



MOIRASHIRE



ENRICHING LIFE ON THE MURRAY

COUNCIL AGENDA

26 October 2015



Discover Moira



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AGENDA

ORDINARY MEETING OF COUNCIL
FOR
MONDAY 26 OCTOBER 2015
TO BE HELD AT DANCOCKS ROOM, NATHALIA
COMMENCING AT 6:00 PM

1. CALLING TO ORDER – CEO

RECORDING

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

2. PRAYER

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

Amen

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

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

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: “That the minutes of the Ordinary Council Meeting held on Monday, 28 September 2015, as prepared, be confirmed.”

8. COUNCILLOR REPORTS

NIL

9. OFFICER REPORTS FOR DETERMINATION

9.1 CORPORATE

9.1.1	FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2015	4
9.1.2	CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15	9
9.1.3	2014 - 15 MAC INC. ANNUAL REPORT	136
9.1.4	REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF	162
9.1.5	MOIRA SHIRE COMMUNITY SAFETY PLAN	233
9.1.6	SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS	251

9.2 INFRASTRUCTURE

9.2.1	KENNEDY PARK, COBRAM - DUMP POINT	256
9.2.2	ULUPNA BRIDGE ROAD - EXTENSION	264
9.2.3	52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA	268

10. OFFICER REPORTS FOR INFORMATION AND DECISION

10.1 CORPORATE

10.1.1	ASSEMBLIES OF COUNCILLORS	280
--------	---------------------------	-----

10.2 INFRASTRUCTURE

NIL

11. ACTION OFFICERS LIST

11.1	ACTION OFFICERS LIST	286
------	----------------------	-----

12. NOTICES OF MOTION

12.1	NOTICE OF MOTION - CR DON MCPHEE	298
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13. PETITIONS AND JOINT LETTERS

NIL

14. COUNCIL SEAL

14.1	GOULBURN MURRAY WATER RELINQUISHMENT OF SERVICE POINT AT NATHALIA TRANSFER STATION	299
------	--	-----

15. GENERAL BUSINESS 300

16. QUESTIONS FROM PUBLIC GALLERY	301
17. MEETING ADJOURNMENT	302
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: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.1
(TEAM LEADER - FINANCIAL
ACCOUNTANT, RAMKI SUBRAMANIAM)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2015

RECOMMENDATION

That Council receives and notes the Financial Position Report as at 30 September 2015.

1. Executive Summary

The September 2015 finance report includes Rates and Charges totalling \$33.10 million (\$26.41 million in general rates and municipal charges, and \$6.69 million in garbage collection and recycling charges and environmental levy) which is recognised as income at the time of being levied.

The Adopted Budget 15/16 contains Operating Grant income of \$10.9 million. This budget includes \$4.85 million for the 2015/16 Financial Assistance Grant which was received in the 2014/15 financial year.

The impact of receipt of the Financial Assistance Grant in 2014/15 will mean the Adopted Budget surplus of \$1.85 million will now be an estimated deficit of \$3 million. This change will be reflected at the September 2015 Quarterly Budget Review.

For the month of September a total of \$0.17 million of receipts were collected for prior year's rate debtors. Payments of outstanding rates are being actively managed and any rate payers who are experiencing difficulty are encouraged to contact Council officers to discuss options.

Sundry debtors are within acceptable levels with 2.17% of sundry debtors in excess of 30 days and are under active management. This represents a figure of \$5,539 out of the total of \$254,978.

Cash and Cash Equivalents balance as at 30 September 2015 is \$26.11 million which includes the 50% (\$4.85 million) of the 2015/16 Financial Assistance Grant received in advance.

Council's financial position as at 30 September 2015 continues to be satisfactory.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND PROCESSES

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FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2015 (cont'd)

Moira Shire Council			
Funding Analysis Summary - September 2015			
Operating Income Statement	Ref	Budget 15/16	Actuals 15/16 YTD
Income			
Operating Grant		(10,932,084)	(1,643,571)
Operating Contributions		(86,962)	(2,025)
Reimbursements		(62,859)	(17,018)
Statutory Fees & Fines		(831,920)	(214,309)
User Charges		(2,731,290)	(708,815)
Other Revenues (incl. Waste Charges & Environmental Levy)		(7,035,256)	(6,814,700)
Interest Income		(350,000)	(62,101)
Net Proceeds - Land for resale		(42,000)	-
Total Income		(22,072,371)	(9,462,539)
Expenditure			
Employee Costs		19,699,169	4,428,113
Contractors		6,345,181	773,084
Materials & Services		11,002,863	2,209,757
Utilities		967,359	215,692
Other Expenses		4,458,926	1,244,797
Interest on Borrowings		464,541	115,659
Bad & Doubtful Debts		5,000	-
WDV of Disposal of Assets		60,000	-
Total Expenditure		43,003,039	8,987,101
Net Operational (Inflow) / Outflow		20,930,668	(475,438)
Net Operational (Inflow) / Outflow		20,930,668	(475,438)
Funding available through			
Rates and charges		26,863,347	26,444,830
Rate funds available for Capital Projects	A	5,932,679	26,920,268
Capital Expenditure		11,571,406	452,420
Capital External funding		(5,313,117)	(219,349)
Net Council Funding of Capital Projects	B	6,258,289	233,071
Surplus of Rate Funds after funding Capital Projects	A - B	(325,610)	26,687,197
Equity Inflow / (Outflow)		(829,560)	(829,560)
Net Rate Funds Surplus / (Shortfall)		(1,155,170)	25,857,637

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FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2015 (cont'd)

Reconciliation with Income Statement	Budget 15/16	Actuals YTD 15/16
Net Rate Funds Surplus / (Shortfall)	(1,155,170)	25,857,637
Eliminate Balance Sheet items		
Repayment of Loans	829,560	829,560
Fund from Equity reserves for Capital carryover	-	-
Capital Expenditure Capitalised as Assets	11,571,406	1,093,052
Accounting for Non-cash items		
Depreciation Expense and amortisation	(8,886,214)	(2,221,553)
Share Profit/Loss Associated Entity	(20,000)	-
Landfill - Interest Unwinding Discount	(491,346)	-
WDV of Infrastructure Replaced	(200,000)	-
Contributions - Non-Monetary Assets	200,000	-
Income Statement Surplus / (Deficit)	1,848,236	25,558,696

Rates & Other Debtors Report - September 2015

General Rates & Charges	Sep-14	Sep-15	Year on Year Variance
Rate Debtors Outstanding previous month	29,927,833	32,521,870	2,594,037
Collection for month	4,759,249	5,382,457	623,208
Rate Debtors Outstanding as at end of month	25,168,584	27,139,413	1,970,829
No. of Rateable Assessments	17,449	17,676	227
Rateable Valuation C.I.V	4,969,841,600	5,052,704,100	82,862,500
Special Scheme Debtors	Aug-15	Sep-15	Monthly Variance
Balance Outstanding	21,903	21,177	726
Sundry Debtors	Aug-15	Sep-15	Monthly Variance
Current	166,472	176,647	(10,175)
30 Days	110,907	72,792	38,115
60 Days	1,855	253	1,602
90 Days	-	-	-
> 90 Days	5,686	5,286	400
Total	284,920	254,978	29,942
Infringements	Aug-15	Sep-15	Monthly Variance
Balance Outstanding	150,409	149,501	908

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FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2015 (cont'd)

Quarterly Cash Position - Projection as at 31 December 2015	
	\$
Cash and Cash equivalents as per Balance Sheet - 30 Sept. 2015	26,109,786
Confirmed inflow/(outflow) recorded in the books of accounts as of date	
Creditors - invoices registered in the system	(1,204,822)
Payroll	(3,900,000)
Fire Services levy - due to SRO [net of Creditors & Debtors]	(967,610)
Loan installment due for the quarter	(216,507)
Estimated future (outflows) and inflows up to 30 September 2015	
Creditors - estimated quarterly payout	(6,000,000)
Rates	5,777,563
Capital Grants	2,505,225
Operating Grants	4,206,098
Projected Cash Balance as at 31 Dec 2015	26,309,733
Following restrictions imposed on Cash and cash equivalents by regulations or other externally imposed restrictions or by commitments made by Council	
Restricted reserves - Open Space, Car Parking & Net Gain Native	
Vegetation reserves	(1,337,837)
Long Service leave	
Current	(2,007,902)
Non-current	(318,876)
Trust Funds and Deposits	(657,414)
Unexpended Grants [estimated for the year end]	(500,000)
Projected Unrestricted Cash Balance as at 31 Dec 2015	21,487,703

2. Financial Implications

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

3. Risk Management

Regular monthly financial reporting; increases confidence that the internal controls which ensure accuracy are working effectively.

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FINANCIAL POSITION REPORT AS AT 30 SEPTEMBER 2015 (cont'd)

4. Internal and External Consultation

The following members of staff were consulted:

- General Manager – Corporate;
- Financial Accountant;
- Finance Analysts;
- Business Support Officer, Safety Amenity & Environment

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

5. Regional Context

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

6. Council Plan Strategy

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

7. Legislative / Policy Implications

The report complies with:

- the Local Government Act s136;
- Council's Budget and Financial Reporting Policy; and
- Council's 2013-2017 Council Plan strategic objective (Delivering sound financial management) and Strategic Resource Plan

8. Environmental Impact

There are no environmental impacts associated with this report.

9. Conflict of Interest Considerations

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

10. Conclusion

Council's financial position at 30 September 2015 is in line with budget and builds on a strong 2014/15 year end result.

Attachments

Nil

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15

RECOMMENDATION

That Council, in accordance with section 134 of the *Local Government Act 1989*, considers and receives the 2014/15 Annual Report prepared as at 30 June, 2015.

1. Executive Summary

Council submitted its 2014-15 Annual Report, including the audited Financial Statements and Performance Statement, to the Minister on 30 September 2015.

The Annual Report is now provided for Council's consideration and receipt in accordance with the requirements of the *Local Government Act 1989 (The Act)*.

Following Council's receipt of the Annual Report, the report will be made available to the community and stakeholders via Council's website, and copies will be printed and made available from Council's service centres.

2. Discussion

Process

This report concludes the final steps for preparing Council's annual report in accordance with the Local Government Act. Under the Act Council is required to

- prepare an Annual Report including audited Performance Statement and Financial Statements, and submit the Report to the Minister within 3 months of the conclusion of the reporting period;
- consider the Annual Report at a Council meeting within 30 days of submitting the report to the Minister
- make copies available via Council's website and from Council service centres.

Following Council's consideration and receipt of the Annual Report, officers will coordinate printing and provision of copies of the report online and from Council's service centres.

Report Highlights

Council's improved financial position, smarter service delivery and a clearer strategic focus are the key achievements highlighted in Council's 2014-15 Annual Report.

- During the year approximately \$250 million of private and government investment was announced in the Shire including upgrades and redevelopments at Murray-Goulburn Cobram, Ryan's Meats Nathalia, GrainCorp Oilseeds Numurkah and Silverwoods Yarrowonga. These high profile announcements have been matched by strong, sustained upward trends in planning (up 15%) and building (up 60%) applications. Council's Annual Report shows the service and operational improvements Council has delivered to ensure it continues to attract and support investment in the Shire.
- Smarter Service Delivery
Council's successful introduction of an organic kerbside waste collection service and replacement of more than 1,100 street lights with more energy efficient lights were key

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CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

examples of Council's smarter service delivery. Through these initiatives Council is delivering services the community values, and reducing the long term costs to ratepayers.

- **Improved Financial Position**

Council's improving financial position and more rigorous understanding of its financial drivers were critical to improving Council's accountability and performance during the year. For example Council's Sustainable Capacity and Underlying Financial Position reports have improved Council's understanding of the challenges associated with providing services to a relatively small, aging population dispersed across a large geographic area, connected by one of the largest local road networks of any Council in Victoria and serviced by a community building network that has a higher than average number of buildings per head of population.

- **Financial Results**

The 2014-15 Annual Report confirms a stable and improving underlying position but also demonstrates Council has limited buffer to call on as rate capping takes effect and State and Federal grant funding levels decline.

Council recorded a \$4.5 million **surplus** for the year, down from \$6.4 million in the year prior but above the budgeted surplus of \$2.4 million.

Total income was above budget largely because the Federal Government's decision to prepay \$4.5 million or half of Council's 2015-16 Financial Assistance Grants on the final day of the 2014-15 reporting period.

Developer non-cash contributions of \$1.7 million also exceeded its \$200,000 budget. Non-cash developer contributions are the transfer of assets to Council for example the transfer of the roads and parks in a new residential development. While Council make provisions for the transfers in the budget the timing and value depends entirely on the progress of the development.

Council's expenses were below budget in all categories except for the write down of infrastructure, plant and equipment.

Council's **cash flow** statement confirms a year-end cash and cash equivalent balance of \$24.2 million. The cash balance includes \$3.5 million of restricted reserves for examples grants received for the Cobram Library that are yet to be spent, as well as the prepayment of Financial Assistance Grants.

- **Comparison to 2013-14**

Council's income from grants and rates dropped \$7 million and expenses by almost \$5 million compared with 2013-14.

Council employee costs increased by 1% but within this increase Council met its legal obligations contained in the Enterprise Bargaining Agreement to fund a 3.5% annual increase and also met the payment of entitlements and other costs associated with higher than usual staff turnover.

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CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

Some employee cost savings are short term because roles were unfilled during the year and are required to deliver Council's planned projects and services.

Council's materials and services expenses declined by more than 30% compared with 2014-15. This outcome reflects the impact of disaster recovery works that have inflated these expenses in recent years. The 2014-15 results show a return to more normal levels as well as some business efficiencies.

Offsetting the improvements is the provision for a further \$2.8 million to fund further landfill rehabilitation works at Moira's nine transfer stations and landfill if required.

• **Capital works delivery**

At 30 June 2015, Council had delivered 85% or \$7.77 million of its planned capital works program with a number of small projects completed since the end of the reporting period. Key projects delivered in 2014-15 include:

- \$1.2 million upgrade of the Cobram Streetscape;
- \$250,000 pump upgrades at the Numurkah Rowe Street retention basin;
- \$2 million rehabilitation works at Moira Shire's landfill near Cobram;
- \$410,000 jetty and boat ramp near Kennedy park Cobram;
- 66km of road resheeting;
- 64km of road resealing;
- 14,622 m² of pavement stabilisation and
- Grading of 2,163 km of Council's 2,500 km unsealed road network.

Some projects were deferred or could not proceed in 2014-15 including the Cobram Library and Yarrowonga Aerodrome. The Library is scheduled for construction this year and the Aerodrome failed to attract necessary grant funding.

During 2014-15 Council invested more than \$13.9 million of capital and operating funds into maintaining, renewing and upgrading Council's road, footpath and drainage networks.

• **Service and Program delivery**

2014-15 is the first year Victorian Councils are required to report against the Local Government Reporting Framework indicators under the broad categories of sustainability capacity, service performance and financial performance. Thirty of the 66 indicators are reported in the Performance Statement and have been audited. The remaining 36 indicators are included in the Report of Operations. The Indicators confirm a range of achievements by Council that include:

- Assisting more than 1,200 residents to access more than 22,000 of domestic, personal and respite care through the Moira Heath Care;
- Receiving the equivalent of more than 7 planning applications a week every week of the year;
- Issued more than 80 media statements and responding to more than 62,000 phone calls and 20,000 over the counter customer service inquiries;
- Providing 40% of all childhood and school immunisations across the shire;
- Providing household, recycling and organic waste kerbside collection services to more than 12,000 households which involved more than 1 million bin lifts across the year;

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CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

- Residents visited Council's outdoor pools approximate 2.5 times a year with each visit costing Council \$8.55 for outdoor pools and \$11 for its indoor pool.
- Nearly 19% of residents are active members of Council's library services with each visit costing Council \$5.18.
- Participation in Council's Maternal and Child Health services continue to exceed 90% for enrolments and home visits.
- Council's pound provided temporary care for 515 animals with 103 reclaimed and a further 121 rehomed.
- Council monitored more than 320 registered food premises to ensure compliance with obligations under the Food Safety and related Acts.
- Council responded to almost 30 customer requests every week regarding Council's playgrounds and public open spaces with 100% of requests actioned within 30 days.

All the indicators will be published later this year on the Victorian Government's Know Your Council website and this will allow members of the community to review and compare Council performance and challenges.

3. Financial Implications

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

4. Community Consultation

The Annual Report was made available online and for inspection at Council Service Centres the fortnight prior to the October Council Meeting. Advertisements confirming the availability of the report appeared in local media.

5. Internal Consultation

The draft report provided for feedback to Council and officers.

6. Legislative / Policy Implications

The Annual Report meets Council's obligations under the *Local Government Act 1989 (the Act)* and is prepared in accordance with the model reports provided by the Department.

7. Environmental Sustainability

Hard copies of the report must be produced for display at Council's service centre, agencies and the State Library. Council endeavours to keep printed copies to a minimum by encouraging online and electronic access to the report.

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 2014/15. It is recommended that Council, in accordance with section 134 of the Act, considers and receives the 2014/15 Annual Report, inclusive of audited financial and performance statements as at 30 June 2015.

**FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND PROCESSES**

**ITEM NO: 9.1.2
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**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15
(cont'd)**

Attachments

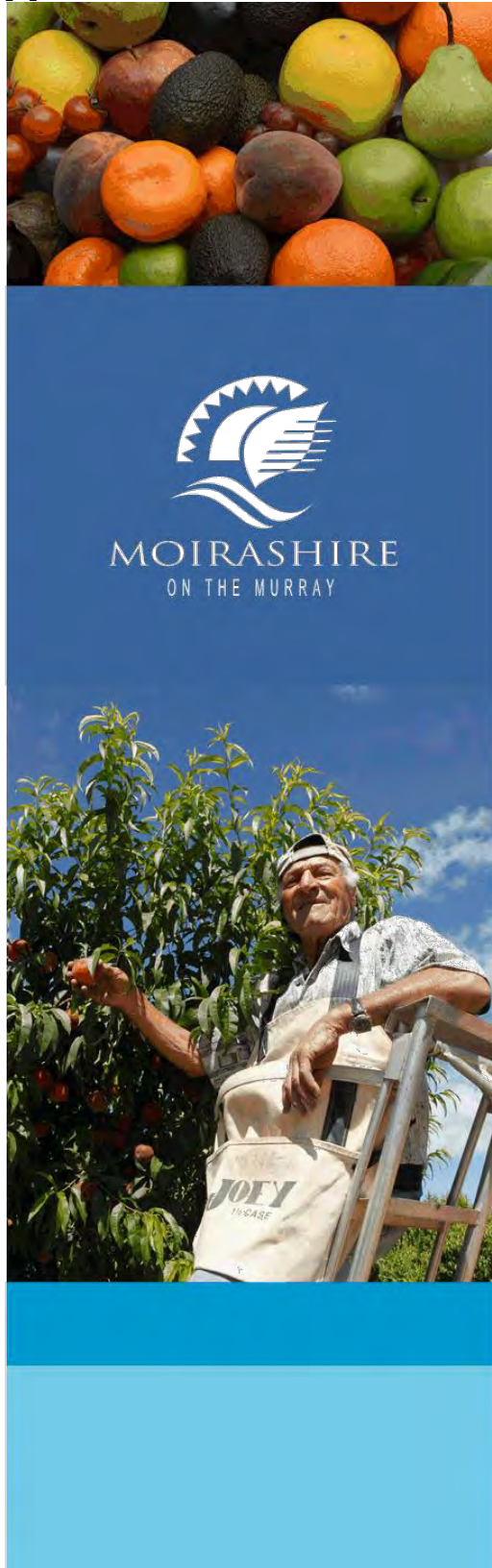
- 1 Moira Shire Council 2014-15 Annual Report

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**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report




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**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report



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 open governance, active engagement, strong advocacy and the provision of affordable services.

Core Values
Ethical leadership underpins Council's decision making and operations. At all levels, Council seeks to ensure there is an appropriate balance between the values-based organisational culture described by our Core Values and enforcing relevant controls.
Community, honesty, innovation, integrity, responsibility, responsiveness, trust, leadership and accountability.


Area	Median Age	Born Overseas
4,045km ²	43 years	9.60%

Major Service Towns	Townships
Cobram Nathalia Numurkah Yarrowonga	Barmah, Bearii, Bundalong, Invergordon, Katamatite, Katunga, Koonoomoo, Lake Rowan, Peechelba, Picola, St James, Strathmerton, Tungamah, Waaia, Wilby, Wunghnu and Yarroweyah

Population
total 28,833



Households with internet	Help out as a volunteer	Speak a language other than english at home
67.34%	26.71%	5.08%



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**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Contents

Report of Operations	1
Performance Statement	64
Financial Statements	77

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
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**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Report of Operations 2014-15

For year ended 30 June 2015



Left to right - Organic compost on Moira Shire Council gardens produced from waste collected by Council's Organic Kerbside Collection Service; Moira Shire's road maintenance and renewal program; Moira Shire Mayor welcomes new citizens; Replacing streetlights with energy efficient lights as part of the Watts Working Better program.

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CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Welcome to the Report of Operations 2014-15

Council is committed to transparent reporting and accountability to the community. The Report of Operations 2014-15 is the primary means of advising the Moira Shire community about Council's operations and performance during the financial year.

Challenges and Future Outlook

Challenges

- Moira Shire's financial resources and our ability to maintain our existing range, standard and location of services will be significantly impacted by the Victorian Government's introduction of rate capping from 2016-17.
- Moira Shire is experiencing a substantive change to its grant funding. Targeted funding through the Roads to Recovery program has increased substantially, however other grant funding sources have declined.
- The two-year boost to Roads to Recovery funding has created significant human and plant resource challenges to ensure capacity to design and deliver works.
- The competition for grant funding is expected to increase significantly as rate capping forces councils to seek alternative funding options to maintain existing infrastructure and invest in new programs and services.
- Moira Shire has limited capacity to immediately respond to rate capping because more than half of our annual expenditure is defined by existing legislation, regulations, standards and legal agreements – from councillor entitlements to depreciation, interest on borrowings and employee costs.
- Compared with equivalent Victorian councils, Moira Shire covers a large geographic area with multiple service locations and a relatively small, slower growing, dispersed and aging population. This combination means Moira Shire has relatively higher costs to deliver the equivalent range and standard of council services.
- Our community's capacity to pay has peaked and there is limited scope to supplement rate revenue through other income streams.
- Many of Moira Shire's assets are in the latter stage of their useful life and community use is declining but community service standards along with public use, safety and construction standards are increasing.

The Future

- Delivering on commitments contained in our revised 2013-2017 Council Plan.
- Service reviews to evaluate and understand community needs, Council's capacity to fund and to identify smarter and more efficient ways to deliver local government services.
- Community planning is vital to allowing our communities to be a part of the long term decision making about Council services, programs and infrastructure investment.
- Deliver major community infrastructure projects including Cobram Library and Learning Centre.
- Undertake a comprehensive review of Council's Municipal Strategic Statement.
- Complete the Numurkah Floodplain Management Study and seek to secure funding to enable implementation of recommendations.
- Continue to advocate for the construction of a new bridge linking Yarrowonga and Mulwala along the green route.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Message from the Mayor

Our 2014-15 Annual Report includes our Report of Operations, Performance Statement and Financial Statements. These combine to describe the progress we have made during 2014-15 to improve our performance, our sustainability and our accountability to the community we serve.

This Annual Report details Council's achievement of the 2013-17 Council Plan strategic objectives and is the third report of this Council. The role of Council includes:

- acting as a representative government by taking into account the diverse needs of the local community in decision making;
- providing leadership by establishing strategic objectives and monitoring their achievement;
- maintaining the viability of the council by ensuring that resources are managed in a responsible and accountable manner;
- advocating the interests of the local community to other communities and governments acting as a responsible partner in government by taking into account the needs of other communities, and;
- fostering community cohesion and encouraging active participation in civic life.

Highlights

Smarter Service Delivery

The introduction of an organic waste kerbside collection service and more energy efficient street lighting have demonstrated Moira Shire's commitment to sustainable and smarter models of service delivery.

The organic waste kerbside collection service began in December 2014. It has continuously exceeded best practice standards with contamination rates below 1% in every month. Importantly, even though the service operated for only part of the year almost half of Moira Shire's total annual kerbside waste collection was diverted out of landfill and into recycled or organic processing thereby containing the costs and environmental impact of landfill.

We partnered with eight other regional councils to progress the Watts Working Better program. The partnership has enabled Council to change 1,143 streetlights to energy efficient T5 fluorescent lights. The streetlights are expected to achieve annual savings of approximately \$150,000 and the first months of operation have recorded savings in excess of \$8,000 each month.

Improved strategic focus

We undertook a comprehensive review of our Council Plan 2013-17 to better reflect our strengths and the future challenges of rate capping and declining grant funding. The revised Council Plan adopted in June 2015 will deliver stronger regional partnerships, growth of our regional economy and especially our agriculture and tourism sectors, and the continued development of Moira Shire as a sought after lifestyle destination for current and future residents.

Advocacy

During the year Council continued to represent the interests of our community to Victorian and Federal governments. Priority projects included our efforts to secure a new bridge linking Yarrowonga-Mulwala along the green route and providing evidence-based submissions on proposals including the introduction of rate capping and the Victorian Floodplain Management Study.

Thank you

Overall, this year we have delivered on our Council Plan commitments and I would like to thank our councillors for their commitment and their ongoing efforts on behalf of residents. I also thank businesses, members of community groups and council officers for contributing to the improved liveability and amenity of our Shire.

Cr Marie Martin
Mayor

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Message from the Chief Executive Officer

On behalf of Moira Shire Council it is a great pleasure to present Council's 2014-15 Annual Report.

The CEO is responsible for:

- establishing and maintaining an appropriate organisational structure for the council;
- ensuring that the decisions of the council are implemented without undue delay;
- the day to day management of the council's operations in accordance with the Council Plan
- developing, adopting and disseminating a code of conduct for council staff;
- providing timely advice to the council, and;
- carrying out the council's responsibilities as a deemed employer with respect to councillors, as deemed workers, which arise under or with respect to the Accident Compensation Act 1985 or the Accident Compensation (WorkCover Insurance) Act 1993.

Moira Shire ends 2014-15 with significant positive momentum. Over the past year almost \$250 million of private and government investment was announced including upgrades and redevelopments at Murray-Goulburn Cobram, Ryan's Meat Nathalia, GrainCorp Oilseeds in Numurkah and Silverwoods Yarrowonga. These high-profile announcements have been matched by strong upward trends in planning (up 15%) and building (up 60%) applications.

During the 2014-15 year Moira Shire delivered a range of service and operational improvements that will ensure we are well placed to continue to support the growth potential of our Shire while also responding to the challenges created by rate capping, declining grant funding and a large, aging asset base.

More informed financial position

The release of Moira Shire's Sustainable Capacity report and the Underlying Financial Position report in late 2014 was a key step forward for Council, officers and the wider community.

In combination, the reports established a more informed and robust understanding for our community, officers and Council and provided an important background to reviewing our strategic priorities and service delivery.

Our improved strategic focus is further supported by the introduction of a more structured and rigorous project review process. The process ensures that every initiative from events and services to capital works is subject to the same standards of review and underpins our commitment to provide best value for our ratepayers and customers. The project review process was critical to the development of our 2015-16 budget.

Improving 2014-15 financial results

At 30 June 2015, Council's financial position is stable with a surplus of \$4.5 million. The underlying financial position has improved from -6.36% to -0.87% which demonstrates significant progress towards achieving the Victorian Auditor General's indicator of greater than 0%. With the anticipated introduction of rate capping, Council will continue to focus on tight cost controls supported by more efficient service delivery and optimising revenue from rates, and fees and charges.

Improved organisational structure

We implemented a leaner corporate structure with two general managers. This structure better aligns with the size of our Shire and scope of services we deliver. The changes were supported by a further realignment of our management team to simplify and clarify responsibilities within the organisation.

Thank you

I would like to take acknowledge Council, the local community and all Moira Shire staff for their contribution to delivering our Council's vision and Council Plan.

Mark Henderson
Chief Executive Officer

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

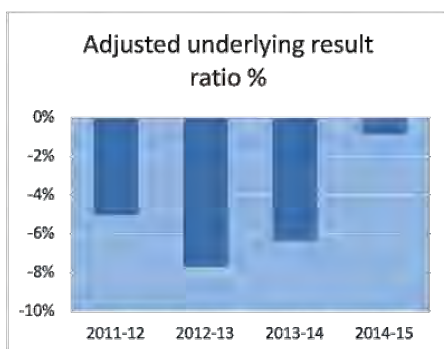
ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Financial Summary

Council's financial position remains sound. A summary of our performance is outlined below. Detailed information relating to Council's financial performance is included within the Financial Statements and Performance Statement sections of this report.

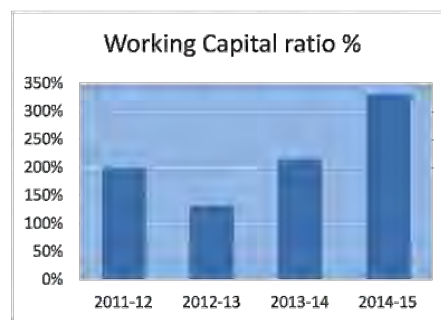
Operating Position

Council achieved a surplus of \$4.51 million in 2014-15. This surplus is lower than the prior year surplus of \$6.44 million. As per the Comprehensive Income Statement in the Financial Report, the surplus is due mainly to recognising the prepayment of 50% or \$4.85 million of the Commonwealth Government's 2015-16 Financial Assistance Grants. The adjusted underlying surplus of Council, after removing non-recurrent capital grants, cash capital contributions and non-monetary capital contributions, is a deficit of \$0.48 million or -0.87% when compared to adjusted underlying revenue. This is slightly unfavorable to the VAGO target of greater than 0%. Sustaining an adjusted underlying surplus is a critical financial strategy that provides capacity to renew the \$499.9 million of community assets under Council's control.



Liquidity

Cash has increased by \$9.84 million from the prior year mainly due to the receipt of 50% or \$4.85 million of the Commonwealth Government's 2015-16 Financial Assistance Grants. The increased cash balance is also due to delays in commencing new capital works projects (Cobram Library and Yarrowonga Aerodrome) and completing others (Kennedy Park Cobram, Yarrowonga Showground and Catona Crescent Cobram drainage). The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 332% is an indicator of our satisfactory financial position and is above the expected target band of 120% to 200%. If the effect of the Financial Assistance Grant is removed, Council's working capital ratio was 276%.



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

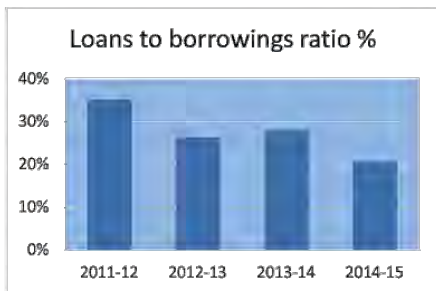
ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

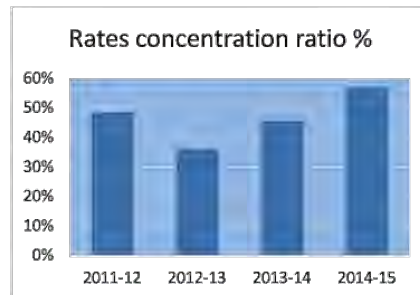
Obligations

Council aims to ensure that it can maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. To bridge the infrastructure gap, Council invested \$5.39 million in renewal works during the 2014-15 year. This was funded from operations. At the end of the 2014-15 year Council's debt ratio, which is measured by comparing interest-bearing loans and borrowings to rate revenue, was 20.67% which was within the expected target band of 20%-60%. Council's asset renewal ratio, which is measured by comparing asset renewal expenditure to depreciation, was 65.14% which is below the expected target band of 90%-110%.



Stability and Efficiency

Council raises a wide range of revenue including rates, user fees, fines, grants and contributions. Council's rates concentration, which compares rate revenue to adjusted underlying revenue, was 57.05% for the 2014-15 year which is within the expected target band of 40%-80%. Council has focused on broadening its revenue base and for the 2014-15 year was able to keep its rate increase to 5.5% in general rates and 3.5% in municipal charges. This resulted in an average residential rate per residential assessment of \$1,735.



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Description of operations

Council's administrative centre is located in Cobram supported by a dispersed service delivery model that includes:

- Customer service centres in Cobram and Yarrawonga and agency services in 8 other local centres;
- 80 bridges and major culverts, with more than 1000 km of sealed roads, 2500 km of gravel roads, 600 km of farm access tracks, 239 km of kerb and channel and 60 km of footpaths;
- Nine waste transfer stations and a landfill site; 80 parks and gardens (open spaces), 44 playgrounds, 31 public toilet blocks and public BBQs;
- CBD streetscapes in the four major towns and 18 smaller towns;
- 570 buildings that range from town halls to sporting pavilions, public toilets and historical and aging community buildings;
- Financial support to 9 preschools, four libraries and a mobile library service for our smaller towns;
- Five maternal and child health centres and outreach services to our smaller centres;
- Five outdoor swimming pools, an indoor swimming pool and gymnasium, a water slide and splash park, two sports stadiums, and 17 recreation reserves and showgrounds.

Council's vision, strategic objectives and strategies to further improve services and facilities are described in our 2013-2017 Council Plan that was revised during the year and adopted by Council in June 2015, and the associated Budget 2014-15 and are reported on in this document.

The delivery of services, facilities, support and advocacy to achieve the Strategic Objectives is measured by a set of service performance indicators and measures. Council also has a wide range of responsibilities under Victorian and Australian legislations.

Major Changes

Council implemented a leaner corporate structure with two general managers. This structure better aligns with the size of Moira Shire and scope of services it delivers.

The changes were supported by a further realignment of the management team to simplify and clarify responsibilities within the organisation.

Major Capital Works

During the year Council continued to invest in the maintenance and upgrade of community assets and services as Council delivered its capital works program. Highlights included:

- Construction of a jetty and boat ramp at Kennedy Park. The \$410,000 jetty and associated works will improve service and safety for water users at Thompson's Beach one of Australia's largest inland beaches.
- Completion of stage 2 of the Cobram Streetscape. The \$1.2 million project was scheduled to avoid works during the peak Christmas and holiday periods and significantly improves pedestrian safety around one of Moira Shire's key business and retail centres.
- Pumps were upgraded and associated drainage works were completed at Numurkah's Rowe St retention basin. The \$250,000 project will improve operation of the basin.
- Concept designs were completed for the development of Cobram's new community Library and Learning Centre.
- Tungamah netball courts were upgraded to full concrete courts. The courts were severely damaged in the March 2012 floods and required extensive repairs. The lighting was also upgraded to meet current standards.
- The \$2 million rehabilitation of Moira Shire's landfill near Cobram continued. The project will bring the site into line with increasingly rigorous regulatory requirements and involved rolling out more than

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

35,000 square meters of geo-membrane, installation of 17 gas bores to manage gas emissions from a landfill that is up to 5 stories high.

- Major roads renewal and upgrade projects included construction of a roundabout at Woods Road Yarrowonga (\$100,000), reconstruction of Dookie Road Waggenderandall (\$300,000) and safety works along Karook St Cobram (\$295,000). These works were delivered alongside Council's \$1.3 million road resealing program and \$500,000 gravel road resheeting program.

Economic Factors

After three years and \$50 million of flood, fire and tornado recovery works, Moira Shire's underlying financial position is stable but there is little buffer to address the financial pressures created by rate capping and changing Federal and Victorian Government funding.

Major Achievements

- Council successfully implemented an organic waste kerbside collection service. The service commenced from December 2014. The service has continuously exceeded best practice standards with contamination rates below 1% in every month since it commenced and nearly half of all of Moira's kerbside waste collection has been diverted out of landfill and into recycled or organic processing.
- 1,143 streetlights were changed to energy efficient t5 fluorescent lights as part of the Watts Working Better program. The streetlights are expected to achieve annual savings of approximately \$150,000.
- Council implemented an improved project assessment process to ensure that every initiative from events and services to capital works is subject to consistent best value, risk and whole of life costs assessments. The project review process was critical to the development of our 2015-16 budget.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Our Council



Our Profile

Moira Shire is located in the Hume region of Victoria and stretches across 4,045 square kilometers from Bundalong in the east to the Barmah National Park to the west. Our northern boundary is defined by the Murray River and our south-west, southern and south east regions share boundaries with the municipalities of Campaspe, Greater Shepparton, Benalla, Wangaratta and Indigo. Moira is centrally located to the regional cities of Shepparton, Wangaratta and Albury-Wodonga.

Moira Shire includes four major towns; Cobram, Nathalia, Numurkah and Yarrowong and 17 smaller communities: Barmah, Bearii, Bundalong, Invergordon, Katamatite, Katunga, Koonoomoo, Lake Rowan, Peechelba, Picola, St James, Strathmerton, Tungamah, Waaia, Wilby, Wunghnu and Yarroweyah.

There is no single dominant major town within the Shire and importantly, each major town has a unique combination of economic and liveability advantages.

Our Community

Moira Shire's current population of 28,833 people includes:

- 49.7% are male and 50.3% are female. Aboriginal and Torres Strait Islander people make up 1.4% of the population.
- 85% of people were born in Australia, which is considerably higher than the state and national result. 79.1% of people had both parents born in Australia and 12.6% of people had both parents born overseas.
- 90% of people speak only English at home, with Italian, Arabic and Indo-Aryan (eg Punjabi) the most common non-English languages.
- The median age of Moira's population is 44 years, which is higher than the state and national median of 37 years. Children aged 0 - 14 years make up 19.3% of the population and people aged 65 years and over made up 21.6% of the population.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Our Economy

Moira Shire's food processing sector, comprising principally dairy products (output \$632m) and meat processing (output \$115m), is the largest sector based on output in the Shire. Food processing also includes significant output in oils and fats (output \$43m), fruit and vegetable products (output \$14m), wine (output \$8m) and other food products (output \$29m).

Moira Shire is home to major manufacturers including Murray-Goulburn Co-operative, Bega Cheese plant in Strathmerton, Graincorp Oilseeds in Numurkah and Ryan's Meat in Nathalia.

Agricultural land use accounts for approximately 71% of the total land area, 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 3,128 businesses were registered in the Shire across all industries.

Tourism is the seventh largest contributor to economic output in the municipality generating an estimated \$90 million for the local community, including approximately 510 jobs, or about 5.6% of Moira Shire's workforce.

The Moira Shire community is serviced by local hospitals in each of the major towns along with a wide range of medical and allied health service providers. As a result health services are an important sector within and for the local community.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Our Councillors

The Council was elected to provide leadership for the good governance of the municipal district and the local community. On 27 October 2012 the Moira Shire Council community elected this Council for a four year term. The municipality is unsubdivided with the nine Councillors elected to represent all residents and ratepayers across the Shire. They have responsibility for setting the strategic direction for the municipality, policy development, identifying service standards and monitoring performance across the organisation.

A special meeting of Council is held each November to elect the Mayor for the following 12 month period. On 5 November 2014 Councillor Marie Martin was elected Mayor with Councillor Peter Mansfield elected Deputy Mayor. They replaced the previous Mayor Peter Mansfield and Deputy Mayor Wendy Buck.



CR MARIE MARTIN
Mayor

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mmartin@moira.vic.gov.au



CR PETER MANSFIELD
Deputy Mayor

pmansfield@moira.vic.gov.au



CR KEVIN BOURKE

kbourke@moira.vic.gov.au



CR WENDY BUCK

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CR GARY CLEVELAND

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CR ED COX

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CR BRIAN KEENAN

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CR DON MCPHEE

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CR ALEX MONK

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FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Our People

Organisational structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with the strategic directions of the Council Plan. Two general managers and the CEO form the Corporate Management Team (CMT) and lead the organisation. Details of the CEO and senior officers reporting directly to the CEO are set out below.



MARK HENDERSON
Chief Executive Officer

Corporate Leadership
People & Organisational
Development
Economic Development



LEANNE MULCAHY
General Manager Corporate

Finance
Information Services
Governance &
Communications
Community Service Delivery
Property, Risk & Compliance



ANDREW CLOSE
General Manager Infrastructure

Safety Amenity & Environment
Town Planning & Building
Construction & Assets
Operations
Strategic Projects



BRANT DOYLE
Manager People and Organisational
Development

Human Resources
Employee & Industrial Relations
Learning & Organisational Development
Occupational Health & Safety
Payroll Services



JANE O'BRIEN
Manager Economic Development

Economic Development
Tourism

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

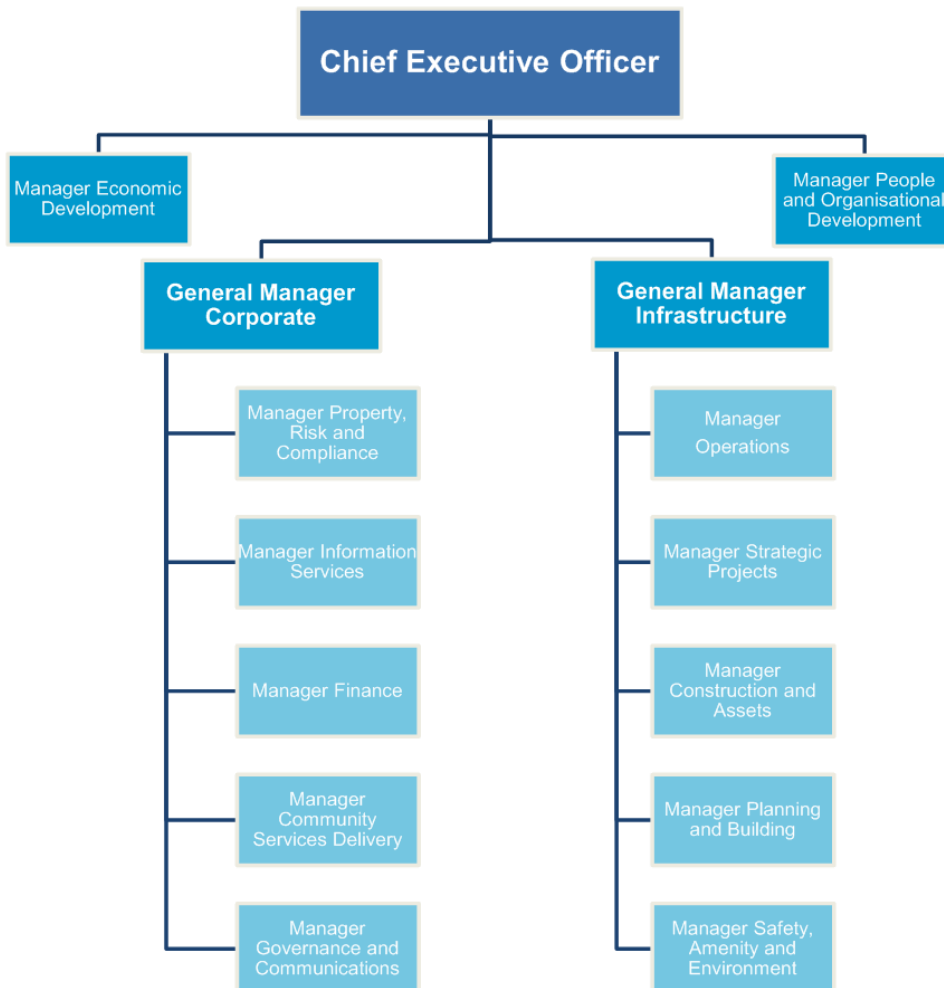
ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Council Staff

A chart setting out the organisational structure of Council is shown below.



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

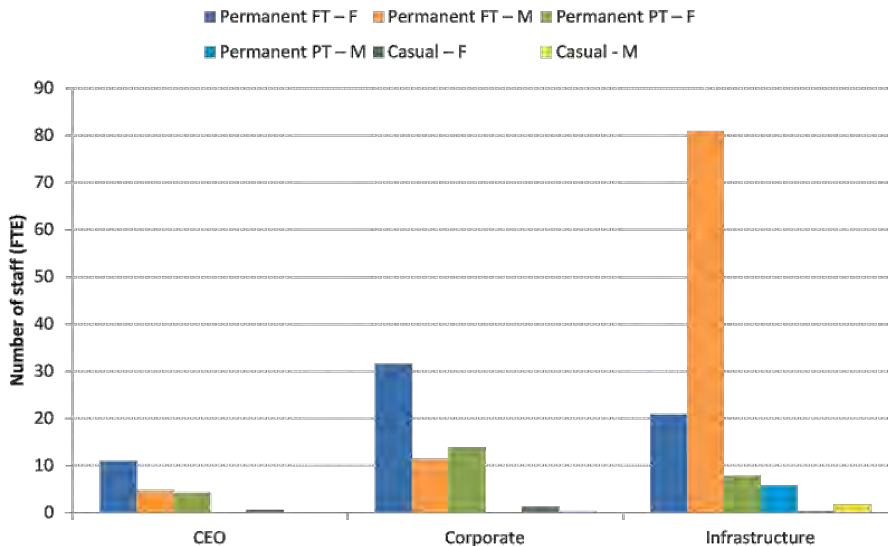
ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Council Staff

A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender is set out below.

Employee type/gender	CEO FTE	Corporate FTE	Infrastructure FTE	Total FTE
Permanent FT – F	10.9	31.5	20.8	63.2
Permanent FT – M	4.7	11.4	80.9	97
Permanent PT – F	4.2	13.9	7.8	25.9
Permanent PT – M	0.1	0	5.8	5.9
Casual – F	0.6	1.3	0.3	2.2
Casual - M	0.1	0.3	1.8	2.2
Total	20.5	58.4	117.5	196.4

FT-Full time PT-Part time F-Female M-Male



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

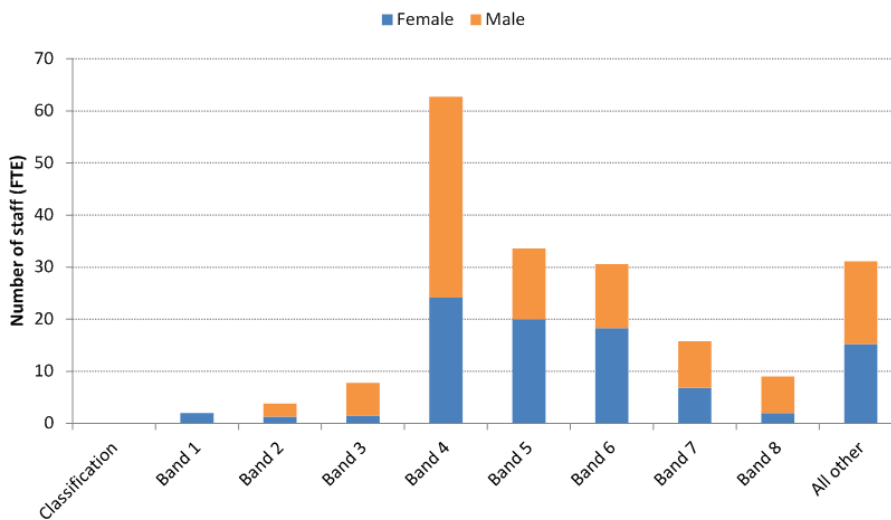
ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Council Staff

A summary of the number of full time equivalent (FTE) staff categorised by employment classification and gender is set out below.

Structure Classification	Female FTE	Male FTE	Total FTE
Band 1	2	0	2
Band 2	1.3	2.5	3.8
Band 3	1.5	6.3	7.8
Band 4	24.1	38.6	62.7
Band 5	20	13.6	33.6
Band 6	18.3	12.3	30.6
Band 7	6.8	9	15.8
Band 8	2	7	9
All other	15.2	15.9	31.1
TOTAL	91.2	105.2	196.4

FT-Full time PT-Part time F-Female M-Male



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Equal Employment Opportunity Program

A Council with 40 or more members of staff must have developed and implemented an equal opportunity program. Moira Shire Council has implemented an equal employment opportunity program that is designed to eliminate discrimination against and promote equal opportunity for women and persons in designated groups in relation to employment matters.

The objective of Council's Equal Employment Opportunity Program is to ensure there is no discrimination relating to the characteristics listed under the Equal Opportunity Act 2010 such as race, colour, sex, marital status, parenthood, physical or mental impairment, age, religious or political affiliation, gender identity and sexual orientation. Further objectives include ensuring the workplace is free from bullying and harassment.

The actions taken to implement the Program over the past 12 months include the provision of 'Respectful Workplace Behaviours' policies, procedures and workshop programs. The program consisted of equal employment opportunity and bullying and harassment training for all employees and leaders, to ensure staff are fully aware of their responsibilities in maintaining a workplace free of bullying and harassment.

Council re-established its contact officer network, with the recruitment of a new contact officer and training for all six contact officers.

Other Staff Matters

Professional development

Council offered educational support to employees undertaking relevant vocational, undergraduate or postgraduate studies. In the past year, nine staff were provided this form of support. Council also provides a comprehensive corporate learning program that supports a broad range of staff development needs, including ensuring Council is up-to-date with current legislative requirements and exploring best practice. This is developed in alignment with strategic and compliance priorities, as well as in response to needs identified through performance and development plans. A variety of learning methodologies are used including e-learning, in-house and externally facilitated workshops.

Work Experience Program

Council provided work experience opportunities for secondary school students to gain valuable experience, skills and knowledge by working in a variety of Council settings. The program supports the promotion of Council as a future employer and gives students an insight into the services Council provides to the community.

Health and safety

Council's aim is to maintain and sustain a safety culture that supports an incident and injury-free workplace for all employees, Councillors, contractors, visitors and the public. This has been implemented through consultation and awareness sessions at department and team meetings.

Council has an active Occupational Health and Safety Committee that continues to meet on a monthly basis. Council acknowledges that effective communication and consultation between staff and management is integral to the success of the Occupational Health and Safety Management Plan.

Council introduced an Early Intervention Program in 2014-15 that has advised and treated work and non-work related injuries. This action has assisted in effectively minimising lost time from injuries and WorkCover Claims. Council also coordinated health and wellbeing programs that included free skin cancer checks, heart health awareness, exercise and diet advice and education for staff.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Our performance

**Planning and Accountability
Framework**

The Planning and Accountability Framework is found in part 6 of Local Government Act 1989 (the Act). The Act requires councils to prepare the following planning and reporting documents:

- a council plan within the six months after each general election or by 30 June, whichever is later;
- a strategic resource plan for a period of at least four years and include this in the council plan;
- a budget for each financial year, and;
- an annual report in respect of each financial year.

The following diagram shows the relationships between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle



Community Satisfaction

The Community Satisfaction Survey is conducted annually by an independent research company on behalf of the Department of Environment, Land, Water and Planning. The Survey report is available at www.moira.vic.gov.au.

Community satisfaction with Moira Shire Council services	%
Appearance of public areas	73
Business & community development	56
Community decisions	51
Consultation & engagement	52
Disadvantaged support services	58
Elderly support services	69
Emergency & disaster management	69
Enforcement of local laws	61
Environmental sustainability	62
Family support services	65
Informing the community	57
Lobbying	54
Local streets & footpaths	51
Recreational facilities	65
Sealed roads	49
Slashing & weed control	51
Tourism development	62
Town planning policy	54
Waste management	74

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Council Plan

The Council Plan 2013-17 includes strategic objectives, strategies for achieving these for the four-year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the six strategic objectives as detailed in the Council Plan.

Environment

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

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance

Council's performance for the 2014-15 year has been reported against each strategic objective to demonstrate how council is performing in achieving the 2013-17 Council Plan. Performance has been measured as follows:

1. results achieved in relation to the strategic indicators in the Council Plan
2. services funded in the 2014-15 Budget and the persons or sections of the community who are provided those services
3. results against the prescribed service performance indicators and measures

Strategic Goal 1: Environment

Moira Shire 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.

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategy: 1.1 Reduce Council's Environmental Footprint through innovative planning and leading practice initiatives			
Performance Measures	Target	Result	Comments
1.1.1 Annual residential waste generation (kilograms) for recycling, landfill & green waste: Per capita Per residential assessment	Less than 600 kilograms per capita 1000 kilograms per residential assessment	✓	
1.1.2 Develop the Moira Shire Green Waste Strategy	Green Waste Strategy adopted by Council	✓	
1.1.3 New or upgraded Council buildings to meet or exceed 6 star energy rating	100%	✓	
1.1.4 Implement renewable energy projects where the business case demonstrates a feasible return on investment	100%	✓	
1.1.5 Maintain or decrease carbon emissions footprint	Install 600 LED lights per annum to replace current MV 80 Streetlights	✓	
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%	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategy: 1.2 Administer the implementation of the environmental sustainability strategy and report it to Council in a timely manner.			
Performance Measures	Target	Result	Comments
1.2.1 Coordinate Goulburn Broken Local Government Biodiversity Reference group meetings	4 meetings per year	✓	
1.2.2 Coordinate Kinnaird's Wetlands Advisory Committee meetings	3 meetings per year	✓	
1.2.3 Host Environmental Sustainability Advisory Committee meetings	4 meetings per year	✓	
1.2.4 Participate in Municipal Catchment Coordinator meetings	4 meetings per year	✓	
Strategy: 1.3 Support the community in reducing their environmental footprint through education and communication of leading practice initiatives.			
Performance Measures	Target	Result	Comments
1.3.1 Provide Council's Public Place Recycling trailer for use at community events	10 events per year	✓	
1.3.2 Participate in Broken Boosey Conservation Management network committee meetings and events	Co-host 4 community education events	✓	
1.3.3 Percentage community satisfaction (index score) with waste management	65%	✓	
Strategy: 1.4 Comply with environmental sustainability legislation and regulatory obligations			
Performance Measures	Target	Result	Comments
1.4.1 Compliance with EPA landfill requirements	80%	✓	
1.4.2 Respond to native vegetation referrals within 30 days	100% referrals processed	✓	
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.	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides information in relation to the services funded in the 2014-15 budget and the persons or sections of the community who are provided the service.

Service	Description	Net Cost Actual Budget Variance \$'000
Waste Management	<p>This service provides waste collection including kerbside rubbish collection of garbage, recyclables and organic waste from households and some commercial properties in Council. It also operates nine transfer stations and a landfill site, including monitoring to maintain environmental standards.</p> <ul style="list-style-type: none"> Council's organic waste kerbside collection service commenced 1 December 2014 for residential customers in Cobram, Nathalia, Numurkah and Yarrawonga. The service continues to exceed best practice standards with contamination rates below 1% in every month. The organic service operated for only seven months of the year but helped divert almost half of Moira Shire's total annual kerbside waste collection out of landfill and into recycled or organic processing thereby containing the costs and environmental impact of landfill. Council provided household, recycling and organic waste kerbside collection services to 12,187 households which involved more than 1 million bin lifts across the year. Council's \$2 million rehabilitation of Moira Shire's landfill near Cobram continued. The project will bring the site into line with increasingly rigorous regulatory requirements and involved rolling out more than 35,000 square meters of geo-membrane and installation of 17 gas bores to manage gas emissions from a landfill that is up to five stories high. 	<p>-3,584</p> <p><u>-2,705</u></p> <p>879</p>
Environment Sustainability and Natural Resource Management	<p>This service develops environmental policy, implements environmental projects, delivers educational programs and works with other agencies to improve environment sustainability and natural resource management. The service assists with implementing Councils roadside management plan, management of Councils utilities including improving energy efficiency and reducing energy consumption, responding to planning and other referrals relating to Natural Resource Management, in partnership with other agencies managing Kinnairds wetlands and managing funded projects aimed at assisting the community adapt to climate change.</p> <ul style="list-style-type: none"> Roadside weed and pest management plan developed and provided to community for feedback prior to adoption by Council. Continued works to reinstate paths and other infrastructure in Kinnaird Wetlands following the 2013 fires. Stage 1 of the Watts Working Better street lighting retrofit project was completed in August 2014. Council's partnership with eight other regional councils enabled Council to change 1,143 streetlights to energy efficient t5 fluorescent lights. The streetlights are expected to achieve annual savings of approximately \$150,000 and the first months of operation have recorded savings in excess of \$8,000 each month. This project received funding from the Australian Government. Delivery of the Public Place Recycling funded project including the installation of recycling infrastructure at two of Council's prominent public open spaces and making available mobile recycling infrastructure to support recycling at community events. 	<p>454</p> <p><u>447</u></p> <p>-6</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Waste Collection	Results 2015	Material Variations*
Satisfaction		
<i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	44.39	
Service standard		
<i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	0.38	
Service cost		
<i>Cost of kerbside garbage bin collection service</i> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$123.33	
Service cost		
<i>Cost of kerbside recyclables collection service</i> [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$47.50	
Waste diversion		
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	47.33%	Organic waste kerbside collection service commenced 1 December 2014

*Council has not reported material variations as there is no base year with which to make comparisons.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategic Goal 2: Community

Moira Shire 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.

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

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			
Performance Measures	Target	Result	Comments
2.1.1 The Disability Action Plan be implemented and reported to Council in a timely manner	<ul style="list-style-type: none"> Host four Advisory Committees Complete 50% action items in MSC Disability Action Plan 	✓	
2.1.2 The Positive Ageing Strategy be reviewed and reported to Council in a timely manner	Complete strategy review and implement new strategy	In progress	Review completed, strategy development continuing in 2015-16.
2.1.3 Continue to provide immunisation services within Moira	<ul style="list-style-type: none"> Deliver an immunisation service in all 8 Secondary schools and the four main centres within Moira 40% of Childhood Infant Immunisations delivered by Council Report quarterly Bench mark against other shires and Victorian rates 	✓	
2.1.4 Provide youth focused social and sporting events	Host six events throughout the Shire	✓	
2.1.5 Engage with local youth	Host four Junior Council Meetings per year	✓	
Strategy: 2.2 Facilitate Maternal and Child Health and wellbeing			
Performance Measures	Target	Result	Comments
2.2.1 Proportion of infants born that receive primary immunisations	<ul style="list-style-type: none"> 90% Report quarterly Bench mark against other shires and State rates 	✓	
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)	✓	
2.2.3 Percentage participation of Children in Maternal and Child Health.	<ul style="list-style-type: none"> Meet or exceed State average of 85% Adopt new MAV reporting guidelines and use as a benchmark 	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

2.2.4 Operate a Family Day Care service within Moira Shire	Maintain at least 15 educators that provide Family Day Care	✓	
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			
Performance Measures	Target	Result	Comments
2.3.1 The Municipal Public Health and Wellbeing Plan be implemented and reported to Council in a timely manner	<ul style="list-style-type: none"> Complete <10 actions from the plan during 2014 and report on progress 	✓	
2.3.2 Continue to support Moira HealthCare Alliance (MHA) in the delivery of HACC Services	<ul style="list-style-type: none"> Council is an active participant on the Board of Moira Healthcare Alliance (100% meetings Councilor representative or delegate) Annual presentation by MHA to Council 	✓	
Strategy: 2.4 Identify, develop and action community safety initiatives addressing real and perceived safety issues			
Performance Measures	Target	Result	Comments
2.4.1 Support the Moira Shire Safety Committee through facilitating meetings involving all relevant stakeholders	<ul style="list-style-type: none"> Host four Safety Committee meetings per year Ensure delivery of outcomes outlined in the Moira Shire Community Safety Plan 	✓	
Strategy: 2.5 Improve community engagement, participation and effectiveness by facilitating community involvement in decision making processes			
Performance Measures	Target	Result	Comments
2.5.1 Maintain and strengthen the community volunteer base	<ul style="list-style-type: none"> Complete two community priorities annually Deliver two volunteer skills based workshops annually Update two Community Plans annually 	✓	Community Plan updates in progress.
Strategy: 2.6 Provide quality facilities, open spaces and programs to increase participation and cater for the communities needs and interests			
Performance Measures	Target	Result	Comments
2.6.1 Deliver Community Assistance and Small Grants Program	<ul style="list-style-type: none"> Deliver 3 Grant Rounds per annum Receive at least 60 grant applications Assist successful groups with delivering projects 100% project completion/delivery 	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

2.6.2 In partnership with the community and contracts proactively manage Council's community facilities	<ul style="list-style-type: none"> Increase the patronage of Council owned aquatic facilities to over 65,000 per year and work with contractor to improve attendance figures Record 100% of usage of Council's community facilities managed under the Recreation Facilities contract 	✓	
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	✓	
Strategy: 2.7 Recognise and enhance Moira Shire's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history			
Performance Measures	Target	Result	Comments
2.7.1 Multicultural Action Plan is reported to Council in a timely manner	<ul style="list-style-type: none"> Complete at least two priorities identified in the Multicultural Action Plan annually 	✓	
2.7.2 Maintain the sustainable relationship with the local indigenous committee through the development and support of social inclusion projects	<ul style="list-style-type: none"> Continue to develop linkages with the local indigenous people Assist in the development of Yenbena into viable educational and cultural hub for Barmah 	✓	
2.7.3 Develop Moira Shire Arts and Culture Board	<ul style="list-style-type: none"> Support and manage Moira Arts and Culture Inc. to <ul style="list-style-type: none"> deliver and achieve its constituted goals, strategies and activities and to fulfill all reporting requirements of the Moira Arts and Culture Inc. Service Agreement with Moira Shire 	✓	
2.7.4 Develop a 3 year Arts and Culture Strategic Plan to steer Arts and Culture development and programs across Moira.	<ul style="list-style-type: none"> 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 	Deferred	Scheduled for 2015-16
Strategy : 2.8 Emergency Management			
Performance Measures	Target	Result	Comments
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	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategy: 2.9 Protect the Safety and Amenity for the Community			
Performance Measures	Target	Result	Comments
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	✓	
2.9.2 Respond to complaints received regarding to Moira Shire Local Laws	100% responses processed	✓	
Strategy: 2.10: Maintain and promote the environmental health of communities			
Performance Measures	Target	Result	Comments
2.10.1 Attend and undertake inspections at market and agricultural show venues within the Shire	100% venues inspected	✓	
2.10.2 Respond to nuisance complaints and report to Council annually the nature and frequency of nuisance complaints	100% applications processed	✓	
2.10.3 Process all applications for septic tank installations	100% applications processed	✓	
2.10.4 Assessment of Council buildings to establish asset renewal program	2 assessments per year	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides information in relation to the services funded in the 2014-15 budget and the persons or sections of the community who are provided the service.

Service	Description of service and performance highlights	Net Cost Actual Budget Variance \$000
Children, youth and families	<p>This service provides</p> <ul style="list-style-type: none"> o Contributions to nine community-based not for profit preschools to ensure quality and affordable preschool services across the Shire. o Maternal and child health services in Cobram, Nathalia, Numurkah, Strathmerton and Yarrawonga and outreach services to our smaller centres. o Youth services and events that aim to connect and engage our younger citizens, such as Junior Council. o Immunisation programs for infants and school children. <ul style="list-style-type: none"> • Our Maternal and Child health team delivered 360 first home visits. • 376 births were registered in the Moira Shire. • More than 1,300 children attended Maternal and Child Health services during the year with participation rates exceeding 90% for all 12 month and under age points. • Redevelopment of the Numurkah Preschool completed. • More than 40% of child immunisations are delivered by Council, contributing to the Shire's excellent overall immunisation rates of between 91% and 98% across all age cohorts. • Council provided a variety of youth focused events including four movie nights, a Battle of the Bands, KoolSkools and Bring the Bounce events. • Junior Council comprising senior school students from across the Shire held four meetings. • Council's Family Day Care service supported 18 educators providing family day care service to almost 60 children each day. 	<p>621</p> <p><u>824</u></p> <p>203</p>
Emergency response management	<p>This service assists Moira Shire communities to prepare, respond and recover from emergencies and natural disasters in line with Moira's Emergency Management Plan.</p> <ul style="list-style-type: none"> • Municipal Emergency Management Plan developed and adopted by Council. 	<p>-102</p> <p><u>43</u></p> <p>145</p>
Health & community wellbeing	<p>Council works with communities to improve liveability for all residents across the Shire through arts and culture, access and inclusion and health and wellbeing programs. Council provides assistance to a range of partner agencies including Community Houses, Moira Health Care Alliance and Moira Foodbank. Council works with committees and volunteer groups to plan for the future needs of our community and to ensure Council fulfills its legislated Public Health and Wellbeing obligations. Council provides targeted grant programs to assist community groups and organisations to achieve goals within their local communities.</p> <ul style="list-style-type: none"> • Council assisted almost 1,200 residents to access more than 22,000 hours of domestic, personal and respite care through our partnership with Moira Health Care Alliance. • Disability Advisory Committee continued to inform and review the development of Council infrastructure works to improve accessibility and use by all. • Council's annual community grants provided almost \$250,000 to community groups and organisations to assist the delivery of events, programs and services in local communities. 	<p>880</p> <p><u>932</u></p> <p>52</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Library services	<p>Council provides a financial contribution to the operation of the Goulburn Valley Regional Library Corporation who in turn provide a range of library services at four locations within the Shire and via a mobile library service to smaller towns and centres.</p> <ul style="list-style-type: none"> • More than 137,000 visits to our libraries and mobile library service. • Concept designs completed for the development of Cobram's new Community Library and Learning Centre. 	<p>710 <u>718</u> 9</p>
Parks and reserves	<p>This service includes the cost of maintaining and upgrading of Council's parks and gardens, reserves, town entrances and open spaces including 80 parks and gardens (open spaces), 44 playgrounds, 31 public toilet blocks, public BBQs and irrigation systems. This service is responsible for the management, maintenance and safety of parks and gardens, sporting grounds and playground facilities.</p> <ul style="list-style-type: none"> • More than 1,400 customer requests were received during the year relating to playgrounds and public open spaces and 100% were actioned within 30 days. • Construction of a jetty and boat ramp at Kennedy Park. The \$410,000 jetty and associated works will improve service and safety for water users at Thompson's Beach - one of Australia's largest inland beaches. 	<p>3,745 <u>3,668</u> -77</p>
Environmental health	<p>This service aims to protect the community's health and wellbeing through the provision of regulatory services and education. The service undertakes inspections and registers premises according to health and food legislation and approves permits for the installation of septic tanks.</p> <ul style="list-style-type: none"> • Health Officers monitored more than 320 registered food premises to ensure compliance with obligations under the Victorian Food Safety and related Acts, and to protect the community's health and wellbeing. • A total of 55 notices were issued and followed up with local businesses. 	<p>386 <u>404</u> 18</p>
Public safety	<p>This service aims to provide a safe and orderly environment within the municipality through the regulation, control and enforcement of legislation and local laws. Services provided include school crossing supervisors, domestic animal management services and fire prevention enforcement program.</p> <ul style="list-style-type: none"> • Recruited additional road crossing staff to maintain existing service levels. • Moira Shire's pound provided temporary care for 515 animals with 103 reclaimed and a further 121 rehoused. • Completed upgrades to the Moira Shire Pound to ensure compliance with regulatory requirements. 	<p>957 <u>1,049</u> 92</p>
Sports and recreation services	<p>Council maintains five outdoor swimming pools at Yarrawonga, Cobram, Numurkah, Strathmerton and Nathalia, the water slide and splash park on the Yarrawonga foreshore, the Nathalia Sports and Community Centre, the Cobram Sports Stadium, and the Numurkah Aquatic & Fitness Centre along with the irrigation, mowing and general upkeep of Council's 19 recreation reserves and four showgrounds. The service also undertakes strategic reviews of service needs to identify and plan for future requirements.</p> <ul style="list-style-type: none"> • More than 71,000 visits to Council's pools and aquatic facilities. • Council commenced development of a Recreation Strategy to guide investment in and development of Council's services and facilities over the next decade. As part of the development process, residents were invited to share their ideas at community information sessions in Cobram, Yarrawonga, Nathalia and Numurkah and through written and online surveys. 	<p>1,290 <u>1,391</u> 101</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Aquatic Facilities	Results 2015	Material Variations ³
Service standard		
<i>Health inspections of aquatic facilities</i> [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	4.43	
Health and Safety		
<i>Reportable safety incidents at aquatic facilities</i> [Number of WorkSafe reportable aquatic facility safety incidents]	0.00	
Service cost		
<i>Cost of indoor aquatic facilities</i> [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]	\$11.01	
Service Cost		
<i>Cost of outdoor aquatic facilities</i> [Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]	\$8.55	
Utilisation		
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	2.50	Pool users are best estimate based on knowledge of users who use dry areas of aquatic facilities
Home and Community Care (HACC)	Results 2015	Material Variations ³
Timeliness		
<i>Time taken to commence the HACC service</i> [Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]	0.00	
Service standard		
<i>Compliance with Community Care Common Standards</i> [Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100	100.00%	
Service cost		
<i>Cost of domestic care service</i> [Cost of the domestic care service / Hours of domestic care service provided]	\$24.34	
Service cost		
<i>Cost of personal care service</i> [Cost of the personal care service / Hours of personal care service provided]	\$25.65	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Service cost		
<i>Cost of respite care service</i> [Cost of the respite care service / Hours of respite care service provided]	\$25.65	
Participation		
<i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	33.45%	
Participation		
<i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	21.47%	
Libraries	Results 2015	Material Variations*
Utilisation		
<i>Library collection usage</i> [Number of library collection item loans / Number of library collection items]	2.31	
Resource standard		
<i>Standard of library collection</i> [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	37.68%	
Service cost		
<i>Cost of library service</i> [Direct cost of the library service / Number of visits]	\$5.18	
Participation		
<i>Active library members</i> [Number of active library members / Municipal population] x100	18.83%	
Maternal and Child Health (MCH)	Results 2015	Material Variations*
Satisfaction		
<i>Participation in first MCH home visit</i> [Number of first MCH home visits / Number of birth notifications received] x100	95.74%	
Service standard		
<i>Infant enrolments in the MCH service</i> [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	94.41%	
Service cost		
<i>Cost of the MCH service</i> [Cost of the MCH service / Hours worked by MCH nurses]	\$195.13	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Participation		
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	84.77%	
Participation		
<i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	79.31%	
Animal Management	Results 2015	Material Variations*
Timeliness		
<i>Time taken to action animal management requests</i> [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	0.00	
Service standard		
<i>Animals reclaimed</i> [Number of animals reclaimed / Number of animals collected] x100	20.00%	503 animals were collected with 103 reclaimed and a further 121 animals rehomed.
Service cost		
<i>Cost of animal management service</i> [Direct cost of the animal management service / Number of registered animals]	\$45.08	
Health and safety		
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0.00	Nil animal management prosecutions commenced during the reporting period
Food Safety	Results 2015	Material Variations*
Timeliness		
<i>Time taken to action food complaints</i> [Number of days between receipt and first response action for all food complaints / Number of food complaints]	0.00	
Service standard		
<i>Food safety assessments</i> [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	100.00%	
Service cost		
<i>Cost of food safety service</i> [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$796.07	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Health and safety		
<i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	100.00%	

*Council has not reported material variations as there are no base year with which to make comparisons.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategic Goal 3: Development (Liveability)

Moira Shire 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.

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategy: 3.1 Maintain and enhance land use planning and building decision making processes by determining applications within statutory time frames.			
Performance Measures	Target	Result	Comments
3.1.1 Percentage of building permits determined within 10 days	100%	✘	
3.1.2 Number of planning applications received	Maintain 2013/14 numbers	✓	
3.1.3 Number of planning applications decided	Maintain 2013/14 numbers	✓	
3.1.4 Percentage of planning applications decided by Council year to date	Maintain previous years statistics	✓	
3.1.5 Percentage of planning application decided by Officers under delegation year to date	Maintain previous years statistics	✓	
3.1.6 Percentage of planning applications processed within 60 days statutory timeframes	70%	✘	Achieved 66.37%
Strategy 3.2 Maintain community satisfaction by engaging, facilitating and involving the community in sounds development planning and building principles.			
Performance Measures	Target	Result	Comments
3.2.1 Number decisions appealed to VCAT	Maintain 2012/13 numbers	✓	
3.2.2 Percentage of appeals determined by VCAT in favour of Council	70%	✓	
3.2.3 Performance of Building and Planning as measured by the annual Community Satisfaction Survey	55%	✘	52% satisfaction in 2015 Customer Satisfaction Survey
Strategy: 3.3 Community inclusion			
Performance Measures	Target	Result	Comments
3.3.1 Value of recurrent grants provided to the Moira Shire	\$5,000,000	✓	
Strategy 3.4: That council establish a new management strategy in support of local tourism.			
Performance Measures	Target	Result	Comments
3.4.1 Establish a Moira Shire Tourism Board to support tourism in the Municipality	Establish Board	✓	
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	In progress	Continuing in 2015-16

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

3.4.3 Conduct familiarisation program for tourism staff and tourism ambassadors (volunteers)	Familiarisation tours are undertaken at least 4 times a year. Staff must participate at least twice. Volunteers participate at least once.	✓	
Strategy 3.5: That Council supports accredited visitor services in Yarrawonga, Cobram, Numurkah and Nathalia			
Performance Measures	Target	Result	Comments
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		
3.5.2 Support local tourism associations and individual businesses in the promotion and marketing of the region	3 major campaigns per annum	✓	
3.5.3 Service standards in the visitor information centres through mystery shopper audits	84%	✓	
Strategy 3.6: Library Services			
Performance Measures	Target	Result	Comments
3.6.1 Increase of residents visiting the library services	30% 70,000 visits 100,000 website visits	✓	
Strategy 3.7: Support and promote participation in Council's training and development initiatives for local businesses by delivering a comprehensive training program			
Performance Measures	Target	Result	Comments
3.7.1 Number of participants in Council's training activities	400	✓	
3.7.2 Percentage of users/businesses satisfied with training and support initiatives for local businesses	80%	✓	
Strategy 3.8: Investment Attraction			
Performance Measures	Target	Result	Comments
3.8.1 Level of support to businesses investing/considering investment in Moira Shire	50 Investors	✓	
Strategy 3.9: Business Roundtables with businesses and Councillors			
Performance Measures	Target	Result	Comments
3.9.1 Conduct roundtables in key towns for 2014/15	Four round tables	×	2 conducted during 2014-15

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategy 3.10: Strategic alliances			
Performance Measures	Target	Result	Comments
3.10.1 Develop strategic alliances with key government and business agencies and organisations	6 Government 10 business	✓	
Strategy 3.11: Commercial development			
Performance Measures	Target	Result	Comments
3.11.1 Assess the potential for commercial development of Council controlled assets	6 Assessments	×	4 assessments complete and in progress
Strategy 3.12: Upkeep of Council assets			
Performance Measures	Target	Result	Comments
3.12.1 Percentage of graffiti removed from Council owned assets within 48 hours of notification	95%	✓	
3.12.2 Audit of Section 86 managed Council buildings to establish asset maintenance and renewal plans	4 Audits per year	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides information in relation to the services funded in the 2014-15 budget and the persons or sections of the community who are provided the service.

Service	Description of service and performance highlights	Net Cost Actual Budget Variance \$'000
Building services	<p>This service provides statutory building services to the Council community including processing of building permits, emergency management responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works.</p> <ul style="list-style-type: none"> Completed a range of community awareness programs to encourage safety around home pools and spas. Requests for building permits increased by more than 60% during the year. 	<p>86 <u>202</u> 117</p>
Economic development	<p>This service supports the attraction, growth and innovation of existing and prospective businesses across the Shire. Council provided a wide range of training and development opportunities for local business including specialist forums focusing on marketing, recruitment, export development, social media for business, e-commerce and compliance with Australian fire safety standards for new developments.</p> <ul style="list-style-type: none"> Moira Shire's biannual Business Awards celebrated the strength and quality of business activity across the Shire and were strongly supported by local business. Council hosted business roundtables to provide a forum for local business and Councillors to share and explore factors impacting on local business development and activity. 	<p>396 <u>978</u> 581</p>
Statutory planning	<p>This service monitors the Council's Planning Scheme as well as preparing major policy documents shaping the future of the Shire. It also prepares and processes amendments to the Council Planning Scheme and carries out research on demographic, urban development, economic and social issues affecting Council. It also processes all planning applications, provides advice and makes decisions about development proposals that require a planning permit, as well as representing Council at the Victorian Civil and Administrative Tribunal where necessary.</p> <ul style="list-style-type: none"> Commenced the process to update Moira Shire's Planning Scheme to include a Heritage Overlay. The process involved issuing letters to more than 1,500 affected residents, information sessions in Cobram, Nathalia, Numurkah and Yarrawonga as well as general information through local media. An increase of more than 15% in requests for planning permits impacted on Council processing times. During the year a total of 378 planning applications were received, 282 planning applications were decided, with 146 planning applications were processed within 60 days. Council and management participated in a full day training program to refresh Councillor and staff understanding of the statutory planning application and approval processes. 	<p>441 <u>680</u> 240</p>
Community development	<p>This service is responsible for working with the community, stakeholders and partner agencies to develop long term community plans that inform Council's land use planning, asset management, service delivery and investment decision-making across the Shire.</p> <ul style="list-style-type: none"> Council began a comprehensive review of its community planning process and will begin engaging with communities under a new more inclusive and participatory model during the 2015-16. Discussions with the Tungamah community and user groups continue. 	<p>1,121 <u>1,070</u> -50</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Tourism	<p>This service provides support to the business plans of local tourism associations, and plans for future tourism opportunities and infrastructure needs. The service provides contributions to tourism marketing including Murray Regional Tourism.</p> <ul style="list-style-type: none"> A Tourism Advisory Committee was established and continues to guide the development of a Moira Shire Tourism Strategy. A Recreational Vehicle (RV) Friendly working group was established to assist Council understand the needs of this growing tourism sector and establish appropriate support to encourage its growth within the Shire. Developed and launched an <i>It's Fishing Country</i> brochure with significant contribution and support from the local fishing community. 	<p>1,180 <u>1,191</u> 11</p>
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The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Statutory Planning	Results 2015	Material Variations*
Timeliness		
<i>Time taken to decide planning applications</i> [The median number of days between receipt of a planning application and a decision on the application]	59.00	
Service standard		
<i>Planning applications decided within 60 days</i> [Number of planning application decisions made within 60 days / Number of planning application decisions made] x100	51.77%	
Service cost		
<i>Cost of statutory planning service</i> [Direct cost of the statutory planning service / Number of planning applications received]	\$2,401.90	
Decision making		
<i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.00%	

*Council has not reported material variations as there is no base year with which to make comparisons.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategic Goal 4: Organisation

Moira Shire 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.

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

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	Result	Comments
4.1.1 100 completion of IT Strategy %	100% completion of IT strategy in 2014-15 reporting year	Ongoing	
4.1.2 Improve integration between finance and assets systems through a fully integrated IT platform (Authority).	Rollout of Authority Assets to production	Ongoing	Review complete.
4.1.3 Develop and implement online and mobile computing technologies and services	Create 1 new online/ mobile initiative	✓	
4.1.4 Upgrade the human resources and payroll technology to improve functionality	100% implementation of payroll, HR modules and kiosk	✓	
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 Shire's communities and ratepayers.			
Performance Measures	Target	Result	Comments
4.2.1 Develop practical policies and procedures and staff training program reflecting legislative, regulative and staff requirements	As required	✓	
4.2.2 Develop an Organisational Development Strategy to ensure the sustainability of the organisation	100% development and implementation of Strategy and training program	✓	
4.2.3 Develop and implement integrated Performance Management System	100% development and implementation of system	✓	
4.2.4 Develop and deliver Stage 2 of Organisation Review	100% complete	✓	
4.2.5 Staff Performance reviews completed	100% complete	✓	
4.2.6 Cap Staffing at 195 FTE	195 FTE	✗	196.4 FTE
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	Result	Comments
4.3.1 Number of workplace/site OHS inspections undertaken	5 per year	✓	
4.3.2 WorkCover Indicative Performance Rate	<1.0	✓	
4.3.3 WorkSafe Insurance Premium Rate	<1.8	✓	
4.3.4 Lost Time Injury Frequency Rate	100%	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategy 4.4 Ensure Council plans and resources, records and budget systems are maintained and managed sustainably			
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 2015	100%	✓	
4.4.2 Reduce debt by 25% to \$6m	\$6m by 2017	✓	
4.4.3 Constrain operational cost increases to 2% (excl CPI)	<2% (excl CPI)	✓	
Strategy 4.5 Provide customer-focused financial management processes, budget systems and valuation practices in accordance with professional standards and legislative requirements			
Performance Measures	Target	Result	Comments
4.5.1 Attain VAGO financial ratios as part of annual budget process	100%	✗	Council's progress to achieving the VAGO indicators is detailed in the Financial Statements.
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%	✓	
4.5.3 Councils Working Capital Ratio	>1.0	✓	
Strategy 4.6 Rates revenue generation			
Performance Measures	Target	Result	Comments
4.6.1 \$M collected	\$31.541M	✓	
4.6.2 Rating strategy to be delivered as per legislative requirements	Development and Delivery of 1 Rating Strategy	Partial	Deferred
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	Result	Comments
4.7.1 DEWLP Customer Service Survey/ Moira Internal Survey	75%	✓	
4.7.2 Deliver effective, timely communication of Council services, activities and scope future needs and methods through Communication Strategy	Communications & Engagement Strategy	Ongoing	Scheduled for review in 2015-16
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	Result	Comments
4.8.1 Number of members on the community 'pulse' email panel	>1,000	Partial	Deferred
Strategy 4.9 Encourage higher levels of engagement in Council's activities through enhanced targeted communication via social media			
Performance Measures	Target	Result	Comments
4.9.1 Website quality and accessibility assessed through independent user survey	70%	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

4.9.2 Develop and implement integrated Communications Strategy focusing on electronic communications, publications	1 strategy 100% completed	In progress	
Strategy 4.10 CUSTOMER SERVICES Ensure excellent customer service by reducing the waiting time for ratepayers and other community members to Council's customer centres and services.			
Performance Measures	Target	Result	Comments
4.10.1 Percentage of customer service enquiries resolved on first call	85%	✓	
4.10.2 Percentage satisfaction of after- hours callers with the quality of information and service received	70%	✓	
4.10.3 Customer service responsiveness assessed through external and internal user surveys	90%	✓	

The following statement provides information in relation to the services funded in the 2014-15 budget and the persons or sections of the community who are provided the service.

Service	Description of service and performance highlights	Net Cost Actual Budget Variance \$'000
Office of CEO	This service provides leadership guidance to the business, Council and guides the development and delivery of Council's representation and advocacy efforts. <ul style="list-style-type: none"> Organisational structure rescaled to two general managers and a realignment of management functions. Council met all regulatory reporting requirements including annual Budget and review of Council Plan. 	1,369 <u>1,637</u> 268
Customer service	This service is the main customer interface with the community and includes customer service delivered by phone and from centres in Cobram and Yarrowonga, agency services in eight other local centres and an online through Council's website. <ul style="list-style-type: none"> Council's customer service centres in Cobram and Yarrowonga processed <ul style="list-style-type: none"> 62,000 phone inquiries and 20,000 over the counter inquiries. A further 84,000 customers visited Council online via its website. 	492 <u>613</u> 121
Information services	This service provides, supports and maintains reliable and cost effective communications and computing systems, facilities and infrastructure to Council staff enabling them to deliver services in a smart, productive and efficient way.	1,700 <u>2,830</u> 1,130
Organisational development	This service provides Council with strategic and operational organisational development support including occupational health and safety obligations. The service develops and implements strategies, policies and procedures through the provision of human resources and industrial relations services. The service also assists managers to determine and progress toward future structures, capability and cultures in their service units.	1,302 <u>1,641</u> 339

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Business compliance and risk services	<p>This service is responsible for the maintenance, management and strategic planning for Council's building, land and property leases and licenses</p> <ul style="list-style-type: none"> Council agreed lease arrangements with telecommunications service provides that will support the roll out of services including the national broadband network to communities across our Shire. Council responded to 53 incidents during the year which included 29 liability claims for example trips and falls and 24 report only incidents. This is a more than 30% reduction on previous years. Council continues to use reports and incidents to inform it's planning of maintenance works as well as event and service delivery. 	<p>-329 <u>-219</u> 110</p>
Financial services	<p>This service provides financial based services to both internal and external customers including the management of Council's finances, payment of salaries and wages to Council employees, procurement and contracting of services, raising and collection of rates and charges and valuation of properties throughout the municipality. The income in this service area is driven by the collection of rates, fees and charges and the receipt of government grants.</p> <ul style="list-style-type: none"> The preparation of Council's Underlying Financial Position report provided an important resource for Council, officers and community to understand Moira Shire's financial position. Council's Rate Notices issued in early 2014-15 included incorrect data and Council was required to reissue the notices. Since then, Council has invested considerable resources in improving rates processes and systems and these have been demonstrated in improvements to the 2015-16 rates notice process. 	<p>-17,542 <u>-20,155</u> -2,614</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategic Goal 5: Infrastructure

Moira Shire 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.

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategy 5.1: Deliver the annual capital works program including roads, drainage, buildings, open places and footpaths.			
Performance Measures	Target	Result	Comments
5.1.1 Percentage of completed capital works projects completed based on the adopted capital works budget	95%	✓	
5.1.2 Civic Mutual Plus (Overall score) compliance with Road Management Plan	80%	*	Biannual audit scheduled 9 July 2015. Last Audit result February 2013 - 95% compliance
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	Result	Comments
5.2.1 Percentage of Council assets at or below the intervention level in accordance with the Municipal Association of Victoria STEP Program	70%	✓	
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%	*	STEP Program not yet started
5.2.3 The length of gravel roads re-sheeted as percentage of the total unsealed road network	Re-sheet 5% of the unsealed road network	✓	
5.2.4 The percentage of sealed roads resealed	Re-seal 6% of roads	✓	
5.2.5 The percentage of sealed roads reconstructed	Reconstruct 0.5% of the sealed road network	✓	
5.2.6 Community satisfaction with local roads, streets and footpaths	65%	*	51% satisfaction in 2015 Customer Satisfaction Survey
Strategy 5.3 Management of Council buildings and recreation facilities and open space.			
Performance Measures	Target	Result	Comments
5.3.1 The Civic Mutual annual score for management of recreational sporting reserves	<50	✓	
5.3.2 The percentage of customer requests relating to playgrounds and public open space actioned within 30 days	80%	✓	
5.3.3 Complete two township liveability projects (focusing on asset, rationalisation, consolidation and renewal)	2	✓	
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	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides information in relation to the services funded in the 2014-15 budget and the persons or sections of the community who are provided the service.

Service	Description of service and performance highlights	Net Cost
		Actual Budget Variance \$000
Roads, footpaths and drainage	<p>This service conducts ongoing maintenance of Council's road and bridge network which includes 80 bridges and major culverts, 1,000 km of sealed roads, 2,500 km of gravel roads varying from link roads to access tracks, 600 km of farm access tracks, 239 km of kerb and channel and 60 km of footpaths. Activities include repairing, resealing, asphaltting, resheeting and patching</p> <p>The service also maintains CBD streetscapes in the four major towns and 18 smaller towns, fire plug maintenance and inspection and maintenance of flood pumps.</p> <p>During 2014-15 more than \$13.9 million of capital and operating expenditure was directed to the maintenance, renewal and upgrade of Council's road, footpath and drainage networks and infrastructure funded from a combination of grants, rates and charges.</p> <ul style="list-style-type: none"> 2014-15 program included resheeting 66.23km and resealing 354,078m² (64km) of road along with 14,622m² of road pavement stabilisation. Council graded 2,163 km of unsealed roads. Completion of stage 2 of the Cobram Streetscape. The \$1.2 million project was scheduled to avoid works during the peak Christmas and holiday periods and significantly improves pedestrian safety around one of Moira Shire's key business and retail centres. 	<p>716</p> <p><u>1,249</u></p> <p>533</p>
Civic Buildings	<p>This service oversees repairs and maintenance of Council's more than 570 buildings that range from small pump sheds to historical and aging halls and community buildings and recreation facilities. Costs include contributions to local Committees of Management, utilities and repairs and maintenance.</p> <ul style="list-style-type: none"> To support future service planning and reviews, Council developed a database of all Council buildings. Council continued to support the maintenance and repair of its more than 570 buildings in partnership with local Management Committees. 	<p>652</p> <p><u>671</u></p> <p>19</p>
Council assets	<p>Council operates and maintains a range of 'other' assets including pumps and basins. This category also includes the costs of insurance for council buildings, plant and other assets.</p> <ul style="list-style-type: none"> Pumps were upgraded and associated drainage works were completed at Numurkah's Rowe St retention basin. The \$250,000 project will improve operation of the basin. 	<p>1,325</p> <p><u>1,547</u></p> <p>222</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Engineering design and management	<p>This service undertakes design, tendering, contract management and supervision of various works within Council's capital works program. The service also approves and supervises private development activities such as subdivisions and infrastructure associated with buildings and unit developments.</p> <ul style="list-style-type: none"> • Council's capital works program was 85% complete at 30 June 2015. • A small number of projects had works that would be completed in the weeks following the end of the financial year. • Some projects were deferred or could not proceed in 2014-15 including the Cobram Library and Yarrawonga Aerodrome. Cobram Library construction is scheduled for 2015-16 and the Yarrawonga Aerodrome was unsuccessful in attracting grant funding. 	<p>851 <u>1,322</u> 470</p>
Infrastructure planning	<p>This service conducts capital works planning for Council's main civil infrastructure assets in an integrated and prioritized manner in order to optimise their strategic value and service potential. These include roads, laneways, car parks, foot/bike paths, drains and bridges. Council completed design and planning requirements for all infrastructure works and projects.</p> <ul style="list-style-type: none"> • With the announcement of increased Roads to Recovery Grant funding Council completed further review and design to enable delivery of additional works by Council during 2015-16. 	<p>-4,823 <u>-6,191</u> -1,368</p>

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Roads	Results 2015	Material Variations*
Satisfaction of use		
<p><i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads] x100</p>	19.11	
Condition		
<p><i>Sealed local roads below the intervention level</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100</p>	87.01%	
Service cost		
<p><i>Cost of sealed local road reconstruction</i> [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</p>	\$28.20	
Service Cost		
<p><i>Cost of sealed local road resealing</i> [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</p>	\$5.79	
Satisfaction		
<p><i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</p>	49.00	

*Council has not reported material variations as there is no base year with which to make comparisons.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Strategic Goal 6: Governance

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

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategy 6.1 Ensure responsible resource management and adherence to good communications and communications and governance practices as prescribed by internal and external audit requirements			
Performance Measures	Target	Result	Comments
6.1.1 Percentage completion for annual internal Audit plan	100%	✓	
6.1.2 Percentage completion of all scheduled external audits	100%	✓	
Strategy 6.2: Enhance Councils management of electronic records in line with Public Records Office requirements			
Performance Measures	Target	Result	Comments
6.2.1 Percentage of electronic management systems actions completed within service charter timeframes	95%	✓	
6.2.2 Instruments of Delegation to Council staff renewed biannually and updated upon receipt of legal advice	100%	✓	
Strategy 6.3: Ensure that Council complies with Freedom of Information (FOI) requests			
Performance Measures	Target	Result	Comments
6.3.1 Percentage of Freedom of Information Requests responded to within prescribed timeframes	100%	✓	
Strategy 6.4: Ensure strategic and operational risks are managed to protect Council and the community			
Performance Measures	Target	Result	Comments
6.4.1 Completion and monitoring of Council's Risk Management Framework	100%	✓	
6.4.2 Quarterly updating of Council's Risk Management Register presented to the Audit Committee/Council	Quarterly (4) per annum	✓	
Strategy 6.5: Prepare Council's Annual Report and submit to the Minister for Local Government			
Performance Measures	Target	Result	Comments
6.5.1 Annual Report presented to Council in September 2014 Ordinary Meeting	1 Report to Council by 30 September 2014	✓	
6.5.2 Annual Report to Minister for Local Government by 30 September 2014	1 Annual Report completed & delivered by 30 September 2014	✓	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

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Service	Description of service and performance highlights	Net Cost Actual Budget Variance \$000
Governance and compliance	<p>This includes Councillor entitlements along with the costs of ensuring we comply with the governance obligations under the Local Government Act and other legislation.</p> <ul style="list-style-type: none"> • Council continued to hold monthly council meetings across the Shire. The changing locations provide an opportunity for local residents to attend and engage with Council during the informal pre-meeting afternoon tea and the formal meeting process. • Councillors attended a wide range of community events and meetings at the invitation of local community groups. • In addition to Council Meetings and briefings, Councillors were also scheduled to attend more than 180 meetings of Council special committees (Committees of Management) and more than 100 meetings of advisory committees and to represent Council on industry and regional organisations and committees. 	<p>679</p> <p><u>863</u></p> <p>184</p>
Communications	<p>This service is responsible for the management and provision of advice on external and internal communication, in consultation with relevant stakeholders, on behalf of Council.</p> <ul style="list-style-type: none"> • Council continued to service local and regional media information needs. <ul style="list-style-type: none"> ○ Issued more than 80 media statements. ○ Provided several media briefings and tours on major projects and initiatives including the release of annual financial results and the organic kerbside collection service. ○ Responded to individual media requests and opportunities. • Council continued to publish regular advertisements in local media and regularly update information available from its website. 	<p>519</p> <p><u>862</u></p> <p>344</p>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Governance	Results 2015	Material Variations ⁺
Transparency		
<i>Council decisions made at meetings closed to the public</i> [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100	24.43%	
Consultation and engagement		
<i>Satisfaction with community consultation and engagement</i> Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	52	
Attendance		
<i>Councillor attendance at council meetings</i> [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100	95.56%	
Service cost		
<i>Cost of governance</i> [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$31,801.33	
Satisfaction		
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	51.00	

*Council has not reported material variations as there is no base year with which to make comparisons.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Governance, management and other information

Governance

The Moira Shire Council is constituted under the Local Government Act 1989 to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- taking into account the diverse needs of the local community in decision-making;
- providing leadership by establishing strategic objectives and monitoring achievements;
- ensuring that resources are managed in a responsible and accountable manner;
- advocating the interests of the local community to other communities and governments, and;
- fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes including community consultation, public forums such as ward meetings and the ability to make submissions to Special Committees of Council.

Council's formal decision-making processes are conducted through council meetings and Special Committees of Council. Council delegates the majority of its decision-making to council staff. These delegations are exercised in accordance with adopted Council policies.

Meetings of Council

Council conducts open public meetings on the fourth Monday of each month. Members of the community are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to ask questions to the Council. For the 2014-15 year Council held 11 ordinary council meetings, and four special council meetings.

The following table provides a summary of councillor attendance at council meetings and special council meetings for the 2014-15 financial year.

Councillors	Council Meeting	Special Council Meeting	Total
Cr Marie Martin (Mayor)	11	4	15
Cr Peter Mansfield (Deputy Mayor)	10	4	14
Cr Kevin Bourke	11	4	15
Cr Wendy Buck	11	3	14
Cr Gary Cleveland	10	4	14
Cr Ed Cox	11	4	15
Cr Brian Keenan	10	4	14
Cr Alex Monk	10	4	14
Cr Don McPhee	10	3	13

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Special Committees

The Local Government Act 1989 allows councils to establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons
- Any combination of the above.

The following table contains a list of all special committees established by Council as defined in the Local Government Act 1989 section 86, in operation during the reporting period.

Special Committee	Councillor	Officer	User Groups / Community Representatives		Purpose - To exercise Council's functions and powers and to perform Council's duties in relation to the management of
			Positions Available	Number Appointed	
Baulkamaugh Recreation Reserve Committee of Management	1	1	12	10	Baulkamaugh Recreation Reserve
Bundalong Dan Cronin Recreation Reserve and Public Hall Committee of Management	1	1	9	6	Bundalong Dan Cronin Recreation Reserve and Public Hall
Cobram Scott Reserve Committee of Management	1	1	15	13	Cobram Scott Reserve
Floridan Park Recreation Reserve Committee of Management	1	1	8	8	Floridan Park Recreation Reserve
Invergordon Recreation Reserve and Community Hall Committee of Management	1	1	15	14	Invergordon Recreation Reserve and Community Hall
Katamatite Recreation Reserve Committee of Management	1	1	11	10	Katamatite Recreation Reserve
Katunga Recreation Reserve and Community Centre Committee of Management	1	1	8	8	Katunga Recreation Reserve and Community Centre
Koonoomoo Recreation Reserve Committee of Management	1	1	14	13	Koonoomoo Recreation Reserve
Picola Recreation Reserve Committee of Management	1	1	14	13	Picola Recreation Reserve
St James Recreation Reserve Committee of Management	1	1	9	9	St James Recreation Reserve
Strathmerton Recreation Reserve Committee of Management	1	1	13	13	Strathmerton Recreation Reserve
Tungamah Jubilee Park Recreation Reserve Committee of Management	1	1	9	9	Tungamah Jubilee Park Recreation Reserve
Waaia Recreation Reserve Committee of Management	1	1	17	14	Waaia Recreation Reserve
Wilby Racecourse and Recreation Reserve Committee of Management	1	1	10	9	Wilby Racecourse and Recreation Reserve
Wunghnu Recreation Reserve Committee of Management	1	1	8	8	Wunghnu Recreation Reserve

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Yalca North Recreation Reserve Committee of Management	1	1	12	11	Yalca North Recreation Reserve
Yarrowonga JC Lowe Oval Reserve Committee of Management	1	1	7	6	Yarrowonga JC Lowe Oval Reserve
Yarroweyah Recreation Reserve Committee of Management	1	1	8	3	Yarroweyah Recreation Reserve
Yarrowonga Eastern Foreshore Committee of Management	1	1	11	11	Yarrowonga Eastern Foreshore
Cobram Showgrounds Apex Reserve Committee of Management	1	1	8	8	Cobram Showgrounds Apex Reserve
Nathalia Showgrounds and Recreation Reserve Committee of Management	1	1	20	15	Nathalia Showgrounds and Recreation Reserve
Numurkah Showgrounds Reserve Committee of Management	1	1	12	11	Numurkah Showgrounds Reserve
Yarrowonga Showgrounds Reserve / Victoria Park Committee of Management	1	1	26	23	Yarrowonga Showgrounds Reserve / Victoria Park
Bearii Recreation Reserve Committee of Management	1	1	11	9	Bearii Recreation Reserve
Katamatite Public Hall Committee of Management	1	1	12	10	Katamatite Public Hall
Lake Rowan Hall Committee of Management	1	1	10	7	Lake Rowan Hall
Numurkah Town Hall Committee of Management	1	1	8	7	Numurkah Town Hall
Picola Public Hall Committee of Management	1	1	14	10	Picola Public Hall
St James Public Hall Committee of Management	1	1	14	13	St James Public Hall
Strathmerton Public Hall Committee of Management	1	1	10	9	Strathmerton Public Hall
Wilby Memorial Hall Committee of Management	1	1	9	6	Wilby Memorial Hall
Yarroweyah Memorial Hall Committee of Management	1	1	11	10	Yarroweyah Memorial Hall
Cobram Historical Precinct Committee of Management	1	1	12	12	Cobram Historical Precinct
Nathalia Historical Precinct Committee of Management	1	1	11	6	Nathalia Historical Precinct
Tungamah Court House Committee of Management	1	1	8	5	Tungamah Court House

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Other committees

Council has established committees to assist Council in understanding specific interests and needs within the community. The committees are not decision-making bodies on behalf of Council but play a vital role in assisting more informed and inclusive decision making by Council.

Committee	Councillor
Yarrowonga Aerodrome Advisory Committee	2
Moira Shire Cultural Diversity Advisory Committee	1
Tourism Advisory Committee	1
Moira Shire Disability Advisory Committee	1
Moira Shire Environment Advisory Committee	1
Moira Shire Junior Council	3
Moira Shire Kinnaird's Wetland Advisory Committee	1
Moira Shire Local Safety Committee	2
Moira Shire Municipal Public Health and Wellbeing Plan Advisory Committee	1
Moira Shire Council Audit Committee	3
RV Friendly Working group	1
Numurkah Flood Study Community Reference Group	1

Code of Conduct

The Local Government Act 1989 requires councils to develop and approve a Councillor Code of Conduct within 12 months after each general election. On 18 April 2013, Council adopted a revised Councillor Code of Conduct that is designed to:

- assist councillors to maintain the highest standards of conduct and behavior as well as provide a means to deal with problems they may encounter;

- attract the highest level of confidence from council's stakeholders, and;
- assist the mayor and councillors to discharge the responsibilities of their public office appropriately.

In addition to setting out the Councillor conduct principles, the Code also outlines:

- other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest;
- roles and relationships, and;
- dispute resolution procedures.

Conflict of Interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires councillors to act in the public interest. When a council delegates its powers to a council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all Council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflict of interests. During 2014–15, 17 conflicts of interest were declared at Council and Special Committee Meetings.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Councillor Allowances

In accordance with Section 74 of the Local Government Act 1989, councillors are entitled to receive an allowance while performing their duty as a councillor. The mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to councillors and mayors. Councils are divided into three categories based on the income and population of each Council. In this instance Moira Shire Council is recognised as a category two council.

For the period 1 July 2014 to 23 December 2014, the councillor annual allowance for a category 2 council (as defined by the Local Government Act 1989) was fixed at \$22,965 per annum and the allowance for the mayor was \$71,058 per annum. The Minister for Local Government approved an annual adjustment of 2.5 per cent to take effect as from 1 December 2014. The annual allowances were adjusted for the period 1 December 2014 to

30 June 2015 at \$23,539 per annum for the councillor allowance and \$72,834 per annum for the mayoral allowance. The following table contains a summary of the allowances paid to each councillor during the year.

Councillor Allowances

Councillors	Allowance \$
Cr Marie Martin (Mayor 2015)	61,773
Cr Peter Mansfield (Mayor 2014)	47,234
Cr Kevin Bourke	25,608
Cr Wendy Buck	25,608
Cr Gary Cleveland	25,608
Cr Ed Cox	25,608
Cr Brian Keenan	25,608
Cr Alex Monk	25,608
Cr Don McPhee	25,608

Councillor Expenses

In accordance with Section 75 of the Local Government Act 1989, council is required to reimburse a Councillor for expenses incurred whilst performing his or her duties as a Councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each Councillor and member of a Council Committee paid by the council. The details of the expenses for 2014-15 are set out in the following table. In addition the Mayor also has a vehicle entitlement of \$15,800 per annum.

Councillor Expenses

Councillors	Travel	Car Mileage	Child care	Information & Comms expenses	Conferences & Training	Total
	\$	\$	\$	\$	\$	\$
Cr Marie Martin (Mayor 2015)	1,261			2,900	8,824	12,985
Cr Peter Mansfield (Mayor 2014)	11,096			872	5,233	17,201
Cr Kevin Bourke	7,441			812	-	8,253
Cr Wendy Buck	12,286			1,583	5,977	19,846
Cr Gary Cleveland	-			1,513	-	1,513
Cr Ed Cox	-			2,662	978	3,640
Cr Brian Keenan	6,493			1,759	-	8,252
Cr Alex Monk	4,704			2,013	-	6,717
Cr Don McPhee	4,517			1,483	170	6,170

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks lead to better decision making by Council. The Act requires Council to undertake an assessment against the prescribed governance and management checklist and include this in its Report of Operations. Council's Governance and Management Checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

Audit Committee

The Audit Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment. The Audit Committee consists of three independent members, Mr Anthony Xerri (Chair), Ms Anne O'Connor, Ms Julie Guest and two appointed Councillors, Cr Alex Monk and Cr Ed Cox. As Mayor, Cr Marie Martin is an ex-officio member of the Audit Committee.

Independent members are appointed for a three-year term, with a maximum of two terms. The chair is elected from among the independent members. During 2014-15 Ms Julie Guest was appointed to the Audit Committee.

The Audit Committee met five times during 2014-15. The Internal Auditor, Chief Executive Officer, General Manager Corporate and Manager Finance and Manager Property, Risk, and Compliance attend Audit Committee meetings. Other management representatives attend as required to present reports. The external auditors attend as required each year to present the external audit plan, management letter and independent audit reports.

Recommendations from each Audit Committee meeting are subsequently reported to, and considered by Council.

Internal Audit

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council. In March 2012 Council appointed AFS Chartered Accountants to provide internal audit services to Council for a period of four years.

In line with the Internal Audit program for 2014-15 the following reviews commenced:

- Cash receipting;
- Credit card management;
- Fraud management;
- Fringe Benefits Tax reporting, and;
- Fleet Management.

The review process considers Council's risk framework, the Council Plan, the impact of any change on operations, systems or the business environment; prior audit coverage and outcomes and management input.

The internal auditor attends each Audit Committee meeting to provide independent risk and financial commentary and to present findings of completed reviews.

All audit issues identified are risk rated and recommendations for improvement are assigned to the responsible manager and tracked in Council's risk register and performance management system. Managers provide quarterly status updates that are reviewed by the Corporate Management Team and reported to the Audit Committee and Council.

External Audit

Council is externally audited by the Victorian Auditor-General with the external audit of Council's Financial Statements and Performance Statement conducted by the Victorian Auditor-General's representative. The external auditors attend as required to present the annual audit plan and Independent Audit Report. The external audit management letter and responses are also provided to the Audit Committee.

Risk Management

In February 2012, Council adopted the Risk Management Policy and the Risk Management Plan in June 2013 in line with current best practice in the management of business enterprise risks and current AS/NZS 31000 guidelines. The Risk Management Framework and Policy addresses items such as:

- risk management culture;
- communication and training;
- best practice in risk management;
- responsibilities of and to internal and external stakeholders;
- risk registers and risk management software development;
- the Council planning cycle, budget cycle and annual audit cycle;
- a performance measurement system to determine the effectiveness of the framework.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Governance and Management Checklist

The following are the results in the prescribed form of council's assessment against the prescribed governance and management checklist.

Governance and Management Items	Assessment
1. Community engagement policy (policy outlining council's commitment to engaging with the community on matters of public interest)	Community Engagement Strategy Adopted June 2007, amended September 2011. Scheduled for review in 2015-16
2. Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Community Engagement Strategy Adopted June 2007, amended September 2011. Scheduled for review in 2015-16
3. Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act Date of adoption: 22 June 2015
4. Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act Date of adoption: 29 June 2015
5. Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans Date of operation of current plans: 17 August 2009
6. Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	No strategy Scheduled for development in 2015-16
7. Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy Date of operation of current policy: 20 February 2012
8. Fraud policy (policy outlining council's commitment and approach to minimising the risk of fraud)	Policy Date of operation of current policy: 17 September 2012
9. Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986 Date of preparation: 25 May 2015
10. Procurement policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures purchases of goods, services and works) that will apply to all	Prepared and approved in accordance with section 186A of the Local Government Act 1989 Date of approval: 22 June 2015

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

11. Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan 10 August 2010
12. Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan May 2010
13. Risk management framework (framework outlining council's approach to managing risks to the Council's operations)	Framework Date of operation of current framework: 25 June 2013
14. Audit Committee (advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act Date of establishment: March 1997
15. Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)	Engaged Date of engagement of current provider: 23 March 2012
16. Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework Date of operation of current framework: 1 July 2014
17. Council Plan reporting (report reviewing the performance of the council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Complete: 23 February 2015
18. Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to council in accordance with section 138(1) of the Act Date statements presented: 15 Sep 2014, 17 Nov 2014, 23 Feb 2015 and 25 May 2015
19. Risk reporting (six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports: 31 Jul 2014, 29 Oct 2014

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

20. Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Yes 23 February 2015
21. Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at a meeting of council in accordance with section 134 of the Act Date statements presented: 20 October 2014
22. Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act Date reviewed: 15 April 2013
23. Delegations (a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act Date of review: 18 February 2015
24. Meeting procedures (a local law governing the conduct of meetings of council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 18 June 2007, amended 22 July 2008 Scheduled for review in 2015-16

I certify that this information presents fairly the status of Council's governance and management arrangements.


Mark Henderson
Chief Executive Officer
Dated: September 2015


Cr Marie Martin
Mayor
Dated: September 2015

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Statutory information

The following information is provided in accordance with legislative and other requirements applying to council.

Documents Available for Public Inspection

In accordance with Part 5 of the Local Government (General) Regulations 2004 the following is a list of the prescribed documents that are available for inspection or copies of the documents can be obtained for the purposes of section 222 of the *Local Government Act 1989* at the Moira Shire Council Office, 44 Station Street, Cobram, with some also accessible via Council's website.

- Agreements to establish regional libraries
- Allowances fixed for the Mayor and Councillors
- Annual Report
- Best Value quality and cost standards
- Budget (adopted or revised) for current financial year
- Council Agendas and Minutes for the previous 12 months
- Council Plan
- Councillor Code of Conduct
- Differential rate information
- Election campaign donation returns
- Entrepreneurial powers - accounts and records of any corporation, trust, partnership or other body formed or operated by Council
- List of all special committees established by Council and the purpose for which each committee was established
- List of all special committees established by Council which were abolished or ceased to function during the financial year
- List of donations and grants made by Council during the financial year including the names of recipients and the amounts received
- Local Laws
- Minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months (except parts which have been closed to members of the public)
- Names of Council officers who were required to and did submit a return of interest during the financial year and the dates the returns were submitted
- Names of Councillors who submitted a return of interest during the financial year and the dates the

returns were submitted

- Names of organisations and the amounts paid in membership fees to organisations of which Council was a member during the financial year
- Overseas or interstate travel (excluding travel by land for < 3 days) undertaken in an official capacity by Councillors or any Council employee in the previous 12 months
- Procurement Policy
- Register of authorised officers appointed under section 224 of the Act
- Register of contracts entered into by Council, without engaging in a competitive process (\$150,000 or more - goods and services) or (\$200,000 or more - carrying out works)
- Register of delegations kept under sections 87 and 98 of the Act
- Register of interests under section 81 of the Act (written application must be made under regulation 8 of the *Local Government (General) Regulations 2004* using Form 3)
- Register of leases entered into by Council
- Reimbursement of Expenses and Support Council Policy
- Senior officers' total annual remuneration (current and previous financial year)
- Strategic Resource Plan
- Submissions received under section 223 of the Act during the previous 12 months

Best Value

Council incorporates best value principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement.

During 2014-15 Council

- Reviewed and updated its Procurement Policy.
- Implemented a structure project assessment process to ensure best value principles apply to all new initiatives, events and projects.
- Began preparations to undertake service reviews to ensure the range and quality of Council services meet community expectations and are sustainable.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Carers Recognition

In accordance with the Carers Recognition Act 2012, council is required to report annually on its care measurement obligations under Section 11 of that Act. Council has taken all practicable measures to comply with its responsibilities outlined in the Carers Recognition Act 2012.

Contracts

During the year council did not enter into any contracts valued at \$150,000 or more without first engaging in a competitive process.

Disability Action Plan

In accordance with section 38 of the Disability Act 2006, Council's three-year Disability Action Plan was ratified in 2013.

During 2014-15 Council continued to meet the actions identified in the plan including:

- Development of a business guide about accessibility titled Good Access is Good Business: A guide for retailers and business;
- Customer service staff and associated officers completed communication access training that covered a range of alternative communication methods and tools;
- Council's Equal Employment Opportunity Policy was reviewed with improvements made to recruitment advertisements;
- Council's Internal Events policy was reviewed and updated to include accessibility, and;
- Council's Disability Advisory Committee was asked to review a greater number of proposals prior to approval of projects and events.

Domestic Animal Management Plan

In accordance with the Domestic Animals Act 1994, Council adopted the Domestic Animal Management Plan 2014-18 in June 2013. The new plan was developed through consultation with Council's Animal Management Team and consideration of input from other Council departments.

Food Act Ministerial Directions

In accordance with section 7E of the Food Act 1984, Council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report.

No such Ministerial Directions were received by Council during the financial year.

Freedom of Information

In accordance with section 7(4AA) (a) and 7(4AA) (b) of the Freedom of Information Act 1982, Council is required to publish certain statements in their annual report or separately such as on its website, concerning its functions and information available. Council has chosen to publish the statements separately however provides the following summary of the application and operation of the Freedom of Information Act 1982. Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in summary as follows:

- it should be in writing
- it should identify as clearly as possible which document is being requested
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of Council should be addressed to the Freedom of Information Officer. Requests can also be lodged online or by email.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Further information regarding FOI can be found at www.foi.vic.gov.au and on the Moira Shire Council website.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Protected Disclosure Procedures

The Protected Disclosure Act 2012 aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available from Council's website.

Under Moira Shire Council's procedures, individuals are encouraged to make disclosures directly to IBAC. IBAC then determines whether the disclosure comes under the scope of the Act and may commence investigation of the matter at which point Council may be advised of a disclosure. If the matters do not meet the scope of Act the individual may be advised to raise the matter under alternative workplace provisions.

During the reporting period IBAC did not advise Council of any protected disclosures.

Road Management Act Ministerial direction

In accordance with section 22 of the Road Management Act 2004, Council must publish a copy or summary of any Ministerial direction in its annual report.

No such Ministerial Directions were received by Council during the financial year.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Victorian Local Government Indicators

The Victorian Government requires all Victorian councils to measure and annually report against 11 Victorian Local Government Indicators (VLGIs). These indicators provide information regarding expenditure, cost of services and infrastructure provision, customer satisfaction and governance. The following table presents the results of the VLGIs for the 2014-15 year.

Indicator	Calculation	2014-15	2013-14
Average rates and charges per assessment	Total rates and charges receivable at beginning of year/Number of assessments in the adopted budget	\$1,780	\$1,668
Average residential rates and charges per assessment	Rates and charges declared for residential assessments receivable at beginning of year/Number of residential assessments in the adopted budget	\$1,717	\$1,580
Average liabilities per assessment	Total liabilities/Number of assessments in the adopted budget	\$1,384	\$1,336
Operating result per assessment	Net surplus/Number of assessments in the adopted budget	\$256	\$371
Average operating expenditure per assessment	Operating expenditure/Number of assessments in adopted budget	\$3,148	\$3,485
Community satisfaction rating for overall performance generally of Council	Result from the Annual Local Government Community Satisfaction Survey	55%	57%
Average capital expenditure per assessment	Capital expenditure/ Number of assessments in the adopted budget	\$442	\$421
Renewal gap	Capital renewal/Average annual asset consumption	60%	45%
Renewal and maintenance gap	Capital renewal and maintenance/Average annual asset consumption plus planned maintenance	81%	70%
Community satisfaction rating for Council's advocacy and community representation on key local issues	Result from the Annual Local Government Community Satisfaction Survey	54%	58%
Community satisfaction rating for Council's engagement in decision making on key local issues	Result from the Annual Local Government Community Satisfaction Survey	51%	n/a

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Performance Statement 2014-15

For year ended 30 June 2015



Left to right - Moira Shire Food and Wine on display at the Food and Wine Expo in Melbourne; Council's road sealing program in Barmah; Council's 2015 Business Awards winners and guest speaker Peter Fitzsimmons; Netball players enjoying Moira Shire facilities.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Description of Municipality

Moira Shire is located in the Hume region of Victoria and stretches across 4,045 square kilometres from Bundalong in the east to the Barmah National Park to the west. The Shire's northern boundary is defined by the Murray River and the south-west, southern and south east regions share boundaries with the municipalities of Campaspe, Greater Shepparton, Benalla, Wangaratta and Indigo. Moira is centrally located to the regional cities of Shepparton, Wangaratta and Albury-Wodonga.

Moira includes four major towns; Cobram, Nathalia, Numurkah and Yarrawonga and 17 smaller communities with a total population of 28,833 residents.

Moira's population median age is 44 years, which is higher than the state and national median of 37

years. In June 2013, there were 11,832 local jobs in Moira Shire, with 12,934 employed residents.

Food processing, principally dairy products and meat processing is the largest sector based on output in the Moira Shire. Food processing also includes significant output in oils and fats, fruit and vegetable products, wine and other food products. A total of 3,128 businesses were registered in the Shire across all industries.

Agricultural land use accounts for approximately 71% of the total land area, and is currently divided equally between irrigated and dryland production.

The Moira Shire community is serviced by local hospitals in each of the major towns along with a wide range of medical and allied health service providers.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Sustainable Capacity Indicators

For the year ended 30 June 2015

Indicator/Measure	Results 2015	Material Variations*
Population		
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,919.43	
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$13,563.33	
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	7.89	
Own-source revenue		
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,267.89	
Recurrent grants		
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$609.14	
Disadvantage		
<i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	2.00	

*Council has not reported material variations as there is no base year with which to make comparisons.

Definitions

"adjusted underlying revenue" means total income other than —

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Service Performance Indicators

For the year ended 30 June 2015

Service/indicator/measure	Results 2015	Material variations*
Aquatic Facilities		
Utilisation		
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	2.50	Pool users are best estimate based on knowledge of users of who use dry areas of aquatic facilities.
Animal Management		
Health and safety		
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0.00	Nil animal management prosecutions commenced during the reporting period.
Food Safety		
Health and safety		
<i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	100.00%	
Governance		
Satisfaction		
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	51.00	
Home and Community Care (HACC)		
Participation		
<i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	33.45%	
Participation		
<i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	21.47%	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Libraries		
Participation		
<i>Active library members</i> [Number of active library members / Municipal population] x100	18.83%	Library figure includes a third of active users of mobile and HQ library due to these facilities being used by three municipal areas
Maternal and Child Health (MCH)		
Participation		
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	84.77%	
Participation		
<i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	79.31%	
Roads		
Satisfaction		
<i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	49.00	
Statutory Planning		
Decision making		
<i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.00%	
Waste Collection		
Waste diversion		
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	47.34%	Organic waste kerbside collection service commenced December 2014.

*Council has not reported material variations as there is no base year with which to make comparisons.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* of the Commonwealth

HACC service" means home help, personal care or community respite provided under the HACC program

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Financial Performance Indicators

For the year ended 30 June 2015

Dimension/Indicator/Measure	2015	2016	2017	2018	2019	Material Variations
Efficiency						
Revenue level						
Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,734.52	\$1,854.61	\$1,906.88	\$1,951.00	\$1,995.79	No material variations
Expenditure level						
Expenses per property assessment [Total expenses / Number of property assessments]	\$3,147.53	\$3,072.01	\$3,095.72	\$3,113.04	\$3,121.90	No material variations
Workforce turnover						
Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	12.26%	5.95%	5.79%	5.79%	5.79%	Higher turnover in 2015 is attributed to implementation of a leaner corporate structure and natural attrition.
Liquidity						
Working capital						
Current assets compared to current liabilities [Current assets / Current liabilities] x100	331.60%	190.36%	170.87%	136.71%	122.41%	2015 actuals contains 50% of Federal Assistance Grant received on 30 June 2015
Unrestricted cash						
Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	237.26%	116.04%	96.87%	65.28%	50.79%	2015 actuals contains 50% of Federal Assistance Grant received on 30 June 2015

Moira Shire Council Annual Report | 70

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Obligations						
Asset renewal						
Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	65.14%	74.69%	74.36%	82.81%	87.19%	No material variations
Loans and borrowings						
Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	20.67%	16.78%	13.16%	9.72%	6.36%	No material variations
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	4.53%	4.08%	3.87%	3.69%	3.52%	No material variations
Indebtedness						
Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	42.66%	33.90%	30.51%	27.63%	25.17%	No material variations
Operating position						
Adjusted underlying result						
Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-0.87%	-0.70%	-2.88%	-2.48%	-1.06%	No material variations

Moira Shire Council Annual Report | 71

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Stability						
Rates concentration						
Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	57.05%	63.73%	66.44%	67.33%	67.75%	No material variations
Rates effort						
Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.62%	0.65%	0.67%	0.69%	0.71%	No material variations

Definitions

"Adjusted underlying revenue" means total income other than—
(a) non-recurrent grants used to fund capital expenditure; and
(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR 2014/15 (cont'd)

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Other Information

For the year ended 30 June 2015

Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures,

the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 22 June 2015 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

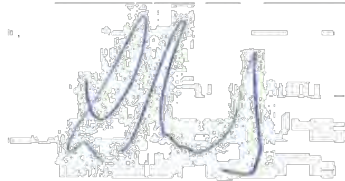
**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

Certification of the performance statement

In my opinion, the accompanying performance statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.



Leanne Mulcahy
General Manager Corporate, MBA
Principal Accounting Officer

Dated: 28 September 2015

In our opinion, the accompanying performance statement of the Moira Shire Council for the year ended 30 June 2015 presents fairly the results of Council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.



Marie Martin, Mayor
Dated: 28 September 2015



Peter Mansfield, Councillor
Dated: 28 September 2015



Mark Henderson
Chief Executive Officer
Dated: 28 September 2015

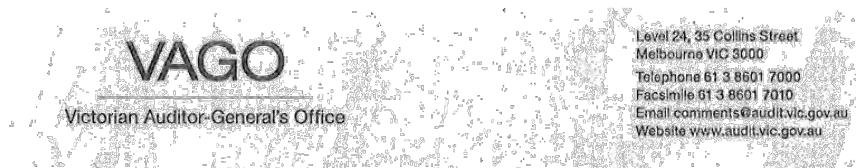
FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015



INDEPENDENT AUDITOR'S REPORT

To the Councillors, Moira Shire Council

The Performance Statement

The accompanying performance statement for the year ended 30 June 2015 of the Moira Shire Council which comprises the statement, the related notes and the certification of the 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.

Auditing in the Public Interest

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Performance Statement 2014-15
For year ended 30 June 2015

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 2015 financial year presents fairly, in all material respects, in accordance with the *Local Government Act 1989*.

MELBOURNE
29 September 2015


Dr Peter Frost
Acting Auditor-General

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

Financial Statements 2014-15

For year ended 30 June 2015



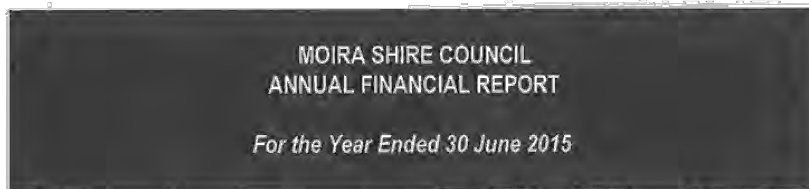
Left to right – Thompson's Beach Jetty Cobram; Landfill rehabilitation works; Moira Shire immunisation services; Cobram streetscape works included the planting of a mature palm tree.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report



FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL		
Financial Report		
Table of Contents		
FINANCIAL REPORT		Page
Financial Statements		
Comprehensive Income Statement		1
Balance Sheet		2
Statement of Changes in Equity		3
Statement of Cash Flows		4
Statement of Capital Works		5
Notes to Financial Statements		
Introduction		6
Note 1	Significant accounting policies	6
Note 2	Budget comparison	13
Note 3	Rates and charges	16
Note 4	Statutory fees and fines	16
Note 5	User fees	16
Note 6	Grants	17
Note 7	Contributions	18
Note 8	Net gain / (loss) on disposal of property, infrastructure, plant and equipment	18
Note 9	Other income	18
Note 10	Employee costs	18
Note 11	Materials and services	19
Note 12	Bad and doubtful debts	20
Note 13	Depreciation and amortisation	20
Note 14	Borrowing costs	20
Note 15	Other expenses	20
Note 16	Investments in associates, joint ventures and subsidiaries	20
Note 17	Cash and cash equivalents	22
Note 18	Trade and other receivables	22
Note 19	Other financial assets	22
Note 20	Inventories	23
Note 21	Non-current assets classified as held for sale	23
Note 22	Other assets	23
Note 23	Property, infrastructure, plant and equipment	24
Note 24	Investment property	28
Note 25	Intangible assets	28
Note 26	Trade and other payables	28
Note 27	Trust funds and deposits	28
Note 28	Provisions	28
Note 29	Interest bearing loans and borrowings	29
Note 30	Reserves	31
Note 31	Reconciliation of cash flows from operating activities to surplus/(deficit)	33
Note 32	Reconciliation of cash and cash equivalents	33
Note 33	Financing arrangements	33
Note 34	Commitments	34
Note 35	Operating leases	35
Note 36	Contingent liabilities and contingent assets	35
Note 37	Financial instruments	37
Note 38	Related party transactions	39
Note 39	Events occurring after balance date	39
	Certification of the Financial Report	40

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

**Comprehensive Income Statement
For the Year Ended 30 June 2015**

	Note	2015 \$	2014 \$
Income			
Rates and charges	3	31,304,490	28,916,674
Statutory fees and fines	4	1,093,665	992,162
User fees	5	2,667,689	2,726,841
Grants - operating	6	16,381,358	22,115,671
Grants - capital	6	4,785,332	4,169,685
Contributions - monetary	7	417,502	583,943
Contributions - non monetary	7	1,708,660	2,018,041
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	8	96,507	(130,632)
Share of net profits/(losses) of associates and joint ventures	16	58,156	46,505
Other income	9	1,336,246	5,418,540
Total income		59,846,765	66,857,620
Expenses			
Employee costs	10	16,401,067	17,710,484
Materials and services	11	16,616,680	26,196,786
Bad and doubtful debts	12	108	
Depreciation and amortisation	13	8,273,708	9,725,004
Borrowing costs	14	526,503	587,100
Other expenses	15	3,879,771	3,914,858
Impairment losses on infrastructure assets replaced	8	5,645,038	2,287,179
Total expenses		55,343,065	60,422,011
Surplus/(deficit) for the year		4,506,720	6,435,609
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	30	6,739,311	(94,437,654)
Total comprehensive result		11,246,031	(88,002,045)

The above comprehensive income statement should be read in conjunction with the accompanying notes set out on pages (6 to 39).

Page 1

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Balance Sheet
As at 30 June 2015

	Note	2015 \$	2014 \$
Assets			
Current assets			
Cash and cash equivalents	17	16,258,027	11,662,561
Trade and other receivables	18	3,479,757	3,446,019
Other financial assets	19	8,020,033	2,775,598
Inventories	20	593,195	423,562
Non-current assets classified as held for sale	21	373,184	441,936
Other assets	22	246,200	121,032
Total current assets		28,970,396	18,869,998
Non-current assets			
Investments in associates and joint ventures	16	708,929	648,773
Property, infrastructure, plant and equipment	23	499,644,711	497,396,851
Intangible assets	25	1,020,257	809,902
Total non-current assets		501,273,897	498,955,526
Total assets		530,244,293	517,825,524
Liabilities			
Current liabilities			
Trade and other payables	26	1,790,860	2,343,777
Trust funds and deposits	27	1,307,327	1,013,071
Provisions	28	4,686,063	4,338,114
Interest-bearing loans and borrowings	29	692,420	829,580
Non interest-bearing loans and borrowings	29(a)	50,000	60,000
Total current liabilities		8,736,670	8,584,522
Non-current liabilities			
Provisions	28	9,956,014	7,984,829
Interest-bearing loans and borrowings	29	5,579,447	6,471,942
Non interest-bearing loans and borrowings	29(a)	60,099	120,099
Total non-current liabilities		15,595,560	14,576,870
Total liabilities		24,332,230	23,161,392
Net assets		505,910,063	494,664,032
Equity			
Accumulated surplus		175,943,200	171,511,380
Restricted reserves	30	1,337,837	1,262,937
Asset revaluation reserves	30	328,629,026	321,889,715
Total Equity		505,910,063	494,664,032

The above balance sheet should be read in conjunction with the accompanying notes set out on pages [6 to 35].

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

**Statement of Changes in Equity
For the Year Ended 30 June 2015**

	Note	Total	Accumulated Surplus	Restricted Reserve	Asset Revaluation Reserve
		\$	\$	\$	\$
2015					
Balance at beginning of the financial year		494,664,032	171,511,360	1,262,937	321,889,715
Surplus/(deficit) for the year		4,506,720	4,506,720		
Net asset revaluation increment/(decrement)	30(a)	6,739,311			6,739,311
Transfers to other reserves	30(b)		(74,900)	74,900	
Balance at end of the financial year		505,910,063	175,943,200	1,337,837	328,629,026
2014					
Balance at beginning of the financial year		582,665,077	165,100,571	1,238,137	416,327,369
Surplus/(deficit) for the year		6,435,609	6,435,609		
Net asset revaluation increment/(decrement)	30(a)	(94,437,654)			(94,437,654)
Transfers to other reserves	30(b)		(24,800)	24,800	
Balance at end of the financial year		494,664,032	171,511,360	1,262,937	321,889,715

The above statement of changes in equity should be read with the accompanying notes set out on pages [6 to 38].

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Statement of Cash Flows
For the Year Ended 30 June 2015

	Note	2015 Inflows/ (Outflows) \$	2014 Inflows/ (Outflows) \$
Cash flows from operating activities			
Rates and charges		30,927,621	28,552,653
Statutory fees and fines		1,993,357	968,870
User fees		2,930,617	3,091,455
Grants - operating		16,330,188	22,321,083
Grants - capital		4,692,932	4,169,885
Contributions - monetary		325,092	583,943
Interest received		529,465	529,779
Trust funds and deposits taken		459,882	340,143
Other receipts		1,190,328	546,278
Net GST refund		1,899,825	3,308,069
Employee costs		(17,551,025)	(17,257,877)
Materials & services		(19,816,694)	(35,192,339)
Trust funds and deposits repaid		(185,681)	(627,888)
Other payments		(4,011,984)	(4,379,163)
Net cash provided by/(used in) operating activities	31	16,803,913	6,763,891
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	23	(7,777,792)	(7,302,843)
Proceeds from sale of property, infrastructure, plant and equipment		230,832	701,662
Net cash provided by/(used in) investing activities		(7,546,960)	(6,601,181)
Cash flows from financing activities			
Repayment of borrowings		(889,635)	(829,104)
Interest paid		(527,407)	(587,937)
Net cash provided by/(used in) financing activities		(1,417,042)	(1,417,041)
Net increase (decrease) in cash and cash equivalents		9,839,911	(1,254,931)
Cash and cash equivalents at the beginning of the financial year		14,438,149	15,693,080
Cash and cash equivalents at the end of the financial year	32	24,278,060	14,438,149

The above statement of cash flow should be read with the accompanying notes set out on pages [6 to 39].

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

**Statement of Capital Works
For the Year Ended 30 June 2015**

	2015	2014
	\$	\$
Property		
Land	54,438	8,052
Land improvements	621,180	208,162
Total land	675,628	216,214
Buildings	867,246	1,468,606
Total buildings	867,246	1,468,606
Total property	1,442,874	1,684,820
Plant and equipment		
Plant, machinery and equipment	736,378	1,342,783
Total plant and equipment	736,378	1,342,783
Infrastructure		
Roads	4,793,256	3,935,001
Footpaths and cycleways	298,853	136,529
Drainage	509,431	193,137
Other infrastructure		10,574
Total infrastructure	5,599,540	4,275,240
Total capital works expenditure	7,777,792	7,302,843
Represented by:		
New asset expenditure	634,691	625
Asset renewal expenditure	5,389,519	5,369,949
Asset expansion expenditure	522,268	1,041,419
Asset upgrade expenditure	1,231,314	891,475
Total capital works expenditure	7,777,792	7,302,843

The above statement of capital works should be read with the accompanying notes set out on pages 35 to 39.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

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.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The 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 2014*.

Note 1 Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AASs that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to note 1 (m))
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (n))
- the determination of employee provisions (refer to note 1 (l))

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Changes in accounting policies

There have been no changes in accounting policies from the previous period.

(c) Principles of consolidation

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2015, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

In the process of preparing consolidated financial statements all material transactions and balances between consolidated entities are eliminated.

(d) Committees of management

Council controls 35 committees of management that have material revenues, expenses, assets or liabilities, which have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 1 Significant accounting policies (cont.)

(e) Accounting for investments in associates and joint arrangements

Associates
Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Joint arrangements
Investments in joint arrangements are classified as either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

Council does not have any joint operations or joint ventures.

(f) Revenue recognition

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.

Rates and Charges
Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

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

User fees
User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

Grants
Grant income is recognised when Council obtains control of the contribution. This 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.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they 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 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

Contributions
Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

Sale of property, infrastructure, plant and equipment
The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Interest
Interest is recognised as it is earned.

Other income
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

(g) Fair value measurement

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

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 between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 1 Significant accounting policies (cont.)

(g) Fair value measurement (cont.)

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a 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.

(h) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

(i) Trade and other receivables

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.

(j) Other financial assets

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

(k) Inventories

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Inventories are measured at the lower of cost and net realisable value.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(l) Non-current assets classified as held for sale

A non-current asset classified as 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 and 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.

(m) Recognition and measurement of property, plant and equipment, infrastructure, intangibles

Acquisition

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

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

In accordance with Council's policy, the threshold limits detailed in Note 1n have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. 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.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report
Notes to the Financial Report
For the Year Ended 30 June 2015
Note 1 Significant accounting policies (cont.)

(m) Recognition and measurement of property, plant and equipment, infrastructure, intangibles (cont.)

Revaluation (cont.)

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 23, Property, infrastructure, plant and equipment.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from three to four 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.

Land under roads

Council recognises land under roads it controls at fair value.

(n) Depreciation of property, infrastructure, plant and equipment

Buildings, land improvements, plant and equipment, infrastructure, 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 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.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

Asset recognition thresholds and depreciation periods	Depreciation Period	Threshold Limit \$
Property		
land		
land improvements	20 years	2,000
buildings	65 to 90 years	2,000
Plant and Equipment		
plant, machinery and equipment	3 to 25 years	2,000
fixtures, fittings and furniture	3 to 30 years	2,000
motor vehicles	7 years	2,000
Infrastructure		
sealed roads		
- seals	10 years	2,000
- pavement	80 years	2,000
- formation	not depreciated	
unsealed roads		
- pavement	15 to 25 years	2,000
- formation	not depreciated	
road herb, channel and minor culverts	75 years	2,000
bridges		
- timber	80 years	2,000
- steel and concrete	150 years	2,000
footpaths and cycleways		
- concrete	60 years	2,000
- gravel	20 years	2,000
drainage		
- main drains	100 years	2,000
- culverts and floodways	100 years	2,000
recreational, leisure and community facilities		
- playground equipment	20 years	2,000

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Annual Report		Notes to the Financial Report For the Year Ended 30 June 2015	
Note 1 Significant accounting policies (cont.)			
(n) Depreciation of property, infrastructure plant and equipment (cont.)			
<i>Asset recognition thresholds and depreciation periods (cont.)</i>		Depreciation Period	Threshold Limit
			\$
Infrastructure (cont.)			
parks, open space and streetscapes - parks and gardens		20 years	2,500
pavements		30 years	2,000
other infrastructure assets		10 to 100 years	2,000
(o) 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.			
(p) Investment property			
Council does not hold any investment properties.			
(q) 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 asset's carrying value. Any excess of the asset's 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.			
(r) Trust funds and deposits			
Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to Note 27).			
(s) Borrowings			
Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method. The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.			
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 and interest on borrowings.			
(t) Employee costs and benefits			
The calculation of employee costs and 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.			

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 1 Significant accounting policies (cont.)

(i) Employee costs and benefits (cont.)

Superannuation

The amount charged to the Comprehensive Income 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.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.
Current Liability - unconditional LSL 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 wholly settled within 12 months.
- nominal value - component that is expected to be wholly settled within 12 months.

Classification of employee costs

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, 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.

(ii) Landfill rehabilitation provision

Council is obligated to restore landfill sites at Cubram, Yarrawonga and Numurkah to a particular standard. The forecast life of these sites is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

(iii) Leases

Finance leases

Council has not entered into any finance lease arrangements.

Operating leases

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

Leasehold improvements

Council does not have leasehold improvements.

(iv) 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 those circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expenses. Receivables and payables in the balance sheet are shown inclusive of GST.

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

(v) Financial guarantees

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that right will be exercised. Details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 30 Contingent Liabilities and Contingent Assets.

(vi) Contingent assets and contingent 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.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 2 Budget comparison

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanation is warranted. 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 detailed below are those adopted by Council on 23 June 2014. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning 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.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

a) Income and Expenditure

	Budget 2015 \$	Actual 2015 \$	Variance 2015 \$	Ref
Income				
Rates and charges	31,901,299	31,304,490	(596,809)	1
Statutory fees and fines	902,116	1,093,865	191,749	2
User fees	2,843,997	2,687,669	(176,328)	3
Grants - operating	11,216,994	16,381,368	5,165,364	4
Grants - capital	5,934,400	4,785,332	(1,149,068)	5
Contributions - monetary	93,600	162,025	68,425	6
Contributions - non monetary	200,000	1,708,660	1,508,660	7
Capital contributions	170,269	255,477	85,218	8
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		23,325	23,325	
Net gain/(loss) of sale of land held for resale		73,182	73,182	9
Share of net profits/(losses) of associates and joint ventures		58,166	58,166	
Other income	759,937	1,336,246	576,309	10
Total income	54,021,602	59,849,785	5,828,183	
Expenses				
Employee costs	18,642,025	18,401,057	240,968	11
Materials and services	19,306,909	18,616,860	690,029	12
Bad and doubtful debts	5,000	108	4,892	
Depreciation and amortisation	8,740,057	8,273,708	466,349	13
Borrowing costs	527,476	526,503	973	
Share of net profits/(losses) of associates and joint ventures	20,000		20,000	
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		18,379	18,379	
Other expenses	4,134,980	3,879,771	255,209	14
Written down value of infrastructure assets replaced	200,000	5,845,038	(5,645,038)	15
Total expenses	51,594,826	56,343,065	(3,748,239)	
Surplus/(deficit) for the year	2,426,776	4,506,720	2,079,944	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

a) Income and Expenditure (cont.)

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Rates and charges	Variance driven by delay in rollout of Organic Waste Service from July to Dec 2014 (\$444K) which is offset by a matching variance in Materials and Services, and lower than planned income from supplementary rate assessments.
2	Statutory Fees & Charges	Variance primarily driven by increased revenue from Town Planning Fees.
3	User Fees	Variance primarily driven by additional unplanned income from use of Moira's microwave communications tower, and higher than planned Landfill/Transfer station fees.
4	Grants - Operating	Variance primarily driven by receipt of 50% of 2015/16 Financial Assistance Grant early (\$4,850K) and increased income from Family Day Care & Maternal Health driven by increased patronage.
5	Grants - Capital	Variance driven by delay in commencing projects (i.e. Yarrowong Aerodrome and Cobram Library) resulting in delay in receiving grants.
6	Contributions - Monetary	Variance driven by higher than expected Developer contributions to Open Space reserves.
7	Contributions - non monetary	Variance driven by contributions of infrastructure (mainly roads, drainage and kerbs and channels) from developers.
8	Capital Contributions	Variance driven by recognition of previous years street activities income.
9	Net gain/(loss) of sale of land held for resale	Variance driven by profit on sale of land higher than planned.
10	Other Income	Variance driven by sale & leaseback of IT equipment \$187K, revaluation of water rights \$110K, and interest income of \$244K.
11	Employee Costs	Variance primarily driven by savings in labour costs delivered through delays in back-filling roles through the year, and savings in Workcover levies delivered through active management of workplace accidents and injury management, offset by finalising FBT liability of \$343K (2012/13 to 2014/15).
12	Materials and services	Variance driven by savings across a number of activities, the significant items include: savings driven by the delay in rollout of the Organic Waste service \$500K and other implementation costs of \$100K; savings from other waste management costs \$100K, savings from Asset Management consultant fees \$70K; savings generated from lower fuel cost \$200K; savings on insurance costs \$70K; savings from improvement in delivery of IT support costs \$125K; and delays in implementing some environmental programs \$150K and IT strategy program \$450K, which have been delayed to the 2015/16 year.
13	Depreciation and Amortisation	Variance driven by lower depreciation charges associated with disposed assets.
14	Other expenses	Variance driven by savings in Advertising \$60K, Subscriptions and memberships \$50K.
15	WDV of Infrastructure assets replaced	Fixed Assets replaced or disposed of during the year including: part of Victoria Park transferred to Department of Education; Tungamah Recreation Reserve netball courts replaced; and Cobram Saleyard pens/yards and concrete floor demolished.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Financial Report		Notes to the Financial Report For the Year Ended 30 June 2015			
Note 2: Budget comparison (cont.)					
b) Capital Works					
		Budget 2015	Actual 2015	Variance 2015	Ref
		\$	\$	\$	
Property					
Land			46,991	46,991	1
Land under Roads			8,277	8,277	2
Land improvements	1,600,000	521,190	(1,078,810)		3
Buildings	2,018,333	807,216	(1,211,117)		4
Total Property	-3,616,333	-1,432,874	(2,174,459)		
Plant and Equipment					
Plant, machinery and equipment	800,456	735,378	(65,078)		5
Total Plant and Equipment	-800,456	-735,378	(65,078)		
Infrastructure					
Roads	5,621,408	4,739,856	(881,552)		6
Footpaths and cycleways	80,000	256,663	176,663		7
Drainage	525,000	809,431	284,431		8
Other Infrastructure	75,000	381	(74,619)		9
Total Infrastructure	6,301,408	5,990,540	(310,868)		
Total Capital Works Expenditure	-10,720,189	-7,777,792	(2,942,397)		
Represented by:					
New asset expenditure			654,691	654,691	
Asset renewal expenditure	5,441,658	6,389,619	947,961		
Asset expansion expenditure	2,113,333	522,268	(1,591,065)		
Asset upgrade expenditure	3,165,000	1,231,214	(1,933,786)		
Total Capital Works Expenditure	-10,720,189	-7,777,792	(2,942,397)		
(i) Explanation of material variations					
Variance Ref	Item	Explanation			
1	Land	This variance is due to correct classification of the purchase of land at Cobram adjacent to the proposed Cobram Library. The land was budgeted as part of the Library project (building improvements) and will be used for additional parking at the site.			
2	Land under roads	Primarily attributable to costs of purchase of land at the intersection of Laburn and Staminant Roads. Extensive works have been carried out in previous financial years and this cost represents finalisation of the project.			
3	Land improvement	The variance is primarily attributable to the Cobram landfill (cells 1-4) project. The expenditure upon this project has been utilised for reducing the landfill liability, and has been expensed. (\$926K)			
4	Buildings	This variance is primarily attributable to the Cobram Library project which has been staged over several years and budgeted at the full value for the initial stage in 2014/15.			
5	Plant, machinery and equipment	The budget is set on likely plant values. The current market is down for plant so Council has been able to purchase plant at lower than average prices this year.			
6	Roads	Primarily due to asset classification of works done in Cobram CBD from roads as the project was budgeted, to actual expenditure across the asset classes including \$150K to footpaths and \$830K to other infrastructure. Also due to addition of Karook Street Traffic safety works in to the Budget from the previous year.			
7	Footpaths and cycleways	Primarily due to asset classification of works done in Cobram CBD from roads as the project was budgeted to actual expenditure across the asset classes including \$150K to footpaths and cycleways.			
8	Drainage	Primarily due to Cutlers Crescent, Cobram drainage works not being finalised by financial year end.			
9	Other infrastructure	Primarily attributed to the Pestic Strategy project that was budgeted for and not completed. The project will be completed in the 2015/16 financial year.			

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL		Notes to the Financial Report	
2014/2015 Financial Report		For the Year Ended 30 June 2015	
	2015	2014	
	\$	\$	
Note 3 Rates and charges			
Council uses the Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its value of land and all its improvements.			
The valuation base used to calculate general rates for 2014/15 was \$5.024 million (2013/14, \$4.955 million). The 2014/15 rate in the CIV dollar was 0.003848 (2013/14, 0.003847).			
General rates	20,402,889	18,795,366	
Municipal charge	4,848,921	4,887,918	
Kerbside collection service	1,246,866	1,164,778	
Environmental levy	3,274,362	3,210,227	
Recycling service	1,034,973	1,038,485	
Organic waste service	436,659		
Special rates and charges	52		
Total rates and charges	31,304,490	28,516,674	
The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2014, and the valuation was first applied in the rating year commencing 1 July 2014.			
Note 4 Statutory fees and fines			
Town planning fees	254,012	217,953	
Building services fees	115,017	366,514	
Land information certificates	33,082	31,313	
Environmental permits	57,684	53,164	
Business registration fees	118,471	119,810	
Animal registration and control fees	183,355	181,549	
Other statutory fees and fines	32,240	21,849	
Total statutory fees and fines	1,093,866	992,152	
Note 5 User fees			
Leisure centre and recreation	25,644	3,756	
Child care/children's programs	54,560	53,813	
Waste management services	1,425,040	1,421,468	
Rates legal cost recoveries	167,540	147,407	
Town planning fees and fines	21,325	14,526	
Local law infringements	34,719	62,559	
Rent and other property income	298,978	116,032	
Section 88 Committees Income	302,266	443,747	
Public hall and park hire fees	30,327	30,430	
Sundry works and works within road reserve fees	67,918	82,976	
Emergency management fees	1,409	30,093	
Caravan park charges	282,128	254,686	
Other fees and charges	44,915	65,350	
Total user fees	2,857,659	2,726,841	

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL		Notes to the Financial Report	
2014/2015 Financial Report		For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 6 Grants			
Grants were received in respect of the following:			
Summary of grants			
Commonwealth funded grants		17,495,313	23,153,722
State funded grants		3,671,377	3,131,634
Total		21,166,690	26,285,356
Operating Grants			
<i>Recurrent - Commonwealth Government</i>			
Victoria Grants Commission		14,588,174	4,885,642
Family day care		596,124	657,838
<i>Recurrent - State Government</i>			
School crossing supervisors		16,372	15,970
Maternal and child health		309,644	308,083
Recreation, leisure and community activities		55,700	58,700
Community health and safety		105,745	122,918
Roadside weeds and pest management		50,000	50,000
Environmental programs		29,764	35,000
Economic development		10,000	10,000
Other		24,100	35,545
Total recurrent operating grants		15,795,825	6,077,897
<i>Non-recurrent - Commonwealth Government</i>			
Environmental programs			23,540
Disaster recovery		292,613	15,805,926
<i>Non-recurrent - State Government</i>			
Environmental programs		131,686	47,510
Flood mitigation			68,867
Economic development		80,000	71,091
Community health and safety		33,955	
Recreation, leisure and community activities		107,509	
Other			22,740
Total non-recurrent operating grants		585,735	16,037,074
Total operating grants		16,381,560	22,115,671
Capital Grants			
<i>Recurrent - Commonwealth Government</i>			
Roads to recovery		1,767,669	1,401,200
Total recurrent capital grants		1,767,669	1,401,200
<i>Non-recurrent - Federal Government</i>			
Roads - black spot program		290,704	479,575
<i>Non-recurrent - State Government</i>			
Land improvements		250,000	
Buildings		61,500	1,156,835
Drainage		250,000	
Parks, open space and streetscape		660,000	
Roads - country roads and bridges		1,000,000	1,000,000
Recreation, leisure and community facilities		525,450	132,275
Total non-recurrent capital grants		3,017,654	2,788,685
Total capital grants		4,785,323	4,189,885
Total Grants		21,166,690	26,285,356
Conditions on grants			
Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:		561,871	667,075
Grants which were recognised as revenue in prior years and were expended during the current year in the manner specified by the grantor were:		663,694	342,651
Net increase/(decrease) in restricted assets resulting from grant revenues for the year:		(101,823)	324,424

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Financial Report		Notes to the Financial Report For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 7 Contributions			
Monetary - Operating		162,025	170,336
Monetary - Capital		255,477	413,607
Non-monetary		1,708,660	2,018,041
Total contributions		2,126,162	2,601,984
<i>Contributions to monetary - operating were received in relation to:</i>			
Contributions to community activities & facilities		22,430	74,560
Contributions to economic development activities		28,123	7,750
Developer contributions to restricted reserves		74,900	4,800
Contributions to operational costs		44,572	69,226
		162,025	170,336
<i>Contributions of monetary - capital were received in relation to the following asset classes:</i>			
Buildings		23,636	217,274
Infrastructure		241,841	196,333
		265,477	413,607
<i>Contributions of non monetary assets were received in relation to the following asset classes:</i>			
Land		8,696	1,327
Buildings		96,824	13,583
Infrastructure		1,601,160	2,003,131
Total non-monetary contributions		1,708,660	2,018,041
Note 8 Net gain/(loss) on disposal of property, infrastructure, plant and equipment			
Proceeds of sale		230,832	701,062
Written down value of assets sold		(134,325)	(831,634)
Net gain/(loss) on sale of property, infrastructure, plant and equipment		96,507	(130,572)
Impairment losses on infrastructure assets replaced		(5,645,024)	(2,287,179)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment		(5,452,024)	(2,546,443)
Note 9 Other income			
Interest		544,030	525,679
Reimbursements and subsidies		77,464	82,991
Legal costs recouped		34,024	69,814
Recognition of assets under council control		7,800	4,669,882
Rates property revaluation costs recouped		128,611	721
Energy rebate scheme income		45,644	59,658
Sale of recyclables income		76,934	(12,005)
IT equipment sale & leaseback		169,669	
Revaluation of intangible asset		110,365	
Visitor information centre income		48,801	
Other income		79,904	121,890
Total other income		1,336,246	5,418,540
Note 10 (a) Employee costs			
Wages and salaries		14,597,171	14,340,903
Annual leave and long service leave		1,028,714	753,498
Casual staff		240,245	463,282
WorkCover		185,757	214,277
Superannuation		1,365,883	1,321,057
Fringe benefits tax		481,337	225,044
Other		521,960	395,423
Total employee costs		18,401,057	17,710,484
Note 10 (b) Superannuation			
Council made contributions to the following funds:			
Defined benefit fund			
Employer contributions to Local Authorities Superannuation Fund (Vision Super)		29,511	29,481
		29,511	29,481
There were no employer contributions payable at reporting date.			

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL		Notes to the Financial Report	
2014/2015 Financial Report		For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 10 (b) Superannuation (cont.)			
Accumulation funds			
Employer contributions to Local Authorities Superannuation Fund (Vision Super)		1,185,368	1,068,369
Employer contributions - other funds		157,004	223,187
		<u>1,342,372</u>	<u>1,291,576</u>
Employer contributions payable at reporting date		36,953	36,913
<p>Moira Shire 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. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.</p>			
Accumulation			
<p>The Fund's accumulation categories, Vision MySuperVision 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 2015, this was 9.5% required under Superannuation Guarantee legislation (for 2013/14, this was 9.25%)).</p>			
Defined Benefit			
<p>Moira Shire Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.</p>			
<p>There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Moira Shire Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.</p>			
		2015	2014
		\$	\$
Note 11 Materials and services			
Building maintenance		271,574	376,697
General maintenance		3,154,832	3,058,468
Infrastructure maintenance		3,288,319	2,704,001
Office administration		186,404	272,530
Information technology		681,826	938,576
Community development		762,818	823,604
Disaster recovery		5,244	3,993,306
Waste management		319,153	860,734
Environmental management		169,260	140,452
Insurance		521,481	537,188
Utilities		931,663	1,218,437
Contract payments		4,095,581	10,346,542
Consultant fees		554,813	365,600
Law enforcement		66,662	44,553
Section 86 Committees		368,050	460,354
Other materials and services		31,777	63,574
Additional landfill provision cost		<u>2,372,663</u>	<u>2,372,663</u>
Total materials and services		<u>18,916,690</u>	<u>25,195,786</u>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Financial Report	Notes to the Financial Report For the Year Ended 30 June 2015	
	2015	2014
	\$	\$
Note 12 Bad and doubtful debts		
Other debtors	108	-
Total bad and doubtful debts	<u>108</u>	<u>-</u>
Note 13 Depreciation and amortisation		
Property	2,460,598	2,362,485
Plant and equipment	378,707	343,387
Infrastructure	5,434,403	7,019,732
Total depreciation and amortisation	<u>8,273,708</u>	<u>9,725,604</u>
<i>Refer to note 23 for a more detailed breakdown of depreciation.</i>		
Note 14 Borrowing costs		
Interest - Borrowings	526,503	587,100
Total borrowing costs	<u>526,503</u>	<u>587,100</u>
Note 15 Other expenses		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	51,300	61,478
Auditors' remuneration - Internal	44,158	35,518
Councillors' allowances	288,464	276,874
Contributions and donations	2,330,616	2,148,699
Legal costs	203,236	348,266
Bank fees	105,665	96,740
Postage	31,849	28,766
Memberships and subscriptions	157,127	155,937
Advertising	275,283	259,763
Revaluation of intangible assets	-	108,564
Interest on unwinding of discount on provisions	232,499	265,407
Other	159,574	128,846
Total other expenses	<u>3,879,771</u>	<u>3,914,858</u>
Note 16 Investment in associates, joint arrangements and subsidiaries		
a) Investments in associates		
Investments in associates accounted for by the equity method are:		
- Goulburn Valley Regional Library Corporation	691,695	635,522
- Moira Arts and Culture Inc.	15,234	13,251
Total investments in associates	<u>706,929</u>	<u>648,773</u>
Goulburn Valley Regional Library Corporation		
<i>Background</i>		
Goulburn Valley Regional Library Corporation operates a regional library. Its ownership is shared between several local councils in the area, including Moira Shire Council with a stakeholding of 28.86%.		
Fair value of Council's investment in Goulburn Valley Regional Library Corporation	<u>691,695</u>	<u>635,522</u>
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus/(deficit) at start of year	(185,238)	(218,492)
Reported surplus/(deficit) for year	56,173	33,254
Council's share of accumulated surplus/(deficit) at end of year	<u>(129,065)</u>	<u>(185,238)</u>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

	2015	2014
Note 16 Investment in associates, joint arrangements and subsidiaries (cont.)		
Goulburn Valley Regional Library Corporation (cont.)		
Movement in carrying value of specific investment		
Carrying value of investment at start of year	635,522	602,269
Share of surplus(deficit) for year	56,173	33,254
Carrying value of investment at end of year	691,695	635,522
Council's share of expenditure commitments		
Operating commitments		2,003
Council's share of expenditure commitments		2,003
Council's share of contingent liabilities and contingent assets		
No contingent assets or liabilities were disclosed by Goulburn Valley Regional Library Corporation.		
Significant restrictions		
There are no significant restrictions on the ability of associate to transfer assets to Council in the form of dividends or to repay loans or advances made by Council.		
Moira Arts and Culture Inc.		
Background		
Moira Arts and Culture Inc. was incorporated to promote arts and culture in the Shire. Moira Shire Council with a 20% stakeholding with two directors on the board of Moira Arts and Culture Inc.		
Fair value of Council's investment in Moira Arts and Culture Inc.		
	15,234	13,251
Council's share of accumulated surplus(deficit)		
Council's share of accumulated surplus(deficit) at start of year	13,251	
Adjustment to surplus(deficit) for previous year	(7,515)	
Reported surplus(deficit) for year	9,498	13,251
Council's share of accumulated surplus(deficit) at end of year	15,234	13,251
Movement in carrying value of specific investment		
Carrying value of investment at start of year	13,251	
Adjustment to surplus(deficit) for previous year	(7,515)	
Share of surplus(deficit) for year	9,498	13,251
Carrying value of investment at end of year	15,234	13,251
Council's share of expenditure commitments		
No commitments were disclosed by Moira Arts and Culture Inc.		
Council's share of contingent liabilities and contingent assets		
No contingent assets or liabilities were disclosed by Moira Arts and Culture Inc.		
Significant restrictions		
There are no significant restrictions on the ability of associate to transfer assets to Council in the form of dividends or to repay loans or advances made by Council.		
b) Subsidiaries		
Council does not have any subsidiaries.		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

	2015	2014
	\$	\$
Note 17 Cash and cash equivalents		
Cash on hand	6,150	6,150
Cash at bank	6,039,566	1,656,401
Cash at call	3,400,000	2,000,000
Term deposits (with maturity terms less than 90 days)	6,812,311	8,000,000
	<u>16,258,027</u>	<u>11,662,551</u>
Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
- Trust funds and deposits (Note 27)	1,307,327	1,013,071
- Restricted reserves (Note 30(b))	1,337,837	1,262,937
- Unexpended grants	904,495	1,078,879
Total restricted funds	<u>3,549,659</u>	<u>3,354,887</u>
Total unrestricted cash and cash equivalents	<u>12,708,368</u>	<u>8,307,664</u>

Note 18 Trade and other receivables

Current		
Rates debtors	2,314,849	1,675,707
Special rate assessment	21,904	36,377
Loans and advances to community organisations	-	7,500
Infringement debtors	153,452	138,340
GST	186,131	431,685
Sundry debtors	503,785	728,753
Provision for doubtful debts - sundry debtors	(550)	(550)
Fire services levy	300,186	427,207
Total current trade and other receivables	<u>3,479,757</u>	<u>3,445,019</u>
Non-current		
Total non-current trade and other receivables	-	-
Total trade and other receivables	<u>3,479,757</u>	<u>3,445,019</u>

a) Ageing of Receivables

At balance date sundry 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 (excluding statutory receivables) was:

Current (not yet due)	436,719	400,324
Past due by up to 30 days	48,524	117,614
Past due between 31 and 180 days	14,677	30,815
Past due between 181 and 365 days	2,965	180,000
Past due by more than 1 year	900	-
Total trade & other receivables	<u>503,785</u>	<u>728,753</u>

b) Movement in provisions for doubtful debts

Balance at the beginning of the year	(550)	(550)
Balance at end of year	<u>(550)</u>	<u>(550)</u>

c) Ageing of individually impaired Receivables

The ageing of receivables that have been individually determined as impaired at reporting date was:
At balance date there were no financial assets which were impaired.

Note 19 Other financial assets

Term deposits (with maturity terms greater than 90 days)	8,020,033	2,775,598
Total other financial assets	<u>8,020,033</u>	<u>2,775,598</u>

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Financial Report		Notes to the Financial Report For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 20 Inventories			
Inventories held for distribution		577,559	423,592
Inventories held for sale		15,636	
Total Inventories		593,195	423,592
Note 21 Non current assets classified as held for sale			
Cost of acquisition/revaluation		441,936	441,936
Less: industrial land sold during the year		(159,762)	
Total non current assets classified as held for sale		282,174	441,936
Note 22 Other assets			
Prepayments		90,457	75,726
Accrued income		155,743	45,306
Total other assets		246,200	121,032

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year ended 30 June 2015

Note 23: Property, infrastructure plant and equipment

	Land and Buildings	Land and Buildings	Land and Buildings	Land and Buildings	Land and Buildings	Land and Buildings	Land and Buildings
	At fair value 1 July 2014	At fair value 30 June 2015	At fair value 1 July 2014	At fair value 30 June 2015	At fair value 1 July 2014	At fair value 30 June 2015	At fair value 1 July 2014
Land and Buildings							
At fair value 1 July 2014	35,467,351	40,254,232	36,492,746	42,358,558	123,940,657	127,271,400	147,271,659
Accumulated depreciation at 1 July 2014	(2,020,430)	(2,492,743)	(12,880,334)	(18,865,214)	(2,599,040)	(2,599,040)	(2,599,040)
	33,446,921	37,761,489	23,612,412	23,493,344	121,341,617	124,672,360	144,672,619
Movements in fair value							
Acquisition of assets at fair value	9,164	63,910	216,015	281,100	729,933	729,933	(63,610)
Revaluation increases/decrements			2,572,653	2,722,477	9,680	9,680	2,722,477
Fair value of assets disposed	(2,730,116)	(2,994,487)	(5,814,585)	(5,814,585)	(476,700)	(476,700)	(6,089,375)
Impairment losses recognized in operating result							(22,914)
Transfers			9,000	9,000	(134,904)	(134,904)	9,000
	6,434	63,910	216,015	281,100	228,919	228,919	(3,597)
Movements in accumulated depreciation							
Depreciation and amortisation			(609,545)	(609,545)	(1,651,053)	(1,651,053)	(2,460,658)
Accumulated depreciation of disposals			628,223	628,223	247,909	247,909	975,732
Revaluation increases/decrements					(3,681)	(3,681)	(3,681)
Impairment losses recognized in operating result							(4,358)
Transfers			(263,430)	(263,430)	(1,307,825)	(1,307,825)	(1,307,825)
			(234,752)	(234,752)	(1,710,949)	(1,710,949)	(2,797,589)
At fair value 30 June 2015	33,446,921	37,761,489	23,612,412	23,493,344	121,341,617	124,672,360	144,672,619
Accumulated depreciation at 30 June 2015	(2,020,430)	(2,492,743)	(12,880,334)	(18,865,214)	(2,599,040)	(2,599,040)	(2,599,040)
	31,426,491	35,268,746	10,732,078	4,628,130	118,742,577	122,073,320	142,073,579
Plant and Equipment							
At fair value 1 July 2014	2,413,012	120,917	120,917	3,618,473			
Accumulated depreciation at 1 July 2014	(1,044,541)	(60,636)	(1,044,541)	(1,044,541)			
Movements in fair value							
Acquisition of assets at fair value	735,378		735,378				
Revaluation increases/decrements							
Fair value of assets disposed	(153,184)		(153,184)				
Impairment losses recognized in operating result							
Transfers							
	582,194		582,194				
Movements in accumulated depreciation							
Depreciation and amortisation	(356,044)	(3,861)	(378,707)				
Accumulated depreciation of disposals	91,357		91,357				
Revaluation increases/decrements							
Impairment losses recognized in operating result							
Transfers							
	(264,687)	(3,861)	(268,548)				
At fair value 30 June 2015	3,166,826	120,917	3,618,473				
Accumulated depreciation at 30 June 2015	(1,245,960)	(70,497)	(1,316,457)				
	1,920,866	50,420	2,302,016				

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Financial Report		Notes to the Financial Report For the Year ended 30 June 2015				
Note 23						
Property, infrastructure plant and equipment (cont.)						
	Boats	Bridges	Footpaths and cyclways	Decks	Excavations, foundations and assembly facilities	
Infrastructure						
At fair value 1 July 2014	512,539,987	26,260,559	15,408,120	53,437,352	1,645,441	
Accumulated depreciation at 1 July 2014	(19,287,943)	(8,504,439)	(3,319,477)	(17,853,947)	(379,855)	
	493,252,044	17,756,120	12,088,643	35,583,405	1,265,586	
Movements in fair value:						
Acquisition of assets at fair value	5,435,485	79	549,885	1,561,721	7	
Revaluation increments/decrements	344,285				247,430	
Fair value of assets disposed	(283,137)		(171,016)	(73,213)	(24,150)	
Impairment losses recognised in operating result						
Transfers	737,034		(23,591)	22,272	(1,000)	
	5,435,485	79	326,294	1,561,721	246,387	
Movements in accumulated depreciation						
Depreciation and amortisation	(4,139,270)	(181,708)	(325,378)	(575,364)	(78,021)	
Accumulated depreciation of disposals	80,769		24,183	4,048	7,376	
Revaluation increments/decrements	3,151,119				256,631	
Impairment losses recognised in operating result						
Transfers					4,658	
	(867,362)	(181,708)	(301,195)	(571,316)	(219,658)	
At fair value 30 June 2015	484,615,367	17,574,412	11,787,448	35,012,089	1,045,928	
Accumulated depreciation at 30 June 2015	(20,420,673)	(8,686,146)	(3,540,673)	(18,322,618)	(383,520)	
	464,194,694	8,888,266	8,246,775	16,689,471	662,408	
Infrastructure (cont.)						
	Other Infrastructure	Work in Progress	Total Infrastructure	Total Assets		
At fair value 1 July 2014	9,771,550	163,707	421,088,829	678,304,758		
Accumulated depreciation at 1 July 2014	(3,332,929)		(112,737,781)	(178,686,937)		
	6,438,621	163,707	308,351,048	499,617,821		
Movements in fair value:						
Acquisition of assets at fair value		154,301	7,204,332	9,404,251		
Revaluation increments/decrements			591,825	3,523,982		
Fair value of assets disposed			(637,468)	(6,803,975)		
Impairment losses recognised in operating result		(78,470)	(78,470)	(181,384)		
Transfers		(6,047)	(9,000)	(15,094)		
		(6,047)	7,191,261	5,495,879		
Movements in accumulated depreciation						
Depreciation and amortisation	(133,580)		(5,426,403)	(5,559,983)		
Accumulated depreciation of disposals			428,376	1,083,385		
Revaluation increments/decrements			3,418,210	3,418,210		
Impairment losses recognised in operating result						
Transfers			4,558	4,558		
	(133,580)		(1,983,259)	(2,116,839)		
At fair value 30 June 2015	9,771,550	146,751	429,040,181	682,274,632		
Accumulated depreciation at 30 June 2015	(3,666,509)		(114,822,046)	(182,728,920)		
	6,105,041	146,751	314,218,135	500,545,712		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 23 Property, infrastructure, plant and equipment (cont.)

Valuation of land and buildings

Land assets were valued by Marcus Hann of LG Valuation Services Pty Ltd at 30 June 2012. 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 under Roads was valued at 30 June 2015 by Ms Tricia Simpson, Asset Technical Officer for Moira Shire Council in accordance with the "Englobo Method" of calculation provided in the Department of Planning and Community Development Circular 15/11. The Englobo Method of valuation of land under roads is a calculation based on the area 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.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets

Buildings were valued at 30 June 2014 by Marcus Hann of 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 component to determine each property's fair value. Buildings will be re-valued again in 2016/17.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2015 are as follows:

	Level 1	Level 2	Level 3	Total
Land - specialised	-	-	35,626,379	35,626,379
Land - non specialised	-	48,981,038	-	48,981,038
Industrial land held for resale	-	373,184	-	373,184
Land improvements	-	-	23,492,743	23,492,743
Buildings - non specialised	-	-	73,760,981	73,760,981
Total	-	49,354,222	132,880,103	182,234,325

Valuation of Infrastructure

The 2014/15 valuation of infrastructure assets owned and controlled by the Moira Shire Council, except the valuation of playground equipment, was undertaken by Council's engineering and asset management staff under the supervision of Mr Mark Foord, Manager Strategic Projects. The valuation of playground equipment was conducted by a qualified independent valuer, Ray Hutchison and Associates.

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).

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2015 are as follows:

	Level 1	Level 2	Level 3	Total
Roads	-	-	237,686,039	237,686,039
Bridges	-	-	17,564,365	17,564,365
Footpaths and cycle ways	-	-	12,570,366	12,570,366
Drainage	-	-	38,323,612	38,323,612
Playground equipment	-	-	1,922,887	1,922,887
Other Infrastructure	-	-	6,205,041	6,205,041
Total	-	-	314,272,310	314,272,310

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

	2015	2014
	\$	\$
Note 23 Property, Infrastructure, plant and equipment (cont.)		
<i>Description of significant unobservable inputs into level 3 valuations</i>		
<i>Specialised land and land under roads</i> is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land under roads is valued in accordance with the Englobe Method. This method is recommended with Australian Infrastructure Financial Management Guidelines, published by Institute of Public Works, Australia. Currently land values range between \$0.04 and \$4,400 per square metre.		
<i>Infrastructure assets</i> are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.		
Reconciliation of specialised land		
Crown land	30,892,174	30,892,174
Land under roads	4,734,205	4,675,207
Total specialised land	35,626,379	35,567,381

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

	2015	2014	
	\$	\$	
Note 24 Investment property			
Council does not have investment properties			
Note 25 Intangible assets			
Water rights	1,020,258	909,902	
Total Intangible assets	1,020,258	909,902	
	Water Rights	Total	
	\$	\$	
Gross carrying amount			
Balance at 1 July 2013	1,018,466	1,018,466	
Fair value adjustment	(108,564)	(108,564)	
Balance at 1 July 2014	909,902	909,902	
Fair value adjustment	110,355	110,355	
Balance at 30 June 2015	1,020,257	1,020,257	
Net book value at 30 June 2014	909,902	909,902	
Net book value at 30 June 2015	1,020,257	1,020,257	
Note 26 Trade and other payables			
Trade payables	950,267	1,938,715	
Net GST payable	(109,759)	(154,601)	
Accrued expenses	950,352	559,663	
Total trade and other payables	1,790,860	2,343,777	
Note 27 Trust funds and deposits			
Refundable deposits	675,700	429,196	
Fire services levy	484,350	464,302	
Retention amounts	147,277	119,573	
Total trust funds and deposits	1,307,327	1,013,071	
<i>Purpose and nature of items</i>			
Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities			
Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.			
Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.			
Note 28 Provisions			
	Landfill restoration	Employee provisions	Total
	\$	\$	\$
2015			
Balance at beginning of the financial year	8,602,677	3,720,066	12,322,743
Additional provisions	2,572,663	596,668	3,159,331
Amounts used	(924,382)	(148,113)	(1,072,495)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	232,499	-	232,499
Balance at the end of the financial year	10,483,457	4,158,621	14,642,078
2014			
Balance at beginning of the financial year	8,410,711	3,403,013	11,813,724
Provision write-back	-	(80,765)	(80,765)
Additional provisions	904,994	520,070	1,425,064
Amounts used	(978,435)	(122,252)	(1,100,687)
Increase in the discounted amount arising because of time and the effect of any change in the discount rate	265,407	-	265,407
Balance at the end of the financial year	8,602,677	3,720,066	12,322,743

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL		Notes to the Financial Report	
2014/2015 Financial Report		For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 28	Provisions (cont.)		
	Current		
	Employee provisions		
	Current provisions expected to be wholly settled within 12 months		
	Annual leave	975,161	999,067
	Annual leave loading	109,305	97,559
	Long service leave	2,007,902	1,660,504
	Rostered days off	135,977	130,595
		<u>3,227,375</u>	<u>2,902,145</u>
	Current provisions expected to be wholly settled after 12 months		
	Annual leave	551,809	480,979
		<u>551,809</u>	<u>480,979</u>
	Landfill provisions		
	Landfill restoration provisions	905,579	954,930
	Total current provisions	<u>4,686,063</u>	<u>4,338,114</u>
	Non-current		
	Non-current Employee provisions		
	Long service leave	378,437	336,942
	Landfill provisions		
	Landfill restoration provisions	9,578,577	7,847,567
	Non-current carrying amount of provisions	<u>9,956,914</u>	<u>7,984,829</u>
	The following assumptions were adopted in measuring the present value of employee benefits:		
	Weighted average increase in employee costs	4.44%	4.80%
	Weighted average discount rates	3.03%	3.75%
	Weighted average settlement period	12 mths	12 mths
	The following assumptions were adopted in measuring the present value of landfill rehabilitation:		
	Weighted average increase in costs	5.53%	2.81%
	Weighted average discount rates	3.03%	3.75%
	Weighted average settlement period	7 yrs	7 yrs
Note 29	Interest-bearing loans and borrowings		
	Current		
	Borrowings - secured	892,420	829,560
		<u>892,420</u>	<u>829,560</u>
	Non-current		
	Borrowings - secured	5,578,447	6,471,942
		<u>5,578,447</u>	<u>6,471,942</u>
	Total	<u>6,471,867</u>	<u>7,301,502</u>
	a) The maturity profile for Council's borrowings is:		
	Not later than one year	892,420	829,560
	Later than one year and not later than five years	4,118,159	4,022,557
	Later than five years	1,461,289	2,449,375
		<u>6,471,867</u>	<u>7,301,502</u>
	b) Aggregate carrying amount of interest-bearing loans and borrowings:		
	Current	892,420	829,560
	Non-current	5,578,447	6,471,942
		<u>6,471,867</u>	<u>7,301,502</u>
	Interest-bearing loans and borrowings are secured by a lien on Council rate revenue. Council currently does not have an overdraft facility, the fixed rate loan facilities are fully utilised with no unused facility.		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL 2014/2015 Financial Report		Notes to the Financial Report For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 29	(a) Non-Interest-bearing loans and borrowings		
	Current		
	Land acquisition	60,000	60,000
		<u>60,000</u>	<u>60,000</u>
	Non-current		
	Land acquisition	60,099	120,099
		<u>60,099</u>	<u>120,099</u>
	Total	<u>120,099</u>	<u>180,099</u>
	a) The maturity profile for Council's borrowings is:		
	Not later than one year	60,000	60,000
	Later than one year and not later than five years	60,099	120,099
		<u>120,099</u>	<u>180,099</u>
	Non-Interest-bearing loans and borrowings are unsecured.		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 30 Reserves

	Balance at beginning of reporting period	Increment (decrement)	Balance at end of reporting period
	\$	\$	\$
(a) Asset revaluation reserves			
2015			
Property			
Land	33,069,806	149,814	33,219,620
Buildings	50,885,351	5,799	50,891,150
Land Improvements	11,166,045	2,572,883	13,738,928
	95,121,202	2,728,276	97,849,478
Infrastructure			
Roads	171,733,389	3,495,514	175,228,903
Bridges	16,948,461	-	16,948,461
Footpaths and cycleways	9,110,165	-	9,110,165
Drainage	24,956,948	-	24,956,948
Recreational, leisure and community facilities	884,594	515,521	1,400,115
Other Infrastructure	3,134,956	-	3,134,956
	228,768,513	4,011,035	232,779,548
Total asset revaluation reserves	321,889,715	6,739,311	328,629,026
2014			
Property			
Land	34,235,442	(1,166,636)	33,069,806
Buildings	51,761,200	(875,849)	50,885,351
Land Improvements	8,346,702	2,817,343	11,166,045
	94,346,344	772,858	95,121,202
Infrastructure			
Roads	265,003,446	(93,270,057)	171,733,389
Bridges	18,888,916	(1,940,455)	16,948,461
Footpaths and cycleways	9,110,165	-	9,110,165
Drainage	24,956,948	-	24,956,948
Recreational, leisure and community facilities	884,594	-	884,594
Other Infrastructure	3,134,956	-	3,134,956
	321,979,025	(95,210,512)	226,768,513
Total asset revaluation reserves	416,327,369	(94,437,634)	321,889,715

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 30 Reserves (cont.)

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$	\$	\$	\$
(b) Other reserves				
2015				
Restricted reserve - recreation open space reserve	929,301	74,900	-	1,004,201
Restricted reserve - car parking reserve	273,636	-	-	273,636
Restricted reserve - net gain native vegetation reserve	60,000	-	-	60,000
Total Other reserves	1,262,937	74,900	-	1,337,837
2014				
Restricted reserve - recreation open space reserve	924,501	4,800	-	929,301
Restricted reserve - car parking reserve	273,636	-	-	273,636
Restricted reserve - net gain native vegetation reserve	40,000	20,000	-	60,000
Total Other reserves	1,238,137	24,800	-	1,262,937

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 1987 and is used to provide adequate car parking spaces within the municipality

Net gain native vegetation reserve has been established under the Planning and Environment Act 1987 and is used to fulfill Council's obligation in regard to planting of native vegetation.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

<i>MOIRA SHIRE COUNCIL</i>		Notes to the Financial Report	
<i>2014/2015 Financial Report</i>		For the Year Ended 30 June 2015	
		2015	2014
		\$	\$
Note 31	Reconciliation of cash flows from operating activities to surplus/(deficit)		
	Surplus/(deficit) for the year	4,506,720	6,436,609
	Depreciation/amortisation	8,273,706	9,725,604
	(Profit)/loss on disposal of property, infrastructure, plant and equipment	(96,507)	130,632
	Impairment losses on infrastructure assets replaced	6,645,038	2,287,179
	Contributions - Non-monetary assets	(1,708,660)	(2,018,041)
	Share of net profit of investments in associates	(58,156)	(46,505)
	Prior year capital works expensed	101,391	-
	Fair value adjustment of intangible asset	(110,365)	108,565
	Net previously unrecognised asset	(7,800)	(4,569,882)
	Other	527,407	587,937
	Change in assets and liabilities:		
	(Increase)/decrease in trade and other receivables	(34,736)	(73,315)
	(Increase)/decrease in prepayments	(14,731)	(28,962)
	Increase/(decrease) in accrued income	(110,437)	178,972
	Increase/(decrease) in trade and other payables	(552,917)	(5,437,309)
	(Decrease)/increase in other liabilities	294,249	(287,745)
	(Increase)/decrease in inventories	(169,633)	168,106
	Increase/(decrease) in provisions	2,319,334	(396,354)
	Net cash provided by/(used in) operating activities	18,803,813	6,763,891
Note 32	Reconciliation of cash and cash equivalents		
	Cash and cash equivalents (see note 17)	16,258,027	11,662,551
	Other financial assets (see note 18)	8,020,033	2,775,598
		24,278,060	14,438,149
Note 33	Financing arrangements		
	Fixed rate loan facilities (see note 28)	6,471,867	7,301,502
	Used facilities	6,471,867	7,301,502
	Unused facilities	-	-
	Interest-bearing loans are borrowed with a lien on Council rates revenue.		

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 34 Commitments

The Council has entered into the following commitments

2015	Not later than	Later than 1 year	Later than 2 years	Later than 5 years	Total
	1 year	and not later than 2 years	and not later than 5 years	Later than 5 years	
	\$	\$	\$	\$	\$
Operating					
Environmental management	110,909	56,455			167,364
Building design	46,516				46,516
Recreation facilities management	736,914				736,914
Cleaning contracts for council buildings	265,205	102,591	76,343		444,139
Leasing of plant	971,175	2,263,987	1,215,181	203,012	4,653,355
Total	2,130,719	2,423,033	1,291,524	203,012	6,048,288

Capital					
Drainage	97,928				97,928
Total	97,928				97,928

2014	Not later than	Later than 1 year	Later than 2 years	Later than 5 years	Total
	1 year	and not later than 2 years	and not later than 5 years	Later than 5 years	
	\$	\$	\$	\$	\$
Operating					
Waste and recycling collection	113,564	113,564	151,118		378,246
Cleaning contracts for council buildings	55,184				55,184
Security contracts for council buildings	55,603				55,603
Electorate services	2,957				2,957
Software system support	210,000	880,000			1,090,000
Recreation facilities management	840,914				840,914
Leasing of plant	1,433,862	1,341,400	1,935,839	56,326	4,767,427
Total	2,712,084	2,334,964	2,087,257	56,326	7,190,631

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 35 Operating leases

(a) Operating

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

	2015	2014
Not later than one year	1,220,684	1,591,279
Later than one year and not later than five years	3,994,780	3,001,651
Later than five years	203,012	191,985
	<u>5,428,476</u>	<u>4,784,915</u>

(b) Operating

The Council does not have commercial property leases on investment properties.

Note 36 Contingent liabilities and contingent assets

Contingent liabilities

Council is presently involved in several confidential legal matters, which are being conducted through Council's solicitors. This includes a legal matter involving a previous employee and Council. As these matters are yet to be finalised and the financial outcomes are unable to be reliably measured, no allowances for these contingencies have been made in the financial report.

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme to ensure that the liabilities of the fund are covered by the assets of the fund. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

Funding arrangements

Moira Shire 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.

The Fund's latest actuarial investigation was held as at 30 June 2014 and it was determined that the vested benefit index (VBI) of the defined benefit category of which Moira Shire Council is a contributing employer was 103.4%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.5% pa
Salary inflation 4.25% pa
Price inflation (CPI) 2.75% pa

Vision Super has advised that the estimated VBI at quarter ending 30 June 2015 was 105.8%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the actuarial investigation determined the defined benefit category was in a satisfactory financial position and that no change was necessary to the defined benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the most recent full actuarial investigation conducted by the Fund's Actuary as at 30 June 2014, Moira Shire Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2015, this rate was 9.5% of members' salaries. This rate will increase in line with any increase to the Superannuation Guarantee (SG) contribution rate.

In addition, Moira Shire Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the defined benefit category is in an unsatisfactory financial position at actuarial investigation or the defined benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the defined benefit category 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. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 36 Contingent liabilities and contingent assets (cont.)

Contingent liabilities (cont.)

Funding calls (cont.)

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Moira Shire Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's defined benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

Latest actuarial investigation surplus amounts

The Fund's latest actuarial investigation as at 30 June 2014 identified the following in the defined benefit category of which Moira Shire Council is a contributing employer:

A VBI surplus of \$77.1 million; and
A total service liability surplus of \$236 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2014.

The total service liability surplus means that the current value of the assets in the Fund's defined benefit category plus expected future contributions exceeds the value of expected future benefits and expenses.

Moira Shire Council was notified of the results of the actuarial investigation during January 2015.

Note 10b Superannuation Contributions

Contributions by Moira Shire Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2015 are detailed below:

Scheme	Type of Scheme	Rate	2015 \$'000	2014 \$'000
Vision Super	Defined benefits	9.50%	23.5	29.0
Vision Super	Accumulation	9.50%	1,185.4	1,068.0
Other Funds	Accumulation	9.50%	157.0	223.0

In addition to the above contributions, Moira Shire Council has paid no unfunded liability payments to Vision Super during the 2014/15 year (2013/14 Nil paid during the 2013/14 year).

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2015.

The expected contributions to be paid to the defined benefit category of Vision Super for the year ending 30 June 2016 is \$24,300.

Guarantees for loans to other entities

Council has not provided any guarantees for loans to other entities.

Contingent assets

Developer contributions expected to be received in respect of property sub-divisions currently under development total \$200,000 (2013/14 \$200,000).

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 37 Financial Instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial report. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) 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 is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

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. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rate.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 36.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

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 maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 36, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 29.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 37 Financial Instruments (cont.)

e) Fair value

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1.0% and -1.0% in market interest rates (AUD) from year-end rates of 2.0 %.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2015

Note 38 Related party transactions

(i) Responsible Persons

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

Councillors	Mayor Peter Mansfield (01/07/2014 - 05/11/2014) Mayor Marie Merin (05/11/2014 - 30/06/2015) Councillor Kevin Bourke Councillor Wendy Buck Councillor Gary Cleveland Councillor Ed Cox Councillor Brian Keenan Councillor Peter Mansfield (05/11/2014 - 30/06/2015) Councillor Marie Martin (01/07/2014 - 05/11/2014) Councillor Robert McPhee Councillor Alex Monk
Chief Executive Officer	Mark Henderson

(ii) Remuneration of Responsible Persons

The numbers of Responsible Persons whose total remuneration from Council and any related entities, excluding retirement benefits, fall within the following bands:

	2015 No.	2014 No.
\$10,000 - \$19,999	-	1
\$20,000 - \$29,999	2	5
\$30,000 - \$39,999	4	2
\$40,000 - \$49,999	1	1
\$50,000 - \$59,999	1	1
\$60,000 - \$69,999	1	1
\$70,000 - \$79,999	1	1
\$80,000 - \$89,999	1	1
\$240,000 - \$249,999	1	1
	10	11

Total Remuneration for the reporting year for Responsible Persons included above amounted to:

	\$621,430	\$520,469
--	------------------	------------------

(iii) Senior Officers Remuneration

A Senior Officer other than a Responsible Person, is an officer of Council who:
a) has management responsibilities and reports directly to the Chief Executive; or
b) whose total annual remuneration exceeds \$135,000

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

Income Range:	2015 No.	2014 No.
Less than \$135,000	5	2
\$135,000 - \$139,999	1	1
\$140,000 - \$159,999	1	1
\$160,000 - \$169,999	2	1
\$220,000 - \$229,999	1	1
	10	6

Total Remuneration for the reporting year for Senior Officers included above, amounted to: **\$1,155,223**
Increase in total remuneration in 2014/15 is mainly due to the transitional period of structural changes in the organisation where two or more directors were working concurrently for a two months, and other end of contract payments.

(iv) Responsible persons retirement benefits

No retirement benefits have been made by Council to a Responsible Person in 2014/15 (2013/14 \$Nil).

(v) Loans to responsible persons

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).

(vi) Transactions with responsible persons

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).

Note 39 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

MOIRA SHIRE COUNCIL
2014/2015 Financial Report

Certification of the 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 2014*, Australian Accounting Standards and other mandatory professional reporting



Leanne Mulcahy, MBA
Principal Accounting Officer

Date : 28 September 2015
Cobram

In our opinion the accompanying financial statements present fairly the financial transactions of Moira Shire Council for the year ended 30 June 2015 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 the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Councillor Marie Martin
Mayor

Date : 28 September 2015
Cobram



Councillor Peter Mansfield
Deputy Mayor

Date : 28 September 2015
Cobram



Mark Henderson
Chief Executive Officer

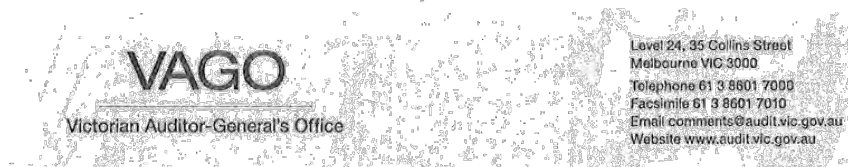
Date : 28 September 2015
Cobram

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report



INDEPENDENT AUDITOR'S REPORT

To the Councillors, Moira Shire Council

The Financial Report

The accompanying financial report for the year-ended 30 June 2015 of the Moira Shire Council which comprises the comprehensive income statement, balance sheet, statement of changes in equity, statement of cash flows, statement of capital works, notes comprising a summary of the significant accounting policies and other explanatory information, and the certification of the financial statements has been audited.

The Councillors' Responsibility for the Financial Report

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 Councillors are responsible for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is 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 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 is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, 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 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.

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

Auditing in the Public Interest

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

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.

Opinion

In my opinion the financial report presents fairly, in all material respects, the financial position of the Moira Shire Council as at 30 June 2015 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*.

MELBOURNE
29 September 2015


Dr Peter Frost
Acting Auditor-General

FILE NO: 180.02.0019
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**CONSIDERATION OF MOIRA SHIRE COUNCIL'S ANNUAL REPORT FOR
2014/15 (cont'd)**

ATTACHMENT No [1] - Moira Shire Council 2014-15 Annual Report

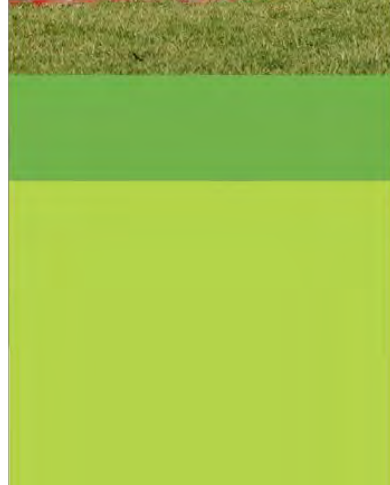


MOIRASHIRE
ON THE MURRAY

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FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT

RECOMMENDATION

That Council;

Acknowledge and accepts the Moira Arts and Culture Inc. Annual Report 2014 – 2015 as a deliverable under the funding agreement between Moira Shire Council and Moira Arts and Culture Inc.

1. Executive Summary

November 2014 saw the signing of a 2 year Funding Agreement (2014 – 2016) between Moira Shire Council and Moira Arts and Culture Inc. (MAC Inc.). The agreement requires that Moira Arts and Culture Inc. regularly reports on activities and key issues to Moira Shire Council.

This report presents MAC Inc.'s Second Annual Report and the first submitted to meet part of the requirements of the Funding agreement.

2. Background and Options

Moira Arts and Culture Inc. was established in 2013 to meet an identified gap in the diversity of as well as the coordination of and the Arts and Culture activities offered throughout the municipality. Its formation built upon Councils ongoing commitment to Arts and Culture as a key driver of liveability across the shire which started with the employment of a dedicated Arts and Culture Officer 2 years earlier.

Since its establishment, MAC Inc's reputation as a significant contributor to the Arts and Culture offering to residents and visitors has increased throughout the municipality and indeed the region. The diverse range of Arts and Cultural programs and activities offered across Moira Shire as described in the 2014 – 2015 MAC Inc. Annual Report demonstrates why this is the case.

Highlights of the year as described in the 2014 – 2015 MAC Inc. Annual Report include;

- MAC Inc. activities and programs having provided opportunities for over 200 artists to work in Moira Shire,
- Over 950 community members have taken the opportunity to participate in skills development and arts activities. These include 29 skills development workshops, some from Regional Arts Victoria, Film Making Master classes and student workshops from "In the Bin", and musical instrument workshops from the Lake School program, all delivered by nationally recognised tutors and facilitators.
- 13 events / performances held over the previous 12 months.
- In total, over 6300 people have taken the opportunity to attend and enjoy the range of arts and cultural activities and programs in Moira Shire. Many of these programs are

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)

national and regional touring programs such as "In the Bin", "St Kilda Film Festival", "On the Sheep's Back", "Anzac on the Wall" and "The Lake School" program. These programs have not been hosted in Moira communities before and MAC Inc. see that providing access to high calibre product, which are generally only available to metropolitan audiences, is a positive for our communities.

Whilst traditionally, there have been pockets of arts and cultural activity in Moira, the establishment of MAC Inc. has created a more strategic approach to the delivery of arts and cultural product and services across the shire.

With the release in 2016 of the Creative Victoria Creative industries Strategy and the associated benefits available to regional communities, Moira Shire through the establishment of MAC Inc., is well positioned to take full advantage of the benefits and opportunities this strategy will afford.

These solid foundations now put Moira Shire in a good position to continue what it has started through the establishment and good work of MAC Inc.

With the period of the expiry of the initial contract term (clause 2.2.2) which states that notice of an extension must be given 6 months prior to the expiry date, it is timely to commence a conversation around options moving forward.

MAC Inc. considers that the signing of this agreement which has clear deliverables set out in schedule B, confirms that Moira Shire Council recognises that MAC Inc. firstly is capable of facilitating community consultation, and providing proactive advocacy. Secondly it confirms MAC Inc. is an established vehicle that is ideally placed to integrate key state and federal initiatives within an existing formal infrastructure.

It is therefore important that Council continue the momentum by supporting this funding agreement model beyond June 2016.

3. Financial Implications

Negotiation will soon commence to consider ongoing financial support beyond the current funding agreement which expires in June 2016.

4. Risk Management

There is no risk management considerations associated with the presentation of the 2014 – 2015 MAC Inc. Annual Report.

Subject to negotiations with regards future agreement between Moira Shire and MAC Inc, there is a risk of a loss of the momentum gained in recent years in the arts and culture offerings in the municipality should a new agreement not be successfully negotiated.

Considering the strong emphasis Moira Shire has placed on promoting the liveability of the shire as a key attraction and retention tool and the contribution that Arts and Culture makes to this, it is anticipated that negotiations will produce a positive outcome.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)

5. Internal and External Consultation

The 2014 – 2015 MAC Inc Annual Report has been approved by the board and been discussed with Moira Shire senior management.

Ongoing consultation will be critical as negotiations for a new agreement commence.

6. Regional Context

Whilst Moira Arts and Culture Inc. formed as a locally based Arts and Culture group and have delivered and supported a wide and diverse range of programs and activities across Moira Shire, MAC Inc is increasingly being recognised throughout the region.

Its programs and branding through its website, Facebook, e-newsletters and media coverage all contribute to this and so MAC Inc. now has a regional, state and national profile. MAC Inc is also listed on the Regional Arts Victoria Affiliate members' website with a potential audience reach of 185,784.

7. Council Plan Strategy

MAC Inc and its activities contribute to *Improving Moira's Liveability*, a key Strategic Goal of the 2013 – 2017 Council Plan.

More specifically, it also supports the Strategic Performance Indicator number 5. *Supporting inclusive and connected communities* - Develop the 2015-2019 Arts and Culture Strategy.

8. Legislative / Policy Implications

Moira Arts and Culture Inc. is an independent not for profit Incorporation who is governed under the model rules of the Association Incorporation Reform Act 2012.

The annual Report submitted is in compliance with MAC Inc. and Council's funding agreement.

9. Environmental Impact

There are no environmental impacts with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

The benefits to both Moira Shire and the broader community in the establishment of MAC Inc. and this funding agreement model are clearly evident by the success of its programs and activities as set out in the MAC Inc. 2014 – 15 Annual Report.

With the release in 2016 of the Creative Victoria Creative Industries Strategy and the associated benefits available to regional communities, Moira Shire through the establishment of MAC Inc., is well positioned to take full advantage of the benefits and opportunities this strategy will afford.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)

Moira Arts and Culture Inc. look forward to ongoing support from Moira Shire to implement these opportunities as it commences negotiations for a future agreement with Council beyond 30 June 2016.

Attachments

- 1 MAC Inc Annual Report 2014-15

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Annual Report 2014/2015

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moirā Arts and Culture Inc. Annual Report 2014/2015

Table of Contents

Table of Contents

Chair Report

Executive Officer Report

Promotions and Marketing Report

Context:

- MAC Inc. Purpose, Vision, Activities and Goals
- Organisational Structure

Program Report

Key Achievements in Alignment with MAC Inc. Strategic Action Plan

Small Grants Recipients

Financial Report / Plan

Intellectual Capital

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Chair Report 2014 - 15

MAC Inc. has begun to gain recognition in the Community as a support to and promoter of Arts and Cultural events across Moira Shire. We aim to enrich the Community experience in the Arts, longer term, to be totally sustainable.

The events program for the last year is quite extensive.

A Celtic music and dance event was held in Numurkah and participants were able to learn Celtic instruments or dance. Our aim is to develop this event as an ongoing fully sustainable program to be run annually. Planning for this year's event is well underway.

An exhibition "On the Sheep's Back", on loan from Whitehorse Gallery, was exhibited in Yarrawonga and Nathalia. This was a nostalgic exhibition and a poignant reminder of Australia's past reliance on the wool industry in the world economy.

Being the year of the Centenary of ANZAC, a production "ANZAC on the Wall" was held in Numurkah and Cobram. The Cobram event was well supported by the local Schools and we thank them for their participation. Numurkah was an amazing turn out, and very well accepted by the Community. We acknowledge the support and cooperation of the Numurkah RSL and Numurkah Secondary College Hospitality Students. The Students catered for supper in the preparation of food, serving and clean up. Certificates of appreciation have been presented to the Students.

MAC Inc. was the auspice for grant funding for the Harmony Festival and actively supported the running of the event.

The St Kilda Film Festival returned with showings at the Yarroweyah Hall and two at the Mulwala Golf Club. Again this event was well received by the Community and is definitely in the future plans. Our gratitude is extended to both the Yarroweyah Hall Committee, for the Hall preparation and supper, and Mulwala Golf Club for their cooperation and management.

Members have attended various events and exhibitions that have been funded through the MAC Inc. small grants scheme. Two in particular, have stood out for me, both involved children learning skills from professional and Indigenous Artists. The exhibitions were absolutely amazing and the range of work comprehensive. Due to the funding agreement with Moira Shire, the small grants were relinquished back to the Shire. It would be beneficial to MAC Inc. and the Community to have these administered by MAC Inc. again. As a group, we would benefit from the engagement with the grantees and keeps members aware of events in the Community.

We have continued to produce the E-Newsletter, update the Facebook page and webpage. The mailing list continues to grow as we take advantage of opportunities to advertise or present MAC Inc. at Community events.

The Strategic Plan is currently being reviewed and updated.

Our Secretary, Kerrie Murrell, presented a submission on MAC Inc.'s behalf to Moira Shire during the consultation phase for the Council Plan. The members felt more emphasis needed to be placed on the Arts and Culture in building Community capacity and resilience and the value of the Arts to the health and wellbeing of the Community.

The Financial reports are required to be audited. And this has now been completed for the past two years. To manage the bookkeeping and to supply reports appropriate to audit needs, a computer and accounting program were purchased. Treasurer, Lou Hamon, spent many hours recording a year's worth of transactions in record time. Bravo and well done.

We welcomed three new members at the last Annual General Meeting. However, as in any organisation people need to reassess their time and we have had two members resign. Our sincere thanks and gratitude to Karen Baker and Jenny Pickering for their contributions. Unfortunately one member had their position on the Board terminated due to lack of attendance at meetings. Two members have been co-opted to fill the vacancies until the Annual General meeting in September.

Several members attended the RAV Annual General Meeting and a nomination was forwarded for consideration to the RAV Board.



FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

It has been a rewarding year as MAC Inc. is now gaining recognition in the Community, members are developing skills and becoming more involved in the running and managing of events. To each and every one, my sincere thanks and gratitude for all your efforts. We are all busy people and the time you give is much appreciated.

Finally, to Marilyn, whose passion for the Arts and Community Capacity Building through the Arts is over whelming? Marilyn not only supports MAC Inc., but provides for the wider Community through her role with Moira Shire. Thank you is not enough Marilyn, but thank you anyway.

MAC Inc. has been supported by a very loyal group of members, who are developing skills to enhance the ideals of MAC Inc.

Moira Shire, we are grateful for the financial assistance received. MAC Inc. is aware of the financial challenges faced by Local Government, which in turn will affect the future level of funding allocated.

Cr Alex Monk

Chair MAC Inc.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moirra Arts and Culture Inc. Annual Report 2014/2015

Executive Officer Report



It is with great pleasure that I present the 2014 – 15 Report.

The signing of the 2 year Funding agreement in November 2014 between Moira Shire and Moira Arts and Culture Inc. finally secured some certainty around the future direction and funding of Moira Arts and Culture Inc. until June 2016. We thank Moira Shire for its ongoing support of Moira Arts and Culture Inc. and look forward to a positive future for arts and culture development across the Shire.

Signing this agreement confirms that Moira Shire Council recognises that MAC Inc. firstly is capable of facilitating community consultation, and providing proactive advocacy. Secondly it confirms MAC Inc. is an established vehicle that is ideally placed to integrate key state and federal initiatives within an existing formal infrastructure. By doing so, Moira Shire Council could be seen to have made forward preparations for the implementation of the Victorian Government's Creative and Cultural Industries strategy. Put simply, Moira Shire Council, through the establishment of MAC Inc., is well positioned to attract funding to plan, develop, enhance and support future cultural arts programming, events and tourism in North – eastern Victoria. Coupled with a well- designed arts and cultural strategy and policy (currently under development), Moira's unique concept of liveability is considerably enhanced.

Once again Moira Arts and Culture Inc (MAC Inc) have delivered and supported a wide and diverse range of Arts and Cultural programs and activities across Moira Shire. This is more than evident when you see the summary of programs and activities, and how these meet our strategic goals. (See later in report). **MAC Inc. activities and programs have provided opportunities for over 205 artists to work in our shire, 953+ community members the opportunity to participate in skill development and arts activities, and over 6309 people the opportunity to have access to, and enjoyment of, arts and cultural activity and programs in Moira Shire.**

I am constantly amazed at the output of a small but dedicated group of individuals who have worked tirelessly together, with a common goal, and that is to improve the liveability of Moira Shire through arts and cultural endeavours. As a board you should be extremely proud of your achievements and I thank each and every one of you for your ongoing support of the vision of Mac Inc. and of me personally during some very hectic times. I would like to take this opportunity to thank retiring board members Karen Baker, and Jenny Pickering for their efforts and support over the past year, their knowledge and skill set has brought much to our board. We wish you all the very best for your future endeavours as you step down from the board.

I would like to take this opportunity to welcome to the board Senior Sgt Mick Logan and Kathryn Maddox. Both Mick and Kathryn bring a diverse skill set and experience which will significantly strengthen our board. This leaves 2 vacancies yet to be filled. I look forward to working closely with all our new members.

I also would like to acknowledge and thank Lonnie O'Dwyer, who as Project Officer, assisted and supported MAC Inc. initiatives. Lonnie's move into another Council Department in April meant an increase in work load for the unit, as the position has not been filled to date. Lonnie will also have an increase in workload as she prepares to welcome an addition to her family. All the best Lonnie.

Within MAC Inc. we have worked hard to apply the artistic framework of our strategic plan in ways that unlock new thinking and support creative development and access.

We thank all of our creative and cultural partners and communities across Moira for supporting our events and initiatives. Our success depends on you and our shared passion for the arts.

Moira Arts and Culture Inc. stimulate, enrich and support creativity in our communities ensuring the vitality and sustainability of arts and culture into the future. We invite you to enjoy our 2014 Report.

Marilyn Gourley
Executive officer

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Promotions & Marketing Report

MAC Inc. has continued to promote and market its activities over the past year. We have increased our audience reach through face book 200+ Likes, delivered 5 E newsletters and developed our Webpage. We have promoted our activities through Weeknights appearing on a number of occasions and ABC radio with many of our board and artist being interviewed. Our brand is becoming increasingly recognised due to our ongoing use of our logo –

- On all media and local news, I would like to take this opportunity to thank the journalists from our local media outlets along with Moira Shire Council Communications Department for their support.
- MAC Inc. administration documents
- Displayed at all grants recipients activities and events.
- Over 600 Bookmarks handed out at all events
- Display Marketing and promotion of Corflutes and Banners, at all of our events, workshops and exhibitions.
- Delivery of bi monthly E Newsletters with the number of subscribers increasing from 100 + last year to 200+ this year.
- Facebook page with 200 likes.
- We now have a Regional, State and National Profile as we are listed on the Regional Arts Victoria Affiliate members' website with a potential audience reach of 185,784.

Direct Marketing

Direct marketing has played an important role for MAC INC. with regular invitations to address community groups helping reinforce our brand.

Our Board members have also played an important role informing their networks about MAC INC and the support we offer.

MAC INC. was represented by both staff and Board members at the Numurkah and Yarrawonga Community Expo's and has given presentations at the Cobram U3A, Junior Council along with the Cobram Women's Discussion Group, Historical Societies and Service Clubs. MAC Inc. staff and 5 Board members attended the Regional Arts Victoria AGM. 1 Board nomination for RAV Board and the EO Attended 2 Regional Cultural Network Forums and was a keynote speaker at the RAV Arts and Resilience forum with 60 other arts organisations, Arts Victoria and LGA representatives in attendance.



FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Context

MAC Inc. Purpose, Vision, Activities and Goals

Vision:

The Moira Arts & Culture Inc. Board will be a not for profit organisation which will stimulate, enrich and support creativity in our communities ensuring the vitality and sustainability of arts and culture into the future.

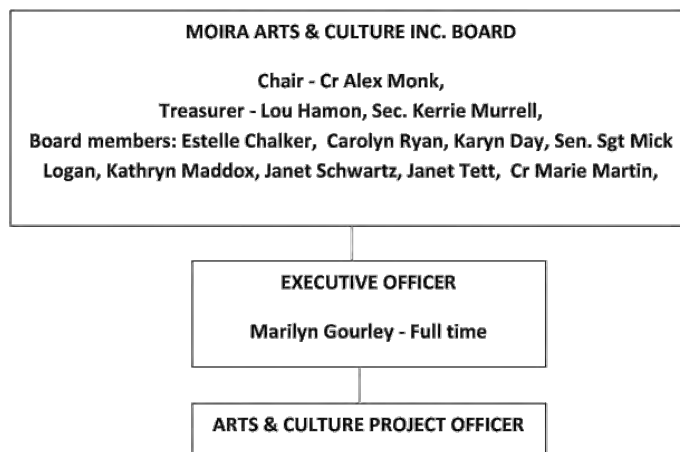
We will:

- Play a lead role in enriching art and cultural development throughout the Shire.
- Develop and promote contemporary local cultural expressions in its many forms where artists and creative industries can thrive.
- Develop a sustainable arts and cultural program.
- Continue to resource, support and service current artists, arts and diverse cultural organisations, and assist in the formation of new groups and networks.
- Support the notion that Moira will be a shire where all its people and communities are happy, healthy and safe with the ability and opportunity to integrate, participate, connect and contribute to their communities.
- The core purpose should be supporting the growth and development of arts and cultural practice whilst encouraging arts and cultural organisations to work together across our region.

Strategic Objectives

- To foster and enhance the capacity of arts and cultural organisations in the Shire
- To play a leading arts advocacy role
- To develop and deliver communication programs to sector and stakeholders
- To ensure effective corporate governance.

Organisational Chart



FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Our Programs

Anzac on the Wall a Musical

Tribute April 22 & 23.

April 22 and 23 saw 2 Performances of "The Anzac on the Wall" come to our Shire. Anzac on the Wall tells the story of Australian courage told and sung with humor, poetry and yarns to celebrate the centenary of Gallipoli in 2015.

Presented by TV presenter-turned bush poet, Jim Brown and musician Vince Brophy playing an array of instruments that compliments the poetry & songs including the Anzac Waltz Dance played and sung on a guitar made from a limb of the Lone Pine, made by Andy Allen of Maton Guitars and borrow with kind permission from The Melbourne Shrine of Remembrance.

Cobram 22 April at 1pm at the Josephinum Centre at St Joseph's Primary School.

Numurkah 23 April at 7.00pm. Numurkah Town Hall,

Total Attendees: 290+



On the Sheep's back

On the Sheep's Back, Photographs by Francis Reiss a Whitehorse Artsspace travelling Exhibition, toured Moira during the month of November 2014 to 2 locations.

1 -15 Nov. Shop 6/136 Belmore Street Yarrowonga became a Pop up Art Gallery for thanks to the generous support of Yarrowonga real estate. We thank them for their support of this initiative. The exhibition was officially opened by Cr Don McPhee who was instrumental in sourcing this exhibition for the area.

On the 17-30 Nov saw the Exhibition tour to the West side of the shire to the Barmah Forest Heritage & Education Centre in Nathalia.

Francis Reiss was born in 1927, is an Australian Photographer whose works are held in many notable Australian Galleries collections including the National Portrait Gallery, Canberra, the National Gallery Victoria, and the National Library of Australia.

The Exhibition depicts the prosperity in the Australian wool industry during the 1950's. The photos were taken at Burren Burren, a station in outback NSW, at Collarenebri, NSW, owned by Rex White, a descendent of the Belltrees White family, his wife Helen, and daughter Belinda.

1 Artist Total Attendees: 600+



Program your Event Workshop



Saturday: 29 August at Cobram Community House MAC Inc. hosted a Regional Arts Victoria facilitated a free skill development workshop, Titled "Program your events Workshop".

Regional Arts Victoria Creative Arts Facilitator Kim Bennett has extensive experience in working with communities to develop and deliver events and programs across Victoria. Kim guided participants through all stages of putting on an event, such as Events Design, Event Planning Tools, Risk Assessments, Budgets and Event Management. This very successful 2 hour workshop gave participants the confidence to apply for that funding opportunity and deliver great programs and events in their community.

Participants: 22

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Numurkah Lake School of Celtic Music and Dance.

Moira Arts and Culture Inc hosted the inaugural Numurkah Lake School of Celtic Music Song and Dance. The event ran from Thursday 2 October - Sunday 5 October 2014. The following workshops were on offer: *Flute, fiddle, mandolin, guitar, ukulele, whistle, bodhran, DADGAD guitar, guitar basics, singing, songwriting, poetry and dance.*

History of the Event

The lake School first held in April 2000, was styled on the famous Willie Clancy Week in County Clare, Ireland. It was created by Felix and Christine Meagher and Val Kennedy who wanted to see an Australian Celtic Music School formed that their children could go to. The first Lake School had thirty enrolled students and eight tutors. The event has grown to host more than a hundred lessons, sessions, concerts and ceiliidhes in the week and in 2013 there were 1697 enrolled students and over 20 tutors.

How it came to be in Numurkah

Moira Arts and Culture Inc (MAC INC) identified through Moira Shires Strategic Community Plan the need to develop arts and cultural programs within the Shire.

The Program

Some Highlights of the 4 day program

There was a meet and greet for the information session hosted by Felix Meager and other tutors. Thursday night saw 70+ participants attend the official **Welcome Session** at the Telegraph Hotel. A great night on Friday night at the Shamrock Hotel was the **Blackboard Session** which saw many local poets, singers and musicians step to perform again this event was well attended with 40+ coming to enjoy and perform.

Saturday night a **Poets Dinner** at the Numurkah Hotel. 70+ people enjoyed a wonderful meal and lots of old and new yarns followed by the **Op Shop Ball** or Celli at the Town hall which had 70+ participants and performers joining together for a fantastic fun family night of Irish dancing, music and song.

All of these events are networking and learning opportunities with performances and include opportunities to join in on the Celtic fun. There was also an impromptu performance by the talented tutors outside Tiffanies Café and the Shamrock Hotel on the Friday and Saturday to the delights of shoppers and members of the community.

Sunday after more workshops and a rehearsal to finesse their talents and newly formed skills a Finale Concert was held in the Town Hall to showcase all the students had learned. This event had 80+ attendees with all agreeing that this was a great way to end a very full but rewarding fun filled 4 days of Irish song and dance. **9 Artists – 20 Participants – 330+ Attendees**



FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

St Kilda Film Festival

The St Kilda Film Festival, Australia's longest-standing and publicly owned film festival, hit the road in June and July, visiting 10 regional destinations across Victoria to screen Top 100 highlights. There are 9 regional towns which host the film festival and we were lucky enough to have 2 in Moira, these being Yarroweyah 1 screening on June 29 and 2 screenings at Yarrawonga. Both venues received great responses from the communities with all attending enjoying the events. Our communities were able to experience some of the best talent in Australian filmmaking and Moira Arts and Culture Inc. were proud to help facilitate this. By bringing this unique arts and film culture opportunity to Moira"

2015 Program highlight films include: **The Wonderful** (Winner Best Original Score), **A Single Body** (Winner Best Short Film), **Falling** (Winner Best Achievement in Screenplay), **The Eagle** (Winner Best Original Score), **The Story of Percival Pilts** (Winner Best Animation), **Bunny New Girl** (Winner Best Comedy), **Something to Crow About**, **The Fan** (Winner Staff Choice Award), **Grey Bull** (Winner Craft Award).

We would like to congratulate Grey bull on winning the Craft Award and all those involved with its production, as it was Filmed in our very own town of Nathalia. Thank you must also go to the Yarroweyah Hall committee and the Yarrawonga / Mulwala golf club for their support of this event.
Total Attendees :220+

In the Bin

In The Bin Short Film Workshop toured our Shire in August 2014 to Yarrawonga, Cobram, Numurkah and Nathalia, producing some fantastic results. Over 80 students took part in the workshops with 16 short films completed. The 3 day workshops facilitated by Jed Cahill, Director of In the Bin Short Film festival a Queensland based organisation, introduced participants to all aspects of making a short film. These included story booking, script writing, acting, sound and lighting, special effects, filming, cutting and editing all using the industry's latest technology and programs. The students used the same editing program which is used in academy award productions and how to film aerial vision using a capture copter. This was obviously a highlight of the program.

Jed also included a Master class into the program which offered community members the opportunity to learn the latest industry tools and information..

At the end of each workshop a community screening was held to allow family and friends to see the very professional films which the students had produced and to see a compilation of the latest Australian Short Films which entered the In the Bin Short Film Festival. Students were proud of their achievement and all enjoyed the experience.

Special thanks to Jed Cahill from In the Bin for sharing his knowledge with our future film makers. Also thank you to all the teachers and schools for accepting our invitation of being involved.

We were lucky enough to show the student's films to His Excellency the Honourable Alex Chernov AC QC and Mrs Chernov when they toured Moira Shire. Both were impressed by the high standard of the films and the wonderful creative talents of the students involved.

80 participants - 150 attendees



Image from Grey Bull Short Film.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Harmony Festival

Moira Harmony Festival was held on Saturday, 21 March at the Cobram Civic Centre and Mivo Park, from 4.00pm to 8.00pm.

It was a great family event for everybody and included cultural activities, performances, food stalls and much more.

The event was a joint initiative of Moira Arts and Culture Inc. (MAC Inc.) and the Moira Shire Multicultural Advisory Committee through funding assistance from the Victorian Multicultural Commission.

Victoria Police, Cobram Community House, Rotary Club of Cobram, community service groups and ethnic community groups partnered with MAC Inc. and Moira Shire to bring this event to the community.

Our communities' rich multicultural heritage and traditions were on display through art and children's poster displays, Henna hand painting and a Colour Fest Film festival featuring multicultural short films.



There was an Italian opera singer alongside local choirs and bands. Local acts performing traditional instruments such as the local pipe band, and traditional dancing such as pole / stick dancing. A feature performance and workshop from a modern hip hop group from Footscray Community Centre got the audience moving. The entertainment certainly impressed and encouraged families to celebrate what a special day Harmony Day is on our calendar.



Victoria Police lined up a number of displays and activities on the day including the Victoria Police prime mover display truck; Recruiting, Highway Patrol, Crime Investigation and Prevention units; mini cars and mini uniforms for photo opportunities with kids, along with special guests. Included in the day were several popular soccer clinics run by the Victorian Police soccer squad.

Traditional food stalls including Chinese, Thai, Indian, Italian, Filipino and Mediterranean will be available along with an interesting stand featuring breads of the world. A barbeque was also be run by Rotary Club and ice creams from the Lions club.

Cultural market stalls enhanced the atmosphere of the day with lots for the kids to do such as face painting, arts and crafts and a creative writing and arts competition/exhibition.

The day was deemed a success by all concerned with organisation for next year's event already underway.

**Artist -50+ artists – Attendees
750+**



FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Key Achievements in alignment with MAC Inc. Strategic Action Plan

The following is a list of key achievements delivered over the last 12 months which meet the 2014 – 15 Strategic objectives, actions and measurable identified in our 3 year strategic action plan. These goals were designed to continue to meet the need of Moira Arts and cultural stakeholders whilst strengthening internal sustainability in order to deliver high quality, well focused sustainable service in the long term.

Key Achievements.

Strategic Objective 1: To foster and enhance the capacity of arts and cultural organisations in the Shire

Key Result Area: Delivery of Moira Shire funding agreement KPIs

2014 /15 Targets - 4 skill development workshops and 4 Performances

2014 /15 Deliverables - 29 skill development workshops and 13 events /Performances.

- **In the Bin Film workshops.** 4 skill development workshops, 1 Master class and 4 Community Short film events. Yarrowonga, Cobram, Numurkah and Nathalia
- **Numurkah Lake School of Celtic Song and Dance:** 4 Days of skill development workshop with 6 tutors offering 1 workshop per day x 6 workshop x 4 = 24 workshops in total. Plus 4 Community events, an Open Mic evening, Poets dinner, A Ceille and a Community Concert.
- **On the Sheep's back a Touring Exhibition:** High Calibre touring exhibition from a state recognised Arts facility into 2 venues / communities. This opportunity assisted in building networking opportunities and partnerships with other Local Government Association. Yarrowonga and Nathalia
- **Anzac On the Wall** 2 performances in Cobram and Numurkah
- **St Kilda Film Festival** 1 screening in Yarroweyah, 2 screenings in Yarrowonga

Key Result Area: Delivery of funding programs and initiatives.

Target 2014 /15 - Applications - 16

Deliverables 2014 /15. - 10 successful Round 2 MAC Inc. applications plus 10 Moira Shire Small Arts and Culture Grants

Assessed MAC Inc. Round 2 Small Arts and culture grants – see successful grants recipients for further details.

- Assisted in the assessment of the Moira Shire Arts and Culture Small Grants.(10 successful applicants)
- Successful Application for MAV Funding for Moira harmony Festival
- Unsuccessful application to RE Ross Foundation for a the three-year funding grant of ninety thousand dollars (\$90,000) to facilitate three individually designed artist-in-residence projects per year, across Moira Shire. Each project was to focus on a variety of different psychosocial issues as experienced, respectively, by young people, asylum seekers, refugees, women and individuals from a number of diverse ethnic groups who reside in the Shire. Dr Julie Gross McAdam, an experienced community art facilitator and therapist, will specially design art as therapy projects to address the emotional health and wellbeing needs of each unique and often disadvantaged group.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Key Result Area: Delivery of professional development programs

Target 2014 /15 - 4

Deliverables 2014 /15 - 26

- Hosted a regional Arts Victoria Event workshop in Cobram
- Delivered 1 In the Bin Master class and 4 Skill development workshops
- Delivered 24 Skill development workshops with the Numurkah Lake School Program

Key Result Area: Provision of information services and advice

Target 2014 /15 - Ongoing

Deliverables 2014 /15 - Ongoing and on track

- Advised the Yarrawonga Save our station with fit out of the newly refurbished Yarrawonga Train station to make it suitable for use by the Yarrawonga Artist association
- Barmah Community on their Community trail and signposting their rich cultural heritage.
- Complete a skills audit. This is a key focus area for 2016.
- Establish a website and develop links to local news media.

Key Result Areas: Connecting Arts and Cultural communities through developing a membership base for MAC Inc.

Target 2014 /15 - Ongoing

Deliverables 2014 /15 - Ongoing

- To be developed in 2015 – 16
- Development of our database / contact list

Strategic Objective 2: To play a leading arts advocacy role,

Key Result Area: Sector research and consultation to provide an informed basis for effective representation

Target 2014 /15 - Ongoing

Deliverables 2014 /15 - Ongoing

- Consulted with and advised Regional Arts Victoria with regard to the role the Arts play in recovery and on the strategies around their 3 new Recovery officer's roles.
- Evaluated and collected quantitative and qualitative information at all events and activities.

Key Result Areas: Development of strategic partnerships with other industry sector and government bodies

Target 2014 /15 - 2

Deliverables 2014 /15 - 6

- Staff and 5 Board members attended the Regional Arts Victoria AGM
- 1 Board nomination for RAV Board
- Attended 2 Regional Cultural Network forums
- EO was a keynote speaker at the RAV Arts and Resilience forum with 60 other arts organisations, Arts Victoria and LGA representatives.

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2. IMPROVING MOIRA'S LIVEABILITY

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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

- Affiliate membership of RAV and identified on their website.

Key Result Areas: Advocacy and lobbying of key arts decision-makers

Target 2014 /15 - 2

Deliverables 2014/15 - 2

- Staff and a board member attended the Creative Victoria Creative industries forum and submitted 2 responses to the creative industries strategy currently being developed.
- Submitted a response to Moira shire Council Draft Council plan with regard to the Important role of Culture as the 4th pillar of Community sustainability and liveability and presented this to Moira Shire council.

Strategic Objective 3: To develop and deliver communication programs to sector and stakeholders

Key Result Areas: Development of effective communication tools e.g. website, e-bulletin

Target 2014 /15 - 1 website E newsletters -120 subscribers

Deliverables 2014/15 -1 Website E newsletters -200+ subscribers, Facebook 200+ likes

- Delivered 5 Bi monthly E newsletters. The E newsletter content consists of upcoming events and opportunities from regional and local arts organisations such as Across All Arts , GRAIN Store, BFHEC, Hothouse Theatre, Wangaratta, Benalla, and Shepparton Performing Arts Centres and galleries. National and state Funding opportunities, a "What's on" and an update on new MAC Inc. events
- Developed the MAC Inc Website
- Ongoing upkeep of MAC Inc. Facebook page
- Increase in subscribers to E Newsletter to 200+

Key Result Areas: Build a communications network to encourage information sharing

Target 2014/ 15 - 500

Deliverables 2014 /15 to be delivered in 2016

- Develop a Moira Arts and Cultural studio/organisation trail map as a tourism tool and create an App of this map.(to be developed in 2016)

Key Result Areas: Marketing Planning

Target 2014 /15 - 1

Deliverables 2014 /15- 1 Ongoing

- Develop a unique recognisable MAC Inc. Brand
- Develop a resource audit (to be conducted in 2016)
- Bi Monthly e – newsletters 5
- Develop actions to build brand awareness of who and what MAC INC is and where it is
- Logo, Bookmarks,
- Facebook page 200+ likes
- Webpage 1

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moirā Arts and Culture Inc. Annual Report 2014/2015

Strategic Objective 4: To ensure effective corporate governance

Key Result Areas: Ensure due process and accountability

Target 2014 /15 - 90%

Deliverables 2014 /15 - 90%

- Entered into a 2 year funding agreement with Moira Shire Council securing funding until June 2016
- Undertook 2 Financial Audits – purchased computer to be self sufficient and enable ease of future Audits.
- Ran 12 monthly Board meeting, documenting minutes / agendas/correspondence.
- Carried out an induction of new members
- Completed events and Risk matrix's for all events
- Managed the budget in a sound and responsible manner.
- Completed 2 audited financial reports.
- Completed all insurance requirements
- Conducted a Board Self assessment and Performance evaluation.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Moira Arts & Culture Small Grants Round 2 Recipients:

In December 2014 the MAC Inc. Board distributed \$18,142.00 through round 2 of the Small Arts and Cultural grants program to support **10** arts and cultural projects across Moira. Congratulations to the successful applicants.

Yebene / Simon Marks - Barmah Seasonal Market - Free Open Air Concert - This project provided a platform for 6 local youth performers to perform in a professional arena. An opportunity rarely offered in this area. The Free Open Air concert in conjunction with the Barmah Market has a very positive impact on attendance, community involvement and future opportunities. - **6 Artists - 300+ Attendees.**

Yarrowonga College Parents and Friends Workshops program – Community WW1 Diorama Project. **55 Artists – 585+ Participates – 400+ Attendees**

Katamatite Lions Club – Wedged Tail Eagle Sculpture – This project is to be delivered in November

Yarrowonga & Border CWA – Literary Weekend - Join former Jerilderie resident Rosalie Ham for a literary weekend discussing her journey from writer to published author whose first book is now being filmed as a major motion picture. There was also a Master class in writing – Creating Characters; Telling Stories **1 Artist – 40 Participants - 200 Attendees -**

Tungamah Bushwazee – Barry V's Kelly Performance – A Play reading of Felix Meagher's new play Barry V's Kelly at the Tungamah Soldiers Memorial Hall. **8 Artists – 200+ Attendees.**

NADDCO – Bardi Gras - The Bardi Gras is a whole of community project. It involves groups across the whole spectrum of the Nathalia and district community, involving them in a range of different activities over a 3 month period. The activities provide items to be used in a celebratory parade along the main street of Nathalia on Easter Saturday. The parade – Bardi Gras – celebrates the natural environment and rich Aboriginal heritage. This year the theme was Birds of Prey. **16 Artists – 150 Participants – 450+ Audience.**

Rotary Club of Numurkah – 35th Annual Arts and Craft Exhibition – 35th Annual Art & Craft Rotary Club of Numurkah is a major art exhibition in the Goulburn Valley. The exhibition provides an opportunity, through interaction with demonstrators and artists, for the viewing public to increase their appreciation of art. **53 Artists – 2359 Attendees**

Moira Contemporary Quilters – Workshop with Caroline Sharkey – 1 Artist - 33 Participants

Cobram U3A & District – U3A Cultural Tour - This project enabled 30 mature aged Moira residents to visit the MCG and Sports museum of Victoria. The provision of a qualified professional tour guide enhanced the experience of learning about our rich sporting cultural history. **30 Attendees**

Yarrowonga Neighbourhood House – Creative Textile Art Workshop – This program provide for 5 skill development workshops under the tutelage of Local textile artist Ricci Simone. **1 Artist – 23 Participants**

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

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(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moir Arts and Culture Inc. Annual Report 2014/2015

Financial Report



TREASURER'S REPORT

I am pleased to present the Treasurer's Report for Moira Arts & Culture Inc. for the financial year 2014-2015.

During the financial year 2014-2015 Moira Arts & Culture Inc. migrated to a computerised accounting software package, MYOB, to satisfy our reporting obligations.

The financial accounts were audited by Mogg Osborne Audit Pty. Ltd.

Covering letter from auditor, together with Profit and Loss Statement and Balance Sheet attached.

Lou Hamon
Treasurer.

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
MARILYN GOURLEY)
(GENERAL MANAGER - CORPORATE,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Moira Arts and Culture Inc.				
PO BOX 109 COBRAM				
Profit & Loss Statement				
July 2014 To June 2015				
Income				
Admissions		\$2,047.63		
Fees		\$300.00		
Grant Income		\$5,500.00		
Shire Funding		\$74,500.00		
Ticket Sales		\$3,862.00		
Total Income			\$86,209.63	
Total Cost Of Sales			\$0.00	
Gross Profit			\$86,209.63	
Expenses				
General Expenses				
Accounting/Bookkeeping Fees	\$1,320.00			
Advertising & Marketing	\$952.06			
Administration	\$703.13			
Audio	\$2,365.00			
Bank Fees	\$6.65			
Catering	\$3,412.28			
Equipment	\$819.91			
Hall Hire/Venue Hire	\$730.00			
Internet	\$129.00			
Stationery	\$31.00			
Total General Expenses		\$10,469.03		
Performers		\$6,694.50		
Promotions		\$1,875.14		
Small Grants		\$17,942.00		
Transport		\$1,100.00		
Insurance Expenses				
Public Liability Insurance	\$565.04			
Total Insurance Expenses		\$565.04		
Total Expenses			\$38,645.71	
Operating Profit			\$47,563.92	
Total Other Income			\$0.00	
Total Other Expenses			\$0.00	
Net Profit/(Loss)			\$47,563.92	

FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

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(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Moira Arts and Culture Inc. PO BOX 109 COBRAM				
Balance Sheet [Last Year Analysis]				
June 2015				
	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
Bank Accounts				
Bendigo Bank Cheque acco	\$77,777.33	\$66,089.54	\$11,687.79	17.70%
Petty Cash	\$54.25	(\$311.18)	\$365.43	117.40%
Total Bank Accounts	\$77,831.58	\$65,778.36	\$12,053.22	18.30%
Total Current Assets	\$77,831.58	\$65,778.36	\$12,053.22	18.30%
Non-Current Assets				
Computers				
Computers At Cost	\$1,371.00	\$0.00	\$1,371.00	NA
Total Computers	\$1,371.00	\$0.00	\$1,371.00	NA
Total Non-Current Assets	\$1,371.00	\$0.00	\$1,371.00	NA
Total Assets	\$79,202.58	\$65,778.36	\$13,424.22	20.40%
Liabilities				
Current Liabilities				
Other Current Liabilities				
Trade Creditors	\$2,964.50	\$37,099.40	(\$34,134.90)	-92.00%
Total Other Current Liabilities	\$2,964.50	\$37,099.40	(\$34,134.90)	-92.00%
Total Current Liabilities	\$2,964.50	\$37,099.40	(\$34,134.90)	-92.00%
Total Liabilities	\$2,964.50	\$37,099.40	(\$34,134.90)	-92.00%
Net Assets	\$76,238.08	\$28,678.96	\$47,559.12	165.80%
Equity				
Current Year Surplus/Deficit	\$47,559.12	\$0.00	\$47,559.12	NA
Historical Balancing	\$28,678.96	\$28,678.96	\$0.00	0.00%
Total Equity	\$76,238.08	\$28,678.96	\$47,559.12	165.80%

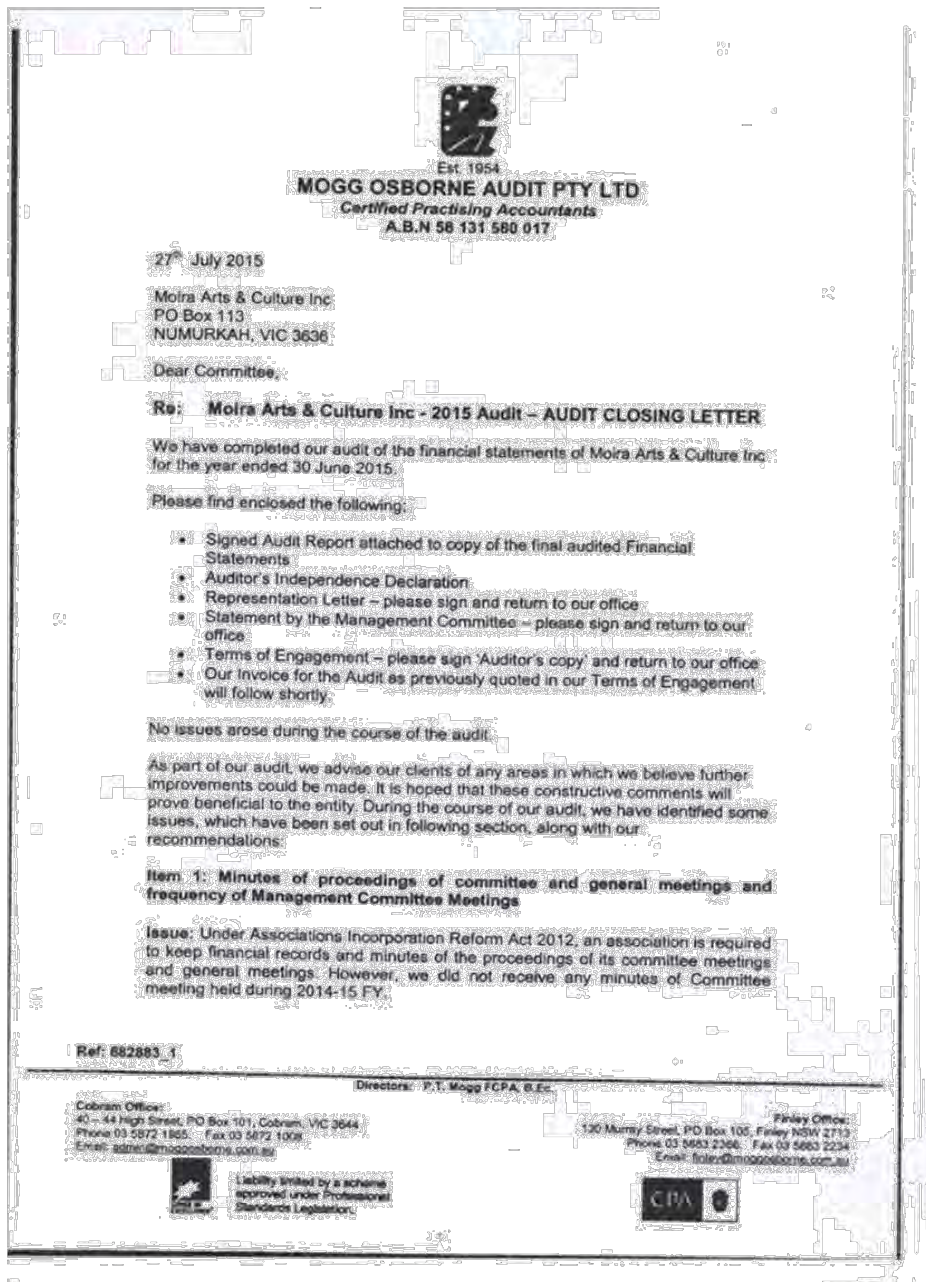
FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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(GENERAL MANAGER - CORPORATE,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015



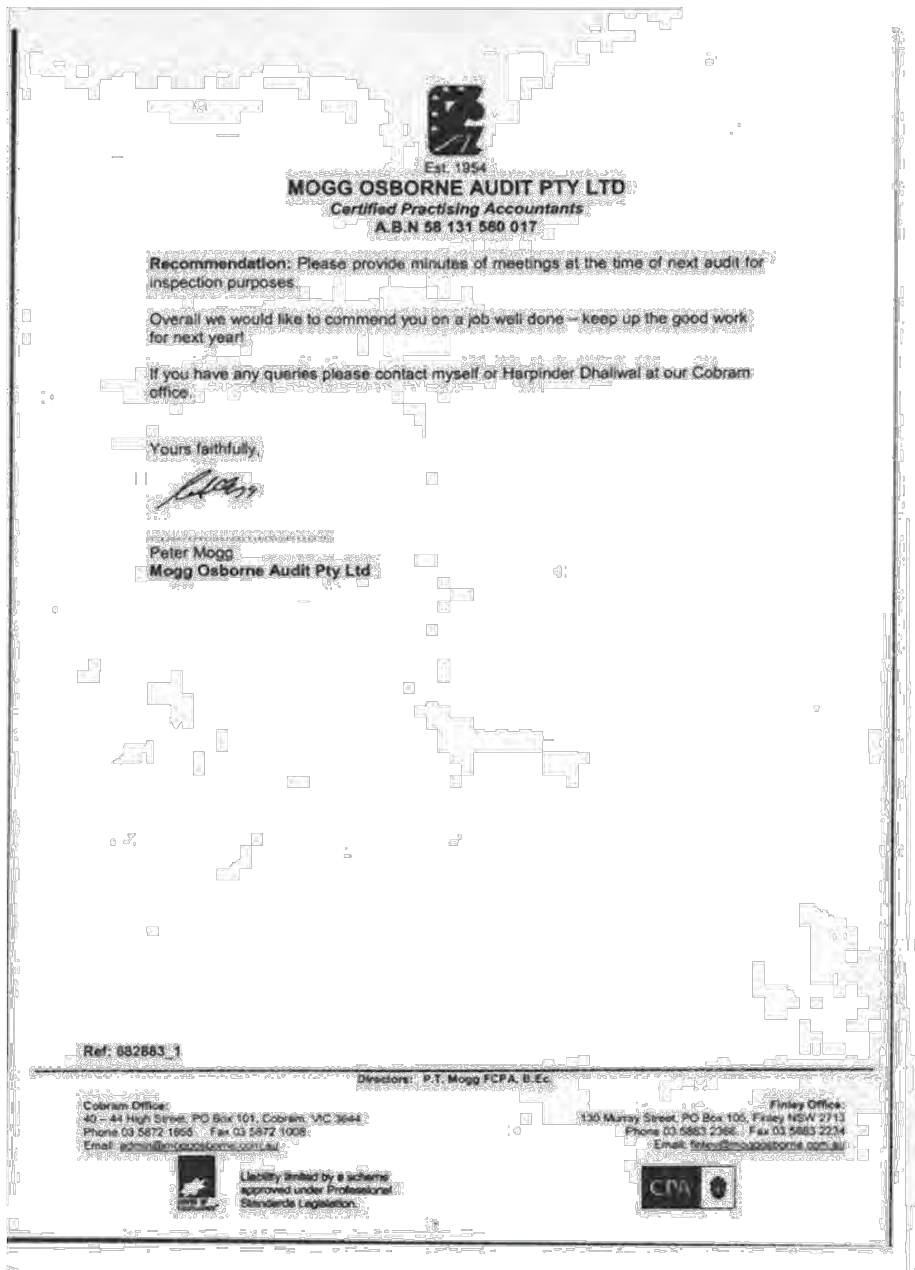
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(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moirra Arts and Culture Inc. Annual Report 2014/2015



FILE NO: F13/3147
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.3
(ARTS AND CULTURE OFFICER,
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2014 - 15 MAC INC. ANNUAL REPORT (cont'd)



Moira Arts and Culture Inc. Annual Report 2014/2015

Intellectual Capital

I extend a sincere thank you to Alex and Lou, who have assisted in gathering the required information and images to assist in producing a report of this type to explain and quantify what we experience as a staff at the coal face on a daily basis. The intellectual capital in a small organisation such as MAC Inc., is a crucial factor in its success. Thank You.

Marilyn Gourley Executive Officer. 17th September 2015

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF

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 instruments of delegation, Moira Shire Council (Council) resolves that:

Chief Executive Officer delegations

- 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.
- the instrument comes into force immediately the common seal of Council is affixed to the instrument.
- on the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
- 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.
- 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

- 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.
- the instrument comes into force immediately the common seal of Council is affixed to the instrument.
- 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.
- 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.

1. Executive Summary

To support good governance and efficient business operations, the *Local Government Act 1989* provides for Council to delegate specific powers to

- the CEO, and
- Council officers.

Council regularly reviews and where necessary updates the instruments of delegation.

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

The updates detailed in this report reflect renaming, replacement and extension of existing legislation, inclusion of new provisions and the organisational structure in place as at July 2015. The updates affect the delegations to Council Officers, the delegations to the CEO are unchanged however for legal certainty the instruments are reviewed and adopted simultaneously.

Once the instruments have been adopted by Council they will signed and sealed and then implemented in accordance with statutory requirements, with advice provided to delegates.

2. Background and Options

To support good governance and efficient business operations, the *Local Government Act 1989* provides for Council to delegate specific powers to

- the CEO, and
- Council officers.

The delegation of powers by Council to the CEO and by Council to Council officers requires adoption by Council.

Consistent with our commitment to good governance and efficient service delivery, Council regularly reviews and where necessary updates the instruments of delegation. The instruments to the CEO and Council staff were last updated in February and March 2015.

Council currently reviews its instruments of delegation twice a year with support from a specialist update service that provides detailed guidance on required changes. This is a consistent practice across the majority of councils in Victoria.

The updates from the most recent review require changes to the delegations to Council Officers (S6 Instrument of Delegation to Members of Council staff; (Council powers)), the delegations to the CEO (S5 Instrument of Delegation to the Chief Executive Officer; (Council powers)) are unchanged however for legal certainty the instruments are reviewed and adopted simultaneously. Both instruments are attached along with the marked up version of S6 which illustrates the changes.

The updates detailed in this report reflect:

- the Rail Safety Act 2006 being renamed the Rail Safety (Local Operations) Act 2006;
- the *Planning and Environment Regulations 2005* have been replaced by the *Planning and Environment Regulations 2015*;
- the *Planning and Environment (Fees) Further Interim Regulations 2013* have been replaced with the *Planning and Environment (Fees) Interim Regulations 2014*. Council powers and duties are unchanged;
- the *Road Management (General) Regulations 2005* have been extended to 20 March 2016;

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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(GENERAL MANAGER - CORPORATE,
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REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF (cont'd)

- the *Road Management (Works and Infrastructure) Regulations 2005* are set to expire on 21 June 2015. The sunset date has not yet been extended and no new Regulations have yet been proposed; and
- minor change to position titles to reflect organisational needs, as shown in Council's organisational structure as at July 2015.

Following approval of the updated delegations by Council and CEO, awareness and training programs will be provided for staff

3. Financial Implications

There are no financial implications to consider with this report.

4. Risk Management

The regular review and updating of Council's delegations supports Council's management of business risks and commitment to good governance.

Failure to update delegations means delegations cannot be provided to new or redefined roles and hence the impacted staff are unable to fulfill their responsibilities.

5. Internal and External Consultation

As required by regulation 11(j) of the Local Government (General) Regulations 2004, Council keeps a register of delegations made 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

This report does not have any regional implications.

7. Council Plan Strategy

Demonstrate good governance.

8. Legislative / Policy Implications

This report is in accordance with section 98 of the *Local Government Act 1989*.

9. Environmental Impact

There are no direct environmental implications to consider within this report.

10. Conflict of Interest Considerations

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

11. Conclusion

The reviewed instruments of delegations attached to this report will provide bring Council's instruments up to date and support Council's commitment to good governance and efficient service delivery.

Attachments

- 1 Instrument of Delegation to the Chief Executive Officer

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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(GENERAL MANAGER - CORPORATE,
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

- 2 Instrument of Delegation to Members of Council staff
- 3 Instrument of Delegation to Members of Council Staff - Summary of Changes

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [1] - Instrument of Delegation to the Chief Executive Officer



Moirra Shire Council

**Instrument of Delegation
to
the Chief Executive Officer**

October 2015



FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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(GENERAL MANAGER - CORPORATE,
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**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 26 October 2015;
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 2015
in the presence of:

.....Chief Executive Officer

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**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, act or thing which is required by law to be done by Council resolution;

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**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
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



Moirra Shire Council

**Instrument of Delegation
to
Members of Council Staff**

October 2015



FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

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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:

ASA	Administration Support Officer (Assets)	MCA	Manager Construction and Assets
ASSA	Administration Support Officer Safety and Amenity	MF	Manager Finance
ASPB	Administration Support Officer Town Planning and Building	MO	Manager Operations
ATO	Assets Technical Officer	MSAE	Manager Safety, Amenity and Environment
BSPB	Business Support Officer Town Planning and Building	MSP	Manager Strategic Projects
BSSA	Business Support Officer Safety and Amenity	MTPB	Manager Town Planning and Building
CDC	Co-ordinator Construction and Design	PC	Planning Co-ordinator
CEO	Chief Executive Officer	SAC	Safety and Amenity Co-ordinator
CGO	Corporate Governance Officer	SAE	Senior Asset Engineer
CMO	Communications and Media Officer	SAO	Safety and Amenity Officer
DCO	Development Compliance Officer	SP	Senior Planner
EHO	Environmental Health Officer	SFBP	Superintendent Fleet, Building Maintenance and Parks
EHTO	Environmental Health Technical Officer	SWS	Superintendent Works and Services
GMC	General Manager Corporate	TLEH	Team Leader Environmental Health
GMI	General Manager Infrastructure	TLO	Team Leader Operations
LUP	Land Use (Native Vegetation) Planner	TO	Technical Officer (Assets)
		TP	Town Planner
		TSO	Technical Support Officer

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 26 October 2015 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.

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- 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 2015
in presence of:

.....Chief Executive Officer

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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 (LOCAL OPERATIONS) ACT 2006.....	36
RESIDENTIAL TENANCIES ACT 1997	38
ROAD MANAGEMENT ACT 2004.....	39
PLANNING AND ENVIRONMENT REGULATIONS 2015	50
PLANNING AND ENVIRONMENT (FEES) INTERIM REGULATIONS 2014	51
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	52
ROAD MANAGEMENT (GENERAL) REGULATIONS 2005.....	54
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005	56

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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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	GMI, MSAE, SAC, SAO	Council may delegate this power to an authorised officer SAO delegated only when CEO, GMI, MSAE or SAC 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

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6. GOVERNANCE

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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
s.19CB(4)(b)	power to request copy of records	TLEH, EHO	where council is the registration authority

FILE NO: F13/202
6. GOVERNANCE

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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
---	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))

FILE NO: F13/202
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COUNCIL STAFF (cont'd)**

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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.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
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)

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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
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

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI	must obtain Executive Director's written consent first.

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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	GMI, 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	GMI, MTPB, PC	
s.4H	duty to make amendment to Victoria Planning Provisions available	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.4I	duty to keep Victoria Planning Provisions and other documents available	GMI, 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	GMI, MTPB, PC	
s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	GMI, MTPB, PC	
s.8A(5)	function of receiving notice of the Minister's decision	GMI, 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	GMI, 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	GMI, MTPB	
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	GMI, MTPB, PC	GMI must authorise expenditure and regularly report to Council to review any studies

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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>)	GMI, MTPB	Council must approve the final Municipal Strategic Statement.
s.12B(1)	duty to review planning scheme	GMI, MTPB	
s.12B(2)	duty to review planning scheme at direction of Minister	GMI, MTPB	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMI, MTPB	
s.14	duties of the Responsible Authority as set out in subsections (a) to (d)	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.17(1)	duty of giving copy amendment to the planning scheme	GMI, MTPB, PC	apply together if s.173 relates to amendment
s.17(2)	duty of giving copy s.173 agreement	GMI, MTPB, PC	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMI, MTPB, PC	
s.18	duty to make amendment etc. available	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
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	GMI, MTPB, PC, SP, LUP	Council approval to preparation of an amendment is required.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	function of receiving notice of preparation of an amendment to a planning scheme	GMI, 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	GMI, MTPB, PC, SP, LUP	once approved by Council
s.21(2)	duty to make submissions available	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.21A(4)	duty to publish notice in accordance with section	GMI, MTPB, PC	
s.22	duty to consider all submissions	GMI, 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	GMI, MTPB, PC	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	GMI, 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)	GMI, MTPB, PC, SP, LUP	
s.26(1)	power to make report available for inspection	GMI, MTPB, PC	
s.26(2)	duty to keep report of panel available for inspection	GMI, MTPB, PC, SP, LUP	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.27(2)	power to apply for exemption if panel's report not received	GMI, MTPB, PC	once approved by Council.
s.28	duty to notify the Minister if abandoning an amendment	GMI, 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	GMI, MTPB, PC	
s.30(4)(b)	duty to provide information in writing upon request	GMI, MTPB	
s.32(2)	duty to give more notice if required	GMI, MTPB, PC	
s.33(1)	duty to give more notice of changes to an amendment	GMI, MTPB, PC	
s.36(2)	duty to give notice of approval of amendment	GMI, MTPB, PC	action must be reported to Council
s.38(5)	duty to give notice of revocation of an amendment	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	VCAT determination to be reported to Council
s.40(1)	function of lodging copy of approved amendment	GMI, MTPB, PC	
s.41	duty to make approved amendment available	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.42	duty to make copy of planning scheme available	GMI, MTPB, PC, SP, LUP, TP, DCO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI, MTPB, PC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	GMI, 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	GMI, MTPB, PC, SP, LUP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMI, 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	GMI, 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	GMI, 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	GMC, MF	
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	GMI, MTPB, PC	

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**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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	GMI, MTPB	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMI, 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	GMI, 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	GMI, MTPB	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	GMI, 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	GMI, MTPB, MF	
s.47	power to decide that an application for a planning permit does not comply with that Act	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.49(2)	duty to make register available for inspection	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50(4)	duty to amend application	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.50(5)	power to refuse to amend application	GMI, MTPB, PC, SP, LUP	
s.50(6)	duty to make note of amendment to application in register	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.50A(1)	power to make amendment to application	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.50A(4)	duty to note amendment to application in register	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.51	duty to make copy of application available for inspection	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.52(3)	power to give any further notice of an application where appropriate	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	must be notified on prescribed form
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1)	power to require the applicant to provide more information	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.54(1A)	duty to give notice in writing of information required under s.54(1)	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.54(1B)	duty to specify the lapse date for an application	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	GMI, 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)	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.57(5)	duty to make available for inspection copy of all objections	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.57A(5)	power to refuse to amend application	GMI, MTPB, PC	
s.57A(6)	duty to note amendments to application in register	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.57B(1)	duty to determine whether and to whom notice should be given	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.57C(1)	duty to give copy of amended application to referral authority	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.58	duty to consider every application for a permit	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.58A	power to request advice from the Planning Application Committee	GMI, MTPB, PC	
s.60	duty to consider certain matters	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.60(1A)	power to consider certain matters before deciding on application	GMI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI, 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	GMI, 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	GMI, MTPB, PC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	GMI, MTPB, PC, SP, LUP, TP, DCO	if objection/s received delegation not valid – power stays with Council
s.62(2)	power to include other conditions	GMI, MTPB, PC, SP, LUP, TP, DCO	if objection/s received delegation not valid – power stays with Council

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(4)	duty to ensure conditions are consistent with subsections (a),(b) and (c)	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	GMI, 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	GMI, 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	GMI, 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	GMI, 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)	GMI, 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)	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	this provision applies also to a decision to grant an amendment to a permit – see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	GMI, MTPB, PC, SP, LUP, TP, DCO	this provision applies also to a decision to grant an amendment to a permit – see section 75

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI, MTPB, PC, SP, LUP	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.69(1A)	function of receiving application for extension of time to complete development	GMI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.70	duty to make copy permit available for inspection	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.71(1)	power to correct certain mistakes	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.71(2)	duty to note corrections in register	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.73	power to decide to grant amendment subject to conditions	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.74	duty to issue amended permit to applicant if no objectors	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	GMI, 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

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMI, 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	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.83	function of being respondent to an appeal	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.83B	duty to give or publish notice of application for review	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	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	GMI, MTPB, PC	if objection/s received delegation not valid – power stays with Council
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	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(6)	duty to issue permit on receipt of advice within 3 working days	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.86	duty to issue a permit at order of Tribunal within 3 working days	GMI, 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	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.91(2)	duty to comply with the directions of the VCAT	GMI, 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	GMI, 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 section 90	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.93(2)	duty to give notice of VCAT order to stop development	GMI, MTPB, PC, DCO	must be reported to Council
s.95(3)	function of referring certain applications to the Minister	GMI, MTPB, PC	must be reported to Council
s.95(4)	duty to comply with an order or direction	GMI, MTPB, PC	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	GMI, MTPB	

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	GMI, MTPB	must be reported to Council
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	GMI, 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	GMI, MTPB, PC	
s.96F	duty to consider the panel's report under section 96E	GMI, 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>)	GMI, MTPB, PC	must be reported to Council
s.96H(3)	power to give notice in compliance with Minister's direction	GMI, MTPB, PC	
s.96J	power to issue permit as directed by the Minister	GMI, MTPB, PC	must be reported to Council
s.96K	duty to comply with direction of the Minister to give notice of refusal	GMI, MTPB, PC	must be reported to Council
s.96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	Stays with Council	not delegated or relevant to Moira Shire, applies to metropolitan Melbourne
s.97C	power to request Minister to decide the application	Stays with Council	not delegated

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	GMI, 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	GMI, MTPB, PC	
s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.97L	duty to include Ministerial decisions in a register kept under s.49	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.97MH	duty to provide information or assistance to the Planning Application Committee	GMI, MTPB, PC	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	GMI, MTPB, PC	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	GMI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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**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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97Q(4)	duty to comply with directions of VCAT	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	GMI, 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	GMI, MTPB	
s.101	function of receiving claim for expenses in conjunction with claim	GMI, MTPB	
s.103	power to reject a claim for compensation in certain circumstances	GMI, MTPB	must be reported to Council
s.107(1)	function of receiving claim for compensation	GMI, MTPB	must be reported to Council
s.107(3)	power to agree to extend time for making claim	GMI	
s.114(1)	power to apply to the VCAT for an enforcement order	GMI, MTPB, PC, DCO	must be reported to Council
s.117(1)(a)	function of making a submission to the VCAT where objections are received	GMI, MTPB, PC, DCO	
s.120(1)	power to apply for an interim enforcement order where s.114 application has been made	GMI, MTPB, PC, DCO	must be reported to Council

FILE NO: F13/202
6. GOVERNANCE

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.123(1)	power to carry out work required by enforcement order and recover costs	GMI, 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)	GMI, MTPB, PC, DCO	except Crown Land
s.129	function of recovering penalties	GMI, MTPB, PC, DCO	
s.130(5)	power to allow person served with an infringement notice further time	GMI, MTPB, PC, DCO	
s.149A(1)	power to refer a matter to the VCAT for determination	GMI, 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	GMI, 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)	GMI, MTPB, PC	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	GMI, MTPB	subject to approved budget
s.171(2)(g)	power to grant and reserve easements	GMI, MTPB	

FILE NO: F13/202
6. GOVERNANCE

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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, GMI	
---	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	GMI, 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	GMI, 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	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	GMI, MTPB, PC	

FILE NO: F13/202
6. GOVERNANCE

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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	GMI, MTPB, PC, SP, LUP	
s.178A(5)	power to propose to amend or end an agreement	GMI, MTPB, PC, SP, LUP	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	GMI, MTPB, PC, SP, LUP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	GMI, 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	GMI, MTPB, PC, SP, LUP	
s.178C(4)	function of determining how to give notice under s.178C(2)	GMI, MTPB, PC, SP, LUP	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	GMI, MTPB, PC, SP, LUP	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	GMI, 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	GMI, 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	GMI, 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	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.178B

FILE NO: F13/202
6. GOVERNANCE

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ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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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	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	GMI, MTPB, PC, SP, LUP	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	GMI, 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	GMI, MTPB, PC, SP, LUP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	GMI, 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	GMI, MTPB, PC	
s.178(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	GMI, MTPB, PC, SP, LUP	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.179(2)	duty to make available for inspection copy agreement	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	GMI, MTPB, PC, SP, LUP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	GMI, MTPB, PC, SP, LUP	
s.182	power to enforce an agreement	GMI, MTPB, PC, DCO	must be reported Council
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	GMI, 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	GMI, 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	GMI, 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	GMI, MTPB, PC	

FILE NO: F13/202
6. GOVERNANCE

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COMMUNICATIONS, LINDA
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.184G(2)	duty to comply with a direction of the Tribunal	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.184G(3)	duty to give notice as directed by the Tribunal	GMI, MTPB, PC, SP, LUP, TP, DCO	
s.198(1)	function to receive application for planning certificate	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.199(1)	duty to give planning certificate to applicant	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.201(1)	function of receiving application for declaration of underlying zoning	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
s.201(3)	duty to make declaration	GMI, 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	GMI, 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	GMI, MTPB, PC	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
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COUNCIL STAFF (cont'd)**

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSPB, TSO, ASPB	
---	power to give written authorisation in accordance with a provision of a planning scheme	GMI, MTPB, PC, SP, LUP, TP, DCO	

RAIL SAFETY (LOCAL OPERATIONS) 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	GMI, MO, 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	GMI, MO, 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)	GMI, MO, SWS	where council is a utility under s3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	GMI, MO, 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	GMI, MO, SWS	where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	GMI, MO, SWS	where council is the relevant road authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	GMI, MO, SWS	where council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	GMI, MO, 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)	GMI, MO, 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	GMI, MO, 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)	GMI, MO, 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)	GMI, MO, 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	GMI, MO, 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)	GMI, MO, SWS	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	GMI, MO, SWS	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	GMI, MO, 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)	GMI, MO, SWS	where council is the relevant road authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	GMI, MO, SWS	where council is the relevant road authority

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.142I(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

FILE NO: F13/202
6. GOVERNANCE

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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, GMI	
s.525(4)	duty to issue identity card to authorised officers	CEO, GMI, CGO	must be signed by Chief Executive Officer
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, GMI	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	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP	subject to Council resolution to name the road

Maddocks Update June 2015 – for consideration by Council 26 October 2015 (Maddocks Conditions and Limitations in bold)
d15 39790 Instrument of delegation from council to members council staff s6 – June 2015(3)

FILE NO: F13/202
6. GOVERNANCE

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(9)(b)	duty to advise Registrar	GMI, MCA, SAE, MSP	subject to Council resolution to name the road
s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc.	GMI, MCA, SAE	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	GMI, MCA, SAE	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	GMI	where council is the coordinating road authority subject to Council resolution to discontinue the road
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	GMI, MCA, SAE, MSP	power of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	GMI, MCA, SAE, MSP	duty of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(6)	function of hearing a person in support of their written submission	GMI	function of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	GMI	duty of coordinating road authority where it is the discontinuing body unless subsection (1) applies
s.12(10)	duty to notify of decision made	GMI	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

FILE NO: F13/202
6. GOVERNANCE

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP, MO	
s.14(7)	power to appeal against decision of VicRoads	CEO	
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	GMI, MCA, SAE, MSP	
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	GMI, MCA, SAE, MSP	
s.17(2)	duty to register public road in public roads register	GMI, MCA, SAE, MSP	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

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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**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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	duty to register a road reasonably required for general public use in public roads register	GMI, MCA, SAE	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	GMI, MCA, SAE, MSP	subject to Council resolution that road no longer reasonably required for general public use where council is the coordinating road authority
s.18(1)	power to designate ancillary area	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP	
s.19(4)	duty to specify details of discontinuance in public roads register	GMI, MCA, SAE, MSP	
s.19(5)	duty to ensure public roads register is available for public inspection	GMI, MCA, SAE, MSP	
s.21	function of replying to request for information or advice	GMI	obtain consent in circumstances specified in s11(2)
s.22(2)	function of commenting on proposed direction	GMI	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	GMI, MCA, SAE, CIMO	

FILE NO: F13/202
6. GOVERNANCE

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.22(5)	duty to give effect to a direction under this section.	GMI, MCA, SAE	
s.40(1)	duty to inspect, maintain and repair a public road	GMI, MO, SFBP, SWS, TLO, MCA, SAE, ATO, TO	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	GMI, MO, SFBP, TLO, MCA, SAE, ATO, TO	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	GMI, MCA, CDC, SAE, MO, MSP	
s.42(1)	power to declare, by public notice, a public road as a controlled access road	GMI, MCA, CDC, SAE, MSP	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	GMI, MCA, SAE, CMO, MSP	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	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP	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)	GMI, MCA, SAE, MO, SWS	where council is the responsible road authority, infrastructure manager or works manager

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
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**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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	GMI, MCA, SAE, MO	
s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	GMI, MCA, SAE, MO, MSP	
s.49	power to develop and publish a road management plan	GMI, MCA, SAE, MO, MSP	must be adopted by Council before publishing
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	GMI, MCA, SAE, MSP	subject to Council resolution of amendment etc of document
s.54(2)	duty to give notice of proposal to make a road management plan	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MO, MSP	
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	GMI, MCA, SAE, MO, MSP	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMI, MCA, SAE, MSP	
s.63(1)	power to consent to conduct of works on road	GMI, MCA, SAE, MO, SWS, ATO, ASA, MSP	where council is the coordinating road authority

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMI, MCA, SAE, MO, SFBP, SWS, TLO, MSP	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	GMI, MCA, SAE, MO, SWS, MSP	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	GMI, MCA, MO, MSP	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	GMI, MCA, SAE, MSP, MSAE, SAC, SAO, BSSA, ASSA	where council is the coordinating road authority
s.67(3)	power to request information	GMI, MSAE, SAC, SAO, BSSA, ASSA, MSP	where council is the coordinating road authority
s.68(2)	power to request information	GMI, MSAE, SAC, SAO, BSSA, ASSA, MSP	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	GMI, MSAE, SAC, CGO, BSSA, ASSA	must be signed by Chief Executive Officer
s.85	function of receiving report from authorised officer	GMI, MSAE, SAC, SAO, BSSA, ASSA	
s.86	duty to keep register re s85 matters	GMI, MSAE, SAC, SAO, BSSA, ASSA	

FILE NO: F13/202
6. GOVERNANCE

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**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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.87(1)	function of receiving complaints	GMI, MSAE, SAC, SAO, BSSA, ASSA	
s.87(2)	duty to investigate complaint and provide report	GMI, MSAE, SAC, SAO	
s.112(2)	power to recover damages in court	GMI, MSAE, SAC	
s.116	power to cause or carry out inspection	GMI, MO, SWS, MCA, SAE, ATO, TO, MSP	
s.119(2)	function of consulting with VicRoads	GMI, MO, MCA, SAE, MSP	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	GMI, MO, MSP, MCA, SAE, TLO	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	GMI, MO, SWS, MCA, SAE, TLO, MSP	
s.121(1)	power to enter into an agreement in respect of works	GMI, MO, MCA, SAE, MSP	
s.122(1)	power to charge and recover fees	GMI, MO, MCA, SAE	Fees and charges set by Council during budget process
s.123(1)	power to charge for any service	GMI, MO, MCA, SAE	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	GMI	

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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**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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI, MCA, SAE, MO	
Schedule 2 Clause 5	duty to publish notice of declaration	GMI, MCA, SAE, MO, MSP	
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	GMI, MCA, SAE, MO, SWS, MSP	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	GMI, MCA, SAE, MO, SWS, MSP	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	GMI, MCA, SAE, MO, SWS, MSP	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	GMI, MCA, SAE, MO, SWS, MSP	where council is the infrastructure manager or works manager

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
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COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMI, MCA, SAE, MO, SWS, MSP	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	GMI, MCA, SAE, MSP, MO	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	GMI, MCA, SAE, MSP, MO	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMI, MCA, CDC, SAE, MSP	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	GMI, MCA, SAE, MSP	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)	GMI, MCA, SAE, MO, MSP	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	GMI, MCA, SAE, MSP	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)	GMI, MCA, SAE, MO, MSP	where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	GMI, MCA, SAE, ATO, ASA, MSP	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	GMI, MCA, SAE, ATO, ASA, MSP	where council is the coordinating road authority, responsible authority or infrastructure manager

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

ATTACHMENT No [2] - Instrument of Delegation to Members of Council staff



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(5)	power to consent to proposed works	GMI, MCA, SAE, ATO, ASA, MSP	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	GMI, MCA, SAE, ATO, ASA, MSP	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	GMI, MCA, SAE, ATO, ASA, MSP	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	GMI, MCA, SAE, MSP	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	GMI	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	GMI, MSAE, SAC, SAO, MO, MSP, SAE	where council is the coordinating road authority
Schedule 7 Clause 19(2) & Clause 3	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	GMI, MSAE, SAC, SAO, MO, MSP, SAE	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	GMI, MSAE, SAC, SAO, MO, MSP	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP	where council is the responsible road authority

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	GMI, MCA, SAE, MSP	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	GMI, MCA, SAE, MSP	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
r.6	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	GMI, 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.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	GMI, MTPB, PC	

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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S6 - Instrument of Delegation to Members of Council Staff

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge		where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge		where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	GMI, 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.

PLANNING AND ENVIRONMENT (FEES) INTERIM REGULATIONS 2014 * These regulations expire on 16 October 2015			
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	GMI, MTPB, PC	
r.17	power to waive or rebate a fee relating to an amendment of a planning scheme	GMI, 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	GMI, MTPB, PC, SP, LUP, TP, DCO	

FILE NO: F13/202
6. GOVERNANCE

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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(2)	power to refuse to renew the registration if not 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	
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	

FILE NO: F13/202
6. GOVERNANCE

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	
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	

FILE NO: F13/202
6. GOVERNANCE

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	

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	GMI, MCA, SAE, MO, MSP	
r.302(2)	duty to give notice of review of road management plan	GMI, MCA, SAE, MO, MSP	
r.302(5)	duty to produce written report of review of road management plan and make report available	GMI, MCA, SAE, MO, MSP	
r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	GMI, MCA, SAE, MO, MSP	
r.306(2)	duty to record on road management plan the substance and date of effect of amendment	GMI, MCA, SAE, MO, MSP	

Note: these regulations are due to expire on 20 March 2016

FILE NO: F13/202
6. GOVERNANCE

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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
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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.501(1)	power to issue permit	GMI, MCA, SAE, ATO, ASA, MO, MSP	where council is the coordinating road authority
r.501(4)	power to charge fee for issuing permit under r.501(1)	GMI, MCA, SAE, ATO, ASA, MO, MSP	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	GMI, MCA, SAE, MSP	in consultation with Manager Operations where council is the coordinating road authority
r.508(3)	power to make submission to Tribunal	GMI	where council is the coordinating road authority
r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	GMI, MO, SFBP, SWS, TLO, MSAE, SAC, SAO	where council is the responsible road authority
r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	GMI, MO, MSAE, SAC, SAO	where council is the responsible road authority
r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	GMI, MSAE, SAC, SAO, MO	

Note: these regulations are due to expire on 20 March 2016

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
NIEUWENHUIZEN)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

**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

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	GMI	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	GMI	where council is the coordinating road authority

Note: these regulations are due to expire on 21 June 2015

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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(GENERAL MANAGER - CORPORATE,
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**

(a)

**Moira Shire Council
Instrument of Delegation
to Members of Council Staff**

Summary of Changes

Maddocks Lawyers Update of 16 June 2015

For consideration by CMT – ## ##### 2015

for

Council Briefing – ## ##### 2015

Council Meeting – ## ##### 2015

Organisational changes

New Title		Previous Title	
ASPB	Administration Support Officer Town Planning and Building [^]	ASB	Administration Support Officer Building
ASPB	Administration Support Officer Town Planning and Building ⁶	ASP	Administration Support Officer Planning
BSPB	Business Support Officer Town Planning and Building [^]	BSP	Business Support Officer Planning
CDC	Co-ordinator Construction & Design		
CFO	Chief Financial Officer	MF	Manager Finance
CMO	Communications and Media Officer	MCO	Media and Communications Officer
SAC	Safety and Amenity Coordinator [^]	CSA	Coordinator Safety and Amenity
SAE	Senior Assets Engineer [^]	TLA	Team Leader Assets
TSO	Technical Support Officer [*]		

[^] Changes made in final instrument - not shown in summary; and

^{*} TSO to be included where ASPB and BSPB appear

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**

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:

ASA	Administration Support Officer (Assets)	MCA	Manager Construction and Assets
ASSA	Administration Support Officer Safety and Amenity	MCO	Media and Communications Officer
ASPB	Administration Support Officer <u>Town Planning and Building</u>	MF	Manager Finance
ATO	Assets Technical Officer	MO	Manager Operations
BSPB	Business Support Officer <u>Town Planning and Building</u>	MSAE	Manager Safety, Amenity and Environment
BSSA	Business Support Officer Safety and Amenity	MSP	Manager Strategic Projects
CDC	<u>Co-ordinator Construction and Design</u>	MTPB	Manager Town Planning and Building
CEO	Chief Executive Officer	PC	Planning Co-ordinator
CGO	Corporate Governance Officer	SAC	Safety and Amenity Co-ordinator
CMO	<u>Communications and Media Officer</u>	SAE	Senior Assets Engineer
CSA	<u>Co-ordinator Safety and Amenity</u>	SAO	Safety and Amenity Officer
DCO	Development Compliance Officer	SP	Senior Planner
EHO	Environmental Health Officer	SFBP	Superintendent Fleet, Building Maintenance and Parks
EHTO	Environmental Health Technical Officer	SWS	Superintendent Works and Services
GMC	General Manager Corporate	TLEH	Team Leader Environmental Health
GMI	General Manager Infrastructure	TLA	Team Leader Assets
LUP	Land Use <u>(Native Vegetation)</u> Planner	TLO	Team Leader Operations
		TO	Technical Officer (Assets)
		TP	Town Planner
		TSO	Technical Support Officer

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~## #####~~ 2015 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
(MANAGER GOVERNANCE AND
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**

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 ##### 2015
in presence of:

.....Chief Executive Officer

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
COMMUNICATIONS, LINDA
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**

S6 - Instrument of Delegation to Members of Council Staff



SCHEDULE

INDEX

PLANNING AND ENVIRONMENT ACT 1987	5
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	5
ROAD MANAGEMENT ACT 2004	6
PLANNING AND ENVIRONMENT REGULATIONS 2015	6
ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	7
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005	7

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**



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.46QC	power to recover any amount of levy payable under Part 3B	GMI, MFCFQ , MTPB,	
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.1748B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.1748B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.1748B
s.178E(3)(d)	power to refuse to amend or end the agreement	GMI, MTPB, PC, SP, LUP	After considering objections, submissions and matters in s.1748B

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
	Only the title of the Act has changed. Provisions and delegates remain the same.		

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
(MANAGER GOVERNANCE AND
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(GENERAL MANAGER - CORPORATE,
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**



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	GMI, MCA, CDC, SAE7LA , MO, MSP	
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMI, MCA, CDC, SAE7LA , MSP	where council is the coordinating road authority
PLANNING AND ENVIRONMENT REGULATIONS <u>20152005</u>			
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	GMI, MTPB, PC, SP, LUP, TP, DCO, BSP, ASP	
r. 6B	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	GMI, 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.2122	power of responsible authority to require verification a permit applicant to verify of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	GMI, MTPB, PC	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge		where Council is the responsible authority

FILE NO: F13/202
6. GOVERNANCE

ITEM NO: 9.1.4
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**REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND
COUNCIL STAFF (cont'd)**

**ATTACHMENT No [3] - Instrument of Delegation to Members of Council Staff -
Summary of Changes**



S6 - Instrument of Delegation to Members of Council Staff

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
<u>r.25(b)</u>	<u>function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge</u>		<u>where Council is not the responsible authority but the relevant land is within Council's municipal district</u>
<u>r.4240</u>	<u>function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application</u>	GMI, 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.
<u>r.55</u>	<u>duty of responsible authority to tell Registrar of Titles under r.183 of the Act of the cancellation or amendment of an agreement</u>	<u>GMI, MTPB, PC</u>	

PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2014 * These regulations expire on 16 October 2015.
Delegates and provisions remain the same.

ROAD MANAGEMENT (GENERAL) REGULATIONS 2005 Note: these regulations are due to expire on 20 March 2016
Delegates and provisions remain the same.

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005 Note: these regulations are due to expire on 21 June 2015
Delegates and provisions remain the same.

Maddocks Update June 2014 – for consideration by Council **##### 2015 (Maddocks Conditions and Limitations in bold)**
d15 37604 Instrument of delegation from council to members council staff s6 - summary update - June 2015(6)

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
CLINTON SHAND)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COMMUNITY SAFETY PLAN

RECOMMENDATION

That Council:

1. Adopt the Moira Shire Community Safety Plan 2015-2019; and
2. Adopt the Terms of Reference for the Moira Shire Local Safety Committee.

1. Executive Summary

For 9 years Moira Shire has shown a strong commitment to community safety, through both the development of the Local Safety Committee and also the Moira Shire Community Safety Plan.

Both the committee and the plan provide an avenue through which local service providers, emergency services and the general public can both input and receive information relating to community safety within their town and the Shire more broadly.

The aim of the plan and in turn it's easy to follow design is to describe the wide range of issues that Council can either directly influence, or assist others to deliver services and programs that help improve the sense of safety within Moira Shire.

The Moira Shire Community Safety Plan (attached with this report) is based on the following four objectives that were identified during the consultation process:

1. Personal Safety
2. Safety in the Home
3. Safety in The Community
4. Road Safety

For each of these objectives, a number of actions have been identified within the plan. These actions are the responsibility of one of or a number of organisations as detailed in the plan.

The plan's implementation is guided by the Moira Shire Local Safety Committee, which consists of representatives from the Regional Police, Emergency Services, RoadSafe GV, VicRoads, Neighbourhood Watch, Chamber of Commerce, Moira Shire Youth Services, Council staff and interested community members. Moira Shire's Youth Councillors also provide regular input through Council staff represented on the committee.

Terms of reference for the Moira Shire Local Safety Committee has also been developed and included with this report. These terms of reference describe how the committee operate as they work to implement key actions as identified in the plan.

2. Background and Options

The first Moira Shire Community Safety Plan was developed in 2006. Since that time, a number of plans have been reviewed and priorities implemented.

The most recent Moira Shire Community Safety plan was adopted by Council in 2010 and expired in December 2014.

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

More recently, the 2015 – 2019 Moira Shire Community Safety Plan has been developed by the Local Safety Committee with input from the community.

The goals of the plan are;

- To form and maintain a strong, active and effective team consisting of Council, emergency services, community representatives and other key stake holders that can deliver positive outcomes.
- To establish a model of solution-focused communication and promotion to all levels of the community and its agencies.
- To set clear achievable goals that will have beneficial and effective outcomes for the wider community.
- To provide direction and understanding of current issues and challenges to encourage the community to offer positive recommendations.
- To raise public awareness in a positive manner.

3. Financial Implications

As per the adopted budget for the financial year 2014/15, the budget for the Local Safety Committee is as follow:

Service	Expenditure
Local Safety Committee – Materials & Services	\$1500.00
Local Safety Committee – Meals & Entertainment	\$500.00
Total	\$2000.00

4. Risk Management

If the opportunities and connections that are provided through the actions of this plan were to be removed, it is likely that a significant gap for this related type of service would widen significantly.

5. Internal and External Consultation

The Moira Shire Community Safety Plan has been developed by the Local Safety Committee and its representatives, Council officers and has been significantly informed by community consultation.

Community consultation sessions were conducted in each of the major towns throughout October 2014 as part of Community Safety Month. These sessions sought to both review the outcomes of the then current plan as well as looking at key priorities for the new plan.

A public on line survey that was available during the month also contributed to the development of the plan.

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

6. Regional Context

As part of the development of Moira Shire Community Safety plan, analysis of similar plans from neighbouring Councils formed part of the research.

Whilst the plan highlights local issues, a number of these priorities are also shared both regionally and across the state. The impact of drugs and alcohol on our community as well as road safety are 2 examples that, whilst featuring in this local plan is prevalent across a wider area.

7. Council Plan Strategy

Community Safety is a key contributor to the strategic goal of "*Improving Moira's Liveability*" as identified in the 2013 2017 Council Plan.

Specifically, this plan delivers on a Strategic Performance Indicator which states;

(2) Encourage safe and resilient communities

A key action from this being to "Develop and commence implementation of Community Safety Plan 2015-2019"

8. Legislative / Policy Implications

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

9. Environmental Impact

There are no environmental implications associated with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

The Moira Shire Community Safety Plan 2015 – 2019 has been developed by the Moira Shire Local Safety Committee following evaluation of the current plan, internal and community consultation and analysis of other similar plans from the region.

The plan has 4 key objectives namely, Personal Safety, Safety in the Home, Safety in the Community and Road Safety.

The Moira Shire Local Safety Committee and its members will implement key actions identified within the plan and seek to do this in partnership with the community over the coming 4 years.

Through the implementation of this plan, it is hoped that Moira Shire and its communities will be seen as being safe places to live and work.

Attachments

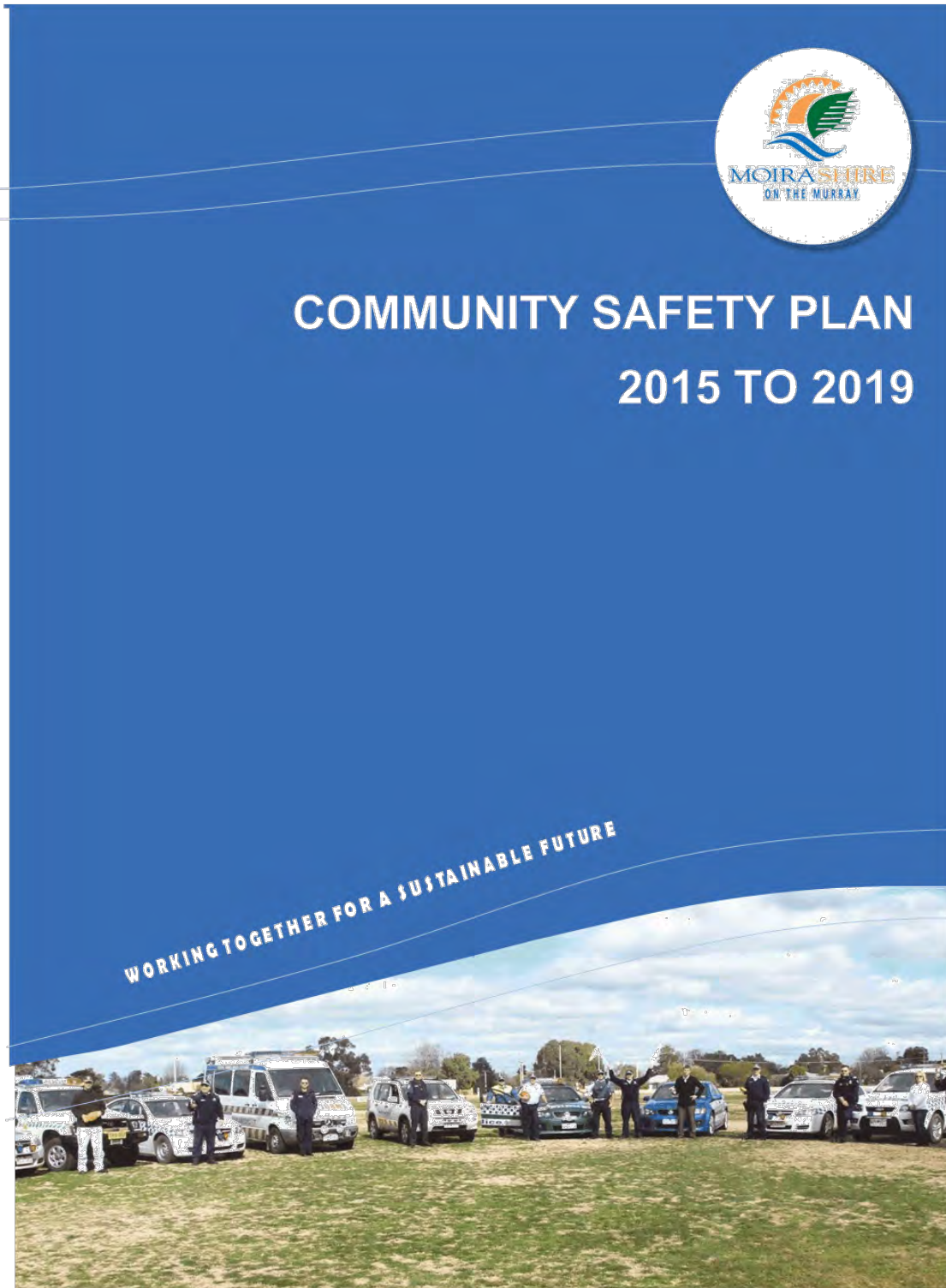
- 1 DRAFT - Moira Shire Community Safety Plan 2015-2019
- 2 DRAFT - Terms of Reference for the Moira Shire Local Safety Committee

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

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(RECREATION CONTRACTS OFFICER ,
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019



DRAFT: VERSION 4

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
CLINTON SHAND)
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019



Contents

Mayor's Message	3
Vision and Mission	4
Vision	4
Mission.....	4
Goals	4
Approach.....	4
Acknowledgements	5
Implementation	5
Objective 1 – Personal Safety	6
Objective 2 – Safety in the Home	7
Objective 3 – Safety in the Community	8
Objective 4 – Road Safety	9

DRAFT

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
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(GENERAL MANAGER - CORPORATE,
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019



Mayor's Message

Moira Shire Council Community Safety Plan 2015 to 2019 aims to develop a whole community approach to safety.

The plan has been developed for the next four years with input from the Moira Shire Local Safety Committee and community members through community consultation. The main objectives of the plan are:

- Encourage a positive and safe environment for our communities through a connected and active municipality.
- Provide programs and opportunities for you to feel safe and improve social connectedness.
- Promote a positive approach to community interaction and safety.
- Partner with key agencies, provide direction, leadership, coordination and service in road safety for your benefit.

The strategies will be actioned by the Moira Shire Local Safety Committee that meets four times a year. If you are interested in participating in the committee, please contact Moira Shire Council on (03) 5871 9222.

Let's work together to achieve a safe, connected and empowered community.

Marie K. Martin
Mayor
Cr Marie Martin

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019



Vision and Mission

Vision

A Safe, Connected and Empowered Community

Mission

To develop a whole community approach to safety

Goals

- To form and maintain a strong, active and effective team consisting of Council, emergency services, community representatives and other key stake holders.
- To establish a model of solution-focused communication and promotion to all levels of the community and its agencies.
- To set clear achievable goals that will have beneficial and effective outcomes for the wider community.
- To provide direction and understanding of current issues and challenges to encourage the community to offer positive recommendations to the committee.
- To raise public awareness in a positive manner.
- To support the youth of Moira Shire by identifying their concerns and needs by establishing and maintaining a positive and effective link between the committee and Junior Council.

Approach

The Moira Shire Community Safety Plan 2015 – 2019 has been developed using the process of evaluation and discussion with members of the Moira Shire Local Safety Committee and community consultation. It is acknowledged that the Moira Shire Community Safety Plan is a dynamic document, and will be subject to change as the community groups view it and respond to any changing needs. The Moira Shire Local Safety Committee meet four times a year to review and action the strategies of the Moira Shire Community Safety Plan.

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019



Acknowledgements

- Ambulance Victoria
- Goulburn Valley Community Road Safety Council
- Mission Australia
- Moira Shire Council
- Moira Shire Local Safety Committee
- Neighbourhood Watch
- Victoria Police
- Department of Justice & Regulation
- Department of Health & Human Services

Implementation

The Plan's implementation is guided by the Moira Shire Local Safety Committee, which consists of representatives from the regional Police, Emergency Services, RoadSafe GV, VicRoads, Neighbourhood Watch, Health Services, Department of Health & Human Services, Department of Justice & Regulation, Moira Shire Youth Services, Council staff and interested community members. Moira Shire's Junior Councillors provide regular input through Council staff represented on the committee.

The Moira Shire Community Safety Plan is based on the following four objectives:

1. Personal Safety
2. Safety in the Home
3. Safety in the Community
4. Road Safety

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019

Objective 1 – Personal Safety
Promote positive perception of community safety

Strategy	Action	Responsible Agency	Partner Agencies	How Will This Be Measured	Council Budget Allocation
Improve awareness of the impacts of drug and alcohol misuse	Facilitate and promote drug and alcohol harm minimization / education programs for secondary school students Support and promote education programs to the wider community including families & older adults	Moira Shire Council Community Health		<ul style="list-style-type: none"> Participant survey Results Facilitated my Passport sessions 	Youth Services N/A
Support drug and alcohol reform	Advocate on behalf of community on issues associated with drugs & alcohol	Moira Shire Local Safety Committee	Moira Shire Hospitals	<ul style="list-style-type: none"> Submission as required Maintain needle exchange agreements with all 4 hospitals within Moira Shire 	Public Health
Reduce the vulnerability of residents (real or perceived) as a result of isolation	Promote the benefits of "people helping family, friends and neighbours" to reduce social isolation	Moira Shire Council	Moira ACE (Adult Community Education)	<ul style="list-style-type: none"> Number of vulnerable persons on the VP register. Act Belong Commit Program Participation 	Community Services
Improve understanding of the impacts that Mental Health issues has on the community	Raise awareness, acceptance and understanding of the importance of keeping mentally healthy within our community	Community Health	<ul style="list-style-type: none"> Moira Shire Council Moira ACE (Adult Community Education) Moira Act Belong Commit Steering Committee 	Support two initiatives per year	N/A

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
CLINTON SHAND)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019

Objective 2 – Safety in the Home
To support programs and opportunities for residents and their families to feel safe in their home

Strategy	Action	Responsible Agency	Partner Agencies	How Will This Be Measured	Council Budget Allocation
Identify and promote programs that support infants and youth safety within Moira Shire	Identify gaps through mapping youth service providers and available programs Collaborate with local health services to ensure sufficient resources are available	Moira Shire Council Community Health Network	<ul style="list-style-type: none"> Victoria Police Moira 0-8 Network 	Produce and maintain service mapping document Maternal & Child Home Visits	Nil N/A
Personal Safety and Security	Continue to support delivery and participation of families to parenting programs Increase awareness of personal safety and security within the community	Moira Shire Council Victoria Police	<ul style="list-style-type: none"> Moira 0-8 Network Neighborhood Watch 	<ul style="list-style-type: none"> Number of agreements in place with service providers Attendance at Save the Children playgroup Participation in Community Safety Month Distribution of Neighborhood Watch Newsletter 	Nil N/A
Raise awareness of training and education opportunities relating to current and emerging technology Reduce incidents of Family Violence Ensure safety in the home for Home and Community Care clients.	Promote and support training and education programs to reduce risk of isolation and increase connectivity Raise awareness and provide leadership to prevent family violence Undertake home assessments	Moira ACE Women's Health Goulburn North East MHA Care	<ul style="list-style-type: none"> Moira Shire Council Moira Community Health Vic Police 	Increased enrolments in Programs Crime Statistics Agency Annual Reporting of the number of assessments	N/A N/A N/A

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019

Objective 3 – Safety in the Community

Encourage a positive and safe community through improved social connectedness

Strategy	Action	Responsible Agency	Partner Agencies	How Will This Be Measured	Council Budget Allocation
Raise the profile of Local Safety Committee	Promotion of Local Safety Committee and Community Safety Plan	Moira Shire Local Safety Committee	Moira Shire Council	Distribute 4 significant media releases per year	Community Development
	Coordinate activities during Community Safety Month	Moira Shire Local Safety Committee	Support from all agencies	2 major community safety initiatives conducted during Safety Month	Community Development
Raise awareness of Emergency Management roles and responsibilities	Promote the current Municipal Emergency Management Plan (MEMPC) and relevant sub plans eg. Flood Emergency Plans	Municipal Emergency Management Planning Committee (MEMPC)		<ul style="list-style-type: none"> Update the MEMPC plan by June 2016 Support all emergency agencies promotions in preparation for emergency events 	N/A
	Promote initiatives to increase involvement of residents in the community	Moira Shire Council	MHA Care	<ul style="list-style-type: none"> No of attendees at Volunteer week Promote "Come & Try Days" 	Community Development
Support and encourage community access and participation to improve social connection	Support community organizations in developing programs to improve community involvement	Moira Shire Council		Assist with Access to Funding	Nil
	Promote principles of all abilities access	Disability Advisory Committee	<ul style="list-style-type: none"> Victoria Police Department of Health & Human Services 	Disability Access Audits	Community Services
Manage and maintain infrastructure that supports community safety	Establish an effective link with Moira Shire Youth Council	Moira Shire Council	Moira Shire Local Safety Committee	Minuted actions from Local Safety Committee and Youth Council meetings	Community Development and Youth Services
	Review of community infrastructure that supports safety in public places eg. Lighting, signage	Moira Shire Council		Customer Request Data	Operations
Ensure Municipal Local Laws compliment state government legislation and other law and order statutes	Review of local laws relating to community safety. Eg Drinking in the streets	Moira Shire Council	Victoria Police	Review drinking in the streets local law	Nil

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019

Objective 4 – Road Safety

In partnership with key agencies, provide direction, leadership, coordination and service in road safety, for the benefit of all residents

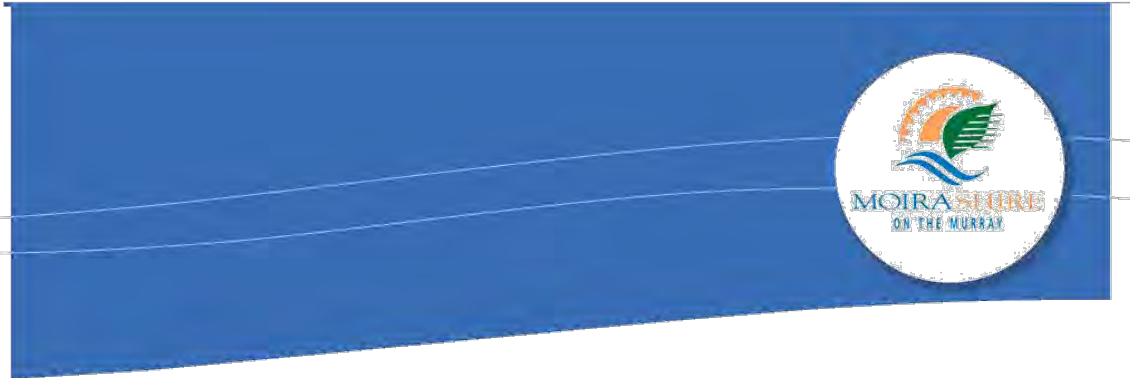
Strategy	Action	Responsible Agency	Partner Agencies	How Will This Be Measured	Council Budget Allocation
Reduce fatalities and major injury incidents on local roads	Support and facilitate driver education programs and road safety initiatives. Programs including: <ul style="list-style-type: none"> - Use of Heavy Vehicles - Older Driver - Looking After Our Mates - Scooters - Don't Text 'N' Drive - Driver Reviver Sites - L2P Program 	All agencies	<ul style="list-style-type: none"> • GV Roadsafe • Victoria Police • Moira Shire Council • Vic SES 	Road Trauma Statistics	N/A
Improve pedestrian and cyclist safety on local roads	To review and update Moira Shire Walking & Cycling Strategy Increase accessibility of the footpath network across the four major towns	Moira Shire Council		Adoption of new Moira Shire Walking & Cycling Strategy Outcomes of Active Ageing Strategy	Nil Nil

FILE NO: F13/151
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [1] - DRAFT - Moira Shire Community Safety Plan 2015-2019



CONTACTING MOIRA SHIRE COUNCIL

Postal: PO Box 578, Cobram, VIC, 3643

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Email: webmaster@moira.vic.gov.au

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OFFICE LOCATIONS

Mail Administration Centre
44 Station Street, Cobram, Victoria

Municipal Service Centre
100 Belmore Street, Yarrowonga, Victoria

HOURS

Monday to Friday, 8:30am to 5:00pm

CUSTOMER SERVICE AGENCIES

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

Numurkah Visitor Information Centre
99 Melville Street, Numurkah, Victoria

INFORMATION AGENCIES

Barmah Post Office
Katamatite Post Office
Katunga Post Office

Strathmerton Post Office
Tungamah Post Office
Wunghnu Post Office

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [2] - DRAFT - Terms of Reference for the Moira Shire Local
Safety Committee



Terms of Reference

For the

Moira Shire Local Safety Committee

Endorsed by Council ## ##### 2015



FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
(RECREATION CONTRACTS OFFICER ,
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [2] - DRAFT - Terms of Reference for the Moira Shire Local Safety Committee

Terms of Reference for the Local Safety Committee



1. PURPOSE

To meet and discuss a range of safety issues identified in the Community Safety Plan and engage with the local community in safety and support and identify possible program solutions.

2. DEFINITIONS

In this Schedule unless contrary intention appears: **Committee** means the Moira Shire Local Safety Committee **Council** means Moira Shire Council.

3. GOALS

The goals of the Local Safety Committee shall be:

- 3.1. To form and maintain a strong, active and effective committee consisting of Council, emergency services, community representatives and other key stake holders to provide clear advice and actions on community safety
- 3.2. To establish a communication model to all levels of the community and its agencies that will achieve beneficial and effective outcomes relating to community safety
- 3.3. To provide direction and understanding of current issues and challenges to encourage the community to offer positive recommendations to the committee.
- 3.4. To raise public awareness in a positive manner.

4. COMPOSITION AND PROCEEDINGS

- 4.1. The Committee shall comprise of representatives (members or their delegate) from the following organisations, with individual community representatives being appointed by resolution of Council;
 - Victoria Police
 - Ambulance Victoria
 - Neighborhood Watch
 - Community Health Services
 - Goulburn Valley Community Road Safety Council
 - Community representatives (2)
 - Moira Shire Council, Councilor representatives (2)
 - Moira Shire Council, Council officer representatives (1)
- 4.2. All organisations and persons nominated to serve on the Committee are subject to the initial and continued approval of Council. Revocation provisions are contained in section 8.

FILE NO: F13/151
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.5
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [2] - DRAFT - Terms of Reference for the Moira Shire Local Safety Committee

Terms of Reference for the Local Safety Committee



- 4.3. The term of office for Committee members, unless otherwise specified by Council, will align with the term of the most current Community Safety Plan.
- 4.4. On the resignation of a community committee member the Council may advertise for a replacement person. The term of office of persons appointed to fill such a vacancy shall expire on the date at which the previous member would have gone out of office. Members of the Committee so appointed may be eligible for re-appointment.
- 4.5. A Committee member may be granted leave of absence by the Committee. Where the member is an appointed representative of an organisation or group, they may be replaced by another representative during any period of leave of absence.
- 4.6. A Councillor representing Council on the committee will be the Chairperson.
- 4.7. Individuals or organisations not represented on the committee will be able to attend meetings upon request to the committee; however will not have voting rights on any issues addressed by the committee

Confidentiality

- 4.8. On occasions the Committee may be required to deal with a matter that has been identified as confidential in nature. Before a confidential matter can be dealt with any person in attendance, who is not an official member of the Committee, must leave the meeting. Committee members are required to deal with such matters in confidence and with discretion.

Conflict of Interest

- 4.9. The Local Government Act 1989 is the primary source of guidance to any Councillor or Council officer on conflict of interest.
- 4.10. If a member of the Committee has a conflict of interest in any matter in which the Committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or any vote on the item.
- 4.11. A conflict of interest is considered to apply if a committee member:
 - (a) has a direct or indirect financial interest in the matter; or
 - (b) is of the opinion that the nature of his or her interest in the matter is such that it may conflict with the proper performance of his or her public duties in respect of the matter.

FILE NO: F13/151
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [2] - DRAFT - Terms of Reference for the Moira Shire Local Safety Committee

Terms of Reference for the Local Safety Committee



5. MEETINGS

- 5.1. Meetings of the Committee shall be held 4 times a year.
- 5.2. A meeting of the Committee must be held at a time and place determined by the Committee.
- 5.3. The Committee will seek to operate on a consensus basis on any motions it considers. Should a vote be necessary:
 - (a) Each member of the Committee who is entitled to vote is entitled to one vote;
 - (b) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
 - (c) If there is an equality of votes the motion is lost.
- 5.4. The Committee shall keep a record of each of its meetings and the Chairperson shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.
- 5.5. The majority of members of the Committee shall constitute a quorum at any meeting of the Committee and no business shall be transacted at any such meeting unless a quorum is present.
- 5.6. The Committee may form sub-committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of this Instrument, provided that no decision may be acted upon until adopted by the full Committee.
- 5.7. Such sub-committees shall only be established by resolution of the Committee and shall only carry out those functions stated in such resolution.
- 5.8. The Council Officer Representative will call for agenda items at least one week prior to the scheduled meeting. The agenda with attached meeting papers will be made available to the committee members at least five working days prior to the scheduled meeting. The meeting minutes will be sent to committee members within one month of the meeting.

6. INDEMNITY

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

FILE NO: F13/151
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MOIRA SHIRE COMMUNITY SAFETY PLAN (cont'd)

ATTACHMENT No [2] - DRAFT - Terms of Reference for the Moira Shire Local Safety Committee

Terms of Reference for the Local Safety Committee



7. TERM OF APPOINTMENT

- 7.1. Appointment of Advisory Committee members will be for a term ending aligning with the Community Safety Plan, unless otherwise extended or revoked in writing by the Council.

8. REVOCATION

- 8.1. A Committee member representing an organization may have his or her term of office revoked by Council upon request by the Committee and carried by a two thirds majority vote. Reason such as failure to attend three consecutive meetings without leave could trigger such a motion. Efforts to ensure continuous participation will be conducted through the relevant agency.
- 8.2. Council may at its discretion revoke the membership of any member or the entire Committee at any time.
- 8.3. The Council has the power to terminate the services of the Committee at any time.

9. COMMITTEE REPRESENTATION

- 9.1. It will be the responsibility of the Committee to notify Council of the resignation of members from the Committee.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(MANAGER COMMUNITY SERVICES,
DAVID BOOTH)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

RECOMMENDATION

That Council:

1. Rescind the appointments of the following persons representing Community and or User Groups on the Special Committee of Management, as appointed 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	Yarroweyah United Cricket Club	Glenn	McMahon
Invergordon Recreation Reserve and Community Hall	Invergordon Cricket Club	Lachlan	Gilligan
Picola Recreation Reserve	Picola United Football Club	Robert	Graham
Picola Recreation Reserve	Picola United Netball Club	Tania	McKenna
Picola Recreation Reserve	Picola Bowling Club	Anne	Shore
Picola Recreation Reserve	Picola Bowling Club	Ron	Rigoni
Waaia Recreation Reserve	Waaia Playgroup	Anita	Stirling
Yarrowonga Eastern Foreshore	Community	Zelko	Erdec
Cobram Showgrounds Apex Reserve	Community	Dominic	Tedesco
Numurkah Showgrounds	Numurkah Cricket Club	Mark	Brown
Numurkah Showgrounds	Numurkah Soccer Club	Lisa	Butcher
Numurkah Showgrounds	Numurkah Soccer Club	Ali	Alwahame
Yarrowonga Showgrounds Victoria Park	Equestrian Users (Alternate)	Emma	Fredericks
Bearii Recreation Reserve	Community	Merlyn	Milligan
Bearii Recreation Reserve	Community	Kevin	Bramich
Bearii Recreation Reserve	Community	Mariea	Richards
Bearii Recreation Reserve	Community	Michael	Pepe
Bearii Recreation Reserve	Community	Alan	Carter
Bearii Recreation Reserve	Community	Linsey	Weppner

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
Cobram Scott Reserve	Yarroweyah United Cricket Club	Barry	Opray
Invergordon Recreation Reserve and Community Hall	Invergordon Cricket Club	Lachlan	Scott
Picola Recreation Reserve	Picola United Football Club	Ian	Lubke
Picola Recreation Reserve	Picola United Netball Club	Kim	McPherson
Picola Recreation Reserve	Picola Bowling Club	Arthur	Morgan
Picola Recreation Reserve	Community	Robert	Graham
Waaia Recreation Reserve	Waaia Playgroup	Tahnee	King
Cobram Showgrounds Apex Reserve	Community	Nick	Mete

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(MANAGER COMMUNITY SERVICES,
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

Numurkah Showgrounds	Numurkah Cricket Club	Doug	Small
Numurkah Showgrounds	Numurkah Soccer Club	Jacquie	Hughes
Numurkah Showgrounds	Numurkah Soccer Club	Angela	Gibbon
Yarrowonga Showgrounds Victoria Park	Equestrian Users (Alternate)	Scott	Olson
Yarroweyah Memorial Hall	Old Time Dance Group	Margaret	Sherlock
Tungamah Court House	Tungamah Historical Society	Tony	Haebich
Tungamah Court House	Tungamah Historical Society	Dianne	Sampson

3. Amend the composition of the Yarroweyah Memorial Hall Committee of Management.
4. Invite new members to attend an induction as part of the annual information session being planned for November 2015 and;
4. Write and thank outgoing Committee of Management members.

1. Executive Summary

At Council's meeting held 16 September 2013, Council, in exercise of the powers conferred by section 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, they are not obliged to remain on the Committee for the entire period. Should they wish to relinquish their position, notification to the committee of management of this decision is required.

In most instances, a replacement representative is provided by user groups and recommended for appointment by Council through a report such as this.

2. Background and Options

It is understood that for a range of reasons, 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 appropriate to change their representative on a regular basis (annually) while the situation of individuals can change, also requiring their appointment to be rescinded and a replacement appointed.

The composition of the any Committee of Management can also change should new groups start to use the facilities or indeed a group cease to be a user.

Detailed below are required amendments to the current composition of the respective committees as notified by those committees listed.

Cobram Scott Reserve

Barry Opray has been nominated to replace Glenn McMahon as a Yarroweyah United Cricket Club representative.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(MANAGER COMMUNITY SERVICES,
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(GENERAL MANAGER - CORPORATE,
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**SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE
APPOINTMENTS - AMENDMENTS (cont'd)**

Invergordon Recreation Reserve and Community Hall

Lachlan Scott has been nominated to replace Lachlan Gilligan as an Invergordon Cricket Club representative.

Picola Recreation Reserve

Robert Graham has changed from a Picola United Football Club representative to a Community representative and Ian Lubke has been nominated to replace Robert as the Picola United Football Club representative. Kim McPherson has been nominated to replace Tania McKenna as a Picola United Netball Club representative. Arthur Morgan has been nominated to replace Anne Shore and Ron Rigoni as a Picola Bowling Club representative, an additional representative has not been nominated.

Waaia Recreation Reserve

Tahnee King has been nominated to replace Anita Stirling as a Waaia Playgroup representative.

Yarrowonga Eastern Foreshore

Zelko Erdec has resigned as a Community representative, a replacement representative has not been nominated.

Cobram Showgrounds / Apex Reserve

Nick Mete has been nominated to replace Dominic Tedesco as a community representative.

Numurkah Showgrounds

Doug Small has been nominated to replace Mark Brown as a Numurkah Cricket Club representative. Jacquie Hughes and Angela Gibbon have been nominated to replace Lisa Butcher and Ali Alwahame as Numurkah Soccer Club representatives.

Yarrowonga Showgrounds / Victoria Park

Scott Olson has been nominated to replace Emma Fredericks as the Equestrian Users Alternate representative.

Bearii Recreation Reserve

The Bearii Recreation Reserve have a number of community representatives appointed to the committee who are no longer actively involved and do not attend committee meetings as such quorums are difficult to achieve. It is proposed to remove Merlyn Milligan, Kevin Bramich, Mariea Richards, Michael Pepe and Alan Carter from the Committee, to date replacements have not been nominated. Linsey Weppner has resigned from the Committee.

Yarroweyah Memorial Hall

Margaret Sherlock has been nominated as an Old Time Dance Group representative, it is recommended to amend the composition of the committee to include an additional Old Time Dance Group representative position.

Tungamah Court House

Tony Haebich and Dianne Sampson have been nominated as Tungamah Historical Society representatives.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(MANAGER COMMUNITY SERVICES,
DAVID BOOTH)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

Typically, on confirmation of appointment, any new committee member is provided with a letter of appointment, a copy of their delegation as set out in the respective committee Instrument of Delegation and an electronic copy of the Operational and Risk Management Manual as a reference and guide in the operation of the facility under management.

In a new initiative, regular induction sessions are now planned to be held for incoming committee members following appointments by Council resolution.

An information session is being planned for November 2015 where committees will be invited to attend to discuss any concerns or operational matters for which they require clarification. This has been successful in the past and has been requested by Committees.

This session will also now incorporate an induction process for incoming members as listed in this report.

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 in partnership with 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 and relevant Council Officers who work with those committees are made 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 enabling objective of "Demonstrating Good Governance" as described in the revised Council Plan.

The Strategic Performance Indicator relevant to this report is that of "Manage business risks to appropriately safeguard our assets, our community, and our business operations" which refers to a review of section 86 committees of management.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(MANAGER COMMUNITY SERVICES,
DAVID BOOTH)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

8. Legislative / Policy Implications

Changes identified as part of this report are in line with requirements of section 86 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 officer conflict of interest issues to consider within this report.

11. Conclusion

As part of Council's 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.

New appointees to the respective committees will be invited to attend an upcoming section 86 committee of management information session on Thursday 5 November 2015.

Attachments

Nil

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT

RECOMMENDATION

That:

1. Council determine the following Fees and Charges for use operation, access and disposal of waste from the Kennedy Park Dump Point which includes use of the associated infrastructure and disposal system;

Annual access charge - \$150 per annum

Bond Lodged at Application to cover provision and loss of keys and access card – \$100.

A Discharge Fee of \$12 per Kilolitre of material discharged to the Kennedy Sewerage system.

The cost of a replacement “key” to be levied at actual cost, plus \$20.00.

2. That the Fees and Charges with respect to use operation, access and disposal of waste from the Kennedy Park Dump Point, be incorporated into Council’s User Fees and Charges and reviewed annually as part of the annual budget process.

1. Executive Summary

Council has approved works at Kennedy Park, Cobram as part of the Capital Works Programme. The works include establishment of a publically accessible sewer waste dump point on the Murray River.

Boat users will be able to connect their waste pipes to the facility and the waste will be pumped from the boat to the sewer system. This will provide additional facilities for users of the river and help reduce pollution by ensuring that waste water is not released into the river.

The costs of operation of the dump point will be significant and are proposed to be recovered via a user charge similar to that charged at other dump points along the river.

This report recommends that the following charges be introduced to recover costs of operation of the Kennedy Park dump point;

Annual access charge - \$150 per annum,

Bond Lodged at Application, to cover provision and loss of keys and access card – \$100,

A Discharge Fee of \$12 per Kilolitre of material discharged to the Kennedy Park Sewerage system,

The cost of a replacement “key” to be levied at actual cost, plus \$20.00,

The fees and charges will ensure that Council recovers the cost of operation of the pump and offers this new service to the community at a reasonable and competitive rate.

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)

2. Background and Options

a. Background

Council approved the Kennedy Park (Thompsons Beach) Master Plan in July 2012.

The Master Plan was approved after an extensive community consultation program that included the formation of a Steering Committee, and consultation with the community via a formal Section 223 consultation process. Hearings were conducted on Monday 2 July at the Cobram Civic Centre.

The majority of the land within Kennedy Park is effectively owned by the State Government and the relevant Department within the State Government is now DELWP - the Department of Environment, Land, Water and Planning. Council has however been appointed as the Committee of Management for the area under Section 14(2) of the Crown Land and Reserves Act 1978.

Effectively there are two sections of land for which Council has been appointed as Committee of Management; the block of land itself, and the land adjacent to the River.

The land for which Council has been appointed Committee of Management does not include the beach or a narrow strip of land along the side of the river. This area is in fact not within the State of Victoria, it is within New South Wales. It is under the control of New South Wales Authorities, and the New South Wales Local Council.

Grant funding was sourced through the NSW Roads and Maritime Services Better Boating Program and the Local Government Infrastructure Program and the funding of the project is was comprised of;

- \$92,400 NSW Roads and Maritime Services, Better Boating Program
- \$250,000 LGIP
- \$67,600 Council

The primary purpose of the Better Boating Program grant funding was to provide for a sewer and waste dump point on the Murray River, to prevent illegal dumping of sewer and waste into the river system, and to help Council provide an additional service to river users.

A tender, and subsequent Contract, was been developed for design and construction of a jetty and sewer dump point onto the Murray River at Rockarama Road in Kennedy Park, Cobram. The contract also incorporates a system to enable members of the public to empty waste from boats via the dump point.

It was always proposed that users will be charged to use the system. It is now time to consider the costs and charges applicable to operate the service as it is now operational.

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)

b. National Competition Policy

The National Competition Policy has been described as Australia's landmark microeconomic reform program. A key principle of the program was that competitive markets will generally best serve the interests of consumers and the wider community.

The Australian Government and all state and territory governments undertook to ensure that their publicly owned businesses did not enjoy any net competitive advantage simply because they are publicly owned.

Victoria is a party to the inter-governmental Competition Principles Agreement (CPA) which is one of three agreements that collectively underpins National Competition Policy.

The agreement is about transparent cost identification and pricing in a way that removes advantages arising from public ownership.

Competitive neutrality under the CPA does not apply to non-business, non-profit activities of government, but it does apply to local government businesses.

Perhaps it is best to provide an example of how the Policy and Principles Agreement affects councils and how the Policy may affect the setting of fees for the dump point at Kennedy Park.

The VCEC – The Victorian Competition and Efficiency Commission has recently completed a competitive neutrality investigation into long-day child care services operated by Hobsons Bay City Council.

The complaint alleged the Council has an unfair advantage over private providers by setting prices below the full cost of service delivery. VCEC has upheld the complaint and has recommended that the Council comply with Victoria's Competitive Neutrality Policy by either introducing full cost-reflective prices or conduct a public interest test to demonstrate why doing so would undermine other public policy objectives.

It is therefore apparent that in order to meet the requirements of competitive neutrality, the Council must charge a price for services that is fair and does not undercut the market, or that Council does not subsidise the cost of the service by not fully recovering the cost of the service.

c. Location of the Dump Point

The Kennedy Park Master Plan provides for the establishment of facilities for larger boats and facilities for environmentally compliant disposal of liquid waste from large and commercially operated river craft at Page 8. It suggests that mooring and servicing of larger boats be conducted upstream of the bridge to ensure that commercial operations and servicing of boats is not undertaken within the high value visitor areas adjacent to the boat ramp and beach.

The Dump Point proposal is therefore not in contravention of the approved Master Plan.

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)



d. Cost of Operation of the Service

The costs of running and operating the pump include the following;

Operation of the new Service	
Sewerage Fees and Charges	\$1,537
Operation, Cleaning and Inspection	\$4,120
Renewal Costs	\$2,150
Invoicing and meter reading	\$2,880
Total Annual Costs - 10 users	\$10,687

If the renewal costs are removed from the analysis the total costs are as follows;

Operation of the new Service	
Sewerage Fees and Charges	\$1,537
Operation, Cleaning and Inspection	\$4,120
Renewal Costs	
Invoicing and meter reading	\$2,880
Total Annual Costs - 10 users	\$8,537

While it is important that Council consider the renewal costs as part of this exercise, and with all projects, it may be appropriate in this case to rely on a future grant to cover the renewal costs. Council has agreed to implement the facility and to maintain it properly as part of the grant funding agreement; however the renewal costs may be able to be obtained by a grant, as has the initial capital cost of the facility.

e. Usage Charges

There is some flexibility with respect to usage charges when the yearly charge and operational charges are taken into consideration. The first scenario that has been prepared, and shown below, provides for the recovery of operational costs, the second provides a scenario where all costs are recovered, and the third is a comparison with the charges that are levied by other suppliers of the service.

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)

Usage Charges	
Scenario 1	
Annual fee	\$150
Usage charge - per Klitre discharged	\$12
Revenue	\$8,343
Scenario 2	
Annual fee	\$150
Usage charge - per Klitre discharged	\$16
Revenue	\$10,818
Scenario 3	
Annual fee	\$108
Usage charge - per Klitre discharged	\$11
Revenue	\$7,679

It is suggested that Scenario 2 is appropriate if renewal costs are to be recovered as part of the usage charges and fees and Scenario 1 is appropriate if renewal costs are to be funded by another method. Scenario 1 presents a charging regime that will permit Council to recover operational costs and minimise the cost of establishing the service with customers.

f. Competitors Costs and Charges

The charges at Moama, operated by Murray Shire are as follows;

- Annual Access Charge: \$108.00 inc GST
- Usage Charge: \$11.33/KL inc GST
- Replacement Key \$50.00/key inc GST

While Moama is some distance away, it is the closest point that operates a commercial dump point that is available to the public.

There are other private operators that can provide a waste disposal service to houseboats at Kennedy Park, including liquid waste carriers; hence the need to ensure competitive neutrality is maintained.

3. Financial Implications

a. The Project

The 2014/15 Capital Budget included the sum of \$410,000 for development of facilities at Kennedy Park, Cobram.

The budget was comprised of the following funding;

- \$92,400 NSW roads and maritime Better Boating Program
- \$250,000 LGIP – Local Government Infrastructure Program
- \$67,600 Council

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)

The project has been delivered in accordance with the approved budget.

If the recommended fees and charges are levied the likely costs of operation of the service will be recovered from users.

4. Risk Management

There are various risks to consider in association with this report;

Competition Policy – This can be mitigated by ensuring that the fees and charges that Council charge reflect the true costs of operation of the service.

Fees and Charges not recovered in accordance with Council's wishes – appropriate procedures will be in place to ensure compliance.

Fraud – Appropriate procedures will be in place to ensure compliance. Users will be able to be recorded by the use of a key and card system.

Vandalism and damage – The equipment has been designed to a standard that will resist vandalism. Users will be able to be recorded by the use of a key and card system.

Operational breakdowns – The equipment will be monitored to ensure operational viability.

Cleaning and Environmental spills – The equipment will be required to be kept clean by the users, flushing will be a requirement and the equipment is provided with a piped non-leaking connection system. Operation instructions will be given to all Operators as well as included within the system.

5. Internal and External Consultation

The implementation of this new service will involve a number of Departments and the service will be developed across the Organisation to ensure that it is coordinated.

Extensive external consultation was undertaken in 2012 as part of development of the Kennedy Park Reserve Master Plan.

Additional consultation and advice to potential users will also be done when the system is operational. Specific assistance will be provided to users of the system.

The system will be marketed through the visitor information centre as well as Council's website.

6. Regional Context

There are few regional impacts to consider as a result of this report. The system is only available at one location at Cobram.

The system has been based on those available at other locations on the Murray River.

7. Council Plan Strategy

The proposal within this report helps Council build economic strength in tourism and improves liveability.

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)

8. Legislative / Policy Implications

Council has obtained a license to discharge waste into the sewer system from Goulburn Valley Water. The license has many conditions and an annual fee that is based upon the amount of material discharged to the sewerage system.

The license conditions can be met by placing instructions and requirements upon users as well as by ensuring that the correct infrastructure is installed.

Competitive neutrality requirements are discussed separately within this report.

The Local Government Act at Section 113 provides Council with powers in relation to setting fees and charges, and the Power that, by resolution it can determine a fee, and that fee can be enforced via an appropriate Local Law.

The relevant Local Law in this case is the Recreation Reserves Local Law 2009. This Local Law at Section 10 provides that a Fee can be set for entry to a reserve or for use of improvements, services, or facilities within the reserve.

The definition of "Reserve" within the Local Law refers to any land in the municipal district, excluding a road, that is managed or controlled by Council. Kennedy Park is such a reserve as Council is the Committee of Management for the land.

The Dump Point itself, is however outside the municipal district as it is located within New South Wales. The infrastructure related to the Dump Point, however is located within the reserve and the charges relating to the Dump Point are in relation to disposal charges and use of infrastructure that is part of the Dump Point and which relates to transfer of material across and through the reserve to the sewerage system.

The fees therefore can be applied to the discharge of waste and to access the Dump Point, for which Council is the Responsible Authority under the terms of the New South Wales issued permit to erect and operate the Dump Point.

Council must also place an appropriate notice on the Dump Point to advise potential users of the application of fees.

9. Environmental Impact

There are no adverse environmental impacts arising from this report, on the contrary, the establishment and use of a Dump Point at Kennedy Park, will assist the natural environment by helping to ensure that waste is disposed of properly.

10. Conflict of Interest Considerations

There are no Officer conflict of interest issues with respect to this report.

11. Conclusion

The establishment of a dump point at Kennedy Park was included within Council's Master Plan for development of Kennedy Park. Grant funding to help implement the Master Plan has been obtained and the project has been completed.

FILE NO: 057/14
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

KENNEDY PARK, COBRAM - DUMP POINT (cont'd)

With the dump point due to become operational in the near future it is appropriate that Council consider the issue of how the operational expenditure required in the future to operate the new facility will be obtained.

The use of a fee for service charge is recommended to recover the operational costs of provision of a dump point upon the Murray River.

It is recommended that the following charges be introduced to recover costs of operation of the Kennedy Park dump point;

- Annual access charge - \$150 per annum,
- Bond Lodged at Application, to cover provision and loss of keys and access card – \$100,
- A Discharge Fee of \$12 per Kilo litre of material discharged to the Kennedy Park Sewerage system,
- The cost of a replacement “key” to be levied at actual cost, plus \$20.00,

By setting fees to use and operate the facility, as well as dispose of waste from the facility, the future operational costs will be minimized and those that use the service and obtain benefit from it will meet the costs.

Attachments

Nil

FILE NO: F13/2543
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.2
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

ULUPNA BRIDGE ROAD - EXTENSION

RECOMMENDATION

That:

1. Council support the proclamation of the extension of the road reserve, known as Ulupna Bridge Road, to provide formal road access to a new development at the end of Ulupna Bridge Road;
2. Council approve the gazettal of the new section of Ulupna Bridge Road as a Public Highway;
3. Council provide the Chief Executive Officer with permission to affix the Council Seal to all documentation to bring the above resolutions into effect; and
4. Council extend Ulupna Bridge Road, to include the new section of Road Reserve, within Council's Register of Public Road as a Rural Access - Residential Road.

1. Executive Summary

A developer requires formal road access to a new development at the end of Ulupna Bridge Road. As is always the case, the developer must ensure that suitable infrastructure in the form of roads, drains, and other services are brought to any new development.

In this particular case the road, in a practical sense, actually exists and the developer only has to create the road in a legal sense. The developer is liaising with DELWP who own the land upon which the road is actually constructed, and there is no reason why Council should not agree to extension of Ulupna Bridge Road to provide access to the new Lots to be created as part of a subdivision.

2. Background and Options

a. History

Council has previously considered a report regarding the extension of Ulupna Bridge Road at its meeting of 10 September 2012.

The former Department of Sustainability and Environment, now Department of Environment Land Water and Planning, (DELWP) and the property owner have identified that Lot 1 TP 116726S and proposed Lot 1 of PS 732688Y at Ulupna, are properties without practical all weather access along a formal road reserve. All weather access to the property is provided, in part, along the river frontage, however.

DELWP is proposing to extend the existing road reserve along the alignment of the existing access track, with Council's consent, to provide a formal road reserve to the property. The proposed road reserve extension is currently on Crown Land.

It is also understood that the land owner is seeking that the road reserve be extended a further 100m (approx.) along the existing track to assist to provide access to a development proposal. As is normally the case the developer will meet all of the costs of providing the road access.

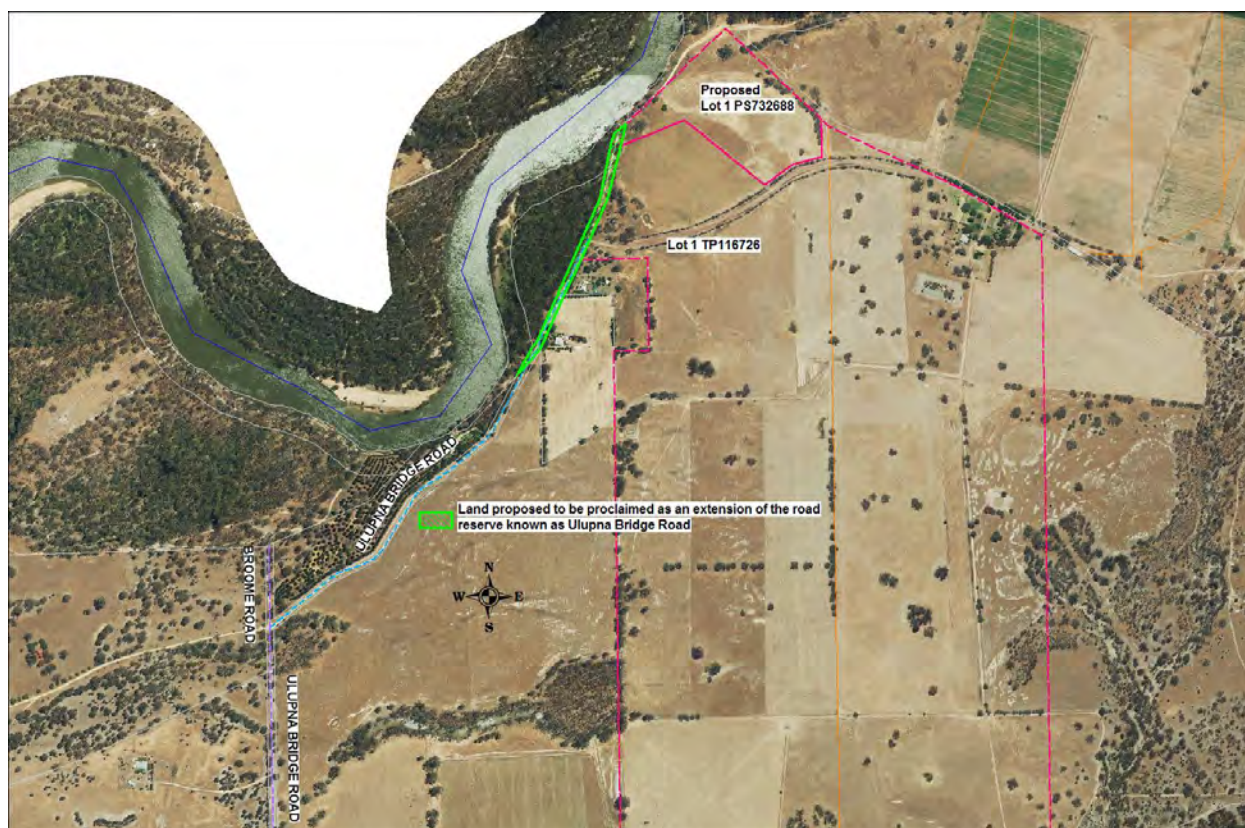
No objection is seen to the proposed further extension of the road and it is recommended that no objection be offered to DELWP regarding either proposal.

FILE NO: F13/2543
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.2
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

ULUPNA BRIDGE ROAD - EXTENSION (cont'd)

The access track to the property is presently maintained to a residential access level. The developer has advised as part of the Town Planning application that traffic on the road will not increase significantly so it is not appropriate for Council to specify a road upgrade as would normally be part of a subdivision that produced a new section of road.



b. Formal Process

In the case of development of land by subdivision, it is quite normal for developers to have to create and construct new roads. These roads are constructed upon private land and the roads become public highways once constructed to Council's satisfaction, in accordance with the Infrastructure Design Manual.

In this case, the land is accessed by a track that is partly upon land incorporated within the Murray River Park. The track needs to be formally excised from the park and changed to a road. This will occur in several steps, with DELWP undertaking the first stages and Council the latter stages, of inclusion within the Public Road Register.

The road may also have to be declared a public highway, which Council may give permission for by a suitable resolution.

Given the complexity of the process, and the number of steps to be undertaken, DELWP have advised that the actual proclamation of the road "*could be a fairly lengthy process*".

FILE NO: F13/2543
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.2
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

ULUPNA BRIDGE ROAD - EXTENSION (cont'd)

3. Financial Implications

Council currently maintains all weather access to the driveway of Lot 1 TP 116726S and beyond to the existing cattle grid. Proclamation of the land as road reserve will not affect this practice and associated costs.

The administrative costs of proclamation of land as road reserve will be met by the DSE and passed onto the property owner.

4. Risk Management

While the proposal will create a new section of road, Council presently maintains most of the new section. The risks associated with adding new sections of road to the network are minimized by Council's Road management Plan.

There is a risk that once the road is created the users will want it upgraded, however the road serves the purpose of residential access and is proposed to continue to provide only this service. If the developer is of the opinion that additional traffic will be created because of the subdivision then it would be appropriate that the road be upgraded as part of the subdivision in accordance with Council's Infrastructure Design Manual.

5. Internal and External Consultation

Council's Assets and Town Planning, as well Operations have been consulted in respect of the proposal within this report.

Council's level of service on this road will not be altered by the proclamation of the road reserve; hence, no community consultation is proposed.

The proposal has been included within the Town Planning Application for the development.

6. Regional Context

Ulupna Bridge Road is used to access the Murray River Park, however no practical change is proposed to the section of road. The section of the Park upon which the road is presently constructed will be formally removed from the Park and proclaimed a road to be managed by Council.

In effect there are no practical regional implications

7. Council Plan Strategy

The Strategic Performance Indicators of Improving Moira's Liveability and Demonstrating Good Governance, are relevant to this report.

8. Legislative / Policy Implications

DELWP have the powers under the Land Act 1958 to proclaim road reserves. Council consent is being sought by DELWP.

Once the Park Land is proclaimed a Road, it will be effectively a crown road, and since it will be within the Shire of Moira, Council will be responsible for its care and management by virtue of the Road Management Act 2004.

FILE NO: F13/2543
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.2
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

ULUPNA BRIDGE ROAD - EXTENSION (cont'd)

Council will then extend the length of Ulupna Bridge Road within the Register of Public Roads and the new section will be gazetted as a public highway. This will then give the new section of road the same status as any other Government Road within the Shire.

The road will then be maintained in accordance with Council's Road Management Plan as a Rural Access - Residential Road.

9. Environmental Impact

Council's current maintenance practices will not be altered by the proclamation of the road reserve; hence there are no changes to existing environmental impacts.

10. Conflict of Interest Considerations

There are no Council Officer conflict of interest issues with respect to this report.

11. Conclusion

The property Lot 1 TP 116726S and the proposed Lot 1 of PS 732688Y at Ulupna have all weather access maintained by Council along road reserve and Crown Land as part of the Murray River Park.

Consent is being sought in order for DELWP, on behalf of the developer, to proclaim the section of Crown Land (as indicated in the above plan) as road reserve.

No objection is seen to the proposed further extension of the road and it is recommended that Council offer its support to DELWP regarding the proposal.

Attachments

Nil

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA

RECOMMENDATION

That Council approve the issue of a Notice of Decision to Grant a Permit for Planning Application No. 52015209 for the two (2) lot subdivision and removal of easement at Lot A, PS707376, and known as 2-10 Botts Road, Yarrowonga, subject to the following conditions:

1. The subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. Prior to the consent to Certification, any easements for the purpose of draining lots to the legal point of discharge must be created.
3. Prior to the issue of a Statement of Compliance, the applicant must provide a drainage plan that accords with the provisions of Clauses 17 (Rural Drainage) and 19 (On-site Detention Systems) of Council's Infrastructure Design Manual [IDM], and has been prepared to the satisfaction of the Responsible Authority. In particular demonstrate that:
 - a. provision for sufficient on-site detention to limit the peak outflow from the site during a 5 year ARI event to pre-developed rates, and conveyed by underground pipes and/or by natural or constructed channels to a legal point of discharge nominated by the Responsible Authority;
 - b. all storm-water deposited upon, and transferred through, the developed site during a 5-year ARI event must be collected and conveyed by underground pipes and/or by natural or constructed channels to a legal point of discharge nominated by the Responsible Authority;
 - c. all storm-water runoff originating from, or currently flowing through, the developed site in a 100-year ARI event must be collected and conveyed by secure overland and/or underground flood pathways to a legal point of discharge identified by the Responsible Authority; and
 - d. stormwater drainage plans for the development must incorporate measures to enhance the quality of water discharged from the site and to protect downstream infrastructure and waterways.
4. Prior to the issue of a Statement of Compliance, all drainage infrastructure required by the approved drainage plan must be constructed in accordance with plans and specifications approved by the Responsible Authority.
5. Prior to the issue of a Statement of Compliance, any required restriction to stormwater flows from the site will require a Section 173 Agreement to be registered on the title, to the specification and satisfaction of the Responsible Authority, in accordance with Section 181 of the Planning and Environment Act 1987. The Agreement must be registered on the title of each proposed Lot, at no expense to Council.
6. Prior to the issue of a Statement of Compliance, each proposed lot must have a stormwater property drain inlet point, and must be constructed in underground pipes extending from the legal point of discharge to within its property boundary to the specification and satisfaction of the Responsible Authority.

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

7. Prior to the issue of a Statement of Compliance, all new and existing vehicle crossings as shown on the endorsed plan must be constructed and sealed to the standards of Council's Infrastructure Design Manual [IDM] Clause 12.9.1 "Urban Vehicle Crossings", and to the satisfaction of the Responsible Authority. In particular:
 - a. proposed crossing serving Lot 1 from Shoreline Place must be constructed in accordance with Council's IDM Standard Drawing SD235.
8. All roof water from buildings and surface water from hard paved areas must be collected and conveyed to a drainage easement or to the legal point of discharge so as to prevent storm water nuisance to adjoining land.
9. Prior to the issue of a Statement of Compliance, all drains, batters and other disturbed areas must be topsoiled and seeded to establish grass cover.
10. In accordance with the Clause 22 of the IDM, appropriate measures, satisfactory to the Responsible Authority, must be taken to minimise erosion and to retain dust, silt and debris on site, both during and after the construction phase.
11. Care is to be taken to preserve the condition of existing infrastructure adjacent to the site. If any damage to existing infrastructure occurs as a result of this development, the affected infrastructure is to be replaced by the applicant, at the applicant's cost to the specification and satisfaction of the Responsible Authority.
12. No construction materials or earth is to be placed or stored outside the site area or on adjoining road reserves. This does not apply to road or footpath construction works on adjoining roads required as part of this permit.
13. The owner of the land must enter into an agreement with:
 - a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
14. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
15. The owner of the land must enter into agreements with the relevant authorities for the

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

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.

16. 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.
17. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

Planning Note

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

1. Executive Summary

Planning Permit Application 5/2015/209 is for a two (2) lot subdivision and removal of easement at 2-10 Botts Road, Yarrowonga. The lots will have areas of 6588 m² and 1971m² respectively.

The trigger for the application is subdivision within the General Residential Zone (Clause 32.08-2).

The application was advertised to adjoining owner/occupiers. One objection has been received. The applicant did not wish participate in any mediation.

Given that the land is zoned for residential use, accords with local and state planning policies and the proposed subdivision accords with the relevant guidelines and requirements and should not create any negative amenity impacts, it is recommended that the application be approved subject to the conditions.

2. Background and Options

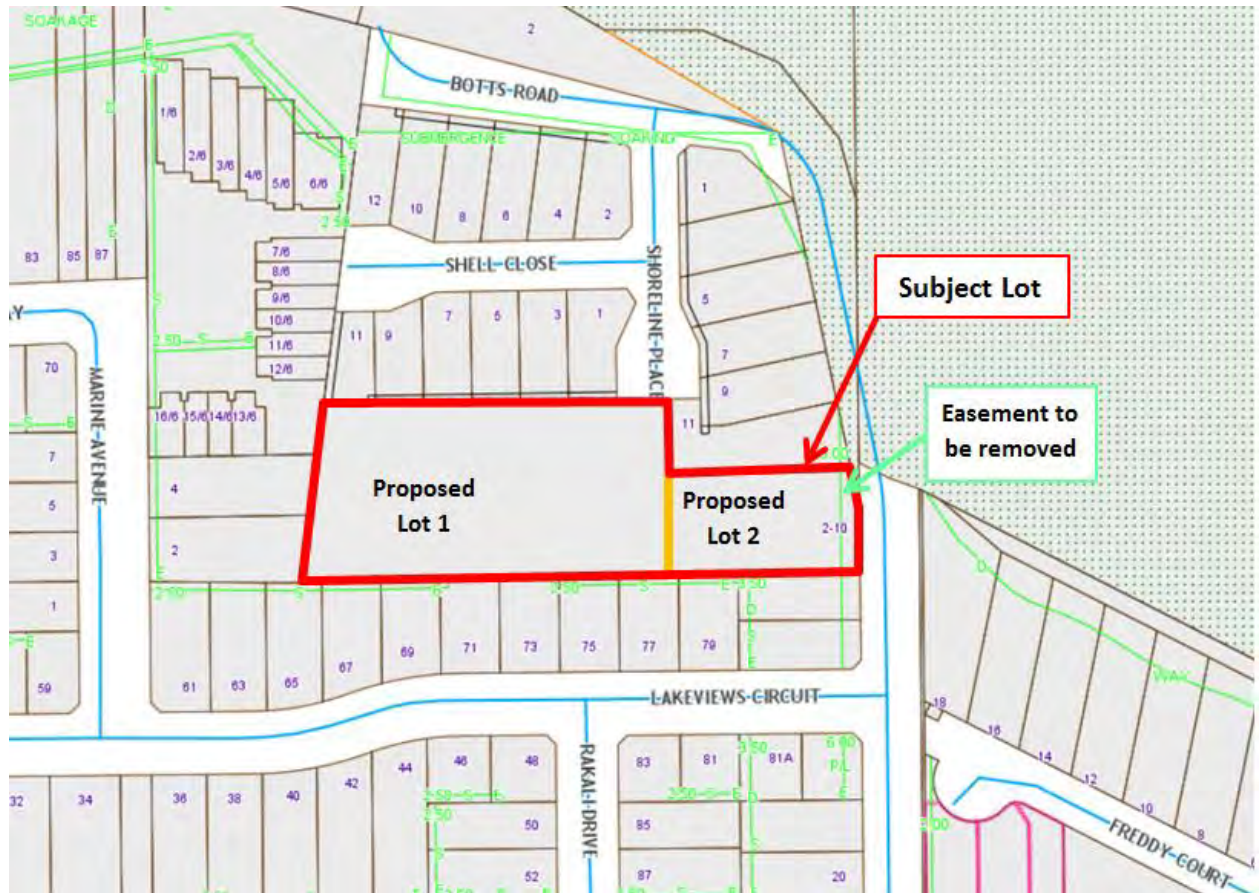
Application Details

Applicant: Esler & Associates – Wangaratta
Owner: William Jane
Land Address: 2-10 Botts Road, Yarrowonga
Title Details: Lot A, PS707376
Site Area: 8558m²
File No: 520151209
Zone: General Residential Zone (GRZ)
Overlays: Significant Landscape Overlay (SLO)

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)



Key Issues

- State Planning Policy
- Local Planning Policy
- General Residential Zone
- Significant Landscape Overlay

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

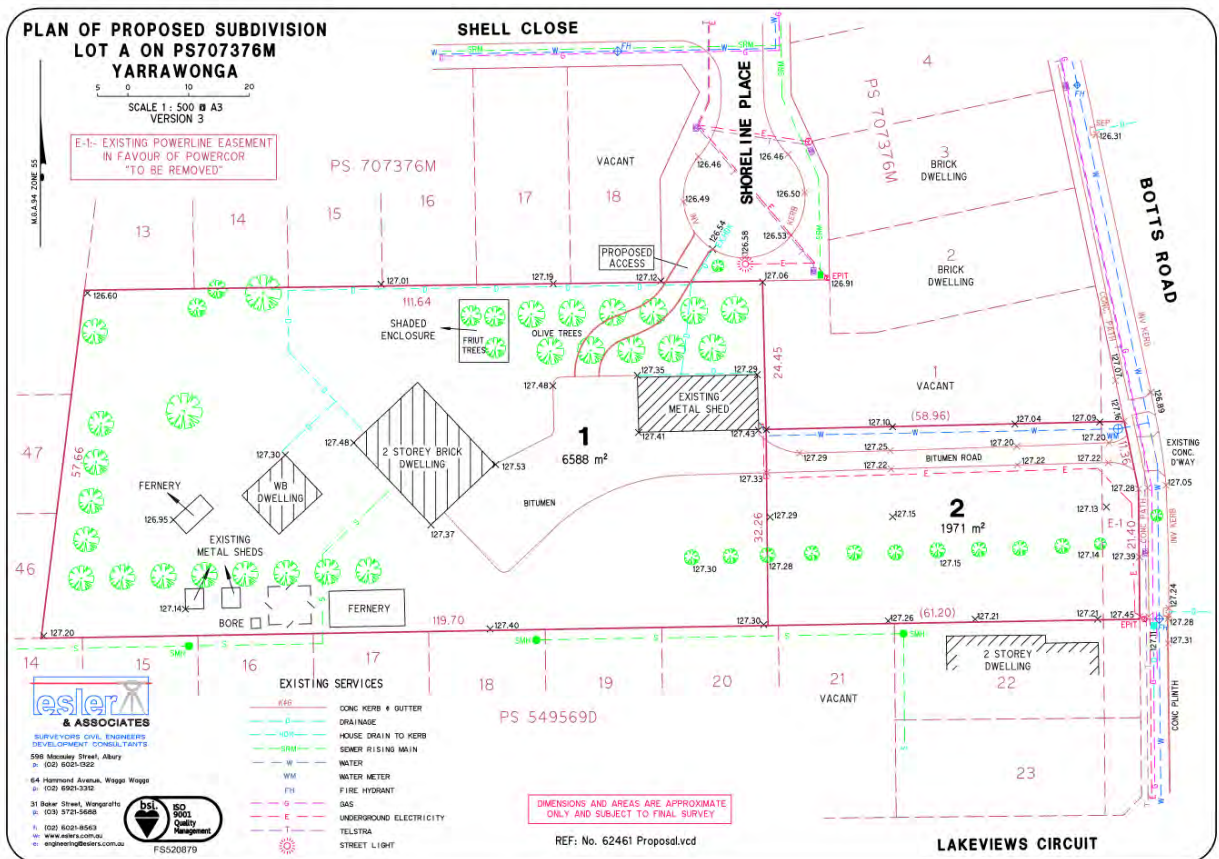
ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

The subject land is located in Yarrawonga in the residential area of the town close to Lake Mulwala. This is an emerging residential area with recent subdivisions to the north in Shell Close and Shoreline Place, Freddy Court to the east, Lakeviews Circuit to the south and Marine Avenue to the west.

The lot is the largest lot in the immediate vicinity.

There are two dwellings on the lot along with a large shed, two ferneries and a number of smaller sheds. There are a number of olive trees on the lot.



There are a number of planning applications associated with the subject lot. The following relate to the subdivisions that have resulted in the creation of the subject lot and a number of lots in the vicinity:

- 5/2004/115 Two (2) Lot Subdivision
- 5/2006/12322 Subdivision and Removal of Easement
- 5/2011/1 Two (2) Lot Subdivision
- 5/2011/56 Eighteen (18) Lot Subdivision

A permit was also issued in 2007 for an extension to an existing dwelling on the lot (5/2007/482).

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

Proposal

The proposal is to subdivide the subject lot to create two (2) lots as follows:

- Lot 1 Area: 6588m² Access: via Shoreline Place
- Lot 2 Area: 1971m² Access: from existing vehicular crossing on Botts Road

The application also proposes the removal of easement E-1 for powerline purposes.

The construction of a new driveway will require the removal of a number of olive trees. The applicant has indicated that these will be transplanted.

3. Financial Implications

In the event that Council's decision is appealed at VCAT there will be cost associated with attending and responding to an appeal.

4. Risk Management

If Council decides to grant a permit and conditions are not fulfilled, it may become a compliance issue.

5. Internal and External Consultation

Internal Consultation

The application was referred internally to Shire's Infrastructure Planning, Natural Resources and Assets Departments. No department has objected to the issuing of a permit. Infrastructure Planning have set out conditions to be placed on the permit.

External Consultation

The application was also referred, externally, to GMW under Section 52 and to Powercor, for their information. Neither have objected to the issuing of a permit.

Public Consultation

The application was advertised under Section 52 of the *Planning and Environment Act 1987*. Notice took the form of a letter being sent to all adjoining landowners along with all the residents of Shoreline Place.

A single objection was received on 19 August 2015 and is attached to this report. The objectors are residents who own one of the adjoining lots. Their concerns can be summarised as follows:

- Subdivision adds to overdevelopment in the area,
- Concern regarding impact of further subdivision of the lots,
- It will increase traffic into Shoreline Place,
- Safety and drainage of Botts Road, and
- Impact of development on ornamental trees.

The objection was provided to the Applicant. In their response (attached to report), the Applicant indicates that they do not wish to enter into mediation with the Objector. They have also provided a response to the concerns set out in the objection. It can be summarised as follows:

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

- The land is zoned for residential development and there will be further development, subdivisions and additional traffic,
- Only one new access point is proposed from Shoreline Place,
- The condition of Botts Road is a matter for Council, and
- The ornamental trees will not be destroyed but transplanted.

The objection has not been withdrawn.

The subject lot is zoned for General Residential use. The lots to be created are larger than those in the vicinity. The subdivision will possibly result in the construction of a new single residence on proposed Lot 2. It is considered that this proposal will not result in overdevelopment.

Of the concerns raised by the objector those relating to the future potential development of the land or further subdivision are not material to this application. Council can only assess the proposal as set out by the Applicant, not any future potential applications / proposals.

Regarding Access – through Shoreline Place and onto Botts Road the application was referred to the Infrastructure Planning Department. They have recommended a number of conditions be placed on the permit and have no objection to the use of Shoreline Place for an additional vehicular crossing to serve proposed Lot 1. The vehicular crossing onto Botts Road from proposed Lot 2 is already in place.

The ornamental trees on the subject lot though desirable and possibly providing a benefit to amenity in the vicinity are not native. Their removal would not trigger a requirement for a Planning Permit. The owners of the property have the right, at any time, to remove the trees without any consultation with neighbours or Council. It is therefore considered that this is not a material consideration for the assessment of this application.

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 consistent with the Council Plan which states that Yarrowonga has the strongest growth rate in Moira:

“with residential and retirement living expanding rapidly on the eastern side of town. Recent and future growth is shifting the town’s focus along the banks of Lake Mulwala and the Murray Valley Highway”

As a residential subdivision, east of town centre of Yarrowonga along Lake Mulwala foreshore, the proposal accords with this trend.

8. Legislative / Policy Implications

Zoning

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

The subject land is located in the General Residential Zone (GRZ). The purposes of the GRZ, amongst others, are:

“To encourage development that respects the neighbourhood character of the area....

To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.”

Clause 32.08-2 states that a permit is required to subdivide land in the GRZ. This is the trigger for the subject application. This Clause indicates that an application to subdivide must comply with the standards as set out in Clauses 56.03-5, 56.04-2, 56.04-5, 56.06-8 56.06-8 and 56.09-2 of the Planning Scheme.

The application has been reviewed and complies with these clauses. It also complies with the decision guidelines set out in Clause 32.08-10.

Overlay

The subject lot is affected by the Significant Landscape Overlay (SLO). There is no trigger for a permit for subdivision in the SLO. Nevertheless the application was referred to Goulburn Murray Water who has not objected to the issuing of a permit.

It should be noted that if the subdivision is successful a planning permit will be required for the construction of a dwelling on Lot 2, triggered by this overlay. The landscape impact will be assessed at that time.

State Planning Policies

Map 6 in Clause 11.10 *Hume Region Growth Plan* shows that Yarrowonga is a key cross border settlement where it is policy to support growth and lifestyle opportunities:

The proposed development, which will allow residentially zoned land to be further developed, accords with this policy.

Local Planning Policy and Municipal Strategic Statement

Clause 21.04-4 sets out local strategies for Moira's settlements. It states that

“New Residential development will be focused within existing zoned land, providing a mix of housing types.”

The proposed subdivision accords with this settlement strategy.

Relevant Particular Provisions

Clause 52.01 Public Open Space Contribution and Subdivision requires a person who proposes to subdivide land to make a contribution to the council for public open space in an amount of 5% of the land or site value of the land.

A public open space contribution was previously provided for the lot as part of an earlier subdivision (Certification 7/2012/122).

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 and 56.09-2 guide two lot subdivisions in the General Residential Zone. These clauses relate to responding to neighbourhood character, lot size, solar orientation, common areas, lot access and availability of services.

The proposed subdivision accords with these requirements.

The decision guidelines of Clause 65.02

Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

- *The suitability of the land for subdivision.*
- *The existing use and possible future development of the land and nearby land.*
- *The availability of subdivided land in the locality, and the need for the creation of further lots.*
- *The effect of development on the use or development of other land which has a common means of drainage.*
- *The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.*
- *The density of the proposed development.*
- *The area and dimensions of each lot in the subdivision.*
- *The layout of roads having regard to their function and relationship to existing roads.*
- *The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.*
- *The provision and location of reserves for public open space and other community facilities.*
- *The staging of the subdivision.*
- *The design and siting of buildings having regard to safety and the risk of spread of fire. The provision of off-street parking.*
- *The provision and location of common property.*
- *The functions of any body corporate.*
- *The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.*
- *If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.*
- *Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.*

All the matters set out in Clause 65.02 have been considered. It is considered that the proposed application, subject to compliance with the relevant conditions, accords with the clause.

9. Environmental Impact

The proposed development is considered to be sustainable subject to compliance with the conditions recommended.

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

10. Conflict of Interest Considerations

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

11. Conclusion

The subject lot is located within the General Residential Zone, in Yarrawonga. A planning permit is required in this zone to subdivide land.

The purpose of the General Residential Zone (GRZ), among others, is to:

“To encourage development that respects the neighbourhood character of the area...[and]

To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.”

The proposed subdivision accords with this purpose. Further it accords with the decision guidelines of both the GRZ.

The application also accords with State and Local level policies, relevant provisions of the planning scheme, incorporated documents and with proposed planning scheme amendments.

A single objection has been received. The focus of the objection was upon overdevelopment, access and the future of the subject lots. Their concerns have been considered.

Given that;

- this report can only consider the subject application, not future prospects,
- the lands are zoned for residential use,
- the proposed subdivision accords with the relevant guidelines and requirements, and
- having assessed the proposed access arrangements our Infrastructure Planning Department have not objected to the issuing of a permit,

It is considered that the proposed development will produce an acceptable planning outcome and will be of economic benefit to Yarrawonga. Therefore, it is recommended that Council approve the issue of a Notice of Decision to Grant a Permit subject to conditions.

Attachments

- 1 Objection
- 2 Applicant's Response

FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

ATTACHMENT No [1] - Objection

NOTICE OF APPLICATION FOR PLANNING PERMIT No. 5/2015/209

In relation to the above proposal we wish to submit our objections and concerns in relation to this proposal.

We were attracted to this area because there was a feeling of open space available and have invested a great amount of time and expense in our property. There appears less and less open space in the Yarrowonga and believe that there is already an over development in the area.

This proposal it will create extra traffic into Shoreline Place to enable access to the current property in block number one. There has already been a great deal of extra traffic with the Waters Edge development.

At various times there are a large number of people and vehicles accommodated at the property shown in block no. one.

Also access to blocks shown 1, 2, 3, 4 etc. is from Shoreline Place as there is no access from Botts Road where would the access be if further division goes ahead.

Botts Road already is a disgrace and dangerous and needs urgent attention including the ugly drain that runs along the side of the road.

There are 11 well developed ornamental trees in the centre of the proposed subdivision and if this area is developed in the future these trees will be lost which would be a great pity.

We would like to place this concern on record for the future.

Should this proposal go ahead we believe the block shown as No 2 will be further subdivided which will create more traffic.

We would appreciate Council to consider our concerns when considering this proposal.



FILE NO: 52015209
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

52015209 - TWO (2) LOT SUBDIVISION AND REMOVAL OF EASEMENT AT 2-10 BOTTS ROAD, YARRAWONGA (cont'd)

ATTACHMENT No [2] - Applicant's Response

esler
& ASSOCIATES
SURVEYORS, CIVIL ENGINEERS
DEVELOPMENT CONSULTANTS
QUALITY MANAGEMENT SYSTEM
THIRD PARTY CERTIFIED
✓✓✓ ISO 9001:2013
aon@eslers.com.au

OUR REF: 62461:AON
9th September 2015
Town Planner,
Moirra Shire Council,
PO Box 578,
COBRAM, VIC 3644
Attention: **Martina Foley**

Dear Martina,

**Re: Application for Planning Permit
Proposed 2 lot Subdivision & Removal of a powerline easement
Lot A on PS707376M, 2-10 Botts Road Yarrawonga**

We acknowledge the "late" objection received by Council and provide the following responses:-

- As the subject and surrounding lands are zoned for general residential purposes, therefore there is an expectation that there will be further development, subdivisions and additional traffic in Botts Road and Shoreline place.
- The number of people and vehicles that are accommodated at the property on proposed lot 1 at various times has got nothing to do with the application for the subdivision.
- Access to existing lots 1 to 4 on PS707376M was presumably designed and approved by Council to be off Shoreline Place so as not to impede traffic flow along Botts road. There is to be only one new access to proposed lot 1 off Shoreline place with the existing access off Botts road to provide access to proposed lot 2
- The professed condition of Botts road by the objector is a matter for Council to address and nothing to do with this application.
- The existing ornamental trees on proposed lot 2 will not be destroyed, but transplanted in a more appropriate position should a new dwelling is constructed on the site.
- Whether or not the proposed lot 2 will be further subdivided is purely speculation by the objector. It is the intention of the owner to apply for a building permit to construct a dwelling on the site should the 2 lot subdivision proceed.

We wish to advise that we or the owner do not wish to enter into any mediation, but request that Council proceed to make a decision on this matter.

Should you have any questions or require any further information regarding this matter, please contact the undersigned at your convenience.

Yours faithfully

ESLER & ASSOCIATES
Per: *Tony O'Neill*
(Wangaratta Office)

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Information	Albury	Wangaratta	Wagga Wagga
Phone: 03 5331 1111	03 5331 1111	03 5331 1111	03 5331 1111
03 5331 1111	03 5331 1111	03 5331 1111	03 5331 1111
03 5331 1111	03 5331 1111	03 5331 1111	03 5331 1111

FILE NO: F13/503
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS

RECOMMENDATION

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

1. Executive Summary

The records of the Assembly of Councillors reported during the month of August and September 2015 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.

FILE NO: F13/503
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

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.

7. Council Plan Strategy

Demonstrating Good Governance

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 August and September 2015. Their recording into the Council Minutes ensures Council meets its statutory obligations under section 80A of the Act.

Attachments

- 1 Attachment 13
- 2 Attachment 14
- 3 Attachment 15
- 4 Attachment 28

FILE NO: F13/503
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [1] - Attachment 13



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	13 August 2015
Name of meeting	Tourism Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Manager Economic Development, Jane O'Brien Tourism Development Officer, Louise Munk Klint Tourism Support Officer, Kyla Carpinelli, Communications and Media Officer, Cian Middleton
Matters discussed	1. Review of TAC 2. Local Tourism Associations Update 3. Marketing Update 4. Tracks and Trails 5. Recreational Vehicle Friendly Update
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
NIL	

FILE NO: F13/503
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [2] - Attachment 14



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	Monday 15 September 2015
Name of meeting	Councillor Briefing
Councillors attending	Councillors Marie Martin, Gary Cleveland, Peter Mansfield, Kevin Bourke, Wendy Buck (depart 3:09pm), Alex Monk, Brian Keenan, Don McPhee
Council staff attending	Chief Executive Officer, Mark Henderson General Manager Corporate, Leanne Mulcahy General Manager Infrastructure, Andrew Close, Manager Information Services, James Hargreaves Acting Manager Finance, Ramki Subramaniam Manager Governance and Communications, Linda Nieuwenhuizen
Matters discussed	
	1. Agenda as provided 2. Gateway signage
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
	Nil

FILE NO: F13/503
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [3] - Attachment 15



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	15 September 2015
Name of meeting	Environment Sustainability Advisory Committee
Councillors attending	Councillor Wendy Buck
Council staff attending	Manager Safety Amenity & Environment, Sally Rice Team Leader Waste Management Services, George Bitcon Environment Sustainability Officer, Thomas Brown Environment Service Technical Officer, Jackson Tennant
Matters discussed	
	1. Graincorp Oilseeds – Tour of Processing plant 2. Round Table updates from Committee members
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
	Nil

FILE NO: F13/503
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [4] - Attachment 28



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	Monday 28 September 2015
Name of meeting	Councillor Briefing
Councillors attending	Councillor Marie Martin, Gary Cleveland, Peter Mansfield, Kevin Bourke, Alex Monk, Brian Keenan, Don McPhee
Council staff attending	Chief Executive Officer, Mark Henderson General Manager Corporate, Leanne Mulcahy General Manager Infrastructure, Andrew Close, Manager Information Services, James Hargreaves Manager Governance and Communications, Linda Nieuwenhuizen
Matters discussed	
	1. Numurkah Flood Plain Management study 2. Agenda as provided
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
	Nil

**FILE NO: 11.1
6. GOVERNANCE**

**ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)**

ACTION OFFICERS LIST

RECOMMENDATION

That Council receive and note the Action Officers List.

Attachments

- 1 Action Officer's List

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 28 September 2015
Subject: Yarrawonga Holiday Park Lease
<p>MOTION</p> <p>CRS DON MCPHEE / PETER MANSFIELD</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council give notice of its intention to enter into a lease of the Yarrawonga Holiday Park with the Yarrawonga Holiday Park Inc (YHP Inc) in accordance with the Local Government Act; 2. In the interim period from when the existing lease expires on 30 November 2015 until a new lease is established, Council grant the YHP Inc a licence to continue to manage the Park on equivalent terms to the current lease. <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Draft lease referred to DELWP for comment and development of temporary licence. Await feedback.</p>
Meeting: Ordinary Council Meeting 28 September 2015
Subject: General Business
<p>MOTION</p> <p>CRS PETER MANSFIELD / BRIAN KEENAN</p> <p>That Goulburn Murray Water be sent a letter of thanks for the foreshore work it has done between Yarrawonga and Bundalong during the drawdown of the lake.</p> <p style="text-align: right;">(CARRIED)</p>
<p>COMPLETED</p> <p>Letter of thanks sent to Goulburn Murray Water.</p>
Meeting: Ordinary Council Meeting 24 August 2015
Subject: General Business

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

<p>MOTION</p> <p>CRS WENDY BUCK / KEVIN BOURKE</p> <p>That Council officers try and coordinate with Numurkah Recreation Reserve Committee of Management to achieve better outcomes of management and operation of Council Facilities.</p> <p style="text-align: right;">(CARRIED)</p>
<p>COMPLETED</p> <p>Council officers are working closely with the Numurkah Showgrounds committee of management on a number of priorities at this time including building maintenance, capital upgrades to access to the building and future priorities for the benefit of all users of the site.</p> <p>The operations and risk management manual remains central to operation of the committee and delineating between Council and committee responsibilities.</p>
<p>Meeting: Ordinary Council Meeting 24 August 2015</p>
<p>Subject: General Business</p>
<p>MOTION</p> <p>CRS KEVIN BOURKE / WENDY BUCK</p> <p>That Council Officers try and coordinate with Section 86 Committees of Management to achieve better outcomes of management and operation of Council Facilities.</p> <p style="text-align: right;">(CARRIED)</p>
<p>COMPLETED</p> <p>Following advice to S86 committees of Councils commitment to core asset management functions such as electrical switchboard inspections, white ant inspections and testing and tagging, Council officers responsible for these activities have been provided with committee of management contact details so, as a courtesy, they are able to make contact before proceeding with these works.</p>
<p>Meeting: Ordinary Council Meeting 24 August 2015</p>
<p>Subject: Notice of Motion</p>
<p>MOTION</p> <p>CRS PETER MANSFIELD / WENDY BUCK</p> <p>That Council do a study into the Yarrawonga Library addressing future requirements on space, trends etc to report back to Council in November 2015 with options for the future.</p> <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Information being collated and on track for reporting to Council in November.</p>

2

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 27 July 2015
Subject: Road Naming - Martin St Wilby
<p>MOTION</p> <p>CRS KEVIN BOURKE / BRIAN KEENAN</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt Smith St as the interim name for the section of Martin St Wilby west of the Hall St Wilby and seek an exemption from the Registrar of Geographic Names to Principle 1 (D) of the Guidelines for Geographic Names 2010. 2. Adopt Mallows St as the interim name of Martin St Wilby east of Hall St Wilby. 3. Place advertisements in local papers seeking comments on the proposed names within 30 days. 4. write to owners of properties adjoining this road seeking comments within 30 days, and 5. Adopt the interim names if no objections are received and submit them to the Office of Geographic Names. <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Exemption granted. Advertisement placed and no objections received. Naming proposal to be submitted to VicNames</p>

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 27 July 2015
Subject: Lott Street Yarrawonga
<p>MOTION</p> <p>CRS WENDY BUCK / BRIAN KEENAN</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council consult with the Yarrawonga community about the Lott Street residents proposal to remove semi mature spotted gum trees from Lott Street, Yarrawonga and replant the street with Griffith Pink Brachychitron trees, and that consultation be done in conjunction with seeking a Town Planning Permit to undertake the works. 2. Council consider the project as part of future budget reviews and capital programs, subject to the outcome of a wider consultation program to be done as part of the Town Planning process. 3. Council thank the residents who participated in the consultation program, and advise them of Council's decision. <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Letters have been mailed to residents to advise of the process to advertise and progress the proposal. The planning application process will commence in coming weeks with information appearing in the Yarrawonga Chronicle. The outcomes of this application process will determine if the proposal can proceed and, if so, if the project proceeds funding will be determined through the mid-year budget review and we would endeavor to have the new trees planted during Autumn 2016. We will continue to provide updates on the progress of this proposal through local media and on our website.</p>

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 27 July 2015
Subject: General Business
CRS KEVIN BOURKE / BRIAN KEENAN
That Council work with St Mary's of the Angels and Nathalia Secondary College to erect a school crossing in Pearce Street Nathalia. (CARRIED)
ACTIVITY
<ul style="list-style-type: none"> • Traffic and pedestrian counts will be undertaken during August • Discussions will be held with both schools on the proposed location of the crossing and the needs for the crossing. • The criteria for the crossing will be discussed with Vicroads at the next Local Traffic Liaison Committee meeting schedule for the first week in September
Meeting: Ordinary Council Meeting 27 July 2015
Subject: General Business
MOTION
CRS WENDY BUCK / DON MCPHEE
That Council Officers investigate and report to Council on options relating to all ability playground equipment in Yarrawonga. (CARRIED)
ACTIVITY
Report to be presented in conjunction with the Recreation Strategy, to ensure that the report and any recommendation is complimentary to the Recreation Strategy.

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 27 July 2015
Subject: Council seal
<p>MOTION</p> <p>CRS DON MCPHEE / WENDY BUCK</p> <p>That Council authorise the Chief Executive Officer to finalise and to sign and affix the Council seal to a suitable licence agreement that provides Council with permission to construct and operate a public Walking/Cycling track within the Silverwoods development, along Hogans Road in Yarrawonga.</p> <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Agreement finalised and has been sent to the land holder. Works are being designed and will be done in accordance with the Capital Works schedule.</p>

Meeting: Ordinary Council Meeting 23 March 2015
Subject: Petition Maple Crescent Park, Numurkah
<p>MOTION</p> <p>CRS ALEX MONK / KEVIN BOURKE</p> <p>That:</p> <ol style="list-style-type: none"> 1. The local community be consulted and participate in development of a plan, as well as works to implement the plan, to develop the Maple Crescent Park. 2. The petition organizer be thanked for their time and effort taken to prepare and circulate the petition. <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>The meeting has been scheduled for early November.</p>

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 23 February 2015
Subject: Lease to National Broadband Network - Wunghnu
<p>MOTION</p> <p>CRS KEVIN BOURKE / DON MCPHEE</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Resolve to enter into a lease with the National Broadband Network Company to occupy land within the Wunghnu Recreation Reserve in Carlisle St Wunghnu for the construction of a telecommunications tower. 2. Authorise the CEO to sign and seal the lease documents. <p style="text-align: right;">(CARRIED)</p>
<p>COMPLETED</p> <p>Final draft lease signed and sealed and returned 18 September 2015</p>

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 23 February 2015
Subject: Lease to Optus Mobile Pty Ltd – Cobram, Numurkah and Yarrawonga
<p>MOTION</p> <p>CRS BRIAN KEENAN / ED COX</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Resolve to enter into separate leases with Optus Mobile Pty Ltd to occupy an area on each of the Moira Shire Council telecommunication towers and land located at 44 Station St Cobram, 97-99 Melville St Numurkah and 26-30 Belmore St Yarrawonga. 2. Authorise the CEO to sign and seal the lease documents, <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Paper work completed at this end, waiting return of lease agreement.</p>
Meeting: Ordinary Council Meeting 23 February 2015
Subject: Lease to Telstra Corporation Limited - Nathalia Telecommunications Tower
<p>MOTION</p> <p>CRS KEVIN BOURKE / DON MCPHEE</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Resolve to enter into a lease with Telstra Corporation to occupy part of the Moira Shire Council telecommunications tower and land located at 77 Blake St Nathalia. 2. Authorise the CEO to sign and seal the lease proposal and lease documents. <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>Paper work completed at this end, waiting return of lease agreement.</p>

8

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 15 September 2014
Subject: 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 (CARRIED)</p>
<p>ACTIVITY</p> <p>The Supreme Court heard the matter with respect to the Saxton Street Tyres on 6 October, final affidavits are being submitted to the court and we are currently awaiting the final order from the court</p>

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 09 December 2013
Subject: Cobram Library
<p>MOTION</p> <p>CRS GARY CLEVELAND / MARIE MARTIN That:</p> <ol style="list-style-type: none"> 1. Council approve the Cobram Civic Centre as the location for the new Cobram Library/Community Hub. 2. Authorise Council Officers to seek the services of a suitably qualified Architect to undertake the detailed design of a multiple staged 'Civic Centre Precinct' in order to meet with the projected future needs of the community, with Stage 1 of the project being a new Library facility and associated works. <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>The Library's Technical Sub Committee and Steering Committee met with the Architect on the 23rd June to review the preliminary design plans.</p> <p>Design plans have been revised to incorporate the Goulburn Valley Regional Library Group's requirements for installation of Radio Frequency Identification Digital Scanner equipment.</p> <p>Detail design plans and specifications are on track for completion in September.</p> <p>The fundraising launch was held in August. The fundraising sub raising committee is actively approaching business and community groups for funding.</p> <p>The contract tender for construction is on track for advertising in October.</p>

**FILE NO: 11.1
6. GOVERNANCE**

**ITEM NO: 11.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)**

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officer's List

Action Officers List –October 2015

Meeting: Ordinary Council Meeting 12 December 2011
Subject: Local Law 2007 Meeting Procedure
<p>MOTION</p> <p>That Council review the Local Law 2007 Meeting Procedure.</p> <p style="text-align: right;">(CARRIED)</p>
<p>ACTIVITY</p> <p>A briefing note was distributed in late November. Focus of the review is around options for question time. Staff have done a preliminary review with proposed improved changes and will refine before seeking feedback from Councillors.</p>

FILE NO: 100.01.003
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 12.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

NOTICE OF MOTION - CR DON MCPHEE

TAKE NOTICE that at the Council Meeting to be held on 26 October 2015, it is my intention to move the following motion:

That the sum of \$200,000 previously allocated for the Yarrawonga foreshore all abilities playground be now allocated to extend the existing playground in Kennedy Park Yarrawonga with the emphasis on disability playground equipment and with a completion date of the 30th June 2016.

Cr Don McPhee

Date: 26 October 2015

FILE NO: F13/897
5. INFRASTRUCTURE

ITEM NO: 14.1
(ASSETS TECHNICAL OFFICER, TRICIA
SIMPSON)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

GOULBURN MURRAY WATER RELINQUISHMENT OF SERVICE POINT AT NATHALIA TRANSFER STATION

RECOMMENDATION

That Council:

1. authorise the Chief Executive Officer to sign and seal the Service Point Relinquishment Agreement document with Goulburn Murray Water for the disconnection of rural water supply for at the Nathalia Transfer Station; and
2. authorise the Chief Executive Officer to sign all other documents relating to the ceasing of this service point and transferring of the delivery shares.

1. A report on Council's Raw Water Irrigation Supply and Infrastructure was prepared by consultant DJDee's Consulting in 2007. As part of this report the Nathalia Transfer Station service was described as having no service point and there was no requirement for this water to remain at this location. It was recommended that Council should permanently transfer the water to a more suitable service within the Goulburn system and transfer the delivery share to another Allocation Bank Account (ABA).

2. The relinquishment agreement has been discussed with Goulburn Murray Water's Officers and Council Officers. It was determined that this service point had not been used by Council in a long period of time, if at all, and was not required for the ongoing use of the Nathalia Transfer Station.

3. As part of the relinquishment of this service point, the water use licence will be cancelled, the property will cease to exist as a serviceable property with Goulburn Murray Water, the delivery share will be transferred to the Invergordon Township ABA, being Council's most suitable ABA within the same zone as Nathalia Transfer Station.

4. It is recommended that Council authorise the CEO to sign and seal the above Service Point Relinquishment Agreement with Goulburn Murray Water and sign all other documents relating to the ceasing of this service point and transferring of the delivery shares.

Attachments

Nil

FILE NO: VARIOUS

ITEM NO: 15

GENERAL BUSINESS**Clause 62 of Council's "Meeting Procedures Local Law 2007 (No 1 of 2007) states:****62. Urgent or general business**

1. Business which has not been listed on a meeting agenda may only be raised as urgent or general business if the majority of Councillors are present and it is agreed to by a resolution of the Council.
2. Notwithstanding sub-clause (1), if all Councillors are not present, the Chairperson may rule the matter is of urgency and accept an urgency motion to deal with the business which has not been listed on the meeting agenda.
3. An urgency motion can be moved without notice.
4. Only the mover of an urgency motion may speak to the motion before it is put

FILE NO: VARIOUS

ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

Clause 63 of Council's "Meeting Procedures Local Law 2007 (No. 1 of 2007) states:

63. Question Time

1. At every ordinary meeting of the Council a maximum of 30 minutes may be allocated to enable members of the public to submit questions to Council.
2. The time allocated may be extended by unanimous resolution of Council.
3. Sub-clause (1) does not apply during any period when the Council has resolved to close a meeting in respect of a matter under section 89 (2) of the Act.
4. To assist the accurate recording of minutes and addressing any questions that may require written response or follow up, the Chief Executive Officer may require questions to be submitted in writing on a form approved or permitted by Council.
No person may submit more than two (2) questions at any one (1) meeting.
The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.

No question must be so read unless:

- (a) the person asking the same is in the gallery at the time it is due to be read;
and
- (b) the person asking the question reads the same when called upon by the Chairperson to do so.

A question may be disallowed by the Chairperson if it:

- (a) relates to a matter outside the duties, functions and powers of Council;
- (b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- (c) deals with a subject matter already answered;
- (d) is aimed at embarrassing a Councillor or a member of Council staff;
- (e) relates to personnel matters;
- (f) relates to the personal hardship of any resident or ratepayer;
- (g) relates to industrial matters;
- (h) relates to contractual matters;
- (i) relates to proposed developments;
- (j) relates to legal advice;
- (k) relates to matters affecting the security of Council property; or
- (l) relates to any other matter which Council considers would prejudice Council or any person.

All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.

The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.

A Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.

A Councillor or member of Council staff may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public . The Councillor or member of Council staff must state briefly the reason why to reply should be so given and, unless Council resolves to the contrary the reply to such question must be so given.

FILE NO: VARIOUS

ITEM NO: 17

MEETING ADJOURNMENT

RECOMMENDATION

That the meeting be adjourned for 10 minutes.

RECOMMENDATION

That the meeting be resumed.

RECOMMENDATION

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

RECOMMENDATION

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

RECOMMENDATION

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