



MINUTES

ORDINARY MEETING OF COUNCIL HELD AT
DANCOCKS ROOM, NATHALIA,
MONDAY 25 MAY 2015

The meeting commenced at 6.00pm.

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

IN ATTENDANCE: Mark Henderson Chief Executive Officer
Leanne Mulcahy General Manager Corporate
Andrew Close General Manager Infrastructure

1. CALLING TO ORDER - CEO

2. PRAYER

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

Amen

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

Councillor Alex Monk is currently on leave of absence.

Councillor Don McPhee requested leave of absence from 8 June 2015 to 19 June 2015.

MOTION

CRS GARY CLEVELAND / PETER MANSFIELD

That the leave of absences be approved.

(CARRIED)

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

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

Councillor Gary Cleveland declared an interest in item 9.1.5 - Arts and Culture Small Grants Scheme April 2015

Councillor Brian Keenan declared an interest in item 9.1.6 - Section 86 Committee of Management Representatives Appointments – Amendments.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

CRS PETER MANSFIELD / GARY CLEVELAND

"That the minutes of the Ordinary Council Meeting held on Monday, 27 April 2015, as prepared and circulated, be confirmed."

(CARRIED)

8. COUNCILLOR REPORTS

MOTION

CRS WENDY BUCK / DON MCPHEE

That Councillor reports be accepted.

(CARRIED)

8.1 Councillor McPhee

The Mayor and Councillor McPhee attended an MAV workshop on Demystifying Local Government Finance & the Reporting Framework.

8.2 Councillor Kevin Bourke

Cr Kevin Bourke attended the Local Safety Committee meeting in Yarrawonga.

8.3 Councillor Brian Keenan

Cr Keenan attended a Memorial Service & Dedication of a Commemorative Lecturn for WWI service men Sgt Henry Pettit M.M. and Sgt Allan McColl M.M.

8.4 **Councillor Marie Martin**

The Mayor discussed the injection of 250million into the Moira economy by Ryan Meats, Katunga Fresh, Murray Goulburn and Riverland Oilseeds.

The Mayor discussed a fruit fly forum that will be held in the coming months and will be a statewide blanket approach by the State Government.

The Mayor met with Josephine Clarke a Postdoctoral Research Fellow at Monash University and in partnership with the Geoffrey Gardiner Foundation who is undertaking a research project titled 'Social sustainability in dairying communities impacted by the Murray-Darling Basin Plan.'

The Mayor and Deputy Mayor will be attending the National General Assembly of Local Government in Canberra in July 2015.

MOTION

CRS WENDY BUCK / DON MCPHEE

That Councillor reports be accepted

(CARRIED)

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MARK HENDERSON
CHIEF EXECUTIVE OFFICER

FILE NO: F15/50
6. GOVERNANCE

ITEM NO: 9.1.1
(MANAGER PROPERTY, RISK AND
COMPLIANCE, BRUCE BERG VON LINDHE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014/15 INTERNAL AUDIT PLAN

1. Executive Summary

On 19 August 2013, Council approved a recommendation from the Audit Committee that the 2011/15 Internal Audit Plan be suspended and an alternative audit plan adopted. This report is to seek Council approval to conduct internal audits on five operational areas of Councils operations before 30 June 2015.

It is proposed that Council's contracted internal auditor, AFS & Associates Pty Ltd, conduct audits on the following operational areas:

- Fringe Benefits Tax
- Fleet Management
- Cash Receipting
- Credit Card Use
- Fraud Management

Each of the audits are recommended in order to address areas of risk identified during the recent corporate risk assessment and the Fraud Prevention Audit conducted by the Victorian Auditor General's Office (VAGO) in February 2012.

2. Background and Options

A recommendation from the Audit Committee to suspend the 2011/15 Internal Audit Plan was adopted by Council on 19 August 2013. At the time, Council had completed half of the 20 planned audits.

Since the formal internal audit plan was suspended, internal auditing continued and the following audits were conducted in 2013/14:

- Contract Management
- Councillor Expenses
- Inventory Management
- Fringe Benefits Tax (FBT)

This report provides for five internal audits to be conducted this financial year by Council's contracted internal Auditor, AFS & Associates Pty Ltd.

An audit to review Council's FBT records, processes and tax payable calculation is appropriate as a follow up to the audit conducted in December 2012 and to assess the effectiveness of Council's response and compliance to the FBT Act.

Cash Receipting, Credit Card Management and Fraud Management are all high risk activities and are included in VAGO's assessment of the fraud prevention strategies Council has in place. VAGO requires that these strategies be monitored. These audits, together with the audit of Fleet Management were included in the original Internal Audit Plan to be conducted this year.

3. Financial Implications

The cost of the proposed audits is \$12,500 plus expenses which is available in this years operational budget.

FILE NO: F15/50
6. GOVERNANCE

ITEM NO: 9.1.1
(MANAGER PROPERTY, RISK AND
COMPLIANCE, BRUCE BERG VON LINDHE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014/15 INTERNAL AUDIT PLAN (cont'd)

4. Risk Management

Internal auditing is a critical component of a robust and effective risk management framework. Each of recommended audit areas are considered high risk and have valid risk based justification.

5. Internal and External Consultation

The Fleet and FBT audits result from a recommendation from Council's Internal Auditor following discussions held during the recent corporate risk assessment. A further audit of these areas will assess and determine the level of effectiveness of the various measures implemented as a result of previous audits.

The VAGO conducted an audit of Council's Fraud Management Strategies in February 2012. The VAGO report and recommendations for improvements to Council's fraud management strategies presented to Council on 17 September 2012.

The Audit Committee will consider the proposed 2014/15 audit plan on 12 May 2015 and additional commentary will be included in the confidential Minutes of their meeting.

6. Regional Context

This report does not have any regional context.

7. Council Plan Strategy

The recommended audits will contribute directly to Council Plan item 6.1.1 which requires 100% completion of the Internal Audit Plan.

8. Legislative / Policy Implications

If adopted, the recommended audits will assess Council's compliance to numerous items of legislation and policy including; the 2013/14 to 2016/17 Council Plan, the VAGO Fraud Prevention Strategies in Local Government Report (2012) Council's Fraud Prevention and Control Policy, the Australian Fringe Benefits Taxation Act and the Australian Accounting Standards.

9. Environmental Impact

The recommended audits do not present any additional environmental risk than current administrative activities.

10. Conflict of Interest Considerations

There are no known conflict of interest considerations.

11. Conclusion

It is recommended that five internal audits to be conducted this financial year by Council's contracted internal Auditor, AFS & Associates Pty Ltd in the areas of:

- Fringe Benefits Tax
- Fleet Management
- Cash Receipting
- Credit Card Use
- Fraud Management

FILE NO: F15/50
6. GOVERNANCE

ITEM NO: 9.1.1
(MANAGER PROPERTY, RISK AND
COMPLIANCE, BRUCE BERG VON LINDHE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

2014/15 INTERNAL AUDIT PLAN (cont'd)

If adopted, the recommended audits will effectively complete a major part of the original internal audit plan and provide an independent assessment of Council's operations and compliance in the high risk areas proposed for audit.

Attachments

Nil

RECOMMENDATION

That:

1. Council endorse the proposed 2014/15 Internal Audit Plan

MOTION

CRS ED COX / WENDY BUCK

That:

1. Council endorse the proposed 2014/15 Internal Audit Plan

(CARRIED)

FILE NO: F14/232
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.1.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(GENERAL MANAGER INFRASTRUCTURE,
ANDREW CLOSE)

TOURISM ADVISORY COMMITTEE COMMUNITY REPRESENTATIVE APPOINTMENTS

1. Executive Summary

At Council's meeting held 20 October 2014, Council resolved to appoint persons as Community representatives on Moira Shire Council's Tourism Advisory Committee (TAC), for a period, ending 30th June 2016.

The call for nominations at the time of the establishment of the TAC did not result in enough applications for the community representatives, leaving two community representative positions vacant.

Since the establishment of the TAC, Council has received two nominations from Shayne Preer and Damian Morgan-Bulleed expressing an interest in becoming a member of the TAC. It is recommended that they be appointed to the committee for a period from 1 June 2015 ending 30 June 2016 and the Terms of Reference for the TAC be changed to extend the 1 year term of appointment to 13 months in the case.

2. Background and Options

The Terms of Reference for the TAC allows for 4 positions for skills based community representatives on the TAC, two positions for a 2 year term and two for 1 year terms. At the time the committee was appointed, only the two 2 year, skills based community representative positions were filled.

After the commencement of the TAC, two applications were received for the two vacant skills based (tourism, events, recreation or leisure management) community representatives on the TAC:

- Shayne Preer, Owner Action Bike and Ski, representative of the Bundalong Action Group and experience on multiple other community committees including tourism and chamber of commerce. Shayne has significant skills in tourism and business management and digital technology.
- Damian Morgan-Bulleed, Deputy CEO of Yorta Yorta Nation Aboriginal Corporation representing local Yorta Yorta knowledge and cultural understanding of tourism products related to public areas.

After consideration of the skills that the two applicants can bring to the committee, it is recommended that both are appointed as community representatives on the TAC, thereby completing the structure of the TAC, as per the Terms of Reference.

Currently the TAC will terminate under the Terms of Reference on 30 June 2016, in just over 13 months time. It is recommended that the terms of appointment for these two positions be extended from 1 year as defined under the terms of reference to 13 months to allow the appointments to commence before the upcoming meeting in mid June

Council's Manager, Economic Development, Jane O'Brien will replace Council's past Executive Manager, Business & Innovation, Bruce Connolly, who resigned in December 2014.

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.

FILE NO: F14/232
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.1.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(GENERAL MANAGER INFRASTRUCTURE,
ANDREW CLOSE)

TOURISM ADVISORY COMMITTEE COMMUNITY REPRESENTATIVE APPOINTMENTS (cont'd)

5. Internal and External Consultation

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 the TAC.

To ensure the accuracy of the TAC database, it is essential that Council is advised when changes are required to skills-based community representatives, LTA representative and Parks Victoria and Goulburn-Murray Water representatives. When changes do occur, a Council resolution is required. Council Officers are aware of the amendments.

6. Regional Context

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

7. Council Plan Strategy

This report supports the implementation of Moira Shire Council's key strategic goal for Development, which is: *"Moira will be a great place to live and a vibrant, thriving community and a premier tourist, retail and investment destination with growing local business and an adaptive, entrepreneurial infrastructure and ethos"*.

8. Legislative / Policy Implications

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

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

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

11. Conclusion

It is recommended that Council appoint Shayne Preer and Damian Morgan-Bulleed to the vacant 1 year term skills-based community representative positions on the Moira Shire Council's Tourism Advisory Committee.

It is also recommended that given the TAC is scheduled to terminate on 30 June 2016 that, the Terms of Reference be varied to allow these two appointments to be for 13 months commencing on 1 June 2015 rather than for 1 year.

Attachments

Nil

FILE NO: F14/232
3. DEVELOPMENT AND LIVEABILITY

ITEM NO: 9.1.2
(TOURISM DEVELOPMENT OFFICER,
LOUISE MUNK KLINT)
(GENERAL MANAGER INFRASTRUCTURE,
ANDREW CLOSE)

**TOURISM ADVISORY COMMITTEE COMMUNITY REPRESENTATIVE
APPOINTMENTS (cont'd)**

RECOMMENDATION

That Council:

1. Vary the Terms of Reference of the Moira Shire Council's Tourism Advisory Committee to extend the 1 year period for two skills based community representatives to 13 months for the following two appointments, and,
2. Appoint the following persons to the skills-based community representatives positions on the Moira Shire Council's Tourism Advisory Committee for the period 1 June 2015 ending 30 June 2016:
 - (a) Shayne Preer, Owner Action Bike and Ski, Yarrawonga
 - (b) Damian Morgan-Bulleed, Deputy CEO, Yorta Yorta Nation Aboriginal Corporation

MOTION

CRS KEVIN BOURKE / DON MCPHEE

That Council:

1. Vary the Terms of Reference of the Moira Shire Council's Tourism Advisory Committee to extend the 1 year period for two skills based community representatives to 13 months for the following two appointments, and,
2. Appoint the following persons to the skills-based community representatives positions on the Moira Shire Council's Tourism Advisory Committee for the period 1 June 2015 ending 30 June 2016:
 - (a) Shayne Preer, Owner Action Bike and Ski, Yarrawonga
 - (b) Damian Morgan-Bulleed, Deputy CEO, Yorta Yorta Nation Aboriginal Corporation

(CARRIED)

FILE NO: 180.07.0021
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015

1. Executive Summary

A comprehensive analysis has been undertaken of 2014/15 budget for the March quarter which represents a platform for the 2015/16 budget.

The outcome of the review is that Council has a projected surplus of \$3,503,675 for the current financial year, which is an increase of \$664,981 from the projected surplus of \$2,838,694 in the approved December 2014 Forecast. A summary of the items contributing to the increased surplus includes:

- i. Decrease in Operating Grants Income (\$225,785)
- ii. Increase in Other Revenue \$244,751
- iii. Decrease in Capital Income (\$528,268)
- iv. Decrease in Rates Income (\$27,433)
- v. Decrease in Materials & Services Costs \$802,398
- vi. Increase in Employee Costs (\$10,328)
- vii. Decrease in Contractors Costs \$294,238
- viii. Decrease in Other Costs \$115,408

This detailed review also includes an update of Council's underlying financial position report for the current year, which shows an underlying surplus of \$35,245. It is important to note that this includes a conservative estimate in relation to Developer Contribution Income which is difficult to estimate at this point of the year. The last 3 years average income is approximately \$1.2M so there is a possibility that the final underlying position for the current year could be closer to break even.

Council's cash position has improved as have most of the VAGO indicators. Explanations for these outcomes are contained herein.

Background:

Council uses a reporting and monitoring system based on the concept of "traffic light" reporting to identify and indicate the level of concern regarding specific aspects of the finances. The two "lights" of green and red are used as explained below:

	Favourable variances with no risk - an improving situation
	Unfavourable variance where the situation needs monitoring and remedial action may be required either in the short term or in the long term

The following table summarises the forecast changes or movements arising from the March 2015 review:

Item	Adopted Budget 2014/15 \$	Approved Forecast Dec 2014 \$	Proposed Forecast Mar 2015 \$	Variance Dec 2014 vs Mar 2015 (Favourable / Unfavourable) \$	Comments

FILE NO: 180.07.0021
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

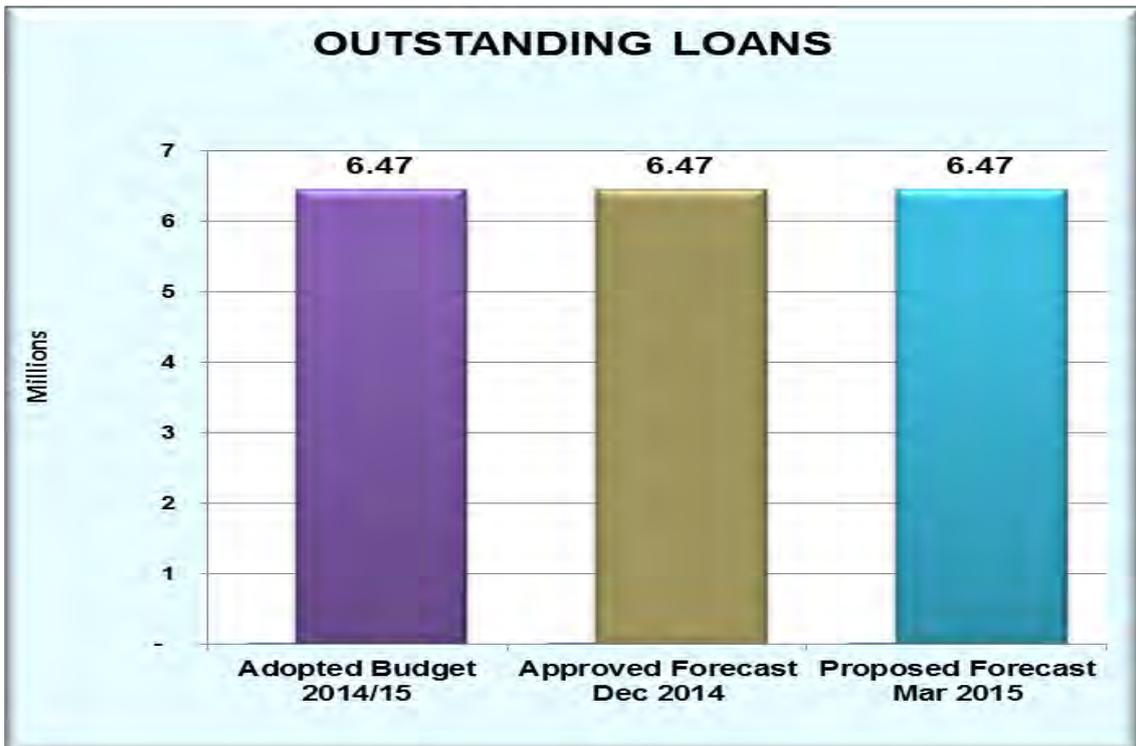
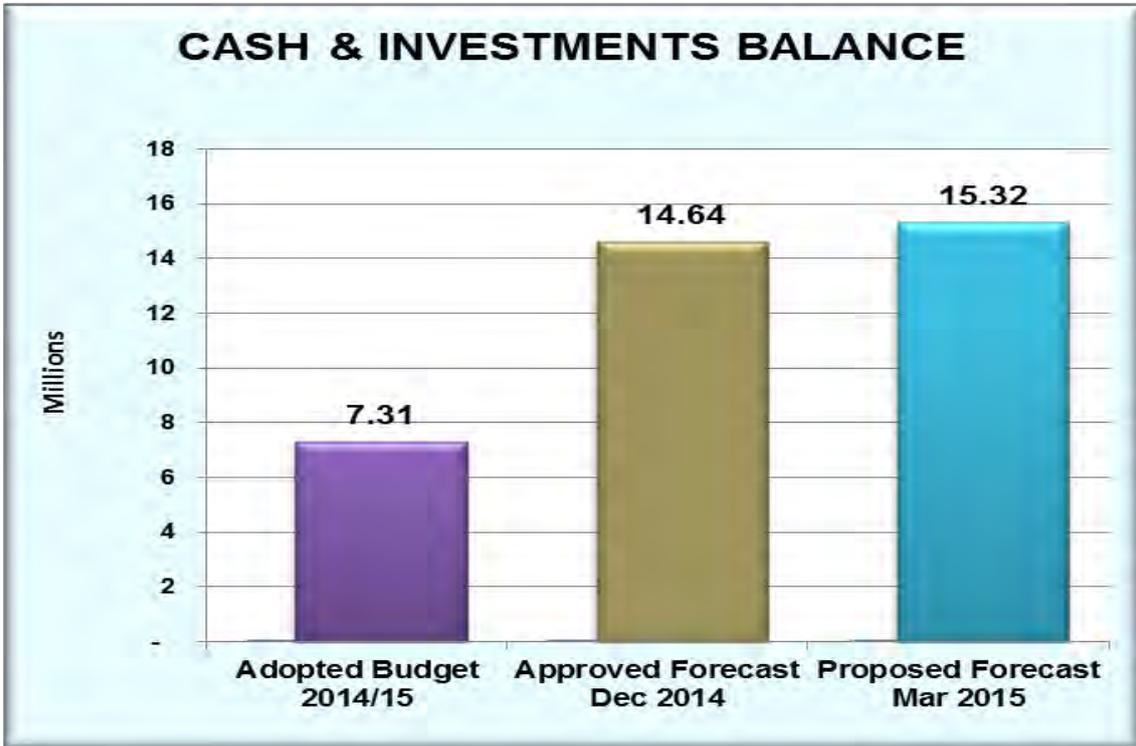
QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

BALANCE OF CASH & INVESTMENTS	7,307,868	14,643,877	15,316,142	672,266	Increase mainly due to postponement of various Operating programs and Capital projects to 2015/16 financial year
OUTSTANDING LOANS	6,471,942	6,471,942	6,471,941	(1)	
CAPITAL EXPENDITURE	10,720,189	10,919,634	10,758,619	(161,015)	Variance mainly driven by project timing delays in Yarrawonga Landfill Rehabilitation
CAPITAL INCOME (A)	6,146,409	5,856,155	5,361,957	(494,198)	Variance mainly driven by timing delay in securing grant funding for Cobram Library and identifying that funding for the Yarrawonga Showgrounds was received in the 2013/14 financial year.
OPERATING INCOME (B)	47,885,193	47,892,953	47,850,416	(42,537)	Variance mainly driven by timing delays in the receipt of grants for various programs, including environmental compliance programs which are now planned for 2015/16. Also, grants no longer to be received including grant for Organic Bins & Caddies, with a corresponding reduction in expenditure, offset by receipt of income derived from sale and leaseback of IT equipment
OPERATING EXPENSES (C)	51,594,828	50,910,414	49,708,698	(1,201,716)	Variance mainly driven by timing delays across various programs including; environmental compliance programs, the Yarrawonga drainage study and improvements in delivery of IT services to Council staff. Also savings across other programs including: the Watts Working Better program and the rollout of the Organic Waste program
SURPLUS	2,436,774	2,838,694	3,503,675	664,981	A + B – C

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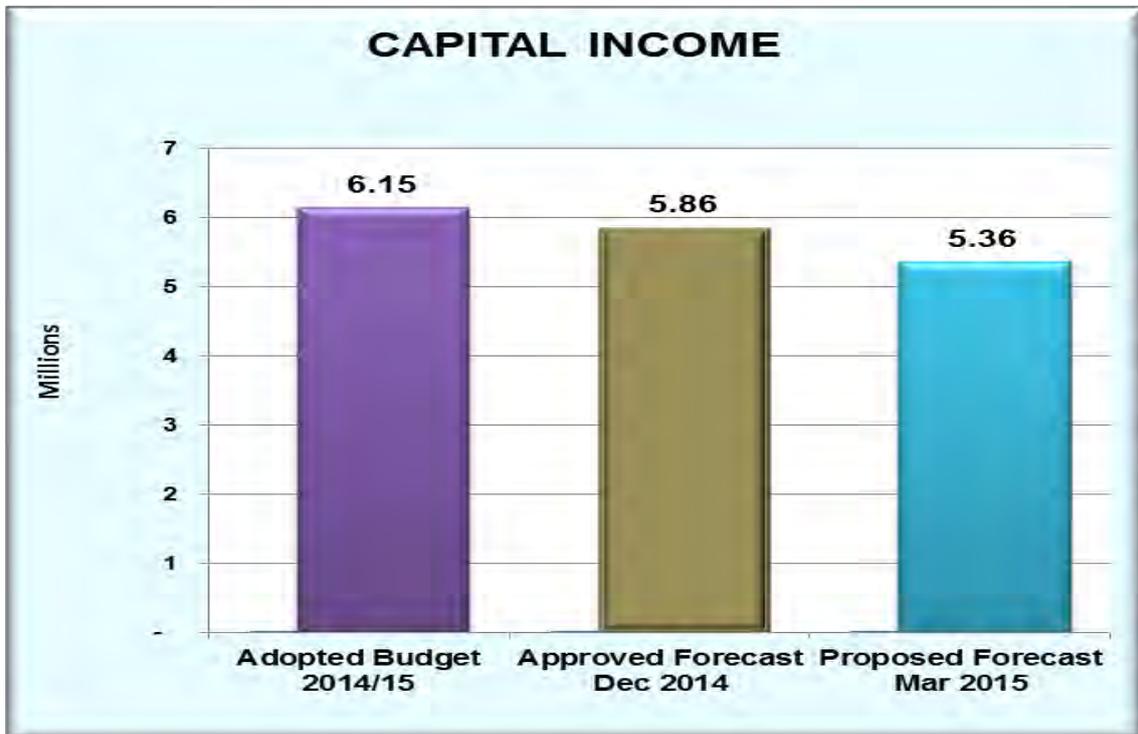
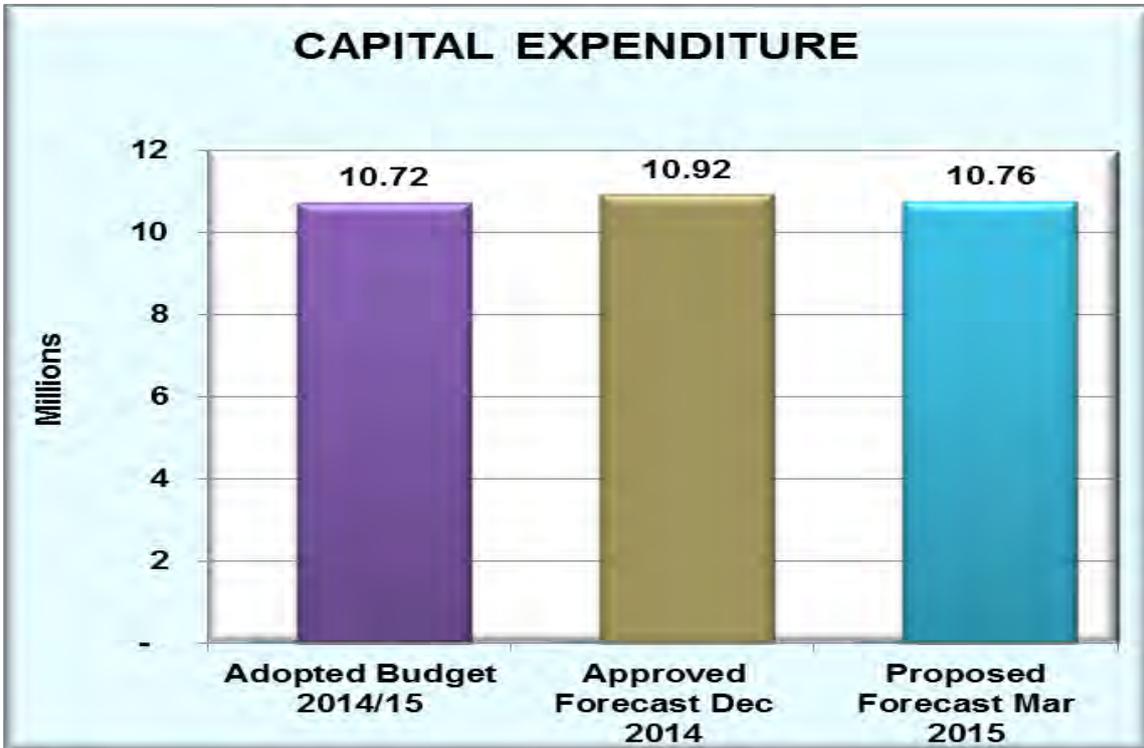
QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)



FILE NO: 180.07.0021
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
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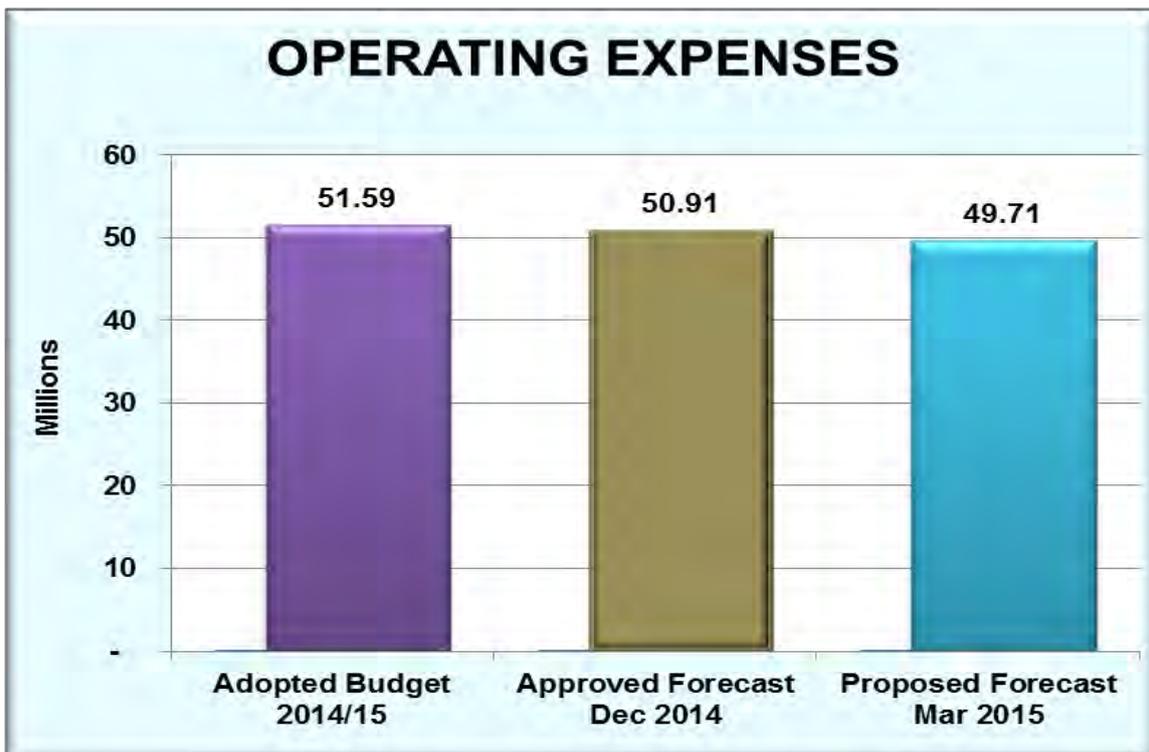
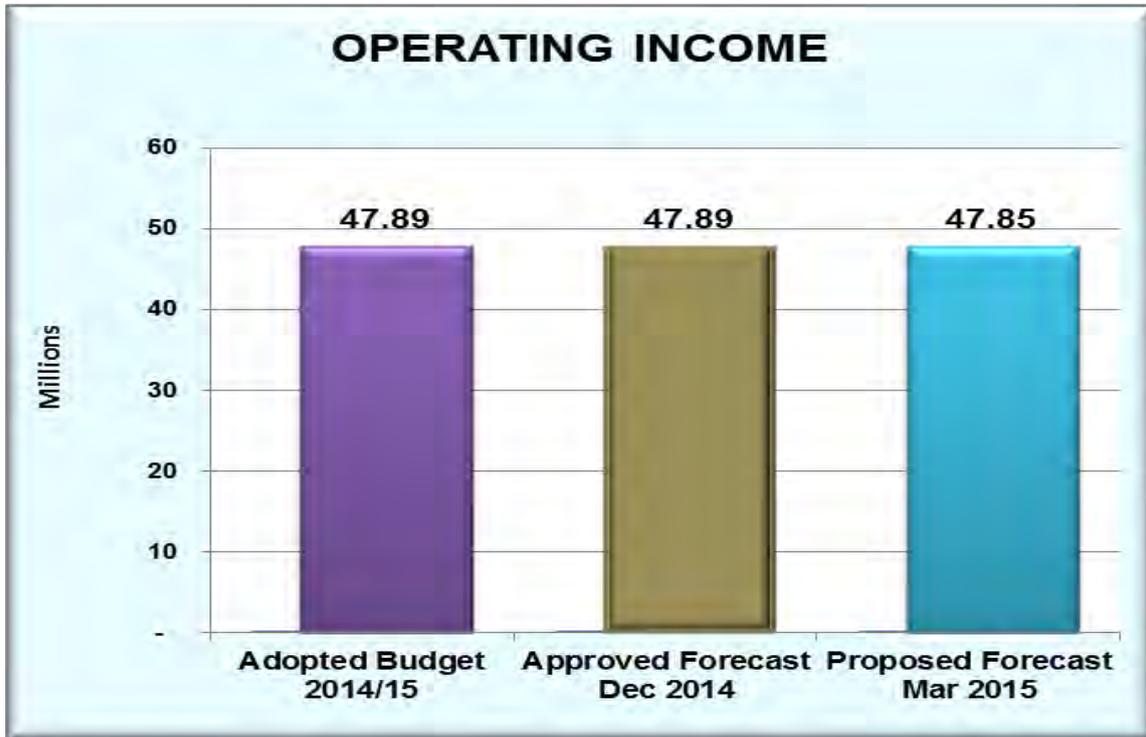
QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)



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3. OUR COMMUNICATIONS AND PROCESSES

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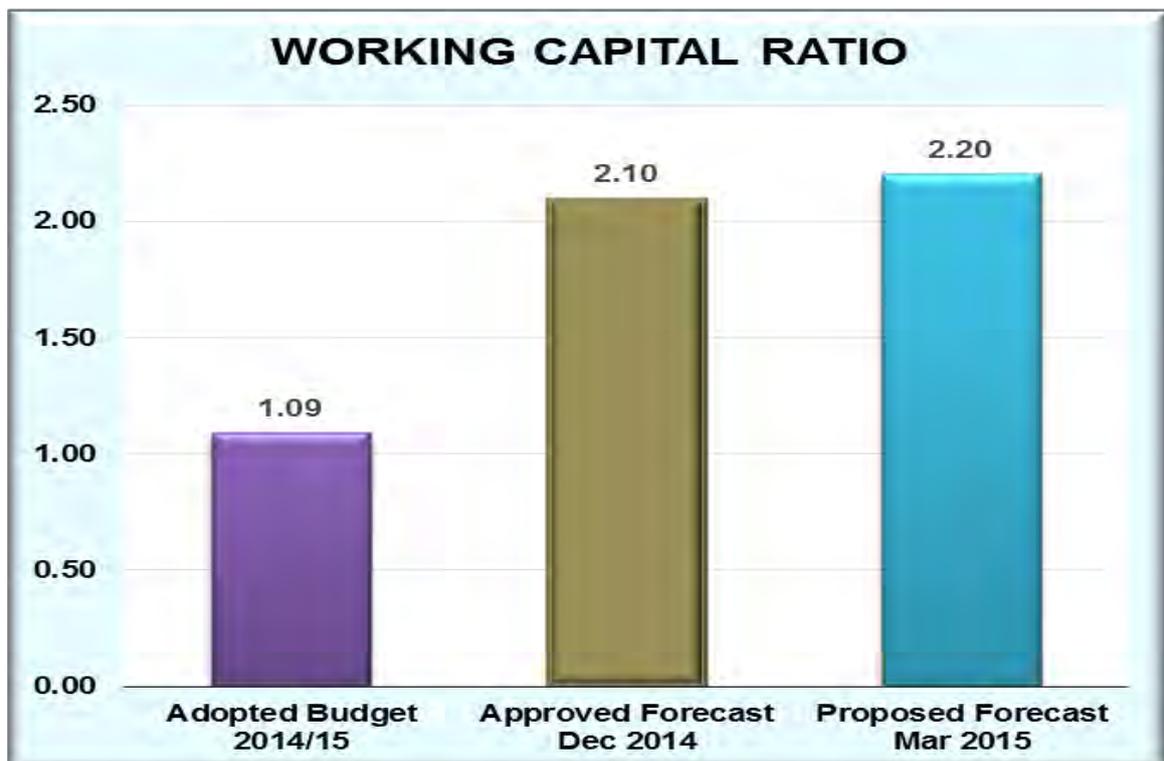
QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)



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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)



FILE NO: 180.07.0021
3. OUR COMMUNICATIONS AND PROCESSESITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)**QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION
REPORT) - MARCH 2015 (cont'd)****2. Discussion****2.1 Summary of changes to projected operating surplus for the 2014/15 financial year**

The surplus for the Proposed Forecast March 2015 is expected to be \$3,503,675 – an increase in the surplus of \$664,981 compared to the approved December 2014 Forecast surplus of \$2,838,694. The major reasons for this increase in the surplus are as follows:

Surplus Approved Dec 2014 Forecast V's Proposed Mar 2015 Forecast	Favourable / (Unfavourable) \$
Surplus – Approved December 2014 Forecast	2,838,694
Decrease in Rates income	(27,433)
Decrease in Capital Income	(528,268)
Decrease in Operating Grants	(225,785)
Income from investments	40,000
Other various variations to Operating Income	204,751
Employee Costs	(10,328)
Material & Services	802,398
External Contract Services	294,238
Other various variations to Operating Expenditure	115,408
Proposed March 2015 Forecast Surplus	3,503,675

Council has a forecast surplus of \$3,503,675. The significant points are as follows:

- a) Decrease in Capital Income – Delay in commencing construction of Cobram Library has resulted in a delay in receiving a capital grant and an error in the 14/15 Adopted Budget resulted in Yarrawonga Showgrounds grant being planned whilst funds had already been received in the 2013/14 financial year.
- b) Decrease in Operating Grants – Timing delays in the receipt of grants for various programs, including environmental compliance programs which are now planned for 2015/16, and grants no longer to be received including grant for Organic Bins & Caddies which has corresponding reductions in expenditure.
- c) Other various variations to Operating Income – Receipt of income derived from the sale and leaseback of IT equipment.
- d) Material & Services – Variance driven by plan carryover of various programs from 2014/15 to 2015/16 financial year and other savings identified across various programs.

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3. OUR COMMUNICATIONS AND PROCESSES

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(ASSISTANT FINANCIAL ACCOUNTANT,
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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

- e) External Contract Services – Variance driven by plan carryover of various programs from 2014/15 to 2015/16 financial year and other savings identified across various programs.
f) Other various variations to Operating Expenditure – Variance driven by savings identified across various programs, including self-funded insurance claims under excess

2.2 Income Statement

Income Statement	Approved Budget 2014/15 \$	Approved Dec 2014 Forecast \$	Proposed Mar 2015 Forecast \$	Variance Dec 2014 Vs Mar 2015 Favourable / (Unfavourable) \$
Income				
Rates	31,901,299	31,461,018	31,433,585	(27,433)
Special Rates	-	-	-	-
Operating Grants	11,215,994	11,430,035	11,204,250	(225,785)
Capital Grants	5,934,400	5,595,536	4,918,428	(677,108)
Capital contributions	170,259	193,259	342,099	148,840
Contributions- cash	93,600	114,998	101,273	(13,725)
Contributions- non - monetary (Donated assets)	200,000	200,000	200,000	-
Reimbursements and Subsidies	49,532	59,822	71,525	11,703
User Charges	2,843,997	2,892,685	2,907,785	15,100
Statutory Fees and Fines	902,116	913,776	913,776	-
Interest	300,000	360,000	400,000	40,000
Other Revenue	410,405	447,566	613,652	166,086
Net Proceeds of Sale of Land Held for Resale	10,000	73,182	64,699	(8,483)
Net Gain on Disposal of Property, Plant & Equipment	-	7,231	41,301	34,070
Income Total	54,031,602	53,749,108	53,212,373	(536,735)
Expenditure				
Employee Costs	18,642,026	18,610,788	18,621,116	(10,328)
Materials & Services	11,423,766	11,229,791	10,427,393	802,398
External Contract Services	6,300,072	5,755,527	5,461,289	294,238
Utilities	968,072	991,972	978,129	13,843
Bad and Doubtful Debts	5,000	5,000	5,000	-
Depreciation	8,740,057	8,740,057	8,740,057	-
Other expenses	4,320,149	4,399,972	4,298,407	101,565
Interest on Borrowings	527,476	527,476	527,476	-
Interest on Unwinding of Discount of Provisions	429,831	429,831	429,831	-
Written Down Value of Infrastructure Replaced	200,000	200,000	200,000	-
Net Loss on Disposal of Property, Plant & Equipment	18,379	-	-	-
Share of Net Loss of Associated Entity	20,000	20,000	20,000	-
Expenditure Total	51,594,828	50,910,414	49,708,698	1,201,716
Operating Result	2,436,774	2,838,694	3,503,675	664,981

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ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

2.3 Statement of Cash Flow

Statement of Cash Flows	Adopted Budget 2014/15 \$	Approved Dec 2014 Forecast \$	Proposed Mar 2015 Forecast \$	Variance Dec 2014 Vs Mar 2015 Favourable / (Unfavourable) \$
Net cash flows provided by operating activities	12,104,497	12,104,289	12,581,469	477,181
Net cash flow used on investing activities	(10,863,563)	(11,025,464)	(10,830,379)	195,085
Net cash flows provided by financing activities	(862,565)	(873,097)	(873,097)	-
Net change in cash held	378,369	205,728	877,993	672,266
Cash at the beginning of the year	6,929,498	14,438,149	14,438,149	-
Cash at the end of the year	7,307,867	14,643,877	15,316,142	672,266

2.4 Balance Sheet

Balance Sheet	Adopted Budget 2014/15 \$	Approved Dec 2014 Forecast \$	Proposed Mar 2015 Forecast \$	Variance Dec 2014 Vs Mar 2015 Favourable / (Unfavourable) \$
Current Assets	11,848,660	19,121,911	19,858,076	736,165
Non-Current Assets	593,884,432	501,554,307	501,393,292	(161,015)
Total Assets	605,733,092	520,676,218	521,251,368	575,150
Current Liabilities	10,852,896	9,103,221	9,013,391	89,831
Non-current Liabilities	12,015,960	14,070,270	14,070,270	-
Total Liabilities	22,868,856	23,173,492	23,083,661	89,831
Equity	582,864,236	497,502,726	498,167,707	664,981

FILE NO: 180.07.0021
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
(ASSISTANT FINANCIAL ACCOUNTANT,
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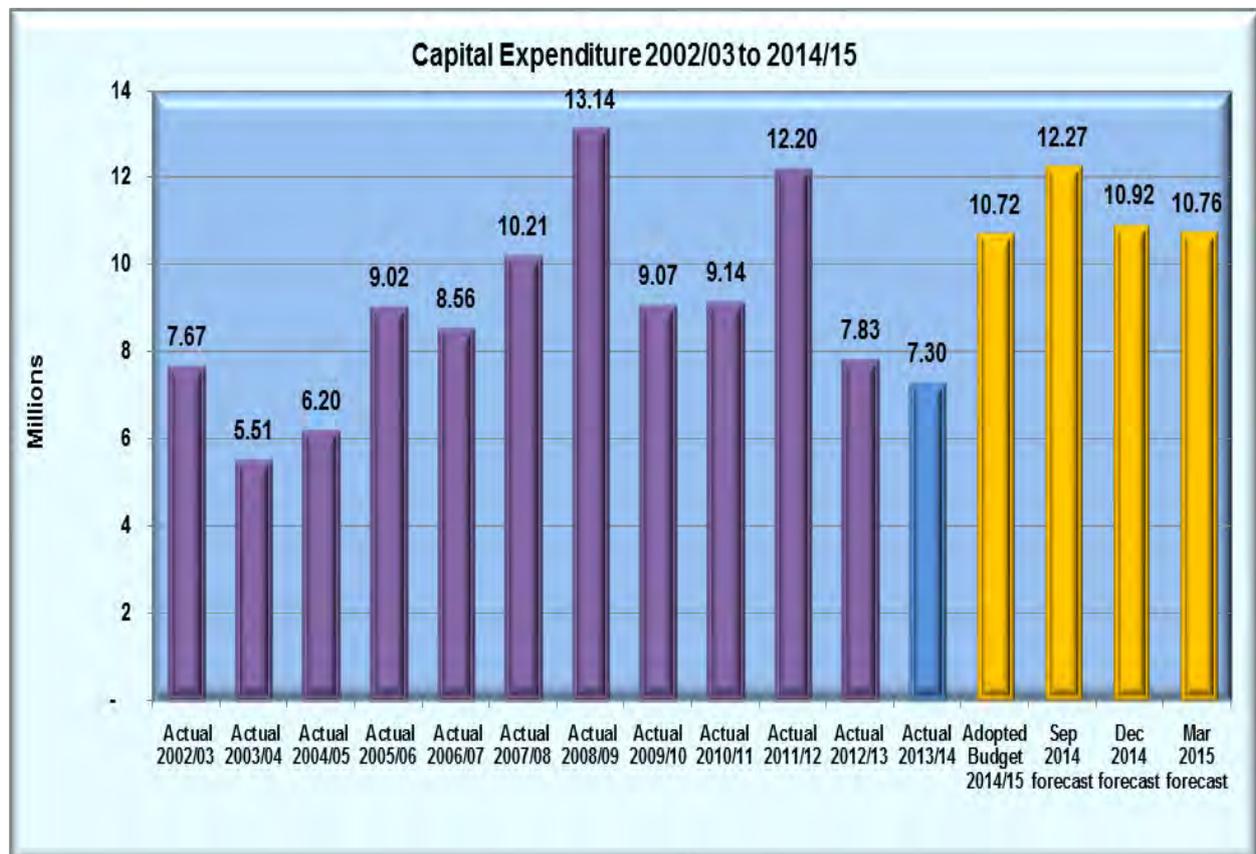
QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

2.5 Capital

	Approved Budget 2014/15 \$	Approved Dec 2014 Forecast \$	Proposed Mar 2015 Forecast \$	Variance Dec 2014 Vs Mar 2015 Favourable / (Unfavourable) \$
Total capital income	(6,146,409)	(5,856,155)	(5,361,957)	(494,198)
Total capital expenditure	10,720,189	10,919,634	10,758,619	161,015
Grand Total	4,573,780	5,063,479	5,396,662	(333,183)

2.6 Capital expenditure

Historical expenditure on capital works:

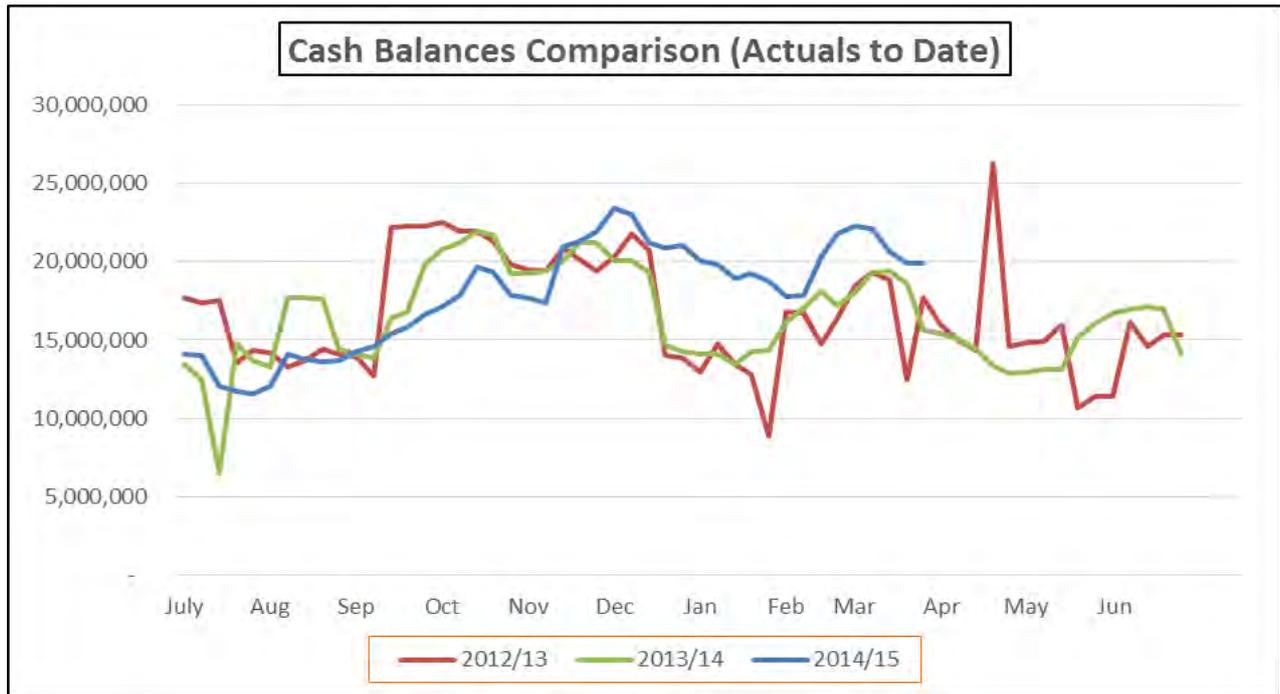


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3. OUR COMMUNICATIONS AND PROCESSES

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**QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION
REPORT) - MARCH 2015 (cont'd)**

2.7 Cash Balances



This graph represents the balance of cash assets which comprises cash at bank and on hand plus investments. The balance of cash assets remains in a sound position at \$19.9 million as at 31 March 2015.

2.8 Working Capital

Working capital equals current assets (assets which can be turned into cash within one year) less current liabilities (amounts owing by Council which need to be paid within one year).

The working capital is projected to be \$10.8 million as at 30 June 2015. This would result in a working capital ratio of 2.2 which is above the low risk sustainability indicator of the Victorian Auditor-General's Office of better than 1.5. Council will continue to work hard to reduce expenditure and increase income to meet the VAGO ratio benchmark.

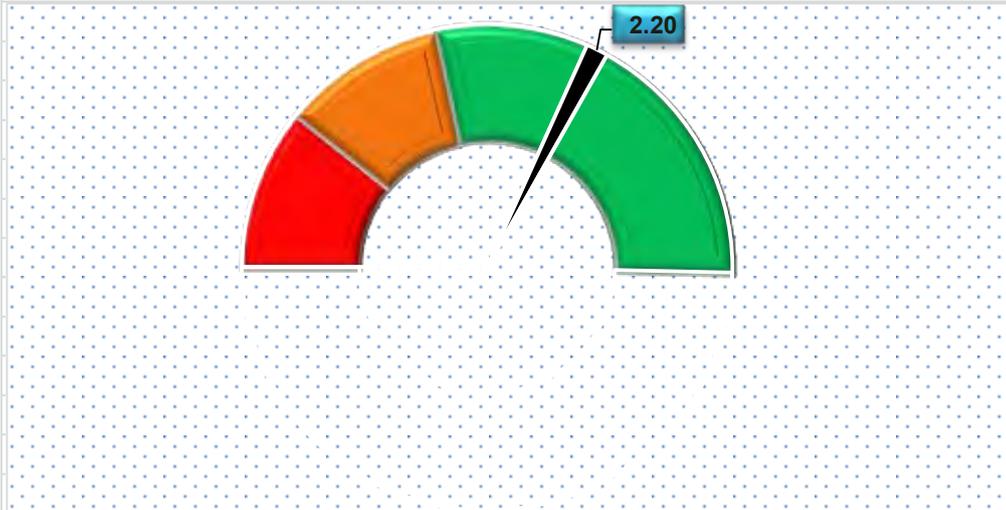
The long term financial plan model indicates that the working capital ratio (presently 2.2) will continue to meet the VAGO requirement.

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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

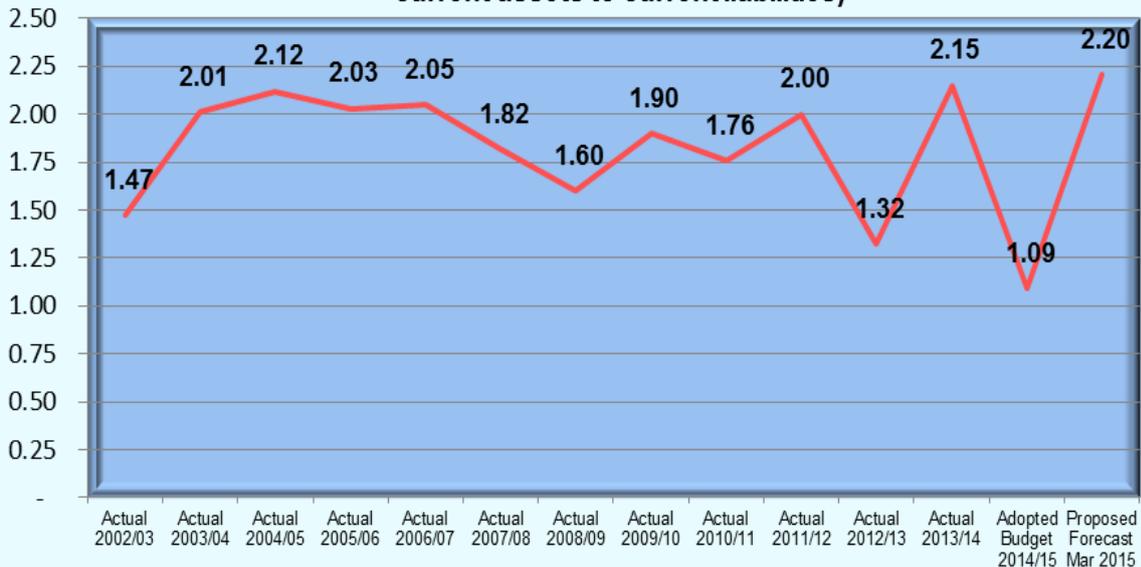
Liquidity (working capital ratio) (Low risk: >1.5)



Speedometer Indicators	Levels
High	< 1.0
Medium	1.0 - 1.5
Low	> 1.5

Working Capital Ratio

(ability to pay existing liabilities in the next 12 months. It is the ratio of current assets to current liabilities)



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3. OUR COMMUNICATIONS AND PROCESSES

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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

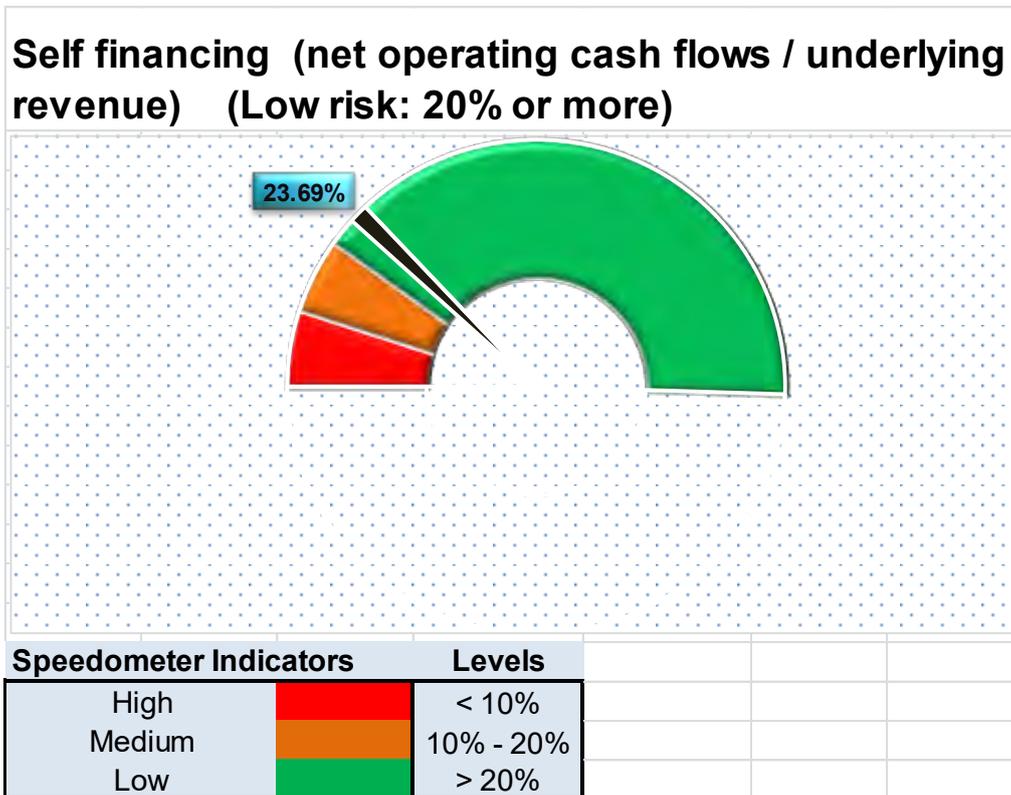
2.9 Financial Risks

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

Capital Works

Council's capital works need to be managed prudently to strengthen Council's financial position and ensure Council meets all the low risk financial sustainability indicators as specified by the Victorian Auditor-General's Office.

Self-financing indicator measures the ability to replace assets using cash generated by the entity's operations.

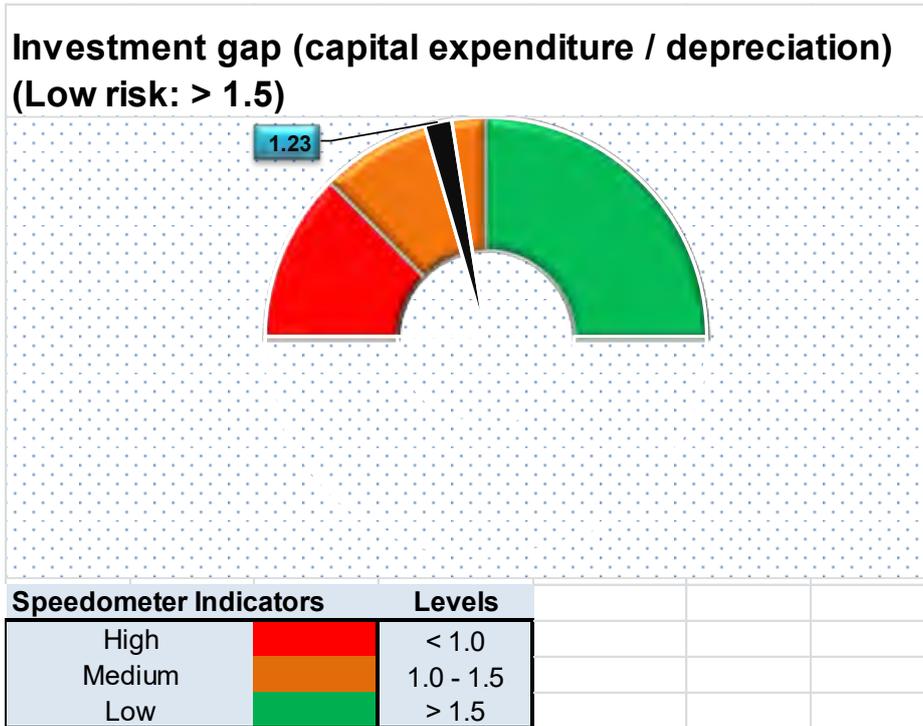


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3. OUR COMMUNICATIONS AND PROCESSES

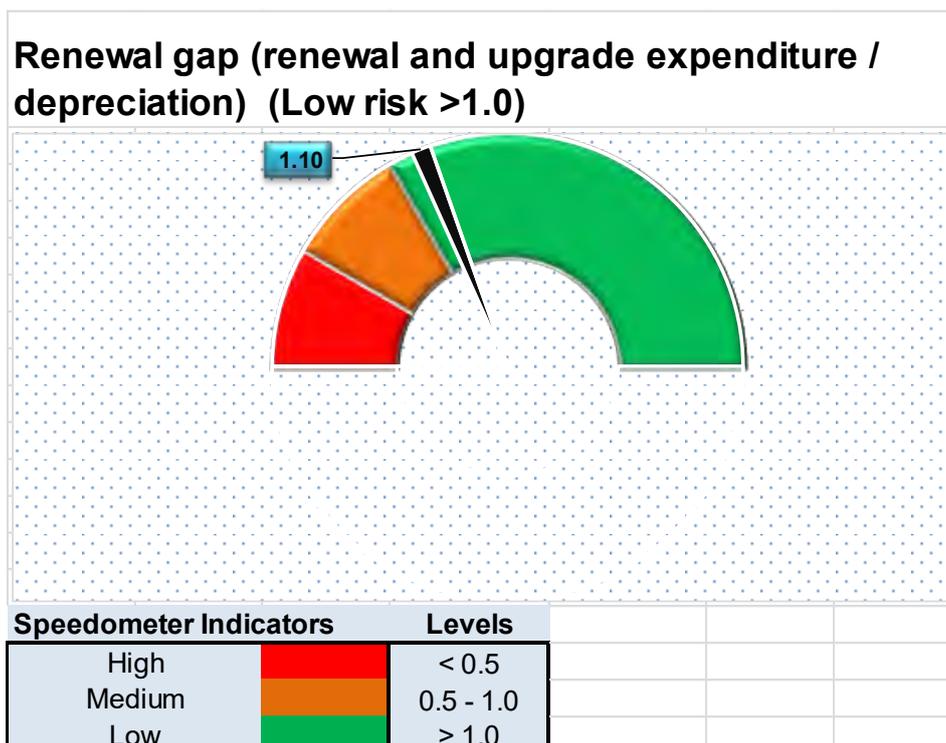
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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

Investment gap indicator compares the rate of spending on infrastructure with its depreciation.



Renewal gap indicator compares the rate of spending on existing assets through renewing, restoring and replacing existing assets with depreciation.



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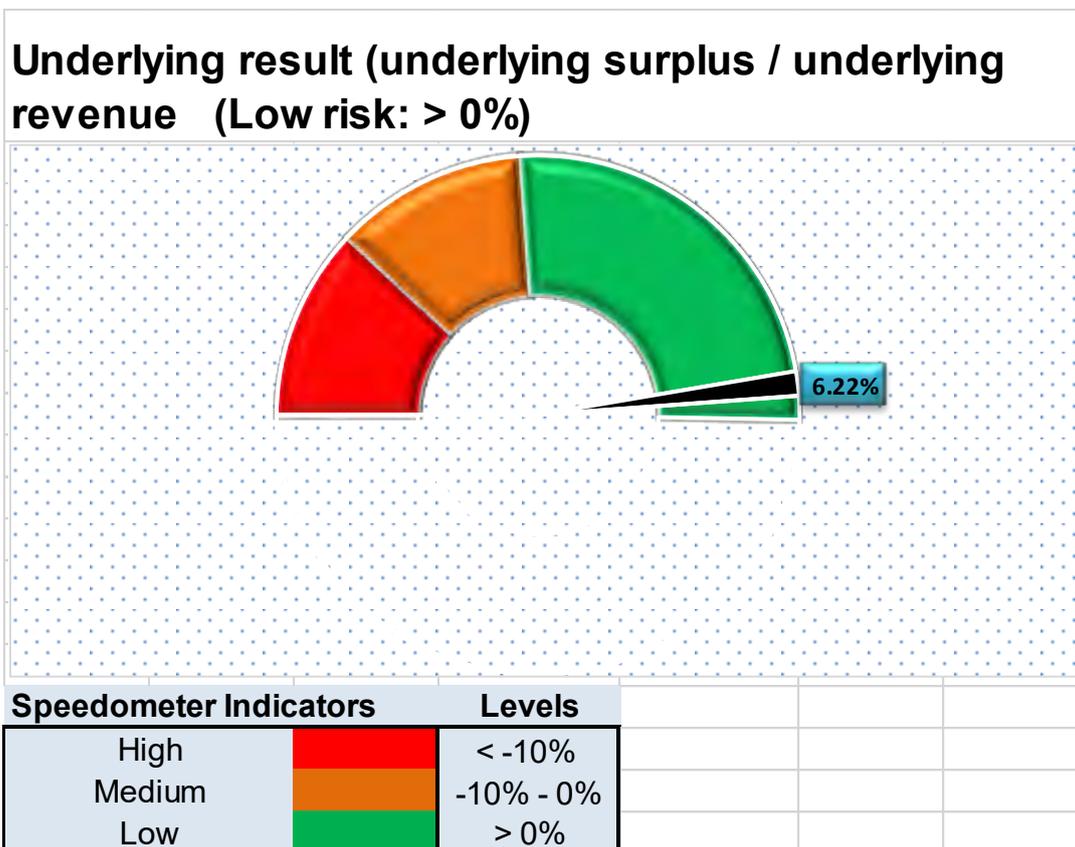
QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

Grant Income

Council has a significant level of government grants - \$16.1 million. These grants underpin several capital works projects and operating programs, all of which are of importance to the community. Capital grants, for 2014/15, total \$4.9 million and operating grants \$11.2 million. Due to the current cash-strapped position of the Government there is a declining trend of Grants as a proportion of the total income. The continuation of this level of funding will be monitored closely and to actively look for more income streams.

Underlying Result (VAGO definition)

In essence, the underlying result is the operating result after eliminating non-cash capital income, which is contributed assets from developers. Projected for 2014/15 this financial indicator is 6.22% and therefore well above the VAGO target of greater than zero.



Indebtedness (Total long term liabilities / Own source revenue)

This ratio measures the ability for Council to pay its liabilities from its own sources of income, which excludes all grants and contributions. Council's long term liabilities include loans and Council's obligation to rehabilitate landfills.

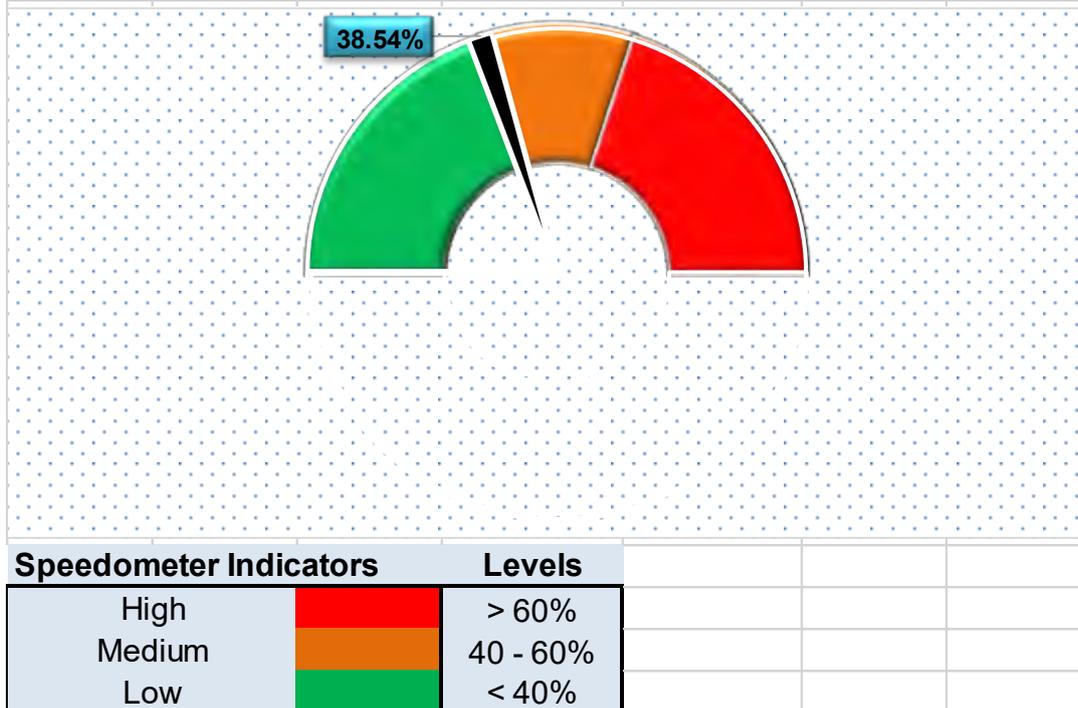
To be in the low financial risk category VAGO suggests that the ratio be 40% or lower. Council's ratio is currently 38.79% and reduces gradually as Council's does not plan to avail of new loans.

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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

Indebtedness (Non-current liabilities / Own source revenue) (Low risk: 40% or lower)



2.10 Underlying Financial Position Report

Review of the Underlying Financial Position shows that Council has an underlying surplus of \$35,245 for 2014/15. The main adjustment taken up is to remove non-recurrent Capital Grant Income of \$3,468,430. There are no other extraordinary or non-recurrent events included in Council's budget for this year. It is, however, important to note that Developer Contributions for the previous 3 years averaged \$1.2M per year in income and that for 2014/15 an estimate of \$200,000 has been included as it is difficult to quantify an amount until later in the year. Therefore, it is possible that at the end of the year the underlying result may well be close to breakeven based on an average level of Developer Contributions being received.

3. Community Consultation

The Council's March 2015 budget review is provided for public viewing in accordance with Council's open and transparent governance policy.

4. Internal Consultation

The following members of staff were consulted:

- Corporate Management Team
- All Managers
- Team Leader - Financial Accountant
- Financial Accountant

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3. OUR COMMUNICATIONS AND PROCESSES

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QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION REPORT) - MARCH 2015 (cont'd)

5. Legislative / Policy Implications

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

In accordance with Section 138 of the Local Government Act 1989, at least every three months the Chief Executive Officer must ensure a statement comparing the budgeted revenue and expenditure for the financial year with actual revenue and expenditure to date is presented to the Council.

6. Environmental Sustainability

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

7. Conflict of Interest Considerations

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

8. Conclusion

The projected cash position is \$15.3 million as at 30 June 2015.

An operating surplus of \$3.5 million is forecast as at 30 June 2015.

A capital works program of \$10.8 million is currently forecast to be delivered as at 30 June 2015.

Council's underlying financial position shows a surplus of \$35,245 as at 30 June 2015.

Council financial position has continued to improve as represented in the financial statements and VAGO indicators.

Attachments

- 1 Underlying Position Report March 2015

RECOMMENDATION

That Council notes and approves the projections for the 2014/15 financial year contained in the March 2015 Quarterly Budget Review.

FILE NO: 180.07.0021
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 9.1.3
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**QUARTERLY BUDGET REVIEW (INCORPORATING THE UNDERLYING POSITION
REPORT) - MARCH 2015 (cont'd)**

MOTION

CRS ED COX / BRIAN KEENAN

That Council notes and approves the projections for the 2014/15 financial year contained in the March 2015 Quarterly Budget Review.

(CARRIED)

Moira Shire Council

Comprehensive Income Statement analysis excluding "Extraordinary and Non-Recurrent Capital Income"

Units in \$

	2011/12		2012/13		2013/14		2014/15 - Forecast Mar 15		Comments
	As per Financial Stmt	Revised Income Statement	As per Financial Stmt	Revised Income Statement	As per Financial Stmt	Revised Income Statement	As per Mar 15 Forecast	Revised Income Statement	
Income									
Fees and Charges	25,508,316	25,506,316	27,691,718	27,691,718	28,916,674	28,916,674	31,433,565	31,433,565	
Special Rates	20,973	30,973	-	-	-	-	-	-	
Grants - Operating (recurrent)	10,634,386	8,424,206	8,597,251	8,597,251	4,885,642	9,459,459	11,204,260	10,696,550	Smoothing the advance payments received in June month relating to the next financial year.
Grants - Operating (non-recurrent)	7,870,743	1,670,743	1,569,451	(29,245,251)	17,230,038	(15,813,113)	-	-	Flood Emergency related funding.
Grants - Capital	4,273,844	1,777,949	1,991,821	(3,754,282)	4,189,885	(2,788,886)	4,918,428	1,787,689	Only Roads to Recovery Grants are Recurrent
Contributions - cash	952,135	952,135	307,942	307,942	583,943	583,943	443,372	443,372	Estimate used for Budget - actuals could amount to \$500k
Contributions - non-monetary assets	1,186,608	1,186,608	836,038	836,038	2,015,041	2,015,041	300,000	300,000	Estimate used for Budget - actuals could amount to more than a \$1 million
Reimbursements and Subsidies	151,628	151,628	86,526	86,526	89,991	89,991	74,626	74,626	
User Fees	2,549,689	2,549,689	2,729,289	2,729,289	2,729,841	2,729,841	2,907,785	2,907,785	
Statutory Fees and Fines	910,338	910,338	883,170	883,170	892,152	892,152	913,776	913,776	
Interest	775,086	775,086	674,568	674,568	525,679	525,679	400,000	400,000	
Net gain on disposal of asset held for sale	-	-	182,385	182,385	-	-	64,699	64,699	
Net Gain on Disposal of Property, Plant & Equipment	-	-	-	-	-	-	41,307	41,307	
Recognition of assets under Council control	-	-	-	-	-	-	-	-	
Share of net profit of investments in Associates	-	-	-	-	-	-	-	-	
Share of net profit of investments in Associates	-	-	-	-	-	-	-	-	Previously unrecognised assets Budgeted for loss but Associate company could report a profit of \$50k
Corporation	58,794	58,794	45,459	45,459	33,254	33,254	-	-	
- Goulburn Valley Regional Library	-	-	-	-	-	-	-	-	
- Moira Arts and Culture Inc	151,178	151,178	425,374	425,374	13,251	13,251	613,652	613,652	
Other	55,050,380	44,144,524	82,550,441	45,845,002	66,888,252	19,580,863	63,212,373	49,743,943	
Total Income	55,050,380	44,144,524	82,550,441	45,845,002	66,888,252	19,580,863	63,212,373	49,743,943	
Expenses									
Employee Costs	17,247,804	17,063,603	16,563,788	16,115,970	17,489,593	(258,888)	18,621,116	18,621,116	
Materials and Services	10,096,445	7,595,003	43,448,885	9,609,016	13,882,710	(3,359,461)	10,427,393	10,427,393	
Loss on disposal of infrastructure assets	-	-	3,836,982	(3,836,982)	2,287,179	(2,287,179)	-	-	Flood Emergency related expenditure
Work in Progress expensed	-	-	2,352,826	(2,352,826)	-	-	-	-	WIPV of infrastructure replaced
External Contract Services	5,287,544	4,577,507	8,127,408	4,990,664	11,179,423	(6,316,863)	5,461,289	5,461,289	Flood Emergency related expenditure
Utilities	901,899	901,390	1,034,778	1,030,285	1,219,437	(3,437)	978,129	978,129	Flood Emergency related expenditure
Bad and Doubtful Debts	10,750	10,750	11,120	11,120	-	-	5,000	5,000	Depreciation due to correction of life and unit rate of Road Asset amounting to \$1.771 million has been divided equally back to three years.
Depreciation	8,149,422	8,535,962	8,888,269	9,074,803	9,725,604	(781,200)	8,740,057	8,740,057	
Interest on Borrowings	663,770	663,770	649,282	649,282	587,100	587,100	527,476	527,476	
Provisions	449,991	449,991	276,228	276,228	265,407	265,407	429,631	429,631	
Work in Progress expensed in current year	70,948	70,948	30,950	30,950	-	-	-	-	
Small Plant Written off	48,503	48,503	13,156	13,156	-	-	-	-	
Fair Value Adjustment of Intangible Asset	286,309	366,309	29,222	29,222	108,565	108,565	-	-	
Net loss on Disposal of Property, Plant & Equipment	10,696	10,696	5,241	5,241	130,832	130,832	-	-	
Other Expenses	3,086,328	3,800,028	3,895,155	3,873,340	4,876,053	(8,654)	4,298,407	4,298,407	Flood Emergency related expenditure
Written Down Value of Infrastructure	-	-	-	-	-	-	200,000	200,000	
Replacement cost of investments in Associates	-	-	-	-	-	-	20,000	20,000	
Share of net loss of investments in Associates	-	-	-	-	-	-	-	-	
Total Expenses	47,130,214	44,114,549	89,061,248	45,703,261	60,552,643	(13,515,570)	49,708,698	49,708,698	
Surplus / (Deficit) for the year	7,920,166	(7,970,025)	(6,510,807)	(6,510,807)	(6,435,609)	(6,065,293)	(3,505,675)	(3,465,430)	
Other Comprehensive Income									
Net asset revaluation increment (decrement)	(14,117,024)	(14,117,024)	26,886,387	26,886,387	(94,437,654)	(94,437,654)	-	-	
Total Comprehensive Result	(6,196,858)	(14,087,049)	20,374,580	27,128,128	(98,002,046)	(93,067,338)			

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.4
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2015

1. Executive Summary

Financial Highlights and Overview – Key Points

- Current Cash & Cash Equivalents balance as at 30 April 2015 is \$15,734,362
- Operating Grants and Capital Grants are being received as forecast, fourth instalment of Victorian Grants Commission payment \$2.4M to be received in May 2015 and Roads to Recovery payment of \$1.7M also expected to be received in May 2015
- Other Revenues includes Waste Charges and Environmental Levy of \$5.1M, which is recognised when levied at the beginning of the financial year
- Rates and Charges collection is progressively maintained and is running as expected, fourth and final payments to be collected by 31 May 2015
- Investments at the end of March are \$15.2M and are being monitored to derive the best result
- Debtors are being rigorously followed-up and are at acceptable levels, the percentage of debtors greater than 30 days is 3.3% of total debtors
- Capital Expenditure is being monitored to meet target, expenditure year to date is at \$6.9M, with further outstanding commitments of \$2.0M. Key projects nearing completion include: Cobram CBD Streetscape, Thompsons Beach and Cobram Landfill Rehabilitation and will require full budget allocation of \$10.9M and are on track for completion by 30 June 2015
- All non-cash items (including Developer Contributions) to be calculated/recalculated as part of end-of-year balance sheet adjustments
- Forecast end of year surplus is on track, as confirmed in the proposed March Quarter Budget Review

2.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.4
(ASSISTANT FINANCIAL ACCOUNTANT,
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(GENERAL MANAGER - CORPORATE,
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FINANCIAL POSITION REPORT AS AT 30 APRIL 2015 (cont'd)

Background and Options

Moira Shire Council				
Funding Analysis Summary - April 2015				
Operating Income Statement	Ref	Budget 14/15	Dec 14/15 Forecast	Actuals YTD April 14/15
Income				
Operating Grant		(11,215,994)	(11,430,035)	(8,785,547)
Operating Contributions		(93,600)	(70,426)	(40,568)
Reimbursements		(49,532)	(59,822)	(67,081)
Statutory Fees & Fines		(883,576)	(883,776)	(811,376)
User Charges		(2,637,997)	(2,686,336)	(1,886,941)
Other Revenues (incl. Waste Charges & Environmental Levy)		(6,723,275)	(6,357,089)	(6,455,068)
Interest Income		(300,000)	(360,000)	(355,537)
Net Proceeds - Land for resale		(10,000)	(73,182)	(64,700)
Total Income		(21,913,974)	(21,920,666)	(18,466,819)
Expenditure				
Employee Costs		18,604,226	18,610,788	14,258,733
Contractors		6,300,072	5,755,527	4,016,627
Materials & Services		11,461,566	11,229,791	7,335,614
Utilities		968,072	991,972	730,766
Other Expenses		4,320,149	4,399,972	3,322,040
Interest on Borrowings		527,476	527,476	447,180
Bad & Doubtful Debts		5,000	5,000	-
WDV of Disposal of Assets		60,129	60,129	19,663
Total Expenditure		42,246,690	41,580,655	30,130,623
Net Operational (Inflow) / Outflow		20,332,716	19,659,989	11,663,803
Net Operational (Inflow) / Outflow		20,332,716	19,659,989	11,663,803
Funding available through				
Rates and charges		25,812,968	25,832,416	24,973,400
Rate funds available for Capital Projects	A	5,480,252	6,172,427	13,309,597
Capital Expenditure		10,720,189	10,891,595	6,909,868
Capital External funding		(6,146,409)	(5,856,155)	(2,608,046)
Net Council Funding of Capital Projects	B	4,573,780	5,035,440	4,301,822
Surplus of Rate Funds after funding Capital Projects	A - B	906,472	1,136,987	9,007,775
Equity Inflow / (Outflow)		(829,560)	(829,560)	(686,313)
Net Rate Funds Surplus / (Shortfall)		76,912	307,427	8,321,462

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3. OUR COMMUNICATIONS AND
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ITEM NO: 9.1.4
(ASSISTANT FINANCIAL ACCOUNTANT,
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(GENERAL MANAGER - CORPORATE,
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FINANCIAL POSITION REPORT AS AT 30 APRIL 2015 (cont'd)

	Budget 14/15	Dec 14/15 Forecast	Actuals YTD April 14/15
Funds available through			
Rates and charges	25,812,968	25,832,416	24,973,400
Rate funds available for Capital projects	5,480,252	6,172,427	13,281,533
Capital Outflow	10,720,189	10,891,595	6,909,868
Capital Inflow	(6,146,409)	(5,856,155)	(2,608,046)
Net Council Funding required for Capital Projects	4,573,780	5,035,440	4,301,822

	Budget 14/15	Dec 14/15 Forecast	Actuals YTD April 14/15
Equity Inflow / (Outflow)			
Repayment of Loans	829,560	829,560	686,313
Fund from Equity reserves for Capital carryover		-	
Net Rate Funds Surplus / (Shortfall)	76,912	307,427	8,293,412
Reconciliation with Income Statement			
Net Rate Funds Surplus / (Shortfall)	76,912	307,427	8,293,412
Eliminate Balance Sheet items			
Repayment of Loans	829,560	829,560	686,313
Fund from Equity reserves for Capital carryover	-	-	-
Capital Expenditure Capitalised as Assets	10,720,189	10,891,595	6,926,452
Accounting for Non-cash items			
Depreciation Expense and amortisation	(8,740,057)	(8,740,057)	(7,283,381)
Share Profit/Loss Associated Entity	(20,000)	(20,000)	-
Landfill - Interest Unwinding Discount	(429,831)	(429,831)	-
WDV of Infrastructure Replaced	(200,000)	(200,000)	-
Contributions - Non-Monetary Assets	200,000	200,000	-
Income Statement Surplus / (Deficit)	2,436,773	2,838,694	8,622,796

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

Quarterly Cash Position - Projection as at 30 June 2015	
	\$
Cash and Cash equivalents as per Balance Sheet - 30 Apr 2015	15,734,362
Confirmed inflow/(outflow) recorded in the books of accounts as of date	
Creditors - invoices registered in the system	(492,316)
Payroll [average payroll payout amount \$650k per FN]	(2,600,000)
Fire Services levy - due to SRO [net of Creditors & Debtors]	(105,959)
Loan installment due for the quarter	(138,025)
Estimated future (outflows) and inflows up to 30 June 2015	
Creditors - estimated quarterly payout	(7,000,000)
Rates	5,545,354
Capital Grants	2,524,006
Operating Grants	2,870,062
Projected Cash Balance as at 30 June 2015	16,337,485
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	(1,262,937)
Long Service leave	
Current	(1,651,139)
Non-current	(229,920)
Trust Funds and Deposits	(567,975)
Unexpended Grants [estimated for the year end]	(750,000)
Projected Cash Balance (less Restricted Cash) as at 30 June 2015	11,875,514

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.4
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

Rates & Other Debtors Report - April 2015			
General Rates & Charges	Apr-14	Apr-15	Year on Year Variance
Rates & Charges Levied	28,905,927	31,388,630	2,482,703
Collection to Date	(21,873,653)	(24,266,039)	(2,392,386)
Rate Debtors Outstanding	7,032,274	7,122,591	90,317
No. of Rateable Assessments	17,075	17,547	472
Rateable Valuation C.I.V	4,771,171,600	5,002,393,000	231,221,400
Special Scheme Debtors	Mar-15	Apr-15	Monthly Variance
Balance Outstanding	23,645	23,494	151
Sundry Debtors	Mar-15	Apr-15	Monthly Variance
Current	302,263	505,002	(202,739)
30 Days	181,310	280,723	(99,413)
60 Days	1,824	4,132	(2,308)
90 Days	804	0	804
> 90 Days	56,800	22,625	34,175
Total	543,001	812,482	(269,481)
Infringements	Mar-15	Apr-15	Monthly Variance
Balance Outstanding	157,681	155,587	2,094

3. Financial Implications

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

4. Risk Management

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

5. Internal and External Consultation

The following members of staff were consulted:

- General Manager – Corporate;
- Finance Manager;
- Team Leader, Financial Accountant;
- Finance Analysts;
- Team Leader, Revenue & Property Services;
- 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.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.4
(ASSISTANT FINANCIAL ACCOUNTANT,
ANDREW WILSON)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

6. Regional Context

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

7. Council Plan Strategy

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

8. Legislative / Policy Implications

The report complies with:

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

9. Environmental Impact

There are no environmental impacts associated with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

Council's financial position as at 30 April 2015 is satisfactory, but it must continue to be managed prudently, particularly in the areas of capital income, capital expenditure and operational growth, for this situation to be maintained.

Attachments

Nil

RECOMMENDATION

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

MOTION

CRS ED COX / BRIAN KEENAN

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

(CARRIED)

FILE NO: F15/131
2. COMMUNITY

ITEM NO: 9.1.5
(GRANTS COORDINATION OFFICER,
CLAIRE MILNE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ARTS AND CULTURE SMALL GRANTS SCHEME APRIL 2015

Executive Summary

Council received 11 applications totalling \$21,124.95 in requested funding for the Arts and Culture Small Grants April 2015.

An assessment of these applications in line with the funding guidelines for this program has recommended funding to 10 projects in the amount of \$18,109.00.

The panel consisted of the following representatives:

- Manager Community Development
- Arts Culture Officer
- Grants Coordination Officer
- MAC Inc. Board Members (3)

The projects recommended for funding is listed below.

2. Background and Options

The following 10 community projects are recommended for Arts and Culture Small Grants Scheme funding by the Grants Review Panel:

Organisation	Project	Amount
Yarrowonga & Border CWA	100 Voices Shouting Loud	\$2,000.00
Cobram Community House Inc. Quilters Club	Cobram Quitters Club 10th Biennial Exhibition	\$2,000.00
Cobram Cemetery Trust	Cobram Cemetery Historical Walks	\$1,409.00
Rotary International - Cobram Rotary	Big Band Concert	\$2,000.00
Nathalia District Community Association Inc - Auspice for Simon Marks	Simon Marks Collective	\$2,000.00
Katamatite Primary School Parents and Friends	Statues by the Creek	\$1,500.00
Wunghnu Advancement Group Inc.	Miss Ewey's Refurbishment	\$2,000.00
Ignite Life Church	Captain Eric's Amazing Puppet Show	\$1,400.00
Parents and Friends Association Yarrowonga College P-12	Community Workshop Cultural experience	\$2,000.00

FILE NO: F15/131
2. COMMUNITY

ITEM NO: 9.1.5
(GRANTS COORDINATION OFFICER,
CLAIRE MILNE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ARTS AND CULTURE SMALL GRANTS SCHEME APRIL 2015 (cont'd)

Beautify Barmah Sub/C Barmah Hotel Social Club	Indigenous Creation Story	\$1,800.00
	Total	\$18,109.00

3. Financial Implications

Council had allocated \$22,500.00 for funding of an Arts and Culture Small Grants Scheme to be run in 2014/2015.

Following assessment of the applications submitted for the Arts and Culture Small Grants Scheme a total of \$18,109.00 is recommended by the grants review panel to be allocated to projects and events as listed in the above section of this report.

All successful recipients of funding will be required to follow Council's procurement guidelines.

The remaining funds from this grant round will remain with Council.

4. Risk Management

The Arts and Culture Small Grants Scheme addresses risk management by:

- Ensuring a financial agreement and process is in place before funding is provided.
- Clearly identifying both the recipients and Council's responsibilities in the signed funding agreement between Council and the funding recipient.
- Ensuring documents (e.g. funding applications and funding agreements) outline the responsibilities of applicants in terms of occupational health and safety and risk management.
- Ensuring an evaluation process is in place for the delivery of the funded community projects and events.

5. Internal and External Consultation

Internal consultation has taken place with the grant review panel meeting. Separate to these meetings, officers who have regular contact with applicants or those who can provide relevant technical advice regarding projects were contacted for feedback.

Throughout the application advertising period, Council officers assisted potential applicants with their applications as requested.

Following Council's adoption of this report, all applicants will be notified by letter of the outcome of their application and those unsuccessful will be encouraged to contact Council's Community Services Office for feedback on their unsuccessful applications.

6. Regional Context

One of the roles of Local Government is to provide for community development and support economic development.

FILE NO: F15/131
2. COMMUNITY

ITEM NO: 9.1.5
(GRANTS COORDINATION OFFICER,
CLAIRE MILNE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ARTS AND CULTURE SMALL GRANTS SCHEME APRIL 2015 (cont'd)

Whilst the Arts and Culture Small Grants Scheme is targeted at local community groups within the Moira Shire, this program contributes to the improved liveability of the municipality which is promoted regionally.

7. Council Plan Strategy

The Arts and Culture Small Grants Scheme supports the 2013/14- 2016/17 Council Plan strategic goal of:

2. Community

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

In particular, the Arts and Culture Small Grants help to achieve the following strategies:

2.6 *Provide quality facilities, open spaces and programs to increase participation and cater for the communities' needs and interests through the delivery of a grants program.*

2.7.2 *Recognise and enhance Moira's diverse cultural and indigenous heritage through events and programs supporting the arts, traditions and history.*

3. Legislative / Policy Implications

The Arts and Culture Small Grants applications have been assessed in accordance with the Moira Shire Community and Events Grants policy and the Arts and Culture Small Grants Scheme funding guidelines.

4. Environmental Impact

Moira Shire's community grants program aims to support wide range of diverse projects and events.

Where appropriate, the grant review panel ensure that projects consider environmentally sustainable options when scoping projects and events.

5. Conflict of Interest Considerations

No council officer conflict of interest issues relating to the projects recommended for funding.

6. Conclusion

The 2014 2015 Arts and Culture Small Grants scheme continues Council's strong tradition of supporting community activities that contribute towards the liveability in Moira Shire.

The review panel recommends funding 10 projects under the Arts and Culture Small Grants Scheme in April 2015 with a total dollar value of \$18,109.00.

Attachments

Nil

FILE NO: F15/131
2. COMMUNITY

ITEM NO: 9.1.5
(GRANTS COORDINATION OFFICER,
CLAIRE MILNE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ARTS AND CULTURE SMALL GRANTS SCHEME APRIL 2015 (cont'd)

RECOMMENDATION

That Council:

1. Approve for funding under the Arts and Culture Small Grants Scheme April 2015 the 10 projects and events listed below and;

Organisation	Project	Amount
Yarrawonga & Border CWA	100 Voices Shouting Loud	\$2,000.00
Cobram Community House Inc. Quilters Club	Cobram Quitters Club 10th Biennial Exhibition	\$2,000.00
Cobram Cemetery Trust	Cobram Cemetery Historical Walks	\$1,409.00
Rotary International - Cobram Rotary	Big Band Concert	\$2,000.00
Nathalia District Community Association Inc - Auspice for Simon Marks	Simon Marks Collective	\$2,000.00
Katamatite Primary School Parents and Friends	Statues by the Creek	\$1,500.00
Wunghnu Advancement Group Inc.	Miss Ewey's Refurbishment	\$2,000.00
Ignite Life Church	Captain Eric's Amazing Puppet Show	\$1,400.00
Parents and Friends Association Yarrawonga College P-12	Community Workshop Cultural experience	\$2,000.00
Beautify Barmah Sub/C Barmah Hotel Social Club	Indigenous Creation Story	\$1,800.00
	Total	\$18,109.00

2. Notify all successful and unsuccessful applicants of the outcome of their application.

FILE NO: F15/131
2. COMMUNITY

ITEM NO: 9.1.5
(GRANTS COORDINATION OFFICER,
CLAIRE MILNE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ARTS AND CULTURE SMALL GRANTS SCHEME APRIL 2015 (cont'd)

Cr Gary Cleveland left the meeting, the time being 6.17PM

MOTION

CRS KEVIN BOURKE / PETER MANSFIELD

That Council:

1. Approve for funding under the Arts and Culture Small Grants Scheme April 2015 the 10 projects and events listed below and;

Organisation	Project	Amount
Yarrawonga & Border CWA	100 Voices Shouting Loud	\$2,000.00
Cobram Community House Inc. Quilters Club	Cobram Quitters Club 10th Biennial Exhibition	\$2,000.00
Cobram Cemetery Trust	Cobram Cemetery Historical Walks	\$1,409.00
Rotary International - Cobram Rotary	Big Band Concert	\$2,000.00
Nathalia District Community Association Inc - Auspice for Simon Marks	Simon Marks Collective	\$2,000.00
Katamatite Primary School Parents and Friends	Statues by the Creek	\$1,500.00
Wunghnu Advancement Group Inc.	Miss Ewey's Refurbishment	\$2,000.00
Ignite Life Church	Captain Eric's Amazing Puppet Show	\$1,400.00
Parents and Friends Association Yarrawonga College P-12	Community Workshop Cultural experience	\$2,000.00
Beautify Barmah Sub/C Barmah Hotel Social Club	Indigenous Creation Story	\$1,800.00
	Total	\$18,109.00

2. Notify all successful and unsuccessful applicants of the outcome of their application.

(CARRIED)

Cr Gary Cleveland returned to the meeting, the time being 6.21PM.

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

SECTION 86 COMMITTEE OF MANAGEMENT REPRESENTATIVE APPOINTMENTS - AMENDMENTS

1. Executive Summary

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

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

2. Background and Options

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

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

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

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

Cobram Scott Reserve

Jacquie Ryan has been nominated to replace Sharra Beasley as a Cobram Football Netball Club representative.

Invergordon Recreation Reserve and Community Hall

Ruth Ferguson has been nominated to replace Jenny Burkitt as an Invergordon History Hall representative. Jazmine Tracey has nominated as a Community representative, it is recommended to amend the composition of the committee to include an additional community representative position and it is proposed to waive the requirement to advertise.

Tungamah Jubilee Park Recreation Reserve

Michelle Megarrity has been nominated as a Tungamah Football Netball Club representative. Tungamah Cricket Club are no longer functioning, as such it is appropriate to remove them as a User Group on the committee and amend the composition accordingly.

Waaia Recreation Reserve

Clay Waser has nominated as a Community representative, it is proposed to waive the requirement to advertise.

Yarrowonga Showgrounds Reserve / Victoria Park

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

It is recommended that Bruce Pitcher be appointed as the Rotary Club of Yarrawonga Mulwala representative and Adrian (Doc) Keenan as the alternate representative. Judy Cooper has been nominated to replace John Tyrrell as the Yarrawonga Border Agricultural and Pastoral Society representative and Stuart McPherson has been nominated as the alternative representative.

Tungamah Court House

Ian Littler and Elizabeth Littler have resigned as Tungamah Historical Society representatives, no replacement representatives have been nominated.

3. Financial Implications

There are no financial implications to consider within this report.

4. Risk Management

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

5. Internal and External Consultation

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

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

6. Regional Context

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

7. Council Plan Strategy

This report supports the Council Plan Strategy to provide quality facilities, open spaces and programs to increase participation and cater for the communities' needs and interests.

8. Legislative / Policy Implications

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

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

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

11. Conclusion

As part of Councils efforts to ensure that interested and appropriate person(s) and user groups be appointed to the Section 86 Committees, it is recommended that the proposed

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

amendments to the current composition and/or Community or User Group representation for those Committees of Management specified, be approved.

Attachments

Nil

RECOMMENDATION

That Council:

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

Committee of Management	User Group	First Name	Last Name
Cobram Scott Reserve	Cobram Football Netball Club	Sharra	Beasley
Invergordon Recreation Reserve and Community Hall	Invergordon History Hall	Jenny	Burkitt
Yarrowonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrowonga Mulwala	Adrian (Doc)	Keenan
Yarrowonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrowonga Mulwala (Alternate)	Bruce	Pitcher
Yarrowonga Showgrounds Reserve / Victoria Park	Yarrowonga and Border Agricultural and Pastoral Society	John	Tyrrell
Tungamah Court House	Tungamah Historical Society	Ian	Littler
Tungamah Court House	Tungamah Historical Society	Elizabeth	Littler

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	Cobram Football Netball Club	Jacquie	Ryan
Invergordon Recreation Reserve and Community Hall	Invergordon History Hall	Ruth	Ferguson
Invergordon Recreation Reserve and Community Hall	Community	Jazmine	Tracey
Tungamah Jubilee Park Recreation Reserve	Tungamah Football Netball Club	Michelle	Megarrity
Waaia Recreation Reserve	Community	Clay	Waser
Yarrowonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrowonga Mulwala	Bruce	Pitcher
Yarrowonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrowonga Mulwala (Alternate)	Adrian (Doc)	Keenan
Yarrowonga Showgrounds Reserve / Victoria Park	Yarrowonga and Border Agricultural and Pastoral Society	Judy	Cooper
Yarrowonga Showgrounds Reserve / Victoria Park	Yarrowonga and Border Agricultural and Pastoral Society (Alternate)	Stuart	McPherson

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

4. Amend the composition of the Invergordon Recreation Reserve and Community Hall and Tungamah Jubilee Park Recreation Reserve Committees of Management.
5. Write and thank outgoing Committee of Management members.

Cr Brian Keenan left the meeting, the time being 6.21PM

MOTION

CRS KEVIN BOURKE / DON MCPHEE

That Council:

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

Committee of Management	User Group	First Name	Last Name
Cobram Scott Reserve	Cobram Football Netball Club	Sharra	Beasley
Invergordon Recreation Reserve and Community Hall	Invergordon History Hall	Jenny	Burkitt
Yarrowonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrowonga Mulwala	Adrian (Doc)	Keenan
Yarrowonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrowonga Mulwala (Alternate)	Bruce	Pitcher
Yarrowonga Showgrounds Reserve / Victoria Park	Yarrowonga and Border Agricultural and Pastoral Society	John	Tyrrell
Tungamah Court House	Tungamah Historical Society	Ian	Littler
Tungamah Court House	Tungamah Historical Society	Elizabeth	Littler

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	Cobram Football Netball Club	Jacquie	Ryan
Invergordon Recreation Reserve and Community Hall	Invergordon History Hall	Ruth	Ferguson
Invergordon Recreation Reserve and Community Hall	Community	Jazmine	Tracey
Tungamah Jubilee Park Recreation Reserve	Tungamah Football Netball Club	Michelle	Megarrity
Waaia Recreation Reserve	Community	Clay	Waser

FILE NO: F13/25
2. COMMUNITY

ITEM NO: 9.1.6
(ADMINISTRATION SUPPORT OFFICER -
S86 COMMITTEES (HOME BASE), FIONA
MULQUINEY)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

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

Yarrawonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrawonga Mulwala	Bruce	Pitcher
Yarrawonga Showgrounds Reserve / Victoria Park	Rotary Club of Yarrawonga Mulwala (Alternate)	Adrian (Doc)	Keenan
Yarrawonga Showgrounds Reserve / Victoria Park	Yarrawonga and Border Agricultural and Pastoral Society	Judy	Cooper
Yarrawonga Showgrounds Reserve / Victoria Park	Yarrawonga and Border Agricultural and Pastoral Society (Alternate)	Stuart	McPherson

4. Amend the composition of the Invergordon Recreation Reserve and Community Hall and Tungamah Jubilee Park Recreation Reserve Committees of Management.

5. Write and thank outgoing Committee of Management members.

(CARRIED)

Cr Brian Keenan returned to the meeting, the time being 6.24 PM.

FILE NO: D15/7660
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(EMERGENCY MANAGEMENT
COORDINATOR, PETER GUNN)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

MOIRA SHIRE COUNCIL MUNICIPAL EMERGENCY MANAGEMENT PLAN

1. Executive Summary

The Moira Shire Council Municipal Emergency Management Plan (MEMPlan) has been revised consistent with the Emergency Management Act 1986 and 2013 and the Emergency Management Manual Victoria.

It documents the outcomes of the planning process conducted by the Municipal Emergency Management Planning Committee (MEMPC) and is the overarching emergency management plan for the municipality. It includes the hazards likely to impact the municipality, the context for the development and integration of risk specific response and recovery plans, information to emergency services, organisations and the community on how risks will be dealt with and the management arrangements for emergencies.

The Moira Shire Council MEMPlan has been revised and recommended by the Moira Shire Council MEMPC and referred to council to receive and place on public exhibition to seek feedback from the community.

2. Background and Options

The Moira Shire Council develops and maintains a MEMPlan in accordance with the requirements of Section 20(1) of the Emergency Management Act 1986 and the Emergency Management Act 2013. Section 21 (A) of the Act requires the Plan be audited at least once every three years.

The MEMPlan has been revised by the Moira Shire Council MEMPC. The Moira Shire Council MEMPC comprises:

- Council representatives;
- Emergency service representatives;
- Emergency Relief and Recovery representatives; and
- Representatives of local community groups involved in emergency management.

In revising the MEMPlan, the committee is required to give effect to guidelines or directions issued by the Minister for Emergency Services.

This MEMPlan has been updated to meet current legislative and audit requirements.

3. Financial Implications

The receiving and placing on public display of the MEMPlan has no immediate financial implications to council.

4. Risk Management

The development and planning of the MEMPlan includes the identification of risks and hazards likely to impact the assets and people in the municipality, what steps are to be taken to prevent, respond to and recover from emergency events and the role of organisations in relation to emergencies.

5. Internal and External Consultation

The Moira Shire Council MEMPlan has been revised by the Moira Shire Council MEMPC.

The Moira Shire MEMPC comprises:

- Council representatives;
- Emergency service representatives;

FILE NO: D15/7660
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(EMERGENCY MANAGEMENT
COORDINATOR, PETER GUNN)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

MOIRA SHIRE COUNCIL MUNICIPAL EMERGENCY MANAGEMENT PLAN (cont'd)

- Emergency Relief and Recovery representatives; and
- Representatives of local community groups involved in emergency management.

Part of the MEMPlan revision process is to provide an opportunity for the community to have input into the MEMPlan.

6. Regional Context

The Victorian Emergency Management framework ensures the components of emergency management are organised within a structure which facilitates planning, preparedness, operational coordination and community participation at the State, Regional, and Municipal levels.

The Moira Shire Council MEMPlan forms part of and contributes to this framework.

7. Council Plan Strategy

The revised MEMPlan will contribute directly to Council Plan item 2.8.1, ensuring 100% compliance with the Victorian Emergency Management arrangements, and ensuring good governance to meet legislative requirements.

8. Legislative / Policy Implications

The recommended action arising from this report is in compliance with the Emergency Management Act 1986 & 2013 and the Emergency Management Manual of Victoria.

9. Environmental Impact

There are no known environmental impacts.

10. Conflict of Interest Considerations

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

11. Conclusion

The Moira Shire Council MEMPlan is not a static document and will continue to be maintained and updated by the Moira Shire Council MEMPC to ensure compliance with the Victorian emergency management arrangements.

It is recommended the Moira Shire Council receive the revised Moira Shire Council MEMPlan and place it on public exhibition until 4.00pm Thursday 25 June 2015 to seek input on the plan from the community.

After consideration of any comments received from the Moira community, the revised MEMPlan will be presented to Council for endorsement.

Attachments

- 1 Draft Municipal Emergency Management Plan - *printed in separate document*

FILE NO: D15/7660
5. INFRASTRUCTURE

ITEM NO: 9.2.1
(EMERGENCY MANAGEMENT
COORDINATOR, PETER GUNN)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

MOIRA SHIRE COUNCIL MUNICIPAL EMERGENCY MANAGEMENT PLAN
(cont'd)

RECOMMENDATION

That:

Council receive the revised Moira Shire Council Municipal Emergency Management Plan and place on exhibition for public comment until 4.00pm Thursday 25 June 2015.

MOTION

CRS PETER MANSFIELD / KEVIN BOURKE

That:

Council receive the revised Moira Shire Council Municipal Emergency Management Plan and place on exhibition for public comment until 4.00pm Thursday 25 June 2015.

(CARRIED)

FILE NO: 1
5. INFRASTRUCTURE

ITEM NO: 9.2.2
(MANAGER SAFETY AMENITY AND
ENVIROMENT, SALLY RICE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

ROADSIDE WEED AND PEST ANIMAL CONTROL STRATEGY 2015 - 2020

1. Executive Summary

As part of an amendment to the Catchment and Land Protection Act 1994 (CaLP Act), the responsibility for the management of Regionally Prohibited and Regionally Controlled weeds on Council managed roadsides has been placed onto Local Government.

At the Council meeting held on the 23 March 2015 Council supported a recommendation to receive the draft Roadside Weed and Pest Control Strategy (RWPCS) and make it available to the public over a four week period. No comments were received from the public.

Therefore this final RWPCS presents the 'recommended' treatment option from the draft strategy for implementation. This treatment option is based on an effective and strategic long term program to control weeds and pest animals on roadsides throughout the Shire. It involves a \$175,000 p.a. initial investment aimed at eradicating regionally prohibited weeds and preventing the growth and spread of regionally controlled weeds and pests. The RWPCS recommends that the management, mapping and treatment of roadside weeds and pests be tendered out to a contractor for a five year period from 2015 to 2020.

At the time of preparing this final strategy the State Government had recently announced funding for rural and regional councils under the Roadside Weeds and Pests Program. Moira Shire will assess the program details and funding criteria as it becomes available. Depending on these details Council may apply for funding to subsidise roadside weed and pest animal control activities; alternatively Council will be required to fund future works from rate revenue.

This report recommends that the attached RWPCS be adopted for implementation and that the funding for this program be provided through Councils operating budget. This report also recommends applying for suitable State Government funding if it becomes available to support and subsidise the cost of implementing the RWPCS.

2. Background and Options

In 2013 an amendment to the CaLP Act was made to "clarify responsibility for management of noxious weeds and pest animals on roadsides".

The amendment in the CaLP Act 1994 states "a land owner must take all reasonable steps to—

- (a) avoid causing or contributing to land degradation which causes or may cause damage to land of another land owner; and
- (b) conserve soil; and
- (c) protect water resources; and
- (d) eradicate regionally prohibited weeds; and
- (e) prevent the growth and spread of regionally controlled weeds; and
- (f) prevent the spread of, and as far as possible eradicate, established pest animals."

The definition of land owner means "the municipal council, if the land is a municipal road in the municipal district of that municipal council". This clarifies that it is now State Government legislation that Regionally Controlled, Regionally Prohibited and pest animals on roadsides are the responsibility of Local Government.

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5. INFRASTRUCTURE

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(MANAGER SAFETY AMENITY AND
ENVIROMENT, SALLY RICE)
(GENERAL MANAGER
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ROADSIDE WEED AND PEST ANIMAL CONTROL STRATEGY 2015 - 2020
(cont'd)

As part of the change in legislation, Moira Shire received a grant from Department of Environment and Primary Industries (DEPI) for \$50,000 per annum for 3 years (2012/13, 2013/14 and 2014/15). The grant was to develop and implement a Roadside Weed and Pest Control Plan (RWPCP) with a focus on treating and mapping noxious weeds of Regionally Controlled and Regionally Prohibited status, and European Rabbits (*Oryctolagus cuniculus*). This plan targeted weeds species on roadsides of high conservation significance as a first priority.

Through the funding from the State Government, in a period of 20 months (between November 2013 to June 2015) the partial treatment of approximately one third of the Council managed roadsides and detailed GPS mapping of the entire Shire will have occurred.

The RWPCS has been developed to build on the RWPCP in the view of a longer term approach at weed and pest control on Council managed roadsides within Moira Shire.

The RWPCS aims to ensure that Council addresses risks associated with regulatory responsibilities. It recommends that the management, mapping and treatment of roadside weeds and pests be tendered out to a contractor for a five year period from 2015 to 2020. This will ensure that the knowledge of weeds on our roadsides, consistency in treatment approaches and coordination of an ongoing plan addresses regulatory responsibilities as efficiently and effectively as possible.

The mapping component of the RWPCS is essential to its successful implementation. It is important that each weed species present and/or treated is mapped and the relevant information associated with each weed is documented in a coordinated mapping system. This allows for effective and efficient future control, planning, monitoring and management of weeds on Council managed roadsides. Constant updating and management of the mapping data is essential to see the full benefits of its collection.

Treatment

In preparing this strategy a number of treatment options were developed for consideration. Following the period of community consultation the final RWPCS presents the 'recommended' treatment option from the draft strategy for implementation (Table 1).

Treatment details	Financials	Strength	Weakness
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ROADSIDE WEED AND PEST ANIMAL CONTROL STRATEGY 2015 - 2020
(cont'd)

Treatment details	Financials	Strength	Weakness
Mapping and treatment: <ul style="list-style-type: none"> • Mapping of 100% roadsides p.a • Complete treatment of approx. 30% of roadsides p.a 	\$175,000 p.a for 5 years then ongoing management regime \$50,000 per annum Contractor and internal resources included in costs	Response to legislative responsibilities Applies best practice principals involving treatment of Regionally Prohibited and Regionally Controlled weeds and rabbits on priority roadsides (allows for multiple or follow up treatments, seasonal variation and/ or species diversity) Avoids potential financial penalties and/ or larger infestations that are more costly to treat Aim to eradicate Regionally Prohibited weeds and prevent the spread of Regionally Controlled weeds Reduce biosecurity and bushfire risk High quality roadsides and increased environmental value Support agriculture industry and community interests	New ongoing Council budget item

Table 1: Treatment details

Note: Effective and efficient treatment of weeds is impacted significantly by weather and seasonal conditions. The cost estimates above are indicative only and treatment of weeds will vary according to the particular seasonal and climatic conditions.

Currently Council conducts roadside verge spraying as is part of an asset (road) management program. This spraying program serves a different purpose to the activities involved in this Strategy and does not address our CaLP Act legislative requirements and/ or weed infestation or establishment. This treatment does nothing to reduce risks for agricultural productivity, environment values or roadside quality, biosecurity, or bushfire risks. Not conducting any additional works to address our legislative requirements would also result in corporate backlash, negative public perception and potential financial penalties.

3. Financial Implications

Council currently invests \$80,000 into general weed spraying and chemicals. This is a function of the Operations department as part of an asset management program. The works undertaken consists of spraying roadside verges and around signage which has a different purpose to that of the RWPCS.

Council Officers recommend that to comply with legislation through the implementation of this draft Strategy will cost \$175,000 per annum for duration of five years. This is a new

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ROADSIDE WEED AND PEST ANIMAL CONTROL STRATEGY 2015 - 2020
(cont'd)

operational cost to Council. This is based on contractor costs for treatment and mapping and staff resources to supervise the program. This funding is based on treatment of the entire Shire on a three year rotation.

The scale of response recommended in the RWPCS is considered sufficient to comply with Councils legislative responsibilities and to have a meaningful impact on weed infestation. In undertaking this level of initial response the longer term and ongoing commitment will be reduced to a maintenance level regime. The risk of not responding at this scale is that future infestations will be larger and more costly to treat.

There are potential financial risks if Council does not address legislative responsibilities, such as compliance action by State Government.

In the draft 2015/2016 operating budget there is an allocation of \$175,000 for the implementation of the RWPCS.

At the time of preparing this final strategy the State Government had recently announced \$5.2 million of funding for rural and regional councils under the Roadside Weeds and Pests Program. Moira Shire will assess the program details and funding criteria as it becomes available. Depending on these details Council may apply for funding to support and subsidise roadside weed and pest animal control activities; alternatively Council will be required to fund future works from rate revenue.

This report recommends applying for suitable State Government funding to implement the RWPCS if such funding becomes available.

4. Risk Management

There are significant risks associated with not implementing the draft RWPCS. The risk of not addressing the change in legislation may result in financial penalties and increased future reactive control costs. It may also result in an increase in fire hazards, threat to biodiversity, threat to agricultural productivity and community backlash. As well as decreasing roadside biodiversity values, native vegetation and habitat for native fauna.

The community has a strong interest in roadside weed management. By Council having an endorsed Strategy and planned works program is an important step in mitigating negative public perception in relation to this issue.

5. Internal and External Consultation

In preparing the RWPCP 300 randomly selected landholders received a survey through the mail. A further 39 key stakeholders were interviewed in relation to weed and pest animal management.

In preparing the RWPCS consultation has occurred with Council Officers and key stakeholders including: Department of Environment, Land, Water and Planning, Goulburn Broken Catchment Management Authority, Broken Boosey Conservation Management Network, Goulburn Murray Landcare Network, and neighbouring LGAs.

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ROADSIDE WEED AND PEST ANIMAL CONTROL STRATEGY 2015 - 2020 (cont'd)

Following the 23 March 2015 Council meeting the draft RWPCS was made publically available for four weeks. The document was available on Councils website and promotion of the opportunity to access and comment on the Strategy occurred through the regions four local newspapers. The Numurkah Leader published an article about the Strategy in the 15 April 2015 edition.

No comments were received from the public.

Council officers sought information from other LGAs in the Hume/ Goulburn Broken region to gain an understanding of their approach and commitment to weed and pest management on roadsides. Only two replies were received. Neither of the Councils had prepared a Strategy however one of the Councils noted that they are still working to their current RWPCP which focuses on Regionally Prohibited and Regionally Controlled weeds. They undertake this work in negotiation with the State Government. One of the Councils has included a bid in the 2015/16 draft budget for ongoing roadside weed and pest management while the other Council relies entirely on State Government funding.

6. Regional Context

The RWPCS refers to and is in line with both the Goulburn Broken and North East Regional Catchment Strategies.

7. Council Plan Strategy

Council Plan 2013/14 – 2016/17: “Develop and implement a State Government approved Roadside Weed and rabbit control plan”.

Roadsides make up some of the last remaining quality remnant habitats and standings of native vegetation and are an incredibly important asset to the ecology of Moira Shire. Roadsides are particularly vulnerable given their exposure and traffic volumes. Therefore protecting them and their biodiversity is a very high priority, with a major threat being weed infestations. These benefits will also flow onto agricultural productivity.

8. Legislative / Policy Implications

It is a legislative requirement under the CaLP Act that Council controls noxious weeds on Council managed roadsides.

9. Environmental Impact

Controlling weeds on roadsides has a range of environmental benefits, including increasing roadside biodiversity values, increasing native vegetation and habitat for native fauna. While decreasing fire hazard on roadsides, along with better drainage and improved landscape, it will also reduce threats to the agricultural productivity of adjoining farmland.

10. Conflict of Interest Considerations

There are no conflicts of interest to consider in this report.

11. Conclusion

It is a legislative requirement of the Catchment and Land Protection Act 1994 that Councils are to manage noxious weeds and pests on Council managed roadsides.

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ROADSIDE WEED AND PEST ANIMAL CONTROL STRATEGY 2015 - 2020
(cont'd)

To address this requirement Council officers have developed a RWPC Strategy 2015 – 2020.

The RWPCS recommends that the management, mapping and treatment of roadside weeds and pests be tendered out to a contractor for a five year period from 2015 to 2020. This will provide knowledge of weeds on our roadsides, consistency in treatment approaches and coordination of an ongoing plan that addresses regulatory responsibilities as efficiently and effectively as possible

Controlling weeds on roadsides, along with legislative requirements, has a range of environmental and social benefits also.

The RWPCS is essential to achieving legislative requirements as well as social, and environmental benefits within Moira Shire. This report recommends that the strategy be adopted for implementation.

Attachments

- 1 Roadside Weed and Pest Animal Control Strategy 2015 - 2020 - *printed in separate document*

RECOMMENDATION

That Council:

1. adopt and implement the Roadside Weed and Pest Control Strategy 2015-2020;
2. fund the implementation of the Roadside Weed and Pest Control Strategy 2015-2020 through Councils annual operating budget;
3. apply for suitable State Government funding to implement the Roadside Weed and Pest Control Strategy 2015-2020 if it becomes available.

MOTION

CRS BRIAN KEENAN / WENDY BUCK

That Council:

1. adopt and implement the Roadside Weed and Pest Control Strategy 2015-2020;
2. fund the implementation of the Roadside Weed and Pest Control Strategy 2015-2020 through Councils annual operating budget;
3. apply for suitable State Government funding to implement the Roadside Weed and Pest Control Strategy 2015-2020 if it becomes available.

(CARRIED)

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ITEM NO: 9.2.3
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MARK FOORD)
(GENERAL MANAGER
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FOOTPATHS, NUMURKAH

1. Executive Summary

A survey of residents in the following streets in Numurkah has been conducted to determine resident opinions regarding construction of footpaths within their streets;

- Saxton Street, from Gray Street to Madigan Street
- Paterson Street from Saxton Street to Pine Street
- Russell Street from Saxton Street to Pine Street
- Wattle Drive from Russell Street to Joshua Drive

A total of two hundred and twenty seven (227) letters and surveys were sent to residents and ninety seven (97) responses were received.

The survey indicates that there is probably not sufficient support to construct footpaths within the survey area, with potential costs per resident of between \$800 and \$1300, together with between \$170,000 and \$230,000 from Council, depending on the width of the footpath.

Nineteen per cent of the respondents, however within Wattle Drive and the southern end of Russell Street, as well as Saxton Street have indicated that they would support a path. Such a path would link to an existing path in Saxton Street.

It is recommended that a scheme be prepared that would include all of the properties along Wattle Drive, who do not currently have a footpath installed, as well as those properties in Russell Street South, along with those that front Saxton Street along the route. This path would be eligible for a 50% Council contribution in accordance with Council's Special Rates and Charges Policy.

Once a scheme is prepared the residents could be advised of the likely costs and apportionment before Council proceeds to the formal steps of implementing a scheme.

2. Background and Options

a. The Survey

In response to requests from NCIN, the Numurkah Communications and Implementation Network, and others, a survey has been conducted regarding the possibility of installing footpaths in streets in Numurkah.

A total of two hundred and twenty seven (227) letters and surveys were sent to residents in the survey area. The survey area is shown shaded on the map below;

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FOOTPATHS, NUMURKAH (cont'd)



Property owners were asked;

Whether they would support construction of a footpath in the following streets;

- Saxton Street, from Gray Street to Madigan Street
- Paterson Street from Saxton Street to Pine Street
- Russell Street from Saxton Street to Pine Street
- Wattle Drive from Russell Street to Joshua Drive

Residents and property owners were also asked if they would prefer the footpath to be located on “their” side of the street, and whether they would prefer a bitumen or concrete footpath.

They were advised that the likely cost would be between \$800 and \$1,300 and that the bitumen option would be approximately \$150 cheaper.

b. Survey results

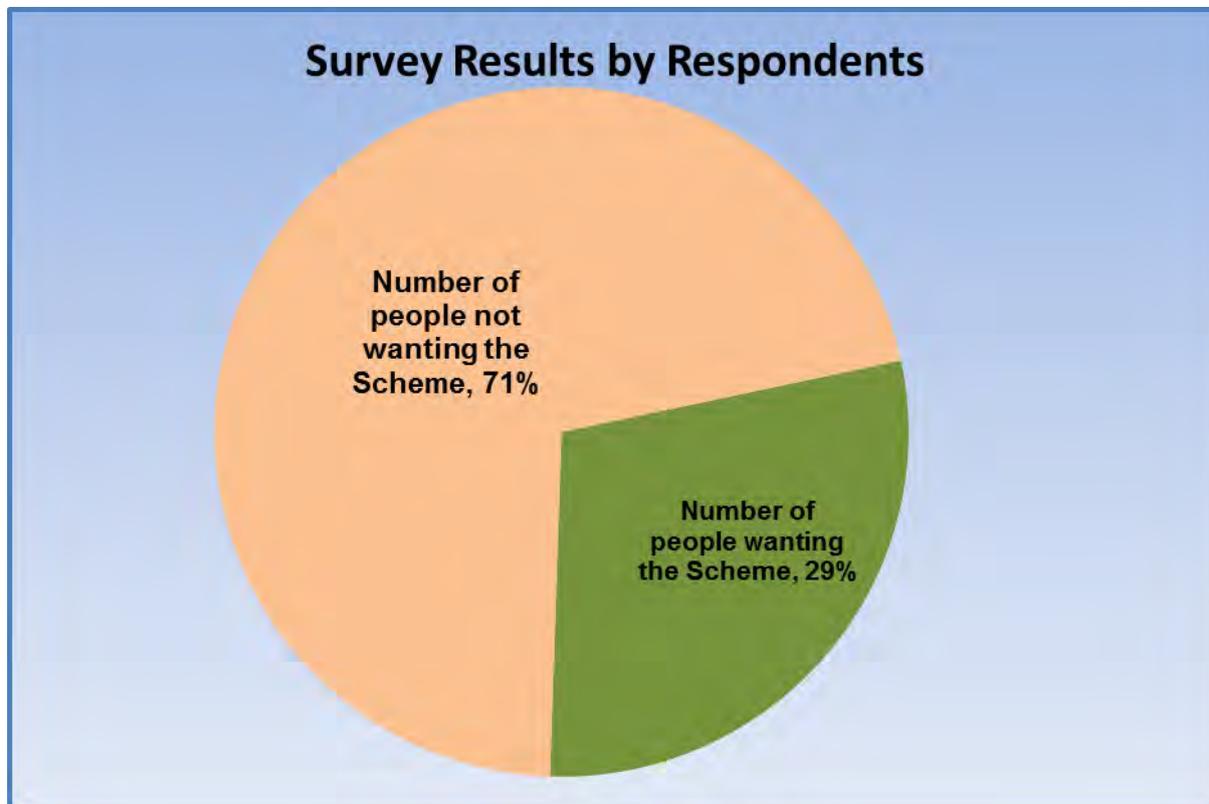
During the survey period a tally of phone calls regarding the survey has been kept, and a total of four (4) people called regarding the survey. Three of the callers were not in favour of the scheme and one was. The callers also submitted surveys.

A total of 97 responses to the survey were received. The following summary shows the results in a pie chart. Responses that were received 10 days later or more than the return date have not been included, to date of preparation of this report there has been one response not included.

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When considering schemes it is also appropriate to consider how the entire group that was surveyed feel, as well as those that responded. If only respondents are considered, the overall opinions of those that may have to contribute to any future scheme may not be taken into consideration.

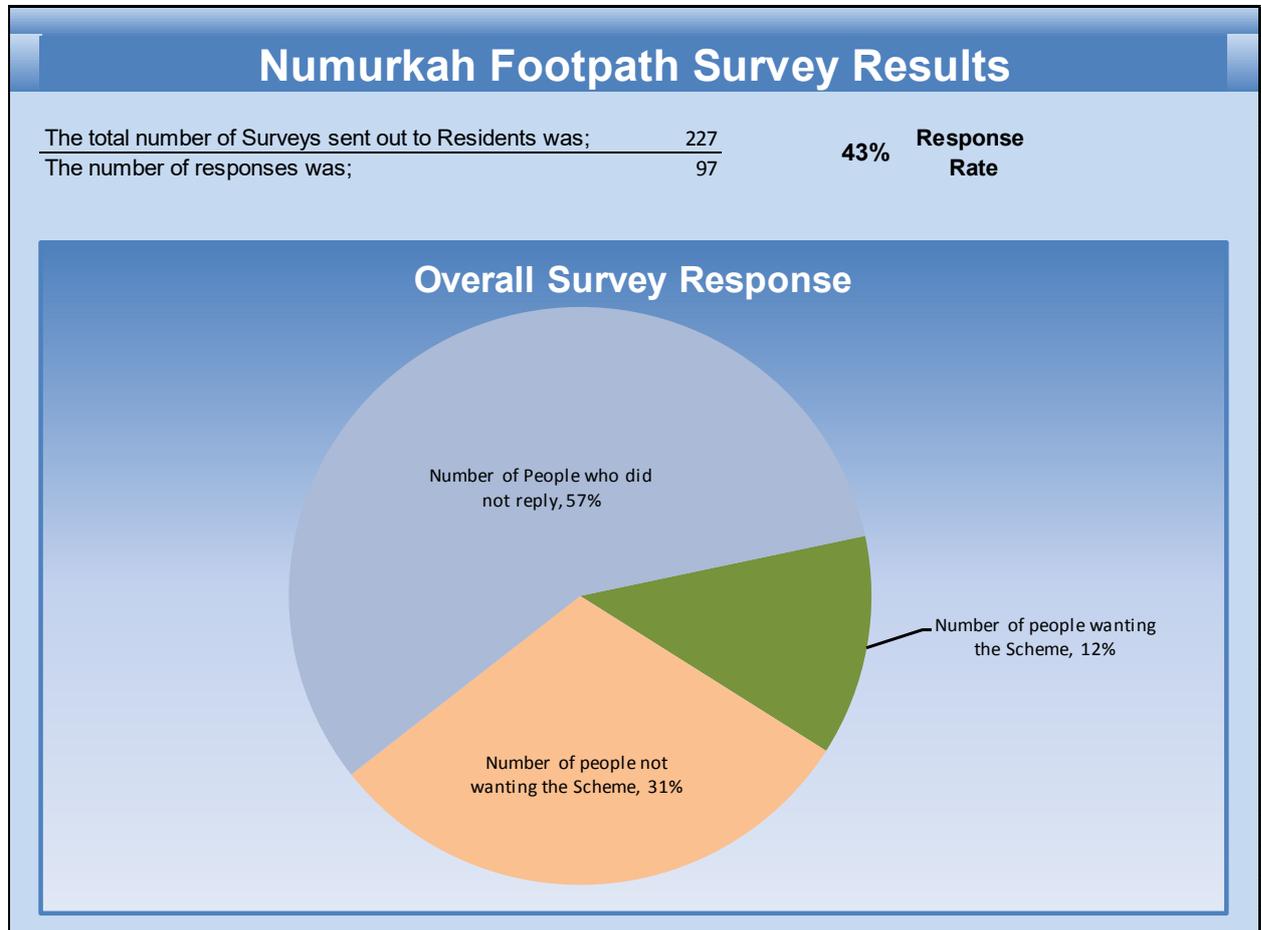
The following chart shows the overall results and takes into account the total number of properties surveyed or the total number of properties that may have to contribute should a scheme proceed.

Council's Special Rates and Charges Policy - Discontinued Schemes, allows for Council to re-examine the possibility of a scheme two years after the first evaluation, so in response to requests the survey has been undertaken.

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This chart takes into account the number of property owners that did not respond and shows that, rather than the initial result of 29% support for the scheme, the overall support may be 12% of properties within the area surveyed.

The response rate of 43% is similar to other surveys regarding schemes, but perhaps less than expected in Numurkah.

Overall 12% have indicated that they would support a scheme to construct footpaths in;

- Saxton Street, from Gray Street to Madigan Street
- Paterson Street from Saxton Street to Pine Street
- Russell Street from Saxton Street to Pine Street
- Wattle Drive from Russell Street to Joshua Drive

Perhaps more significantly, approximately 30% would not support a scheme.

Many of the respondents indicated that a footpath is not necessary as there is not enough pedestrian traffic to justify one. Only one thought that a footpath was necessary because of the number of pedestrians using the routes. The most common comments related to the expense and that the costs were unreasonable and could not be afforded by the property owners. The response to the choice of side of the road was not significant and

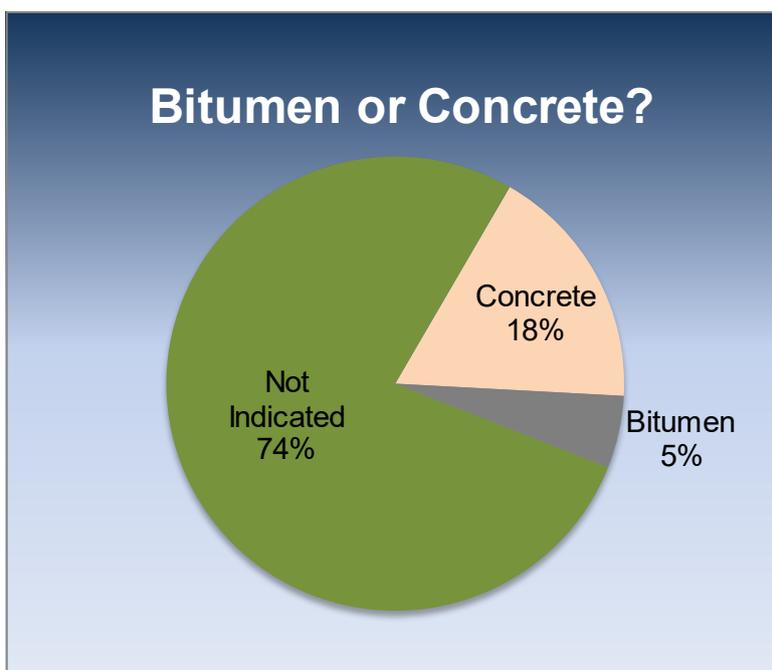
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has not been collated. Some respondents referred to the Time Share resort and suggested that the resort was a significant pedestrian traffic generator.

With respect to the choice of bitumen or concrete, residents were requested to provide their opinion. Some did and some did not and the results are shown in the following diagram.



There is a clear preference for concrete even though residents were informed that concrete would be more expensive.

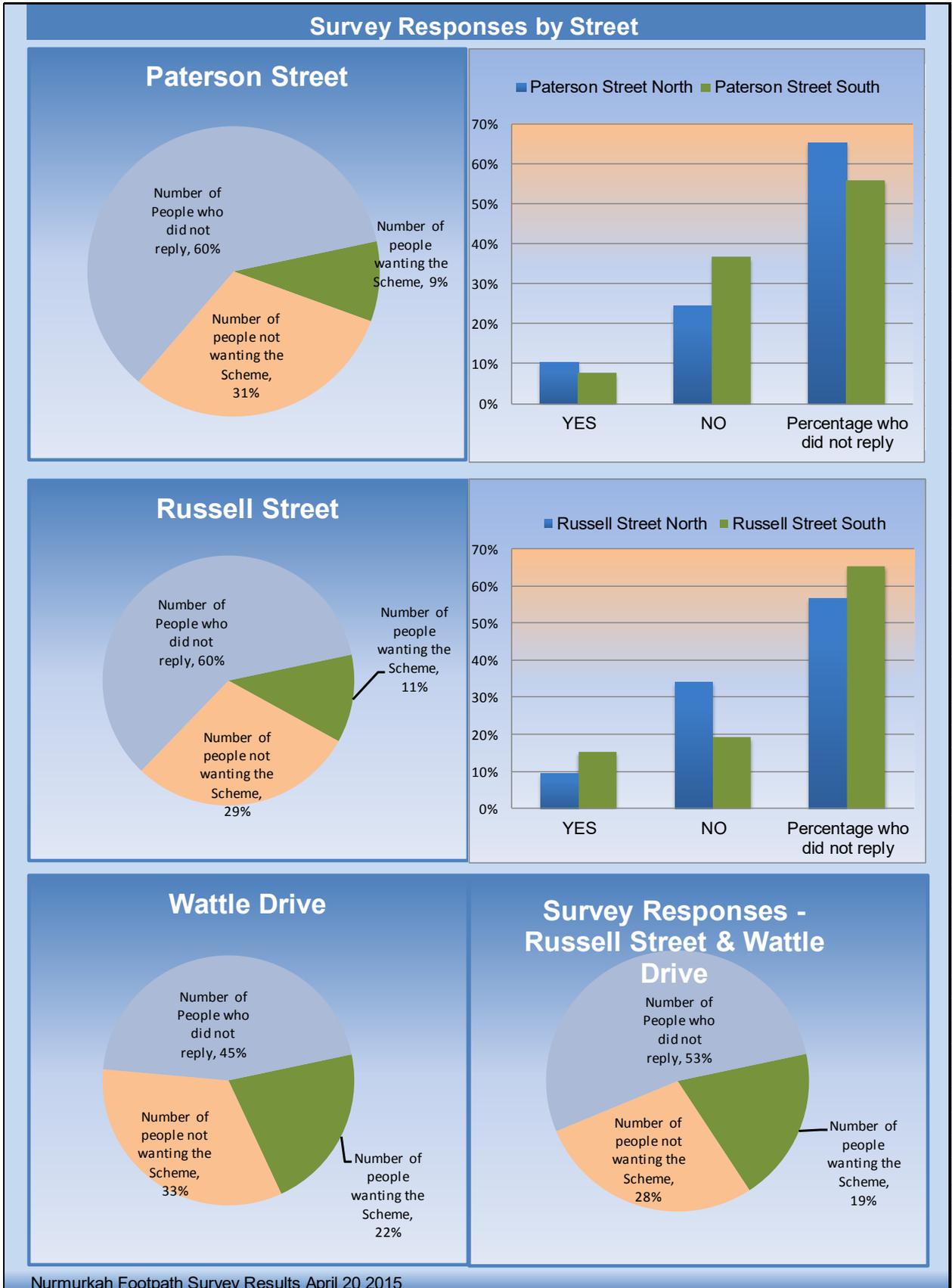
The responses can also be collated and examined across the different road sections, as shown in the next set of diagrams.

The diagrams show that there is a significant difference in the responses in Wattle Drive, and along a route that would connect to existing footpaths in Saxton Street. The support along this route is approximately 19% which is significantly above the overall result.

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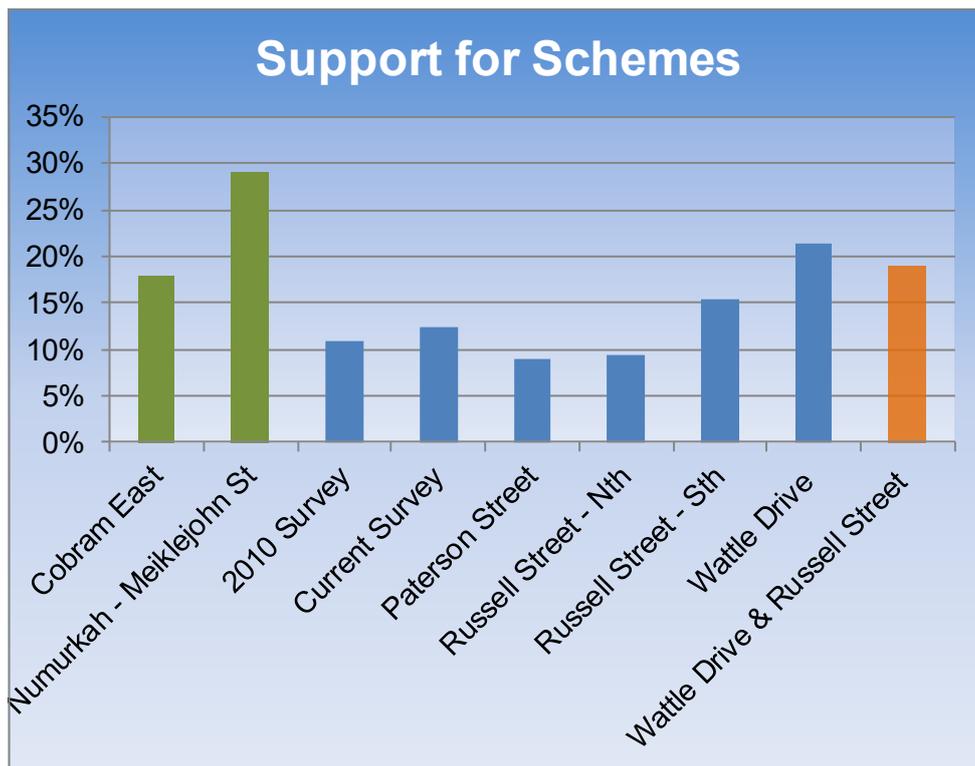
c. Previous experience

The latest footpath scheme to be implemented in Numurkah, in Meiklejohn Street included 21 properties. 29% indicated during a survey that they wanted the scheme to proceed and 48% did not want the scheme to proceed. The scheme was successfully implemented, with final costs of approximately \$890 per property.

In Cobram, the actual costs charged at the end of the Scheme were approximately \$500 per property. The survey that was undertaken at the start of the scheme indicated that approximately 18% of the property owners supported the scheme, while 27% opposed the scheme. The response rate was 45%.

Previous Scheme Comparison				
	Percentage Supporting the Scheme	Percentage not supporting the Scheme	Response Rate	Approximate Cost per Property
Cobram East	18%	27%	45%	\$500
Numurkah - Meiklejohn St	29%	48%	76%	\$890

The following graph shows the percentages of property owners indicating that they would accept a scheme for several successful schemes as well as results for this survey overall and for the different roads.



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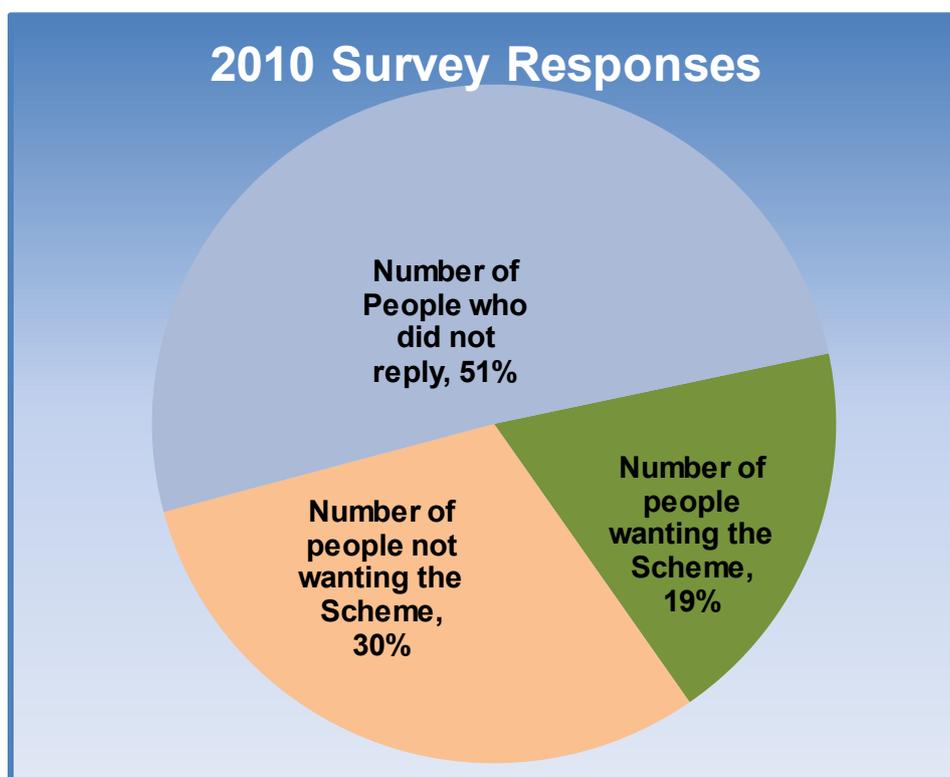
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As can be seen successful schemes have had greater than approximately 15%, support.

d. 2010 Survey

The results of the 2010 survey are shown on the following chart. The outcome was heavily influenced by concerns that the scheme would be better directed at the routes along Paterson Street and Russell Street North, rather than along Wattle Drive connecting to Saxton Street. The survey was conducted amongst properties along the route from Saxton Street, Russell Street and Wattle Drive.



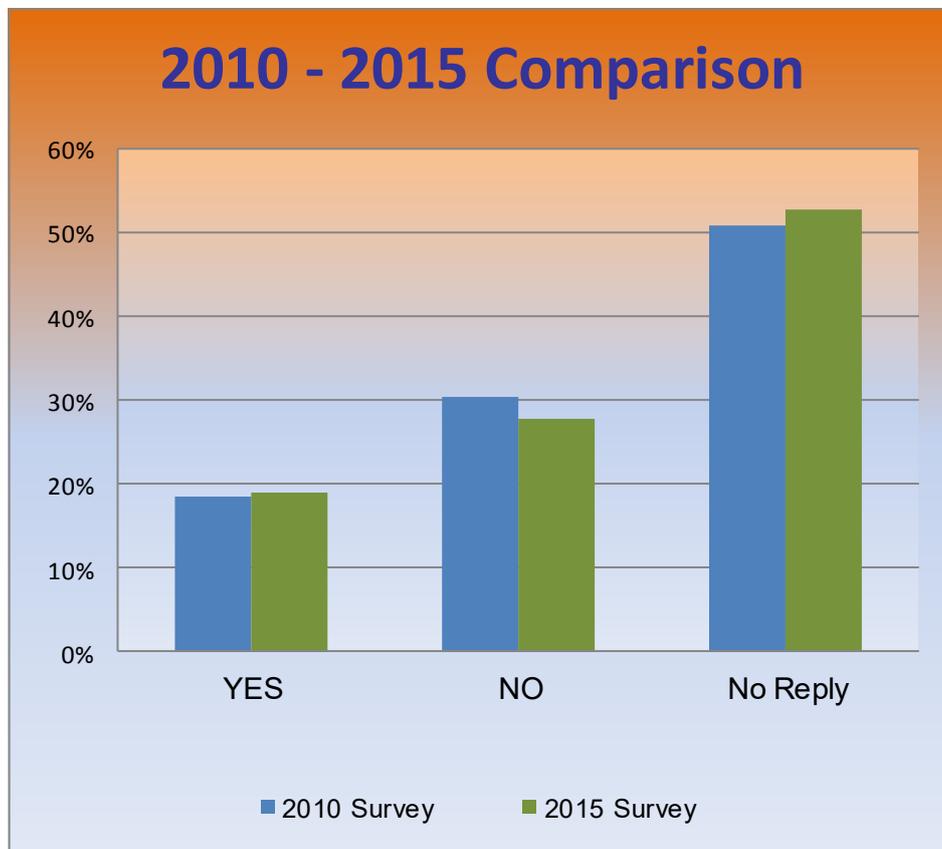
The following chart compares the 2010 results and the 2015 results along the route that would link a footpath from Saxton Street to the east of the town along Wattle Drive.

As can be seen the results are very similar. The difference is not statistically significant.

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e. Schemes in other Municipalities

Council has a Policy with respect to the implementation of Special Charge Schemes and the provision of new infrastructure. Many other councils also have Policies.

A quick web search, will yield many pages of information and reveal that Council's from Nillumbik to Central Goldfields, have Policies and use schemes to provide infrastructure and other benefits to property owners. Schemes are not uncommon.

Some examples are shown in the following table.

Some of our Neighbouring Councils	Some Other examples
Campaspe – Road Construction Latham Rd, potential scheme.	Surf Coast – Torquay precinct pathway
Indigo – Road Construction, Fletcher and Warner Roads Beechworth.	Port Phillip – Shopping Strip Management.
Shepparton – Roads and Drainage, Shepparton East Drainage Scheme.	Boroondara - Shopping Strip Management.
	Geelong – Road Construction Duke St Drysdale (Quote \$150 - \$180 per metre for footpath).

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f. A Potential Scheme

The residents and property owners of; Saxton Street, between Gray Street and Russell Street, Russell Street, between Saxton Street and Wattle Drive and Wattle Drive have indicated on two occasions that approximately 19% of them would support a scheme to construct a footpath along this route, once in 2010 and again in 2015.

The contributors to the scheme would be the owners of all those properties that abut the proposed footpath. There has been little discrimination between the preferred position of the footpath amongst the respondents and there is really insufficient pedestrian traffic to justify the construction of a footpath along each side of the route. It is therefore suggested that the most suitable route for the path would be along the southern boundary of Saxton Street, the eastern boundary of Russell Street and the southern boundary of Wattle Drive. This route would minimize the number of crossings required and the southern route along Wattle Drive will cause less disruption to services both private as well as those held by Service Authorities. It is however only a suggestion at this stage and the views of the residents can be taken into consideration during the next phase of consultation.

Council would need to resolve specifically at the time of considering the scheme that there would be no future intention to create two footpaths and then it would be appropriate to charge both sides of the street for the path. This will ensure that costs are kept to a minimum as well as ensure that a viable and safe path is provided.

The apportionment of costs would be in accordance with Council's Special Rates and Charges Policy the relevant section of which is reproduced below and a copy is attached to this report;

Type of Project or Infrastructure	Category	Deemed Beneficiaries	Benefit Calculation Principles	Apportionment Principles
Footpath Shared Pedestrian / Bicycle Path	Access street, road or place. Collector / link road.	Abutting and opposite properties (except where a path exists opposite and has been contributed to by opposite owners). Properties directly serviced by path. Council for non-rateable properties.	Benefit based on access and amenity in proportion to reason for construction. Access based on relative volume of pedestrian volume. Amenity based on relative length of path across property. Community benefit based on volume of through pedestrian traffic.	Determined by proportion of property frontage to path. Beneficiary contribution limited to standard width of footpath (1.5 metres) with additional width being paid for by Council. Path thickening at driveways (to 1.5 metres width) are full responsibility of each property.

By virtue of the Benefit Calculation Principles, the scheme would be apportioned on the basis of access and amenity, with access based upon the relative volume of pedestrian traffic. It could be assumed at this stage that a single house would generate the same pedestrian traffic as a unit or other dwelling and that a subdivide-able block would

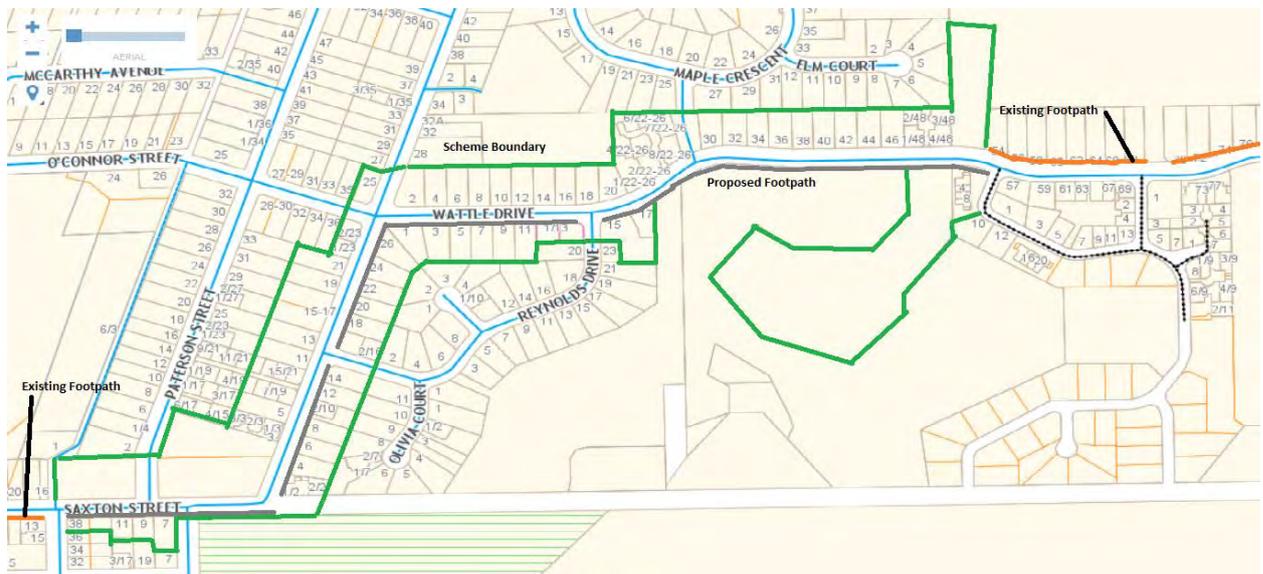
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generate pedestrian traffic at a rate equivalent to the number of dwellings that could be provided upon the block.

The community benefit would be 50% in accordance with the Policy that provides that Council will contribute 50% of the cost of a footpath in a residential area that provides footpath linkages.



3. Financial Implications

The following are the indicative costs for each of the relevant sections of footpath discussed in the survey.

Indicative Costs Concrete Footpaths			
Street	Section	Length	Concrete - 1.5m wide
Saxton St	Gray St – Russell St	105	\$14,175
Paterson Street	Saxton Street to O'Connor Street	365	\$49,275
Paterson Street	O'Connor Street to Pine Street	585	\$78,975
Russell Street	Saxton Street to O'Connor Street	330	\$44,550
Russell Street	O'Connor Street to Pine Street	610	\$82,350
Wattle Drive	Russell St – Joshua Drive	525	\$70,875
Initial indication of costs - Wider Area			
Council Costs			\$170,100
Property Owner Costs			\$170,100
Indicative Property Cost			\$750

If the sections of streets that have a higher concentration of people supporting the Scheme are considered as a potential scheme, the following table shows the potential costs.

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Indicative Costs Concrete Footpaths			
Street	Section	Length	Concrete - 1.5m wide
Initial indication of costs - Wattle Drive and Associated Areas			
Council Costs			\$64,800
Property Owner Costs			\$64,800
Indicative Property Cost			\$939

The indicative cost to each property has been derived from the total cost and the number of properties contributing. The actual charges to each property will be dependent upon the apportionment undertaken at the time that detail costs are known and may be different for many of the properties in the scheme.

It is noted that the cost to Council, if Council is willing to contribute half of the costs, is significant, and would need to be the subject of a budget bid.

There is some considerable time required to conduct the Scheme process as well as the necessary time for those who may be asked to contribute to consider whether they would support the scheme, if necessary a budget bid for the 2016/17 financial year could be made if any scheme were to proceed.

4. Risk Management

The issues with respect to risk management to be considered as a result of this report are;

The risk of **not constructing a footpath**, where there is a need for it by virtue of use, significant traffic volumes or of insufficient space for pedestrians. In other words, if there is a need for the footpath and Council does not proceed with a scheme for construction. This risk can be mitigated by conducting community surveys as well as traffic and pedestrian counts, or, if necessary, by construction of the footpath.

There are **financial risks** to Council with construction works and with undertaking the Special Charge Scheme process. These risks are mitigated by ensuring that Council's Special Charge Scheme Policy is followed along with the requirements set out in relevant legislation.

There are risks, with regard to the **perceptions** schemes may create within the community. As mentioned by some of the respondents to the survey, some believe that the Council's General Rate covers the cost of provision of new infrastructure, whereas this is not the case. The General Rate is to cover services that are available generally within the community. Services such as the provision of new footpaths that benefit a small minority of property owners, that is, those that receive special benefit are provided by Special Charge Schemes.

The other aspect to consider is those other property owners who have paid for their footpaths and road infrastructure within the cost of land following subdivision.

FILE NO: F13/567
5. INFRASTRUCTURE

ITEM NO: 9.2.3
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

FOOTPATHS, NUMURKAH (cont'd)

It is *unfair* that the General Rate be used to provide infrastructure when many have paid for the full cost of infrastructure when they purchased a block of land that is supplied with all infrastructure.

5. Internal and External Consultation

This report is regarding a consultation process. If Council were to proceed with a scheme extensive additional consultation would be required with the scheme contributors.

Schemes are not popular because they result in property owners having to pay for the special benefit that they receive. The consultation regarding schemes needs to be mindful of this fact, and also needs to ensure that property owners are provided with information that is correct, up to date and that should any scheme be considered for implementation, Council is required to undertake a legal process that is lengthy and time consuming.

6. Regional Context

There are few regional implications in relation to this report. It discusses the wishes and wants of residents of residential streets.

7. Council Plan Strategy

There are direct links to Council's Plan in relation to the Strategic Goals of Community, Development as well as Infrastructure. The specific indicator that best aligns with the issues discussed in this report is;

5.2.6 Community satisfaction with local roads, streets and footpaths

8. Legislative / Policy Implications

Any special charge scheme would be developed in accordance with the relevant provisions of the Local Government Act 1989, Ministerial Guidelines and Council's Special Rates and Charges Policy 2009.

The procedure and limits to Council's power to impose a scheme is clearly outlined in the Local Government Act.

It is noted that Council's Special Rates and Charges Quality Assurance documentation provides extensive and detailed information regarding the process to be undertaken in implementing schemes. The first non-legislative steps outlined in the process have been undertaken in respect of the 2010 survey. Further steps with regard to the development of any scheme in the Wattle Drive area may be undertaken with Council's approval, and in addition to those steps outlined in the procedure.

9. Environmental Impact

There are no environmental implications arising from this report.

10. Conflict of Interest Considerations

There are no Officer conflicts of interest with respect to this report. No Officers who live or own property within the Scheme area have had any input to the production of this report.

FILE NO: F13/567
5. INFRASTRUCTURE

ITEM NO: 9.2.3
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

FOOTPATHS, NUMURKAH (cont'd)

11. Conclusion

In comparison with previously implemented schemes, the support for an overall scheme including Paterson, and Russell Streets as well as Wattle Drive is lower, and it is suggested, too low to recommend that Council proceed with a Scheme. While many of the respondent's comments related to the cost, many respondents also said that a footpath was not required, as there were very few pedestrians.

There is a cluster or higher number of people who support introduction of a scheme in Wattle Drive. In Wattle Drive there is significant support with 21% of property owners indicating that they would support a scheme to construct footpaths in Wattle Drive.

If the respondent's opinions from properties that front Wattle Drive, Saxton Street and Russell Street south are examined, it is apparent that the support for such a Scheme is approximately 19%. This may indicate sufficient support for a scheme to proceed.

It may therefore be appropriate to prepare a scheme in the Wattle Drive, and Russell Street South area alone.

It is recommended that a scheme be designed and costed and presented to the likely contributors and Council. Such a scheme would encompass Wattle Drive and the southern end of Russell Street, as well as Saxton Street. A path along this route would then link to an existing path in Saxton Street. The scheme would include all of the properties along Wattle Drive who do not currently have a footpath installed as well as those properties that front Saxton Street along the route. This path would comply for a 50% Council contribution in accordance with Council's Special Rates and Charges Policy.

Attachments

- 1 Special Rates and Charges Policy

FILE NO: F13/567
5. INFRASTRUCTURE

ITEM NO: 9.2.3
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

FOOTPATHS, NUMURKAH (cont'd)

RECOMMENDATION

That Council;

1. Thank the respondents to the survey regarding construction of footpaths in; Saxton Street, from Gray Street to Madigan Street and Paterson Street from Saxton Street to Pine Street and Russell Street from Saxton Street to Pine Street as well as Wattle Drive from Russell Street to Joshua Drive for their time and effort in replying to the survey.
2. Approve that a detailed design and costing be prepared as well as apportionment details for Council to consider a scheme for the provision of footpaths in Wattle Drive and the southern end of Russell Street, as well as Saxton Street, Numurkah.
3. Consult with the likely Scheme contributors following production of the detail design, costing and apportionment of the proposed scheme.
4. Advise the likely Scheme contributors of Council's intentions.

MOTION

CRS WENDY BUCK / KEVIN BOURKE

That Council;

1. Thank the respondents to the survey regarding construction of footpaths in; Saxton Street, from Gray Street to Madigan Street and Paterson Street from Saxton Street to Pine Street and Russell Street from Saxton Street to Pine Street as well as Wattle Drive from Russell Street to Joshua Drive for their time and effort in replying to the survey.
2. Approve that a detailed design and costing be prepared as well as apportionment details for Council to consider a scheme for the provision of footpaths in Wattle Drive and the southern end of Russell Street, as well as Saxton Street, Numurkah.
3. Consult with the likely Scheme contributors following production of the detail design, costing and apportionment of the proposed scheme.
4. Advise the likely Scheme contributors of Council's intentions.

(CARRIED)

<p>FILE NO: F13/567 5. INFRASTRUCTURE</p>	<p>ITEM NO: 9.2.3 (MANAGER STRATEGIC PROJECTS, MARK FOORD) (GENERAL MANAGER INFRASTRUCTURE, ANDREW CLOSE)</p>
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FOOTPATHS, NUMURKAH (cont'd)

ATTACHMENT No [1] - Special Rates and Charges Policy

Policy type	Council
Adopted by	Moira Shire Council
Responsible director	Director Shire Development and Liveability
Responsible officer	Executive Manager Infrastructure
Date adopted	21 November 2011
Scheduled for review	21 November 2016

PURPOSE

To provide guidance on how Council will implement and administer a special rate or special charge.

SCOPE

This policy applies to all special rates and charges declared by Council under the *Local Government Act 1989* (the Act).

POLICY

1. Beneficiary Principles

The beneficiary principles set out in Appendix A to this policy will provide guidance for Council to work out a fair apportionment of costs for all participants in special rates or charges schemes.

2. Council Contributions

Council will contribute as follows to special rates or charges schemes:

Nil	Where there will be no benefit to the community, unless a Council owned property is included in the scheme.
20%	For provision of infrastructure - where there is a community benefit that is less than or equal to this contribution; or
50%	For construction of a standard footpath servicing a residential area - where there is a community benefit that is less than or equal to this contribution; in recognition of use by other residents and to promote footpath linkages between residential areas.

In any other circumstances Council will contribute to a special rates or charges scheme according to its statutory and legal obligations.

FILE NO: F13/567
5. INFRASTRUCTURE

ITEM NO: 9.2.3
(MANAGER STRATEGIC PROJECTS, MARK
FOORD)
(GENERAL MANAGER INFRASTRUCTURE,
ANDREW CLOSE)

FOOTPATHS, NUMURKAH (cont'd)

ATTACHMENT No [1] - Special Rates and Charges Policy

3. Discontinued Schemes

If a special rate or special charge scheme does not proceed due to lack of support during the initial assessment stage, or is discontinued as a result of objections or appeal, then the project or work will not be re-investigated for two years unless circumstances change significantly.

4. Payment of Special Rates and Charges

- (a) Notices requesting payment will generally be raised after the service or works are complete unless Council specifies otherwise.
- (b) Council will provide reasonable opportunity for payment of special rates and charges. Special rate or charge levies will be payable by:
 - lump sum in full within 30 days after the date of issue of the notice; or
 - quarterly instalments over a period of years as set by Council for each scheme, but not exceeding 10 years.
- (c) Council will encourage contributors to a scheme to utilise private lending options to enable the lump sum in full payment to be made.
- (d) Applications for relief or assistance due to hardship will be considered in accordance with Council's Rates and Charges policy.

5. Application of Interest

- (a) Interest will be charged from the due date.
- (b) The overdraft interest rate charged by Council's banker, plus one percent, as at the first day in the billing period will be used to calculate the instalment interest rate.
- (c) Thereafter the interest rate will be adjusted quarterly to reflect Council's current overdraft interest rate, plus one percent. This will not apply to accounts for a special rate or charge, raised prior to 1 January 2006, where an agreed lower alternative interest rate is already in place.
- (d) The interest will be charged on the principal balance outstanding, as at the end of the previous quarter.

ATTACHMENTS

Appendix A – Beneficiary Principles

RELATED POLICIES

*Development of Policy Documents, and Policy Guideline
Rates and Charges Policy*

<p>FILE NO: F13/567 5. INFRASTRUCTURE</p>	<p>ITEM NO: 9.2.3 (MANAGER STRATEGIC PROJECTS, MARK FOORD) (GENERAL MANAGER INFRASTRUCTURE, ANDREW CLOSE)</p>
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FOOTPATHS, NUMURKAH (cont'd)

**ATTACHMENT No [1] - Special Rates and Charges Policy
RELATED LEGISLATION**

Local Government Act 1989
Local Government (General) Regulations 2004

REFERENCES

Moira Shire Council, *Draft Special Rates and Charges Quality Assurance Procedure*
Local Government Victoria (2004), *Special Rates and Charges Ministerial Guideline – September 2004*

REVIEW

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

Appendix A – Beneficiary Principles

Type of Project or Infrastructure	Category	Deemed Beneficiaries	Benefit Calculation Principles	Apportionment Principles
Footpath Shared Pedestrian / Bicycle Path	Access street, road or place.	Abutting and opposite properties (except where a path exists opposite and has been contributed to by opposite owners). Properties directly serviced by path. Council for non-rateable properties.	Benefit based on access and amenity in proportion to reason for construction. Access based on relative volume of pedestrian volume. Amenity based on relative length of path across property. Community benefit based on volume of through pedestrian traffic.	Determined by proportion of property frontage to path. Beneficiary contribution limited to standard width of footpath (1.5 metres) with additional width being paid for by Council. Path thickening at driveways (to 1.5 metres width) are full responsibility of each property.
	Arterial road. Commercial and industrial areas.	Abutting properties only, due to the need to have paths on both sides. Properties directly serviced by path. Council for non-rateable properties.	Benefit based on access and amenity in proportion to reason for construction. Access based on volume of pedestrian traffic. Amenity based on relative length of path across property. Community benefit based on volume of through pedestrian traffic.	Determined by proportion of benefit gained by the property from the works. Contribution limited to standard width of footpath (1.5 metres) with additional width being paid for by Council. Path thickening at driveways (to 1.5 metres width) full responsibility of each property.

FILE NO: F13/567
5. INFRASTRUCTURE

ITEM NO: 9.2.3
(MANAGER STRATEGIC PROJECTS, MARK FOORD)
(GENERAL MANAGER INFRASTRUCTURE, ANDREW CLOSE)

FOOTPATHS, NUMURKAH (cont'd)

ATTACHMENT No [1] - Special Rates and Charges Policy

Type of Project or Infrastructure	Category	Deemed Beneficiaries	Benefit Calculation Principles	Apportionment Principles
Urban Drainage	Property drainage	Properties either discharging stormwater into the drain or receiving protection from stormwater runoff by the drain. Council for non-rateable properties.	All beneficiaries to receive same weighting. Nil community benefit.	Determined by relative area of each property drained or protected by drain.
	Outfall drainage	Properties either discharging stormwater into the drain or receiving protection from stormwater runoff by the drain. Council for non-rateable properties.	All beneficiaries to receive same weighting. Community benefit based on additional capacity costs over identified scheme beneficiaries.	Determined by relative area of each property drained or protected by drain.
Road	Access street, road and place	Abutting properties and properties directly serviced by road. Council for non-rateable properties.	Benefit based on access and amenity in proportion to reason for construction. Access based on volume of vehicle traffic. Amenity based on relative length of road across property. Community benefit based on volume of through vehicle traffic.	Determined by proportion of benefit gained by the property from the works.
	Collector and link. Industrial access. Industrial collector and link	Abutting properties and properties directly serviced by road. Community for non-rateable properties.	Benefit based on access and amenity in proportion to reason for construction. Access based on volume of vehicle traffic. Amenity based on relative length of road across property. Community benefit based on volume of through vehicle traffic.	Determined by proportion of benefit gained by the property from the works. Beneficiaries to contribute to the equivalent full cost of residential access street construction standard with Council contributing additional costs involved in upgrading the road to collector or trunk collector standard.

FILE NO: F13/567
5. INFRASTRUCTURE

ITEM NO: 9.2.3
(MANAGER STRATEGIC PROJECTS, MARK FOORD)
(GENERAL MANAGER INFRASTRUCTURE, ANDREW CLOSE)

FOOTPATHS, NUMURKAH (cont'd)

ATTACHMENT No [1] - Special Rates and Charges Policy

Type of Project or Infrastructure	Category	Deemed Beneficiaries	Benefit Calculation Principles	Apportionment Principles
Off Street Carpark	Retail/Commercial	Properties which will derive a benefit through likelihood of customers using carpark.	Based predominantly on access. Determined by relative existing and potential shop size, type, proximity and any alternative provision or previous contribution towards spaces provided. Community benefit only if carpark (or standard of design) serves amenity (township promotion or landscape) purpose.	Determined by relative existing and potential shop size, type, proximity and any alternative provision or previous contribution towards spaces provided.
Streetscape Upgrade	Retail/Commercial Industrial Residential	Abutting properties.	Based predominantly on amenity. Relates to works to a standard above any determined minimum standard for the type and location. Community benefit based on (or standard of design) serves amenity (township promotion or landscape) purpose.	Determined by relative type and proximity of business.
Marketing/Promotion Program	Retail/Commercial Industrial	Properties which will receive an identifiable benefit from program, given use and type of business.	Benefit based potential for financial benefit, given relative existing and potential size of business	Capital Improved Value of property.
Provision of Services	Retail/Commercial Industrial Residential	Abutting properties. Properties which will receive an identifiable benefit from the program, given the use and type of business.	Benefit based on the potential for financial, amenity or access benefit given relative existing and potential size of business or residence. Community benefit based on the benefit to the Community outside the Scheme boundary.	Determined by relative type and proximity of business, as well as service usage.

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS

1. Executive Summary

The records of the Assembly of Councillors reported during the month of April 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: 120.16.0001
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

Ensuring Good Governance to meet legislative obligations

8. Legislative / Policy Implications

This report complies with the requirements under the *Local Government Act 1989*.

9. Environmental Impact

There are no environmental impacts with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

The Assembly of Councillors records attached to this report are a true and accurate record of all assemblies of Councillors reported during April 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 15
- 3 Attachment 20
- 4 Attachment 20
- 5 Attachment 23
- 6 Attachment 27

RECOMMENDATION

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

FILE NO: 120.16.0001
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)

MOTION

CRS DON MCPHEE / KEVIN BOURKE

That Council receive and note the attached Records of Assembly of Councillors, with amendment to 20/04/2015 Assembly of Councillors and reflect that Councillors Buck, Cleveland, Mansfield and McPhee were in attendance.

(CARRIED)

FILE NO: 120.16.0001
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 April 2015	
Name of meeting	Council Briefing	
Councillors attending	Councillors Marie Martin, Kevin Bourke, Wendy Buck, Gary Cleveland, Brian Keenan, Don McPhee, Peter Mansfield, Alex Monk (depart 11:20 – after confidential session)	
Council staff attending	Chief Executive Officer, Mark Henderson, General Manager Infrastructure, Andrew Close, General Manager Corporate, Leanne Mulcahy, Manager Finance, Warren Brown, Manager Governance & Communications, Linda Nieuwenhuizen, Manager Strategic Projects, Mark Foord.	
Matters discussed		
	<ul style="list-style-type: none"> 1. Draft Council Plan 2. Draft 2015/16 Budget 3. Numurkah Flood Study – progress report 4. Car parking in Cobram and Yarrawonga 5. Goulburn Valley Regional Library Corporation presentation from Kevin Preece CEO 	<ul style="list-style-type: none"> 6. Monthly financial position report 7. Sale of Cobram caravan park 8. Council meeting agenda review 9. Planning application - Numurkah
Conflict of Interest Disclosures (indicate below if Nil or complete details)	Nil	

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [2] - Attachment 15



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	15 April 2015
Name of meeting	Disability Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Community Services Officer, Hayley O'Loughlin Community Development Officer, Frank Malcolm
Matters discussed	1. Moira Shire Disability Action Plan Update 2. Moira Shire Disability Action Plan Review (2016) 3. International Day of People with Disability 2015
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [3] - Attachment 20



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	20 April 2015
Name of meeting	Councillor Tour – Albury/Wodonga Playgrounds
Councillors attending	Councillors Marie Martin, Peter Mansfield, Brian Keenan, Alex Monk, Wendy Buck, Don McPhee, Gary Cleveland, Kevin Bourke, Ed Cox
Council staff attending	General Manager Corporate, Leanne Mulcahy, Manager Community Services, David Booth, Executive Assistant to Mayor & Councillors Bobby Brook
Matters discussed	Observation of Albury/Wodonga Playgrounds
Conflict of Interest Disclosures (indicate below if Nil or complete details)	NIL

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [4] - Attachment 20



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	20 April 2015	
Name of meeting	Council Briefing – Budget Review	
Councillors attending	Councillors Kevin Bourke, Wendy Buck, Gary Cleveland, Don McPhee, Peter Mansfield, Alex Monk	
Council staff attending	Chief Executive Officer, Mark Henderson, General Manager Infrastructure, Andrew Close, General Manager Corporate, Leanne Mulcahy, Manager Finance, Warren Brown, Manager Governance & Communications, Linda Nieuwenhuizen	
Matters discussed	1. Draft 2015/16 Fees and Charges 2. Draft 2015/16 Budget – Capital Plan	
Conflict of Interest Disclosures (indicate below if Nil or complete details)		
Matter No.	Councillor	Did Councillor leave meeting
1. Draft 2015/16 Budget – Funding of levees	Cr Bourke	

FILE NO: 120.16.0001
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 [5] - Attachment 23



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	23 April 2015
Name of meeting	Tourism Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Chief Executive Officer , Mark Henderson, Acting Executive Manager Economic Development, Michelle Cobb Tourism Development Officer, Louise Munk Klint, Tourism Support Officer, Kyla Carpinelli,
Matters discussed	1. Parks Victoria presentation: Restructure and Operational Update 2. Tourism Strategy (Vision, SWOT Analysis and Infrastructure Identification) 3. Local Tourism Association updates
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
NIL	

FILE NO: 120.16.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 10.1.1
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [6] - Attachment 27



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	27 April 2015					
Name of meeting	Council review of agenda					
Councillors attending	Councillors Kevin Bourke, Wendy Buck, Gary Cleveland, Don McPhee, Peter Mansfield, Alex Monk, Ed Cox, (arrive 4:35pm), Marie Martin, (Col 4:50 - 4:55 pm), Brian Keenan, (Col 4:50 – 4:48 pm)					
Council staff attending	Chief Executive Officer, Mark Henderson, General Manager Infrastructure, Andrew Close, General Manager Corporate, Leanne Mulcahy, Manager Finance, Warren Brown, Manager Governance & Communications, Linda Nieuwenhuizen					
Matters discussed	<table border="1" style="width:100%"> <tr> <td style="width:50%">1. Review of Agenda</td> <td style="width:50%">3. Numurkah Hospital Tour</td> </tr> <tr> <td colspan="2">2. Delivery of Council agendas</td> </tr> </table>		1. Review of Agenda	3. Numurkah Hospital Tour	2. Delivery of Council agendas	
1. Review of Agenda	3. Numurkah Hospital Tour					
2. Delivery of Council agendas						
Conflict of Interest Disclosures (indicate below if Nil or complete details)						
Matter No.	Councillor	Did Councillor leave meeting				
1. Confidential 18.1	Martin	Yes				
2. Confidential 18.1 & 18.2	Keenan	Yes				

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE ASSISTANT, MAYOR AND
COUNCILLORS, BOBBY BROOK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST

Attachments

- 1 Action Officers List - May 2015

RECOMMENDATION

That Council receive and note the Action Officers List.

MOTION

CRS KEVIN BOURKE / BRIAN KEENAN

That Council receive and note the Action Officers List.

(CARRIED)

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE ASSISTANT, MAYOR AND
COUNCILLORS, BOBBY BROOK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List - May 2015

Confidential Action Officers List - May 2015

Meeting: Ordinary Council Meeting 23 March 2015
Subject: Proposed Meeting regarding Lake Mulwala.
<p>MOTION</p> <p>CRS PETER MANSFIELD / DON MCPHEE</p> <p>That Moira Shire Council meets stakeholders associated with the lowering of Lake Mulwala to determine what works are required to be done while the lake is lowered.</p> <p>(CARRIED)</p>
<p>COMPLETED</p> <p>A meeting was held on Thursday 9 April 2015 with stakeholders to discuss proposed works and issues the lowering of Lake Mulwala</p>

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(EXECUTIVE ASSISTANT, MAYOR AND COUNCILLORS, BOBBY BROOK)
(GENERAL MANAGER - CORPORATE, LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List - May 2015

Confidential Action Officers List – May 2015

<p>Meeting: Ordinary Council Meeting 8 December 2014</p> <p>Subject: Numurkah Historic Centre</p> <p>MOTION</p> <p>CRS PETER MANSFIELD / WENDY BUCK</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Formalise the relationship between Council and the Numurkah and District Historical Society by entering into a lease with the Society. 2. Note that the Numurkah Historic Centre building requires significant works to be undertaken within the next several years; 3. That a meeting with Council officers and the committee be held to determine future use of the building <p style="text-align: right;">(CARRIED)</p> <p>ACTIVITY</p> <p>A number of meetings have been held with the Executive regards the future of the Numurkah Historical Society, its activities and the building from which it operates.</p> <p>A Council Officer attended a meeting of the Historical Society committee on 24 February 2015 where the following key points were made;</p> <ol style="list-style-type: none"> 1. No decision has been as to the future of the building from which the Society operates and Council officers are currently determining the costs associated with repairs, refurbishment and meeting all necessary compliance requirements for the building. 2. Subject to the outcomes of this report and cost estimate, Council will be required to consider these works as part of its 2015/16 budget deliberations and beyond. 3. The activities of the Society and the building from which they operate should not be seen as interdependent and alternative sites should at least be considered for possible benefits to their activities now and into the future. 4. Council can support the group in reviewing its activities both past and present. This support is offered regardless of any discussion on future accommodation options of the Society. <p>Developing a lease at this time is premature considering the points raised above.</p> <p>A meeting of all Historical Societies is being planned for May 2015 in an effort to better understand the shared interests and challenges of the respective groups.</p>
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FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE ASSISTANT, MAYOR AND
COUNCILLORS, BOBBY BROOK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List - May 2015

Confidential Action Officers List - May 2015

<p>Meeting: Ordinary Council Meeting 23 February 2015</p>
<p>Subject: Property Rate Default Sales - 4 Cooray Street, Cobram, 59 Knox Street, Numurkah & 18 Veldt Street, Nathalia</p>
<p>MOTION CRS DON MCPHEE / BRIAN KEENAN</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council proceed with legal proceedings for the sale of the property located at 4 Cooray Street, Cobram by public auction in accordance with Section 181 of the Local Government Act 1989. 2. Council proceed with legal proceedings for the sale of the property located at 59 Knox Street, Numurkah by public auction in accordance with Section 181 of the Local Government Act 1989. 3. Council proceed with legal proceedings for the sale of the property located at 18 Veldt Street, Nathalia by public auction in accordance with Section 181 of the Local Government Act 1989. <p>(CARRIED)</p>
<p>ACTIVITY</p> <ul style="list-style-type: none"> • 4 Cooray Street, Cobram - Section 181 notice has been served upon the owner. Owner has until 10th May 2015 to respond to notice. • 59 Knox Street, Numurkah - debtor has entered into fortnightly payment arrangement. First \$100 fortnightly payment was to be received 1/5/15, \$100 8/5/15 and then \$200/fortnight for 2 months starting 22/5/15. First payment of \$100 has not been received. Arrears notice sent 06/05/2015. If no payment is forthcoming then \$181 notice to be served. • 18 Veldt Street, Nathalia - Letter sent 28/04/2015 by registered mail advising Council is in a position to commence S181 proceedings.

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 11.1
(EXECUTIVE ASSISTANT, MAYOR AND
COUNCILLORS, BOBBY BROOK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List - May 2015

Confidential Action Officers List – May 2015

Meeting: Ordinary Council Meeting 21 July 2014
Subject: Property Rate Default Sales - 3 Queen Street, Numurkah and 14 Moran Street, Picola
<p>MOTION</p> <p>CRS ED COX / GARY CLEVELAND</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council proceed with legal proceedings for the sale of the property located at 3 Queen Street, Numurkah by public auction in accordance with Section 181 of the Local Government Act 1989. 2. Council proceed with legal proceedings for the sale of the property located at 14 Moran Street, Picola by public auction in accordance with Section 181 of the Local Government Act 1989. <p>(CARRIED)</p>
<p>ACTIVITY</p> <ul style="list-style-type: none"> • 3 Queen St, Numurkah – have been advised that the owner resides in Numurkah, location search currently being done to ascertain exact location so complaint can be served personally, once complaint has been served then judgement can be obtained and S:1814 can commence. • 14 Moran St, Picola – time expired on 3/4/15 for interested parties to lodge an objection to the property sale - we are now in the process of engaging an agent, etc. to put the property on the market.

FILE NO: 100.01.0001
3. OUR COMMUNICATIONS AND PROCESSES

ITEM NO: 11.1
(EXECUTIVE ASSISTANT, MAYOR AND COUNCILLORS, BOBBY BROOK)
(GENERAL MANAGER - CORPORATE, LEANNE MULCAHY)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers List - May 2015

Confidential Action Officers List – May 2015

Meeting: Ordinary Council Meeting 23 February 2015
Subject: Property Rate Default Sale – 9 Gordon Street Numurkah
<p>MOTION CRS DON MCPHEE / ED COX</p> <p>That:</p> <p>1. Council proceed with legal proceedings for the sale of the property located at 9 Gordon Street, Numurkah by public auction in accordance with Section 181 of the Local Government Act 1989.</p>
<p>ACTIVITY Letter sent to debtors 01/05/2015 advising them that Council is in the position to sell the property under S181.</p>
(CARRIED)

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FILE NO: D15/24006
5. INFRASTRUCTURE

ITEM NO: 13.1
(EXECUTIVE ASSISTANT - OFFICE OF
CEO, JULIE GERARD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

REEDYS ROAD BURRAMINE - IMPROVE SIGNAGE & DUST SUPPRESSION

1. Executive Summary

A joint letter containing 10 signatures from residents of Reedys Road, Burramine, requesting for improvement of signage at the Reedys Road / Murray Valley Highway intersection and for dust suppressant treatment of Reedys Road has been received.

In accordance with Section 66 of the Meeting Procedures Local Laws 2007, it is recommended that the joint letter be received and lay on the table and be considered at the next ordinary meeting of Council on Monday 22 June 2015 where a report on the issues raised will be presented.

Attachments

- 1 Petition Reedys Road

RECOMMENDATION

That:

Council receive a joint letter containing 10 signatures requesting Council to improve the signage at Reedys Road / Murray Valley Highway intersection and for dust suppressant treatment of Reedys Road Burramine.

MOTION

CRS BRIAN KEENAN / WENDY BUCK

That:

Council receive a joint letter containing 10 signatures requesting Council to improve the signage at Reedys Road / Murray Valley Highway intersection and for dust suppressant treatment of Reedys Road Burramine

(CARRIED)

FILE NO: D15/24006
5. INFRASTRUCTURE

ITEM NO: 13.1
(EXECUTIVE ASSISTANT - OFFICE OF
CEO, JULIE GERARD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

REEDYS ROAD BURRAMINE - IMPROVE SIGNAGE & DUST SUPPRESSION
(cont'd)

ATTACHMENT No [1] - Petition Reedys Road

23 April 2015

Mr Andrew Close
General Manager, Infrastructure
Moirra Shire Council
PO Box 578
Cobram VIC 3643

Dear Mr Close

Reedys Road, Burramine

I write on behalf of my neighbours of Reedys Road, Burramine.

Reedys Road is correctly signed at the intersection with the Murray Valley Highway as "No Through Road" and "No River Access".

Despite this, many vehicles with long caravan trailers turn into Reedys Road and travel to its end at very high speeds.

This creates wear on the road, excessive dust and presents a danger to the lower-speed local users. When these long vehicles get to the impassable end of Reedys Road, they need to turn around by driving into the unkept road reserve. A number of school children walk along Reedys Road to catch the school bus, on the understanding that it is a local road. These non-local, high-speed users are increasing the risk to these children.

We are writing to request that large "No Through Road" and "No River Access" signs be placed on Reedys Road within the minimum possible distance of the intersection with the Murray Valley Highway. This may encourage drivers to turn back to the Murray Valley Highway immediately, rather than travelling to the dead end of Reedys Road.

We are also requesting that a dust suppressing topping be placed on the road. The road adjoins the property of a local organic farmer. If a non-chemical suppressant is available, we request that be used.

Please let me know if you require any further information from us. We appreciate your consideration of this matter and look forward to hearing from you.

Yours sincerely

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

15.1 Cr Brian Keenan

Cr Keenan congratulated the Mayor on recommending the purchase of the temporary hospital in Numurkah to accommodate staff at the municipal office in Cobram.

15.2 Councillor Kevin Bourke

Cr Bourke has major concerns with the upcoming event to be held in Harding's Road Nathalia. The event is allegedly being run by a Confest group, Council should discourage these events and closely monitor.

15.3 Councillor Ed Cox

Cr Cox suggested that event applications should go to Council and that Council should decide the outcome of such events.

15.4 CEO Mark Henderson

The CEO responded to Councillor concerns with the "Dream Creek" festival, he stated that all festivals are required to submit a POPE application (Place Of Public Entertainment) which looks at items such as security, and health and safety.

FILE NO: VARIOUS

ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

Clause 63 of Council's "Meeting Procedures Local Law 2007 (No. 1 of 2007) states:

63. Question Time

1. At every ordinary meeting of the Council a maximum of 30 minutes may be allocated to enable members of the public to submit questions to Council.
2. The time allocated may be extended by unanimous resolution of Council.
3. Sub-clause (1) does not apply during any period when the Council has resolved to close a meeting in respect of a matter under section 89 (2) of the Act.
4. To assist the accurate recording of minutes and addressing any questions that may require written response or follow up, the Chief Executive Officer may require questions to be submitted in writing on a form approved or permitted by Council.
No person may submit more than two (2) questions at any one (1) meeting.
The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.

No question must be so read unless:

- (a) the person asking the same is in the gallery at the time it is due to be read;
and
- (b) the person asking the question reads the same when called upon by the Chairperson to do so.

A question may be disallowed by the Chairperson if it:

- (a) relates to a matter outside the duties, functions and powers of Council;
- (b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- (c) deals with a subject matter already answered;
- (d) is aimed at embarrassing a Councillor or a member of Council staff;
- (e) relates to personnel matters;
- (f) relates to the personal hardship of any resident or ratepayer;
- (g) relates to industrial matters;
- (h) relates to contractual matters;
- (i) relates to proposed developments;
- (j) relates to legal advice;
- (k) relates to matters affecting the security of Council property; or
- (l) relates to any other matter which Council considers would prejudice Council or any person.

All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.

The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.

A Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.

A Councillor or member of Council staff may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public . The Councillor or member of Council staff must state briefly the reason why to reply should be so given and, unless Council resolves to the contrary the reply to such question must be so given.

FILE NO: VARIOUS

ITEM NO: 16

QUESTIONS FROM THE PUBLIC GALLERY

16.1 **Leanne Pell - Nathalia**

Question: Why is Moira Shire not conducting public information sessions to explain the proposed rate increases and draft budget?

Answer: The CEO responded that last year's public information sessions were poorly attended and in most cases the budget was not discussed. Council is looking at a conducting a more extensive process with next year's budget, with new techniques to engage the community.

16.2 **Leanne Pell - Nathalia**

Question: When reading the proposed budget there was \$11.56million in capital works to be done which includes \$1.5million in projects to be carried over, yet when reading VAGO report budget (13/14) last year was \$10.1million, with an actual of \$7.3million and a variance was \$2.8 million, with proposed budget carryover of \$1.5million, it appears \$1.3million is missing. Is my calculator not right?

Answer: The CEO responded the analysis is correct in factual form, however the capital budget is not static, so when the Council adopts the capital budget the number is never a constant number. If we receive a grant the following week, or following month, this lifts the capital program by virtue of that grant, so you are never working against a concrete number so the carry forward is a number that reflects projects in the current year that are not completed or commenced by 30 June. You are comparing a budget number with an annual report to VAGO, the capital budget is a floating number depending on grants received in the financial year that were not included in the adopted budget.

FILE NO: VARIOUS

ITEM NO: 17

MEETING ADJOURNMENT**RECOMMENDATION**

That the meeting be adjourned for 10 minutes.

MOTION

CRS PETER MANSFIELD / DON MCPHEE

That the meeting be adjourned for 10 minutes. (The meeting was adjourned at 6.48pm).

(CARRIED)

RECOMMENDATION

That the meeting be resumed.

MOTION

CRS PETER MANSFIELD / WENDY BUCK

That the meeting be resumed (7.06pm).

(CARRIED)

RECOMMENDATION

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

MOTION

CRS PETER MANSFIELD / KEVIN BOURKE

That pursuant to Section 89(2) (a) and (d) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss contractual, industrial and any other matters which the Council or Special Committee considers would prejudice the Council or any person.

(CARRIED)

FILE NO: VARIOUS

ITEM NO: 17

MEETING ADJOURNMENT

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to resume the Ordinary meeting.

MOTION

CRS ED COX / GARY CLEVELAND

That pursuant the Ordinary meeting be resumed in open session.

(CARRIED)

RECOMMENDATION

That the recommendations of the "Closed" Meeting of Council with regard to contractual, industrial and any other matters which the Council considers would prejudice the Council or any person be adopted.

MOTION

CRS DON MCPHEE / BRIAN KEENAN

That the recommendations of the "Closed" Meeting of Council be adopted.

(CARRIED)

CLOSE OF MEETING

The meeting closed at 7.36pm.