Stays with Council	not delegated
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Stays with Council	not delegated
s.15(2)	duty to include details of arrangement in public roads register	DI, MCA, AE, EE	
s.16(7)	power to enter into an arrangement under s15	Stays with Council	not delegated
s.16(8)	duty to enter details of determination in public roads register	DI, MCA, AE, EE	
s.17(2)	duty to register public road in public roads register	DI, MCA, AE, EE	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	Stays with Council	not delegated where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	DI, MCA, AE	where council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	Stays with Council	not delegated where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	DI, MCA, AE, EE	subject to Council resolution that road no longer reasonably required for general public use where council is the coordinating road authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(1)	power to designate ancillary area	DI, MCA, AE, EE	where council is the coordinating road authority, and obtain consent in circumstances specified in s18(2)
s.18(3)	duty to record designation in public roads register	DI, MCA, AE, EE	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	DI, MCA, AE, EE	
s.19(4)	duty to specify details of discontinuance in public roads register	DI, MCA, AE, EE	
s.19(5)	duty to ensure public roads register is available for public inspection	DI, MCA, AE, EE	
s.21	function of replying to request for information or advice	DI	obtain consent in circumstances specified in s11(2)
s.22(2)	function of commenting on proposed direction	DI	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DI, MCA, AE, CO	
s.22(5)	duty to give effect to a direction under this section.	DI, MCA, AE	
s.40(1)	duty to inspect, maintain and repair a public road	DI, EMO, SFBP, SWS, TLO, ATO, TO, MCA, AE	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	DI, EMO, SFBP, TLO, ATO, TO, MCA, AE	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	DI, MCA, AE, EMO, EE	
s.42(1)	power to declare, by public notice, a public road as a controlled access road	DI, MCA, AE, EE	subject to Council resolution to declare power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	DI, MCA, AE, MEO, EE	subject to Council resolution to amend or revoke power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	DI, MCA, AE, EE	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	DI, MCA, AE, EE	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	DI, MCA, AE, EMO, SWS	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	DI, MCA, AE, EMO	
s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	DI, MCA, AE, EMO, EE	
s.49	power to develop and publish a road management plan	DI, MCA, AE, EMO, EE	must be adopted by Council before publishing

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 43 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.51	power to determine standards by incorporating the standards in a road management plan	Stays with Council	not delegated
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DI, MCA, AE, EE	subject to Council resolution of amendment etc of document
s.54(2)	duty to give notice of proposal to make a road management plan	DI, MCA, AE, EE	subject to Council resolution of proposal to make a road management plan
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	DI, MCA, AE, EMO, EE	
s.54(6)	power to amend road management plan	Stays with Council	not delegated
s.54(7)	duty to incorporate the amendments into the road management plan	DI, MCA, AE, EMO, EE	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	DI, MCA, AE, EE	
s.63(1)	power to consent to conduct of works on road	DI, MCA, AE, EMO, SWS, ATO, ASA, EE	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DI, MCA, AE, EMO, SFBP, SWS, TLO, EE	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	DI, MCA, AE, EMO, SWS, EE	where council is the infrastructure manager or works manager

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	power to consent to structure etc	DI, MCA, EMO, EE	advertising signs are subject to consultation with Safety and Amenity / Town Planning where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	DI, MCA, AE, EE, MSAE, CSA, SAO, BSSA, ASSA	where council is the coordinating road authority
s.67(3)	power to request information	DI, MSAE, CSA, SAO, BSSA, ASSA, EE	where council is the coordinating road authority
s.68(2)	power to request information	DI, MSAE, CSA, SAO, BSSA, ASSA, EE	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO	
s.72	duty to issue an identity card to each authorised officer	DC, MSAE, CSA, CGO, BSSA, ASSA	must be signed by Chief Executive Officer
s.85	function of receiving report from authorised officer	DC, MSAE, CSA, SAO, BSSA, ASSA	
s.86	duty to keep register re s85 matters	DC, MSAE, CSA, SAO, BSSA, ASSA	
s.87(1)	function of receiving complaints	DC, MSAE, CSA, SAO, BSSA, ASSA	
s.87(2)	duty to investigate complaint and provide report	DC, MSAE, CSA, SAO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.112(2)	power to recover damages in court	DC, MSAE, CSA	
s.116	power to cause or carry out inspection	DI, EMO, SWS, ATO, TO, MCA, EE	
s.119(2)	function of consulting with VicRoads	DI, EMO, MCA, AE, EE	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	DI, EMO, EE, MCA, AE, TLO	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	DI, EMO, SWS, MCA, AE, TLO, EE	
s.121(1)	power to enter into an agreement in respect of works	DI, EMO, MCA, AE, EE	
s.122(1)	power to charge and recover fees	DI, EMO, MCA, AE	Fees and charges set by Council during budget process
s.123(1)	power to charge for any service	DI, EMO, MCA, AE	Fees and charges set by Council during budget process
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	DI	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Stays with Council	not delegated
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Stays with Council	not delegated
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	DI, MCA, AE, EMO	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 46 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



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

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 47 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



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

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 48 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



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

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
r.6	duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	DI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
r. 8	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DI, MTPB, PC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.22	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act	DI, MTPB, PC	
r.40	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of an amendment to a planning scheme	DI, MTPB, PC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.55	duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement	DI, MTPB, PC	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2013 * These regulations expire on 18 October 2014			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DI, MTPB, PC	
r.17	power to waive or rebate a fee relating to an amendment of a planning scheme	DI, MTPB, PC	
r.18	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 or 17	DI, MTPB, PC, SP, LUP, TP, DCO	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	TLEH, EHO	
r.11	function of receiving applications for registration	TLEH, EHO	
r.13(1)	duty to grant registration if (a) and (b) are satisfied	TLEH, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	TLEH, EHO	
r.13(4) & (5)	duty to issue a certificate of registration	TLEH, EHO	
r.15(1)	function of receiving notice of transfer of ownership	TLEH, EHO	

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 51 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15(3)	power to determine where notice of transfer is displayed	TLEH, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	TLEH, EHO	
r.16(2)	duty to issue certificate of transfer of registration	TLEH, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	TLEH, EHO	
r.18	duty to keep register of caravan parks	TLEH, EHO	
r.19(4)	power to determine where the emergency contact person's details are displayed	TLEH, EHO	
r.19(6)	power to determine where certain information is displayed	TLEH, EHO	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	TLEH, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	TLEH, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	TLEH, EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	TLEH, EHO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(3)	duty to consult with relevant floodplain management authority	TLEH, EHO	
r.26	duty to have regard to any report of the relevant fire authority	TLEH, EHO	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	TLEH, EHO	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	TLEH, EHO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	TLEH, EHO	
r.40(4)	function of receiving installation certificate	TLEH, EHO	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	TLEH, EHO	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	TLEH, EHO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT (GENERAL) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.301(1)	duty to conduct reviews of road management plan	DI, MCA, AE, EMO, EE	
r.302(2)	duty to give notice of review of road management plan	DI, MCA, AE, EMO, EE	
r.302(5)	duty to produce written report of review of road management plan and make report available	DI, MCA, AE, EMO, EE	
r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	DI, MCA, AE, EMO, EE	
r.306(2)	duty to record on road management plan the substance and date of effect of amendment	DI, MCA, AE, EMO, EE	
r.501(1)	power to issue permit	DI, MCA, AE, ATO, ASA, EMO, EE	where council is the coordinating road authority
r.501(4)	power to charge fee for issuing permit under r.501(1)	DI, MCA, AE, ATO, ASA, EMO, EE	as determined by Council where council is the coordinating road authority
r.503(1)	power to give written consent to person to drive on road a vehicle which is likely to cause damage to road	DI, MCA, AE, EE	in consultation with Manager Operations where council is the coordinating road authority
r.508(3)	power to make submission to Tribunal	DI	where council is the coordinating road authority
r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	DC, DI, EMO, SFBP, SWS, TLO, MSAE, CSA, SAO	where council is the responsible road authority

Maddocks Update June 2013 - for consideration by Council 20 October 2014 (Maddocks Conditions and Limitations in bold)
instrument of delegation from council to members council staff s6 - october 2014

Page 54 of 55

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(CORPORATE GOVERNANCE OFFICER, LISA DEAYTON)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

S6 - Instrument of Delegation to Members of Council Staff



ROAD MANAGEMENT (GENERAL) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	DC, EMO, MSAE, CSA, SAO	where council is the responsible road authority
r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	DC, MSAE, CSA, SAO, EMO	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.10	power, where consent given under s.63(1) of the Act, to exempt a person from requirement under clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those works	DI	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.18(2)	power to waive whole or part of fee in certain circumstances	DI	where council is the coordinating road authority

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015

1. Executive Summary

Council received 81 applications totalling \$444,724.35 in requested funding for the Community and Events Grants Scheme 2014/15 Round 1.

It was originally reported to Council that 83 applications were received for the Community and Events Grants Scheme. Two applications were considered ineligible for assessment, due to being received after the closing date, and in line with the funding exclusion criteria as stipulated in the Community and Events Grants 2014/15 funding guidelines.

The Grant Review Panel carefully reviewed all applications according to the selection criteria. The panel consisted of the following Council officers:

- Director Community
- Executive Manager Business and Innovation (Acting Manager Community Development)
- Business Support Officer – Community Development
- Community Development Officer
- Team Leader Youth Recreation Contract Supervisor
- Team Leader Community Services
- Tourism Support Officer
- Tourism Development Officer
- Grants Coordination Officer

The review panel has recommended the funding of projects under the Community and Events Grants Scheme Round 1, 2014/15.

2. Background and Options

The following 44 community projects are recommended for Community and Events Grants funding by the Grants Review Panel:

COMMUNITY MAJOR GRANTS

This is the only round for 2014/15 for the Community Major Grants, Council received 36 applications totalling \$365,886.80 in requested funding. Listed below are 14 community projects that are recommended for funding of \$129,908.00 by the Grants Review Panel.

Organisation	Project	Amount
Numurkah Croquet Club	Numurkah Croquet and Tennis Club Kitchen Renovation	\$15,000.00
Strathmerton Public Hall Sect 86 COM (Strathmerton Public Hall)	Construction of all abilities access/toilet and storage area	\$15,000.00
Koonoomoo Recreation Reserve	Roof for Pavilion and Verandah at Koonoomoo Recreation Reserve.	\$14,260.00
Yarrowonga Neighbourhood House	Refurbishment of new premises	\$14,100.00
Yarrowonga Mulwala Swimming Club Inc	Storage Shed and marshalling area	\$12,268.00

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

Cobram Community House	Renovation of Anderson Wing	\$10,000.00
Rotary Club of Yarrawonga Mulwala Inc	Kitchen & catering equipment for new premises	\$10,000.00
Yarrawonga College P-12 and Cobram Primary School	Flying Start Program	\$10,000.00
Auspice - Barmah Social Club (Beautify Barmah)	Upgrade of Barmah Walking Track	\$6,000.00
Katamatite Netball Club Inc	Team & Spectator Shelters	\$5,000.00
Tungamah Jubilee Park Committee of Management Section 86	Grounds Mower Upgrade	\$5,000.00
Burramine Community Hall - Section 86 COM	Cement area under hall verandah	\$5,000.00
Numurkah Town Hall C.O.M.	Commercial Kitchen Dishwasher	\$4,400.00
Yarrawonga & District Netball Association	Clean, repair and seal netball courts	\$3,880.00
	TOTAL	\$129,908.00

COMMUNITY MINOR GRANTS

This is Round 1 for the Community Minor Grants 2014/15. Council received 28 applications totalling \$53,662.55 in requested funding. Listed below are 17 community projects that are recommended for funding of \$28,899.00 by the Grants Review Panel.

Organisation	Project	Amount
Cobram Senior Citizens	Upgrade of Stage Curtaining	\$2500.00
Baulkamaugh Recreation Reserve COM	Rain water tanks at Baulkamaugh Reserve	\$2500.00
Yarrawonga Neighbourhood House Inc.	Oral History Community Time Capsule	\$2300.00
Murray District Equestrian Club	Koonoomoo Recreation Reserve Arena Resurface	\$2500.00
Yarrawonga Border CWA	Finding Your Voice - from Text to Texture	\$2500.00
Auspiced by Numurkah Pony Club (Floridan Park Recreation Reserve Committee)	Sand for riding arenas	\$2450.00
Barmah Community Patch Inc.	Power upgrade to shed	\$2100.00

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

Friendship on the Move Inc.	Personal Development Program Nathalia Secondary College	\$2000.00
Ignite Life Church	Ignite Life as Therapy Program	\$2000.00
Yarrawonga & District Garden Club	Floor resealing in Victoria Park Building	\$1800.00
Nathalia District Community Association Inc.	FARMS (First Aid Rural Mens Shed).	\$1600.00
Yarrawonga Community Garden Inc.	Propagation House and Equipment	\$1400.00
Numurkah Bowls Club	Indoor Bowls Equipment	\$1350.00
Auspice - Australian Scouts (Australian Scouts 1st Cobram)	Try before you buy camping program	\$729.00
Auspice -Yarrawonga Mulwala Development Inc (Bruce Pigdon & Wright Family Members)	Seat Installation	\$500.00
Numurkah Senior Citizens Club Inc.	Food Warmer	\$400.00
Auspice - Koonoomoo Improvement Group Inc (Dutch Thunder Wildlife Care & Rescue)	Community Education Wildlife Program	\$270.00
	TOTAL	\$28,899.00

HEALTH PROMOTION GRANTS

This is Round 1 for the Health Promotion Grants 2014/15. Council received 2 applications totalling \$1,000.00 in requested funding. Listed below are 2 projects that are recommended for funding of \$1,000.00 by the Grants Review Panel.

Organisation	Project	Amount
Cobram District Health (Cobram District Community Health Centre (CDCHC))	Healthy Eating for Parents of Pre-Preps, 4 week pilot program	\$500.00
Yarrawonga Health	Breaking the silence White Ribbon day event	\$500.00
	Total	\$1000.00

TOURISM EVENTS GRANTS

This is Round 1 for Tourism Events Grants 2014/15. Council received 2 applications totalling \$10,000.00 in requested funding. The project listed below is recommended for funding of \$2,500.00 by the Grants Review Panel.

Organisation	Project	Amount
--------------	---------	--------

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

Ignite Life Church	Ignite Life Music in Mivo Park Family Day	\$2500.00
	TOTAL	\$2500.00

COMMUNITY EVENTS GRANTS

This is Round 1 for Community Events Grants 2014/15. Council received 13 applications totalling \$14,175.00 in requested funding. Listed below are 10 projects that are recommended for funding of \$3,725.00 by the Grants Review Panel.

Organisation	Project	Amount
Yarrawonga Community Health Centre	Yarrawonga Mulwala Lifestyle Fair 2015	\$500.00
Cobram Agricultural Society	Cobram Agricultural Society Fun Run 2015	\$500.00
Goulburn Valley Regional Library	Children's Week Comedy Show for Kids	\$500.00
Providing All Living Supports (PALS) Inc	PALS Inc Cobram Drama Concert - Sound & Lighting	\$495.00
Auspice - Katamatite Lions Club (Katamatite CFA)	Katamatite Town Garage/Car Boot Sale	\$480.00
Sun Country Historical Vehicle & Machinery Club	Sun Country Show n Shine and Swap Meet	\$300.00
Auspice - Yarrawonga Lions Club (Yarrawonga Lioness Club)	Lioness Breakaway 2015 (annual Lioness Convention)	\$300.00

COMMUNITY EVENTS GRANTS CONT:

Picola United Football Netball Club	Keith Murphy Memorial Fishing Classic 20th Annual Event - Barmah Fishing Classic	\$250.00
Auspice -Yarroweyah Memorial Hall COM (Cobram District Spinners & Weavers)	Coach Tour of Moira Shire for members & guests	\$250.00
Koonoomoo Improvement Group	Koonoomoo Community Celebration	\$150.00
	Total	\$3725.00

4. Financial Implications

Council has allocated \$177,000.00 to Round 1 of the Community and Events Grants Scheme in 2014/15 which comprises of 5 grant streams funding.

This is the first round with \$166,032.00 being allocated to the relevant grant streams as listed below:

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

- There was \$120,000.00 allocated funding for the Community Major Grants, of the applications received \$129,908.00 are considered eligible for funding by the panel. The shortfall between available funding and requested funding for the Community Major Grants will be met by using the unspent allocation from the Community Minor Grants.
- There was \$40,000.00 allocated funding for the Community Minor Grants, of the applications received \$28,899.00 are considered eligible for funding by the panel.
- There was \$2,000.00 allocated funding for the Health Promotion Grants, of the applications received \$1,000.00 are considered eligible for funding by the panel.
- There was \$12,500.00 allocated funding for the Tourism Events Grants, of the applications received \$2,500.00 are considered eligible for funding by the panel
- There was \$2,500.00 allocated for funding for the Community Events Grants, of the applications received \$3,725.00 are considered eligible for funding by the panel. The shortfall between available funding and requested funding for the Community Events Grants will be met by using the unspent allocation from the Tourism Events Grants.

All successful recipients of funding will be required to follow Council's procurement guidelines.

5. Risk Management

The Community and Events Grants Scheme address risk management by:

- Requiring that a financial agreement and process is in place before funding is provided.
- Council's responsibilities are clearly identified in the signed funding agreement between Council and the funding recipient.
- The relevant documents (e.g. funding applications and funding agreements) outline the responsibilities of applicants in terms of occupational health and safety and risk management.
- An evaluation process is in place to ensure delivery of the funded community projects and events.
- Streamlining the process will ensure no cross-funding of events and projects.

6. Internal and External Consultation

Internal consultation has taken place with the grant review panel meetings. Separate to these meetings, officers who have regular contact with applicants or those who can provide relevant technical advice regarding projects were contacted for feedback.

Throughout the application advertising period, Council officers assisted potential applicants with their applications as requested.

Following Council's adoption of this report, all applicants will be notified by letter of the outcome of their application and those unsuccessful are encouraged to contact Council's Community Development and Business and Innovation or the Grants Coordination Officer for feedback on their application.

7. Regional Context

One of the roles of Local Government is to provide for community development and support economic development. The Community and Events Grants Scheme is specific to community

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

groups within Moira Shire Council, but links into a wider regional context of economic development and community health and well-being.

The projects funded under the grants program will contribute to broader regional goals, as outlined in the Hume Regional Growth Plan, through conservation, maintenance or development of important economic, environmental, social and cultural resources.

8. Council Plan Strategy

The Community and Events Grants Scheme aligns with the 2013/14- 2016/17 Council Plan's strategic goal of Community:

'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.'

In particular, the Community and Events Grants help to achieve the following strategies:

- *Provide quality facilities, open spaces and programs to increase participation and cater for the communities' needs and interests through the delivery of a grants program.*
- *Community inclusion.*
- *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.*
- *Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history.*
- *Maintain and enhance community health and wellbeing through high quality service provision and partnerships to meet the needs of the broader community.*

9. Legislative / Policy Implications

The Community and Events Grants applications have been assessed in accordance with the Moira Shire Community and Events Grants policy and guidelines.

10. Environmental Impact

Moira Shire's community grants program aims to support wide range of diverse projects and events. Where appropriate, the grant review panel ensure that projects consider environmentally sustainable options when scoping projects and events.

11. Conflict of Interest Considerations

There are no council officer conflict of interest issues relating to the projects recommended for funding.

12. Conclusion

The review panel has recommended the funding of 44 projects from the Community and Events Grants Scheme Round 1 2014/15.

Attachments

Nil

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

RECOMMENDATION

That Council:

1. Approve for funding, projects and events under the Community and Events Grants Scheme Round 1 2014/15 as detailed below, and;

COMMUNITY MAJOR GRANTS		
Organisation	Project	Amount
Numurkah Croquet Club	Numurkah Croquet and Tennis Club Kitchen Renovation	\$15,000.00
Strathmerton Public Hall Sect 86 COM (Strathmerton Public Hall)	Construction of all abilities access/toilet and storage area	\$15,000.00
Koonoomoo Recreation Reserve	Roof for Pavilion and Verandah at Koonoomoo Recreation Reserve.	\$14,260.00
Yarrowonga Neighbourhood House	Refurbishment of new premises	\$14,100.00
Yarrowonga Mulwala Swimming Club Inc	Storage Shed and marshalling area	\$12,268.00
Cobram Community House	Renovation of Anderson Wing	\$10,000.00
Rotary Club of Yarrowonga Mulwala Inc	Kitchen & catering equipment for new premises	\$10,000.00
Yarrowonga College P-12 and Cobram Primary School	Flying Start Program	\$10,000.00
Auspice - Barmah Social Club (Beautify Barmah)	Upgrade of Barmah Walking Track	\$6,000.00
Katamatite Netball Club Inc	Team & Spectator Shelters	\$5,000.00
Tungamah Jubilee Park Committee of Management Section 86	Grounds Mower Upgrade	\$5,000.00
Burramine Community Hall - Section 86 COM	Cement area under hall verandah	\$5,000.00
Numurkah Town Hall C.O.M.	Commercial Kitchen Dishwasher	\$4,400.00
Yarrowonga & District Netball Association	Clean, repair and seal netball courts	\$3,880.00
	TOTAL	\$129,908.00

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

COMMUNITY MINOR GRANTS		
Organisation	Project	Amount
Cobram Senior Citizens	Upgrade of Stage Curtaining	\$2500.00
Baulkamaugh Recreation Reserve COM	Rain water tanks at Baulkamaugh Reserve	\$2500.00
Yarrowonga Neighbourhood House Inc.	Oral History Community Time Capsule	\$2300.00
Murray District Equestrian Club	Koonoomoo Recreation Reserve Arena Resurface	\$2500.00
Yarrowonga Border CWA	Finding Your Voice - from Text to Texture	\$2500.00
Auspiced by Numurkah Pony Club (Floridan Park Recreation Reserve Committee)	Sand for riding arenas	\$2450.00
Barmah Community Patch Inc.	Power upgrade to shed	\$2100.00
Friendship on the Move Inc.	Personal Development Program Nathalia Secondary College	\$2000.00
Ignite Life Church	Ignite Life as Therapy Program	\$2000.00
Yarrowonga & District Garden Club	Floor resealing in Victoria Park Building	\$1800.00
Nathalia District Community Association Inc.	FARMS (First Aid Rural Mens Shed).	\$1600.00
Yarrowonga Community Garden Inc.	Propagation House and Equipment	\$1400.00
Numurkah Bowls Club	Indoor Bowls Equipment	\$1350.00
Auspice - Australian Scouts (Australian Scouts 1st Cobram)	Try before you buy camping program	\$729.00
Auspice -Yarrowonga Mulwala Development Inc (Bruce Pigdon & Wright Family Members)	Seat Installation	\$500.00
Numurkah Senior Citizens Club Inc.	Food Warmer	\$400.00
Auspice - Koonoomoo Improvement Group Inc (Dutch Thunder Wildlife Care & Rescue)	Community Education Wildlife Program	\$270.00
	TOTAL	\$28,899.00

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

HEALTH PROMOTION GRANTS		
Organisation	Project	Amount
Cobram District Health (Cobram District Community Health Centre (CDCHC))	Healthy Eating for Parents of Pre-Preps, 4 week pilot program	\$500.00
Yarrowonga Health	Breaking the silence White Ribbon day event	\$500.00
	Total	\$1000.00

TOURISM EVENTS GRANTS		
Organisation	Project	Amount
Ignite Life Church	Ignite Life Music in Mivo Park Family Day	\$2500.00
	TOTAL	\$2500.00

COMMUNITY EVENTS GRANTS		
Organisation	Project	Amount
Yarrowonga Community Health Centre	Yarrowonga Mulwala Lifestyle Fair 2015	\$500.00
Cobram Agricultural Society	Cobram Agricultural Society Fun Run 2015	\$500.00
Goulburn Valley Regional Library	Children's Week Comedy Show for Kids	\$500.00
Providing All Living Supports (PALS) Inc	PALS Inc Cobram Drama Concert - Sound & Lighting	\$495.00
Auspice - Katamatite Lions Club (Katamatite CFA)	Katamatite Town Garage/Car Boot Sale	\$480.00
Sun Country Historical Vehicle & Machinery Club	Sun Country Show n Shine and Swap Meet	\$300.00
Auspice - Yarrowonga Lions Club (Yarrowonga Lioness Club)	Lioness Breakaway 2015 (annual Lioness Convention)	\$300.00
Picola United Football Netball Club	Keith Murphy Memorial Fishing Classic 20th Annual Event - Barmah Fishing Classic	\$250.00
Auspice -Yarroweyah Memorial Hall COM (Cobram District Spinners & Weavers)	Coach Tour of Moira Shire for members & guests	\$250.00
Koonoomoo Improvement Group	Koonoomoo Community Celebration	\$150.00
	Total	\$3725.00

2. Notify all successful and unsuccessful applicants of the outcome of their application.

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

MOTION

CRS ALEX MONK / BRIAN KEENAN

That Council:

1. Approve for funding, projects and events under the Community and Events Grants Scheme Round 1 2014/15 as detailed below, and;

COMMUNITY MAJOR GRANTS		
Organisation	Project	Amount
Numurkah Croquet Club	Numurkah Croquet and Tennis Club Kitchen Renovation	\$15,000.00
Strathmerton Public Hall Sect 86 COM (Strathmerton Public Hall)	Construction of all abilities access/toilet and storage area	\$15,000.00
Koonoomoo Recreation Reserve	Roof for Pavilion and Verandah at Koonoomoo Recreation Reserve.	\$14,260.00
Yarrowonga Neighbourhood House	Refurbishment of new premises	\$14,100.00
Yarrowonga Mulwala Swimming Club Inc	Storage Shed and marshalling area	\$12,268.00
Cobram Community House	Renovation of Anderson Wing	\$10,000.00
Rotary Club of Yarrowonga Mulwala Inc	Kitchen & catering equipment for new premises	\$10,000.00
Yarrowonga College P-12 and Cobram Primary School	Flying Start Program	\$10,000.00
Auspice - Barmah Social Club (Beautify Barmah)	Upgrade of Barmah Walking Track	\$6,000.00
Katamatite Netball Club Inc	Team & Spectator Shelters	\$5,000.00
Tungamah Jubilee Park Committee of Management Section 86	Grounds Mower Upgrade	\$5,000.00
Burramine Community Hall - Section 86 COM	Cement area under hall verandah	\$5,000.00
Numurkah Town Hall C.O.M.	Commercial Kitchen Dishwasher	\$4,400.00
Yarrowonga & District Netball Association	Clean, repair and seal netball courts	\$3,880.00
	TOTAL	\$129,908.00

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

COMMUNITY MINOR GRANTS		
Organisation	Project	Amount
Cobram Senior Citizens	Upgrade of Stage Curtaining	\$2500.00
Baulkamaugh Recreation Reserve COM	Rain water tanks at Baulkamaugh Reserve	\$2500.00
Yarrowonga Neighbourhood House Inc.	Oral History Community Time Capsule	\$2300.00
Murray District Equestrian Club	Koonoomoo Recreation Reserve Arena Resurface	\$2500.00
Yarrowonga Border CWA	Finding Your Voice - from Text to Texture	\$2500.00
Auspiced by Numurkah Pony Club (Floridan Park Recreation Reserve Committee)	Sand for riding arenas	\$2450.00
Barmah Community Patch Inc.	Power upgrade to shed	\$2100.00
Friendship on the Move Inc.	Personal Development Program Nathalia Secondary College	\$2000.00
Ignite Life Church	Ignite Life as Therapy Program	\$2000.00
Yarrowonga & District Garden Club	Floor resealing in Victoria Park Building	\$1800.00
Nathalia District Community Association Inc.	FARMS (First Aid Rural Mens Shed).	\$1600.00
Yarrowonga Community Garden Inc.	Propagation House and Equipment	\$1400.00
Numurkah Bowls Club	Indoor Bowls Equipment	\$1350.00
Auspice - Australian Scouts (Australian Scouts 1st Cobram)	Try before you buy camping program	\$729.00
Auspice -Yarrowonga Mulwala Development Inc (Bruce Pigdon & Wright Family Members)	Seat Installation	\$500.00
Numurkah Senior Citizens Club Inc.	Food Warmer	\$400.00
Auspice - Koonoomoo Improvement Group Inc (Dutch Thunder Wildlife Care & Rescue)	Community Education Wildlife Program	\$270.00
	TOTAL	\$28,899.00

FILE NO: F14/180
2. COMMUNITY

ITEM NO: 9.2.1
(GRANTS COORDINATION OFFICER,
CLAIRE LANE)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

COMMUNITY AND EVENTS GRANTS ROUND 1 2014/2015 (cont'd)

HEALTH PROMOTION GRANTS		
Organisation	Project	Amount
Cobram District Health (Cobram District Community Health Centre (CDCHC))	Healthy Eating for Parents of Pre-Preps, 4 week pilot program	\$500
Yarrowonga Health	Breaking the silence White Ribbon day event	\$500
	Total	\$1000

TOURISM EVENTS GRANTS		
Organisation	Project	Amount
Ignite Life Church	Ignite Life Music in Mivo Park Family Day	\$2500
	TOTAL	\$2500

COMMUNITY EVENTS GRANTS		
Organisation	Project	Amount
Yarrowonga Community Health Centre	Yarrowonga Mulwala Lifestyle Fair 2015	\$500
Cobram Agricultural Society	Cobram Agricultural Society Fun Run 2015	\$500
Goulburn Valley Regional Library	Children's Week Comedy Show for Kids	\$500
Providing All Living Supports (PALS) Inc	PALS Inc Cobram Drama Concert - Sound & Lighting	\$495
Auspice - Katamatite Lions Club (Katamatite CFA)	Katamatite Town Garage/Car Boot Sale	\$480
Sun Country Historical Vehicle & Machinery Club	Sun Country Show n Shine and Swap Meet	\$300
Auspice - Yarrowonga Lions Club (Yarrowonga Lioness Club)	Lioness Breakaway 2015 (annual Lioness Convention)	\$300
Picola United Football Netball Club	Keith Murphy Memorial Fishing Classic 20th Annual Event - Barmah Fishing Classic	\$250
Auspice -Yarroweyah Memorial Hall COM (Cobram District Spinners & Weavers)	Coach Tour of Moira Shire for members & guests	\$250
Koonoomoo Improvement Group	Koonoomoo Community Celebration	\$150
	Total	\$3725

2. Notify all successful and unsuccessful applicants of the outcome of their application.

(CARRIED)

FILE NO: F14/232
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

TOURISM ADVISORY COMMITTEE MEMBERS

1. Executive Summary

Under Section 3 of the *Local Government Act 1989* councils can establish Advisory Committees whose role it is to provide advice and recommendations on specific matters.

On 21 October 2013 Council carried the motion to establish a Moire Shire Tourism Advisory Committee. The Tourism Advisory Committee (TAC) will be established for an initial two year period ending on 30th June 2016. The key purpose of the TAC is to provide advice to Council on a range of, and to act as forum to share, issues related to the tourism industry. Council approved of the Terms and Reference for the TAC and endorsed the invitation of organisation representatives and the advertisement of the skills-based community representative positions on 23 June 2014.

The purpose of this report is to provide an update on the selection of TAC representatives and seek Council's appointment of a Councillor Representative to the TAC, and endorsement of the organisation and community representative nominations.

2. Background and Options

Under Section 3 of the *Local Government Act 1989* Councils can establish Advisory Committees to provide advice to:

- a) the Council; or
- b) a special committee; or
- c) a member of Council staff who has been delegated a power.

In accordance with Section 3 of the *Local Government Act 1989*, a Moira Shire TAC is proposed to be established for an initial period of two years, ending on 30th June 2016.

Moira Shire TAC

Council will establish a TAC for an initial two year period to:

- Provide a forum to share information about relevant tourism-related programs and projects;
- Provide Moira Shire Council with informed and constructive advice on issues facing the tourism sector; and
- Provide input and support towards the development of a tourism strategy, and the implementation and monitoring of the individual actions of the tourism strategy.

The Committee will consist of the following types of representatives, as per the TAC's Terms and Conditions:

- Moira Shire Council representatives
- Local Tourism Association (LTA) representatives
- Other organisations' representatives; and
- Community representatives

The Moira Shire Council representatives will consist of the following:

- Councillor representative – Cr _____ to be appointed;
- Executive Manager, Business & Innovation, Bruce Connolly;
- Tourism Development Officer, Louise Munk Klint; and
- Tourism Support Officer, Kyla Carpinelli

FILE NO: F14/232
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

TOURISM ADVISORY COMMITTEE MEMBERS (cont'd)

Invitations were sent to each of the local tourism associations requesting the nomination of a representative to be appointed to the TAC. The following representatives were nominated from each of these associations:

- Yarrawonga Mulwala Tourism Inc. Chairperson, Doug Evans;
- Cobram Barooga Business and Tourism Development Inc. Board Member, Renae Macheda
- Western Moira Tourism Chairperson, Wayne Limbrick; and
- Numurkah LOL Inc. Chairperson, Ron Baker.

Invitations were sent to both Parks Victoria and Goulburn-Murray Water requesting the nomination of a representative to be appointed to the TAC. The following representatives were nominated from each of these organisations:

- Parks Victoria, District Manager Northern Rivers, Daniel McLaughlin; and
- Goulburn Murray Water, Recreation and Land Management Coordinator, Jay Whittaker.

Following a call for nominations for the community from 30 July 2014 to 27 August 2017, two applications were received for the skills based (tourism, events, recreation or leisure management) community representatives on the TAC:

- John Hall – Part owner of a tourism business (i.e. Cactus Country) who is involved in the local tourism association in Cobram and a past board member on the Sun Country on the Murray board; and
- Robert Allan Chuck – Ex-Councillor of Moira Shire Council, Rob has vast experience of project and business management in both tourism and economic development and is a current board member of the local tourism association in Yarrawonga.

It is recommended that both are endorsed as community representatives on the TAC. Timely review of the committee's composition ensures that the membership is appropriate in its expertise and is suitably representative of user groups, stakeholders and the broader community. It is proposed that this Committee is reviewed on an annual basis and that Council seeks further nominations in a year's time to ensure that new community representatives commence annually on the TAC.

3. Financial Implications

There are no financial implications associated with the endorsement of the representatives of the TAC. The operating costs of the TAC are factored into Council's annual operating budget.

4. Risk Management

The TAC is established for a two-year period with specific Terms of References that have been drafted based on Council's template for ToR for advisory committees set up under Section 3 of the *Local Government Act 1989* that also deal with risk management to Council.

5. Internal and External Consultation

The drafting of the TAC ToR was conducted by members of the Business and Innovation Department with advice from Council's Corporate Governance Officer and Corporate Management Team.

Being an Advisory Committee to be established under the Local Government Act a Councillor shall be appointed to be a representative on the TAC. Council staff from the Business & Innovation department will also be representatives on the TAC.

FILE NO: F14/232
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

TOURISM ADVISORY COMMITTEE MEMBERS (cont'd)

Public participation is an integral and complementary part of Council operations and Advisory Committees play a significant role in facilitating this participation. Advisory Committees offer the opportunity for community, business and organisations to work closely with and provide specialist advice to Council on particular matters.

The following external consultation activities took place:

- Invitations to identified organisations to nominate a representative;
- A media campaign to promote the opportunity to nominate for community based positions; and
- Targeting of key stakeholder groups who are active in the region, share interests and have expertise relevant to these Advisory Committees and encouraging members of these to nominate for the community based positions.

6. Regional Context

The establishment of a TAC supports the regional tourism structure in that it provides a forum for discussion of local and regional tourism issues. Significant local issues discussed at these meetings can then be raised at Tourism Manager Meetings with the regional tourism organisation Murray Regional Tourism Board.

7. Council Plan Strategy

The establishment of the TAC supports the implementation of Moira Shire Council's key strategic goal for Development, which is:

"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".

8. Legislative / Policy Implications

Under Section 3 of the *Local Government Act 1989* councils can establish Advisory Committees to provide advice to:

- d) the Council; or
- e) a special committee; or
- f) a member of Council staff who has been delegated a power.

In accordance with Section 3 of the *Local Government Act 1989*, the Moira Shire TAC is proposed to be established with the proposed representatives.

9. Environmental Impact

The environmental impact of meetings held by the TAC will be minimal and reduced where possible.

10. Conflict of Interest Considerations

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

11. Conclusion

Council is in the process of establishing a TAC for a two-year period to provide specific advice and recommendations to Council according to the objectives outlined in the Terms of Reference.

FILE NO: F14/232
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

TOURISM ADVISORY COMMITTEE MEMBERS (cont'd)

Community and stakeholder participation on these committees is critical to their success and this is reflected in the structure of the TAC.

This report seeks Council's appointment of a Councillor Representative to the TAC, endorsement of the nominated organisation representatives and the nominated local tourism associations, and the appointment of the nominated skills-based community representative.

Attachments

Nil

RECOMMENDATION

That Council:

1. Appoint Councillor Don McPhee as a representative to the Tourism Advisory Committee
2. Endorse the following identified local tourism association (LTA) representatives:
 - (a) Doug Evans, Chairperson, Yarrawonga Mulwala Tourism Inc;
 - (b) Renae Macheda, Board Member, Cobram Barooga Business and Tourism Development Inc.;
 - (c) Wayne Limbrick, Chairperson, Western Moira Tourism; and
 - (d) Ron Baker, Chairperson, Numurkah LOL Inc.
3. Endorse the following identified organisation representatives:
 - (a) Daniel McLaughlin, District Manager Northern Rivers, Parks Victoria; and
 - (b) Jay Whittaker, Recreation and Land Management Coordinator
4. Appoint the following members of the community for the skill-based community representatives positions:
 - (a) John Hall; and
 - (b) Rob Chuck
5. Endorse that the above-mentioned positions of the Tourism Advisory Committee are for an initial two-year period.

FILE NO: F14/232
2. OUR ENVIRONMENT AND LIFESTYLE

ITEM NO: 9.2.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

TOURISM ADVISORY COMMITTEE MEMBERS (cont'd)

MOTION

CRS KEVIN BOURKE / GARY CLEVELAND

That Council:

1. Appoint Councillor Don McPhee as a representative to the Tourism Advisory Committee
2. Endorse the following identified local tourism association (LTA) representatives:
 - (a) Doug Evans, Chairperson, Yarrawonga Mulwala Tourism Inc;
 - (b) Renae Macheda, Board Member, Cobram Barooga Business and Tourism Development Inc.;
 - (c) Wayne Limbrick, Chairperson, Western Moira Tourism; and
 - (d) Ron Baker, Chairperson, Numurkah LOL Inc.
3. Endorse the following identified organisation representatives:
 - (a) Daniel McLaughlin, District Manager Northern Rivers, Parks Victoria; and
 - (b) Jay Whittaker, Recreation and Land Management Coordinator
4. Appoint the following members of the community for the skill-based community representatives positions:
 - (a) John Hall; and
 - (b) Rob Chuck
5. Endorse that the above-mentioned positions of the Tourism Advisory Committee are for an initial two-year period.

(CARRIED)

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.2.3
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS

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. Background and Options

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.

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 and 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.

Cobram Scott Reserve

Greg Mentha has resigned as a Community representative.

Katunga Recreation Reserve

Long serving committee member Don Harrison who was appointed as a Community representative recently passed away. A condolence card was sent to the both Don's wife and the Katunga Recreation Reserve Committee of Management recognising Don's service.

Koonoomoo Recreation Reserve

Dawn Walter has been nominated to replace Dale Parker as a Carriage Horse Driving Trials Club representative.

Tungamah Jubilee Park Recreation Reserve

Rod Stacey who was appointed as a Tungamah Football Netball Club representative passed away, a replacement representative has not been nominated.

Wunghnu Recreation Reserve

The Wunghnu Bowling Club are not a user of the Wunghnu Recreation Reserve as such it is proposed to amend the composition of the committee and remove the Wunghnu Bowling Club and rescind the appointment of Doug Larkin, the Wunghnu Bowling Club representative.

Numurkah Showgrounds Reserve

George Lester has been nominated as a Numurkah Football Netball Club representative. Russell Baldi has been nominated as a Numurkah Cricket Club representative.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.2.3
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

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

Ali Alwahame and Lisa Butcher have been nominated to replace Phil Meagher as the Numurkah Soccer Club representatives. Phil Meagher has nominated as a Community representative, it is proposed to waive the requirement to advertise.

3. Financial Implications

There are no financial implications to consider within this report.

4. Risk Management

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

5. Internal and External 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.

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.
Council Officers are aware of the amendments

6. Regional Context

There are no regional context issues to consider within this report.

7. Council Plan Strategy

This report supports the Council Plan Strategy to provide quality facilities, open spaces and programs to increase participation and cater for the communities' needs and interests.

8. Legislative / Policy Implications

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

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

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

11. Conclusion

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

RECOMMENDATION

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.2.3
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

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

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
Cobram Scott Reserve	Community	Greg	Mentha
Katunga Recreation Reserve	Community	Don	Harrison
Koonoomoo Recreation Reserve	Carriage Horse Driving Trials Club	Dale	Parker
Tungamah Jubilee Park Recreation Reserve	Tungamah Football Netball Club	Rodney	Stacey
Wunghnu Recreation Reserve	Wunghnu Bowling Club	Doug	Larkin
Numurkah Showgrounds Reserve	Numurkah Soccer Club	Phil	Meagher

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
Koonoomoo Recreation Reserve	Carriage Horse Driving Trials Club	Dawn	Walter
Numurkah Showgrounds Reserve	Numurkah Football Netball Club	George	Lester
Numurkah Showgrounds Reserve	Numurkah Cricket Club	Russell	Baldi
Numurkah Showgrounds Reserve	Numurkah Soccer Club	Ali	Alwahame
Numurkah Showgrounds Reserve	Numurkah Soccer Club	Lisa	Butcher
Numurkah Showgrounds Reserve	Community	Phil	Meagher

3. Amend the composition of the Wunghnu Recreation Reserve Committee of Management.
4. Write and thank outgoing Committee of Management members.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.2.3
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(DIRECTOR, COMMUNITY, PETER
BERTOLUS)

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

MOTION

CRS WENDY BUCK / ED COX

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
Cobram Scott Reserve	Community	Greg	Mentha
Katunga Recreation Reserve	Community	Don	Harrison
Koonoomoo Recreation Reserve	Carriage Horse Driving Trials Club	Dale	Parker
Tungamah Jubilee Park Recreation Reserve	Tungamah Football Netball Club	Rodney	Stacey
Wunghnu Recreation Reserve	Wunghnu Bowling Club	Doug	Larkin
Numurkah Showgrounds Reserve	Numurkah Soccer Club	Phil	Meagher

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
Koonoomoo Recreation Reserve	Carriage Horse Driving Trials Club	Dawn	Walter
Numurkah Showgrounds Reserve	Numurkah Football Netball Club	George	Lester
Numurkah Showgrounds Reserve	Numurkah Cricket Club	Russell	Baldi
Numurkah Showgrounds Reserve	Numurkah Soccer Club	Ali	Alwahame
Numurkah Showgrounds Reserve	Numurkah Soccer Club	Lisa	Butcher
Numurkah Showgrounds Reserve	Community	Phil	Meagher

3. Amend the composition of the Wunghnu Recreation Reserve Committee of Management.
4. Write and thank outgoing Committee of Management members.

(CARRIED)

FILE NO: 150.07.0004
1. OUR COMMUNITIES

ITEM NO: 9.2.4
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

MOIRA SHIRE COUNCIL'S ANNUAL CONTRIBUTION TO MOIRA SHIRE SECONDARY SCHOOL'S PRESENTATION EVENING

1. Executive Summary

Council has previously provided a donation of \$200.00 to each of the seven (7) secondary schools within Moira Shire to support a Moira Shire award as part of the schools end of year presentation evening.

The Moira Shire award recognises the achievements of a senior student of each college and is aimed at encouraging the recipient to pursue further study in their chosen field.

It is recommended that Council continue to support these awards in the amount of \$200 for the next two years and review again at that time.

2. Background and Options

Moira Shire Council has nurtured strong links with each of the seven (7) secondary college communities, most notably through its Moira Shire Junior Council initiative with year nine and ten students.

Moira Shire has also traditionally provided funding in support of a Moira Shire award which is presented at the respective colleges' annual presentation evening.

The award aims to recognise the achievements of a senior student and to encourage them to continue their education in their chosen field.

In recognition of this support, each college is encouraged to and has traditionally invited a Moira Shire Councillor to present the award on the evening.

3. Financial Implications

The cost to Council will be \$200 per secondary college, \$1400 in total.

4. Risk Management

There are no risk management implications to consider within this report

5. Internal and External Consultation

This donation is made in response to the annual approach made by each Secondary College to Council requesting donations for their presentation evening. Additionally, Council receives letters of appreciation from the schools for Council's ongoing support.

6. Regional Context

There are no regional impacts to consider within this report.

7. Council Plan Strategy

STRATEGY 2.1 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.

FILE NO: 150.07.0004
1. OUR COMMUNITIES

ITEM NO: 9.2.4
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

**MOIRA SHIRE COUNCIL'S ANNUAL CONTRIBUTION TO MOIRA SHIRE
SECONDARY SCHOOL'S PRESENTATION EVENING (cont'd)**

8. Legislative / Policy Implications

This annual contribution has been in line with Council's Youth Development and Support Policy's purpose; to encourage young persons to actively participate and be recognised as valued members of their community.

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

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

11. Conclusion

Moira Shire Council has always nurtured strong links with the seven secondary colleges located within the municipality and seeks to continue this tradition in 2014 and 2015.

A donation of \$200 which supports an award recognising the achievements of a senior student has previously been well received and acknowledged.

Attachments

Nil

RECOMMENDATION

That Council;

1. make a donation of \$200 to each of the seven secondary colleges in Moira Shire for the purpose of a Moira Shire award recognising active community participation of a senior student of the respective college; and
2. Request that an invitation to a Moira Shire Councillor to present the award be made in recognition of this contribution.

MOTION

CRS ALEX MONK / MARIE MARTIN

That Council;

1. make a donation of \$200 to each of the seven secondary colleges in Moira Shire for the purpose of a Moira Shire award recognising active community participation of a senior student of the respective college; and
2. Request that an invitation to a Moira Shire Councillor to present the award be made in recognition of this contribution.

(CARRIED)

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM FOR BOARDING HOUSE

1. Executive Summary

The proposal is to legalise the existing use of land for the purpose of a Boarding House. The subject land is located within the General Residential Zone. A planning permit is required for the use of a Boarding House under the zone provisions. A planning permit is required for buildings and works associated with this Section 2 use.

The application was advertised and 2 objections were received one of which contained 15 signatories.

It is concluded that the proposed Boarding House does not accord with the purpose or the decision guidelines of the General Residential Zone.

It is considered that the proposed use and development will have a negative impact upon the amenity enjoyed by residents in the locality with the potential for noise and safety, traffic and car parking issues.

It is further considered that the proposed development will establish an unsustainable and an undesirable planning precedent for similar uses and developments and should accordingly not be permitted.

2. Background and Options

Application Details

Applicant: Frances Mason
Owner: Jeanette Carroll and Frances Mason
Land Address: 6 Denson Court, Cobram
Title Details: Lot 21 on PS067457
Site Area: 657.7m²
File No: 52014482
Zone: General Residential Zone
Overlays: Nil

Key Issues

- State Planning Policy
- Local Planning Policy
- General Residential Zone
- Car Parking
- Amenity

The subject land is located in Cobram in a residential area south of Mookarii Street in Denson Court. The court contains 14 lots, one of which has been subdivided into 3 smaller lots. It is an established quiet residential area consisting largely of single storey dwellings.

The subject lot is 657.7m² and currently contains a single dwelling with parking to the front and a small garden to the rear.

The dwelling is currently being utilised as a Boarding House. Following receipt of a complaint from a local resident Council's Planning Compliance Officer inspected the premises and issued a letter on 7th March 2014.

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM
FOR BOARDING HOUSE (cont'd)**

No planning permits had been issued for the change of use of the dwelling to a Boarding House. The letter advised that the situation needed to be rectified. This resulted in the lodgement of the subject application.



This application is for the change of use of the existing dwelling to a Boarding House and for the buildings and works associated with this change of use. The Moira Planning Scheme does not contain a separate definition of a Boarding House. It is best described within the meaning of a Residential Building which is defined as:

“Land used to accommodate persons, but does not include camping and caravan park, corrective institution, dependent person's unit, dwelling, group accommodation, host farm, residential village or retirement village.”

Residential Building is included in the broader definition of Accommodation. Clause 32.08-1 of the Moira Planning Scheme indicates that Accommodation is a “Section 2 – Permit Required” use within the General Residential Zone (GRZ).

The Department of Human Services indicate that a Boarding House is a type of Rooming House to which the *Minimum Standards for Rooming House Accommodation* applies. They define a rooming house as:

“a building in which there is one or more rooms available for occupancy on payment of rent”

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM
FOR BOARDING HOUSE (cont'd)**



FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM
FOR BOARDING HOUSE (cont'd)**



Proposal

The proposal is for the use and development of the land as a boarding house. The applicants have not submitted the number of boarders that can be accommodated on the property. They have lodged a plan showing internal alterations to the dwelling to provide:

- 2 lounge areas
- 2 dining areas
- 2 kitchens
- 6 bedrooms
- 2 laundries
- 2 toilets
- 2 bathrooms

Externally the applicants have indicated that there is, an integrated carport, having a capacity for 2 car parking spaces and bicycle parking. They indicated that there is space for two further cars on the site; one in the driveway behind the carport and the other to the north east of the house.

The applicant did not specifically indicate the number of boarders proposed to be accommodated on the site. Officers are of the view that each of the six bedrooms could potentially be occupied by at least one and up to two (possibly unrelated) persons per bedroom.

The number of car parking spaces required for a Boarding House is not specified in the Scheme. The closest use to a Boarding House with parking requirements listed in the Scheme

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM FOR BOARDING HOUSE (cont'd)

is a Motel. A Motel requires one parking bay per room and two parking bays to each 100sqm service floor area not used by guests. Even if the Motel parking requirement is applied to the application site, the parking provision will not be sufficient to accommodate the use.

Options

Council has the option to defer its decision for further assessment, issue a notice of refusal or issue a planning permit.

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

If Council decides to grant a permit and conditions are not fulfilled, it will revert to a compliance issue.

5. Internal and External Consultation

Pre-Lodgement Consultation

Following receipt of a complaint in late February 2014 Council's Planning Compliance Officer inspected the property on 5th March 2014. On 7th March 2014 a letter was issued to the owners of the property advising that a planning permit is required for the use of the land to continue, otherwise, the use must cease.

The subject application was lodged on 27th June 2014.

Internal Consultation

The application was referred to the Shire's Infrastructure Planning, Environmental Health and Building Departments. The Infrastructure Planning Department have highlighted concern regarding the lack of car parking spaces on site. The Environmental Health Department indicated that the Boarding House will need to be registered as a rooming house in accordance with the *Public Health and Wellbeing Regulations 2009*. The Building Department has recommended that, based on the facilities on site, no more than 12 people can be accommodated in total and no more than 2 unrelated people may occupy a single bedroom.

External Consultation

No external referrals were required by the Moira Planning Scheme.

Public Consultation

Public Notice of the application was given under Section 52 of the *Planning and Environment Act 1987* with letters sent to local residents and a notice placed on the site.

An objection was received on 17th July 2014 from a local resident of Boorin Street (see attachment). The objection raised concerns relating to car parking and safety. It also referred to the impact the proposed development may have on land values, which is not a planning consideration.

On 22nd July 2014 a second, petition style, objection was received with 15 signatures of residents of Denson Court and Mookarii Street (also attached). Each of the fifteen signatories

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM FOR BOARDING HOUSE (cont'd)

has been registered as an objector. The issues raised in the objection relate to car parking, traffic flow, the existing residential character of Denson Court, the potential for noise generation and safety. Again it includes concerns relating to land values, which is not a planning consideration.

This submission raised a key point relating to the potential sale of 6 Denson Court. In their application the owners of the property have set out details of their current business, highlighting that their residents are quiet, do not have motor vehicles, and generally work locally, getting collected from the property and dropped back after their shifts. Once the Boarding House use is established it can be sold to any operator who may work in a different manner. Potential concerns can't be controlled through permit conditions.

The applicants were provided, on 30th July, with copies of the objections and asked to provide a detailed response. After some time a response was received on 14th August 2014. The applicants submitted a single paragraph response stating that they did not agree with the objections and concerns (see attachment). Given the lack of detail provided by the applicants in their response and the number of objectors, it was considered unlikely that mediation between the parties would result in any beneficial outcome.

On 28th August 2014 one of the signatories submitted a further written submission to Council. This added comments relating to the lack of street lighting in the court and that, given the cul-de-sac nature of the court, that other residents will not be able to avoid passing the property. Both of these concerns relate to safety.

6. Regional Context

There is no regional context associated with this proposal, given its scale and location.

7. Council Plan Strategy

It is considered that the subject development is inconsistent with the following strategies set out in the Council Plan:

Community - 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.

Development - 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.

It is considered that the proposed Boarding House in this quiet court is not consistent with the community or development goal as it could have a potential negative impact on the liveability of the area.

8. Legislative / Policy Implications

Zoning

The subject land is located in the General Residential Zone (GRZ). The purpose of the GRZ, amongst others, is:

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM FOR BOARDING HOUSE (cont'd)

To encourage development that respects the neighbourhood character of the area.

It is considered that the proposed application does not respect the established neighbourhood character of the area.

Clause 32.08-1 of the Moira Shire Planning Scheme indicates that the use of land in the GRZ for Accommodation (which includes Boarding House) is a Section 2 Use and thus requires a permit. Clause 32.08-6 of the Scheme indicates that buildings and works associated with a Section 2 Use also triggers a planning permit requirement.

Clause 32.08-10 of the Scheme sets out Decision Guidelines for developments within the GRZ. The key guidelines for considering this application are:

- *Whether the use or development is compatible with residential use.*
- *Whether the use generally serves local community needs.*
- *The scale and intensity of the use and development.*
- *The provision of car and bicycle parking and associated accessways.*
- *Any proposed loading and refuse collection facilities.*
- *The safety, efficiency and amenity effects of traffic to be generated by the proposal.*

It is considered that the proposed development does not accord with the Decision Guidelines as it could be considered to be incompatible with the existing residential use of the court, does not provide for local community needs, could be seen as a too intensive residential use, does not provide adequately for car parking and could give rise to safety concerns if cars park on the street in this narrow court.

Overlays

There are no overlays affecting the subject lot.

State Planning Policies

There are no specific State planning policies relating to this type of use or relevant planning issues surrounding this proposal.

Local Planning Policy and Municipal Strategic Statement

Clause 21.04-4 of the Moira Shire Planning Scheme sets out the Shire's Settlement Strategies. In general it indicates that the Shire should:

Promote residential development that is responsive to the character of the area
Protect residential amenity in townships from the effects of non-residential activities by requiring the consideration of their potential adverse amenity impacts;

It is considered that the proposed Boarding House does not accord with these policies.

Relevant Particular Provisions

Clause 52.06 of the Moira Planning Scheme sets out Car Parking requirements for particular uses. However, there is no specific requirement for Boarding Houses. Clause 52.06-5A states that:

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM
FOR BOARDING HOUSE (cont'd)**

“Where a use of land is not specified in Table 1 or where a car parking requirement is not specified for the use in another provision of the planning scheme or in a schedule to the Parking Overlay, before a new use commences or the floor area or site area of an existing use is increased, car parking spaces must be provided to the satisfaction of the responsible authority.”

This application was referred to the Infrastructure Planning Department and through discussion it was concluded there should be requirement for up to 12 car spaces given the potential for 12 unrelated people to be staying at the premises. Even if only 6 vehicles would required (at a rate of 1 car parking space per bedroom) it is clear that the site is not capable of containing all these spaces on that site therefore the street would be required to accommodate the overspill of vehicles

The applicants have indicated that up to 4 car parking spaces can be provided on the site, 2 in the carport, one behind these two spaces (tandem space) and another to the north. It is considered that tandem car parking spaces are generally not preferred or an acceptable form of car parking.



It should also be noted that even though the applicants have submitted that all waste receptacles are located behind tall gates the carport area is currently being utilised for waste storage (see photograph).

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM FOR BOARDING HOUSE (cont'd)

Further the applicants have submitted that this area is utilised for bicycle parking. It is therefore unlikely that the carport is sufficiently large enough to accommodate all of these uses and may not always be available for the parking of 2 cars. In total there are realistically only 2 or possibly 3 car parking spaces provided on the site.

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. It is considered that the proposed application does not accord with the purpose of the GRZ, is not in the interest of the orderly planning of the area and could negatively affect the amenity of the area, hence it does not accord with Clause 65.

9. Environmental Impact

It is considered that the proposed use and development will impact unduly upon the environment, particularly on the amenity enjoyed by residents in the vicinity.

10. Conflict of Interest Considerations

There are no conflict of interest issues except for the perceived conflict between Council's Planning Compliance Officer's role to enforce the planning scheme due to the illegal establishment of the current use and with the assessment of this application. Hence, this application has not been assessed by this officer.

11. Conclusion

The subject lot is located within the General Residential Zone. A planning permit is required for the use of a Boarding House under the zone provisions. A planning permit is required for buildings and works associated with this Section 2 use.

One of the purposes of the General Residential is to encourage development that respects the neighbourhood character of the area. It is concluded that the proposed Boarding House does

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM
FOR BOARDING HOUSE (cont'd)**

not accord with this purpose. It is considered that the proposed development will establish an undesirable and unsustainable planning precedent for similar development and should accordingly not be permitted.

The proposed development will, we find, have a negative impact upon the amenity enjoyed by residents in the locality with the potential for noise, safety and traffic related issues. Further given that up to 12 parking spaces cars may be required parking on this narrow court will become problematic and potentially give rise to traffic safety concerns.

Attachments

- 1 Objection 1
- 2 Objection 2 (Petition)
- 3 Objection 3 (Further comments relating to Petition)
- 4 Applicants Response to Objections

RECOMMENDATION

That a Notice of Refusal be issued for Planning Permit Application No. 52014482 on the following grounds:

1. The proposal is not consistent with the Local Planning Policy, in particular the objectives of the *Settlement Strategies* set out in Clause 21-04-4.
2. The proposal does not achieve the purpose of the General Residential Zone.
3. The proposal does not accord with the decision guidelines of the General Residential Zone.
4. The proposed use will detrimentally affect the amenity of the area.
5. The proposed use will adversely affect the proper and orderly planning of the area.
6. The proposal does not meet the requirements of Clause 52.06 relating to *Car Parking*.

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT COBRAM
FOR BOARDING HOUSE (cont'd)**

MOTION

CRS ED COX / WENDY BUCK

That a Notice of Refusal be issued for Planning Permit Application No. 52014482 on the following grounds:

1. The proposal is not consistent with the Local Planning Policy, in particular the objectives of the *Settlement Strategies* set out in Clause 21-04-4.
2. The proposal does not achieve the purpose of the General Residential Zone.
3. The proposal does not accord with the decision guidelines of the General Residential Zone.
4. The proposed use will detrimentally affect the amenity of the area.
5. The proposed use will adversely affect the proper and orderly planning of the area.
6. The proposal does not meet the requirements of Clause 52.06 relating to *Car Parking*.

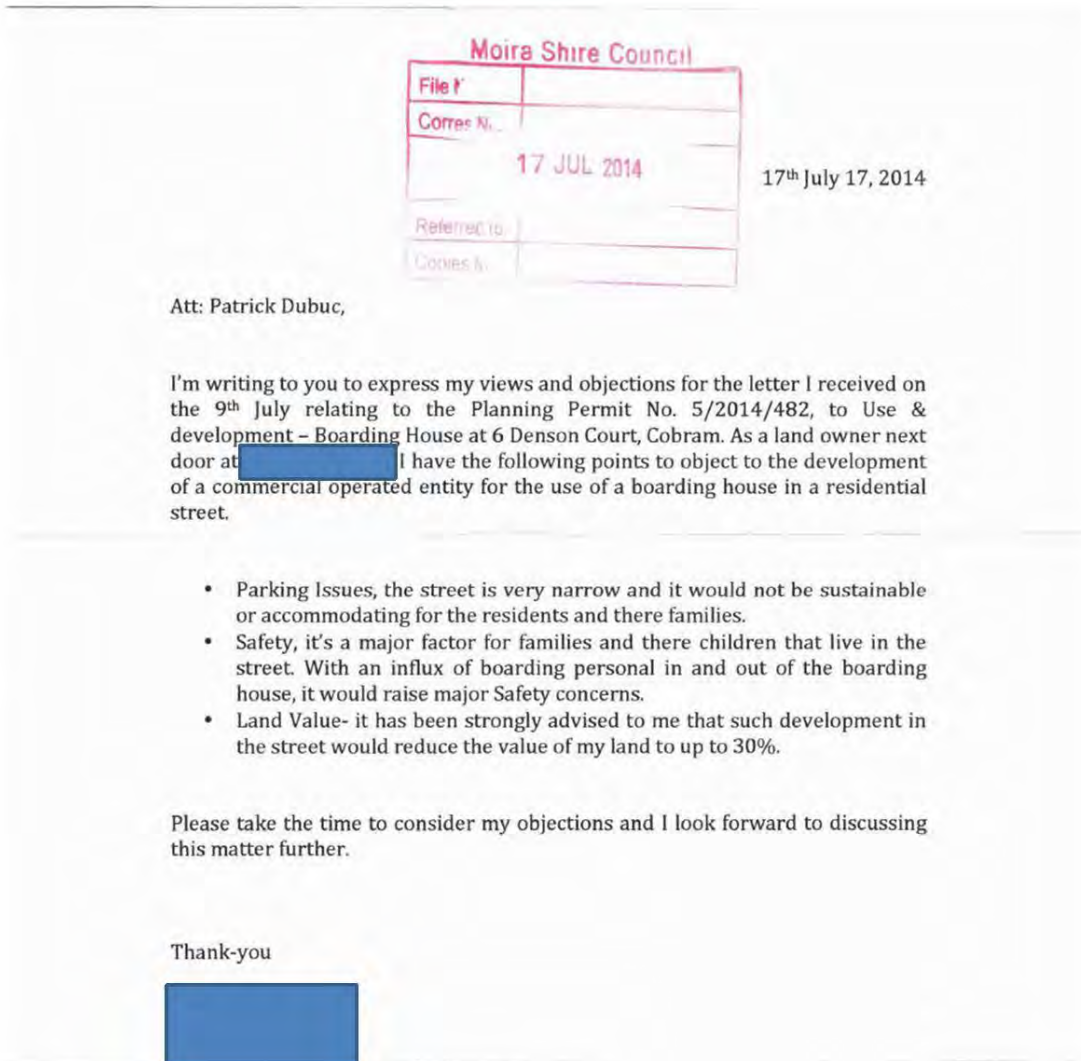
(CARRIED)

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT
COBRAM FOR BOARDING HOUSE (cont'd)**

ATTACHMENT No [1] - Objection 1



FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT
COBRAM FOR BOARDING HOUSE (cont'd)**

ATTACHMENT No [2] - Objection 2 (Petition)

17th July 2014

Mr Patrick Dubuc
Development Compliance Officer / Town Planner
Moirā Shire Council
PO Box 578
Cobram, 3643

Moirā Shire Council
22 JUL 2014

RE: APPLICATION FOR PLANNING PERMIT – 5/2014/482

Dear Patrick,

We are writing to express our views in objection to the establishment of a boarding house at 6 Denson Court Cobram as per Application for Planning Permit – 5/2014/482.

These premises have previously been operating as a boarding house and our concerns and objections are based on both experience and fears for the future. We do not want a boarding house in our court and the reasons for this are:

- 1. CAR PARKING:**
There is inadequate car parking space available at 6 Denson Court. Residents park cars on the street, often opposite drive ways. Cars are regularly parked directly opposite each other causing excess congestion in our already narrow court resulting in a serious traffic hazard. This also makes it difficult for the street sweeper and garbage collection trucks to manoeuvre around.
- 2. TRAFFIC FLOW:**
Denson Court is a quiet location with low traffic flow. The introduction of a boarding house dramatically increases this not only due to the vehicles driven by boarding house residents but also by the transport vehicles taking residents to and from work. There are a number of young children residing in the court and this extra traffic flow is a safety issue both for them and older residents.
- 3. NOT WITHIN THE CHARACTER OF THE COURT:**
Denson Court is a residential area with families living in most homes. The majority of residents have lived here for a number of years either as owner occupiers or rental tenants. The introduction of a business such as a boarding house does not fit within the residential character of the court as boarding house residents are short term and numerous. We are also concerned that allowing the establishment of a business such as a boarding house will set precedence for the future development of businesses within our court, be they further boarding houses or otherwise.
- 4. NOISE:**
As previously mentioned, Denson Court is a quiet location. Extra traffic along with a major increase in population will dramatically raise the noise level in the court.
- 5. SAFETY:**
Boarding house residents are both numerous and short term making it impossible for other residents within the court to "know thy neighbour." Denson Court is currently a safe and secure location to reside and we are concerned this may be jeopardised with the introduction of a boarding house. This is of particular concern because as previously stated, there are a number of young children living within the court.

Page 1 of 2

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT
COBRAM FOR BOARDING HOUSE (cont'd)**

ATTACHMENT No [3] - Objection 3 (Further comments relating to Petition)

From: [REDACTED]
Sent: Thursday, 28 August 2014 4:38 PM
To: Jorine Bothma
Subject: Application for planning permit -5/2014/482

Dear Jorine,

I am writing to raise further objection to the Application For Planning Permit - 5/2014/482 for the establishment of a boarding house at 6 Denson Court Cobram. The property owners and residents of Denson Court have previously submitted a letter in objection to the application and these points are further to those already raised.

1. Street lighting - The current street lighting in Denson Court would be inadequate if a boarding house were permitted. The court is quite dark at night raising safety concerns if the population and traffic flow within the court increased.
2. Avoidance -The proposed address for the boarding house is right in the middle of the court. For residents living in the south end of the court, there would be no avoiding the boarding house. If, for for whatever reason, residents felt uncomfortable walking past the boarding house they would simply have no choice. There would be no taking the long way home to avoid the boarding house as there is no alternative access to the south end of the court. Further to this the footpath ends just before the proposed address on the opposite side of the court meaning residents would be required to cross the street and walk directly in front of the boarding house if they were to walk safely on the footpath.

Please consider these further objections when deciding on your recommendation for Council.

Yours sincerely,
[REDACTED]

FILE NO: 52014482
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.1
(TOWN PLANNER, MARTINA FOLEY)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

**52014482 - USE & DEVELOPMENT OF LAND AT 6 DENSON COURT
COBRAM FOR BOARDING HOUSE (cont'd)**

ATTACHMENT No [4] - Applicants Response to Objections

From: [REDACTED]
Sent: Thursday, 4 September 2014 8:34 PM
To: RecordsWebmaster
Cc: [REDACTED]
Subject: 6 Denson crt. REF 5/2014/482

Dear Martina Foley,

In response to your letter dated 30 July 2014 we disagree with some of the concerns and objections raised by Residents noted in the Application Permit for Planning.

Kind regards Frances Mason and Jeanette Carroll.

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG

1. Executive Summary

Council has the authority and the responsibility to develop names for roads, public infrastructure and geographic features for submission to the Office of Geographic Names (Vic Names) for formal approval.

Council adopted the interim name "Sullivan Road" at its meeting on 16 September 2013 for the purposes of community consultation. During the consultation process Council received an alternative submission to name the road "Tassicker Road". Supporting information was provided and the alternative name was satisfactorily assessed against the Guidelines for Geographic Names 2010 (the Guidelines).

Council consideration is sought to adopt the interim name of "Tassicker Road" for community consultation purposes.

2. Background and Options

In the event of an incident, delays in reaching the correct destination may be experienced by emergency services if a road is not named. In addition, residents and visitors will be able to provide clearer directions if roads are correctly identified.

It is proposed to name the section of road between Montroses Road and the Murray Valley Highway adjacent to the Bundalong Tavern as shown on the map below. Currently the road is maintained by Council and is used by local traffic to gain access to local businesses but is unnamed.

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

At its meeting on 16 September 2013, Council adopted the name "Sullivan Road" as the interim name for the section of road between Montroses Road and the Murray Valley Highway for the purposes of public consultation. An advertisement was placed in the local paper on 2 October 2013 seeking public comment and letters were sent to adjoining landowners.

One submission was received from a resident suggesting the commemorative name of "Tassicker Road" after her father, Max Tassicker. Max was a past Councillor (from 1956-59) and Shire President (from 1957-58) of the former Yarrawonga Shire Council. He was also an inaugural member of the Yarrawonga District Hospital being one of the first committee members and after over thirty years of service, Max was made a life member of the Yarrawonga and Border Golf Club in 1990.

Max was a former teacher at Bundalong South School in the late 1930s and his daughter has stated that in 1951 Max and Jack McPhail cleared the road for the school bus to take children into Yarrawonga; this road was later named McPhails Road.



3. Financial Implications

Formally naming this road does not affect Council's maintenance practice. Installation of a new road name sign is funded through the roads operating budget.

4. Risk Management

Formally naming this road will reduce the risks associated with delays in reaching the correct destination that may be experienced by emergency services if a road is not named.

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

5. Internal and External Consultation

If adopted by Council, the interim road name "Tassicker Road" will be advertised in the local news media inviting submissions from the public to be made within 30 days, in accordance with the Guidelines.

The proposed road name has been considered by Council's internal Road Naming Working Group and appears to comply with the Guidelines.

6. Regional Context

Once a name has been formally adopted by Council, accepted and registered with Vic Names it will be recognised nationwide as the name of this road and will appear in Council's Public Road Register.

7. Council Plan Strategy

Formally naming this road will contribute to achieving Council Plan Strategy 3.12 Upkeep of Council Assets.

8. Legislative / Policy Implications

Under Section 1.5 of the Guidelines, Council is a Naming Authority, responsible for developing road and feature names for submission to Vic Names. Council is carrying out its duty in proposing the road names, however, the road names cannot formally be adopted until they are accepted by Vic Names.

9. Environmental Impact

There are no environmental implications associated with naming this road.

10. Conflict of Interest Considerations

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

11. Conclusion

It is recommended that Council adopt the interim name "Tassicker Road", Bundalong for consultation purposes.

Attachments

- 1 Tassicker submission Page 1
- 2 Tassicker submission Page 2
- 3 Tassicker submission Page 3
- 4 Tassicker submission Page 4
- 5 Tassicker submission Page 5

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

RECOMMENDATION

That Council:

1. adopt the interim name of "Tassicker Road" for the section of road between Montroses Road and the Murray Valley Highway adjacent to the Bundalong Tavern;
2. place advertisements in local papers seeking comments within 30 days regarding the adoption of this name;
3. write to owners of properties adjoining this road seeking comments within 30 days;
4. if no objections are received following the consultation process, adopt the name "Tassicker Road" for submission to the Office of Geographic Names.

MOTION

CRS BRIAN KEENAN / ED COX

That Council:

1. adopt the interim name of "Sullivan Road" for the section of road between Montroses Road and the Murray Valley Highway adjacent to the Bundalong Tavern;
2. place advertisements in local papers seeking comments within 30 days regarding the adoption of this name;
3. write to owners of properties adjoining this road seeking comments within 30 days;
4. if no objections are received following the consultation process, adopt the name "Sullivan Road" for submission to the Office of Geographic Names.

(CARRIED)

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

ATTACHMENT No [1] - Tassicker submission Page 1

The Chief Executive Officer,
Moorabool Shire Council,

18/10/2013.

Dear Sir,

I wish to submit the name "TASSICKER"
for the unnamed road between Murray Valley Hwy +
Montroses Road, Bundalong.

Dad taught at Bundalong South
School in the late thirties. In 1941 he took
over the Macdonald farm - "Lugh Park" +
farmed it until he moved into Yarrawonga 1973.
Dad gave his time to local organisations.

He was an inaugural member of the Yarrawonga
+ District hospital board - a position he held for some time.
Dad was on the Shire council + was Shire President
in 1957-1958.

In 1951 Dad + Jack Mc Phail cleared the road
for the School bus to take children in to
Yarrawonga. They were to decide what the
road was to be called - Mc Phails Road
came into being. ? on the toss of a coin!

Dad was made a life member of the
Yarrawonga + Border Golf Club in 1990
after many years of service!

P.T.O.

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

ATTACHMENT No [3] - Tassicker submission Page 3

Dear
Thank you so much for your
phone call. Please find enclosed
information & attach it to my
letter dated 18/10/2013 -
re: renaming Sullivan Rd,
Bundalong.
Please call me if any other
information is required.
Cheers



Max Tassicker
Life Member 1990

At the annual General meeting, Life membership honours were bestowed upon two of the early pioneers of the club. The President, Mr W. Gorman spoke highly of the contribution Max Tassicker and Ron Browning had given over the years for the Club. These two men gave outstanding service for a period of thirty years, working together in the days of sand-crapes, initiating the sowing of fairways and greens, and the first watering systems, and continued through until the construction of the "Gold Nine".

61

The History of JARRAWONGA & BORDER GOLF CLUB.
1897 - 1997.

FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND
PROCESSES

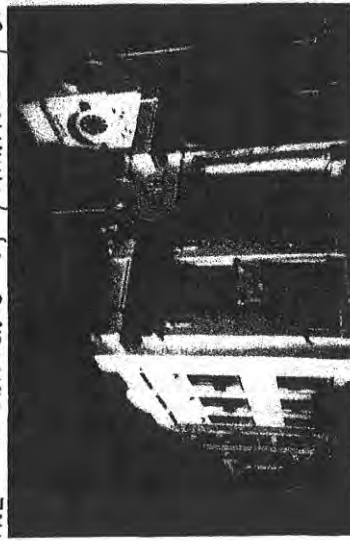
ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

ATTACHMENT No [4] - Tassicker submission Page 4

1891 - 1892		1891 - 1892		1943 - 1944		1943 - 1944	
Charles Bott	J. A. Harrekin	J. Pughen	T. M. Carmichael	F. K. Head	1944 - 1945	1944 - 1945	1944 - 1945
1893 - 1894	R. Connell	J. C. Bruce	L. Hawkins	1945 - 1946	1945 - 1946	1945 - 1946	1945 - 1946
1895 - 1896	R. Connell	C. Bott	F. J. Keenan	1946 - 1947	1946 - 1947	1946 - 1947	1946 - 1947
1897 - 1898	A. M. Chappell	P. J. Spriggs	J. E. Fergie	1947 - 1948	1947 - 1948	1947 - 1948	1947 - 1948
1899 - 1900	R. J. Connell	F. T. Lee	A. R. Montrose	1948 - 1949	1948 - 1949	1948 - 1949	1948 - 1949
1901 - 1902	P. Debold	J. G. Bruce	H. R. Prescott	1949 - 1950	1949 - 1950	1949 - 1950	1949 - 1950
1903 - 1904	R. E. Thompson	C. Bott	E. P. Dowling	1950 - 1951	1950 - 1951	1950 - 1951	1950 - 1951
1905 - 1906	P. J. Connell	W. E. Martin	J. J. Lawless	1951 - 1952	1951 - 1952	1951 - 1952	1951 - 1952
1907 - 1908	W. Ferguson	J. G. Grant	H. R. Prescott	1952 - 1953	1952 - 1953	1952 - 1953	1952 - 1953
1909 - 1910	R. Hammon	L. R. Feger	D. O. Walsh	1953 - 1954	1953 - 1954	1953 - 1954	1953 - 1954
1911 - 1912	J. T. Thomas	F. F. Williams	W. J. Ryan	1954 - 1955	1954 - 1955	1954 - 1955	1954 - 1955
1913 - 1914	P. J. Connell	L. A. Hargreaves	A. R. Montrose	1955 - 1956	1955 - 1956	1955 - 1956	1955 - 1956
1915 - 1916	J. Minner	F. J. Keenan	F. J. Keenan	1956 - 1957	1956 - 1957	1956 - 1957	1956 - 1957
1917 - 1918	W. Martin	W. J. Ryan	Dawn Keenan	1957 - 1958	1957 - 1958	1957 - 1958	1957 - 1958
1919 - 1920	W. Martin	M. S. Tassicker	E. J. Doyle	1958 - 1959	1958 - 1959	1958 - 1959	1958 - 1959
1921 - 1922	J. C. Bruce	H. R. Prescott	K. E. Williams	1959 - 1960	1959 - 1960	1959 - 1960	1959 - 1960
1923 - 1924	L. W. Ralby	W. J. Hale	F. K. Head	1961 - 1962	1961 - 1962	1961 - 1962	1961 - 1962
1925 - 1926	D. Naughtin	A. E. Campbell	J. C. Dowling	1962 - 1963	1962 - 1963	1962 - 1963	1962 - 1963
1927 - 1928	P. J. Spriggs	H. R. Prescott	R. J. Howard	1963 - 1964	1963 - 1964	1963 - 1964	1963 - 1964
1929 - 1930	H. Bowles	F. J. Keenan	R. J. Howard	1964 - 1965	1964 - 1965	1964 - 1965	1964 - 1965
1931 - 1932	P. Maguire	J. J. Lawless	A. W. Keenan	1965 - 1966	1965 - 1966	1965 - 1966	1965 - 1966
1933 - 1934	C. Bott	A. E. Campbell	A. W. Keenan	1966 - 1967	1966 - 1967	1966 - 1967	1966 - 1967
1935 - 1936	T. J. Lewis	L. A. Hargreaves	G. A. Campbell	1967 - 1968	1967 - 1968	1967 - 1968	1967 - 1968
1937 - 1938	S. J. German	L. W. Hale	J. C. Dowling	1968 - 1969	1968 - 1969	1968 - 1969	1968 - 1969
1939 - 1940	P. Maguire	W. J. Ryan	Charles Byham				
1941 - 1942	C. Bott		F. K. Head				
1943 - 1944	W. Martin						

Shire Presidents of YARRAWONGA



YARRAWONGA



FILE NO: 280.03.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.3.2
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

NAMING OF ROAD BUNDALONG (cont'd)

ATTACHMENT No [5] - Tassicker submission Page 5

Yarrowonga District Hospital



Prior to approximately 1918/19 there was no Hospital in Yarrowonga, the sick being looked after in their own homes by Visiting Nurses, or having to be sent to a Hospital in the nearest town.

By the early 1920's however, there were three Nursing Homes established. One in Murphy Street was run by Mrs. Partelle, who was assisted by Nurse Goddard; another was conducted by Mrs Toohey in Telford Street, whilst the third was run by Mrs. Little.

Early in the 1920's the first Hospital was established by Sister Lowe in Hovell Street, and although this was mainly conducted as a Maternity Hospital, other cases were accepted where heavy nursing was not required and minor Operations were performed.

In 1924 Sister Lewis purchased Alexandra College which was situated on the corner of Lynch and Piper Streets — (the site of part of the present Hospital), and turned the building into a Hospital. This, the first real Hospital, could accommodate about ten patients. Sister Lowe closed her Maternity Hospital when Sister Lewis opened up.

In 1938 a group of civic minded citizens from the Yarrowonga Hospital Pty. Ltd., and purchased Sister Lewis's Hospital. A modern 15 Bed Hospital was erected on adjoining land, which building is incorporated in the present District Hospital, whilst the original Hospital became the Nurses Home.

The Company conducted the Hospital throughout the years of World War II, but late in 1946 owing to Staff and financial difficulties, decided that they would have to close the Hospital.

This decision was, naturally, a blow to the people of Yarrowonga and District, and a Public Meeting was called by the Shire President on the 24th October 1946, to consider what action could be taken to maintain a Hospital in Yarrowonga. This meeting was one of the largest ever held in Yarrowonga, over 400 people attending, and it was decided that if possible the Hospital privately run by Yarrowonga Hospital Pty. Ltd., should be purchased and run as a District Hospital by the citizens of Yarrowonga and District. An investigation Committee was formed to consult with the Charities Board of Victoria on the Matter. The Charities Board of Victoria approved of the move and, at another Public Meeting held on the 3rd December 1946, the first Committee of Management of the Yarrowonga District Hospital was elected. Those forming the first Committee were Messrs. J. Bott, W. W. Hargrave, J. C. Wilson, A. O. Carter, W. E. Martin, D. C. Forbes, A. J. Withers, K. E. Whitehead, P. J. Kelly, W. W. Gilmour, M. Tassicker, F. Bartlett, A. Cavanagh, W. Webb.

The Committee held its first meeting on the 17th December 1946 — Mr. J. Bott being elected as President, A. O. Carter as Treasurer and J. C. Wilson as Hon/Secretary.

On the 9th January 1947, approval to purchase the Yarrowonga Hospital Pty. Ltd. on terms for 8,000 pounds on a walk-in walk-out basis, was received from the Charities Board of Victoria, and on the 14th January 1947 the Yarrowonga District Hospital was incorporated. This purchase gave the District their own Hospital of fourteen beds.

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH

1. Executive Summary

Planning Permit application 5/2014/566 seeks approval for the use and development of land at Butts Road, Numurkah for a dwelling and stable. The subject comprises 27ha and is currently being used for cropping.

The application was referred and advertised and no objections have been received.

The application has been assessed against State and Local Planning Policy and the provisions of the Farming Zone and found to be inconsistent with such policies and provision.

A review of the planning history was undertaken revealing inconsistencies with the intent of previous applicant/owners and the proposed development will result in the further loss of agricultural land.

It is recommended that Council refuse to grant a permit.

2. Background and Options

Application Details

Applicant: Colin & Kim Curtis Pty Ltd
Owner: Graeme & Christine Daffy
Land Address: Butts Road, Numurkah
Title Details: Lot 2 PS549228
Site Area: 27.48ha
File No: 52014566
Zone: Farming Zone
Overlays: None

Key Issues

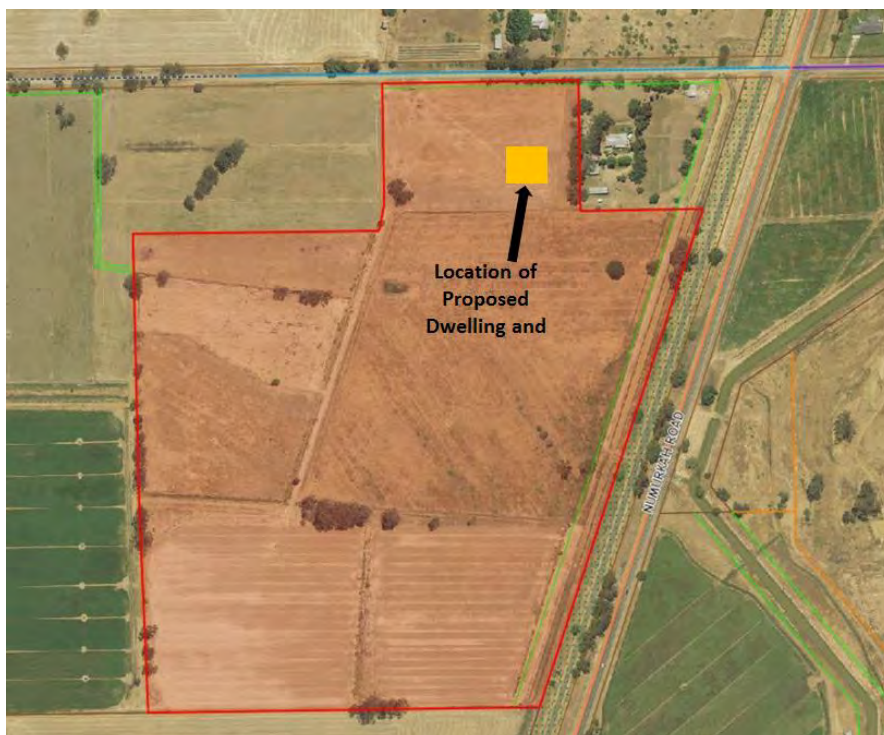
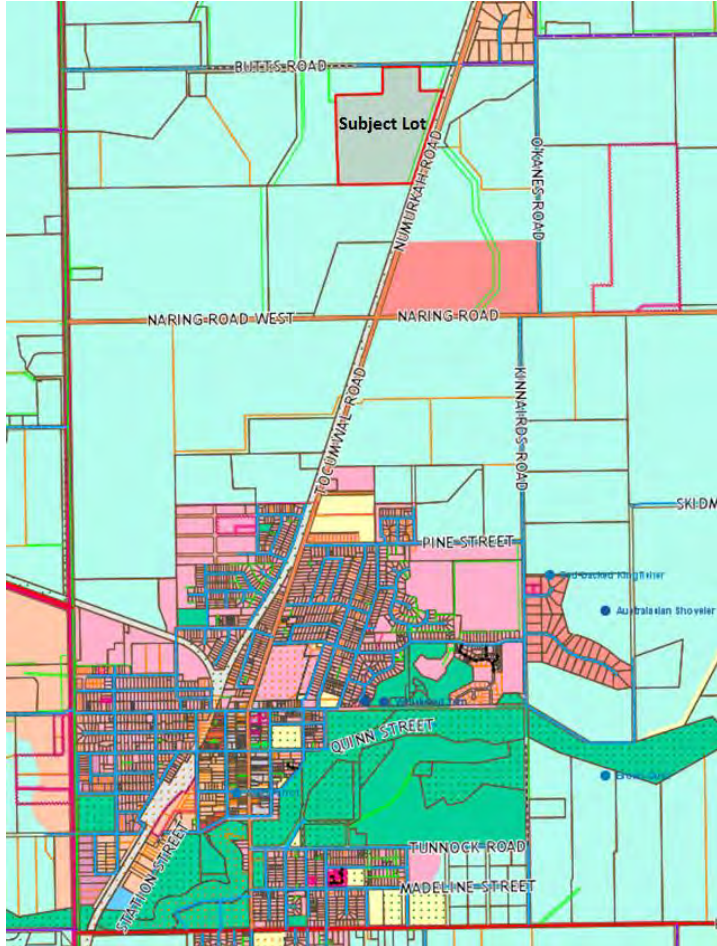
- State Planning Policy
- Local Planning Policy
- Farming Zone
- Agricultural Policy

The subject land is located on Butts Road, approximately 3 kilometres north of Numurkah Town Centre. It is located between the Goulburn Valley Highway and the Numurkah Road and is accessed via Butts Road. It is bounded to the south and the west by agricultural land, to the north by Butts Road. To the east the lot adjoins a railway line that runs parallel to the Numurkah Road.

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

**52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT
BUTTS ROAD NUMURKAH (cont'd)**



FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

The subject lot is made up of a number of irregularly shaped paddocks and contains a number of trees. The lot appears to currently be utilised for agricultural purposes, more specifically for cropping. There are no trees in the vicinity of the proposed dwelling or stables.

A dwelling has recently been excised from the north-eastern corner of the lot. An irrigation channel runs along the eastern edge of the lot, parallel to the railway line and Numurkah Road. There is also a shipping container on the site, close to the Butts Road boundary.

Planning History

In 2005 an application (TP05/364) was lodged by Land Management Surveys on behalf of the current owners (G & C Duffy) for a two lot subdivision. The proposed application was in accordance with the planning policy framework applicable at the time of lodgement and a permit was subsequently issued.

At that time (2005) the current lot was part of a larger lot - Crown Allotment 53 Section E Parish of Katunga. This was a 49.5ha lot with a dwelling in the north east corner. Planning Permit TP05/364 was successfully processed into two smaller lots – Lot 1 being 20.00ha and Lot 2 being 29.48ha.

The application documentation submitted stated that Lot 2, *“is proposed to be continued to be used as a property for horse agistment, where the owner will reside”* while Lot 1 *“is to be sold to a neighbouring dairy farmer.”*

Further it states:

“By freeing up the investment in the overall property the agricultural land can be further developed to reach its potential. Lot 2 for horse agistment / rearing, Lot 1* dairy/grazing. The agricultural use will only be enhanced by the proposed subdivision. There is no proposed change of use of the land under survey.”*

(*lots re-numbered here to reflect and ensure clarity as the application used a different numbering system.)

The new titles were created in late 2006.

In 2006 a second application (TP06/158) was lodged by Land Management Surveys on behalf of the Daffys for a two (2) lot subdivision / house excision of Lot 2 (created by TP05/364). The application proposed the creation of the subject lot (Lot 2 on PS549228, 27.45ha) and the lot with the dwelling to the north east (Lot 1 on PS549228, 2ha). The proposed application was in accordance with the planning policy framework applicable at time of lodgement and a permit was issued.

The documentation submitted with the application stated:

“The client proposes to remain on Lot 1, continuing his horse agistment activities”

“Lot 2 is proposed to be continued to be used as a property for horse agistment. Lot 1 contains the existing dwelling.”

“The existing property is currently operated for agistment / grazing activities. There is no proposed change of use.”

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

“By freeing up the investment in the overall property the agricultural land can be further developed to reach its potential. The agricultural use will only be enhanced by the proposed subdivision. There is no proposed change of use of the land under survey.”

The new titles were created in April 2010. Just 2 months later, on 17th June 2010 the proponents finalised the sale of Lot 1 to another party, contrary to the information submitted to Council in support of their application.

A site visit was undertaken on 4th August 2014. A shipping container was found, within 20m of the Butts Road reserve. No permit has been issued for the placement of the container and as such this is unauthorised development, which may be subject to enforcement investigation.



Proposal

The proposal is for the use and development of the land for a dwelling, garage and stable. The applicant (Colin and Kim Curtis Pty Ltd) has stated that:

“We wish to apply to construct a dwelling (on behalf of Graeme and Christine Daffy) at the above address, which we consider to be a necessity to assist the survival of a Standard Stud Bred Horse Stud enterprise on these 27.48 hectares of rural land.”

“The owners of the land ran a very successful Standard Bred Stud previously before subdividing the existing house from the land. They then leased out the remaining property in question”.

The information here contradicts the information provided to Council in support of planning applications TP05/364 and TP06/158 which both stated that it was the intention of the applicant to continue their business which could only be developed if the subdivision were permitted.

A brief financial projection accompanies the application. In summary the projection states that there will be 20 full time and 20 part time brood mares on the site. Also they foresee having 15 racehorses on the site for 6 weeks at a time and 15 yearlings for preparation for 8 weeks at a

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

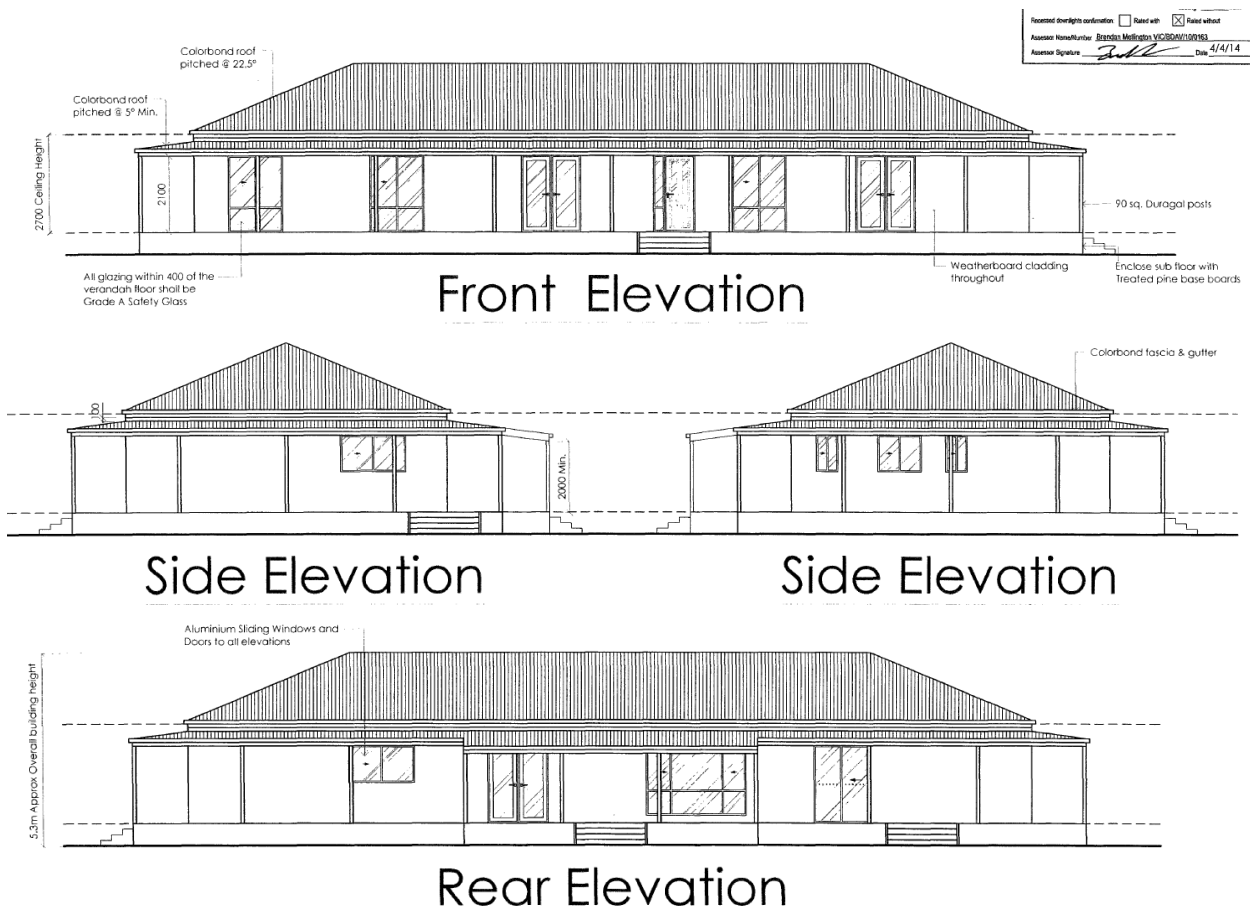
ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

time. This will, according to the projection, result in an income (less feed costs) of \$141,160 per annum.

It should be noted that no reference is made to any stud related income. There is therefore a contradiction between the statements made by the applicant and the projection submitted.

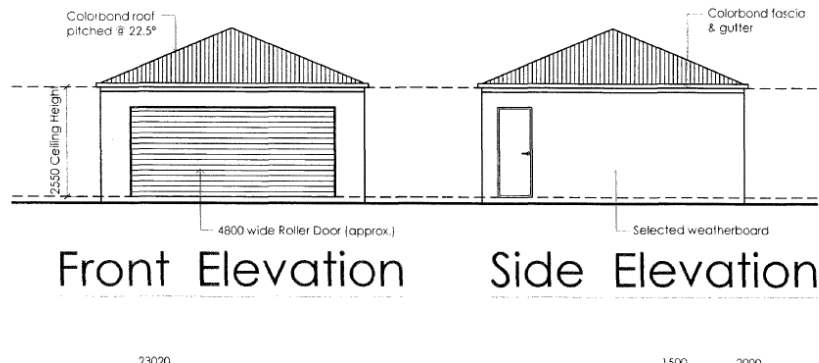
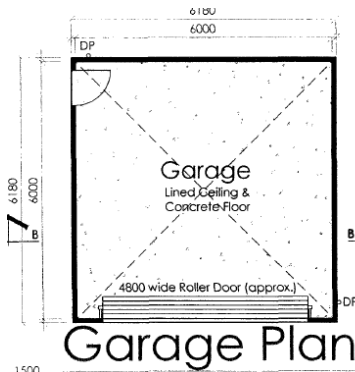
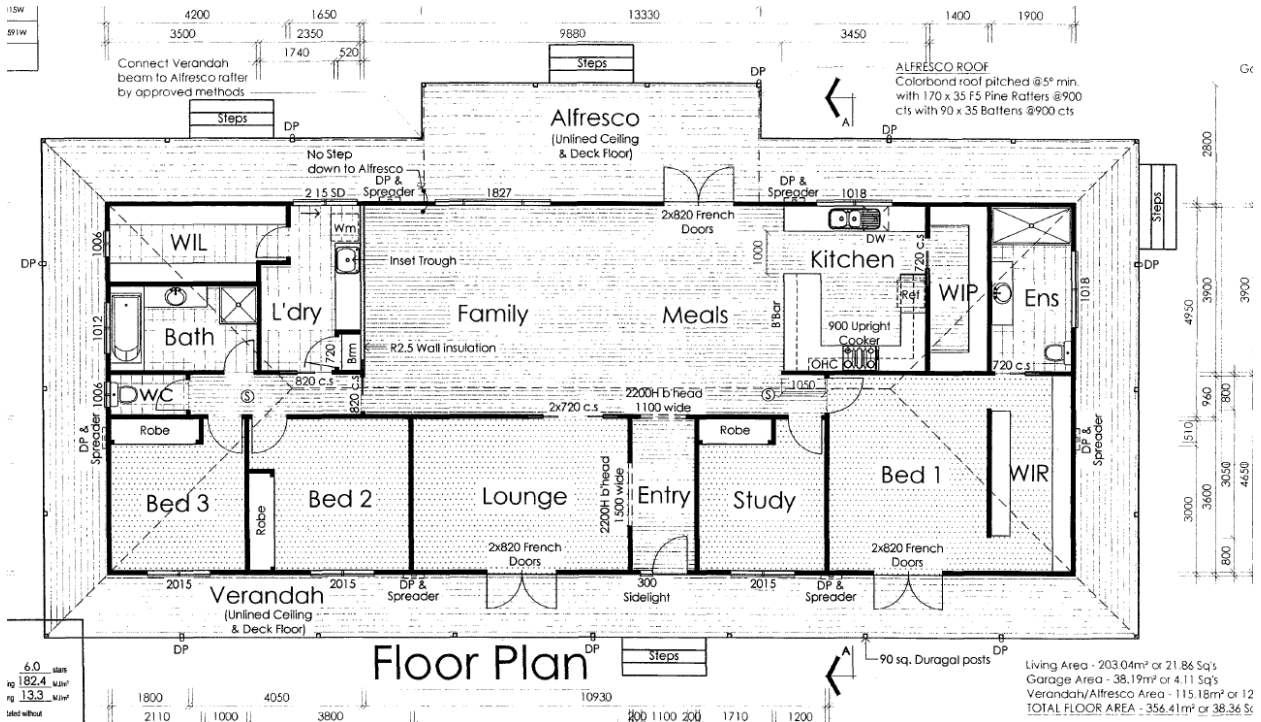
Detailed drawings have been provided of the proposed dwelling and garage. No drawings or plans have been submitted relating to the proposed stables. No information has been provided about how the paddocks will be converted from cropping to an equine agistment use. No plans for fencing or any other improvements were provided.



FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)



Options

Council has the option to defer its decision for further assessment, issue a notice of refusal or issue a planning permit.

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

If Council decides to grant a permit and conditions are not fulfilled, it may become a compliance issue. There are many contradictions: between information submitted with this application (ie stud farm or agistment?), between the information provided with this application and the previous applications, between that actual use of the land and the information submitted in

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

support of the previous applications, and in selling a house and applying for a new dwelling just 4 years later. It is therefore considered likely that, in addition to the current unauthorised placement of a shipping container on the site, the proponents may deviate from their proposals for the property in the future, increasing the likelihood that this may become a compliance issue.

5. Internal and External Consultation

Pre-Lodgement Consultation

There was no pre-lodgement consultation undertaken by the applicant.

Internal Consultation

The application was referred to the Shire's Infrastructure Planning 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.

External Consultation

The application was also referred, externally, to Goulburn Murray Water, under Section 52 of the *Planning and Environment Act 1987*. The response was that no objection is raised to a permit being issued subject to conditions relating to protection of their assets and water quality.

Public Notice of the application was given under Section 52 of the *Planning and Environment Act 1987*. At the time of drafting this report no submissions or objections have been received.

6. Regional Context

There is no regional context associated with this Development Plan, given its small scale and location.

7. Council Plan Strategy

It is considered that the subject development is inconsistent with the following strategies set out in the Council Plan:

- Environment – that Moira will responsibly manage its environment, and
- Infrastructure – that Moira will be a 'best practice' environment.

8. Legislative / Policy Implications

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.

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.

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

This is the trigger for the subject permit application. Clause 35.07-4 sets out that buildings and works associated with any Section 2 use also triggers a planning permit requirement. This is the second trigger for this permit.

Clause 35.07-6 sets out the decision guidelines for developments in the FZ. The following are relevant to the assessment of this application:

- *How the use or development relates to sustainable land management.*
- *Whether the use or development will support and enhance agricultural production.*
- *Whether the use or development will permanently remove land from agricultural production.*
- *The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.*
- *The capacity of the site to sustain the agricultural use.*
- *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.*

It is considered that the proposed development could result in the loss of agricultural land. The proponents have, in the last 4 years, finalised the excision of an existing dwelling and sold it to another party. They have now applied to build a house within 50 metres of the excised lot. It is a clear example of the proliferation of dwelling within the FZ and contrary to the provisions of the Farming Zone.

The applicants have submitted that the proposed dwelling is required for a horse adjustment business and will support the intensification of the agricultural use of the lot. The planning history has however shown that this statement may not be accurate.

It is our conclusion that this proposal does not meet the requirements of the FZ and should not be supported.

Overlays

There are no overlays associated with the subject lot.

State Planning Policies

Clause 11.05-3 "*Rural Productivity*" seeks to manage land use change and development in the rural areas to promote agricultural and rural production.

Clause 14.01-1 "*Protection of agricultural land*" notably states the following as an objective:

"To enable protection of productive farmland;" and;

"To ensure that the State's agricultural base is protected from the unplanned loss of productive agricultural land due to permanent changes of land use and take into consideration regional,

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

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:

- *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.*

While the proposal is linked to the raising of horses, an agricultural use, the applicant has only submitted plans for their dwelling and domestic garage. No plans for the proposed stable or other land improvements have been submitted. The business projection submitted did not fully consider the cost of the stables, fencing etc. that will be required for the business. No time frames for the integrated use of the lot for agriculture have been provided.

The subject land consists of a relatively small allotment in the context of the Farming Zone and surrounded by active farming activities. The proposal would result in the addition of a dwelling in the Farming Zone which creates a permanent change that may affect surrounding farmland.

The lot, including the site of the proposed dwelling are currently being used for agricultural. This proposal will therefore result in the loss of agricultural land. Given the site history on the lot it is concluded that the proposed development does not accord with the State Planning Policies.

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.

Clause 22.01-3 states that it is policy to:

- *Ensure that the agricultural use has been established on the land (or an Integrated Land Management Plan under Clause 5.07-6 is in place) prior to the construction of a dwelling.*

The use has not yet been established and there is no integrated land management plan associated with the lot. The applicants have not provided any detail relating to the staging of their proposal, when the stables and associated land improvements required for their business will be in place. It is considered therefore that this application does not accord with this policy.

Clause 22.01-4 sets out that when considering an application for a dwelling in the FZ we must consider a number of decision guidelines. The following are of key importance when considering the subject application:

- *The relationship between the proposed dwelling and the agricultural activity on the land.*

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

**52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT
BUTTS ROAD NUMURKAH (cont'd)**

- *Evidence of an Integrated Land Management Plan under Clause 35.07-6 or similar, addressing the relationship between agricultural activities on the land and the proposed dwelling*
- *Whether the dwelling will result in a rural living or rural residential outcome in the area.*

It is considered that the proposed dwelling, based on the planning history, may not be associated with or required for the agricultural use of the land. The proponents sold a house less than 100m away just 4 years ago, in effect because it was no longer required for the agricultural use of the lot. It is considered that the proposed development could result in a rural residential outcome rather than being in support of the agricultural use of the land.

Accordingly it is concluded that the subject application does not accord with Local Planning Policy.

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.

9. Environmental Impact

Viewed alone the proposed development, in the absence of a detailed planning history review, may be considered to be sustainable. The cumulative impact of the planning precedent that granting a permit would establish should however be considered. Where until the lot was changed in 2010 there once was one c.29ha lot with a dwelling this application proposes that a second dwelling should be built, with a resulting loss of agricultural land, and it is our conclusion that this is an unsustainable outcome.

FILE NO: 52014566
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.3
(TOWN PLANNER, MARTINA FOLEY)
(STATUTORY PLANNING COORDINATOR,
PETER STENHOUSE)

52014566 - USE & DEVELOPMENT OF LAND FOR A DWELLING AND STABLE AT BUTTS ROAD NUMURKAH (cont'd)

10. Conflict of Interest Considerations

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

11. Conclusion

Planning Permit application 5/2014/566 seeks approval for the use and development of land at Butts Road, Numurkah for a dwelling and stable. The subject comprises 27ha and is currently being used for cropping.

Given the recent site history on the lot, that the proposed development will result in the loss of agricultural land and that the proponents have as recently as 2010 sold a dwelling within 100m of the site of their proposed new home this report and that the proposal is not consistent with the planning scheme, it is recommended that Council refuse to grant a permit.

Attachments

Nil

RECOMMENDATION

That a Notice of Refusal be issued for Planning Permit Application No. 52014566 on the following grounds:

1. The proposal is not consistent with State Planning Policy.
2. The proposal is not consistent with the Local Planning Policy, in particular the objectives of the *Agricultural Policy* set out in Clause 22.01.
3. The proposal does not accord with the decision guidelines of the Farming Zone.
4. The proposal does not achieve the purpose of the Farming Zone.

MOTION

CRS KEVIN BOURKE / ED COX

That a Notice of Refusal be issued for Planning Permit Application No. 52014566 on the following grounds:

1. The proposal is not consistent with State Planning Policy.
2. The proposal is not consistent with the Local Planning Policy, in particular the objectives of the *Agricultural Policy* set out in Clause 22.01.
3. The proposal does not accord with the decision guidelines of the Farming Zone.
4. The proposal does not achieve the purpose of the Farming Zone.

(CARRIED)

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH**

1. Executive Summary

Planning permit application 5/2014/488 is seeking approval to re-subdivide 2 lots having a total area of 145.8 hectares into 3 allotments in order to excise two existing dwellings and ancillary buildings from agricultural land. Existing and proposed lot sizes are:

Existing: Lot 1 – 25.64 ha
Lot 2 – 120.16 ha with existing dwellings and ancillary buildings

Proposed: Lot 1 – 3.26 ha with existing dwelling
Lot 2 – 2.67 ha with existing dwelling
Lot 3 – 141.14 ha

The site currently contains two dwellings constructed circa 1960-1970 which are located on Lot 2. The application proposes to excise these two dwellings on separate allotments of 3.26 ha and 2.67 ha respectively. Lot 3 will be created as one large agricultural with no buildings or infrastructure proposed. The application is essentially a two lot subdivision (house excision) and a re-subdivision (boundary realignment) made jointly into one application.

The application was referred to internal departments and external Authorities but was not advertised as it was deemed to have no detrimental effect on adjoining landowners.

The application does not meet all the items of Council's Agriculture Policy at Clause 22.01 of the Moira Planning Scheme where two lots are being excised from a larger lot (one more than the policy); only one of the resulting three lots is above the minimum lot size of 60 hectares; the excised lots are greater than 2 hectares in area; and it creates further opportunities for dwellings and subdivision.

Although not all provisions of the Agriculture Policy are met, the application does provide an acceptable planning and agricultural outcomes by means of appropriate conditions such as a Section 173 Agreement restricting further subdivision and use of Lot 3. The applicant is willing to enter such Agreement with Council to provide such restrictions.

2. Background

The site has a total area of 145.8 hectares and is used for agricultural purposes.

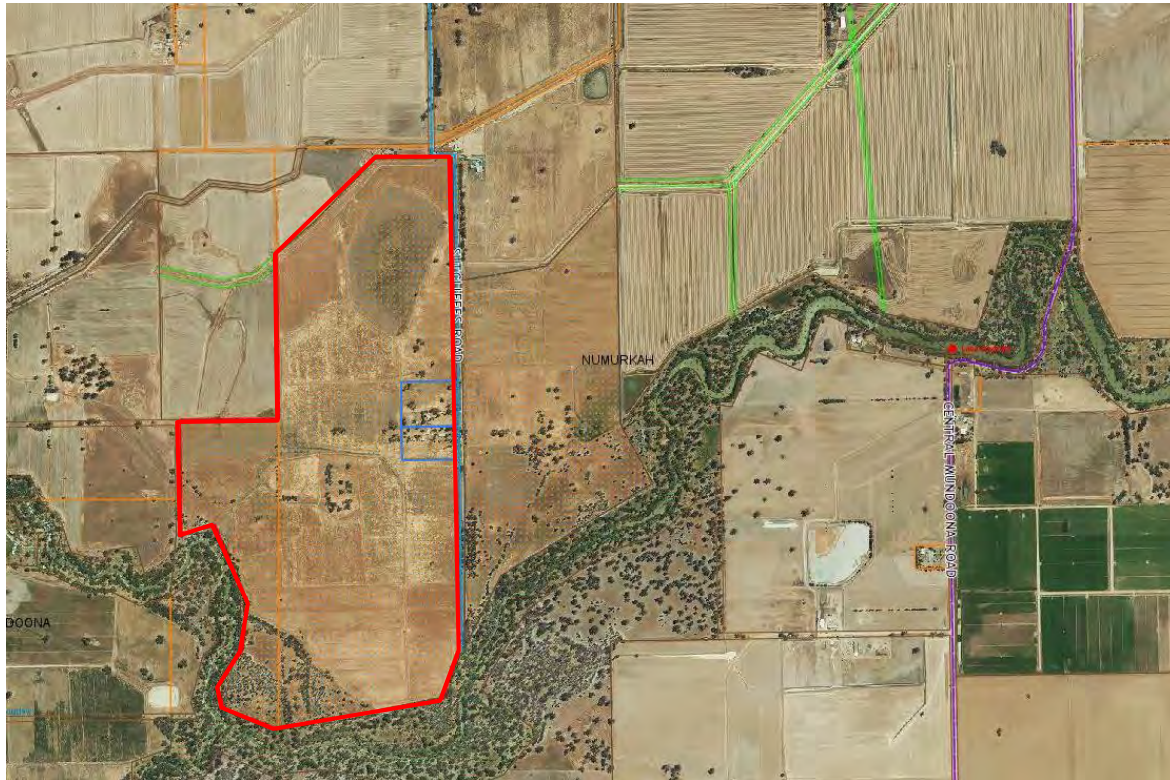
The main site/locality characteristics are:

- The subject site is located in an area which is surrounded by land used for agricultural purposes and is rural in character of relative large farm holding properties.
- The land abuts the Broken Creek (Numurkah Natural Features Reserve) with large patches of remnant native vegetation on park land and private land.
- The land is connected by a community pipeline for the provision of stock and domestic water.
- There is no distinctive pattern of settlement in the area, with a wide variety of lot shapes and sizes, the majority of which range from around 30 ha to 200 ha.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**



The history of the site includes:

- TP1100041 for Utility Installation – community pipeline issued on 12 April 2011. Affects only proposed lot 3.
- Existing lots were created in May 1966.

3. Discussion

Application details

Applicant: Chris Smith and Associates

Owner: Hank Sanders

Property Address: 450-458 Sutcliffes Road Numurkah

Title Details: Lot 1 and Lot 2 TP850890 Parish of Mundoona

File No: 5/2014/488

Zone: Farming Zone

Overlays: Land Subject to Inundation (part) / Rural Floodway Overlay (part)

Key Issues

- Protection of Agricultural land and the enhancement of agricultural production in prime agricultural location
- Objective to limit further fragmentation and dwellings within the Farming Zone
- Agricultural policy (Clause 22.01) and Farming Zone provisions
- Proximity to the Numurkah Natural Features Reserve and biodiversity factors.
- Proposed Section 173 Agreement to restrict further dwellings

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

Clause 35.07 – Farming Zone

The subject site is in the Farming Zone. Clause 35.07-5 requires a permit for subdivision in the Farming Zone. The Clause specifies that each lot must be at least the area specified in a schedule to the zone. The area specified is 60 hectares. It allows for a permit to be granted creating 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. (i.e. a house excision).*
- *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.*

In this instance, the subdivision does not create three lots of 60 hectares but the larger lot is greater than the required minimum lot size. The application creates smaller lots under the clause for house excision and including a re-subdivision (i.e. boundary realignment) both made concurrently rather than one after another.

Clause 35.07-6 sets out the matters to be considered by the Council in making a determination on an application in the Farming Zone. The proposal will support and enhance agricultural production and will not result in the loss or further fragmentation of actual agricultural land. It is considered that the proposal will achieve an acceptable outcome in terms of these guidelines as 141 hectares of farm land will now be entirely dedicated to agriculture provided that appropriate conditions will be imposed as part of any approval of this application.

Clause 44.04 - Land Subject to Inundation and Clause 44.03 - Rural Floodway Overlay

Proposed lot 3 (141ha) is partially affected by the Land Subject to Inundation Overlay and the Rural Floodway Overlay and none of the lots with buildings are affected. The application was also referred to the Catchment Management Authority (GBCMA) pursuant to Clause 55 of the Planning Scheme, and no objection was offered.

The State Planning Policy Framework (SPPF)

Clause 14.01 of the State Planning Policy Framework seeks to protect the State's agricultural base from the unplanned loss of productive agricultural land.

The proposal is consistent with this objective on the basis that the subdivision provides certainty that the balance lot will remain solely for the purpose of agriculture.

The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies

Clause 21.05-1 of the LPPF recognises that one of the key challenges facing the Moira Shire relating to economic development is the protection of agricultural resources from inappropriate, use, development and subdivision.

The proposal is creating lots with existing dwelling whilst consolidating vacant farm block into one entity which is consistent with the intent of the Agricultural Policy and the Zone provisions.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

These items will be subject to the adoption of a Section 173 Agreement to provide further certainty of the future of the land and the applicant offered to enter such agreement. Considering this, the proposal is therefore consistent with the Local Planning Policy Framework.

Clause 22.01 'Agricultural Policy'

It is policy to:

- Discourage small lot subdivisions except where:
 - Restructure is an outcome; and
 - No new opportunity for additional houses below the minimum subdivision area specified in the Schedule to the Farming Zone are created; and
 - The impact on neighbours and existing or potential agriculture use of nearby land is minimised.
- Encouraged only one lot to be excised from any lot which existed at 9 September 1999.

It also states:

It is policy to assess proposals against the following criteria:

- The lot containing the dwelling and associated infrastructure is no greater than 2 hectares in area unless there is a need for a larger parcel to take account of natural or public infrastructure or to provide a farm boundary configuration that supports efficient agricultural practices.

The application diverges from the following provisions of the policy:

- Two lots are being excised from a larger lot;
- Only one of the resulting three lots is above the minimum lot size of 60 hectares;
- The excised lots are slightly greater than 2 hectares in area; and
- It creates further opportunity for the establishment of additional dwellings.

The lots and the dwellings existed as 9 September 1999, being created from the late 1960s – early 1970s. The minimum lot size in the Farming Zone is 60 hectares which means that proposed Lot 3 could ultimately be further subdivided into two lots. The minimum lot size in the Farming Zone, where no planning permit is required to use the land for a dwelling is 80 hectares, which means that proposed Lot 3 could provide opportunity for dwellings without planning controls.

The applicant, however, has offered to enter into a Section 173 Agreement with Council to prohibit new dwellings being constructed on the balance 141 hectares lot despite the fact that the use of the land would not require a planning permit in the future.

The consideration of a Section 173 Agreement does provide the support required to validate a variation from the policy that two, rather than one dwelling, are excised. Further, the applicant justifies the proposal on creating agriculture sustainability and certainty for the future of farming operation on a 141 hectare allotment. However, this can only be achieved by imposing a Section 173 Agreement restricting future dwellings and hence provide a positive planning and agricultural outcome.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

The use of a Section 173 Agreement provides a planning instrument to support the following outcome for this application by:

- Restricting further subdivision of the land: the block of land will remain large farm holding that can be used for farming by adjoining landowners.
- Prohibiting dwellings and accommodation: there are dwellings on smaller lots in the vicinity that can be used as a base to farm the larger lot including the two dwellings excised by this application.

The application proposed two lots for dwellings that are greater than 2 hectares. Upon close assessment of the proposed boundaries, the configuration takes account of existing fence line and irrigation infrastructures. This should be considered as a minor and acceptable variation from the 2 hectares policy which provides acceptable planning outcomes in support of the overall agricultural objective by creating a 141 hectare agricultural lot.

It is noted that the proposal also consolidates approximately 25 hectares of landlocked property which is a positive restructure.

It is considered that the application provides a satisfactory outcome to the intention of the policy and any uncertainty will be removed by appropriate conditions such as requiring a Section 173 Agreement.

4. 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.

5. Risk Management

The application does not create inappropriate risk.

6. Internal and External Consultation

The application was not advertised pursuant to Section 52 of the Planning and Environment Act 1987 as it was deemed to not have a detrimental effect on adjoining land.

Clause 22.03 of the Moira Planning Scheme seeks to notify statutory and non-statutory bodies of application that may be relevant following certain criteria. Clause 66 of the Scheme indicates the Authorities that can make determinative comments regarding the application.

In this instance, the proposal abuts the Broken Creek reserve (the Numurkah Natural Features Reserve) managed by Parks Victoria. It is also in partly affected by the Broken Creek floodplain and a community pipeline (water provisions) traversing the land.

The application was referred to the Department of Environment and Primary Industries (Parks Victoria), the Goulburn-Broken Catchment Management Authority and Goulburn Murray Water. No objections were received and comments received have been considered.

The application was referred to Council's Environmental Health, Infrastructure Planning, Natural Resources, and Assets for comments. Their comments have been taken into consideration.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

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.

8. Environmental Impact

The Agricultural Policy considers the impact on neighbours of potential agricultural nearby land. Since two dwellings will be excised with the potential of future residents having no connection to agriculture, there is scope to require appropriate buffering between the use interfaces.

The Farming Zone also supports the above as both the need to protect and enhance biodiversity of the area and potential adverse effect of agriculture on dwellings needs consideration.

An appropriate landscape condition to create a buffer perimeter between the sites will be required.

Appropriate conditions will be required to address drainage, septic disposal and vehicle access to each lot as to ensure that no detrimental effect result on surrounding public land.

9. Conflict of Interest Considerations

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

10. Conclusion

The application is for the subdivision of two lots into three by excising two dwellings and realigning a boundary on land which is located within the Goulburn Murray Irrigation District.

The proposed balance lot size is in excess of the minimum lot size of 60 ha set out in the Schedule to the Farming Zone while the excised house lots exceed the 2ha maximum set out in the 'Agriculture Policy' by only a small amount. This is considered acceptable due to the retention of the existing sheds with the dwelling(s).

The subdivision is more than a 2 lot subdivision and the balance lot achieves the minimum lot size but creates opportunity for further subdivision and new dwellings which does not meet policy. The applicant has indicated a willingness to enter into a Section 173 Agreement with Council to restrict any further dwellings and subdivision. The proposal will lead to the desirable consolidation of agricultural land including a landlocked vacant block whilst separating two dwellings from the farm land.

Overall, it is considered that the proposal is consistent with the broad aims of the Farming Zone and despite not fully achieving the Agricultural Policy criteria, the application should be supported, subject to conditions.

Attachments

- 1 Development Plan - proposed subdivision site plan

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

RECOMMENDATION

That Council approve Planning Permit Application 5/2014/488 to subdivide land at 450 – 458 Sutcliffes Road, Numurkah into 3 lots subject to the following conditions:

1. The development as shown on the endorsed plans must not be altered *without the written consent of the Responsible Authority*.
2. Prior to the certification of a plan of subdivision, the applicant must demonstrate there is appropriate setbacks for the shed located on Lot 1 and the common boundary of Lot 1 and Lot 2 in accordance with Building Regulations 2006.
3. Before the plan of subdivision is certified under the *Subdivision Act 1988*, a satisfactory landscape plan for the subject land must be submitted to and approved by the Responsible Authority. An endorsed copy of the plan must form part of this permit. The submitted plan must;
 - (a) show establishment and maintenance of a permanent plantation of indigenous (local native) trees and shrubs with a minimum of three rows along the western and northern boundary of proposed Lot 1 and the western and southern boundary of proposed Lot 2 to form an effective buffer between the sites and adjoining agricultural land;
 - (b) regardless of point (a), the landscape plan must consider provisions of utility accesses to the existing dwellings and buildings and provide appropriate clearance for this, if applicable;
 - (c) include a schedule of all proposed indigenous plant species to be used for plantation which will include the botanical names to the satisfaction of the Responsible Authority;
 - (d) describe establishment and maintenance methods to be implemented;
 - (e) identify remnant native vegetation and measures to protect remnant native vegetation on all lots.
4. Prior to the issue of a Statement of Compliance, planting must be undertaken in accordance with the landscape plan submitted unless a different arrangement is made in writing and approved by the Responsible Authority. Once the planting is completed it must be maintained to the satisfaction of the Responsible Authority to provide a permanent buffer plantation between activities on the site and adjoining agricultural land.
5. Prior to the issue of a Statement of Compliance, 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 or any road, stream, river or other waterway reserve.
6. No stormwater, surface water or irrigation water must be directed or caused to be directed into a roadside drainage system, unless otherwise approved in writing by the Responsible Authority.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

The applicant must provide written evidence that all stormwater from the buildings and surface water from the site are retained on-site or alternatively, provide document for the connection to an approved legal point of discharge.

7. Prior to the issue of a Statement of Compliance, existing vehicular crossings located at 450 and 458 Sutcliffes Road and a new vehicle crossing to proposed Lot 3 must be constructed or upgraded, as applicable, in accordance with the following requirements;

(a) **Lot 3:**

- A crossing from Sutcliffes Road must be constructed or upgraded, as applicable, to provide controlled access and egress point to Lot 3. The crossing must meet Council's requirements for a rural crossing in accord with the Infrastructure Design Manual and information must be provided as to the location of the crossing.

(b) **450 and 458 Sutcliffes Road:**

- The crossover must be no less than 4.8 metres and no greater than 6.0m in width.
- The culvert must be a reinforced concrete pipe of a diameter suitable to accommodate the actual volume/flow (having a minimum diameter of 375 mm unless otherwise approved by the Responsible Authority) and shall generally accord with the Infrastructure Design Manual standard drawing SD255

A "Consent To Work Within A Road Reserve" is required from the Responsible Authority prior to the undertaking of works.

8. Prior to the issue of a Statement of Compliance, 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. The land may not be further subdivided so as to increase the number of lots.*
 - b. The prohibition of the construction of dwelling(s) or accommodation on lot 3.*
 - c. The maintenance of permanent buffer vegetation between the Lot 1 and Lot 2 and the adjoining Lot 3 in accordance with the endorsed landscape plan.*
 - d. The landowners of Lot 1 and Lot 2 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.

9. (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 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.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

10. Prior to the issue of a Statement of Compliance, the applicant must provide evidence to the satisfaction of the Responsible Authority that all domestic waste water generated by the dwellings on proposed lot 1 and proposed lot 2 is disposed of to an approved septic tank system contained within the curtilage and the prescribed buffer distance of the disposal field of each respective lot.

This must be in accordance with the Code of Practice – Onsite Wastewater Management, EPA Publication 891.2, December 2008, and subject to the discretion of Council's Environmental Health Officer and in compliance with Goulburn Murray Water's Conditions.

Goulburn Murray Water's Conditions

11. All existing on-site wastewater treatment and disposal systems must be wholly contained within the boundaries of the new lots created by subdivision.

12. All wastewater must be disposed of via connection to the existing septic tank systems. If necessary, the systems must be upgraded to the satisfaction of Council's Environmental Health Department.

13. Should water supply be required to the new lots created by subdivision, the Plan of Subdivision submitted for Certification must show appropriate water supply easements.

Notations

Goulburn Murray Water

- Application must be made to Goulburn-Murray Water prior to construction of any dams on the subject land. A licence must be obtained where surface or groundwater supplies are taken and used for commercial irrigation purposes or if a dam is to be constructed on a waterway as defined under the Water Act 1989. For further information, the applicant should contact Goulburn-Murray Water Diversion Operations on 1800 013 357.
- For subdivision/boundary realignment of property holding delivery shares the applicant must either:
 - (a) make application to G-MW pursuant to sections 224 and 229 of the Water Act 1989 to: terminate the delivery shares in relation to the property; make a declaration that the property cease to be a serviced property (to effect excision from the district); and trade or transfer any Water Share in relation to the property; or alternatively
 - (b) demonstrate to G-MW's reasonable satisfaction the means by which a G-MW water supply will be metered and delivered to the lots created by the subdivision, bearing in mind requirements for water use licences and annual use limits.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

MOTION

CRS KEVIN BOURKE / ED COX

That Council approve Planning Permit Application 5/2014/488 to subdivide land at 450 – 458 Sutcliffes Road, Numurkah into 3 lots subject to the following conditions:

1. The development as shown on the endorsed plans must not be altered *without the written consent of the Responsible Authority*.
2. Prior to the certification of a plan of subdivision, the applicant must demonstrate there is appropriate setbacks for the shed located on Lot 1 and the common boundary of Lot 1 and Lot 2 in accordance with Building Regulations 2006.
3. Before the plan of subdivision is certified under the *Subdivision Act 1988*, a satisfactory landscape plan for the subject land must be submitted to and approved by the Responsible Authority. An endorsed copy of the plan must form part of this permit. The submitted plan must;
 - (a) show establishment and maintenance of a permanent plantation of indigenous (local native) trees and shrubs with a minimum of three rows along the western and northern boundary of proposed Lot 1 and the western and southern boundary of proposed Lot 2 to form an effective buffer between the sites and adjoining agricultural land;
 - (b) regardless of point (a), the landscape plan must consider provisions of utility accesses to the existing dwellings and buildings and provide appropriate clearance for this, if applicable;
 - (c) include a schedule of all proposed indigenous plant species to be used for plantation which will include the botanical names to the satisfaction of the Responsible Authority;
 - (d) describe establishment and maintenance methods to be implemented;
 - (e) identify remnant native vegetation and measures to protect remnant native vegetation on all lots.
4. Prior to the issue of a Statement of Compliance, planting must be undertaken in accordance with the landscape plan submitted unless a different arrangement is made in writing and approved by the Responsible Authority. Once the planting is completed it must be maintained to the satisfaction of the Responsible Authority to provide a permanent buffer plantation between activities on the site and adjoining agricultural land.
5. Prior to the issue of a Statement of Compliance, 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 or any road, stream, river or other waterway reserve.
6. No stormwater, surface water or irrigation water must be directed or caused to be directed

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

into a roadside drainage system, unless otherwise approved in writing by the Responsible Authority.

The applicant must provide written evidence that all stormwater from the buildings and surface water from the site are retained on-site or alternatively, provide document for the connection to an approved legal point of discharge.

7. Prior to the issue of a Statement of Compliance, existing vehicular crossings located at 450 and 458 Sutcliffes Road and a new vehicle crossing to proposed Lot 3 must be constructed or upgraded, as applicable, in accordance with the following requirements;

(a) **Lot 3:**

- A crossing from Sutcliffes Road must be constructed or upgraded, as applicable, to provide controlled access and egress point to Lot 3. The crossing must meet Council's requirements for a rural crossing in accord with the Infrastructure Design Manual and information must be provided as to the location of the crossing.

(b) **450 and 458 Sutcliffes Road:**

- The crossover must be no less than 4.8 metres and no greater than 6.0m in width.
- The culvert must be a reinforced concrete pipe of a diameter suitable to accommodate the actual volume/flow (having a minimum diameter of 375 mm unless otherwise approved by the Responsible Authority) and shall generally accord with the Infrastructure Design Manual standard drawing SD255

A "Consent To Work Within A Road Reserve" is required from the Responsible Authority prior to the undertaking of works.

8. Prior to the issue of a Statement of Compliance, 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. The land may not be further subdivided so as to increase the number of lots.*
 - b. The prohibition of the construction of dwelling(s) or accommodation on lot 3.*
 - c. The maintenance of permanent buffer vegetation between the Lot 1 and Lot 2 and the adjoining Lot 3 in accordance with the endorsed landscape plan.*
 - d. The landowners of Lot 1 and Lot 2 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.

9. (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 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.

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER,
PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION
(HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES
ROAD NUMURKAH (cont'd)**

(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.

10. Prior to the issue of a Statement of Compliance, the applicant must provide evidence to the satisfaction of the Responsible Authority that all domestic waste water generated by the dwellings on proposed lot 1 and proposed lot 2 is disposed of to an approved septic tank system contained within the curtilage and the prescribed buffer distance of the disposal field of each respective lot.

This must be in accordance with the Code of Practice – Onsite Wastewater Management, EPA Publication 891.2, December 2008, and subject to the discretion of Council's Environmental Health Officer and in compliance with Goulburn Murray Water's Conditions.

Goulburn Murray Water's Conditions

11. All existing on-site wastewater treatment and disposal systems must be wholly contained within the boundaries of the new lots created by subdivision.

12. All wastewater must be disposed of via connection to the existing septic tank systems. If necessary, the systems must be upgraded to the satisfaction of Council's Environmental Health Department.

13. Should water supply be required to the new lots created by subdivision, the Plan of Subdivision submitted for Certification must show appropriate water supply easements.

Notations

Goulburn Murray Water

- Application must be made to Goulburn-Murray Water prior to construction of any dams on the subject land. A licence must be obtained where surface or groundwater supplies are taken and used for commercial irrigation purposes or if a dam is to be constructed on a waterway as defined under the Water Act 1989. For further information, the applicant should contact Goulburn-Murray Water Diversion Operations on 1800 013 357.
- For subdivision/boundary realignment of property holding delivery shares the applicant must either:
 - (a) make application to G-MW pursuant to sections 224 and 229 of the Water Act 1989 to: terminate the delivery shares in relation to the property; make a declaration that the property cease to be a serviced property (to effect excision from the district); and trade or transfer any Water Share in relation to the property; or alternatively
 - (b) demonstrate to G-MW's reasonable satisfaction the means by which a G-MW water supply will be metered and delivered to the lots created by the subdivision, bearing in mind requirements for water use licences and annual use limits.

(CARRIED)

FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

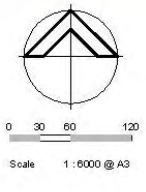
ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER, PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY,
ANDREW CLOSE)

PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION (HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES ROAD NUMURKAH (cont'd)

ATTACHMENT No [1] - Development Plan - proposed subdivision site plan



REVISION	DATE	ZONE
02 Septic Information Added	28/07/14	



Chris Smith & ASSOCIATES
 CIVIL ENGINEERS - LAND SURVEYORS
 URBAN & REGIONAL PLANNERS - PROJECT MANAGERS
 11 EDWARD STREET, SHEPPARTON, VIC. 3600
 PH: (03) 5930 1100 FAX: (03) 5922 4898 www.csa.com.au

Designed	Brad Sanders	11th June 2014
Drawn	Brad Sanders	11th June 2014
Checked	Brad Sanders	11th June 2014
Approved		

H & L Sanders
Proposed Subdivision
 458 Sutcliffes Road
 Numurkah VIC 3636
Plan of Proposal Subdivision

Drawing No. 14050.01 Rev. 02
 Sheet No. 1 of 2 Sheets 1405001v01.dwg A3

© 2014 H & L Sanders ABN 1407 822281
 THIS DOCUMENT IS CONFIDENTIAL AND NOT TO BE LOANED OR THE SUBJECT MATTER THEREOF
 REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT
 THE WRITTEN PERMISSION OF H & L SANDERS. ANY VIOLATION WILL BE PROSECUTED.

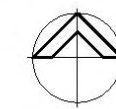
FILE NO: 5/2014/488
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.3.4
(DEVELOPMENT COMPLIANCE OFFICER, PATRICK DUBUC)
(ACTING DIRECTOR, DEVELOPMENT AND LIVEABILITY, ANDREW CLOSE)

PLANNING PERMIT APPLICATION 5/2014/488 FOR A THREE LOT SUBDIVISION (HOUSE EXCISION AND BOUNDARY REALIGNMENT) AT 450-458 SUTCLIFFES ROAD NUMURKAH (cont'd)



REVISION	DATE	ZONE
02	29/07/14	



0 7.5 15 30

Chris Smith & Associates
CIVIL ENGINEERS
URBAN & REGIONAL PLANNERS
11 EDWARD STREET, SHEPPARTON, VIC. 3630
PH: (05) 9222 1122 FAX: (05) 9222 4010 www.csa.com.au

LAND SURVEYORS
PROJECT MANAGERS
Designed: Brad Sanders 11th June 2014
Drawn: Brad Sanders 11th June 2014
Checked: Brad Sanders 11th June 2014

H & L Sanders
Proposed Subdivision
458 Sutcliffes Road
Numurkah VIC 3636
Plan of Proposed Subdivision

Drawing No. 14050/01 Rev. 02
Sheet No. 2 of 2 Sheets 1405001v01.dwg
© Chris Smith & Associates ABN 14 007 202234
THIS DOCUMENT IS COPYRIGHT AND MAY ONLY BE USED FOR THE PURPOSES SPECIFIED.
ALL DIMENSIONS AND LEVELS TO BE

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

COUNCILLOR EXPENSES FOR THE 2013 /14 FINANCIAL YEAR

1. Executive Summary

This report provides detailed expenditure of each Councillor from 1 July 2013 to 30 June 2014 for the information of Council. This information is also detailed on the Council website and is regularly updated.

Councillors receive an annual allowance as determined at Councils ordinary meeting of 15 April 2013. Councillors also receive an allocation of approximately \$10,000 each year for the following items:

- Travel Allowance
- Professional Development (training)
- Conferences
- Accommodation
- Materials and services
- Memberships
- Mobile Phone, iPad, internet and fax costs

Council also allocates approximately \$25,000 for other Council and Committee Meeting Expenses. These meetings expenses relate to:

- Council briefing
- Ordinary Council Meeting
- Workshops
- Seminars
- Group Training
- Catering

2. Discussion

At the Ordinary Council Meeting held on 15 April 2013. Council carried the motion to continue to retain the annual allowances for the Mayor and Councillors at the maximum limit set for a Category 2 Council, as follows:

- Mayoral Allowance: \$69,325
- Councillor Allowance: \$22,405

In addition to the annual Councillor allowance, an allocation of approximately \$10,000 is made available to cover costs associated with the undertaking of Council duties. These costs include but are not limited to travel, professional development, memberships and communication.

Councillors are able to be reimbursed for motor vehicle travel expenses as per the *Local Government Act 1989, Local Government Mayoral and Councillor Allowances* under Section 74B.

If a Councillor, including the Mayor resides more than 50kms by the shortest practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she must be paid an

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

COUNCILLOR EXPENSES FOR THE 2013 /14 FINANCIAL YEAR (cont'd)

additional allowance of \$40 in respect of each day on which one or more meetings or authorised functions were actually attended by that Councillor, up to a maximum of \$5,000 per annum.

In an effort to minimise travel expenses, particularly for long trips, a Councillor vehicle is available for use and a Mayoral vehicle for the term of their appointment.

With regard to professional development and where applicable, the Executive Support Officer to the Mayor and Councillors will use Municipal Association Victoria (MAV) credit points to reduce the overall cost of Councillors attending various MAV conference or forum events.

In an effort to reduce printing costs associated with material for Councillor information, iPad's were purchased and are used by Councillors to contribute which will reduce costs in this area.

3. Financial Implications

In total, the current Council has expended \$375,045.52 from 1 July 2013 to 20 June 2014. A break-down of the Councillor expenditure is included in Attachment 1.

Councillor	Total expenditure for 2013/14 financial year (including allowance)
Kevin Bourke	\$34,427.21
Wendy Buck	\$46,015.43
Gary Cleveland	\$26,349.60
Ed Cox	\$28,868.70
Brian Keenan (Mayor 12/13)	\$52,222.02
Peter Mansfield (Mayor 13/14)	\$66,688.66
Marie Martin	\$36,102.08
Don McPhee	\$31,707.66
Alex Monk	\$31,039.16
Mayoral and Councillor Car	\$21,625.00
Total	\$375,045.52

4. Risk Management

An internal audit was undertaken on councillor expenses including risk mitigation, was conducted during the 2013/14 financial year and all recommendations have since been implemented.

5. Internal and External Consultation

The Corporate Management Team reviewed and discussed this report before being presented to Council.

Traditionally Councillor expenses are reported at Council meetings and are listed on Council's web site.

6. Regional Context

There are no regional impacts to consider within this report.

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

COUNCILLOR EXPENSES FOR THE 2013 /14 FINANCIAL YEAR (cont'd)

7. Council Plan Strategy

STRATEGY 6.1 Ensure responsible resource management and adherence to good governance practices as prescribed by internal and external audit requirements.

8. Legislative / Policy Implications

Under the *Local Government Act 1989*, a Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.

The Reimbursement of Expenses and Support Policy provides guidance on reimbursement of expenses, provision of facilities and support for Councillors and members of Council committees.

In addition, Council has adopted a Councillor Professional Development Policy to provide:

- a framework for offering professional development support to Councillors; and
- to maximise the effectiveness of professional development within budget constraints.

The payment of travelling allowance claims is in accordance with Victorian Local Government Act as per s75(1) of the Act.

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

There is no conflict of interest to be considered.

11. Conclusion

This report provides information to the Councillors on their current expenditure.

Attachments

- 1 Councillor Expenditure 2013 - 14 Financial year

RECOMMENDATION

That

Council note the report detailing Councillor expenses the 2013 /14 financial Year.

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

COUNCILLOR EXPENSES FOR THE 2013 /14 FINANCIAL YEAR (cont'd)

MOTION

CRS DON MCPHEE / MARIE MARTIN

That

Council note the report detailing Councillor expenses for the 2013 /14 financial Year.

(CARRIED)

FILE NO: 120.02.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK HENDERSON)

COUNCILLOR EXPENSES THE 2013 /14 FINANCIAL YEAR (cont'd)

ATTACHMENT No [1] - Councillor Expenditure 2013 - 14 Financial year

COUNCILLOR EXPENDITURE: 2013 / 2014 FINANCIAL YEAR

Councillor	Councillor Allowances	Mayoral Allowances	Travel Allowance	Conferences	Professional Development	Materials and services	Councillors – Accommodation	Mayor - Accommodation	Membership	Mobile Phone	Internet / Fax	IPads / Data USB	Meals, entertainment	Vehicle costs	Total (\$)
Kevin Bourke	\$24,890	\$0.00	\$8,372	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655.78	\$0.00	\$509.43	\$0.00	\$0.00	\$34,427.21
Wendy Buck	\$24,890	\$0.00	\$13,141	\$2,927	\$0.00	\$201	\$2,319	\$0.00	\$0.00	\$1,218.26	\$328.82	\$519.35	\$471	\$0.00	\$46,015.43
Gary Cleveland	\$24,890	\$0.00	\$0.00	\$130	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$810.25	\$0.00	\$519.35	\$0.00	\$0.00	\$26,349.60
Ed Cox	\$24,890	\$0.00	\$0.00	\$130	\$0.00	\$307	\$979	\$0.00	\$0.00	\$1,634.86	\$329.49	\$519.35	\$79	\$0.00	\$28,868.70
Brian Keenan*	\$15746	\$28,220	\$1942	\$483	\$0.00	\$230	\$173	\$3239	\$0.00	\$1,097.66	\$331.01	\$519.35	\$241	\$0.00	\$52,222.02
Peter Mansfield*	\$8,755	\$49,923	\$4,495	\$1553	\$0.00	\$113	\$977	\$0.00	\$0.00	\$0.00	\$353.31	\$519.35	\$0.00	\$0.00	\$66,688.66
Marie Martin	\$24,890	\$0.00	\$1,439	\$0.00	\$6,455	\$0.00	\$1369	\$0.00	\$0.00	\$1,411.73	\$0.00	\$519.35	\$18	\$0.00	\$36,102.08
Don McPhee	\$24,890	\$0.00	\$3,971	\$591	\$0.00	\$0.00	\$921	\$0.00	\$0.00	\$815.31	\$0.00	\$519.35	\$0.00	\$0.00	\$31,707.66
Alex Monk	\$24,890	\$0.00	\$2,929	\$225	\$0.00	\$145	\$350	\$0.00	\$464	\$1,516.81	\$0.00	\$519.35	\$0.00	\$0.00	\$31,039.16
Provisional Council Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,625 (Mayoral and Councillor Car)	\$21,625.00
Total															\$375,045.52

*Cr Brian Keenan (Mayor 12/13)

*Cr Peter Mansfield (Mayor 13/14)

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS

1. Executive Summary

The records of the Assembly of Councillors reported during the month of September 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. Background and Options

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.

4. Risk Management

There are no risk implications with this report.

5. Internal and External Consultation

The community are able to access written records of assemblies of Councillors.

6. Regional Context

There are no regional contexts associated with this report.

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS (cont'd)

7. Council Plan Strategy

Ensuring Good Governance to meet legislative obligations

8. Legislative / Policy Implications

This report complies with the requirements under the *Local Government Act 1989*.

9. Environmental Impact

There are no environmental impacts with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

The Assembly of Councillors records attached to this report are a true and accurate record of all assemblies of Councillors reported during September 2014. Their recording into the Council Minutes ensures Council meets its statutory obligations under section 80A of the Act.

Attachments

- 1 Attachment 2 September
- 2 Attachment 8 September
- 3 Attachment 15 September
- 4 Attachment 17 September
- 5 Attachment 22 September

RECOMMENDATION

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

MOTION

CRS KEVIN BOURKE / GARY CLEVELAND

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

(CARRIED)

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [1] - Attachment 2 September



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	2 September 2014
Name of meeting	Local Safety Committee
Councillors attending	Councillors Wendy Buck, Kevin Bourke
Council staff attending	Administration Support Officer, Sharon Nye Youth Trainee, Erin Walmsley
Matters discussed	
	1. Police Update 2. Youth Update 3. Heavy Vehicle Forum 4. Safety Week 5. Community Safety Plan
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
	Nil

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [2] - Attachment 8 September



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	8 September 2014
Name of meeting	Council Briefing
Councillors attending	Councillors Peter Mansfield, Ed Cox, Gary Cleveland, Alex Monk, Kevin Bourke, Brian Keenan
Council staff attending	Chief Executive Officer, Mark Henderson Acting Director Corporate Governance, Doug Sharp Acting Director Development and Liveability, Andrew Close Director Community, Peter Bertolus Manager Governance, David Booth
Matters discussed	<ol style="list-style-type: none"> 1. Goulburn Valley Regional Library presentation 2. Cobram Urban Design Framework – Stage 2 implementation 3. Numurkah memorial park – commemorative mural and wall 4. Yarrawonga Bridge 5. Cobram Soccer clubs amalgamation and future precinct planning 6. Yarrawonga Mulwala Tourism 7. Agenda review 8. Katunga tyre update 9. Federation park land transfer 10. Cobram library funding 11. Tungamah community hub
Conflict of Interest Disclosures (indicate below if Nil or complete details)	Nil

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [3] - Attachment 15 September



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	15 September 2014
Name of meeting	Council Briefing
Councillors attending	Councillors Peter Mansfield, Ed Cox, Gary Cleveland, Alex Monk, Kevin Bourke, Brian Keenan, Marie Martin, Wendy Buck
Council staff attending	Chief Executive Officer, Mark Henderson Acting Director Corporate Governance, Doug Sharp Acting Director Development and Liveability, Andrew Close Director Community, Peter Bertolus Manager Governance, David Booth
Matters discussed	<ol style="list-style-type: none"> 1. Audited Financial, Standard and Performance Statements 2. Financial position 3. Victorian Water Forum 4. Numurkah and Katunga Tyre update 5. Women in Local Government representative booklet 6. Agenda Review
Conflict of Interest Disclosures (indicate below if Nil or complete details)	Nil

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [4] - Attachment 17 September



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	17 September 2014
Name of meeting	Environment Sustainability Advisory Committee
Councillors attending	Councillor Wendy Buck
Council staff attending	Manager Safety Amenity Environment & Sustainability, Sally Rice Business Support Officer, Jeanette Morrison Environmental Services Technical Officer, James Walters Team Leader Waste Management Services, George Bitcon Environmental Sustainability Officer, Thomas Brown Natural Resources Officer, Gary Deayton
Matters discussed	
	1. Storage of tyres – Numurkah and Katunga 2. Northern Victoria Saline Management
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
	Nil

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.2
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [5] - Attachment 22 September



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	22 September 2014
Name of meeting	Dinner meeting with Tim McCurdy, Councillors and CMT
Councillors attending	Councillors Bourke, Buck, Cleveland, Cox, Keenan, Mansfield and Monk
Council staff attending	Chief Executive Officer, Mark Henderson Acting Director Corporate Governance, Doug Sharp Acting Director Development and Liveability, Andrew Close
Matters discussed	1. Yarrawonga Mulwala Bridge 2. Shepparton Bypass 3. Floodplain Management Strategy 4. Future Road Funding 5. Rest areas and over taking lanes on the Murray Valley Highway 6. Funding for town structure plans
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
NIL	

**FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES**

**ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN
BONADDIO)
(ACTING DIRECTOR CORPORATE
GOVERNANCE, DOUG SHARP)**

ACTION OFFICERS LIST

Attachments

- 1 Action Officers's List - October 2014

RECOMMENDATION

That Council receive and note the Action Officers List.

MOTION

CRS ED COX / ALEX MONK

That Council receive and note the Action Officers List.

(CARRIED)

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers's List - October 2014

ACTION OFFICERS LIST – October 2014

Meeting	Subject
Ordinary Council Meeting 15 September 2014	Financial Statements and Performance Statement 2013/14
<p>MOTION:</p> <p>CRS ALEX MONK / BRIAN KEENAN</p> <p>1. That Council approve:</p> <ul style="list-style-type: none"> I. The 2013/14 financial statements of accounts and standard statements as approved by the auditor; II. The 2013/14 performance statement as approved by the auditor; and <p>2. That the Mayor, Cr Peter Mansfield, and Cr Ed Cox be authorised to certify the statements, in conjunction with the principal accounting officer, in their final form, after any changes recommended, or, agreed to by the Auditor-General have been made, in accordance with Section 132(5) of the Local Government Act 1989.</p> <p style="text-align: right;">(CARRIED)</p>	
<p>ACTIVITY</p> <p>Audit clearance from the Auditor-General was received on 16th September with no further issues to be resolved. Financial & Performance statements were certified by the Mayor, Cr Mansfield, Cr Cox, Chief Executive Officer and Manager Finance on the 17th September. Final Annual Report will be delivered to the Minister's Office by 30th September as required.</p>	
Meeting	Subject
Ordinary Council Meeting 15 September 2014	General Business – VCAT orders.
<p>MOTION</p> <p>CRS KEVIN BOURKE / MARIE MARTIN</p> <p>That Council authorise the Chief Executive Officer to seek enforcement of the recent VCAT orders on the tyre storage facilities at Numurkah and Katunga.</p> <p style="text-align: right;">(CARRIED)</p>	
<p>ACTIVITY</p> <p>It is important to note that the Order from VCAT has staged the clearing of the site and that Council can only file to the Supreme Court for the stages not complied with to date. The planning department has already contacted Council's solicitors requesting that the Supreme Court process be set in motion. Council's compliance officer is conducting a follow-up inspection this week. If this inspection reveals that there are still tyres on the Katunga site and/or there has still been no significant improvement on the Numurkah site, the documents will be filed for certification to the Tribunal immediately thereafter.</p>	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

ACTION OFFICERS LIST (cont'd)**ATTACHMENT No [1] - Action Officers's List - October 2014**

ACTION OFFICERS LIST – October 2014

Meeting	Subject
Ordinary Council Meeting 18 August 2014	Requesting Ministerial Intervention to Amend the Moira Town Planning Scheme - Lots 15, 17 and 18 Punt Road, Cobram - Woolworths expansion proposal
MOTION	
CRS ED COX / ALEX MONK	
That:	
Council request Ministerial intervention in terms of Section 20 Part 4 of the <i>Planning and Environment Act, 1987</i> to:	
<ul style="list-style-type: none"> Amend the Moira Town Planning Scheme (Clause 61.01) by deleting Sub-Clause 2.0 which reads as follows: "<i>The Minister for Planning is the responsible authority for administering and enforcing the Scheme at Lots 15, 17 and 18, Plan of Subdivision 216901 W, Punt Road Cobram</i>"; and Delete "<i>Lots 15, 17 and 18, Plan of Subdivision 216901 W, Punt Road, Cobram</i>" from Column 1 and "<i>car parking</i>" from Column 2 of the Schedule to the Public Use zone. 	
(CARRIED)	
COMPLETED	
Email and formal letter written to applicant together with progress report with respect to submission to Minister for Planning.	
Meeting	Subject
Ordinary Council Meeting 23 June 2014	Numurkah Heritage Centre
MOTION	
CRS MARIE MARTIN / KEVIN BOURKE	
I move as a matter of urgency that our Shire's Engineering department carry out a costing of structural and cosmetic work and a framework with how to proceed to get this building into tip-top condition.	
(CARRIED)	
Activity	
Council has received a copy of an Engineer's report with some recommendations for further works. The works h will now have to be costed prioritised and then budgeted for.	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers's List - October 2014

ACTION OFFICERS LIST – October 2014

Meeting	Subject
Ordinary Council Meeting 09 December 2013	Cobram Library
MOTION	
CRS GARY CLEVELAND / MARIE MARTIN That:	
<ol style="list-style-type: none"> Council approve the Cobram Civic Centre as the location for the new Cobram Library/Community Hub. 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	
An architect is being engaged to provide concept plans for a Learning Centre at the Civic Centre site in Cobram.	
Meeting	Subject
Ordinary Council Meeting 20 May 2013	Lease to National Broadband Network Cobram
MOTION	
That Council:	
<ol style="list-style-type: none"> 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. Authorise the Chief Executive Officer to sign and seal the lease documents 	
(CARRIED)	
ACTIVITY	
NBN Co advised of Council approval. Awaiting lease document from NBN.	
Meeting	Subject
Ordinary Council Meeting 17 September 2012	Bus Terminus - old Railway Station precinct
MOTION	
That Council:	
<ol style="list-style-type: none"> Explore feasibility of establishing a bus terminus and lighted car parking area near the old railway station precinct; and 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.	

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(PERSONAL ASSISTANT TO CEO, ROBYN BONADDIO)
(ACTING DIRECTOR CORPORATE GOVERNANCE, DOUG SHARP)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers's List - October 2014

ACTION OFFICERS LIST – October 2014

Meeting	Subject
Ordinary Council Meeting 12 December 2011	Local Law 2007 Meeting Procedure
MOTION That Council review the Local Law 2007 Meeting Procedure.	(CARRIED)
ACTIVITY Currently being reviewed with officers aiming to present the report to a Briefing in 2014. Proposed Key changes: compliance with legislation changes and questions from the public gallery.	
Meeting	Subject
Ordinary Council Meeting 20 June 2011	RV Friendly Shire
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)
ACTIVITY Terms of Reference were approved by Council on 23rd June 2014. Advertisements have been placed in local newspapers calling for expressions of interest for community positions. First meeting of the Advisory Committee is anticipated to be in November 2014.	
Meeting	Subject
Ordinary Council Meeting 10 December 2012	Transfer Station operating hours
MOTION That a review of Transfer Station operating hours be undertaken and presented to Council.	(CARRIED)
ACTIVITY Following a review of patron behaviour a number of Councils transfer stations have been operating with new opening hours. These changes, effective since 1 November 2013 include Yarrawonga and Numurkah being open (and closing) 1 hour earlier and Nathalia being closed earlier on Saturdays. A further change implemented at this time included the Cobram Landfill tipping face being closed on weekends. Community feedback regarding the changes to opening hours has been positive. A more in-depth review of the landfill and transfer station operating hours is currently underway.	

FILE NO: D14/49667
5. INFRASTRUCTURE

ITEM NO: 13.1
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY , MARK FOORD)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

CATONA CRESCENT

1. Executive Summary

A petition containing 36 signatures requesting Council urgently provide footpaths, improve drainage and increase street lights in Catona Crescent has been received.

In accordance with Section 66 of Meeting Procedures Local Laws 2007, it is recommended that the petition be received and lay on the table and be considered at the next ordinary meeting of Council on 17 November 2014 where a report on the issues raised will be presented.

Attachments

- 1 Catona Crescent Cobram - Petition from residents regarding non existant services for Catona Crescent

RECOMMENDATION

That:

1. Council receive a petition containing 23 signatures requesting Council urgently provide footpaths, improve drainage and increase street lights in Catona Crescent.

MOTION

CRS WENDY BUCK / GARY CLEVELAND

That:

1. Council receive a petition containing 23 signatures requesting Council urgently provide footpaths, improve drainage and increase street lights in Catona Crescent.

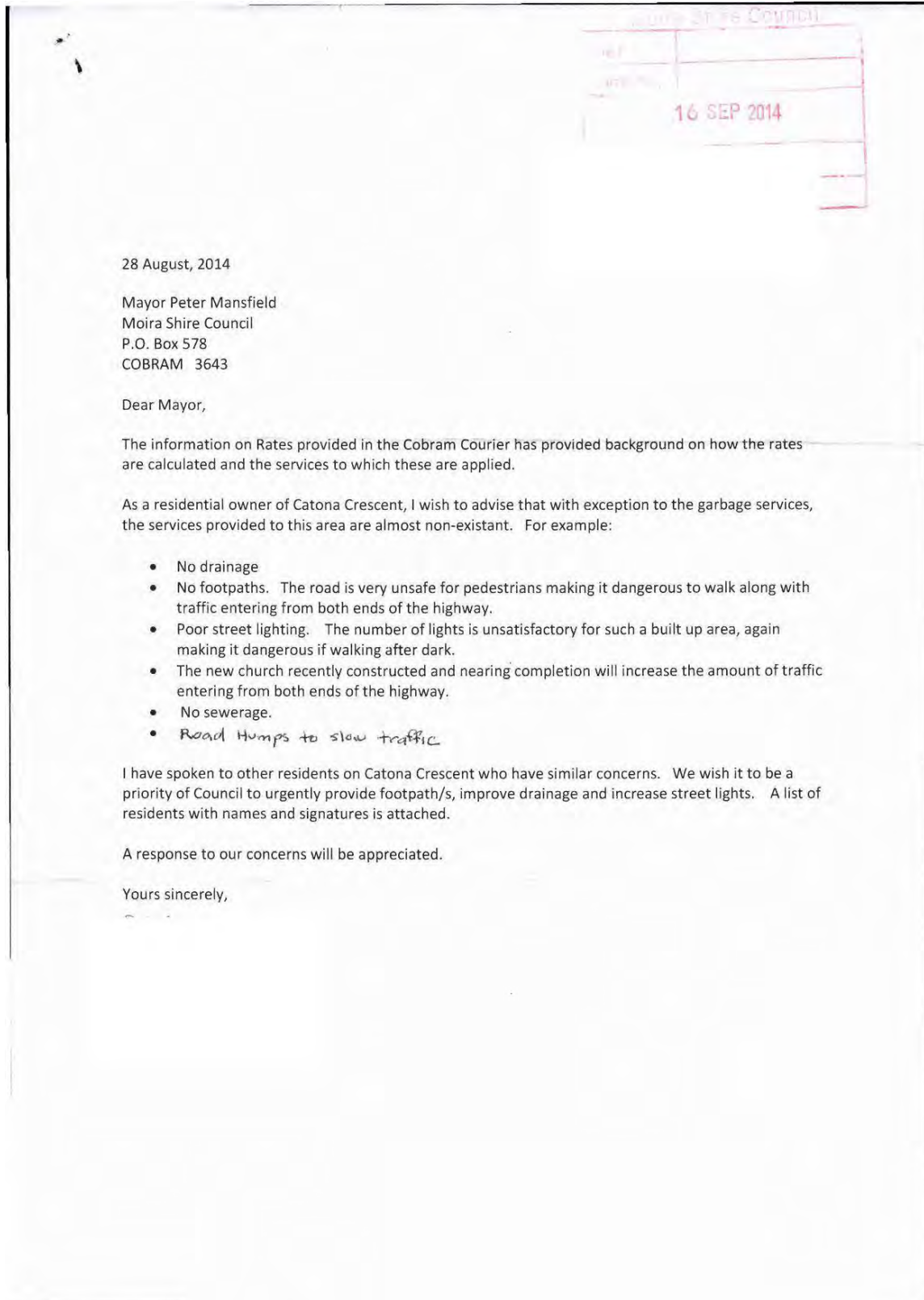
(CARRIED)

FILE NO: D14/49667
5. INFRASTRUCTURE

ITEM NO: 13.1
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, MARK FOORD)
(ACTING DIRECTOR, DEVELOPMENT
AND LIVEABILITY, ANDREW CLOSE)

CATONA CRESCENT (cont'd)

ATTACHMENT No [1] - Catona Crescent Cobram - Petition from residents regarding non existant services for Catona Crescent



FILE NO: D14/45714
5. INFRASTRUCTURE

ITEM NO: 13.2
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

MANNIONS ROAD AND SUTTONS LANE IN BEARII PETITION REPORT

1. Executive Summary

A petition containing 20 signatures requesting a reduction in the speed limit and attention the dust emanating from traffic travelling along Mannions Road and Suttons Lane in Bearii was received and tabled at the 15 September 2014 Ordinary meeting of Council.

2. Background and Options

In accordance with Section 66 of Meeting Procedures Local Laws 2007, it was recommended that the petition be received and lay on the table and be considered at the next ordinary meeting of Council being the 20 October 2014 where a report on the issues raised was to be presented.

The matter of speed limits on Mannions Road and Suttons Lane has been discussed with VicRoads and Victoria Police at the Traffic Liaison Committee meeting. The outcome of those discussions was that speed limits should not be imposed on gravel roads as drivers are supposed to drive to the road conditions as they are at the time. (It was noted that there is currently speed zone signage on a gravel road in the vicinity and VicRoads advise that this may not comply with current practice.)

This limits Council's options in how to best deal with traffic travelling at what are perceived to be high speeds along these roads.

Council has a variable message board attached to a speed trailer and it is proposed that when available it will be deployed onto these roads to remind drivers of the dust issues, with the hope that driver behaviours will change.

The alternative is to construct the road at the cost of the adjoining land holders which will dust problems and allow for speed limits to be imposed upon the particular stretches of sealed roads provided warrants are met. However, it is most likely that the warrants would not be met for a speed zone less than 100kph.

3. Financial Implications

The cost of running the speed trailer is included within the operational budget.

4. Risk Management

There are no risk management considerations as a result of this noting report.

5. Internal and External Consultation

Discussions have been held within the Development and Liveability Directorate and the issues were presented and discussed with VicRoads and Victoria Police at the Traffic Liaison Committee.

6. Regional Context

There are no regional issues to consider in relation to this report.

7. Council Plan Strategy

The Strategic Goals of Infrastructure and Community are particularly relevant in relation to the petition.

8. Legislative / Policy Implications

Nil

FILE NO: D14/45714
5. INFRASTRUCTURE

ITEM NO: 13.2
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)
(ACTING DIRECTOR, DEVELOPMENT AND
LIVEABILITY, ANDREW CLOSE)

MANNIONS ROAD AND SUTTONS LANE IN BEARII PETITION REPORT (cont'd)

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

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

11. Conclusion

That Council note the information contained in the report and that the first name on the petition be advised of Council's decision.

Attachments

Nil

RECOMMENDATION

That:

Council note the information contained in the report and the Speed trailer will be deployed in Mannions Road and Suttons Lane when available.

MOTION

CRS KEVIN BOURKE / WENDY BUCK

That:

Council note the information contained in the report and the Speed trailer will be deployed in Mannions Road and Suttons Lane when available.

(CARRIED)

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

MOTION

CRS WENDY BUCK / DON MCPHEE

That items of General Business be considered

(CARRIED)

MOTION

CRS KEVIN BOURKE / MARIE MARTIN

That section 63 of the Local Laws meeting procedure be changed to allow members from the Gallery to ask up to 5 Questions.

This motion was ruled out of order by the Mayor. The Chief Executive Officer explained that Local Laws can only be amended once the appropriate statutory process has been undertaken. First step in this process is to review the current Meeting Procedures Local Law which is scheduled for an upcoming Council Briefing discussion.

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: 16

QUESTIONS FROM THE PUBLIC GALLERY

16.1 Leanne Pell Nathalia

Question: Has the position that was advertised for the Internal Audit Committee been filled? If not why not?

Answer: The Chief Executive Officer replied that to date the Council has not received an application from a suitable candidate

Question: Given the sample of 65 contracts used to undertake the Contract Management Audit highlighted 42 breaches, is Council looking at all contracts to determine if any other breaches have occurred?

Answer: The Chief Executive Officer clarified that the 42 breaches identified by the Contract Management Audit were only alleged and that subsequent investigations resolved a significant number of these not to be breach's. Work is continuing on broader analysis of all contracts. A brief is being developed for a forensic audit to be undertaken by a third party. The outcome will be reported to Council.

Question: Will the community be told of the outcome of the audit?

Answer: The Chief Executive Officer responded by confirming that contract matters are normally reported to Council in a confidential meeting and he would expect this to be the case in this instance.

16.2 John Hay Koonoomoo

Question: Will the additional Federal Government money allocated to local roads be used in addition to current budgets?

Answer: The Chief Executive Officer replied that funding guidelines clearly state that these funds must be used on works in addition to Councils adopted budget. Whilst in real terms not a lot more money, we are currently developing a scope for additional road work that will benefit from the funding.

Question: Regarding jobs advertised for Shire positions in local papers. Are these all new jobs? Or are people leaving and they are replacement jobs?

Answer: The Chief Executive Officer replied that the jobs being advertised are replacement jobs to fill positions where employees have left.

The two new General Manager positions are part of a new structure which reduces three Director positions down to two General Manager roles

FILE NO: VARIOUS

ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

16.3 **Scott Olsen Koonoomoo**

Question: Following correspondence to Minister Tim Bull regarding my concerns with Moira Shire Council, Mr Bull advised that he would write to Mayor Cr Mansfield and I would get a response from the Mayor. When will I receive my response from the Mayor?

Answer: The Chief Executive Officer replied that the Mayor received a letter from Minister Bull and responded with a letter.

Question: Having received my rate notice, I am confused as I have paid it in full however on the notice it states a negative dollar figure in the "Arrears and Interest" section of the notice. How can this be if I have paid my rates ahead of time all the time?

Answer: The Chief Executive Officer replied that as he has not seen Mr Olsen's personal rate notice he can only advise that the question be taken on notice.

Question: Which Councillor is a member of the Section 86 Committee for Yarrawonga Showgrounds? As I attended the showgrounds for a meeting and noticed that the Toilet facilities were a long way away from the building I was in and that there was no signage for rubbish bins

Answer: The Chief Executive Officer replied that Council will take this question on notice and advise.

FILE NO: VARIOUS

ITEM NO: 17

MEETING ADJOURNMENT

RECOMMENDATION

That the meeting be adjourned for 10 minutes.

MOTION

CRS ED COX / DON MCPHEE

That the meeting be adjourned for 10 minutes.

(CARRIED)

RECOMMENDATION

That the meeting be resumed.

MOTION

CRS GARY CLEVELAND / KEVIN BOURKE

That the meeting be resumed.

(CARRIED)

RECOMMENDATION

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

MOTION

CRS GARY CLEVELAND / KEVIN BOURKE

That pursuant to Section 89(2) (a) and (d) 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.

(CARRIED)

FILE NO: VARIOUS

ITEM NO: 17

MEETING ADJOURNMENT

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to resume the Ordinary meeting.

MOTION

CRS KEVIN BOURKE / MARIE MARTIN

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to resume the Ordinary meeting.

(CARRIED)

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.

MOTION

CRS KEVIN BOURKE / DON MCPHEE

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.

(CARRIED)