



MOIRA SHIRE



ENRICHING LIFE ON THE MURRAY

COUNCIL AGENDA

30 May 2016



Discover Moira



44 Station Street
Cobram Vic 3644
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AGENDA

ORDINARY MEETING OF COUNCIL **FOR**

MONDAY 30 MAY 2016

**TO BE HELD AT PRESIDENTS ROOM, NUMURKAH TOURIST INFORMATION CENTRE,
MELVILLE STREET NUMURKAH
COMMENCING AT 5:00 PM**

1. CALLING TO ORDER – CEO

RECORDING

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

2. PRAYER

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

Amen

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

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

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: "That the minutes of the Ordinary Council Meeting held on Tuesday, 26 April 2016 and the minutes of the Special Council Meeting held on Wednesday, 18 May 2016, as prepared, be confirmed."

8. COUNCILLOR REPORTS

NIL

9. OFFICER REPORTS FOR DETERMINATION

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11. NOTICES OF MOTION

NIL

12. PETITIONS AND JOINT LETTERS

NIL

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NIL

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17. CONFIDENTIAL BUSINESS

18. CONFIDENTIAL ACTION OFFICERS LIST
19. URGENT OR GENERAL CONFIDENTIAL BUSINESS
20. CLOSE OF MEETING

FILE NO: 100.00.01
4. ORGANISATION

ITEM NO: 9.1.1
(MANAGER FINANCE, SIMON RENNIE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET

RECOMMENDATION

That Council:

1. Adopt the Budget 2016-2017 including the User Fees and Charges; and
2. Authorise the Chief Executive Officer to give public notice of the decision to adopt the Budget 2016-2017 in accordance with Section 130 of the *Local Government Act 1989*.

1. Executive Summary

The Draft Budget 2016-2017 has been prepared and advertised by Council for public submissions. The closing date for public submissions to the Draft Budget was 5.00pm, 12 May 2016.

It is recommended that Council adopts the Budget 2016-2017 including the User Fees and Charges.

2. Background and Options

The key outcomes of the Draft Budget 2016-2017 include a rate rise of 2.5 per cent, in line with rate capping, and a net operating surplus of \$2.88 million.

The Annual Budget, including User Fees and Charges, relates to the 2016-2017 financial year. The Annual Budget is required to be adopted and a copy submitted to the Minister by 30 June each year.

Council has sought community input and feedback on the Proposed Budget 2016-2017. Submissions were considered by a Special Committee Meeting of Council held on 18 May 2016. A summary of the submissions is outlined below:

	Submission	Responses
1	GRAIN Store Nathalia	We encourage the GRAIN Store to make application for funding through Council's annual grants programs to support activities delivered in the Shire. Council will develop an Arts and Culture Strategy during 2016/17 year to guide future funding and support
2	Jubilee Park – Tungamah Recreation Reserve	Commence development of master plan for the Tungamah Recreation Reserve
3	Nathalia and District Development Corporation proposed alterations to parking	Council is considering an alternative solution to improve on-street car parking.
4	The Wilby & District Memorial Hall	The proposed Budget includes "Construction of upgraded community meeting facilities at Wilby in association with the Country Fire Authority. Includes retirement of the old Wilby Hall. It has a

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

		total budget of \$350,000 with Council's contribution at \$85,000." The proposal is subject to a successful grant application.
5	Museum building maintenance, Numurkah & District Historical Society Inc, Numurkah.	Council will continue discussions with the Society.
6	Expenditure on roads works and maintenance	Council is committed to providing a well maintained and safe road network across the Shire. The draft Budget includes \$6.2M for road maintenance which includes road-resealing and gravel road re-sheeting.
7	Repair and rectification of the Katunga Recreation Reserve and Community Netball/Tennis Courts, Katunga.	Review court condition and address under Council maintenance programs if possible.
8	Netball/Tennis Courts, Katunga.	Review court condition and address under Council maintenance programs if possible.
9	New Community Centre at the Katunga Recreation Reserve, Katunga.	Commence development of master plan for the Katunga Recreation Reserve
10	Netball/Tennis Courts, Katunga.	Review court condition and address under Council maintenance programs if possible.
11	Katunga Recreation Reserve Club Rooms and Change Rooms.	Commence development of master plan for the Katunga Recreation Reserve
12	Drainage issues at Kenny Rd, Yarroweyah.	The project included in the budget will determine a viable solution to the drainage of this area of the Shire.
13	Removal and redevelopment of the Katunga Recreation Reserve Community Centre.	Commence development of master plan for the Katunga Recreation Reserve
14	Preparation, planning, designing and costing of a new facility at Katunga	Commence development of master plan for the Katunga Recreation Reserve
15	Preparation, planning, designing and costing of a new facility at Katunga	Commence development of master plan for the Katunga Recreation Reserve

Following its public exhibition, in accordance with Section 129 of the *Local Government Act 1989*, the Budget 2016-2017 including User Fees and Charges, is now presented for Council's formal adoption.

3. Financial Implications

The Budget 2016-2017 is the key financial document for that year. The operating budget has been prepared using Council's Strategic Resource Plan as a base.

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4. Risk Management

By adopting the recommendation, Council will not be exposed to any significant risk.

5. Internal and External Consultation

Public advertisement advising proposed budget on public exhibition, as required by Sections 129 and 223 of the Local Government Act 1989.

Copies of the Proposed Budget 2016-2017 document have been available online and at the Cobram service centre.

Internal consultations have been held with the Corporate Management Team, all Managers and key staff within their Departments

6. Regional Context

Council is required to submit their budget to the Minister 30 June 2016.

7. Council Plan Strategy

Strategic directive: deliver sound financial

8. Legislative / Policy Implications

- Local Government Act 1989
- Special Rates and Charges Policy
- Garbage and Recycling Policy
- Asset Management Policy
- Rates and Charges Policy
- Budget and Reporting Policy

9. Environmental Impact

All environmental implications have been addressed as part of preparation of this budget.

10. Conflict of Interest Considerations

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

11. Conclusion

Council has sought community input and feedback on the Proposed Budget 2016-2017. Submissions were received and then were considered by a Special Committee Meeting of Council held on 18 May 2016. It is recommended that Council, following consideration of the submissions received adopt the Budget 2016-2017.

Attachments

- 1 Moira Shire Council Budget 2016-2017

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

**Moira Shire Council
Budget
2016/2017**

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

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This Budget Report has been prepared with reference to Chartered Accountants ANZ "Victorian City Council Model Budget 2016/2017" a best practice guide for reporting local government budgets in Victoria.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Mayor's Introduction

The Councillors and I are pleased to present this Budget to the Moira community. As we enter into 2016/17, Council's financial position remains stable. There are however challenges ahead with financial pressures associated with the introduction of rate capping and the Victorian and Federal Government budget position. This budget builds on our Council Plan 2013-2017.

The proposed budget details the resources required over the next year to fund a wide range of services, programs and projects that seek to balance the many and often competing needs of the Moira community and its inherent challenges of a relatively small, slower growing population dispersed across a large geographic area. The budget also details Council's proposed capital expenditure to improve and renew our Shire's physical infrastructure, buildings and operational assets.

Consistent with our Council Plan, the annual budget will support growth and livability across the Shire by leveraging our unique combination of natural assets and strengths that include

- our climate, lifestyle and housing affordability,
- our reliable water resources that underpin our lifestyle and economy;
- the ongoing investment in our economic strengths in agriculture, manufacturing and tourism, and
- our unique combination of natural attractions and cultural diversity that underpin diverse and vibrant arts, heritage, recreation and cultural opportunities.

As Councillors, it is our job to listen to community sentiment and understand your priorities. Since we started our term in 2012, community surveys and feedback have consistently emphasised the importance of our services to the community.

Community feedback highlights the critical need to invest in addressing the infrastructure requirements for improved drainage and effective flood mitigation.

In December 2015 we commenced a community feedback process to further understand the priorities within our community and to determine Council's role in supporting and/or advocating for the delivery of these needs. Several of the suggestions and ideas we received have been incorporated into this year's budget or will be subject to further investigation for consideration in later year plans and budgets.

We have also heard your calls for Council to be financially responsible and keep our rate, fees and charges as low as possible. In response, Moira Shire Council proposes a rate increase of 2.5 per cent. This is in line with the new Fair Go Rates System (FGRS) which has capped rates increases by Victorian councils to the forecast movement of 2.5 per cent in the Consumer Price Index (CPI). The proposed rate increase is below cost increases we will incur in the delivery of many of our services and projects.

In response to these pressures and the feedback from our community, Council has not applied to the Essential Services Commission (ESC) for a variation, and instead we have focused our efforts on identifying sustainable operational savings and efficiencies.

To ease the impact on ratepayers and ensure users help pay for Council services the Garbage, recycling and Environmental levy will also increase by 2.5%. The organic waste service charge will not increase in 2016/17 in recognition of the community's excellent work in maintaining very low contamination rates.

Our proposed budget includes \$11.4 million of capital works. This includes \$8.9 million for asset renewals, \$1.4 million for upgrades and \$1.1 million for expansions. Highlights of the capital program include;

- Roads and Footpaths (\$6.2 million) – including reconstructions, roads to recovery projects, resheeting and footpath renewal programs
- Drainage, Kerb and Channel (\$2.1 million) – including road drainage replacement works across the Shire.

This is the first year of the Fair Go Rates System but coincides with the bi-annual property revaluation. The change to property values may cause the actual rate increase that appears on an individual rate payer's notice to vary above or below Council's proposed rate increase of 2.5 per cent.

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If your property value increased by more than the average for the Shire, your rates will increase by more than 2.5 per cent but if your property value varied by less than the average, your rates will change by less than 2.5 per cent and may in fact reduce from the previous year.

The proposed budget was developed through a rigorous process of consultation and review and Council endorses it as financially responsible. I encourage you to read the remainder of this document, in conjunction with our Council Plan 2013-2017.

Cr Gary Cleveland
Mayor

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ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Executive summary

Council's proposed 2016/17 Budget aims to continue our progress in delivering the goals and objectives set out in our Council Plan 2013-2017. The proposed budget details the resources required over the next year to fund a wide range of services, programs and projects that aim to balance the many and often competing needs of the Moira community and its inherent challenges of a relatively small, slower growing population dispersed across a large geographic area.

The budget also details Council's proposed capital expenditure to maintain an aging asset base and also improve and renew our Shire's physical infrastructure, buildings and operational assets. We will deliver these programs and services within the rate increase of 2.5 percent mandated by the Victorian Government.

This Budget projects a surplus of \$2.9m for 2016/17, and the adjusted underlying result is a surplus of \$2.1m after adjusting for capital grants and contributions (refer Sections 5 and 10.1).

In an environment of rate capping revenue remains generally stable yet expenses continue to rise and the expectations and needs around capital expenditure is quite high. There are major costs looming with an aging drainage system that, in many areas, does not meet today's demands and also some extensive flooding mitigation works required. While some infrastructure works may be funded by developers, much of the cost will fall to Council.

By 2018/19 it is expected to see a large level of drainage and flood mitigation works requiring funding and, with rate capping firmly in place, there is likely to be a requirement to take on additional debt as a long term financing option. Taking on additional debt will be difficult within the rate cap expected in future years and may necessitate an exemption to the cap to fund debt repayments.

Council continues to identify areas of operations in which expenses can be reduced to position the organisation for sustainably over the longer term.

Key things we are funding

- 1) Ongoing delivery of services to the Moira Shire community funded by a budget of \$55.9m.
- 2) Continued investment in Infrastructure assets (\$11.4m) primarily for renewal works including
 - Roads (\$6.0m);
 - Drainage (\$1.3m);
 - Buildings (\$1.6m);
 - Land improvements(\$0.3m)
 - Plant & Equipment (\$0.86m)
 - Footpaths and bicycle paths (\$0.2m);
 - Kerb and Channel (\$0.8m);
 - Recreational and Community (\$0.27m);

The Statement of Capital Works can be found in Section 3.

The Rate Rise

- 1) The average rate will rise by 2.5% in line with the order by the Minister for Local Government on 14 December 2015 under the Fair Go Rates System.
- 2) Key drivers
 - a) To fund ongoing service delivery across a large geographic area and relatively small dispersed population
 - b) To fund renewal of infrastructure and community assets
 - c) To cope with cost shifting from the State Government
 - d) To cope with a reduction in funding from the Commonwealth Government via the Victoria Grants Commission caused by their freezing of indexation of the grant

The budget coincides with the biennial municipal revaluation year. Valuations will be as per the General Revaluation dated 1 January 2016 (as amended by supplementary valuations

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Key Statistics

Total Revenue	\$55.9M	(2015/16 = \$50.6M)
Total Expenditure	\$53.0M	(2015/16 = \$52.6M)
Accounting Result	\$2.9M Surplus	(2015/16 = \$1.9M Deficit)
Underlying Operating Result	Surplus of \$2.1M	(2015/16 = Deficit of \$6.9M)
<small>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses)</small>		
Cash result	\$0.7M Deficit	(2015/16 = \$7.4M Deficit)

(Refer Statement of Cash Flows in Section 3)

This is the net funding result after considering the funding requirements to meet loan principal repayments and the reserve transfers.

Comprising:

Total Capital Works Program	\$11.4M	\$4.3M from Council operations (rates funded - estimated) \$0.0M from borrowings \$6.4M from external grants \$0.7M from cash and reserves - estimated
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Budget Influences

External Influences

The preparation of the budget is influenced by the following external factors:

- The Victorian State Government has introduced a cap on rate increases from 2016/17. The cap for 2016/17 has been set at 2.5%.
- Ongoing cost shifting. This occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by local governments do not increase in line with real cost increases.
- Councils across Australia raise approximately 3.5% of the total taxation collected by all levels of Government in Australia. In addition Councils are entrusted with the maintenance of more than 30% of the all Australian public assets including roads, bridges, parks, footpaths and public buildings. This means that a large proportion of Council's income must be allocated to the maintenance and replacement of these valuable public assets to ensure the quality of public infrastructure is maintained at satisfactory levels.
- The withdrawal of indexation from the Commonwealth Government's financial assistance grants program to local government.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the *Fire Services Property Levy Act 2012*, and will see Moira Shire residents contribute more than \$3.5 million to the ongoing operations of the CFA and the 27 brigades across the Moira Shire.

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ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Internal Influences

As well as external influences, there are also internal influences which are expected to have an impact on the preparation of the 2016/17 Budget. These matters have arisen from events occurring in the 2015/16 year resulting in variances between the forecast actual and budgeted results for that year and matters expected to arise in the 2016/17 year:

- Council must renegotiate a new Enterprise Bargaining Agreement for commencement on 1 July 2016.
- Delays and savings in backfilling vacant employee positions in 2015/16 will result in a higher % increase in wages in 2016/17.

State Budget wish list

Consistent with our 2013-2017 Council Plan, the following significant projects have been identified as priorities for the ongoing development of Moira shire's economy, employment opportunities and liveability.

1. Victorian Government commitment to the route, funding and delivery of the Yarrawonga Mulwala bridge.
2. Timely completion of the GMW Connections project to provide certainty and improved service standards to Moira Shire's agricultural and agri-processing sector.
3. Funding and delivery of the Strathmerton Bypass to support this centre's ongoing private sector investment and development as an important logistics hub in northern Victoria.
4. Increased investment in the development of key tourism assets including the Barmah State Forest.
5. Invest Fire Services Levy funding into projects that directly benefit local CFAs, regional communities and also reduce the legal liability and administrative burden transferred to Councils.

Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 8 to 15 of this report.

This section includes the following reports and statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report.

- 1) Link to Council Plan
- 2) Services and service indicators
- 3) Financial statements
- 4) Financial performance indicators
- 5) Grants and borrowings
- 6) Detailed list of capital works
- 7) Rates and charges

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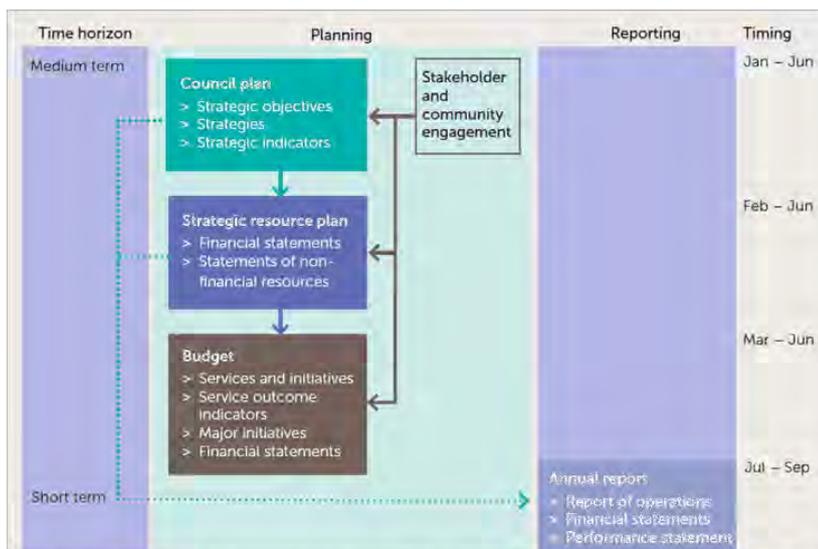
ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

1.1 Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (formerly Department of Transport, Planning and Local Infrastructure)

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Our purpose

Vision

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

Mission

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

Core Values

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

Community, honesty, innovation, integrity, responsibility, responsiveness, trust, leadership and accountability.

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ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objectives

Council delivers services and initiatives under 28 major service categories. Each contributes to the achievement of one of the three Strategic Objectives and five enabling objectives as set out in the Council Plan for the years 2013-17. The following table lists the eight Strategic and Enabling Objectives as described in the Council Plan.

Strategic Objective	Description
Strong regional partnerships	Strong stakeholder relationships will help inform Council's operations and investment priorities. Council will also draw on this understanding to ensure Moira's business and community needs are effectively represented within local, state and federal government and agency forums and able to access its fair share of funding and service opportunities.
Improve Moira's Liveability	Investing in Moira's liveability improves the quality of life for our residents and at the same time encourages greater economic growth by enhancing our region's ability to attract, retain and grow business activity.
Build on our economic strengths in agriculture, manufacturing and tourism	Moira's climate, location, irrigation infrastructure and transport options means it is well placed to grow its agriculture, manufacturing and tourism sectors. Moira's Economic Development Strategy, adopted in 2013, remains a key priority supported by the 'whole of council' approach outlined in the Council Plan.
Enabling Objective	Description
Smarter delivery of existing services and programs	Finding smarter and more efficient ways to deliver local government services is critical to delivering agreed service standards within our available financial resources. Council Plan proposed to involve industry and the community in the improvement and streamlining of Council processes and in determining acceptable trade-offs between cost and community service standards
Delivering sound financial management	Financial sustainability underpins Council's ability to deliver services and invest in community assets that support our community's economic growth and social wellbeing. The Victorian Auditor-General's Office (VAGO) annual audit and review program will be the primary indicator of our performance.
Involving and communicating with our community	As we strive to deliver 'more with less', our community planning is vital to allowing our communities be a part of the decision making process as they evaluate and define service and asset needs and the trade-offs associated with change. The resulting plans inform Council's long term land use planning, asset management, service delivery and investment decision-making across our Shire.
Demonstrating good governance	Good governance underpins our community's, investors' and stakeholders' confidence in Council and our ability to attract grant and other investment and funding. Within the Council Plan, Council seeks to demonstrate the rigour of its governance, policies and decisions by adopting Best Value Principles.
Rebalancing Moira's asset mix	Council will work with the community to review and plan for the longer term renewal investment requirements to meet future service and asset needs of the community, business and stakeholders.

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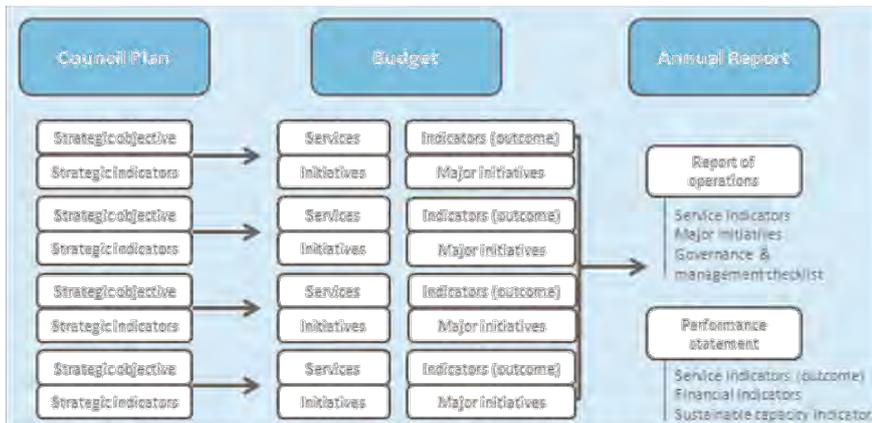
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2016/17 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning (formerly Transport, Planning and Local Infrastructure)

Services for which there are prescribed performance indicators to be reported on in accordance with the Regulations are shown in **bold** and underlined in the following sections.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 1: Strong regional partnerships

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Service Areas	Description of services provided	Expenditure (Revenue)
		Net Cost \$'000
Office of CEO	This service provides leadership guidance to the business, Council and guides the development and delivery of Council's representation and advocacy efforts. Organisational structure rescaled to two general managers and a realignment of management functions. Council met all regulatory reporting requirements including annual Budget and review of Council Plan.	1,302 (Nil) 1,302

Initiatives

- Develop an advocacy plan focusing on Council's regional opportunities in agriculture, manufacturing and tourism. (\$Nil additional cost)
- Actively engage in relevant forums and networks to promote Moira's interests including MAV, HRLGN, Hume RDA and Murray Group of Councils. (\$Nil additional cost)
- Liaise with key industry groups about future directions to explore collaborative opportunities and advocate for growth and investment. (\$Nil additional cost)

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(MANAGER FINANCE, SIMON RENNIE)
(GENERAL MANAGER - CORPORATE,
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 2: Improving Moira's Liveability

To achieve our objective we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Service Areas	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Waste Management	This service provides waste collection including kerbside rubbish collection of garbage, recyclables and organic waste from households and some commercial properties in Council. It also operates nine transfer stations and a landfill site, including monitoring to maintain environmental standards.	4,993 <u>(4,787)</u> 206
Environment Sustainability and Natural Resource Management	This service develops environmental policy, implements environmental projects, delivers educational programs and works with other agencies to improve environment sustainability and natural resource management. The service assists with implementing Councils roadside management plan, management of Councils utilities including improving energy efficiency and reducing energy consumption, responding to planning and other referrals relating to Natural Resource Management, in partnership with other agencies managing Kinnairds wetlands and managing funded projects aimed at assisting the community adapt to climate change.	979 <u>(88)</u> 891
Children, youth and families	This service provides <ul style="list-style-type: none"> o Contributions to nine community-based not for profit preschools to ensure quality and affordable preschool services across the Shire. o Maternal and child health services in Cobram, Nathalia, Numurkah, Strathmerton and Yarrawonga and outreach services to our smaller centres. o Youth services and events that connect and engage our younger citizens, such as Junior Council. o Immunisation programs for infants and school children. 	1,666 <u>(804)</u> 862
Emergency response management	This service assists Moira Shire communities to prepare, respond and recover from emergencies and natural disasters in line with Moira's Emergency Management Plan.	188 <u>(67)</u> 121

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Health and community wellbeing	Council works with communities to improve liveability for all residents across the Shire through arts and culture, access and inclusion and health and wellbeing programs. Council provides assistance to a range of partner agencies including Community Houses, Moira Health Care Alliance, Moira Arts and Culture Inc., IWD, Citizenship, Australia Day, Harmony Day and Moira Foodbank. Council works with committees and volunteer groups to plan for the future needs of our community and to ensure Council fulfils its legislated Public Health and Wellbeing obligations. Council provides targeted grant programs to assist community groups and organisations to achieve goals within their local communities. Council support the delivery of a diverse range of arts, cultural and events that enhance community wellbeing and provide opportunities for residents and visitors to participate in and enjoy a wide variety of activities. Council delivers these services through a combination of direct delivery, funding through annual arts and events grants programs and through formal funding agreements with Moira Arts and Culture Incorporated and similar independent organisations and service providers.	975 (57) 918
Library services	Council provides a financial contribution to the operation of the Goulburn Valley Regional Library Corporation who in turn provide a range of library services at four locations within the Shire and via a mobile library service to smaller towns and centre.	755 Nil 755
Parks and reserves	This service includes the cost of maintaining and upgrading of Council's parks and gardens, reserves, town entrances and open spaces including 80 parks and gardens (open spaces), 44 playgrounds, 31 public toilet blocks, public BBQs and irrigation systems. This service is responsible for the management, maintenance and safety of parks and gardens, sporting grounds and playground facilities.	4,047 Nil 4,047
Public health	This service aims to protect the community's health and wellbeing through the provision of regulatory services and education. The service undertakes inspections and registers premises in accordance with health and food legislation and approves permits for the installation of septic tanks.	625 (212) 413
Public safety	This service provides a safe and orderly environment within the municipality through the regulation, control and enforcement of legislation and local laws. Services provided include school crossing supervisors, domestic animal management services and fire prevention enforcement program.	1,108 (253) 855
Sports and recreation services	Council maintains five outdoor swimming pools at Yarrawonga, Cobram, Numurkah, Strathmerton and Nathalia, the water slide and splash park on the Yarrawonga foreshore, the Nathalia Sports and Community Centre, the Cobram Sports Stadium, and the Numurkah Aquatic & Fitness Centre along with the irrigation, mowing and general upkeep of Council's 19 recreation reserves and four showgrounds. The service also undertakes strategic review of service needs to identify and plan for future requirements.	1,358 (31) 1,327

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Roads, footpaths and drainage	<p>This service conducts ongoing maintenance of Council's road and bridge network which includes 80 bridges and major culverts, 1,000 km of sealed roads, 2,500 km of gravel roads varying from link roads to access tracks, 600 km of farm access tracks, 239 km of kerb and channel and 60 km of footpaths. Activities include repairing, resealing, asphaltting, resheeting and patching.</p> <p>The service also maintains CBD streetscapes in the four major towns and 18 smaller towns, fire plug maintenance and inspection and maintenance of flood pumps.</p>	<p>6,961 <u>(3,921)</u> 3,040</p>
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Major Initiatives

- During 2015/16 Council will complete construction of the Cobram Library (\$1.6 million net cost).

Initiatives

- Develop the 2016-2019 Arts and Culture Strategy
- Review the Streetscape Strategy for the four major towns.
- Review Moira's Road Management Plan to align with changes in road use and reduced road funding
- Develop a foot path strategy to guide Council and community investment
- Commence implementation of Numurkah Flood Study recommendations

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4. ORGANISATION

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 3: Build on our economic strengths in agriculture, manufacturing and tourism

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service Areas	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Building services	This service provides statutory building services to the Moira Shire community including processing of building permits, emergency management responsibilities, fire safety inspections, audits of swimming pool barriers and investigations of complaints and illegal works.	670 <u>(372)</u> 298
Economic development	This service supports the attraction, growth and innovation of existing and prospective businesses across the Shire. Council provided a wide range of training and development opportunities for local business including specialist forums focusing on marketing, recruitment, export development, social media for business, e-commerce and compliance with Australian fire safety standards for new developments.	1,567 <u>(138)</u> 1,429
Statutory planning	This service monitors the Council's Planning Scheme as well as preparing major policy documents shaping the future of the Shire. It also prepares and processes amendments to the Council Planning Scheme and carries out research on demographic, urban development, economic and social issues affecting Council. It also processes all planning applications, provides advice and makes decisions about development proposals that require a planning permit, as well as representing Council at the Victorian Civil and Administrative Tribunal where necessary.	1,204 <u>(308)</u> 896
Tourism	This service provides support to the business plans of local tourism associations, and plans for future tourism opportunities and infrastructure needs. The service provides contributions to tourism marketing including Murray Regional Tourism.	784 <u>(62)</u> 722

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 4: Smarter delivery of services and programs

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service Areas	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Customer service	This service is the main customer interface with the community and includes customer service delivered by phone and from centres in Cobram and Yarrawonga, agency services in eight other local centres and online through Council's website and social media platforms.	682 Nil 682
Information services	This service provides, supports and maintains reliable and cost effective communications and computing systems, facilities and infrastructure to Council staff enabling them to deliver services in a smart, productive and efficient way. The service links more than 20 service centres, depots and transfer stations and enables remote service delivery including home visit services.	2,603 Nil 2,603
Organisational development	This service provides Council with strategic and operational organisational development support including occupational health and safety obligations. The service develops and implements strategies, policies and procedures through the provision of human resources and industrial relations services. The service also assists managers to determine and progress toward future structures, capability and cultures in their service units.	1,616 Nil 1,616

Initiatives

Undertake reviews of Council services, which will include consultation with stakeholders and the development of service standards and commitments for these services (\$Nil net cost).

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 5: Deliver sound financial management

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service Areas	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Financial services	This service provides financial based services to both internal and external customers including the management of Council's finances, payment of salaries and wages to Council employees, procurement and contracting of services, raising and collection of rates and charges and valuation of properties throughout the municipality. The income in this service area is driven by the collection of rates, fees and charges and the receipt of government grants.	11,807 <u>(38,182)</u> (26,375)

Initiatives

Review revenue rating strategy

FILE NO: 100.00.01
4. ORGANISATION

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 6: Involving and communicating with our community

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service Areas	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Communications	This service is responsible for the management and provision of advice on external and internal communication, in consultation with relevant stakeholders, on behalf of Council.	342 (2) 340
Community development	This service is responsible for working with the community, stakeholders and partner agencies to develop long term community plans that inform Council's land use planning, asset management, service delivery and investment decision-making across the Shire.	1,073 Nil 1,073

Initiatives

Develop Community Plans for towns and townships

FILE NO: 100.00.01
4. ORGANISATION

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 7: Demonstrating good governance

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Service Areas	Description of services provided	Expenditure (Revenue)
		Net Cost \$'000
Governance and compliance	This includes Councillor entitlements along with the costs of ensuring we comply with the governance obligations under the Local Government Act and other legislation.	1,374 (11) 1,363
Business compliance and risk services	This service is responsible for the maintenance, management and strategic planning for Council's building, land and property leases and licenses	925 (400) 525

Initiatives

Identify and plan compliance upgrades of Council infrastructure within reduced grant and financial resources.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Strategic Objective 8: Rebalancing Council's asset mix

To achieve our objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Service Areas	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Civic Buildings	This service oversees repairs and maintenance of Council's more than 570 buildings that range from small pump sheds to historical and aging halls and community buildings and recreation facilities. Costs include contributions to local Committees of Management, utilities and repairs and maintenance.	751 <u>Nil</u> 751
Council assets	Council operates and maintains a range of 'other' assets including pumps and basins. This category also includes the costs of insurance for council buildings, plant and other assets.	1,583 <u>(43)</u> 1,540
Engineering design and management	This service undertakes design, tendering, contract management and supervision of various works within Council's capital works program. The service also approves and supervises private development activities such as subdivisions and infrastructure associated with buildings and unit developments.	742 <u>(2)</u> 740
Infrastructure planning	This service conducts capital works planning for Council's main civil infrastructure assets in an integrated and prioritized manner in order to optimise their strategic value and service potential. These include roads, laneways, car parks, foot/bike paths, drains and bridges. Council completed design and planning requirements for all infrastructure works and projects.	12,048 <u>(6,431)</u> 5,617

Major Initiatives

Deliver capital works to budget and schedule

Initiatives

Develop public pool strategy
Complete audit of lease holdings

FILE NO: 100.00.01
4. ORGANISATION

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Performance Statement

The service performance indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 132 of the Act and included in the 2016/17 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in Section 8) and sustainable capacity, which are not included in this budget report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

Reconciliation with budgeted operating result

	Net Cost		
	(Revenue)	Expenditure	Revenue
	\$'000	\$'000	\$'000
Build Economic Strengths - agriculture, manufacturing & tourism	3,345	4,226	880
Delivery sound financial management	934	11,807	10,874
Demonstrating good governance	1,888	2,299	411
Improving Moira's Liveability	13,437	23,658	10,221
Involving and communicating with community	1,414	1,415	2
Rebalancing Council's asset mix	3,641	3,687	46
Smarter delivery of service programs	4,901	4,901	-
Strong regional partnership	1,302	1,302	-
Total services and initiatives	30,862	53,295	22,433
Deficit before funding sources	30,862		
Funding sources			
Rates & Municipal Charges	27,308		
Capital grants	6,431		
Total funding source	33,739		
Surplus for the year	2,877		

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

3. Financial statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2017/18 to 2019/20 has been extracted from the Strategic Resource Plan.

This section includes the following financial statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report:

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources
- 4.0 Financial Performance Indicators

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

3.1

Comprehensive Income Statement					
For the four years ending 30 June 2020					
	Forecast	Budget	Strategic Resource Plan Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates and charges	33,270	34,176	35,276	36,010	36,762
Statutory fees and fines	871	903	930	958	987
User fees	2,915	2,542	2,618	2,697	2,778
Contributions - cash	870	101	103	105	107
Contributions - non-monetary assets	200	200	200	200	200
Grants - operating (recurrent)	6,163	10,669	10,722	10,776	10,830
Grants - operating (non-recurrent)	-	113	115	118	120
Grants - capital (recurrent)	1,665	5,900	3,264	4,865	3,865
Grants - capital (non-recurrent)	3,887	521	200	200	200
Net gain on disposal of property, infrastructure and equipment	(64)	(174)	(150)	(199)	(198)
Other income	870	927	1,004	964	899
Total Income	50,647	55,878	54,283	56,694	56,549
Expenses					
Employee benefits	(19,454)	(20,938)	(21,482)	(22,019)	(22,589)
Materials and services	(19,087)	(18,558)	(19,017)	(19,487)	(19,969)
Bad and doubtful debts	(5)	(3)	(4)	(5)	(5)
Depreciation and amortisation	(8,886)	(8,900)	(9,046)	(9,209)	(9,314)
Finance costs	(465)	(391)	(316)	(234)	(154)
Other expenses	(4,737)	(4,211)	(4,283)	(4,367)	(4,432)
Total Expenses	(52,634)	(53,001)	(54,149)	(55,312)	(56,444)
Surplus (deficit) for the year	(1,987)	2,877	134	1,383	105
Other comprehensive income					
Net asset revaluation increment/(decrement)	-	-	-	-	-
Other	-	-	-	-	-
Total comprehensive result	(1,987)	2,877	134	1,383	105

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

3.2

Balance Sheet						
For the four years ending 30 June 2020						
		Forecast	Budget	Strategic Resource Plan Projections		
		2015/16	2016/17	2017/18	2018/19	2019/20
		\$'000	\$'000	\$'000	\$'000	\$'000
Current assets						
Cash and cash equivalents		16,861	16,136	14,961	14,765	12,381
Trade and other receivables		5,008	4,736	5,415	5,674	5,684
Financial assets		-	-	-	-	-
Other assets		590	1,056	980	902	822
Total current assets		22,459	21,928	21,356	21,341	18,886
Non-current assets						
Trade and other receivables		727	1,808	1,809	1,811	1,812
Property, infrastructure, plant and equipment		505,334	508,392	507,533	508,321	510,337
Total non-current assets		506,061	508,200	509,342	510,132	512,149
Total assets		528,520	530,128	530,698	531,473	531,036
Current liabilities						
Trade and other payables		3,739	3,601	4,751	4,934	5,039
Interest-bearing loans and borrowings		1,025	1,041	1,123	988	579
Provisions		4,814	4,869	4,890	4,911	4,932
Total current liabilities		9,578	9,511	10,764	10,833	10,550
Non-current liabilities						
Other payables		-	-	-	-	-
Interest-bearing loans and borrowings		4,615	3,572	2,449	1,461	882
Provisions		10,404	10,245	10,551	10,863	11,181
Total non-current liabilities		15,019	13,817	13,000	12,324	12,063
Total liabilities		24,597	23,328	23,764	23,157	22,614
Net assets		503,923	506,800	506,934	508,316	508,422
Equity						
Accumulated surplus		173,906	176,753	176,887	178,269	178,375
Asset revaluation reserve		328,629	328,629	328,629	328,629	328,629
Other reserves		1,388	1,418	1,418	1,418	1,418
Total equity		503,923	506,800	506,934	508,316	508,422

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

3.3

Statement of Changes in Equity					
For the four years ending 30 June 2020					
	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves	
	\$'000	\$'000	\$'000	\$'000	
2016/17					
Balance at beginning of the financial year	503,923	173,906	328,629	1,388	
Adjustment on change in accounting policy	-	-	-	-	
Comprehensive result	2,877	2,877	-	-	
Net asset revaluation increment (decrement)	-	-	-	-	
Impairment losses on revalued assets	-	-	-	-	
Transfer (to)/from reserves	(0)	(30)	-	30	
Balance at end of financial year	506,800	176,753	328,629	1,418	
2017/18					
Balance at beginning of the financial year	506,800	176,753	328,629	1,418	
Adjustment on change in accounting policy	-	-	-	-	
Comprehensive result	134	134	-	-	
Net asset revaluation increment (decrement)	-	-	-	-	
Impairment losses on revalued assets	-	-	-	-	
Transfer (to)/from reserves	-	-	-	-	
Balance at end of financial year	506,934	176,887	328,629	1,418	
2018/19					
Balance at beginning of the financial year	506,934	176,887	328,629	1,418	
Adjustment on change in accounting policy	-	-	-	-	
Comprehensive result	1,383	1,383	-	-	
Net asset revaluation increment (decrement)	-	-	-	-	
Impairment losses on revalued assets	-	-	-	-	
Transfer (to)/from reserves	-	-	-	-	
Balance at end of financial year	508,316	178,269	328,629	1,418	
2019/20					
Balance at beginning of the financial year	508,316	178,269	328,629	1,418	
Adjustment on change in accounting policy	-	-	-	-	
Comprehensive result	105	105	-	-	
Net asset revaluation increment (decrement)	-	-	-	-	
Impairment losses on revalued assets	-	-	-	-	
Transfer (to)/from reserves	-	-	-	-	
Balance at end of financial year	508,422	178,375	328,629	1,418	

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

3.4

Statement of Cash Flows					
For the four years ending 30 June 2020					
	Forecast	Budget	Strategic Resource Plan Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities					
Receipts					
Rates and charges	33,075	34,026	34,831	35,843	36,753
Grants - operating	6,163	10,782	10,701	10,843	10,947
Grants - capital	5,552	6,421	3,420	5,041	4,064
Interest	350	365	423	372	294
User fees	2,156	2,653	2,585	2,684	2,777
Statutory fees and fines	1,083	903	918	954	986
Other revenue	1,410	673	680	702	722
	49,789	55,823	53,559	56,440	56,543
Payments					
Employee benefits	(19,369)	(20,867)	(20,907)	(21,910)	(22,498)
Materials and consumables	(18,100)	(18,749)	(17,540)	(18,382)	(18,874)
External contracts	-	-	-	-	-
Utilities	-	-	(986)	(1,028)	(1,050)
Other expenses	(4,246)	(3,911)	(3,875)	(4,029)	(4,105)
	(41,715)	(43,527)	(43,307)	(45,349)	(46,527)
Net cash provided by operating activities	8,074	12,296	10,252	11,091	10,016
Cash flows from investing activities					
Proceeds from sales of property, plant and equipment	280	110	351	354	356
Repayment of loans and advances	-	-	(10)	(10)	(10)
Deposits	25	25	-	-	-
Payments for property, plant and equipment	(14,380)	(11,738)	(10,412)	(10,273)	(11,605)
Net cash used in investing activities	(14,075)	(11,603)	(10,071)	(9,929)	(11,259)
Cash flows from financing activities					
Finance costs	(465)	(392)	(316)	(234)	(154)
Proceeds from Financial Assets	-	-	-	-	-
Payments for Financial Assets	-	-	-	-	-
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	(951)	(1,026)	(1,041)	(1,123)	(988)
Net cash provided by (used in) financing activities	(1,416)	(1,418)	(1,357)	(1,357)	(1,142)
Net increase (decrease) in cash and cash equivalents	(7,417)	(725)	(1,175)	(195)	(2,385)
Cash and cash equivalents at beg of year	24,278	16,861	16,136	14,961	14,765
Cash and cash equivalents at end of year	16,861	16,136	14,961	14,765	12,381

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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3.5

Statement of Capital Works

For the four years ending 30 June 2020

	Forecast		Budget	Strategic Resource Plan Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Capital works areas						
Land	-	-	-	-	-	
Land improvements	1,509	286	1,599	700	2,700	
Buildings	3,005	1,580	920	1,425	1,430	
Plant, machinery and equipment	917	485	845	547	444	
Fixtures, fittings and furniture	56	-	6	6	6	
Computers and telecommunications	-	380	-	-	-	
Roads	6,577	6,037	4,411	4,300	4,300	
Bridges	180	50	500	1,000	50	
Footpaths and cycle ways	338	180	270	270	275	
Drainage	380	1,265	840	500	1,500	
Parks, open spaces and streetscape	250	270	-	-	-	
Other infrastructure	234	10	321	615	20	
Kerb and Channel	634	830	500	750	800	
Playground Equipment	-	-	50	260	80	
Pumps	-	85	150	-	-	
Total capital works	14,080	11,438	10,412	10,273	11,605	
Represented by:						
Asset renewal	8,500	8,891	6,465	6,540	6,261	
New assets	-	-	192	-	-	
Asset expansion	3,476	1,177	2,650	2,014	3,933	
Asset upgrade	2,104	1,370	1,105	1,719	1,411	
Total capital works	14,080	11,438	10,412	10,273	11,605	

3.6

Statement of Human Resources

For the four years ending 30 June 2020

	Forecast		Budget	Strategic Resource Plan Projections		
	2015/16	2016/17	2017/18	2017/18	2019/20	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Staff expenditure						
Employee Labour costs - operating	19,699	20,463	20,975	21,499	22,037	
Total staff expenditure	19,699	20,463	20,975	21,499	22,037	
	EFT	EFT	EFT	EFT	EFT	
Staff numbers						
Employees	208	213	213	213	213	
Total staff numbers	208	213	213	213	213	

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A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2016/17 \$'000	Comprises	
		Permanent Full Time	Permanent Part Time
		\$'000	\$'000
Asset Management	1,348	1,326	22
Build Economic Strengths-agriculture, manufacturing & tourism	2,066	1,751	315
Community Services	1,924	710	1,214
Corporate Services	458	458	-
Delivering Sound Financial Management	777	777	-
Demonstrating good governance	1,532	1,317	215
Environment and Safety	2,452	1,950	502
Infrastructure and Maintenance	5,653	5,544	108
Smarter Delivery of Service Programs	1,354	1,326	28
Total permanent staff expenditure	17,563	15,159	2,404
Casuals and other expenditure	2,900		
Total expenditure	20,463		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget FTE	Comprises	
		Permanent Full time	Permanent Part Time
Asset Management	13.2	13.0	0.2
Build Economic Strengths-agriculture, manufacturing & tourism	22.4	18.7	3.7
Community Services	19.4	6.9	12.5
Corporate Services	4.0	4.0	-
Delivering Sound Financial Management	9.0	9.0	-
Demonstrating good governance	17.6	14.6	3.0
Environment and Safety	28.2	21.0	7.2
Infrastructure and Maintenance	60.5	58.9	1.6
Smarter Delivery of Service Programs	15.3	15.0	0.3
Total permanent staff	189.6	161.1	28.5
Casuals and other	23.7		
Total staff	213.4		

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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4. Financial performance indicators
The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	Forecast 2015/16	Budget 2016/17	2017/18	2018/19	2019/20	Trend
Operating position							
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	(15.20)%	3.73%	(0.69)%	1.56%	(0.72)%	+
Liquidity							
Working capital	Current assets / current liabilities	234.49%	230.55%	198.40%	197.00%	179.01%	-
Unrestricted cash	Unrestricted cash / current liabilities	152.12%	145.57%	117.70%	115.15%	95.63%	-
Obligations							
Loans borrowings	Interest bearing loans and borrowings / rate revenue	16.95%	13.50%	10.21%	6.86%	4.01%	-
Loans borrowings	Interest and principal repayments / rate revenue	4.26%	4.15%	3.88%	3.80%	3.13%	-
Indebtedness	Non-current liabilities / own source revenue	39.67%	35.90%	32.67%	30.39%	29.18%	-
Asset renewal	Asset renewal expenditure / depreciation	95.66%	99.90%	71.46%	71.02%	67.22%	-
Stability							
Rates concentration	Rate revenue / adjusted underlying revenue	72.82%	62.07%	65.03%	63.55%	65.06%	-
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.67%	0.69%	0.70%	0.71%	0.71%	o
Efficiency							
Expenditure level	Total expenditure / no. of assessments	\$ 3,076	\$ 3,064	\$ 3,130	\$ 3,198	\$ 3,263	o
Revenue level	Residential rate revenue / No. of residential assessments	\$ 1,031	\$ 1,040	\$ 1,058	\$ 1,069	\$ 1,079	o
Workforce turnover	No. of resignations & terminations / average no. of staff	9.37%	9.00%	9.00%	9.00%	9.00%	o

Key to Forecast Trend:
+ Forecasts improvement in Council's financial performance/financial position indicator
o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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Notes to indicators

- 1. Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.
- 2. Working Capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to decrease.
- 3. Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.
- 4. Asset renewal** - This percentage indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
- 5. Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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5. Other budget information (required by the Regulations)

This section presents other budget related information required by the Regulations

This section includes the following statements and reports:

- 5.1.1 Grants operating
- 5.1.2 Grants capital
- 5.1.3 Statement of borrowings

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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5.1.1 Grants - operating (\$4.6 million increase)

Operating grants include all monies received from State and Commonwealth sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to increase by 74.95% or \$4.62 million compared to 2015/16. There is a timing issue with 50% of the Commonwealth Government Financial Assistance Grant being received in the 2014/15 year instead of the 2015/16 year. The full year grant is being budgeted in full in the 2016/17 year causing a \$4.83m variance but this is only a timing issue. A list of operating grants by type and source, classified into recurrent and non-recurrent, is included below.

Operating Grants	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<i>Recurrent - Commonwealth</i>			
VGC – Financial Assistance Grant	4,981	9,811	4,830
Child Care – Family Day care	491	400	(91)
<i>Recurrent - State</i>			
Community Development	8	11	3
Economic Development	15	15	-
Environment Sustainability	130	60	(70)
Maternal and Child Health	290	290	-
Natural Resources	20	20	-
Safety & Amenity Unit	84	85	1
Youth Services	63	63	-
Senior Citizens	2	2	-
Public Health	25	25	-
Total recurrent grants	6,109	10,782	4,673
<i>Non-recurrent - State</i>			
Flood Management	50	-	(50)
Immunisation	2	-	(2)
People & Organisation Development	2	-	(2)
Total Non-recurrent operating grants	54	-	(54)
Total operating grants	6,163	10,782	4,619

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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5.1.2 Grants - capital (\$0.87 million increase)

Capital grants include all monies received from State and Commonwealth government sources for the purposes of funding the capital works program. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Capital Grants			
<i>Recurrent - Commonwealth</i>			
Roads to recovery	5,233	5,900	667
Total recurrent capital grants	5,233	5,900	667
<i>Non-recurrent - State</i>			
Buildings	260	265	5
Roads	-	120	120
Land Improvements	-	15	15
Computers & Telecommunications	-	90	90
Recreational, Leisure and community facilities	9	-	(9)
Parks open space and streetscapes	50	31	(19)
Total non-recurrent capital grants	319	521	202
Total capital grants	5,552	6,421	869

5.1.3 Statement of Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast 2015/16 \$'000	Budget 2016/17 \$'000
Total amount borrowed as at 30 June of the prior year	6,591	5,640
Total amount to be borrowed	0	0
Total amount projected to be redeemed	(951)	(1,026)
Total amount borrowed as at 30 June	5,640	4,613

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6. Detailed list of Capital Works

This section presents a listing of the capital works projects that will be undertaken for the 2016/17 year.

The capital works projects are grouped by class and include the following:

- New works for 2016/17
- Renewal works for 2016/17
- Upgrade works for 2016/17
- Expansion works for 2016/17

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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Capital works program
For the year ending 30 June 2017

Capital Works Area	Project Cost \$'000	Asset expenditure types				Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
PROPERTY									
Land Improvements									
Boat Ramp, Yarrawonga	50	-	-	-	50	-	-	50	-
Footpath replacement, GF Harding Gardens, Numurkah	16	-	16	-	-	-	-	16	-
Turf Management Yarrawonga, Country Tennis Week	50	-	-	50	-	-	-	50	-
Cobram East Levee, Cobram	150	-	-	150	-	15	-	135	-
Roads, Recreation Reserve, Waaia	20	-	20	-	-	-	-	20	-
Total Land Improvements	286	-	36	200	50	15	-	271	-
Buildings									
Council Buildings, Tungamah	70	-	-	-	70	-	-	70	-
Accommodation Strategy	475	-	-	475	-	-	-	475	-
Electrical Safety Works	100	-	-	100	-	-	-	100	-
Community Facilities Construction, Wilby	350	-	-	-	350	265	-	85	-
Floor Covering Renewal, Maternal and Child Centres and Nathalia Library	35	-	35	-	-	-	-	35	-
Clubrooms Painting, Katunga Recreation Reserve	35	-	35	-	-	-	-	35	-
Painting, Yarrawonga Pool	10	-	10	-	-	-	-	10	-
Asset Rationalisation Program	30	-	30	-	-	-	-	30	-
Community Services Hub, Yarrawonga	50	-	50	-	-	-	-	50	-
Repair works, Numurkah Multipurpose Centre, Numurkah Rec Res	175	-	175	-	-	-	-	175	-
Community Building, Wunghnu Recreation Reserve	50	-	50	-	-	-	-	50	-
Access Ramp, Multi Purpose Building, Numurkah	200	-	-	-	200	-	-	200	-
Total Buildings	1,580	-	385	575	620	265	-	1,315	-
TOTAL PROPERTY	1,866	-	421	775	670	280	-	1,586	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant Replacement, Front end Loader	50	-	50	-	-	-	-	50	-
Small Plant Replacement Program	115	-	115	-	-	-	-	115	-
Light Fleet Vehicles, Replacement	320	-	320	-	-	-	-	320	-
Total Plant, Machinery and Equipment	485	-	485	-	-	-	-	485	-
Computers and Telecommunications									
Information Technology System Improvements	200	-	200	-	-	-	-	200	-
Flood Warning Facilities, Numurkah	180	-	-	-	180	90	-	90	-
Total Computers and Telecommunications	380	-	200	-	180	90	-	290	-
TOTAL PLANT AND EQUIPMENT	865	-	685	-	180	90	-	775	-

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Capital Works Area	Project Cost \$ '000	Asset expenditure types				Funding sources			
		New \$ '000	Renewal \$ '000	Upgrade \$ '000	Expansion \$ '000	Grants \$ '000	Contributions \$ '000	Council Cash \$ '000	Borrowings \$ '000
INFRASTRUCTURE									
Bridges									
Renewal, Louis Hamon Gardens Boardwalk, Numurkah	50	-	50	-	-	-	-	50	-
Total Bridges	50	-	50	-	-	-	-	50	-
Footpaths and Cycleways									
Footpath Renewal Program	50	-	50	-	-	-	-	50	-
Footpath, Russell Street, Numurkah	30	-	-	-	30	-	-	30	-
Footpath, Witt Street, Yarrawonga	100	-	-	-	100	-	-	100	-
Total Footpaths and Cycleways	180	-	50	-	130	-	-	180	-
Roads									
Urban Dust Suppression Program - Final Sealing	72	-	-	-	72	-	-	72	-
Road Reconstruction, Walsh's Bridge Rd, Kaarimba	625	-	625	-	-	625	-	-	-
Bituminous Reseal program	1,400	-	1,400	-	-	1,200	-	200	-
Sealed Road Shoulder Resheeting Program	200	-	200	-	-	200	-	-	-
Road Reconstruction, Parnell Road, Cobram	710	-	710	-	-	710	-	-	-
Traffic Delineation, Yarrawonga	20	-	-	20	-	-	-	20	-
Disabled Parking Facilities	30	-	-	30	-	-	-	30	-
Road Reconstruction, Naring Road, Naring	600	-	600	-	-	600	-	-	-
Gravel Road Resheeting Program	1,500	-	1,500	-	-	1,000	-	500	-
Road Asphalting Program	200	-	200	-	-	200	-	-	-
Pavement Stabilising Program	400	-	400	-	-	-	-	400	-
Drainage, resheet and temporary seal, Laneway, Yarrawonga	35	-	35	-	-	-	-	35	-
Culvert Guard Fences, Inspection and Renewal Program	75	-	75	-	-	-	-	75	-
J.C.Lowe Oval, Burley Road, Yarrawonga	50	-	-	-	50	-	-	50	-
Traffic Safety Works, Moran Street, Picola	120	-	-	120	-	120	-	-	-
Total Roads	6,037	-	5,745	170	122	4,655	-	1,382	-
Drainage									
Drainage Works, Numurkah	50	-	-	50	-	-	-	50	-
Drainage Improvements, Anchorage Way, Yarrawonga	330	-	-	330	-	-	-	330	-
Retention Basin, Rowe Street, Numurkah	20	-	-	20	-	-	-	20	-
Drainage, Nathalia West, Nathalia	765	-	765	-	-	765	-	-	-
Drainage Investigation and Design, Yarroweyah	30	-	-	-	30	-	-	30	-
Outfall Renewal, Northeast Cobram	70	-	70	-	-	-	-	70	-
Total Drainage	1,285	-	835	400	30	765	-	500	-
Recreational, Leisure & Community Facilities									
Renewal Program, Aquatic Facilities	40	-	40	-	-	-	-	40	-
Pools Repainting Program	120	-	120	-	-	-	-	120	-
Total Recreational, Leisure and Community Facilities	160	-	160	-	-	-	-	160	-

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
INFRASTRUCTURE (Cont'd.)									
Parks, Open Space and Streetscapes									
Parks Shade Sail Program	35	-	-	-	35	29	-	6	-
Playground Renewal Program	50	-	50	-	-	-	-	50	-
Maple Crescent Park, Numurkah	25	-	-	25	-	2	-	23	-
Total Parks, Open Space and Streetscapes	110	-	50	25	35	31	-	79	-
Pumps									
Drainage Pump Renewal, Nathalia	65	-	65	-	-	-	-	65	-
Total Pumps	65	-	65	-	-	-	-	65	-
Kerb and Channel									
Kerb and Channel, Blake Street, Nathalia	230	-	230	-	-	-	-	230	-
Kerb and Channel Renewal Program	600	-	600	-	-	600	-	-	-
Total Kerb and Channel	830	-	830	-	-	600	-	230	-
Other Infrastructure									
Moira Shire Christmas Decorations	10	-	-	-	10	-	-	10	-
Total Other Infrastructure	10	-	-	-	10	-	-	10	-
TOTAL INFRASTRUCTURE	8,707	-	7,785	595	327	6,051	-	2,656	-
TOTAL NEW CAPITAL WORKS 2016/17	11,438	-	8,891	1,370	1,177	6,421	-	5,017	-

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7. Rates and charges

This section presents information about rates and charges which the Act and the Regulations require to be disclosed in the Council's annual budget.

In developing the Strategic Resource Plan (referred to in Section 14.), rates and charges were identified as an important source of revenue, accounting for 61% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The State Government have introduced the *Fair Go Rates System (FGRS)* which sets out the maximum amount councils may increase rates in a year. For 2016/17 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

In order to achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.5% in line with the rate cap. Garbage, recycling and Environmental levy will also increase by 2.5%. The organic Waste service will not be increased in the 2016/17 year. This will raise total rates and charges for 2016/17 of \$34.12 million.

7.1 The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year. The rate in the dollar in table 7.1 may change before 1 July 2016 to take into account changes in property valuations due in May 2016.

Type or class of land	2015/16 cents/\$CIV	2016/17 cents/\$CIV	Change
General Vacant – rateable residential properties	0.80030	0.820320	2.50%
General Building – rateable residential properties	0.40020	0.410200	2.50%
Farm Vacant – rateable farm properties	0.40020	0.410200	2.50%
Farm Building – rateable farm properties	0.40020	0.410200	2.50%
Commercial Vacant - rateable commercial properties	0.80030	0.820320	2.50%
Commercial Building - rateable comm properties	0.56020	0.574200	2.50%
Industrial Vacant - rateable industrial properties	0.80030	0.820320	2.50%
Industrial Building - rateable industrial properties	0.56020	0.574200	2.50%
Rural Vacant - rateable rural properties	0.80030	0.820320	2.50%
Rural Building - rateable rural properties	0.40020	0.410200	2.50%
Rate concession Recreational properties	0.38780	0.397490	2.50%
DHS Elderly	0.20310	0.208180	2.50%

7.2 The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2015/16 \$'000	2016/17 \$'000	Change
Residential	11,223	11,505	2.50%
Farm	5,317	5,449	2.50%
Commercial	1,925	1,973	2.50%
Industrial	1,033	1,059	2.50%
Rural	1,890	1,938	2.50%
Recreational	2	2	2.53%
DHS Elderly	10	10	2.50%
Total amount to be raised by general rates	21,400	21,936	2.50%

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7.3 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2015/16	2016/17	Change
	Number	Number	
Residential	10,882	11,062	1.7%
Farm	3,316	3,339	0.7%
Commercial	1,033	1,028	-0.5%
Industrial	111	107	-3.6%
Rural	1,707	1,699	-0.5%
Recreational	1	1	0.0%
DHS Elderly	62	62	0.0%
Total number of assessments	17,112	17,298	1.1%

7.4 The basis of valuation to be used is the Capital Improved Value (CIV)

7.5 The estimated total value of each type or class of land, and the estimated total value of land. The estimated value below may change for 2016/17 as per the General Revaluation dated 1 January 2016 and updated May 2016 (as amended by supplementary valuations).

Type or class of land	2015/16	2016/17	Change
	\$'000	\$'000	
Residential	2,648,288	2,648,797	0.02%
Farm	1,326,450	1,328,464	0.15%
Commercial	337,613	340,526	0.86%
Industrial	184,439	182,396	-1.11%
Rural	455,426	455,215	-0.05%
Recreational	407	407	0.00%
DHS Elderly	5,022	5,022	0.00%
Total value of land	4,957,645	4,960,827	0.06%

7.6 The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change
	2015/16	2016/17	
	\$	\$	
Municipal	317.85	325.80	2.5%

7.7 The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2015/16	2016/17	Change
	\$'000	\$'000	
Municipal	5,100	5,246	2.9%

7.8 The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change
	2015/16	2016/17	
	\$	\$	
Garbage Service	102.60	105.20	2.5%
Recycling Service	92.50	94.80	2.5%
Organic Waste Service	97.20	97.20	0.0%
Environmental Levy	214.75	220.10	2.5%
Total	507.05	517.30	2.0%

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7.9 The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2015/16 \$'000	2016/17 \$'000	Change
Garbage Service	1,327	1,366	3.00%
Recycling Service	1,159	1,194	2.95%
Environmental Levy	3,445	3,544	2.86%
Organic Waste Service	762	764	0.36%
Total	6,693	6,868	2.62%

7.10 The estimated total amount to be raised by all rates compared with the previous financial year which includes estimates for supplementary rates.

	2015/16 \$'000	2016/17 \$'000	Change
General rates	21,477	22,062	2.7%
Municipal charge	5,100	5,246	2.9%
Service rates and charges	6,693	6,868	2.6%
Total Rates and charges	33,270	34,176	2.7%

7.11 Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations
- The variation of returned levels of value (e.g. valuation appeals)
- Changes in use of land such that rateable land becomes non-rateable land and vice versa
- Changes in use of land such that residential land becomes business land and vice versa.

Differential rates

7.2. Rates to be levied

A general rate of 0.820320% (0.00820320) cents in the dollar of CIV) for all rateable General Vacant
A general rate of 0.410200% (0.00410200) cents in the dollar of CIV) for all rateable General Building
A general rate of 0.410200% (0.00410200) cents in the dollar of CIV) for all rateable Farm Vacant
A general rate of 0.410200% (0.00410200) cents in the dollar of CIV) for all rateable Farm Building
A general rate of 0.820320% (0.00820320) cents in the dollar of CIV) for all rateable Commercial Vacant
A general rate of 0.574200% (0.00574200) cents in the dollar of CIV) for all rateable Commercial Building
A general rate of 0.820320% (0.00820320) cents in the dollar of CIV) for all rateable Industrial Vacant
A general rate of 0.574200% (0.00574200) cents in the dollar of CIV) for all rateable Industrial Building
A general rate of 0.820320% (0.00820320) cents in the dollar of CIV) for all rateable Rural Vacant
A general rate of 0.410200% (0.00410200) cents in the dollar of CIV) for all rateable Rural Building

Each differential rate (Table 7.1) will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages indicated above. These rates may change after the 2016 valuations are received, to avoid the council exceeding the rate cap.

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Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out in the Schedule on below below.

7.3. General Rates

7.3.1 A general rate be declared in respect of the 2016/17 Financial Year.

7.3.2 It be further declared that the general rate be raised by the application of differential rates.

7.3.3 A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:

7.3.3.1 General Vacant Land

Any land:

7.3.3.1.1 on which no building designed or adapted for human occupation is erected; and

7.3.3.1.2 which does not have the characteristics of:

7.3.3.1.2.1 Farm Vacant Land

7.3.3.1.2.2 Commercial Vacant Land

7.3.3.1.2.3 Industrial Vacant Land or

7.3.3.1.2.4 Rural Residential Vacant Land

7.3.3.2 General Building Land

Any land:

7.3.3.2.1 on which a building designed or adapted for human occupation is erected; and

7.3.3.2.2 which does not have the characteristics of:

7.3.3.2.2.1 Farm Building Land

7.3.3.2.2.2 Commercial Building Land

7.3.3.2.2.3 Industrial Building Land or

7.3.3.2.2.4 Rural Residential Building Land.

7.3.3.2(A) DHS Elderly

Any land:

7.3.3.2(A).1 on which a building designed or adapted for human occupation is erected and has been made available by the Department of Human Services for occupancy by elderly persons as determined by the department

7.3.3.2(A).2 which does not have the characteristics of:

7.3.3.2(A).2.1 Farm Building Land

7.3.3.2(A).2.2 Commercial Building Land

7.3.3.2(A).2.3 Industrial Building Land or

7.3.3.2(A).2.4 Rural Residential Building Land

7.3.3.3 Farm Vacant Land

Any land:

7.3.3.3.1 on which no building designed or adapted for human occupation is erected

7.3.3.3.2 is "Farm land" within the meaning of section 3(1) of the Valuation of Land Act 1960.

7.3.3.4 Farm Building Land

Any land:

7.3.3.4.1 on which a building designed or adapted for human occupation is erected

7.3.3.4.2 is "Farm land" within the meaning of section 3(1) of the Valuation of Land Act 1960.

7.3.3.5 Commercial Vacant Land

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Any land:

- 7.3.3.5.1 on which no building designed or adapted for human occupation is erected
- 7.3.3.5.2 which is, by reason of its zoning under the Moira Planning Scheme, capable of being used primarily for commercial purposes
- 7.3.3.5.3 does not have the characteristics of:
 - 7.3.3.5.3.1 Farm Vacant Land
 - 7.3.3.5.3.2 General Vacant Land
 - 7.3.3.5.3.3 Industrial Vacant Land or
 - 7.3.3.5.3.4 Rural Residential Vacant Land

7.3.3.6 Commercial Building Land

Any land:

- 7.3.3.6.1 on which a building designed or adapted for human occupation is erected;
- 7.3.3.6.2 which is used primarily for commercial purposes; and
- 7.3.3.6.3 does not have the characteristics of:
 - 7.3.3.6.3.1 Farm Building Land
 - 7.3.3.6.3.2 General Building Land
 - 7.3.3.6.3.3 Industrial Building Land or
 - 7.3.3.6.3.4 Rural Residential Building Land.

7.3.3.7 Industrial Vacant Land

Any land:

- 7.3.3.7.1 on which no building designed or adapted for human occupation is erected;
- 7.3.3.7.2 which is, by reason of its zoning under the Moira Planning Scheme, capable of being used primarily for industrial purposes; and
- 7.3.3.7.3 does not have the characteristics of:
 - 7.3.3.7.3.1 Farm Vacant Land
 - 7.3.3.7.3.2 Commercial Vacant Land
 - 7.3.3.7.3.3 General Vacant Land or
 - 7.3.3.7.3.4 Rural Residential Vacant Land.

7.3.3.8 Industrial Building Land

Any land:

- 7.3.3.8.1 on which a building designed or adapted for human occupation has been erected;
- 7.3.3.8.2 which is used primarily for industrial purposes; and
- 7.3.3.8.3 does not have the characteristics of:
 - 7.3.3.8.3.1 Farm Building Land
 - 7.3.3.8.3.2 Commercial Building Land
 - 7.3.3.8.3.3 General Building Land or
 - 7.3.3.8.3.4 Rural Residential Building Land.

7.3.3.9 Rural Vacant Land

Any land:

- 7.3.3.9.1 which is more than two (2) and less than 10 hectares in area
- 7.3.3.9.2 which is located within a Rural Residential Zone or zones under the Moira Planning Scheme

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7.3.3.9.3 on which no building designed or adapted for human occupation is erected

7.3.3.9.4 which is used by a primary production business that:

7.3.3.9.4.1 does not have a significant and substantial commercial purpose or character

7.3.3.9.4.2 does not seek to make a profit on a continuous or repetitive basis from its activities on the land

7.3.3.9.4.3 is not making a profit from its activities on the land or does not have a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating

7.3.3.10 Rural Building Land

Any land:

7.3.3.10.1 which is more than two (2) and less than 10 hectares in area;

7.3.3.10.2 which is located within a Rural Residential Zone or Zones under the Moira Planning Scheme;

7.3.3.10.3 on which a building designed or adapted for human occupation is erected; and

7.3.3.10.4 which is used by a primary production business that:

7.3.3.10.4.1 does not have a significant and substantial commercial purpose or character;

7.3.3.10.4.2 does not seek to make a profit on a continuous and repetitive basis from its activities on the land; and

7.3.3.10.4.3 is not making a profit from its activities on the land or does not have a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

7.4 the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and

7.4.1 the relevant

(a) uses of

(b) geographical locations of

(c) planning scheme zonings of

(d) types of buildings on the respective types or classes of land be those identified in the Schedule to this Resolution

7.5 In accordance with section 4(1) of the Cultural and Recreational Lands Act 1963, the amount of rates payable in respect of each rateable land to which the Act applies be determined by multiplying the Capital Improved Value and that rateable land by 0.397490% (or 0.397490 cents in the dollar of Capital Improved Value).

7.6 Municipal Charge

7.6.1 A municipal charge be declared in respect of the 2016/17 Financial Year.

7.6.2 The municipal charge be declared for the purpose of covering some of the administrative costs of Council.

7.6.3 The municipal charge be in the sum of \$325.80 for each rateable land (or part) in respect of which a municipal charge may be levied.

7.6.4 It be confirmed that the municipal charge is declared in respect of all rateable land within the municipal district in respect of which a municipal charge may be levied.

7.7 Annual Service Charge

7.7.1 An annual service charge be declared in respect of the 2016/17 Financial Year.

7.7.2 The annual service charge be declared for the collection and disposal of refuse from land.

7.7.3 The annual service charge be in the sum of, and be based on the criteria, set out below:

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- 7.7.3.1 \$105.20 per annum for each rateable land to which a domestic waste collection service is available;
- 7.7.3.2 \$94.80 per annum for each rateable land to which a recyclables collection service is available;
- 7.7.3.3 \$97.20 per annum for each rateable land to which an organic waste collection service is available; and
- 7.7.3.4 \$220.10 per annum for each:
 - 7.7.3.4.1 rateable land that is 'farm land' within the meaning of s 3(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of section 159(4) of the Local Government Act 1989; and
 - 7.7.3.4.2 other rateable land, from which there is capable of being generated waste, which can be deposited by a ratepayer or resident at a landfill or waste transfer or disposal facility; (which annual service charge is known as the "Environmental Levy").

7.8 Rebates & Concessions

7.8.1 It be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986 a rebate of \$213.00 per annum in respect of each rateable land owned by him or her.

7.8 The rebate described in paragraph 7.8.1 be granted.

7.9 Incentives

No incentive be declared for early payment of the general rates, municipal charge and annual service charge previously declared.

7.10 Payment

All rates and charges to be paid in four instalments, in accordance with Section 167(1) and (2) of the *Local Government Act 1989*.

7.11 Consequential

7.11.1 It be confirmed that, subject to sections 171 and 172 of the *Local Government Act 1989*, Council will require a person to pay interest on any rates and charges which:

- 7.11.1.1 that person is liable to pay;
- 7.11.1.2 have not been paid by the date specified for their payment.

7.11.2 The Team Leader Revenue be authorised to levy and recover the general rates, municipal charge and annual service charges in accordance with the *Local Government Act 1989*.

7.12 User Fees and Charges

The 2016/17 User Fees and Charges schedule as adopted by Council detailed in Appendix A.

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ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

SCHEDULE

General Vacant Land

Objective

To encourage the development of land and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

Nil.

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SCHEDULE

General Building Land

Objective

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2015/2016 financial year.

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SCHEDULE

Farm Vacant Land

Objective

To encourage the development of land for farming purposes and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

Nil

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SCHEDULE

Farm Building Land

Objective

To encourage the pursuit of farming activities and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2015/2016 financial year.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

SCHEDULE

Commercial Vacant Land

Objective

To encourage the development of land for commercial purposes and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

Nil

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SCHEDULE

Commercial Building Land

Objective

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2015/2016 financial year.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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SCHEDULE

Industrial Vacant Land

Objective

To encourage the development of land for industrial purposes and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services;
4. Provision of economic development services

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

Nil

FILE NO: 100.00.01
4. ORGANISATION

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(MANAGER FINANCE, SIMON RENNIE)
(GENERAL MANAGER - CORPORATE,
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

SCHEDULE

Industrial Building Land

Objective

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2015/2016 financial year.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

SCHEDULE

Rural Vacant Land

Objective

To encourage the development of land and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

Nil

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

SCHEDULE

Rural Building Land

Objective

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure;
2. Development and provision of health and community services;
3. Provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2015/2016 financial year.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Budget Analysis

The following reports provide detailed analysis to support and explain the budget reports in the previous section.

This section includes the following analysis and information:

- 8 Summary of financial position
- 9 Budget influences
- 10 Analysis of operating budget
- 11 Analysis of budgeted cash position
- 12 Analysis of capital budget
- 13 Analysis of budgeted financial position

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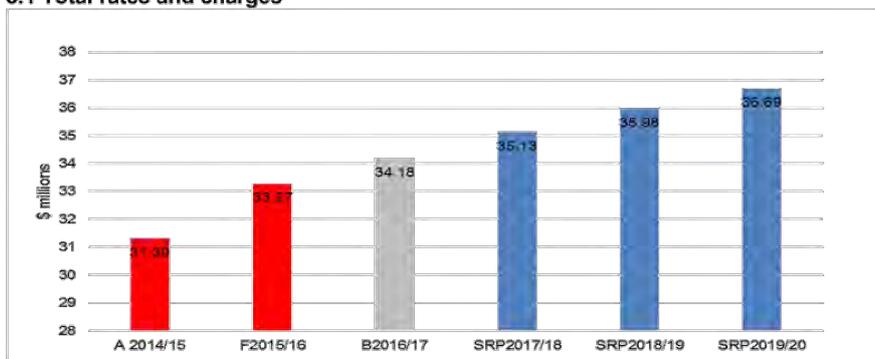
MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

8. Summary of financial position

Council has prepared a Budget for the 2016/17 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.

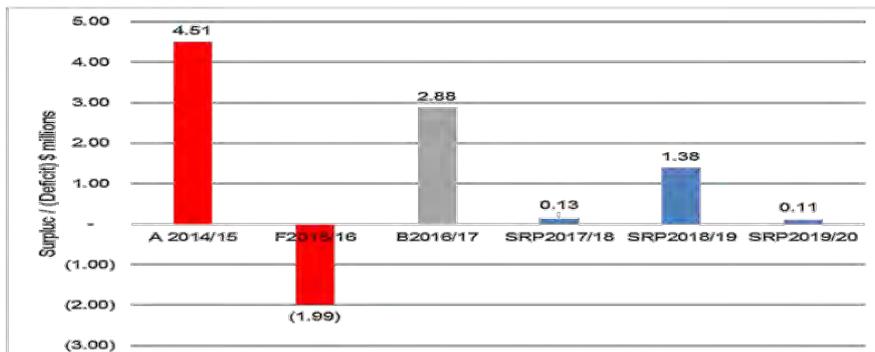
8.1 Total rates and charges



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

It is proposed that the average rate increase by 2.5% for the 2016/17 year, raising total rates of \$34.18 million, including \$0.08 million generated from supplementary rates. This rate increase is in line with rate cap set by the Minister for Local Government. (The rate increase for the 2015/16 year was 4.0%). Refer also Section 7 for more information.

8.2 Operating result



The expected operating result for the 2016/17 year is a surplus of \$2.88 million, which is an increase of \$4.87 million over 2015/16. The improved operating result is due mainly to recognising 50% of the 2015/16 Financial Assistance Grant in the 2014/15 financial year. (The forecast operating result for the 2015/16 year is a deficit of \$1.99 million). Refer also Section 10 for more information.

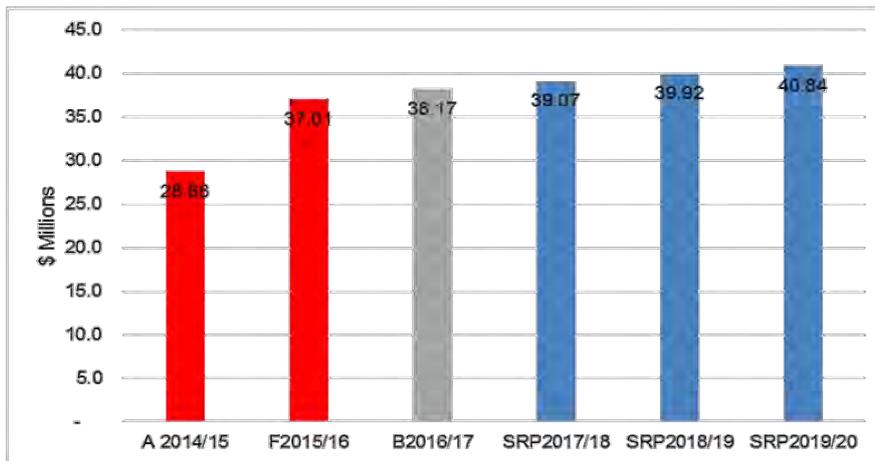
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

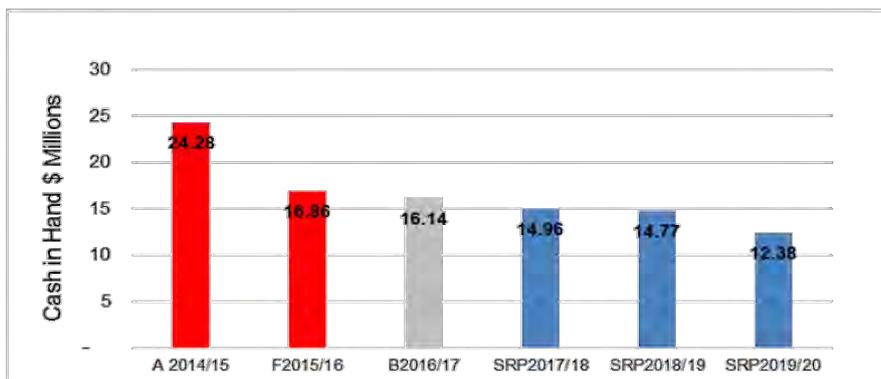
8.3 Services



The net cost of services delivered to the community for the 2016/17 year is expected to be \$38.17 million which is an increase of \$1.16 million over 2015/16. For the 2016/17 year, service levels have been maintained with limited new initiatives proposed. (The forecast net cost for the 2015/16 year is \$37.01 million).

Refer Section 2 for a list of services.

8.4 Cash and investments



Cash and investments are expected to decrease by \$0.72 million during the year to \$16.14 million as at 30 June 2017. The reduction in cash and investments is in line with Council's Strategic Resource Plan. (Cash and investments are forecast to be \$16.86 million as at 30 June 2016).

Refer also Section 4 for the Statement of Cash Flows and Section 11 for an analysis of the cash position.

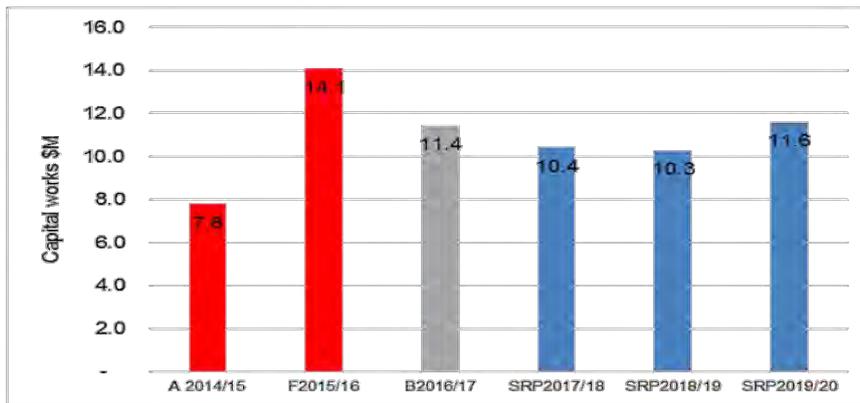
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

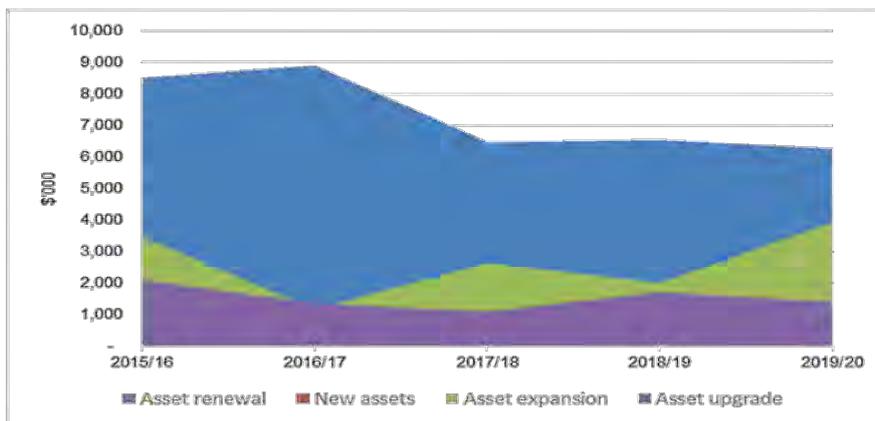
ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

8.5 Capital works



The capital works program for the 2016/17 year is expected to be \$11.44 million with no forecast of projects which will be carried forward from the 2015/16 year. Of the \$11.44 million of capital funding required, \$6.28 million will come from external grants with the balance of \$5.16 million from Council cash. The Council cash amount comprises asset sales (\$0.01 million), cash held at the start of the year (\$16.86 million) and cash generated through operations in the 2016/17 financial year (\$12.29 million). The capital expenditure program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project

The graph below sets out the required and actual asset renewal over the life of the current Strategic Resource Plan and the renewal backlog.



The asset renewal program has been increased to \$8.891 million in the 2016/17 year which will lead to a reduction in the backlog to \$2.04 million. However over the rest of the four year period, it is expected to increase as funds are directed toward new asset projects with the backlog expected to climb to \$6.61 million at the end of the 2019/20 year.

Refer also Section 4 for the Statement of Capital Works and Section 12 for an analysis of the capital budget.

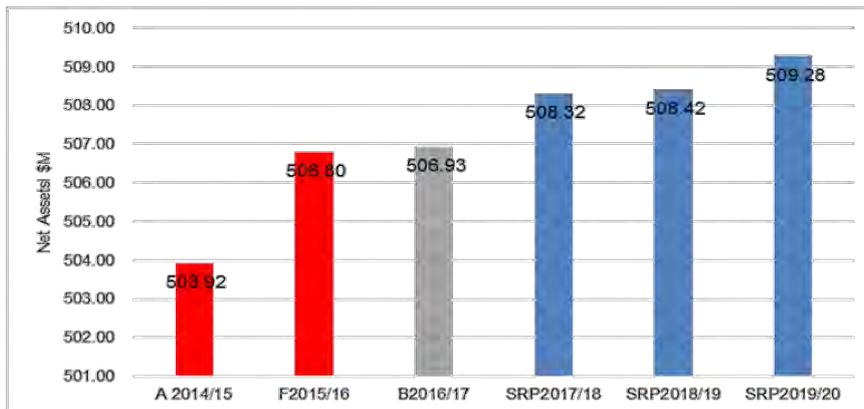
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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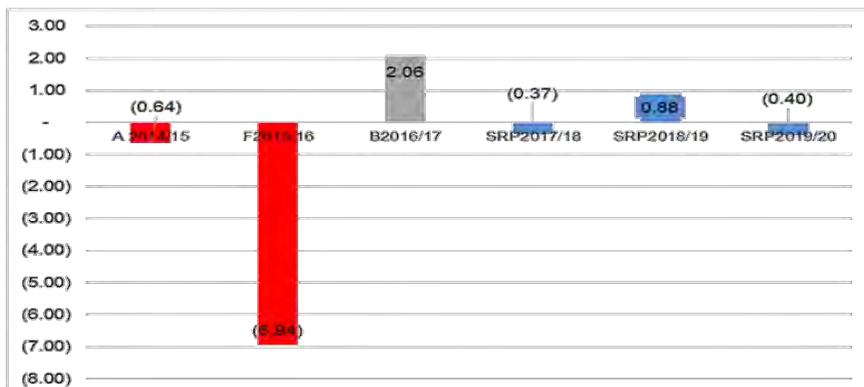
8.6 Financial position (Net worth)



The financial position is expected to improve with net assets (net worth) to increase by \$0.13 million to \$506.93 million although net current assets (working capital) will reduce by \$0.46 million to \$12.42 million as at 30 June 2017. (Net assets is forecast to be \$506.80 million as at 30 June 2016).

Refer also Section 4 for the Balance Sheet and Section 13 for an analysis of the budgeted financial position.

8.7 Financial sustainability



A high level Strategic Resource Plan for the years 2017/18 to 2019/20 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. The adjusted underlying result, which is a measure of financial sustainability, shows a \$2.06 million surplus in the 2016/17 year followed by a period of fluctuating results over the remaining three year period.

Refer Section 14 for more information on the Strategic Resource Plan.

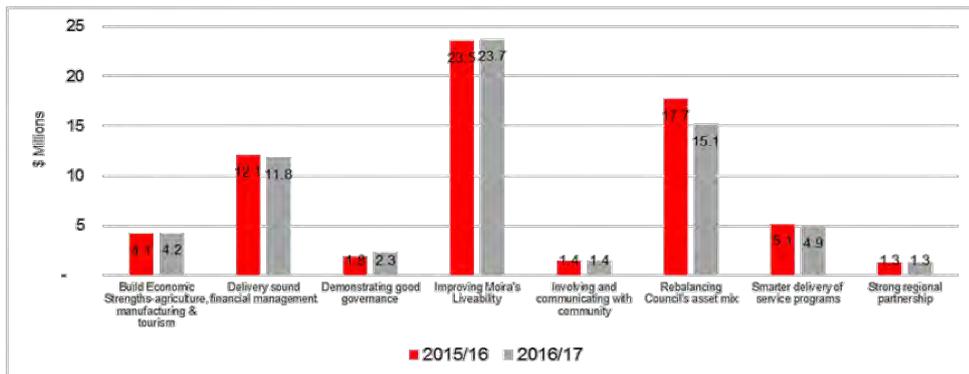
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

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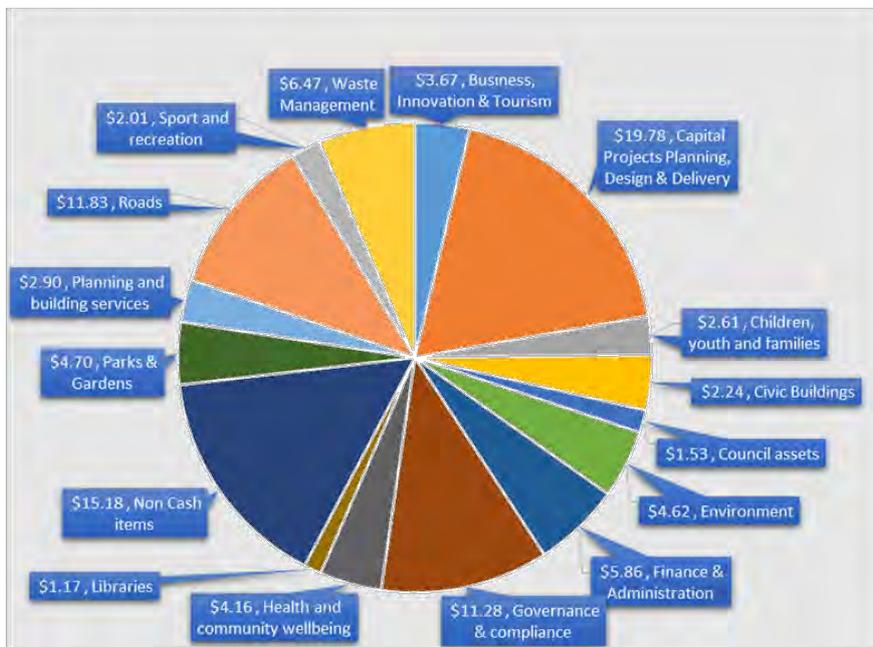
8.8 Strategic objectives



The Annual Budget includes a range of services and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2016/17 year.

The services that contribute to these objectives are set out in Section 2.

8.9 Council expenditure allocations



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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

The chart on the previous page provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends. Council overheads, governance costs and administrative costs are allocated to our external facing services using an internal overhead allocation model.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

9. Budget influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

9.1 Snapshot of Moira Shire Council

Moira Shire is located in the Hume region of Victoria and stretches across 4,045 square kilometres from Bundalong in the east to the Barmah National Park to the west. Our northern boundary is defined by the Murray River and our south-west, southern and south east regions share boundaries with the municipalities of Campaspe, Greater Shepparton, Benalla, Wangaratta and Indigo. Moira is centrally located to the regional cities of Shepparton, Wangaratta and Albury-Wodonga. Moira Shire includes four major towns; Cobram, Nathalia, Numurkah and Yarrawonga and 17 smaller communities: Barmah, Bearii, Bundalong, Invergordon, Katamatite, Katunga, Koonoomoo, Lake Rowan, Peechelba, Picola, St James, Strathmerton, Tungamah, Waai, Wilby, Wunghnu and Yarroweyah.

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

Our Community

Moira Shire's current population of 28,833 people

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

Our Economy

- Moira Shire's food processing sector, comprising principally dairy products (output \$632m) and meat processing (output \$115m), is the largest sector based on output in the Shire. Food processing also includes significant output in oils and fats (output \$43m), fruit and vegetable products (output \$14m), wine (output \$8m) and other food products (output \$29m).
- Moira Shire is home to major manufacturers including Murray-Goulburn Co-operative, Bega Cheese plant in Strathmerton, Graincorp Oilseeds in Numurkah and Ryan's Meat in Nathalia.
- Agricultural land use accounts for approximately 71% of the total land area, divided equally between irrigated and dry-land production. In June 2013, there were 11,832 local jobs in Moira Shire, with 12,934 employed residents. A total of 3,128 businesses were registered in the Shire across all industries.
- Tourism is the seventh largest contributor to economic output in the municipality generating an estimated \$90 million for the local community, including approximately 510 jobs, or about 5.6% of Moira Shire's workforce.
- The Moira Shire community is serviced by local hospitals in each of the major towns along with a wide range of medical and allied health service providers. As a result health services are an important sector within and for the local community.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Budget implications

As a result of Moira Shire Council's demographic and geographic profile there are a number of budget implications in the short and long term as follows:

- Moira Shire's widely dispersed population, relatively low growth and aging demographic are driving higher costs to deliver equivalent Council services
- Moira's population dispersion adds significantly to costs with service delivery replicated in multiple locations.
- Moira Shire residents' capacity to pay is amongst the lowest of all Victorian Councils, and also compared with peer Councils.
- Moira Shire is drawing on the community's capacity to pay at a relatively higher rate than other Councils.
- Additional income from tourism and shoppers is relatively lower than for peer Councils.

9.2 External influences

- Consumer Price Index (CPI) increases on goods and services of 1.7% through the year to December quarter 2015 (ABS release 28 January 2015). State-wide CPI is forecast to be 2.5% for the 2016/17 year (Victorian Budget Papers 2015/16).
- Australian Average Weekly Earnings (AWE) growth for Public Sector full-time adult ordinary time earnings in the 12 months to May 2015 was 1.7% (ABS release 13 August 2015). The wages price index in Victoria is projected to be 3.25% per annum in 2016/17 and the subsequent two years (Victorian Budget Papers 2015/16).

9.3 Internal influences

As well as external influences, there are internal influences which are expected to have an impact on the preparation of the 2016/17 Budget. These matters have arisen from events occurring in the 2015/16 year resulting in variances between the forecast actual and budgeted results for that year and matters expected to arise in the 2016/17 year. These matters and their financial impact are set out below:

- Council must renegotiate a new Enterprise Bargaining Agreement for commencement on 1 July 2016, with the resulting decision uncertain.
- Delays and savings in backfilling vacant employee positions in 2015/16 will result in a higher % increase in wages in 2016/17.

9.4 Budget principles

In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Existing fees and charges to be increased in line with CPI or market levels.
- Grants to be based on confirmed funding levels.
- New revenue sources to be identified where possible.
- Service levels to be maintained at 2015/16 levels with the aim to use less resources with an emphasis on innovation and efficiency.
- Salaries and wages to be increased in line with rate capping.
- Contract labour to be minimised.
- New initiatives or employee proposals to be justified through a business case.
- Real savings in expenditure and increases in revenue identified in 2015/16 to be preserved
- Operating revenues and expenses arising from completed 2015/16 capital projects to be included.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

9.5 Long term strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the Budget in a proper financial management context. These include a Strategic Resource Plan for 2016/17 to 2019/20 (Section 14.), Rating Information (Section 15.) and Other Long Term Strategies (Section 16.) including borrowings, infrastructure and service delivery.

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LEANNE MULCAHY)**MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)****ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017****10. Analysis of operating budget**

This section analyses the operating budget including expected income and expenses of the Council for the 2016/17 year.

10.1 Budgeted income statement

	Ref	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Total income	10.2	50,647	55,878	5,231
Total expenses	10.3	(52,634)	(53,001)	(367)
Surplus (deficit) for the year	-	(1,987)	2,877	4,864
Grants – capital non-recurrent	10.2.6	(3,887)	(521)	3,366
Contributions - non-monetary assets	-	(200)	(200)	-
Capital contributions - Other sources	10.2.4	(870)	(101)	769
Adjusted underlying surplus (deficit)	10.1.1	(6,944)	2,055	8,999

10.1.1 Adjusted underlying surplus (\$8.99 million increase)

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The adjusted underlying result for the 2016/17 year is a surplus of \$2.06 million which is an increase of \$8.99 million from the 2015/16 year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

10.2 Income

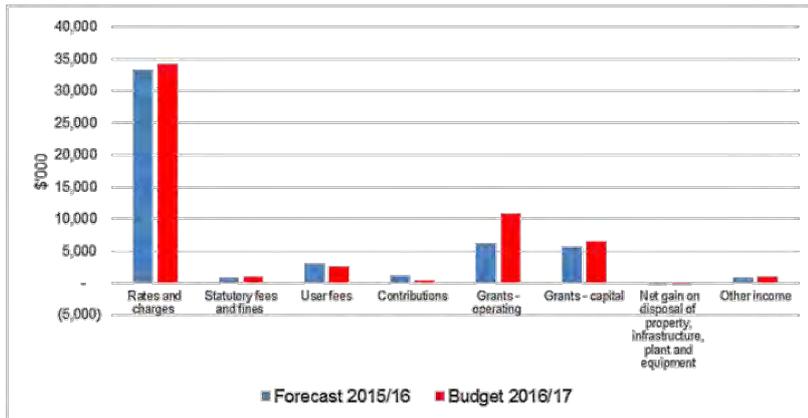
Income Types	Ref	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Rates and charges	10.2.1	33,270	34,176	906
Statutory fees and fines	10.2.2	871	903	32
User fees	10.2.3	2,915	2,542	(373)
Contributions	10.2.4	1,070	301	(769)
Grants - operating	5.1.1	6,163	10,782	4,619
Grants - capital	5.1.2	5,552	6,421	869
Net gain on disposal of property, infrastructure, plant and equipment	10.2.5	(64)	(174)	(110)
Other income	10.2.6	870	927	57
Total income	-	50,647	55,878	5,231

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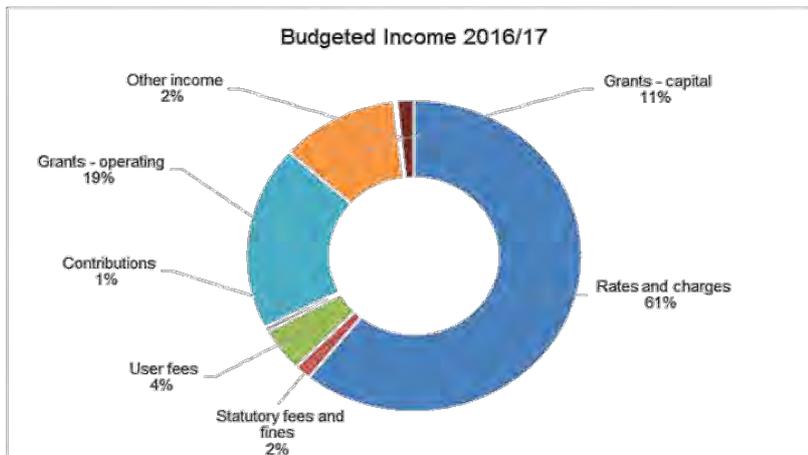
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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017



Source: Section 3



10.2.1 Rates and charges (\$0.91 million increase)

It is proposed that income raised by all rates and charges be increased by 2.5% or \$0.91 million over 2015/16 to \$34.18 million, including a forecast for supplementary rates of \$0.08 million in 2016/17. This includes increases in general rates, municipal charge, environmental levy, kerbside waste charge and recycling waste charge of 2.5%. It is proposed that the organic waste charge remains unchanged from 2015/16.

Section 7 – Rates and Charges - includes a more detailed analysis of the rates and charges to be levied for 2016/17 and the rates and charges information specifically required by the Regulations.

10.2.2 Statutory fees and fines (\$0.03 million increase)

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, *Public Health and Wellbeing Act 2008* registrations and parking fines. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees are forecast to increase by 3.5% or \$0.03 million compared to 2015/16.

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ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

A detailed listing of statutory fees is included in Appendix A.

10.2.3 User fees (\$0.37 million decrease)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include separate rating schemes, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home help services. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases do not exceed CPI increases or market levels.

User charges are projected to decrease by 12.8% or \$0.37 million over 2015/16. The main area contributing to the decrease is income generated by Section 86 committees (\$0.22 million) due to the impact of the closure of Cobram and Yarrawonga saleyard committees (a corresponding reduction in expenditure is also budgeted). Council has also anticipated a reduction in recovery of legal costs (\$0.11 million) which is in line a budgeted reduction in costs incurred. In addition, Council plans to increase user charges for all areas by an average of 3.0% over the budget period to maintain parity between user charges and the costs of service delivery.

A detailed listing of fees and charges is included in Appendix A.

10.2.4 Contributions - monetary (\$0.77 million decrease)

Contributions relate to monies paid by developers in regard to public resort and recreation, drainage and car parking in accordance with planning permits issued for property development.

Contributions are projected to decrease by \$0.77 million or 71.8% compared to 2015/16 due mainly to the completion of a number of major infrastructure projects within the municipality during the 2015/16 year.

10.2.5 Net gain on disposal of property, infrastructure, plant and equipment (\$0.11 million decrease)

Proceeds from the disposal of Council assets are forecast to be \$0.11 million for 2016/17 and relate mainly to the planned sale of industrial land (\$0.10 million). The written down value of assets sold is forecast to be \$0.84 million.

10.2.6 Other income (\$0.06 million increase)

Other income relates to a range of items such as private works, cost recoups and other miscellaneous income items. It also includes interest revenue on investments and rate arrears.

Other income is forecast to increase by 6.6% or \$0.06 million compared to 2015/16. The increase is due mainly to an increased payment from the State Revenue Office for the purchase of valuation data (\$0.13 million) offset by reduced income from the sale of recyclables (\$0.05 million) as a result of lower metal prices.

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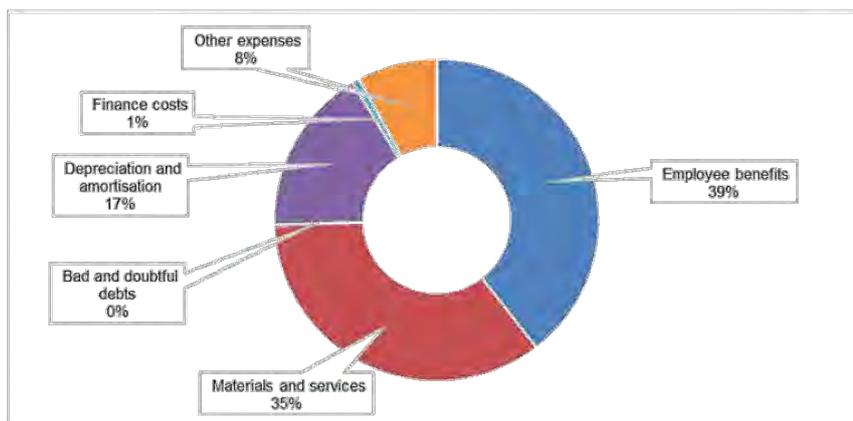
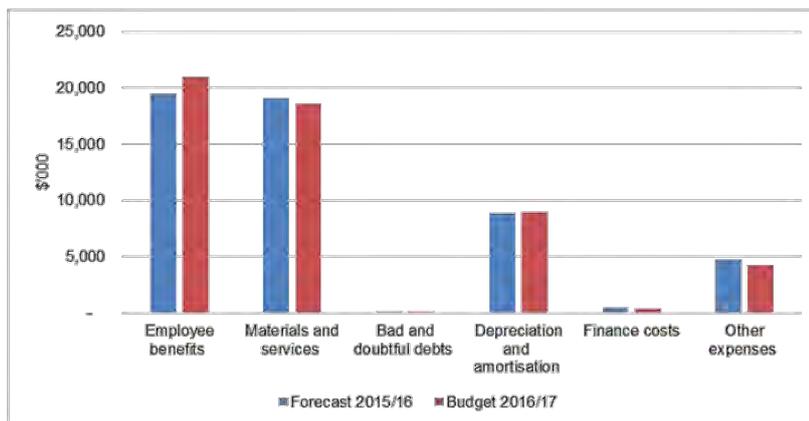
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10.3 Expenses

Expense Types	Ref	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Employee benefits	10.3.1	19,454	20,938	1,484
Materials and services	10.3.2	19,087	18,558	(529)
Bad and doubtful debts	10.3.3	5	3	(2)
Depreciation and amortisation	10.3.4	8,886	8,900	14
Finance costs	10.3.5	465	391	(74)
Other expenses	10.3.6	4,737	4,211	(526)
Total expenses	-	52,634	53,001	367



Source: Section 3

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10.3.1 Employee costs (\$1.48 million increase)

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, rostered days off, etc.

Employee costs are forecast to increase by 7.6% or \$1.48 million compared to 2015/16. This increase relates to three key factors:

- Renegotiation of Council's Enterprise Bargaining Agreement (EBA) and Band movements which is estimated to cost \$0.53 million in 2016/17
- An accounting adjustment in reallocation of employee overheads and movements in operational costs to capital projects have resulted a movement of (\$0.88 million), the overall employee costs remains unaffected.
- Write-back of 2015/16 forecasted savings for roles which were vacant for part of the financial year with the additional impact of these roles being filled for the entire 2016/17 year. This will be offset by a small reduction in materials and services where contractors were utilised in 2015/16 to undertake mandatory activities.

A summary of planned human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2016/17 \$'000	Comprises	
		Permanent Full Time	Permanent Part Time
		\$'000	\$'000
Asset Management	1,348	1,326	22
Build Economic Strengths-agriculture, manufacturing & tourism	2,066	1,751	315
Community Services	1,924	710	1,214
Corporate Services	458	458	-
Delivering Sound Financial Management	777	777	-
Demonstrating good governance	1,532	1,317	215
Environment and Safety	2,452	1,950	502
Infrastructure and Maintenance	5,653	5,544	108
Smarter Delivery of Service Programs	1,354	1,326	28
Total permanent staff expenditure	17,563	15,159	2,404
Casuals and other expenditure	2,900		
Total expenditure	20,463		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

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Department	Budget FTE	Comprises	
		Permanent Full time	Permanent Part Time
Asset Management	13.2	13.0	0.2
Build Economic Strengths-agriculture, manufacturing & tourism	22.4	18.7	3.7
Community Services	19.4	6.9	12.5
Corporate Services	4.0	4.0	-
Delivering Sound Financial Management	9.0	9.0	-
Demonstrating good governance	17.6	14.6	3.0
Environment and Safety	28.2	21.0	7.2
Infrastructure and Maintenance	60.5	58.9	1.6
Smarter Delivery of Service Programs	15.3	15.0	0.3
Total permanent staff	189.6	161.1	28.5
Casuals and other	23.7		
Total staff	213.4		

10.3.2 Materials and services (\$0.53 million decrease)

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. Materials and services are forecast to decrease by 2.8% or \$0.53 million compared to 2015/16. This is mainly due to reduced Information Technology support costs (\$0.42 million) which is a result of savings generated by various IT strategy projects implemented in 2015/16, reduction in costs associated with Section 86 committees (\$0.15 million) and costs associated with Shire drainage studies (\$0.19 million). This is offset by (\$0.13 million) additional costs to remediate the Yarrawonga Saleyards site and increases in general insurance costs (\$0.05 million).

10.3.3 Bad and doubtful debts (\$0.002 million decrease)

Bad and doubtful debts is projected to decrease by \$0.002 million compared to 2015/16 due to active management of debtors.

10.3.4 Depreciation and amortisation (\$0.01 million increase)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The increase of \$0.01 million for 2016/17 is due mainly to the completion of the 2015/16 capital works program and the full year effect of depreciation on the 2015/16 capital works program. Refer to Section 6. 'Analysis of Capital Budget' for a more detailed analysis of Council's capital works program for the 2016/17 year.

10.3.5 Borrowing costs (\$0.07 million decrease)

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The reduction in borrowing costs results from the planned reduction in borrowings due to repayment of principal in accordance with loan agreements.

10.3.6 Other items of expense (\$0.53 million decrease)

Other items of expense relate to a range of unclassified items including contributions to community groups, advertising, insurances, motor vehicle registrations and other miscellaneous expenditure items. Other expenses are forecast to decrease by 11.1% or \$0.53 million compared to 2015/16. This is mainly due to a reduction in the discounted interest charge for Landfill rehabilitation (\$0.19 million), reductions in contributions (\$0.12 million) to various community and tourism programs, reduction in advertising expenses (\$0.07 million) as result of moving to online toll Tender Search, reduced legal expenses (\$0.05 million) due to a identified cost savings, reduction in Audit Fees (\$0.04 million) as a result of one-off audit costs incurred in 2015/16.

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11. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2016/17 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

The analysis is based on three main categories of cash flows:

- **Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt
- **Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment
- **Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

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11.1 Budgeted cash flow statement

	Ref	Forecast	Budget	Variance
		2015/16	2016/17	
		\$'000	\$'000	\$'000
Cash flows from operating activities				
<i>Receipts</i>				
Rates and charges		33,075	34,026	951
Grants - operating		6,163	10,732	4,619
Grants - capital		5,552	6,421	869
Interest		350	365	15
User fees and fines		2,156	2,853	497
Other		2,493	1,576	(917)
		49,789	55,823	6,034
<i>Payments</i>				
Employee benefits		(19,369)	(20,867)	(1,498)
Other		(22,346)	(22,660)	(314)
		(41,715)	(43,527)	(1,812)
Net cash provided by operating activities	11.1.1	8,074	12,296	4,222
Cash flows from investing activities				
Proceeds from sales of property, plant & equip		280	110	(170)
Repayment of loans and advances		-	-	-
Deposits		25	25	-
Payments for property, plant and equipment		(14,380)	(11,738)	2,642
Net cash used in investing activities	11.1.2	(14,075)	(11,603)	2,472
Cash flows from financing activities				
Finance costs		(465)	(392)	73
Proceeds from Financial Assets		-	-	-
Payments for Financial Assets		-	-	-
Proceeds from borrowings		-	-	-
Repayment of borrowings		(951)	(1,026)	(75)
Net cash used in financing activities	11.1.3	(1,416)	(1,418)	(2)
Net decrease in cash and cash equivalents		(7,417)	(725)	6,692
Cash and cash equivalents at the beg of the year		24,278	16,861	(7,417)
Cash and cash equivalents at end of the year	11.1.4	16,861	16,136	(725)

Source: Appendix A

11.1.1 Operating activities (\$4.2 million increase)

The increase in cash inflows from operating activities is due mainly to a \$4.6 million increase in timing of Victorian grants commission operating grants expected to be received in 2016-17 offset by increase in Employee cost which is in line with the increase in rates and charges of 2.5%.

The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded

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from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

		Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Surplus (deficit) for the year	-	(1,987)	2,877	4,864
Depreciation	-	8,886	8,900	14
Loss (gain) on sale of assets	-	64	174	110
Movements in balance sheet items	-	1,111	345	(766)
Cash flows available from operating activities	-	8,074	12,296	4,222

11.1.2 Investing activities (\$2.5 million decrease)

The decrease in payments for investing activities represents the planned in capital works expenditure disclosed in Section 10 of this budget report. Proceeds from sale of assets are forecast to decrease by \$0.17 million due to planned lower sale of plant and equipment in 2016/17.

11.1.3 Financing activities (\$0.002 million decrease)

For 2016/17 the total of principal repayments is projected to be \$1.03 million and finance charges are projected to be \$0.39 million.

11.1.4 Cash and cash equivalents at end of the year (\$0.72 million decrease)

Overall, total cash and investments is forecast to decrease by \$0.72 million to \$16.13 million as at 30 June 2016, reflecting Council's strategy of using excess cash and investments to enhance existing and create new infrastructure. This is consistent with Council's Strategic Resource Plan (see Section 8), which forecasts a significant reduction in the capital works program from 2016/17 onwards to balance future cash budgets.

11.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2016 it will have cash and investments of \$12.21 million, which has been restricted as shown in the following table.

	Ref	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Total Cash and investments		16,861	16,136	(725)
Restricted cash and investments				
-Statutory reserves	11.2.1	(1,388)	(1,418)	(30)
-Cash held to fund carry forward capital projects				-
-Trust funds and deposits	11.2.2	(848)	(873)	(25)
Unrestricted cash and investments	11.2.3	14,625	13,845	(780)
-Discretionary reserves	11.2.4			-
Unrestricted cash adjusted for discretionary reserves	11.2.5	14,625	13,845	(780)

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11.2.1 Statutory reserves (\$1.42 million)

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes.

11.2.2 Cash held to fund carry forward capital works

There is no amount shown as cash held to fund carry forward works at 30 June 2016, as it is expected that the capital works budget in the 2016/17 financial year will be fully expended. An amount of \$6.57 million is forecast to be held at 30 June 2016 to fund capital works budgeted but not completed in the financial year. Section 6.2 contains further details on capital works funding.

11.2.3 Unrestricted cash and investments (\$13.84 million)

The amount shown is in accordance with the definition of unrestricted cash included in the Section 3 of the Regulations. These funds are free of statutory reserve funds and cash to be used to fund capital works expenditure from the previous financial year.

11.2.4 Discretionary reserves

Council does not hold Discretionary reserves.

11.2.5 Unrestricted cash adjusted for discretionary reserves (\$13.84 million)

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds. The provision for landfill rehabilitation of \$10.48 million is not required to be part of statutory reserves and would need to be funded from unrestricted reserves in future years.

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12. Analysis of capital budget

This section analyses the planned capital works expenditure budget for the 2016/17 year and the sources of funding for the capital budget. Further detail on the capital works program can be found in Section 6.

12.1 Capital works expenditure⁴⁻⁶

Capital Works Areas	Ref	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Works carried forward	12.1.1			
New works				
Property	12.1.2			
Land improvements		1,520	286	(1,234)
Total land		1,520	286	(1,234)
Buildings		3,075	1,580	(1,495)
Total buildings		3,075	1,580	(1,495)
Total property		4,595	1,866	(2,729)
Plant and equipment	12.1.3			
Plant, machinery and equipment		917	485	(432)
Computers and telecommunications		56	380	324
Total plant and equipment		973	865	(108)
Infrastructure	12.1.4			
Roads		6,497	6,037	(460)
Bridges		180	50	(130)
Footpaths and cycle ways		338	180	(158)
Drainage		380	1,265	885
Recreational, leisure and community facilities		250	160	(90)
Pumps		-	65	65
Parks, open space & streetscapes		-	110	110
Kerbs and channels		634	830	196
Other infrastructure		234	10	(224)
Total infrastructure		8,512	8,707	195
Total new works		14,080	11,438	(2,642)
Total capital works expenditure		14,080	11,438	(2,642)
Represented by:				
Asset renewal expenditure	12.1.5	8,419	8,891	472
Asset upgrade expenditure	12.1.5	2,114	1,370	(744)
Asset expansion expenditure	12.1.5	3,547	1,177	(2,370)
Total capital works expenditure		14,080	11,438	(2,642)

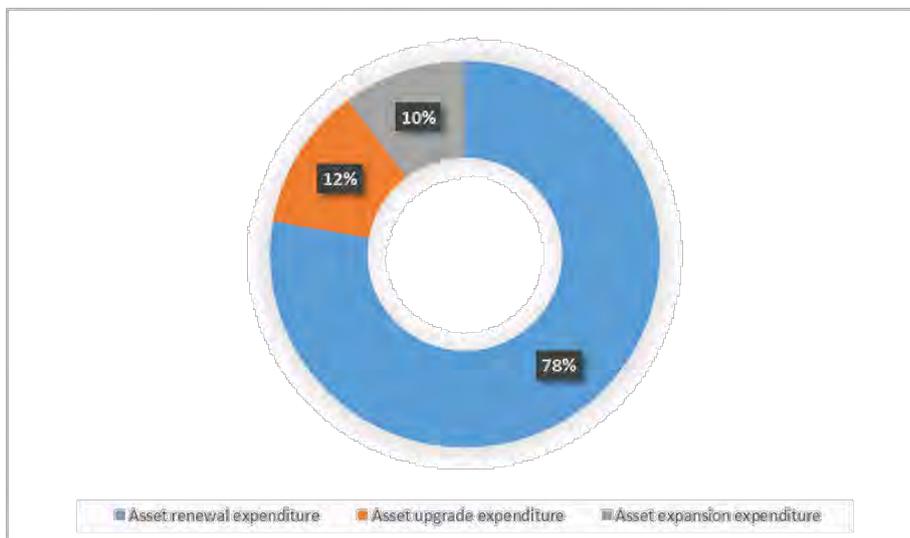
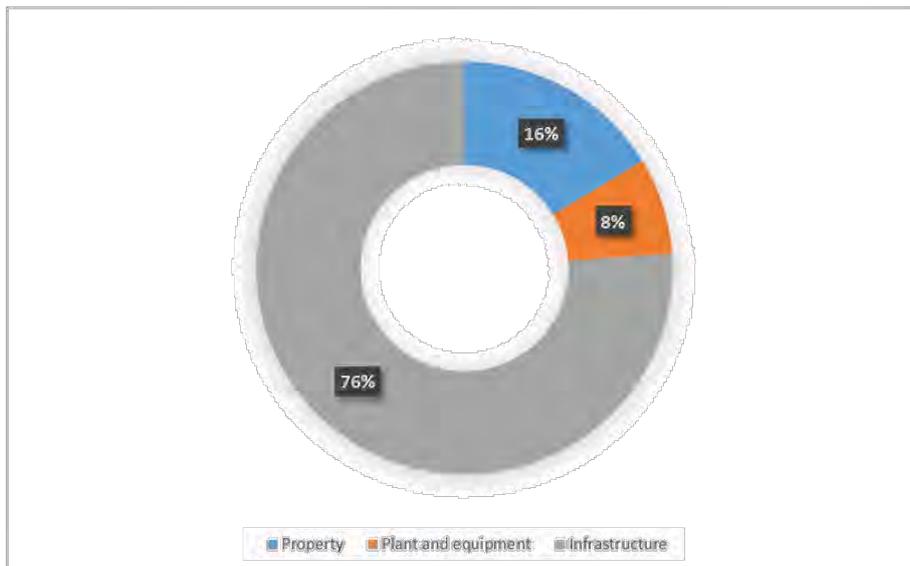
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Budgeted capital works 2016/17



Source: Section 3. A more detailed listing of the capital works program is included in Section 6.

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12.1.1 Carried forward works (\$0 million)

12.1.2 Property (\$1.866 million)

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

For the 2016/17 year, \$1.866 million will be expended on building and building improvement projects. The more significant projects include access ramp and replacement of roof for the Numurkah Multi-Purpose Centre (\$0.375 million), Upgrade of Council's Administration Centre in Cobram as part of its accommodation Strategy – Stage 2 (\$0.475 million), construction of upgraded community meeting facilities at Wilby (\$0.35 million), and Stage 2 Electrical Safety Audit works for Council buildings (\$0.10 million).

12.1.3 Plant and equipment (\$0.865 million)

Plant and equipment includes plant, machinery and equipment, computers and telecommunications, and library books.

For the 2016/17 year, \$0.865 million will be expended on plant, equipment and other projects. The more significant projects include ongoing cyclical replacement of the plant and vehicle fleet (\$0.485 million), upgrade and replacement of information technology (\$0.38 million).

12.1.4 Infrastructure (\$9.027 million)

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.

For the 2016/17 year, \$6.037 million will be expended on road projects. The more significant projects include federally funded Roads to Recovery projects such as local road reconstructions (\$1.935 million), (\$0.81 million), gravel road resheeting (\$1.50 million), bituminous road resealing (\$1.60 million), council funded projects such as pavement stabilisation program (\$0.40 million) and urban dust suppression program (\$0.07 million).

\$1.265 million will be expended on drainage projects. The more significant of these include road Nathalia West Drainage Upgrade Works (\$0.765 million) and Anchorage Way Yarrawonga Drainage Upgrade works (\$0.33 million).

\$0.830 million will be expended on renewal of kerb & channel projects for urban streets.

\$0.11 million will be expended on parks, open space and streetscapes.

Other new infrastructure expenditure includes \$0.05 million on bridges, \$0.18 million on footpaths and cycleways, \$0.48 million on recreational, leisure and community facilities, \$0.065 million on pumps and \$0.01 on other infrastructure.

12.1.5 Asset renewal (\$8.891 million), new assets (\$Nil), upgrade (\$1.37 million) and expansion (\$1.177 million)

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. No expenditure on new assets is proposed for the 2016/17 year.

The remaining capital expenditure represents renewals and expansion/upgrades of existing assets.

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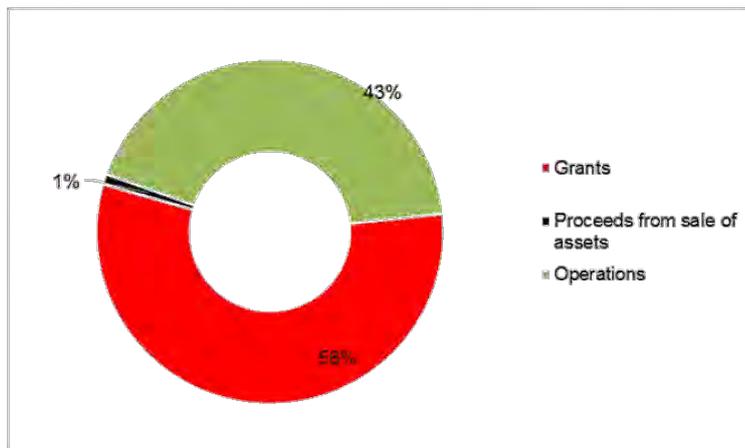
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12.2 Funding sources

Sources of Funding	Ref	Forecast	Budget	Variance
		2015/16 \$'000	2016/17 \$'000	\$'000
Works carried forward				
Current year funding				
Grants				
Contributions				
Borrowings				
Council cash				
- operations				
- proceeds on sale of assets				
- reserve cash and investments				
- unrestricted cash and investments				
Total works carried forward	12.2.1			
New works				
Current year funding				
Grants	12.2.2	5,552	6,421	869
Contributions				-
Borrowings		-		-
Council cash				
- operations	12.2.3	8,248	4,907	(3,341)
- proceeds from sale of assets	12.2.4	280	110	(170)
- reserve cash and investments	12.2.5			
- unrestricted cash and investments	12.2.6			
Total new works		14,080	11,438	(2,642)
Total funding sources		14,080	11,438	(2,642)



Source: Section 6

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13. Analysis of budgeted financial position

This section analyses the movements in assets, liabilities and equity between 2015/16 and 2016/17. It also considers a number of key financial performance indicators.

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13.1 Budgeted balance sheet

		Forecast	Budget	Variance
	Ref	2015/16	2016/17	
		\$'000	\$'000	\$'000
Current assets				
Cash and cash equivalents	13.1.1	16,861	16,136	(725)
Trade and other receivables		5,008	4,736	(272)
Financial assets		-	-	-
Other assets		590	1,056	466
Total current assets		22,459	21,928	(531)
Non-current assets	13.1.1			
Trade and other receivables		727	1,808	1,081
Property, infrastructure, plant and equipment		505,334	506,392	1,058
Total non-current assets		506,061	508,200	2,139
Total assets		528,520	530,128	1,608
Current liabilities	13.1.2			
Trade and other payables		3,739	3,601	138
Interest-bearing loans and borrowings		1,025	1,041	(16)
Provisions		4,814	4,869	(55)
Total current liabilities		9,578	9,511	67
Non-current liabilities	13.1.2			
Other payables		-	-	-
Interest-bearing loans and borrowings		4,615	3,572	1,043
Provisions		10,404	10,245	159
Total non-current liabilities		15,019	13,817	1,202
Total liabilities		24,597	23,328	1,269
Net assets		503,923	506,800	2,877
Equity	13.1.4			
Accumulated surplus		173,906	176,753	2,847
Asset revaluation reserve		328,629	328,629	-
Other reserves		1,388	1,418	30
Total equity		503,923	506,800	2,877

Source: Section 3

13.1.1 Current Assets (\$0.53 million decrease) and Non-Current Assets (\$1.6 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. These balances are projected to decrease by \$0.72 million during the year mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget. Long term debtors (non-current) relating to loans to community organisations will increase by \$0.8 million in accordance with agreed repayment terms.

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Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in Council's services and other revenues due to be received in the next 12 months.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The \$1.06 million increase in this balance is attributable to the net result of the capital works program (\$11.44 million of new assets), depreciation of assets (\$8.9 million) and the sale through sale of property, plant and equipment (\$0.1 million) and infrastructure replaced.

13.1.2 Current Liabilities (\$0.67 million decrease) and Non-Current Liabilities (\$1.2 million decrease)

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to remain consistent with 2015/16 levels.

Provisions include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements despite factoring in an increase for Collective Agreement outcomes.

Interest-bearing loans and borrowings are borrowings of Council. Council is budgeting to repay loan principal of \$1.03 million over the year.

13.1.3 Working Capital (\$0.46 million decrease)

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Some of Council's cash assets are restricted in that they are required by legislation to be held in reserve for specific purposes or are held to fund carry forward capital works from the previous financial year.

	Ref	Forecast 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
Current assets		22,459	21,928	531
Current liabilities		9,578	9,511	67
Working capital		12,881	12,417	464
Restricted cash and investment current assets				
- Reserves		(1,388)	(1,418)	30
Unrestricted working capital		11,493	10,999	494

In addition to the restricted cash shown above, Council is also projected to hold \$3.91 million in discretionary reserves at 30 June 2016. Although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes.

13.1.4 Equity (\$2.88 million increase)

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.

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- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. \$2.88 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$0.03 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

13.2 Key assumptions

In preparing the Balance Sheet for the year ending 30 June 2016 it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows:

- Trade creditors to be based on total capital and operating expenditure less written down value of assets sold, depreciation and employee costs. Payment cycle is 30 days
- Other debtors and creditors to remain consistent with 2015/16 levels
- Employee entitlements to be increased by the Collective Agreement outcome offset by the impact of more active management of leave entitlements of staff
- Repayment of loan principal to be \$1.03 million
- Total capital expenditure to be \$11.4 million

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LONG TERM STRATEGIES

This section includes the following analysis and information

- 14 Strategic resource plan
- 15 Rating information
- 16 Summary of other strategies

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14. Strategic resource plan

This section includes an extract of the adopted Strategic Resource Plan (SRP) to provide information on the long term financial projections of the Council.

14.1 Plan development

The Act requires a SRP to be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must take into account all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared a SRP for the four years 2016/17 to 2019/20 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain existing service levels
- Achieve a breakeven operating result
- Maintain a capital expenditure program of at least \$10 million per annum

In preparing the SRP, Council has also been mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Act:

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

The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

14.2 Financial resources

The following table summarises the key financial results for the next four years as set out in the SRP for years 2016/17 to 2019/20. Section 3 includes a more detailed analysis of the financial resources to be used over the four year period.

Indicator	Forecast		Strategic Resource Plan Projections				Trend
	2015/16	Budget	2017/18	2018/19	2019/20		
	\$'000	\$'000	\$'000	\$'000	\$'000		
Result for the year	(1,987)	2,877	134	1,383	105	+	
Underlying result	(6,944)	2,055	(369)	878	(402)	+	
Cash and investments	16,861	16,136	14,961	14,765	12,381	-	
Cash flows from operations	8,074	12,296	10,252	11,091	10,016	+	
Capital works	14,080	11,438	10,412	10,273	11,605	-	

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

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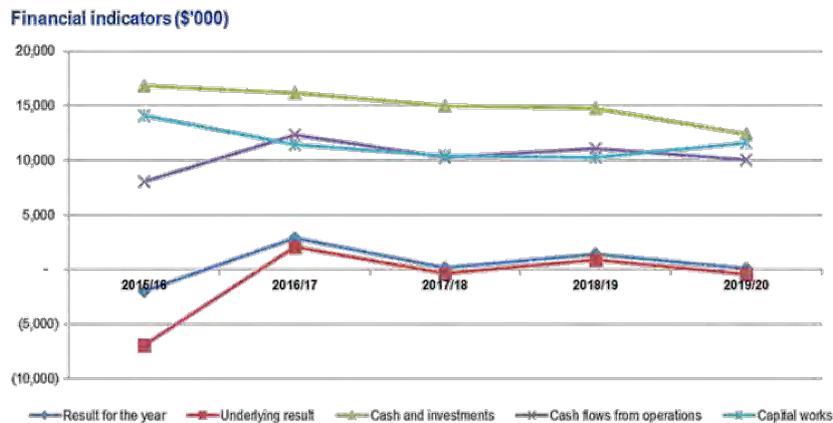
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The following graph shows the general financial indicators over the four year period.

The key outcomes of the SRP are as follows:



- **Financial sustainability (Section 11)** - Cash and investments is forecast to decrease over the four year period from \$16.8 million to \$12.4 million
- **Rating levels (Section 15)** – Modest rate increases are forecast over the four years at an average of 2.2%.
- **Service delivery strategy (Section 16)** – Service levels have been maintained throughout the four year period. Despite this, operating surpluses are forecast in years 2016/17 to 2019/20 as a result of significant capital grant revenue being received to fund the annual capital works program. Excluding the effects of capital items such as capital grants and contributions, the adjusted underlying result is a surplus averaged over the four year period. The adjusted underlying result is a measure of financial sustainability and is an important measure as once-off capital items can often mask the operating result.
- **Borrowing strategy (Section 16)** – Borrowings are forecast to reduce from \$5.6 million to \$1.5 million over the four year period. There are no new Borrowings.
- **Infrastructure strategy (Section 16)** - Capital expenditure over the four year period will total \$43.73 million at an average of \$10.93 million.

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LEANNE MULCAHY)**MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)****ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017****15. Rating information**

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuations. This section should be read in conjunction with Council's Rating Strategy which is available on Council's website.

15.1 Rating context

In developing the Strategic Resource Plan (referred to in Section 14.), rates and charges were identified as an important source of revenue, accounting for 61.2% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Victorian community.

15.2 Current year rates and charges

The following table sets out future proposed increases in revenue from rates and charges and the total rates to be raised, based on the forecast financial position of Council as at 30 June 2016.

Year	General Rate Increase	Municipal Charge Increase	Garbage Charge Increase	Recycling Charge Increase	Organic Charge Increase	Total Rates Raised
	%	%	%	%	%	\$'000
2015/16	5.00	5.00	4.80	5.00	0.00	33,270
2016/17	2.50	2.50	2.50	2.50	0.00	34,176
2017/18	2.30	2.30	2.50	2.50	2.50	35,276
2018/19	2.00	2.00	2.50	2.50	2.50	36,010
2019/20	2.00	2.00	2.50	2.50	2.50	36,762

15.3 Rating structure

Council has established a rating structure which is comprised of three key elements. These are:

- Property values, which form the central basis of rating under the Local Government Act 1989
- A 'user pays' component to reflect usage of certain services provided by Council
- A fixed municipal charge per property to cover some of the administrative costs of the Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential or commercial purposes. This distinction is based on the concept that business should pay a fair and equitable contribution to rates, taking into account the benefits those commercial properties derive from the local community.

Having reviewed the various valuation bases for determining the property value component of rates, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis, but Council does review its rating structure every four years.

The existing rating structure comprises two differential rates (residential and commercial), and a rate concession for recreational land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to levy the rate for recreational lands at "such amount as the municipal

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council thinks reasonable having regard to the services provided by the municipal council in relation to such lands and having regard to the benefit to the community derived from such recreational lands". The commercial rate is set at 100% of the residential rate and the rate concession for recreational land is set at 48.5% of the commercial rate. Council also levies a municipal charge, a kerbside collection charge, environmental levy and a recycling charge as allowed under the Act.

A more detailed analysis of the rates to be raised is contained in Section 7 'Statutory Disclosures'. The rate in the dollar may change before 1 July 2016 to take into account changes in property valuations due in May 2016

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16. Summary of other strategies

This section sets out summaries of the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

16.1 Borrowings

In developing the Strategic Resource Plan (SRP) (see Section 14), borrowings was identified as an important funding source for capital works programs. In the past, Council has borrowed strongly to finance large infrastructure projects and since then has been in a phase of debt reduction. This has resulted in a reduction in debt servicing costs, but has meant that cash and investment reserves have been used as an alternate funding source to maintain robust capital works programs. With Council reserves now forecast to be \$16.9 million at 30 June 2016,

For the 2016/17 year, Council has decided not to take out any new borrowings to fund the capital works program and therefore, after making loan repayments of \$1.03 million, will reduce its total borrowings to \$4.6 million as at 30 June 2017. The following table sets that there will be no borrowings in the next 4 years, based on the forecast financial position of Council as at 30 June 2016.

Year	New Borrowing \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2015/16	-	951	465	5,640
2016/17	-	1,026	392	4,613
2017/18	-	1,041	316	3,572
2018/19	-	1,123	234	2,449
2019/20	-	988	154	1,461

The table below shows information on borrowings specifically required by the Regulations.

	Forecast 2015/16 \$'000	Budget 2016/17 \$'000
Total amount borrow ed as at 30 June of the prior year	6,591	5,640
Total amount to be borrow ed	-	-
Total amount projected to be redeemed	(951)	(1,026)
Total amount proposed to be borrow ed as at 30 June	5,640	4,613

16.2 Infrastructure

The Council has developed an Infrastructure Strategy based on the knowledge provided by various Asset Management Plans, which sets out the capital expenditure requirements of Council for the next 10 years by class of asset, and is a key input to the SRP. It predicts infrastructure consumption, renewal needs and considers infrastructure needs to meet future community service expectations. The Strategy has been developed through a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes
- Identification of capital projects through the preparation of asset management plans
- Prioritisation of capital projects within classes on the basis of evaluation criteria
- Methodology for allocating annual funding to classes of capital projects
- Business Case template for officers to document capital project submissions.

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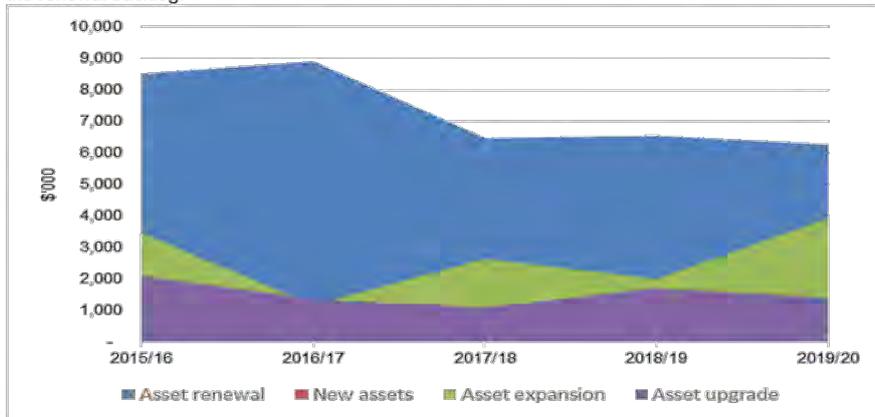
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A key objective of the Infrastructure Strategy is to maintain or renew Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset renewal then Council's investment in those assets will reduce, along with the capacity to deliver services to the community.

The graph below sets out the required and actual asset renewal over the life of the current SRP and the renewal backlog.



At present, Council is similar to most municipalities in that it is presently unable to fully fund asset renewal requirements identified in the Infrastructure Strategy. While the Infrastructure Strategy is endeavouring to provide a sufficient level of annual funding to meet ongoing asset renewal needs, the above graph indicates that in later years the required asset renewal is not being addressed creating an asset renewal gap and increasing the level of backlog.

In updating the Infrastructure Strategy for the 2016/17 year, the following influences have had a significant impact:

- Reduction in the amount of cash and investment reserves to fund future capital expenditure programs
- Availability of significant Federal funding for upgrade of roads
- The enactment of the *Road Management Act 2004* removing the defence of non-feasance on major assets such as roads

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

Year	Summary of funding sources				
	Total Capital Program	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000
2015/16	14,080	5,552	-	8,528	-
2016/17	11,438	6,421	-	5,017	-
2017/18	10,412	3,265	10	7,137	-
2018/19	12,273	4,865	10	7,398	-
2019/20	11,605	3,865	100	7,640	-

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has significant cash or investment reserves that are also used to fund a variety of capital projects. These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a

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specific purpose as directed by legislation or a funding body, and include contributions to car parking, drainage and public resort and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.

16.3 Service delivery

The key objectives in Council's Strategic Resource Plan (referred to in Section 14.) which directly impact the future service delivery strategy are to maintain existing service levels and to achieve a breakeven operating result within five to six years. The Rating Information (see Section 15.) also refers to modest rate increases into the future. With these key objectives as a basis, a number of internal and external influences have been identified through discussions with management which will have a significant impact on the scope and level of services to be provided over the next four years.

The general influences affecting all operating revenue and expenditure include the following:

	2016/17	2017/18	2018/19	2019/20
	%	%	%	%
Consumer Price Index	2.5	2.5	2.5	2.5
Rate increases	2.5	2.3	2.0	2.0
Property growth	1.0	1.0	1.0	1.0
Wages growth	2.5	2.3	2.0	2.0
Government funding	0.0	0.0	0.0	0.0
Statutory fees	3.0	3.0	3.0	3.0
Investment return	3.0	3.0	3.0	3.0

As well as the general influences, there are also a number of specific influences which relate directly to service areas or activities. The most significant changes in these areas are summarised below.

Transfer Station

Waste tipping fees for inert waste are expected to rise further as the State Government has increased the levy payable upon disposal of waste at landfill. Following increases of \$44 per tonne since 2008/09, the fee will rise a further \$2.02 per tonne (3.3%) in 2016/17. The pricing structure currently in place to absorb all future cost increases.

Valuation Services

The Council is required to revalue all properties within the municipality every two years. The last general revaluation was carried out as at 1 January 2016 effective for the 2016/17 year and the next revaluation will be undertaken as at 1 January 2018. An allowance of \$0.11 million has been made every two years to meet the additional cost of resources to complete the revaluation process.

Statutory Planning

The statutory planning unit has been growing significantly over the past three years as the level of property development activity has increased. It is expected that the 2016/17 budget will be insufficient to meet all the needs of the Unit and accordingly an additional \$0.05 million has been allowed from 2016/17 onwards for external support on appeals.

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The service delivery outcomes measured in financial terms are shown in the following table.

Year	Surplus / (Deficit) for the year \$'000	Adjusted Underlying Surplus / (Deficit) \$'000	Net Service (Cost) \$'000
2015/16	(1,987)	(6,944)	37,012
2016/17	2,877	2,055	38,173
2017/18	134	(369)	39,071
2018/19	1,383	878	39,919
2019/20	105	(402)	40,840

Service levels have been maintained throughout the four year period with operating surpluses forecast in years 2016/17 to 2019/20 as a result of significant capital grant revenue being received to fund the annual capital works program. Excluding the effects of items such as capital contributions, the adjusted underlying result is an overall surplus over the four year period.

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Appendix A
Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2016/17 year.

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APPENDIX A		MOIRA SHIRE COUNCIL		FEES AND CHARGES SCHEDULE - 2016/17					
RATES AND PROPERTY MANAGEMENT		Fees set by Vic. Statute/Council	Conditions	Current Fee or Charge 2015/16 (excl GST)	Proposed Fee or Charge 2016/17 (excl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (Incl GST)	Comments
RATES AND PROPERTY MANAGEMENT									
Annual Charges									
- Municipal Charge	Council			\$517.85	\$325.80	2.5%	No	\$325.80	
- Environmental Levy	Council			\$214.75	\$220.10	2.5%	No	\$220.10	
- Garbage Service - for each bin	Council			\$102.80	\$105.20	2.5%	No	\$105.20	
- Recycling Charge - for each bin	Council			\$92.50	\$94.80	2.5%	No	\$94.80	
- Organic Waste Charge - for each bin	Council			\$97.25	\$97.25	0%	No	\$97.25	
Rate Notices									
- Reprint Rate Notice	Council			\$10.00	\$10.32	3%	Yes	\$11.35	
Fees on Dishonoured Rates Payments									
- Cheque/Direct Debit Dishonour	Council			\$20.00	\$20.00	0%	No	\$20.00	Recovery of fee charged
- Cheque Dishonour - Australia Post	Council			\$20.00	\$20.00	0%	No	\$20.00	Recovery of fee charged
Rates Debt Recovery - Legal Costs									
- Statutory Fee for recovery of unpaid rates	Council		Scale of fees as per Magistrates Court	Scheduled Fee	Scheduled Fee		No	Scheduled Fee	
- Process Server & Solicitor Fees	Council			Contractors Fee	Contractors Fee		Yes	Contractors Fee + 10%	
Slashing of Vacant Blocks									
- Charge for slashing of vacant block	Council			Contractors Fee	Contractors Fee		Yes	Contractors Fee + 10%	
Land Information Certificate									
- Land Information Certificate Fee	Statute		Fees Units = 1.82	\$24.80	\$25.40	2%	No	\$25.40	
- Priority Fee	Council		In addition to LIC Fee	\$31.82	\$32.73	3%	Yes	\$36.00	
Land Title Certificate									
- Land Title Certificate Search Fee - (Fee for private land title search)	Council		Cost varies depending on information required	\$26.00 to \$46.56	\$26.75 to \$47.96	3%	Yes	Calculated Fee+10%	
ANIMAL CONTROL									
Registration Fees									
- Dog & Cat Registration Fees									
- Dog and Cat (Maximum Fee) - Natural	Statute		Pensioners 50% discount applies	\$75.00	\$75.00	0%	No	\$75.00	
- Dog and Cat (Reduced Fee) - 3 months and over	Statute			\$25.00	\$25.00	0%	No	\$25.00	
- State Government Levy - Cat	Statute			\$2.00	\$2.00	0%	No	\$2.00	
- State Government Levy - Dog	Statute			\$3.50	\$3.50	0%	No	\$3.50	
Domestic Animal Business Registration									
- Registration (Administration) Fee	Council			\$124.00	\$127.80	3%	No	\$127.80	
Replacement Tags									
- Animal Replacement Tags	Council			\$5.00	\$5.00	0%	No	\$5.00	
Cat Trap Hire									
- Cat Trap Hire (Deposit)	Council		Refundable deposit	\$100.00	\$100.00	0%	No	\$100.00	

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	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Animal Control Infringements								
- Dog tags for Domestic Animal Act, infringements set under: Mandatory Units Act)								
- Not Wearing Tags or Marker	Statute		\$76.00	\$76.00	3%	No	\$76.00	
- Cat at large	Statute		\$76.00	\$76.00	3%	No	\$76.00	
- Dog at large in day time	Statute		\$228.00	\$233.00	2%	No	\$233.00	
- Dog at large at night time	Statute		\$303.00	\$311.00	3%	No	\$311.00	
- Greyhound not muzzled or controlled	Statute		\$228.00	\$233.00	2%	No	\$233.00	
- Not complying with order to abate nuisance	Statute		\$228.00	\$233.00	2%	No	\$233.00	
- Unregistered animals	Statute		\$303.00	\$311.00	3%	No	\$311.00	
Animal Pound Fees								
- Domestic Animals - Release fee	Council		\$111.00	\$114.30	3%	No	\$114.30	
- Livestock 1-9 - Release fee	Council	Plus \$10 sustenance per animal per day and transport costs	\$329.35	\$339.20	3%	No	\$339.20	
- Livestock 10-49 - Release fee	Council		\$697.40	\$708.00	3%	No	\$708.00	
- Livestock 50 plus Release fee	Council		\$1,031.10	\$1,062.00	3%	No	\$1,062.00	
Driving and Grazing of Livestock Fees								
- Permit to Graze Livestock	Council		\$23.60	\$24.30	3%	No	\$24.30	
- Travelling Livestock Fee (Driving) per time	Council	Plus \$1,000 refundable bond	\$344.70	\$356.00	3%	No	\$356.00	
IMPOUNDED VEHICLES AND SEIZED ITEMS								
Pound Fees								
- Release of Impounded vehicles	Council	Plus towing costs where applicable	New	\$50.00 + towing cost	New	No (Fee) Yes (Towing)	\$50.00 + towing cost + 10%	
- Release of Seized Items	Council		New	\$50.00 + towing cost	New	No (Fee) Yes (Towing)	\$50.00 + towing cost + 10%	
COMMUNITY SAFETY & ENVIRONMENT LOCAL LAW								
Permit Fees								
Application for Local Law Permit								
- Application for a Local Law permit	Council	Applies to new applications and if permit expires and renewal not sought prior to expiry	\$51.30	\$53.00	3%	No	\$53.00	
Local Law - Permits								
- Burning Off Permits, Burning Off Residential, Recreational Vehicles, Advertising, Bill Posting, Camping, Circuses, Keeping of Animals, Beehives, Bulk Rubbish Bins, Scavenging at Waste Disposal Sites, Drainage Tapping	Council	Plus application fee payable if applicable	\$93.40	\$96.30	3%	No	\$96.30	
- Street Stalls (incl. community ref/fee)	Council	Fee for charities, not-for-profit organisations and community groups may be waived	\$88.20	\$90.90	3%	No	\$90.90	
- Trading of goods and services on a Footpath/Road Reserve permit	Council							

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Tables & Chairs on Footpath/Road Reserve								
- Application Fee (only applies to new applications)	Council	Only applies to new applications	\$51.30	\$53.00	3%	No	\$53.00	
- Tables (up to four)	Council		\$108.80	\$112.00	3%	No	\$112.00	
- Tables in excess of four (per table)	Council	Annual fee payable	\$21.55	\$22.20	3%	No	\$22.20	
- Temporary screens (flat rate)	Council		\$21.55	\$22.20	3%	No	\$22.20	
Advertising Boards								
- Moveable signs on Footpath/Road Reserve permit	Council	Annual fee payable, plus application fee	\$54.40	\$56.00	3%	No	\$56.00	
Display of Goods on Footpath/Road Reserve								
- Display of Goods on Footpath/Road Reserve permit	Council	Annual fee payable, plus application fee	\$138.40	\$141.00	3%	No	\$141.00	
Car Dealerships								
- Vehicles on Road Reserve for trading permit	Council	Annual fee payable, plus application fee	\$130.30	\$134.20	3%	No	\$134.20	
Local Law Fines								
Local Law Fines - Parking Infractions								
- Road Safety Act Statutory fines	Statute	Set by Infractions & Monetary Units Act	Variable from \$76.00 to \$152.00	Variable from \$78.00 to \$155.00	0%	No	Variable from \$78.00 to \$155.00	
- Council parking fines - Time limits	Statute		\$50.00	\$50.00	0%	No	\$50.00	
Local Law Fines - Littering Infractions								
- Litter Fines - small amount	Statute	Set by Infractions & Monetary Units Acts	\$152.00	\$155.00	2%	No	\$155.00	
- Litter Fines - large amount	Statute		\$303.00	\$311.00	3%	No	\$311.00	
Local Law Fines - Behaviour Infractions								
- (4001) Behave in a boisterous/misbehaving manner	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4002) Behave in a way which is detrimental to the municipal place or public asset	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4003) As an owner or occupier of land, dig, allow trees, plants or any other matter on that land to cause damage to or interfere with a municipal place	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4006) Dig behave in a dangerous manner	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4008) Dig damage/destroy/writes on/interfere with/remove or affix anything from a municipal building or structure	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4012) Act contrary to conditions imposed when using a municipal place or property	Council		\$200.00	\$200.00	0%	No	\$200.00	
Local Law Fines - Streets & Roads Infractions								
- Discharge water onto road	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Riding horses on reservations, public reserves and recreation grounds	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Erecting or placing of signs and goods on footpath	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Roadside trading	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Locating goods for sale	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Outdoor eating facilities	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Street parties, street festivals and processions	Council		\$200.00	\$200.00	0%	No	\$200.00	
- Street collections	Council		\$200.00	\$200.00	0%	No	\$200.00	

FILE NO: 100.00.01
4. ORGANISATION

ITEM NO: 9.1.1
(MANAGER FINANCE, SIMON RENNIE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Local Law Fines - Other Infringements								
- Burning Off, Burning Off Residential, Recreational Vehicles, Advertising, Bill Posting, Camping, Circuses, Keeping of Animals, Beehives, Bulk Rubbish Bins, Staveingling at Waste Disposal Sites, Drainage Tapping (without a permit)	Council		\$200.00	\$200.00	0%	No	\$200.00	
Infringement Notice Offences and Codes - Alcohol								
- (4017) Consume alcohol in designated area	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4018) Possess/control alcohol (in unsealed container) in designated area	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4019) Consume/possess/control alcohol (in unsealed container) contrary to signs	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4020) Consume/possess/control alcohol (in unsealed container) between 10pm and 8am in designated area	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (4021) Consume/possess/control alcohol (in unsealed container) between 10pm and 8am contrary to signs	Council		\$200.00	\$200.00	0%	No	\$200.00	
Infringement Notice Offences and Codes - Livestock								
- (5001) Cause allow livestock to be driven on a road through or to a destination within the Municipal district in contravention of the local law	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (5002) Cause/allow livestock to graze on a road without a permit	Council		\$200.00	\$200.00	0%	No	\$200.00	
- (5003) Cause/allow livestock to be driven across/along a road from a property or part of a property to another property in contravention of the local law	Council		\$200.00	\$200.00	0%	No	\$200.00	
Infringement Notice Offences and Codes - False Statements								
- (5016) Make false representation or declaration (orally or written) or intentionally omit relevant information in an application for a permit or exemption	Council		\$200.00	\$200.00	0%	No	\$200.00	
Infringement Notice Offences and Codes - Notice to Comply								
- (5017) Fail to comply with a "Notice to Comply"	Council		\$200.00	\$200.00	0%	No	\$200.00	
WASTE DISPOSAL CHARGES (LANDFILL TRANSFER STATION FEES)								
General Waste								
- Residents - per m3	Council		\$53.64	\$54.55	3%	Yes	\$58.00	
- Commercial / Non-resident - per m3	Council		\$86.36	\$88.91	3%	Yes	\$97.80	
- Commercial - Internal - source internal to Shire per tonne (Cobram Landfill)	Council		\$195.45	\$201.27	3%	Yes	\$221.40	
- Commercial - External - source external to Shire source per tonne	Council		\$300.00	\$309.00	3%	Yes	\$339.90	
Recycling								
Commingle recyclables								
- Residents free	Council		Free	Free			Free	
- Commercial - m3	Council		\$7.73	\$8.00	3%	Yes	\$8.80	
Green Waste								
- Residents - m3	Council		\$10.00	\$10.27	3%	Yes	\$11.30	
- Commercial - m3	Council		\$4.55	\$15.00	3%	Yes	\$16.50	
Processed untreated timber (not including chip board)								
- Residents - m3	Council		\$13.64	\$14.09	3%	Yes	\$15.50	
- Commercial - m3	Council		\$18.18	\$18.73	3%	Yes	\$20.60	
Domestic Gas Bottles per bottle								
- Residents	Council		\$11.82	\$12.18	3%	Yes	\$13.40	
- Commercial	Council		\$29.09	\$30.00	3%	Yes	\$33.00	
- Concrete (per metre)	Council		\$29.09	\$30.00	3%	Yes	\$33.00	
- Plasterboard (per metre) - residential and commercial	Council		\$29.09	\$30.00	3%	Yes	\$33.00	

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4. ORGANISATION

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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Scrap Steel - White goods, car bodies, car batteries	Council	Car bodies accepted at site operators discretion	Free			Free	
Sludge wrap	Council	Free if in Plasback Bag	Free			Free	
E-Waste	Council		\$1.02 - \$9.09			\$2.05 - \$11.00	
Chemical Drums/Containers (Triple Rinsed)	Council		Free	3%	Yes	Free	
Plastic Chemical Containers (non Drum Muster) - per drum	Council		\$5.91	3%	Yes	\$6.70	
Contaminated Oil	Council		\$3.18	3%	Yes	\$3.60	
Clean Oil	Council		Free			Free	
Mattresses							
- Single	Council		\$10.91	67%	Yes	\$20.00	Increase to fully cover processing costs
- Double/Queen/King	Council		\$14.55	85%	Yes	\$30.00	Increase to fully cover processing costs
Resource Recovery Items - unit price	Council	Some items will continue to be free	\$0.91	10%	Yes	\$1.10	
Tyres							
- Motor cycle	Council		\$5.45	3%	Yes	\$6.20	
- Motor Vehicle	Council		\$7.50	3%	Yes	\$8.50	
- Light Truck	Council		\$13.18	3%	Yes	\$14.90	
- Heavy Truck	Council		\$22.73	3%	Yes	\$25.70	
- Tractor	Council		\$77.27	3%	Yes	\$87.50	
- Earthmover	Council	Not accepted	N/A			N/A	
WEIGH BRIDGE							
- Light vehicle	Council		\$9.09	3%	Yes	\$10.30	
- Heavy vehicle including B-Doubles	Council		\$18.18	3%	Yes	\$20.60	
- Gross & Tare all vehicles	Council		\$24.55	3%	Yes	\$27.60	
PUBLIC PLACE RECYCLING TRAILER							
- Trailer Hire - Flat rate trailer hire	Council		\$9.09	3%	Yes	\$10.30	
- 240lt Waste Bin - per bin	Council	Exemptions apply to not-for-profit groups	\$7.86	3%	Yes	\$8.90	
- 240lt Organic bin (including food) - per bin	Council		\$3.41	4%	Yes	\$3.90	
- 240lt Green bin - per bin	Council	* Free charge only applies to uncontaminated recycle material	\$2.41	2%	Yes	\$2.70	
- 240lt Recycle Bin	Council		Free*			Free*	
KERSIDE ORGANIC SERVICE CHARGES							
Caddy/ Basket							
- Replacement Caddy/ Basket	Council		\$5.45	3%	Yes	\$6.20	
Compostable Bags							
- Replacement or additional bags - flat pack 50 bags	Council	One pack of 160 bags delivered free each year	\$2.95	5%	Yes	\$3.40	
- Replacement or additional bags - 150 bags per roll	Council		\$7.86	3%	Yes	\$8.90	

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2016/17 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
ENVIRONMENTAL HEALTH								
Registration Fee - Food Act								
- Class 1 - High Risk	Council		\$477.55	\$492.00	3%	Yes	\$541.20	
- Class 2 - Medium to High Risk	Council		\$477.55	\$492.00	3%	Yes	\$541.20	
- Class 3 - Medium Risk	Council		\$254.55	\$263.00	3%	Yes	\$289.30	
- Class 4 - Low Risk - (Stable pre packaged food and community sausage sizzlers)	Council		Free	Free			Free	
Public Health and Food Act								
- Transfer and Registration Fees								
- Pre-purchase inspections	Council		Based on 50% of annual registration fee	Based on 50% of annual registration fee	3%	Yes	Calculated Fee+10%	
- High Risk Food Community groups and sporting clubs selling food	Council		Based on 50% of annual registration fee	Based on 50% of annual registration fee	3%	Yes	Calculated Fee+10%	
- Prescribed Accommodation Premises	Council		\$71.82	\$74.00	3%	Yes	\$81.40	
- Hairdressing	Council		\$173.45	\$179.00	3%	Yes	\$196.80	
- Warning letter	Council		\$109.09	\$112.00	3%	Yes	\$123.20	
- Failure to heed Warning letter	Council		\$50.00	\$51.55	3%	Yes	\$56.70	
- Residential Tenancies Act	Council		\$350.00	\$360.45	3%	Yes	\$396.50	
- Caravan Parks	Council		Price on application	Price on application		No	Price on application	
SEPTIC TANKS								
System Compliance Report:	Council		\$212.73	\$220.00	3%	Yes	\$242.00	
Permit to install a new septic tank	Council		\$572.73	\$590.00	3%	Yes	\$649.00	
Permit to alter septic tank	Council		\$400.91	\$413.00	3%	Yes	\$454.30	
Additional site inspections - (More than the three mandatory)	Council		\$171.64	\$177.00	3%	Yes	\$194.70	
Septic Tank Infractions								
- Breaches of legislation	Council		Prescribed Penalty Units	Prescribed Penalty Units		No	Prescribed Penalty Units	

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Fees set by Vic. Statute/Council	Conditions	Current Fee or Charge 2016/17 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
PUBLIC VENUES FOR HIRE							
Yarrawonga Town Hall and Community Hall - Hire Charge							
Town Hall (includes stage, portable stairs & dress circle)							
- Per hour	Council	\$30.91	\$30.91	3%	Yes	\$34.00	
- For four hours	Council	\$100.00	\$103.00	3%	Yes	\$113.30	
- For eight hours	Council	\$200.00	\$206.00	3%	Yes	\$228.60	
- For 12 hours (maximum fee)	Council	\$300.00	\$309.00	3%	Yes	\$339.90	
Council Chamber at Town Hall (including access to kitchen facilities)							
- Per hour	Council	\$20.64	\$20.64	3%	Yes	\$22.70	
- For four hours	Council	\$50.00	\$51.55	3%	Yes	\$56.70	
- For eight hours	Council	\$100.00	\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council	\$150.00	\$155.00	3%	Yes	\$170.50	
Yellowbox Meeting Room at Town Hall							
- Per hour	Council	\$20.64	\$20.64	3%	Yes	\$22.70	
- For four hours	Council	\$50.00	\$51.55	3%	Yes	\$56.70	
- For eight hours	Council	\$100.00	\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council	\$150.00	\$155.00	3%	Yes	\$170.50	
Community Hall							
- Per hour	Council	\$15.00	\$15.45	3%	Yes	\$17.00	
- For four hours	Council	\$50.00	\$51.55	3%	Yes	\$56.70	
- For eight hours	Council	\$100.00	\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council	\$150.00	\$155.00	3%	Yes	\$170.50	
Community Hall - Kitchen							
- Per hour	Council	\$15.00	\$15.45	3%	Yes	\$17.00	
- For four hours	Council	\$50.00	\$51.55	3%	Yes	\$56.70	
- For eight hours	Council	\$100.00	\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council	\$150.00	\$155.00	3%	Yes	\$170.50	
Portable Building							
- Per hour	Council	\$10.00	\$10.27	3%	Yes	\$11.30	
- Per hour	Council	\$10.00	\$10.27	3%	Yes	\$11.30	
Tables and Chairs							
- Tables - per table per day of hire	Council	\$1.00	\$1.09	9%	Yes	\$1.20	
- Chairs - no fee	Council	Free	Free		Yes	Free	
Set Up or Clean Up Fees (All Areas)							
- Town Hall - Set up fee for first 4 hours	Council	\$50.00	\$51.55	3%	Yes	\$56.70	
- Town Hall - Set up fee for more than 4 hours	Council	\$100.00	\$103.00	3%	Yes	\$113.30	
- Community Hall - Set up fee for first 4 hours	Council	\$25.00	\$25.91	4%	Yes	\$28.50	
- Community Hall - Set up for more than 4 hours	Council	\$50.00	\$51.55	3%	Yes	\$56.70	
- Set Up and set down of tables and chairs by Council per hour or part hour	Council	New	\$100.00	New	Yes	\$110.00	
- Cleaning performed by Council after event - per hour or part hour	Council	\$45.00	\$50.00	11%	Yes	\$55.00	Increase to cover contractor costs increase

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Bonds							
- Town Hall	Council		\$250.00	0%	No	\$250.00	
- Community Hall	Council		\$250.00	0%	No	\$250.00	
- Community Hall Kitchen	Council	Refundable Deposit	\$250.00	0%	No	\$250.00	
- Portable Building	Council		\$250.00	0%	No	\$250.00	
- More than One Area	Council		\$400.00	0%	No	\$400.00	
Deposits							
- Key Deposit	Council	Refundable Deposit	\$50.00	0%	No	\$50.00	
- Booking Deposit	Council	Non refundable but deducted from total fees payable.	\$50.00	0%	No	\$50.00	
Cobram Civic Centre - Hire Charge							
Main Hall includes Stage, Foyer & Kitchen							
- Per hour	Council		\$30.91	3%	Yes	\$34.00	
- For four hours	Council		\$103.00	3%	Yes	\$113.30	
- For eight hours	Council		\$206.00	3%	Yes	\$226.60	
- For 12 hours (maximum fee)	Council		\$309.00	3%	Yes	\$339.90	
Council Chambers							
- Per hour	Council		\$30.91	3%	Yes	\$34.00	
- For four hours	Council		\$103.00	3%	Yes	\$113.30	
- For eight hours	Council		\$206.00	3%	Yes	\$226.60	
- For 12 hours (maximum fee)	Council		\$309.00	3%	Yes	\$339.90	
Commercial Kitchen							
- Per hour	Council		\$15.45	3%	Yes	\$17.00	
- For four hours	Council		\$51.55	3%	Yes	\$56.70	
- For eight hours	Council		\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council		\$155.00	3%	Yes	\$170.50	
Rehearsals							
- Per hour	Council	Maximum 4 hours	\$10.27	3%	Yes	\$11.30	
Tables & Chairs							
- Tables - per table per day of hire	Council		\$1.09	9%	Yes	\$1.20	
- Chairs - no fee	Council		Free			Free	
PA System Hire							
- Per function	Council		\$51.55	3%	Yes	\$56.70	
Set Up or Clean Up Fees (All Areas)							
- Set-up fee for first four hours	Council		\$51.55	3%	Yes	\$56.70	
- Set-up fee for more than 4 hours	Council		\$103.00	3%	Yes	\$113.30	
- Set Up and set down of tables and chairs by Council per hour or part hour	Council		\$45.00	3%	Yes	\$51.00	
- Cleaning performed by Council after event - per hour or part hour	Council	Deducted from Bond	\$45.00	3%	Yes	\$51.00	

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ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Bonds								
- Main Hall	Council		\$250.00	\$250.00	0%	No	\$250.00	
- Council Chambers	Council		\$250.00	\$250.00	0%	No	\$250.00	
- Commercial Kitchen	Council	Refundable deposit	\$250.00	\$250.00	0%	No	\$250.00	
- More than One Area	Council		\$400.00	\$400.00	0%	No	\$400.00	
- PA System	Council		\$100.00	\$100.00	0%	No	\$100.00	
Deposits								
- Key Deposit	Council		\$50.00	\$50.00	0%	No	\$50.00	
- Booking Deposit	Council	Non refundable but deducted from total fees payable.	\$50.00	\$50.00	0%	No	\$50.00	
Numurkah Service Centre - Hire Charge								
Presidents Room including access to Kitchen Facilities								
- Per hour	Council	AV System for Council use only	\$20.00	\$20.64	3%	Yes	\$22.70	
- For four hours	Council		\$50.00	\$51.55	3%	Yes	\$56.70	
- For eight hours	Council		\$100.00	\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council		\$150.00	\$155.00	3%	Yes	\$170.50	
Council Chambers including access to Kitchen Facilities								
- Per hour	Council	AV System for Council use only	\$15.00	\$15.45	3%	Yes	\$17.00	
- For four hours	Council		\$50.00	\$51.55	3%	Yes	\$56.70	
- For eight hours	Council		\$100.00	\$103.00	3%	Yes	\$113.30	
- For 12 hours (maximum fee)	Council		\$150.00	\$155.00	3%	Yes	\$170.50	
Presidents Room and Council Chambers Including access to Kitchen Facilities								
- Per hour	Council	AV System for Council use only	\$30.00	\$30.91	3%	Yes	\$34.00	
- For four hours	Council		\$100.00	\$103.00	3%	Yes	\$113.30	
- For eight hours	Council		\$200.00	\$206.00	3%	Yes	\$226.60	
- For 12 hours (maximum fee)	Council		\$300.00	\$309.00	3%	Yes	\$339.90	
Set Up or Clean Up Fees (All Areas)								
- Set-up fee - per hour for first four hours	Council		\$50.00	\$51.55	3%	Yes	\$56.70	
- Set-up fee - per hour thereafter	Council		\$100.00	\$103.00	3%	Yes	\$113.30	
- Clean up required by Council - per hour	Council	Deducted from Bond	\$45.00	\$50.00	11%	Yes	\$55.00	Increase to fully cover contractor costs
Bonds								
- President's Room	Council		\$100.00	\$100.00	0%	No	\$100.00	
- Council Chambers	Council	Refundable deposit	\$100.00	\$100.00	0%	No	\$100.00	
- More than One Area	Council		\$150.00	\$150.00	0%	No	\$150.00	
Barnah Heritage Centre - Nathalia - Hire Charge								
- Ground floor area and kitchen - per hour or event	Council		New	\$20.91	New	Yes	\$23.00	
- Bond	Council	Refundable deposit	New	\$500.00	New	No	\$500.00	
- Key Deposit	Council	Refundable deposit	New	\$50.00	New	No	\$50.00	

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	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Miscellaneous							
Security Deposit							
- Security Deposit on Keys	Council	Refundable deposit	\$50.00	0%	No	\$50.00	
Venue Damage Reimbursements							
- Reimbursement of Council costs for works requested or to repair damage	Council	Deducted from Bond or invoiced after event	At cost		No	At cost	
COMMUNITY SERVICES							
- Family Day Care (Parent Levy) - per child, per week	Council		\$10.00	3%	No	\$10.30	
- Family Day Care (Educator Levy) - per educator, per week	Council		New	New	No	\$20.00	
- Immunisation (Purchase of vaccination by clients) - per vaccine	Council		\$60.00	3%	No	\$61.80	
YMCA FACILITIES							
Health & Wellness							
- Health Club Entry (casual) - Adult	Council		\$9.55	3%	Yes	\$10.80	
- Health Club Entry (casual) - Concession	Council		\$7.64	4%	Yes	\$8.70	
- Health Club Entry - 10 Visit Pass	Council		\$85.00	3%	Yes	\$97.80	
- Health Club Entry - 10 Visit Pass (Concession)	Council		\$69.09	3%	Yes	\$78.30	
- Group Fitness	Council		\$9.45	3%	Yes	\$10.70	
- Group Fitness (Concession)	Council		\$7.55	4%	Yes	\$8.60	
- Group Fitness - 10 Visit Pass	Council		\$85.09	3%	Yes	\$98.40	
- Group Fitness - 10 Visit Pass (Concession)	Council		\$67.91	3%	Yes	\$77.00	
- Full Centre (Casual) - Adult	Council		\$11.73	3%	Yes	\$13.30	
- Full Centre (Casual) - Concession	Council		\$9.36	3%	Yes	\$10.60	
- Personal Training - 30 Mins	Council		\$30.00	3%	Yes	\$34.00	
- Personal Training - 30 Mins-Non Member	Council		\$36.00	3%	Yes	\$40.80	
- Personal Training - 30 Mins 10 Visit Pass	Council		\$272.73	3%	Yes	\$309.00	
- Personal Training - 30 Mins 10 Visit Pass-Non Member	Council		\$327.27	3%	Yes	\$370.80	
- Personal Training - 1 Hour	Council		\$49.64	3%	Yes	\$56.30	
- Personal Training - 1 Hour-Non Member	Council		\$59.55	3%	Yes	\$67.50	
- Personal Training - 1 Hour 10 Visit Pass	Council		\$454.55	3%	Yes	\$515.00	
- Personal Training - 1 Hour 10 Visit Pass-Non Member	Council		\$545.45	3%	Yes	\$618.10	
- Personal Training - 1 Hour 2 People	Council		\$55.27	3%	Yes	\$62.60	
- Personal Training - 1 Hour 2 People-Non Members	Council		\$66.36	3%	Yes	\$75.20	
- Personal Training - 1 Hour 2 People 10 Visit Pass	Council		\$500.00	3%	Yes	\$566.50	
- Personal Training - 1 Hour 2 People 10 Visit Pass- Non Member	Council		\$600.00	3%	Yes	\$678.80	
Aquatics (Casual)							
- Rec Swim / Spa - Adult	Council		\$4.18	4%	Yes	\$4.80	
- Rec Swim - Concession	Council		\$3.36	3%	Yes	\$3.80	
- Rec Swim - Child	Council		\$3.36	3%	Yes	\$3.80	
- Rec Swim - Family	Council		\$10.27	4%	Yes	\$11.70	
- 20 Visit Pass - Adult	Council		\$75.45	3%	Yes	\$85.50	
- 20 Visit Pass - Adult (Concession)	Council		\$60.55	3%	Yes	\$68.60	

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(MANAGER FINANCE, SIMON RENNIE)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2016/17 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Phyme Movers Programs (Older Adults)								
- Aqua Movers - Casual	Council		\$6.37	\$6.55	3%	Yes	\$7.20	
- Strength Training - Casual	Council		\$6.37	\$6.55	3%	Yes	\$7.20	
- Phyme Movers - 10 Visit Pass	Council		\$57.27	\$59.00	3%	Yes	\$64.90	
Membership								
- Health & Wellness Membership Start-up Fee	Council		\$63.64	\$63.64	0%	Yes	\$70.00	Increase to cover equipment upgrades in last 12 months
- Health & Wellness Fortnightly Membership Fee (FMF)	Council		\$25.91	\$27.00	4%	Yes	\$29.70	
- Health & Wellness FMF - Family	Council		\$20.73	\$21.36	3%	Yes	\$23.50	
- Health & Wellness Membership - 3 Month Term INSURANCE ONLY	Council		\$259.09	\$266.91	3%	Yes	\$283.60	
- Health & Wellness - 6 Month Term	Council		\$427.27	\$440.09	3%	Yes	\$484.10	
- Health & Wellness Membership Start-up Fee - Concession	Council		\$94.55	\$56.18	3%	Yes	\$61.60	
- Health & Wellness FMF - Concession	Council		\$20.73	\$21.36	3%	Yes	\$23.50	
- Health & Wellness FMF - Concession Family	Council		\$16.64	\$17.18	3%	Yes	\$18.90	
- Health & Wellness - 6 Month Term - Concession	Council		\$352.73	\$363.45	3%	Yes	\$399.90	
- Health & Wellness FMF (Corporate 20% Discount)	Council		\$20.73	\$21.36	3%	Yes	\$23.50	
- Teen Gym (13 - 15 yrs) Start-up Fee	Council		\$54.55	\$56.18	3%	Yes	\$61.60	
- Teen Gym FMF	Council		\$20.73	\$21.36	3%	Yes	\$23.50	
- Teen Gym - 6 Month Term	Council		\$336.36	\$346.55	3%	Yes	\$381.20	
- Youth Gym (10 - 12 yrs) Start-up Fee	Council		\$40.91	\$42.18	3%	Yes	\$46.40	
- Youth Gym FMF	Council		\$15.45	\$15.91	3%	Yes	\$17.50	
- Youth Gym - 6 Month Term	Council		\$254.55	\$262.18	3%	Yes	\$288.40	
- Phyme Movers FMF	Council		\$15.45	\$15.91	3%	Yes	\$17.50	
- Phyme Movers FMF - 6 Month Term	Council		\$263.64	\$271.64	3%	Yes	\$298.80	
- Aquatic Membership Start-up Fee	Council		\$40.91	\$42.18	3%	Yes	\$46.40	
- Aquatic FMF	Council		\$14.09	\$14.46	3%	Yes	\$15.90	
- Aquatic 3 Month Term Membership - INSURANCE ONLY	Council		\$159.09	\$163.91	3%	Yes	\$180.30	
- Aquatic 6 Month Term Membership	Council		\$240.91	\$248.18	3%	Yes	\$273.00	
- Aquatic Membership Start-up Fee - Concession	Council		\$51.82	\$32.82	3%	Yes	\$36.10	
- Aquatic FMF - Concession	Council		\$11.27	\$11.64	3%	Yes	\$12.80	
- Aquatic Concession 6 Month Term Membership	Council		\$190.91	\$196.73	3%	Yes	\$216.40	
- Junior Aquatic (3 - 15yrs) Start-up Fee	Council		\$31.82	\$32.82	3%	Yes	\$36.10	
- Junior Aquatic (3 - 15yrs) FMF	Council		\$11.09	\$11.45	3%	Yes	\$12.60	
- Junior Aquatic (3 - 15yrs) - 6 Month Term	Council		\$168.36	\$192.00	3%	Yes	\$211.20	
Aquatic Education								
- Aquatic Education Class Fee	Council		\$10.98	\$10.91	5%	Yes	\$12.00	Increase benchmarked against - Aqua Moves \$13.55, Barcooga \$13
- Aquasafe Membership FMF	Council		\$19.00	\$19.64	3%	Yes	\$21.60	
- Aquasafe Term Fee (Based on 10 Weeks)	Council		\$109.55	\$112.91	3%	Yes	\$124.20	
- Aquasafe School Holiday Program	Council		\$51.82	\$53.36	3%	Yes	\$58.70	
School Aquatic Programs								
- Aquatic Education Participant Fee (YMCA Teacher) - Per hour	Council		\$5.55	\$5.73	3%	Yes	\$6.30	

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge (incl GST)	Proposed Fee or Charge (incl GST)	% Change	GST Applicable	Proposed Fee or Charge (incl GST)	Comments
YMCA Qualified Teacher Hire - Per hour		\$31.36	\$32.36	3%	Yes	\$35.60	
- Aquatic Education (School Instructor) - Per participant		\$2.36	\$2.46	4%	Yes	\$2.70	
Squash							
- Squash courts - Per hour		\$10.36	\$10.73	4%	Yes	\$11.80	
Children's Programs							
- Birthday Parties - Per participant		\$12.64	\$13.00	3%	Yes	\$14.30	
- School Holiday Program		\$7.82	\$8.09	3%	Yes	\$8.90	
OUTDOOR POOLS							
Aquatics (Casual)							
- Rec Swim - Adult		\$3.64	\$3.82	5%	Yes	\$4.20	Increase benchmarked against - Shepparton outdoor pools \$4.50, Tocumwal \$5.00.
- Rec Swim - Concession		\$2.73	\$2.82	3%	Yes	\$3.10	
- Rec Swim - Child		\$2.73	\$2.82	3%	Yes	\$3.10	
- Rec Swim - Spectator		\$1.45	\$1.55	7%	Yes	\$1.70	
- 5 Pass Family		\$50.00	\$51.55	3%	Yes	\$56.70	
- 5 Pass Adult		\$16.98	\$16.73	2%	Yes	\$18.40	
- 5 Pass Child		\$12.27	\$12.64	3%	Yes	\$13.90	
Membership							
- Adult		\$72.73	\$74.91	3%	Yes	\$82.40	
- Concession (over 65)		\$58.18	\$59.91	3%	Yes	\$65.90	
- Child		\$58.18	\$59.91	3%	Yes	\$65.90	
- Family		\$145.25	\$150.00	3%	Yes	\$165.00	
School Aquatic Programs							
- Aquatic Education Participant Fee (YMCA Teacher) - Per lesson		\$5.64	\$5.82	3%	Yes	\$6.40	
- YMCA Qualified Teacher Hire - Per hour		\$31.36	\$32.36	3%	Yes	\$35.60	
- School Programs - Per Participant		\$2.36	\$2.46	4%	Yes	\$2.70	
Aqua Aerobics							
- Member		\$4.09	\$4.27	4%	Yes	\$4.70	
- Casual		\$5.64	\$5.91	3%	Yes	\$6.80	
Aquatic Education							
- Per lesson		\$10.36	\$10.73	4%	Yes	\$11.80	
- Aquasafe HP		\$90.91	\$93.64	3%	Yes	\$103.00	
Contract Fee							
- Season Extension Fee		\$93.64	\$96.45	3%	Yes	\$106.10	
YARRAWONGA WATERSLIDE							
- 1 Ride		\$0.73	\$0.82	12%	Yes	\$0.90	
- 5 Rides		\$2.73	\$2.82	3%	Yes	\$3.10	
- 10 Rides		\$4.18	\$4.36	4%	Yes	\$4.80	
- All day		\$8.64	\$9.91	3%	Yes	\$9.80	

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2016/17 (excl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
COBRAM STADIUM								
- Peak Time (6pm to midnight) 1 court/hour	Council		\$30.91	\$34.00	3%	Yes	\$34.00	
- Peak Time (6pm to midnight) 2 court/hour	Council		\$49.55	\$56.20	3%	Yes	\$56.20	
- Drop in use (per person)	Council		\$4.73	\$5.20	4%	Yes	\$5.20	
- Meetings (per hour)	Council		\$15.00	\$17.00	3%	Yes	\$17.00	
NATHALIA SPORTS & COMMUNITY CENTRE								
- Squash Courts (half hour)	Council		\$8.18	\$9.30	3%	Yes	\$9.30	
- Squash Courts (one hour)	Council		\$12.18	\$13.40	3%	Yes	\$13.40	
- Schools (per hour)	Council		\$10.00	\$11.40	4%	Yes	\$11.40	
Function Room Bookings								
Main Auditorium								
- Sports Clubs - Per hour	Council		\$32.73	\$37.10	3%	Yes	\$37.10	
- Non Licensed Private Functions	Council		\$500.00	\$566.50	3%	Yes	\$566.50	
- Licensed Private Functions	Council		\$727.27	\$824.00	3%	Yes	\$824.00	
- Gymnasium - Per Hour	Council		\$7.27	\$8.29	4%	Yes	\$8.29	
Dancecocks Room								
- Private - Per hour	Council		\$38.18	\$43.30	3%	Yes	\$43.30	
- Funerals - Flat Rate	Council		\$72.73	\$82.40	3%	Yes	\$82.40	
- Community Groups/Charities	Council		\$24.09	\$27.30	3%	Yes	\$27.30	
OTHER COMMUNITY FACILITIES								
Kennedy Park - Boat Dump Point								
- Application Bond	Council	Refundable deposit	\$100.00	\$100.00	0%	No	\$100.00	
- Annual Access Charge	Council		\$150.00	\$165.00	0%	Yes	\$165.00	New fees introduced in 2015/16
- Discharge Fee - per Kilolitre of Discharge	Council		\$12.00	\$13.20	0%	Yes	\$13.20	
- Replacement Key Charge	Council		Actual Cost + \$20.00	Actual Cost + \$20.00	0%	Yes	Calculated Fee + 10%	
Numurkah Showgrounds - RV Dump Point								
- Key Deposit (available from Numurkah Visitor Information Centre or Numurkah Caravan Park)	Council	Refundable deposit (cash only)	\$20.00	\$20.00	0%	No	\$20.00	
Avdatia Key								
- Purchase of Avdatia Key	Council		\$30.00	\$34.00	3%	Yes	\$34.00	
Yarrawonga Aerodrome								
- Yarrawonga Aerodrome Access Charge	Council		New	\$1,320.00	New	Yes	\$1,320.00	
FREEDOM OF INFORMATION REQUESTS								
- Application Fee	Statute	Non-refundable	\$27.20	\$27.90	3%	No	\$27.90	
- Access Charges (Costs Incurred)	Statute	Dependent upon on the nature of request	Calculated Cost	Calculated Cost	0%	No	Calculated Fee	

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge (excl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
WORKS WITHIN A ROAD RESERVE / ROAD OPENING PERMITS							
One fee unit = \$13.54. Fee units are in accordance with the Monetary Units Act 2004. Fees are not payable in respect of minor works that do not require consent by Regulations.							
Works not conducted on, or on any part of, the roadway, shoulder or pathway							
Minor works							
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is not more than 50 kilometres per hour	Statute Fees Units = 5.0	\$68.00	\$69.70	3%	No	\$69.70	
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is more than 50 kilometres per hour	Statute Fees Units = 5.0	\$68.00	\$69.70	3%	No	\$69.70	
Works, other than minor works							
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is not more than 50 kilometres per hour	Statute Fees Units = 5.0	\$68.00	\$69.70	3%	No	\$69.70	
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is more than 50 kilometres per hour	Statute Fees Units = 25.0	\$340.00	\$348.50	3%	No	\$348.50	
Works conducted on, or on any part of the roadway, shoulder or pathway							
Minor works							
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is not more than 50 kilometres per hour	Statute Fees Units = 11.5	\$156.40	\$160.30	2%	No	\$160.30	
- Municipal Road or non arterial state road on which the maximum speed limit for vehicles at any time is more than 50 kilometres per hour	Statute Fees Units = 11.5	\$156.40	\$160.30	2%	No	\$160.30	
Works, other than minor works							
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is not more than 50 kilometres per hour	Statute Fees Units = 20.0	\$272.00	\$278.80	3%	No	\$278.80	
- Municipal road or non arterial state road on which the maximum speed limit for vehicles at any time is more than 50 kilometres per hour	Statute Fees Units = 45.0	\$612.00	\$627.30	2%	No	\$627.30	
PRIVATE PIPELINES							
Pipelines are constructed as a Section 172 agreement under the provision of the Planning and Environment Act (1987). The annual rental is for the use of the roadway.							
Annual Licence Fees							
- Existing single pipeline crossing of a road	Council	\$52.80	\$54.20	3%	No	\$54.20	
- New single pipeline crossing of a road	Council	\$52.80	\$54.20	3%	No	\$54.20	
- Existing pipeline which runs longitudinally in the road reserve	Council	\$105.20	\$108.40	3%	No	\$108.40	
- New pipeline longitudinally in the road reserve	Council per 100m of pipeline	\$525.90	\$541.70	3%	No	\$541.70	
Title Search	Council	\$28.20	\$28.11	3%	Yes	\$32.00	
- Title Search for Private Pipelines							

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

PLANNING FEES	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Planning Permit Application Fees							
Use of Land							
- Class 1 - Use only use of land other than Single Dwelling per lot. Further Fee applies if advertisement is required. Also refer regulation 8B	Statute		\$502.00	0%	No	\$502.00	
Single Dwelling							
(b) Use and Develop Land for a Single Dwelling; or (c) Undertake Ancillary Development to the Use of the Land for a Single Dwelling; per Lot with cost of development in the application being more than \$10,000 to \$100,000 per lot. Other than Subdivision. Further fee applies if advertisement is required.	Statute		\$239.00	0%	No	\$239.00	
- Class 3 - Dwelling and ancillary; (b) Develop Land for a Single Dwelling; or (b) Use and Develop Land for a Single Dwelling; or (c) Undertake Ancillary Development to the Use of the Land for a Single Dwelling; per Lot with cost of development in the application being equal or more than \$100,001 per lot. Other than Subdivision. Further fee applies if advertisement is required.	Statute		\$490.00	0%	No	\$490.00	
Development of Land							
- Class 4 - Development <\$10,000: Develop Land with the cost of development in the application being less than \$10,000. Other than subdivision and other than undertake Ancillary development to the use of the land for a single dwelling per lot. Further fee applies if advertisement is required.	Statute		\$102.00	0%	No	\$102.00	
- Class 5 - Development \$10,000 - \$250,000: Develop Land with the cost of development in the application more than \$10,000 to \$250,000. Other than subdivision and Class 2 or 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$604.00	0%	No	\$604.00	
- Class 6 - Development \$250,000 - \$500,000. Other than subdivision and Class 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$707.00	0%	No	\$707.00	
- Class 7 - Development \$500,000 - \$1,000,000. Other than subdivision and Class 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$815.00	0%	No	\$815.00	
- Class 8 - Development \$1,000,000 - \$7,000,000. Other than subdivision and Class 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$1,153.00	0%	No	\$1,153.00	
- Class 9 - Development \$7M - \$10M. Other than subdivision and Class 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$4,837.00	0%	No	\$4,837.00	
- Class 10 - Development \$10M - \$50M. Other than subdivision and Class 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$8,064.00	0%	No	\$8,064.00	
- Class 11 - Development \$50M +. Other than subdivision and Class 3. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$16,130.00	0%	No	\$16,130.00	
Subdivision							
- Class 12 - Subdivide an existing building (exclie). Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$386.00	0%	No	\$386.00	
- Class 13 - Subdivide into two lots other than Class 12. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$386.00	0%	No	\$386.00	
- Class 14 - Realign boundaries or consolidate land. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$386.00	0%	No	\$386.00	
- Class 15 - Subdivide into three or more lots other than Class 12-13-14. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$761.00	0%	No	\$761.00	
- Class 16 - Remove a restriction on existing lawful development. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$249.00	0%	No	\$249.00	
- Class 17 - Create or remove a Right of way and Create, vary or remove a restriction other than Class 16. Further fee applies if advertisement is required. Also refer regulation 8B	Statute		\$541.00	0%	No	\$541.00	

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Fees set by Vite. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
- Class 7 - Permit Amendment Total >\$250,000 to \$500,000 - An application other than a class 4 application to amend a permit if the estimated cost of any additional development to be permitted by the amendment is more than \$250,000 and not more than \$500,000. Further fee applies if advertisement is required. Also refer regulation 11B	Statute	\$707.00	\$707.00	0%	No	\$707.00	
- Class 8 - Permit Amendment Total >\$500,000 - An application other than a class 4 application to amend a permit if the estimated cost of any additional development to be permitted by the amendment is more than \$500,000. Further fee applies if advertisement is required. Also refer regulation 11B	Statute	\$815.00	\$815.00	0%	No	\$815.00	
Amend Subdivision							
- Class 9 - Permit Amendment Subdivision - An application to amend a permit to: (a) Subdivide an existing building; or (b) subdivide land into two lots; or (c) effect a realignment of a common boundary between lots or to consolidate two or more lots. Further fee applies if advertisement is required. Also refer regulation 8B	Statute	\$386.00	\$386.00	0%	No	\$386.00	
Search Fee							
- Search Fee for Planning Permits and Subdivisions (per property)	Council	\$63.00	\$64.90	3%	No	\$64.90	
Extension Permit							
- Extension of time for planning permit	Council	\$120.00	\$123.60	3%	No	\$123.60	
- Second and subsequent request for an extension of time to a planning permit	Council	New	\$200.00	New	No	\$200.00	
Secondary Consent							
- Amendment endorsed plans	Council	\$50.00	\$51.50	3%	No	\$51.50	
Compliance Certificate							
- Certificates of Compliance	Statute	\$147.00	\$147.00	0%	No	\$147.00	
Satisfaction							
- Satisfaction Matters	Statute	\$102.00	\$102.00	0%	No	\$102.00	
Advertising Applications							
- Administration Fee	Council	\$63.00	\$64.91	3%	Yes	\$71.40	
- Individual Notices	Council	\$4.18	\$4.36	4%	Yes	\$4.80	
- Notice posted on site	Council	\$67.00	\$68.73	3%	Yes	\$64.60	
- Notice in newspaper	Council	As quoted by media outlet	As quoted by media outlet	0%	Yes	Quoted Fee + 10%	

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ITEM NO: 9.1.1
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(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (incl GST)	% Change	Proposed Fee or Charge 2016/17 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Miscellaneous							
- Request for planning advice in writing	Council		New	New	\$100.00	\$110.00	
- Preparation, amending or removal of S173 Agreement	Council		New	New	\$200.00	\$220.00	
- Copy of Title (Administration Fee)	Council		New	New	\$50.00	\$55.00	
Amendments to Planning Scheme (VCAT)							
- On application	Statute		\$798.00	0%	\$798.00	\$798.00	
- To consider submissions	Statute		\$798.00	0%	\$798.00	\$798.00	
- Adopt an amendment	Statute		\$524.00	0%	\$524.00	\$524.00	
- Approve an amendment	Statute		\$798.00	0%	\$798.00	\$798.00	
Subdivision (Permit and Certification) Fees Regulations 2000							
- To certify a Plan of Subdivision	Statute		\$100.00 + \$20.00 per lot created	0%	\$100.00 + \$20.00 per lot created	\$100.00 + \$20.00 per lot created	
- To certify any other application	Statute		\$100.00	0%	\$100.00	\$100.00	
- Supervision of works	Statute		Max 2.5% of estimated cost of construction of works (Value)	0%	Max 2.5% of estimated cost of construction of works (Value)	Max 2.5% of estimated cost of construction of works (Value)	
- Subdivision Plan Checking (checking engineering plan provided)	Statute		Max 0.75% of estimated cost of construction of works (Value)	0%	Max 0.75% of estimated cost of construction of works (Value)	Max 0.75% of estimated cost of construction of works (Value)	
- To prepare an engineering plan by Council on behalf of applicant	Statute		Max 3.5% of estimated cost of construction of works (Value)	0%	Max 3.5% of estimated cost of construction of works (Value)	Max 3.5% of estimated cost of construction of works (Value)	
Car Parking Contributions							
- Cobram - Moira Planning Scheme - Cobram Car Parking Precinct Plan - parking spaces in lieu of provision of actual spaces	Council	As per "Average Cost of Parking bays" provision	\$6,500.00	0%	\$6,500.00	\$6,500.00	
- Yarrawonga - Moira Planning Scheme - Yarrawonga Car Parking Precinct Plan - parking spaces in lieu of provision of actual spaces	Council		\$8,060.00	0%	\$8,060.00	\$8,060.00	
- All other locations	Council		By negotiation	0%	By negotiation	By negotiation	
Public Open Space Contributions							
- Payment in lieu of providing land for Public Open Space (Residential Subdivision)	Statute		5% of the unimproved value of land	0%	5% of the unimproved value of land	5% of the unimproved value of land	

FILE NO: 100.00.01
4. ORGANISATION

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Fees set by Statute/Council	Conditions	Current Fee or Charge 2016/17 (excl GST)	% Change	Proposed Fee or Charge 2016/17 (incl GST)	Proposed Fee or Charge 2016/17 (incl GST)	Comments
BUILDING FEES						
Building Applications and Building Permits on Domestic Works						
- Extensions/Alterations - (All inspections included, does not include statutory fees for lodgement or building levy)	Council	Cost/240 (Min \$620.00)	3%	Cost/240 (Min \$620.00)	Calculated Fees+10%	
- New Dwellings - (All inspections included, does not include statutory fees for lodgement or building levy)	Council	Cost/240 (Min \$620.00)	3%	Cost/240 (Min \$620.00)	Calculated Fees+10%	
- New Dwellings Out of Shire - (Fee may vary with distance, by negotiation)	Council	To be Quoted	0%	To be Quoted	Quoted Fee + 10%	
- Minor works - (above-ground swimming pools)	Council	\$153.82	3%	\$158.46	\$174.30	
- Minor works - (Garages, carports and in-ground pools)	Council	\$318.00	3%	\$327.55	\$360.30	
- Demolitions/Removals (Domestic)	Council	\$318.00	3%	\$327.55	\$360.30	
- Pool Fence Compliance Certificates	Council	\$120.91	3%	\$124.55	\$137.00	
- Restumps	Council	\$318.00	3%	\$327.55	\$360.30	
- Additional Inspections - (minimum per inspection)	Council	\$138.45	3%	\$142.84	\$156.90	
- Relieving Building Files from archives	Council	\$51.27	6%	\$54.55	\$60.00	To better reflect actual cost.
- Council Report & Consent - (Inspection may be required, subject to variation)	Statute	From \$60.90 to \$250.00	0%	From \$60.90 to \$250.00	From \$60.90 to \$250.00	
- Part 4	Council	New	New	\$250.00	\$250.00	
- Amendment to approved plans - Minor amendments	Council	\$150.00	3%	\$154.55	\$170.00	
- Amendment to approved plans - Major amendments	Council	\$250.00	3%	\$257.45	\$283.20	
- Owner/Builder inspection 137B - Class 1's	Council	\$350.00	3%	\$360.45	\$396.50	
- Owner/Builder inspection 137B - Class 10's	Council	\$175.00	3%	\$180.27	\$198.30	
- Demolition Report & Consent - Section 29A	Statute	\$62.55	0%	\$62.55	\$62.55	
- Bond for re-erection of dwellings	Council	\$5,000.00	0%	\$5,000.00	\$5,000.00	
- Maximum fee payable for report and consent for storm water drainage discharge point	Statute	\$62.55	0%	\$62.55	\$62.55	
- Asset Protection application fee	Council	\$60.00	3%	\$61.80	\$61.80	
- Liquor Licence measuring - (per hour)	Council	\$100.00	3%	\$103.00	\$113.30	
- Place of Public Entertainment (POPE) permit	Council	\$200.00	3%	\$206.00	\$226.60	
Building Applications and Building Permits on Commercial Works						
- Minor Commercial Works (i.e.) re-classifications, signs etc	Council	\$310.00	3%	\$319.27	\$351.20	
- Minor Commercial Works (i.e.) Shop Fronts, Awnings, etc	Council	\$310.00	3%	\$319.27	\$351.20	
- Class 10 Out Buildings and Farm Buildings - cost up to \$75,000	Council	\$310.00	3%	\$319.27	\$351.20	
- Class 10 Out Buildings and Farm Buildings - cost in excess of \$75,000	Council	\$500.00	3%	\$515.00	\$566.50	
- Commercial Works up to \$50,000*	Council	\$650.00 minimum	3%	\$670.00 minimum	Calculated Fees+10%	
- Commercial Works \$50,001 - \$100,000*	Council	\$1,200.00 minimum	3%	\$1,236.00 minimum	Calculated Fees+10%	
- Commercial Works \$100,001 - \$150,000*	Council	\$1,700.00 minimum	3%	\$1,750.00 minimum	Calculated Fees+10%	
- Commercial Works \$150,001+*	Council	Quoted	0%	Quoted	Quoted Fee + 10%	

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4. ORGANISATION

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

	Fees set by Vic. Statute/ Council	Conditions	Current Fee or Charge 2015/16 (excl GST)	Proposed Fee or Charge 2016/17 (incl GST)	% Change	GST Applicable	Proposed Fee or Charge 2016/17 (incl GST)	Comments
Building Certificates								
- Building Certificates - Approval (1) (2) (3)	Statute		\$49.90	TBC	TBC	No	TBC	
- Building Certificates - Approval (1) (2) (3) - Priority (24 hour response)	Statute		\$74.85	TBC	TBC	No	TBC	
- Building Certificates - Approval (1 & 2)	Statute		\$99.80	TBC	TBC	No	TBC	
- Building Certificates - Approval (1 & 2) - Priority (24 hour response)	Statute		\$194.40	TBC	TBC	No	TBC	
Building Lodgement Fees								
- Building Lodgement Fees	Council		\$36.40	\$37.50	3%	No	\$37.50	
The Municipal Building Surveyor be authorised from time to time to vary the fees due to competitive market forces)								

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Applies to all parks, public open space and other areas directly maintained by Moira Shire Council excluding road reserves.															
Private Function	Fees set by Vic. Statute/ Council	Risk	Security Bond*	Current Hire Fee 2015/16		Proposed Hire Fee 2016/17		Current Electricity Charge (if used) 2015/16		Proposed Electricity Charge (if used) 2016/17		Waste Charge (Bins and/or disposal)		Council Application Form Required	Insurance
				Hire Fee	Change %	Hire Fee	Change %	Charge	Change %	Charge	Change %	Charge	Change %		
No exclusive use, significant structures or marquees. Ceremonial table and chairs and un-staked shade structures allowed.	Council	Low	Nil	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	Hire of Park Form	Council Community Liability Policy
Involves vehicles on Council land and exclusive use through erection of significant structures such as marquees, tents and staked shade structures.	Council	High	\$250.00	\$45.45 per day	\$46.32 per day	3%	\$51.50 per day	\$10.00 per day	\$10.30 per day	3%	At cost	At cost	At cost	Hire of Park Form	
Private Fund Raising Activities	Council	Low	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	
Private Fund Raising Activities	Council	High	\$250.00	\$45.45 per day	\$46.32 per day	3%	\$51.50 per day	\$10.00 per day	\$10.30 per day	3%	At cost	At cost	At cost	Hire of Park Form	
Community Group															
Raffle Sales/Information Stands/Free BBQs	Council	Low	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	Applicant/ Council (at cost)*
Free Public Events	Council	Low	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	Applicant
Market or Event	Council	High	\$500.00	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	Applicant/ Council (at cost)*
Schools and School Support Groups, Kindergartens and Preschools, Churches and Sporting Clubs and Associations															
Low Risk activities that do not require exclusive use, significant structures, marquees or vehicles on Council land. Includes raffle sales and minor fund raising activities/information stands/free bbqs and minor fund raising activities.	Council	Low	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	Applicant
Occupant Only and Free Public Events.	Council	Low	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	Applicant
High risk activities that require exclusive use, gated events, entry fees, significant structures, marquees or vehicles on Council land. Includes markets, sporting events and events designed to attract crowds.	Council	High	\$500.00	\$45.45 per day	\$46.32 per day	3%	\$51.50 per day	\$10.00 per day	\$10.30 per day	3%	At cost	At cost	At cost	Hire of Park Form	Applicant
Commercial Entity Use															
Low Risk activities such as passive recreation and exercise classes and not involving any structures or equipment.	Council	Low	Nil	Nil	Nil	0%	Nil	Nil	Nil	0%	At cost	At cost	At cost	Hire of Park Form	Applicant
High risk activities that require exclusive use, gated events, entry fees, significant structures, marquees or vehicles on Council land. Includes markets, sporting events and events designed to attract crowds.	Council	High	\$500.00	\$90.91 per day	\$93.64 per day	3%	\$103.00 per day	\$20.00 per day	\$20.60 per day	3%	At cost	At cost	At cost	Hire of Park Form	Applicant
*Security Bond															
The amount of the required Security Bond may exceed the amounts shown at Council's discretion based on the level of risk to public property.															
Definitions	A use of Council land that prevents others from using the area, eg fences, gates, marquees and other structures														
Exclusive Use	Registered Service Club, Emergency Services, Other Government Agencies, Chambers, Community Groups, Tourism Board, Chambers of Commerce, Development Committees														
Community Group	All sporting clubs and all other incorporated activity groups														
Spreading Body	Events that do not require the erection of any structures, vehicle access or any significant risk to public property														
Low Risk	Events that do not require the erection of any structures, vehicle access or any significant risk to public property														
High Risk	Events that do not require the erection of any structures, vehicle access or any significant risk to public property														
Medium Risk	Events that do not require the erection of any structures, vehicle access or any significant risk to public property														
Small Fund Raising Events	Simple stalls, no significant structures, excludes markets of any size														
Large Fund Raising Events	Markets of any size, multiple stalls and erection of significant structures such as tents and marquees														

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

**Appendix B
Budget processes**

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2016/17 budget, which is included in this report, is for the year 1 July 2016 to 30 June 2017 and is prepared in accordance with the Act and Regulations. The budget includes financial statements being a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ending 30 June 2017 in accordance with the Act and Regulations, and consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards and the Local Government Model Accounts. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order to make an informed decision about the adoption of the budget.

A 'proposed' budget is prepared in accordance with the Act and submitted to Council in May for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

With the introduction of the State Government's Rate Capping legislation in 2015, Councils are now unable to determine the level of rate increase and instead must use a maximum rate increase determined by the Minister for Local Government which is announced in December for application in the following financial year.

If a Council wishes to seek a rate increase above the maximum allowable it must submit a rate variation submission to the Essential Services Commission (ESC). The ESC will determine whether the rate increase variation submission has been successful by 31 May. In many cases this will require Councils to undertake 'public notice' on two separate proposed budgets simultaneously, i.e. the Minister's maximum rate increase and the Council's required rate increase.

The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days after adoption. The key dates for the budget process are summarised below.

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MOIRA SHIRE COUNCIL PROPOSED 2016/17 BUDGET (cont'd)

ATTACHMENT No [1] - Moira Shire Council Budget 2016-2017

Budget process	Timing
1 Minister of Local Government announces maximum rate increase (cap)	Dec
2 Officers update Council's long term financial projections	Dec
3 Council to advise ESC if it intends to make a rate variation submission	Jan/Feb
4 Council submits formal rate variation submission to ESC	N/A*
5 Proposed budget(s) submitted to Council for approval	Apr
6 ESC advises whether rate variation submission is successful	N/A*
7 Council meeting to authorise commencement of proposed budget	April
8 Public notice advising intention to adopt budget	April
9 Budget available for public inspection, comment and to make submissions	April - May
10 Submissions period closes (28 days)	May
11 Submissions considered by Council/Committee	May
12 Budget and submissions presented to Council for adoption	30 May
13 Copy of adopted budget submitted to the Minister	May
14 Budget year commences	1 July

* In 2016/17 Moira Shire Council has chosen not to apply for an above cap rate increase.

End of Moira Shire Council Budget Report

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(TEAM LEADER - FINANCIAL
ACCOUNTANT, RAMKI SUBRAMANIAM)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2016

RECOMMENDATION

That Council receives and notes the Financial Position Report as at 30 April 2016.

1. Executive Summary

The April 2016 finance report includes 2015/16 Rates and Charges totalling \$33.43 million (\$26.73 million in general rates, municipal charges, interest and legal charges and \$6.70 million in garbage collection charges, recycling and organic waste charges and environmental levy) which is recognised as income at the time of being levied.

As at the end of April, the total Rates and Charges outstanding as at 30 April is \$7.80 million, in addition the Fire Services Levy to be collected from ratepayers is \$84K. The final ten instalment payments are due for payment on 28 May 2016 and quarterly rate payments on 31 May 2016.

For the month of April, a total of \$62,837 of receipts were collected for prior year's rate debtors, this brings the year-to-date total collected to \$1.81 million or 78.18% of the total outstanding at the end of 2014/15. Payments of outstanding rates are being actively managed with payment plans and any rate payers who are experiencing difficulty are encouraged to contact Council officers to discuss options.

Current Sundry debtors is \$210K higher than the previous month. This is mainly due to Department of Health owing \$180K Sundry debtors in excess of 30 days are within acceptable levels of 1.77% of total sundry debtors; this represents a figure of \$8,944 out of the total of \$504,340 and is under active management.

Cash and Cash Equivalents balance as at 30 April 2016 is \$25.34 million, and the higher than average balance is due to delayed cash outflows now expected in the June quarter for capital work commitments and creditors. Interest continues to be earned on these funds which will exceed the March forecast.

There continues to be a challenge delivering a substantive \$14.08 million capital works program within the current financial year. Some projects will roll into the 2016/17 year, such as the completion of the Cobram Library. Actual spend including commitments to date are \$9.67million which include \$4.82 million for roads, \$2.2 million for building works, \$75K on plant and equipment, \$71K on kerb and channel, \$78K on landfill and land improvements and \$150K on drainage.

Council's tracking against budget and cash balances remains satisfactory as Council approaches year end.

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(TEAM LEADER - FINANCIAL
ACCOUNTANT, RAMKI SUBRAMANIAM)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2016 (cont'd)

Moirā Shire Council				
Funding Analysis Summary - April 2016				
Operating Income Statement	Ref	2015/16 Adopted Budget	Forecast Mar 2016	Actuals YTD 2015/16
Income				
Operating Grant		(10,932,084)	(6,123,336)	(4,730,420)
Operating Contributions		(86,962)	(44,500)	(93,842)
Reimbursements		(62,859)	(84,467)	(73,627)
Statutory Fees & Fines		(831,920)	(831,620)	(841,184)
User Charges		(2,731,290)	(2,846,644)	(1,929,122)
Other Revenues (incl. Waste Charges & Environmental Levy)		(7,035,256)	(7,088,369)	(6,972,172)
Interest Income		(350,000)	(460,000)	(406,602)
Net Proceeds - Land for resale		(42,000)	(46,331)	(96,331)
Total Income		(22,072,371)	(17,525,267)	(15,143,301)
Expenditure				
Employee Costs		20,169,063	19,402,910	14,744,698
Contractors		5,875,287	5,846,004	3,565,639
Materials & Services		11,627,863	12,011,974	7,937,697
Utilities		967,359	993,907	709,310
Other Expenses		3,833,926	4,229,930	3,122,837
Interest on Borrowings		464,541	464,541	384,180
Bad & Doubtful Debts		5,000	5,000	-
WDV of Disposal of Assets		60,000	60,000	14,014
Total Expenditure		43,003,039	43,014,266	30,478,376
Net Operational (Inflow) / Outflow		20,930,668	25,488,999	15,335,075
Net Operational (Inflow) / Outflow		20,930,668	25,488,999	15,335,075
Funding available through				
Rates and charges		26,863,347	26,724,325	26,728,520
Rate funds available for Capital Projects	A	5,932,679	1,235,326	11,393,445
Capital Expenditure		11,571,406	14,109,699	5,970,554
Capital External funding		(5,313,117)	(6,449,892)	(3,043,756)
Net Council Funding of Capital Projects	B	6,258,289	7,659,807	2,926,798
Surplus of Rate Funds after funding Capital Projects	A - B	(325,610)	(6,424,481)	8,466,647
Equity Inflow / (Outflow)		(892,495)	(892,495)	(436,814)
Net Rate Funds Surplus / (Shortfall)		(1,218,105)	(7,316,976)	8,029,842

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3. OUR COMMUNICATIONS AND
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(TEAM LEADER - FINANCIAL
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FINANCIAL POSITION REPORT AS AT 30 APRIL 2016 (cont'd)

	2015/16 Adopted Budget	Forecast Mar 2016	Actuals YTD 2015/16
Reconciliation with Income Statement			
Net Rate Funds Surplus / (Shortfall)	(1,218,105)	(7,316,976)	7,727,116
Eliminate Balance Sheet items			
Repayment of Loans	892,495	892,495	739,534
Fund from Equity reserves for Capital carryover	-	-	-
Capital Expenditure Capitalised as Assets	11,571,406	14,109,699	5,970,554
Accounting for Non-cash items			
Depreciation Expense and amortisation	(8,886,214)	(8,886,214)	(7,405,178)
Share Profit/Loss Associated Entity	(20,000)	(20,000)	-
Landfill - Interest Unwinding Discount	(491,346)	(491,346)	-
WDV of Infrastructure Replaced	(200,000)	(200,000)	-
Contributions - Non-Monetary Assets	200,000	200,000	-
Income Statement Surplus / (Deficit)	1,848,236	(1,712,342)	7,032,026

Rates & Other Debtors Report - April 2016

General Rates & Municipal Charges	Apr-15	Apr-16	Year on Year Variance
Rate Debtors Outstanding previous month + New Supplementary Charges	7,833,100	8,670,501	837,401
Collection for month	817,968	874,402	56,434
Rate Debtors Outstanding as at end of month	7,015,132	7,796,099	780,967
No. of Rateable Assessments	17,060	17,266	206
Rateable Valuation C.I.V	4,962,761,000	4,975,827,000	13,066,000
Special Scheme Debtors	Mar-16	Apr-16	Monthly Variance
Balance Outstanding	16,310	16,020	290
Sundry Debtors	Mar-16	Apr-16	Monthly Variance
Current	175,788	385,687	(209,899)
30 Days	94,738	109,709	(14,971)
60 Days	1,334	2,291	(956)
90 Days	326	305	20
> 90 Days	6,388	6,348	40
Total	278,574	504,340	(225,766)
Infringements	Mar-16	Apr-16	Monthly Variance
Balance Outstanding	158,066	154,496	3,570

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3. OUR COMMUNICATIONS AND
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ITEM NO: 9.1.2
(TEAM LEADER - FINANCIAL
ACCOUNTANT, RAMKI SUBRAMANIAM)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2016 (cont'd)

Quarterly Cash Position - Projection as at 30 June 2016	
	\$
Cash and Cash equivalents as per Balance Sheet - 30 Apr 2016	25,337,213
Confirmed inflow/(outflow) recorded in the books of accounts as of date	
Debtors - invoices registered in the system	420,154
Payroll	(1,950,000)
Fire Services levy - due to SRO [net of Creditors & Debtors]	(268,424)
Loan instalment due for the quarter	(153,189)
Estimated future (outflows) and inflows up to 31 March 2016	
Creditors - estimated quarterly payout	(9,000,000)
Rates	4,679,983
Capital Grants	2,636,338
Operating Grants	1,392,916
Projected Cash Balance as at 30 Jun 2016	23,094,991
Following restrictions imposed on Cash and cash equivalents by	
Restricted reserves - Open Space, Car Parking & Net Gain Native	(1,337,837)
Vegetation reserves	
Trust Funds and Deposits	(891,358)
Unexpended Grants [estimated for the year end]	(300,000)
Projected Unrestricted Cash Balance as at 30 Jun 2016	20,565,797

2. Financial Implications

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

3. Risk Management

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

4. Internal and External Consultation

The following members of staff were consulted:

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

FILE NO: 180.11.0002
3. OUR COMMUNICATIONS AND
PROCESSES

ITEM NO: 9.1.2
(TEAM LEADER - FINANCIAL
ACCOUNTANT, RAMKI SUBRAMANIAM)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

FINANCIAL POSITION REPORT AS AT 30 APRIL 2016 (cont'd)

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

5. Regional Context

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

6. Council Plan Strategy

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

7. Legislative / Policy Implications

The report complies with:

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

8. Environmental Impact

There are no environmental impacts associated with this report.

9. Conflict of Interest Considerations

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

10. Conclusion

Council's financial position at 30 April 2016 is in line with approved forecast and builds on a strong 2014/15 year end result.

Attachments

Nil

FILE NO: F13/2188
1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

SECTION 193 ENTREPRENEURIAL POWERS - INCORPORATION OF RURAL COUNCILS VICTORIA

RECOMMENDATION

That Council

1. Note that its ongoing membership of Rural Councils Victoria as an Incorporated Association does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the *Local Government Act 1989*;
2. Votes in favour of authorising Jim Nolan, Chief Executive Officer of Pyrenees Shire Council, to apply to the Registrar of Incorporated Associations for the incorporation of Rural Councils Victoria Incorporated;
3. Approves the draft Rules attached to this report as 'Attachment A' as the Rules for Rural Councils Victoria Incorporated; and
4. Authorise the Mayor to vote on Council's behalf on this matter, in accordance with this resolution.

1. Executive Summary

Rural Councils Victoria (RCV) has been operating for many years as an unincorporated association.

Over time, RCV has identified that this is an unsatisfactory means of conducting RCV's business – it exposes its members to liability and limits RCV's ability to enter into contracts. As a result, RCV has been considering alternative vehicles for the conduct of its business.

After extensive consideration, RCV's Executive Committee has determined that RCV should apply to the Registrar for Incorporated Associations for incorporation as Rural Councils Victoria Incorporated.

This will not change the way that RCV operates, or the enthusiasm with which it will continue to pursue outcomes that benefit all of its rural council members. It will simply ensure that RCV can operate more effectively when pursuing those outcomes.

2. Background and Options

Rural Councils Victoria (**RCV**) is an unincorporated organisation which represents the interests of rural councils within Victoria and currently has 38 members, of which Council is one.

The RCV's work includes:

- providing opportunities for networking and professional development;
 - activities directed at ensuring the sustainability of rural councils; and
 - activities to assist rural communities to remain sustainable.
- This occurs via a number of mechanisms, including the:
- organisation of forums and conferences for member councils;
 - engagement of consultants to undertake project work; and
 - applying for Government grants, particularly through Regional Development Victoria.

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1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
(EXECUTIVE ASSISTANT TO CEO,
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(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

Given that the RCV is not a separate legal entity, it conducts its business through a 'Secretariat'. This involves the Executive appointing a willing council member to, essentially, act as its agent, providing administrative support and entering into contracts on its behalf.

As the RCV is currently unincorporated, Council is, together with all other member councils, exposed to liability in respect of its operations.

To address this, and to enable the RCV to operate with greater independence and ease, it is proposed to incorporate the RCV as an incorporated association. It will be called 'Rural Councils Victoria Incorporated' and will operate in accordance with the draft Rules, attached to this report as 'Attachment A'

The benefits of the RCV being incorporated include that it:

- is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
- has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
- cannot distribute profit to its members;
- must operate in accordance with a set of rules, including a statement of purpose – being the draft Rules attached to this report as 'Attachment A'; and
- is operated by a Committee of Management and a Secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

The RCV fulfils a number of functions that are important to rural councils in Victoria. Perhaps most importantly, it currently has responsibility for applying for Government grants, particularly through Regional Development Victoria, which are of benefit to rural councils.

It will be important that the RCV is incorporated to enable it to carry on those functions with greater independence and flexibility while still being subject to the views of its member councils.

It is not expected that the manner in which the RCV operates will be different from its current operations, although election to the Committee of Management will be based on slightly different zones, as set out in the draft Rules attached to this report as 'Attachment A'.

3. Financial Implications

The total investment involved in Council's participation in the formation of Rural Councils Victoria Limited is: \$0 meaning that Council is not required to take any further action in relation to this matter under s 193(5C) of the LG Act.

Council will be required to continue paying membership fees, as fixed by the Committee from time to time, but will not be required to invest anything in respect of the incorporation.

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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

4. Risk Management

As the RCV is currently unincorporated, Council is, together with all other member councils, exposed to liability in respect of its operations. With the proposed change to the structure any liability for the activities of Rural Councils Victoria Limited will attach to it, not to the individual members.

5. Internal and External Consultation

All 38 members have been consulted by RCV.

6. Regional Context

Rural Councils Victoria represents the interests of rural councils within Victoria and currently has 38 members.

7. Council Plan Strategy

Stronger Regional Partnership

8. Legislative / Policy Implications

As Council will, if in favour of this proposal, be participating in the formation and operation of a separate legal entity, it is required, in accordance with s 193 of the *Local Government Act 1989 (LG Act)*, to have regard to the risks involved and comply with ss 193(5A) and (5B) of the LG Act.

9. Environmental Impact

There are no environmental impact implications associated with this report.

10. Conflict of Interest Considerations

There are conflict of interest considerations implications associated with this report.

11. Conclusion

If the RCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the RCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat council to do so.

It is therefore recommended that Council accepts the analysis of Council's investment and risk exposure and votes in favour of the RCV being incorporated on the basis of the draft Rules attached to this report as 'Attachment A'.

It is proposed that a vote of all current members will be held at the next meeting of RCV to be held on 10 June 2016. The vote will, if a majority is in favour, authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat council), to apply to the Registrar of Incorporated Associations for the incorporation of RCV and approve the draft Rules.

Attachments

- 1 Draft rules for RCV incorporated

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1. STRONGER REGIONAL PARTNERSHIPS

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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

Associations Incorporation Reform Act 2012

**RURAL COUNCILS VICTORIA INCORPORATED
RULES**

Associations Incorporation Reform Regulations 2012

Part 3

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1. STRONGER REGIONAL PARTNERSHIPS

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(CHIEF EXECUTIVE OFFICER, MARK
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ATTACHMENT No [1] - Draft rules for RCV incorporated

Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1 — PRELIMINARY

1 Name

The name of the incorporated association is "Rural Councils Victoria Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are to—

- (1) heighten awareness and understanding of issues that impact on rural communities;
- (2) assist with building the capacity of rural councils to face challenges;
- (3) provide leadership on local governance;
- (4) develop and support rural councils; and
- (5) develop policy and advocate for rural councils.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

In these Rules—

absolute majority of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 14(1);

CEO means the Chief Executive Officer of each member which is not an associate member;

Chairperson of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Chairperson appointment meeting means a meeting of all of the CEOs, in accordance with rule 54;

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ATTACHMENT No [1] - Draft rules for RCV incorporated

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of PART 5;

Council has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

Councillor means a person who hold the office of a member of each member which is not an associate member;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

Election Day has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with PART 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

Schedule means a schedule to these Rules;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2 — POWERS OF ASSOCIATION

5 Powers of Association

(1) Subject to the Act, the Association has power to do all things incidental or

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conducive to achieve its purposes.

- (2) Without limiting subrule (1), the Association may—
- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 — Membership

7 Minimum number of members

The Association must have at least 5 members

8 Who is eligible to be a member

- (1) Subject to subrule (2), only Councils located in the State of Victoria and listed in Schedule 1 are eligible for membership.

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- (2) Any other person who is approved by the Committee (at its absolute discretion) in accordance with rule 63 is eligible for associate membership.

9 Application for membership

- (1) To apply to become a member or associate member of the Association, a person must submit a written application to a committee member stating that the person—
- (a) wishes to become a member or associate member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
- (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee (if any).

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Committee—
- (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
- (a) the Committee approves the person's membership; or

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(b) the person pays the joining fee (if any).

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a higher or lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

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14 Associate members

- (1) Associate members of the Association include any members who are not listed in Schedule 1 to these Rules.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and

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- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2 — Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
- (a) may be Committee members, members of the Association or anyone else; but
- (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
- (a) stating that the Association proposes to take disciplinary action against the member; and
- (b) stating the grounds for the proposed disciplinary action; and
- (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
- (d) advising the member that he or she may do one or both of the following—
- (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

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- (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

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- (a) specify the date, time and place of the meeting; and
- (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3 — Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves

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within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

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PART 4 — GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with PART 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit, but must do so at least once a year.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of

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members.

- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(7).

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- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Delegates

- (1) A member must appoint a Councillor or employee of that Council as his or her delegate to vote and speak on its behalf at a general meeting.
- (2) Appointment of a delegate must be notified to the Committee at least 24 hours before a general meeting.
- (3) A delegate, once appointed, will remain as the delegate until a member appoints a new delegate and notifies the Committee of that appointment.
- (4) A member may appoint another Councillor or employee of that Council as an alternate delegate to vote and speak on its behalf at a general meeting.
- (5) The appointment of an alternate delegate must be in writing and signed by the CEO member making the appointment.
- (6) The member appointing the alternate delegate may give specific directions as to how the alternate delegate is to vote on his or her behalf, otherwise the alternate delegate may vote on behalf of the member in any matter as he or she sees fit.
- (7) If the Committee has approved a form for the appointment of an alternate delegate, the member may use any other form that clearly identifies the person appointed as the member's alternate delegate and that has been signed by the member.
- (8) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as an alternate delegate for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of an alternate delegate.
- (9) A form appointing an alternate delegate must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (10) A form appointing an alternate delegate sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (11) Notice of appointment of an alternative delegate does not affect the continued appointment of the delegate originally notified to the Committee.

35 Use of technology

- (1) A member not physically present at a general meeting may not participate in the meeting by the use of technology.

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36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by delegate or alternate delegate of over 50% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (c) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the

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meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote by their delegates or by alternate delegate; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by alternate delegate) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—

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- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
- (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) alternate delegate forms given to the Chairperson of the meeting under rule 34(8); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
 - (a) appoint and remove staff; and

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- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
- (a) this power of delegation; or
- (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2 — Composition of Committee and duties of members

44 Composition of Committee

The Committee consists of—

- (1) a Chairperson; and
- (2) a Deputy Chairperson; and
- (3) a Secretary; and
- (4) a Treasurer; and
- (5) ordinary committee members elected under rule 52.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
- (a) in good faith in the best interests of the Association; and
- (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—

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- (a) their position; or
- (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chairperson

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any committee meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

47 Deputy Chairperson

- (1) The Deputy Chairperson must:
 - (a) act as the Chairperson for any meeting from which the Chairperson is absent; and
 - (b) assist the Chairperson in furthering the purpose of the Association.

Example

The Deputy Chairperson might accompany the Chairperson when attending stakeholder meetings with Ministers or others responsible for furthering the interests of the members.

48 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and

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- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

49 Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3 — Election of Committee members and tenure of office

50 Committee member composition and term

- (1) The Committee is to be made up of:
- (a) six CEOs ('CEO member'); and
 - (b) six Councillors ('Councillor member').
- (2) A CEO member holds office from the date of their election, to the date upon which the election of the next CEO members is completed, in accordance with rule 52.

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- (3) A Councillor member holds office until they cease to be a Councillor or until the date upon which the election of the next Councillors members is completed, in accordance with rule 51, whichever is earlier.
- (4) For the time between each Election Day and the appointment of new Councillor members, in accordance with rule 52, the Committee is made up of only the CEO members and those Councillor members who remain eligible under rule 49(3).

51 Committee members based upon region

- (1) One CEO member and one Councillor member will be elected from each of the six Municipal Association of Victoria Regions ('Regions') listed in Schedule 2 by the Councils in that Region, in accordance with the process set out in rule 52.
- (2) The CEO member and Councillor member appointed by each Region must hold their relevant position at a Council which is listed in the same Region.

52 Committee member elections

- (1) Within 10 weeks after each Election Day, the Committee must call for members listed in Schedule 1 to nominate eligible persons for election as CEO and Councillor members.
- (2) Each member may only nominate CEOs and Councillors who hold an office of that member.
- (3) On the date 10 business days after the date on which nominations are called for in accordance with subrule (1), the time during which members may nominate persons for election as CEO and Councillor members closes.
- (4) If, after the nominations close, there is only one CEO and one Councillor nominated for a Region, those persons are elected to the relevant position on the Committee.
- (5) If the number of CEOs and/or Councillors nominated for a particular Region is greater than one, a ballot must be conducted for that Region, in accordance with rule 53.

53 Ballot

- (1) If a ballot is required for the election for a CEO Member or a Councillor member position in a particular Region, the Committee, within 3 business days of nominations closing, must send to each of the members listed under that Region, a ballot paper.
- (2) The ballot paper must list each of the nominated persons for the relevant Committee position in that Region.
- (3) Each member provided with a ballot paper must within 10 business days, mark it, indicating the single person for whom they wish to vote, and return the ballot paper to the Association.
- (4) Ballot papers that do not comply with subrule (3) are not to be counted.

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- (5) Each ballot paper on which the name of a candidate has been marked counts as one vote for that candidate.
- (6) The Committee must declare elected the candidate who received the most votes.
- (7) If the returning officer is unable to declare the result of an election under subrule (6) because 2 or more candidates received the same number of votes, the Committee must decide by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

54 Chairperson appointment meeting

- (1) Within one month of the completion of the election of Committee members, a Chairperson appointment meeting must be held.
- (2) At the Committee appointment meeting separate elections must be held for each of the following positions—
 - (a) Chairperson; and
 - (b) Deputy Chairperson; and
 - (c) Secretary; and
 - (d) Treasurer.
- (3) Only Councillor members may be elected as Chairperson or Deputy Chairperson.
- (4) Only CEO members may be elected as Secretary.
- (5) If only one member is nominated for the position, that person is elected to the position.
- (6) If more than one member is nominated, a vote must be held, in accordance with this rule.
- (7) The vote is to be conducted by a show of hands of all the committee members present at the meeting, each of whom is entitled to one vote.
- (8) The committee member for whom the most votes are cast will be elected to the relevant position.
- (9) If the vote does not produce a result of an election under subrule (8) because 2 or more candidates received the same number of votes, it will be decided by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

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55 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a CEO or Councillor of a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 66; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

56 Filling casual vacancies

- (1) The Committee may appoint an eligible person under rule 50 to fill a position on the Committee that has become vacant under rule 55.
- (2) If the position of Chairperson, Deputy Chairperson Secretary or Treasurer becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 50 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4 — Meetings of Committee

57 Meetings of Committee

- (1) The Committee must endeavour to meet once every month or with such other frequency as the Committee determines from time to time, provided that it meets at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the Chairperson or by any 4 members of the Committee.

58 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.

FILE NO: F13/2188
1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

59 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 58 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

60 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

61 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

62 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 61) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;

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(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 58.

63 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) A committee member may appoint another person as a proxy to vote and speak on its behalf at a general meeting, provided that a committee member who is a:
 - (a) Councillor member may only appoint another Councillor of that member of the Association as a proxy; and
 - (b) CEO member may only appoint another employee of that member of the Association as a proxy.

64 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

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1. STRONGER REGIONAL PARTNERSHIPS

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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

65 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 64.

66 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

67 Committee Resolution Outside Meeting

- (1) Where an urgent matter arises for decision and cannot be the subject of a Special Committee meeting, the wording of the proposed resolution may be circulated to all committee members by email.
- (2) The resolution is made by a majority of the committee members replying to that email indicating that they are in favour of it.
- (3) Such a resolution must be ratified by votes in person at the next committee meeting.
- (4) This rule should not be relied upon except in cases of urgency, where the Chairperson forms the view that the matter cannot properly be left until the next committee meeting.

PART 6 — FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

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1. STRONGER REGIONAL PARTNERSHIPS

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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Secretary to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) The Committee may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

71 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

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1. STRONGER REGIONAL PARTNERSHIPS

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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

PART 7 — GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Committee; or
- (2) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the delegate of a member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission to the delegate of the member.
- (2) Subrule (1) does not apply to notice given under rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

FILE NO: F13/2188
1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

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1. STRONGER REGIONAL PARTNERSHIPS

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(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

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1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

Schedule 1 — Eligible Members

Alpine Shire Council
Ararat Rural City Council
Bass Coast Shire Council
Baw Baw Shire Council
Benalla Rural City Council
Buloke Shire Council
Campaspe Shire Council
Central Goldfields Shire Council
Colac Otway Shire Council
Corangamite Shire Council
East Gippsland Shire Council
Gannawarra Shire Council
Glenelg Shire Council
Golden Plains Shire Council
Hepburn Shire Council
Hindmarsh Shire Council
Indigo Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirra Shire Council
Moorabool Shire Council
Mount Alexander Shire Council
Moyne Shire Council
Murrindindi Shire Council
Northern Grampians Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
South Gippsland Shire Council
Southern Grampians Shire Council
Strathbogie Shire Council
Surf Coast Shire Council
Swan Hill Rural City Council
Towong Shire Council

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1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

Wellington Shire Council
West Wimmera Shire Council
Yarriambiack Shire Council

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1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
(EXECUTIVE ASSISTANT TO CEO,
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**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA**
(cont'd)

ATTACHMENT No [1] - Draft rules for RCV incorporated

Schedule 2 — Municipal Association of Victoria Regions

Rural south-west:

Ararat Rural City Council
Colac Otway Shire Council
Corangamite Shire Council
Glenelg Shire Council
Moyne Shire Council
Southern Grampians Shire Council

Rural north-central:

Campaspe Shire Council
Central Goldfields Shire Council
Gannawarra Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mount Alexander Shire Council

Rural south-central:

Golden Plains Shire Council
Hepburn Shire Council
Moorabool Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
Surf Coast Shire Council

Rural north-west:

Buloke Shire Council
Hindmarsh Shire Council
Northern Grampians Shire Council
Swan Hill Rural City Council
West Wimmera Shire Council
Yarriambiack Shire Council

FILE NO: F13/2188
1. STRONGER REGIONAL PARTNERSHIPS

ITEM NO: 9.1.3
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

**SECTION 193 ENTREPRENEURIAL POWERS -
INCORPORATION OF RURAL COUNCILS VICTORIA
(cont'd)**

ATTACHMENT No [1] - Draft rules for RCV incorporated

Gippsland:

Bass Coast Shire Council
Baw Baw Shire Council
East Gippsland Shire Council
South Gippsland Shire Council
Wellington Shire Council

Rural north-east:

Alpine Shire Council
Benalla Rural City Council
Indigo Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirā Shire Council
Murrindindi Shire Council
Strathbogjie Shire Council
Towong Shire Council

FILE NO: F13/790
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.4
(MANAGER COMMUNITY
DEVELOPMENT, DAVID BOOTH)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MAC INC.

RECOMMENDATION

That Council:

1. Seek to enter into a sponsorship arrangement with MAC Inc over a three year period to support the development of Arts and Culture across the municipality; and
2. Endorse the annual sponsorship of \$70,000.

Executive Summary

MAC Inc was first established in 2013. A two year Funding Agreement (2014 – 2016) between Moira Shire Council and Moira Arts and Culture Inc (MAC Inc) was signed in November 2014 and concludes 30 June 2016.

It is recommended that Council seek to enter into a sponsorship arrangement with MAC Inc over a three year period. The recommended annual sponsorship amount is \$70,000. It is anticipated this will enable MAC Inc to continue in its current role and further build on its long term financial stability.

2. Background and Options

Moira Arts and Culture Inc was established in 2013 to meet a gap in the diversity and coordination of Arts and Culture activities offered throughout the municipality.

Since its establishment, MAC Inc's reputation as a significant contributor to the Arts and Culture offering to residents and visitors has increased throughout the municipality and across the region.

MAC Inc's funding agreement concludes 30 June 2016. Council has considered the current agreement and options for future funding support. Following discussions with the MAC Inc Board it is recommended that Council seeks to enter into a sponsorship agreement with MAC Inc.

Through this proposed model it is envisaged that:

- MAC Inc continue operating as an Incorporated Association;
- Council would not provide a staff member to MAC Inc and would not endorse Councillor representation;
- As part of the sponsorship conditions MAC Inc would continue in its role of facilitating Arts and Culture across the whole of the municipality;
- A three year sponsorship agreement would apply;
- The value of the sponsorship is to be determined by Council; and

3. Financial Implications

A sponsorship range of \$70,000 per annum is recommended.

4. Risk Management

There are no risk management considerations associated with this report.

FILE NO: F13/790
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.1.4
(MANAGER COMMUNITY
DEVELOPMENT, DAVID BOOTH)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

MAC INC. (cont'd)

5. Internal and External Consultation

Consultation for this report has involved Council Officers and the MAC Inc Board.

6. Regional Context

This funding model enables MAC Inc to continue to facilitate arts and culture across the whole of the municipality and build on its achievements and profile since its establishment.

7. Council Plan Strategy

MAC Inc and its activities contribute to *Improving Moira's Liveability*, a key Strategic Goal of the 2013 – 2017 Council Plan.

More specifically, it also supports the Strategic Performance Indicator number 5. *Supporting inclusive and connected communities* - Develop the 2015-2019 Arts and Culture Strategy.

8. Legislative / Policy Implications

Moira Arts and Culture Inc. is an independent not for profit Incorporation who is governed under the model rules of the Association Incorporation Reform Act 2012.

A sponsorship agreement is not prohibited through either the Victorian Local Government Act or the Victorian Local Government Best Practice Procurement Guidelines.

9. Environmental Impact

There are no environmental impact considerations associated with this report.

10. Conflict of Interest Considerations

There are no officer conflict of interest considerations associated with this report.

11. Conclusion

The current agreement is due to conclude as at 30 June 2016, and a decision is required as to any future funding.

Attachments

Nil

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS

RECOMMENDATION

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

1. Executive Summary

The records of the Assembly of Councillors reported during the month of April 2016 are attached to this report.

Inclusion of the attached records of Assembly of Councillors in the Council agenda, and incorporation into the Minutes ensures Council meets its statutory obligations under section 80A of the Local Government Act 1989 (the Act).

2. Background and Options

An Assembly of Councillors is defined under Division 1A – Conduct and interests in section 76AA of the Act:

assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

Section 80A of the Act requires the Chief Executive Officer to ensure that a written record of an assembly of Councillors is reported to an ordinary meeting of the Council as soon as practicable. The written record must include whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Section 80A(1) requires that a record is kept of:

- (a) the names of all Councillors and members of Council staff attending;
- (b) the matters considered;
- (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);
and
- (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.

3. Financial Implications

There are no financial implications with this report.

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

4. Risk Management

There are no risk implications with this report.

5. Internal and External Consultation

The community are able to access written records of assemblies of Councillors.

6. Regional Context

There are no regional contexts associated with this report.

7. Council Plan Strategy

Demonstrating Good Governance

8. Legislative / Policy Implications

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

9. Environmental Impact

There are no environmental impacts with this report.

10. Conflict of Interest Considerations

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

11. Conclusion

The Assembly of Councillors records attached to this report are a true and accurate record of all assemblies of Councillors reported during April 2016. Their recording into the Council Minutes ensures Council meets its statutory obligations under section 80A of the Act.

Attachments

- 1 Attachment 11 April
- 2 Attachment 12 April 2016
- 3 Attachment 12 April
- 4 Attachment 14 April
- 5 Attachment 26 April

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [1] - Attachment 11 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	11 April 2016	
Name of meeting	Councillor Briefing	
Councillors attending	Councillors Gary Cleveland, Peter Mansfield, Don McPhee, Wendy Buck, Marie Martin, Ed Cox, Kevin Bourke, Brian Keenan (depart 12:50pm)	
Council staff attending	Chief Executive Officer, Mark Henderson General Manager Corporate, Leanne Mulcahy General Manager Infrastructure, Andrew Close, Manager Governance and Communications, Linda Nieuwenhuizen Manager Community Services, David Booth Team Leader Youth/Recreation, Clinton Shand Manager Construction and Assets, Graeme Henderson Manager Town Planning and Building, Jorine Bothma Planning Coordinator, Peter Stenhouse	
Matters discussed	<ol style="list-style-type: none"> 1. Section 86 committees review 2. MAC Inc 3. MSS Review 4. Ordinary Council Agenda review 5. Council Plan review 6. Capital program update 7. Management report 8. Briefing notes 9. Upcoming events and Council representation 	
Conflict of Interest Disclosures (indicate below if Nil or complete details)		
Agenda item	Councillor	Did Councillor leave meeting
8	Ed Cox	Yes

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [2] - Attachment 12 April 2016



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	12 April 2016
Name of meeting	Disability Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Team Leader Community Services, Kim Fitzgerald
Matters discussed	<ol style="list-style-type: none">1. October DAC Meeting – reschedule due to caretaker period2. Recreational Trail Yarrawonga3. Disability Action Plan – Surveys & Goals4. Kennedy Park (Thompsons Beach) Walking Track5. Quinn Street Toilets Numurkah Update
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [3] - Attachment 12 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	12 April 2016
Name of meeting	Moirashire Youth Council
Councillors attending	Councillor Gary Cleveland
Council staff attending	Youth Development Officer, Hollie Barnes Community Facilities and Recreation Officer, Dylan Robinson
Matters discussed	
	1. Numurkah Careers Day 2. Moirashire Safety Plan 3. Inter-school skate comps
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
	Nil

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [4] - Attachment 14 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	14 April 2016
Name of meeting	Tourism Advisory Committee
Councillors attending	Councillor Don McPhee
Council staff attending	Chief Executive Officer, Mark Henderson Manager Economic Development, Jane O'Brien Tourism Development Officer, Louise Munk Klint Tourism Marketing and Support Officer, Kyla Carpinelli
Matters discussed	
<ol style="list-style-type: none"> 1. Farm Gate Trail Project Update – Launch and Social Media Giveaways 2. Sun Country Food and Wine Festival 2016 – potential to continue event in 2017 3. Tracks and Trail – Budget Bids 4. RDV Tourism Pipeline Update – overview of projects included 5. Marketing Update – discussion around upcoming campaign, next year's campaign, statistics, new digital platform, Official Visitor Guide discussion 6. Local Tourism Association Updates <ol style="list-style-type: none"> a. Cobram – River Beaches Festival b. Yarrawonga – Blue Green Algae – ECG Cup – Strategic Group – Tunzafun community owned – Merger with Yarrawonga Chamber of Commerce under discussion c. Numurkah – New signs – Foodbowl Festival – Community Learning Centre – website being updated d. Nathalia – Community Calendar and self-guided trails Barmah and Nathalia 7. General Business <ol style="list-style-type: none"> a. Blue Green Algae b. Canoe Trail – Barmah c. Small Towns Transformation Program – Barmah d. Open Houses – River Red Gum Management e. Caravan park lease – Yarrawonga – Barmah Caravan Park lease EOI – July 2016 f. Recreational Vehicle Strategy g. Youth Council h. Tourism Advisory Committee up for review i. Victourism Spam emails j. Australian Tourism Data Warehouse listings 	
Conflict of Interest Disclosures (indicate below if Nil or complete details)	
Nil	

FILE NO: F13/503
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 9.1.5
(GOVERNANCE RECORDS OFFICER,
MARGARET HINCK)
(GENERAL MANAGER - CORPORATE,
LEANNE MULCAHY)

ASSEMBLIES OF COUNCILLORS (cont'd)

ATTACHMENT No [5] - Attachment 26 April



RECORD OF ASSEMBLY OF COUNCILLORS

Date held	Monday 26 April 2016	
Name of meeting	Councillor Briefing	
Councillors attending	Councillors Gary Cleveland, Peter Mansfield, Don McPhee, Wendy Buck, Marie Martin, Ed Cox, Kevin Bourke, Brian Keenan, Alex Monk	
Council staff attending	Chief Executive Officer, Mark Henderson General Manager Corporate, Leanne Mulcahy General Manager Infrastructure, Andrew Close, Manager Governance and Communications, Linda Nieuwenhuizen Manager Construction and Assets, Graham Henderson Manager Economic Development, Jane O'Brien	
Matters discussed	<ol style="list-style-type: none"> 1. GV Regional Library Corporation 2. Agenda review 	
Conflict of Interest Disclosures (indicate below if Nil or complete details)	Nil	
Agenda item	Councillor	Did Councillor leave meeting

FILE NO: F13/2359
8. REBALANCING COUNCIL'S ASSET MIX

ITEM NO: 9.2.1
(MANAGER STRATEGIC PROJECTS,
MARK FOORD)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

ASSET RATIONALISATION

RECOMMENDATION

That Council

1 Note that the;

- (a) Katamatite Maternal and Child Health Building,
- (b) Tungamah Tennis Club Building, and the
- (c) Numurkah Youth Club Building,

having reached the end of their useful life are no longer fit for purpose and are beyond economic restoration

2. Authorize the General Manager Infrastructure to arrange removal of the buildings and reinstatement of the sites for ongoing public use.

1. Executive Summary

Buildings exist to help provide services. The provision of services is a key element of what Council is about. This is made clear within Council's mission;

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

The provision of a building, of itself, is not really provision of a service. It may be a necessary part of delivering a service, particularly, if it is being provided to a community group that may in turn provide a service. What is important is the provision of services, not necessarily the provision of buildings for their own sake.

The costs of keeping buildings that are in poor condition, not used and/or contain dangerous materials within their construction are real. The annual depreciation on the Numurkah Youth Club building is in excess of \$20,000. This cost attributes unwanted and unnecessary costs to Council's Annual Financial Performance. All buildings require water and associated rates to be paid, the fire levy is also payable, as well as any costs to keep the building safe.

Councils Asset Management Policy, Plans and associated documentation provides that assets are managed for a purpose – that is, to provide services and facilities for users. If no services are provided the assets are candidates for disposal.

In the case of the Katamatite Maternal and Child Health Building no services are provided from the facility, a thorough process has been undertaken to ensure that there are no user groups available, so the decision to demolish the building is clear. Some additional seats and a shelter could then be installed at the Park to provide for users of the Park.

FILE NO: F13/2359
8. REBALANCING COUNCIL'S ASSET MIX

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ASSET RATIONALISATION (cont'd)

In the case of the Tungamah Tennis Club Building the facility is in poor condition – it is partially closed due to structural failure. An alternative facility can be provided at the site for users as well as visitors for approximately \$130,000.

The Numurkah Youth Club Building is constructed from materials containing asbestos, it is in poor condition and also has areas damaged by termites. While there may be ideas about Youth and other services that could be provided in Numurkah, none of these can operate from the current building. There are no users using this building nor has it been used for several years – it cannot be used in its current condition, and perhaps, it should not be used in any condition due to the amount of asbestos enclosed within its materials. The decision is therefore clear that it should be demolished.

Funds for the demolition can be provided from a combination of savings in the Capital Works budget, as well as specific funds included within the capital works budget to cater for building urgent safety works.

2. Background and Options

a. Building Assets

Council is responsible for 550 buildings, which range from town halls to sporting pavilions, as well as public toilets, historical buildings and aging community buildings.

The replacement value is in excess of \$127M which leads to an annual depreciation of in excess of \$1.5M. (The annual depreciation on buildings in the financial year 1014/15 was \$1,551,122)

Some of Council's buildings are well used and support the delivery of many services within the community, others are not well used but provide a much needed contribution, others are not well used, and some are not used at all.

The cost of keeping buildings that are not used are real and divert scarce resources from more important uses, maintenance costs are not great, because the buildings are not used but every now and then costs may be significant. The depreciation of the buildings is also a direct and real cost against Council's Annual Financial Performance.

b. Asset Management

Rebalancing the asset mix is a Strategic Performance indicator within the Council Plan. It is about the need to gain some new facilities, and change existing ones to provide the facilities required by the community - some assets that are no longer required can be retired. It is about making sure that the assets that are owned and maintained are well used and contribute to the delivery of needed services to the community.

There is no point in owning things that are not used – just owning them costs money. The asset life cycle, as shown below, provides that assets are created, used, changed and then if no longer required, disposed of. Disposal in asset management does not have the same meaning as in the general community; it does not always mean “throwing away” it means not owning that asset. The asset could be sold, repurposed or recycled.

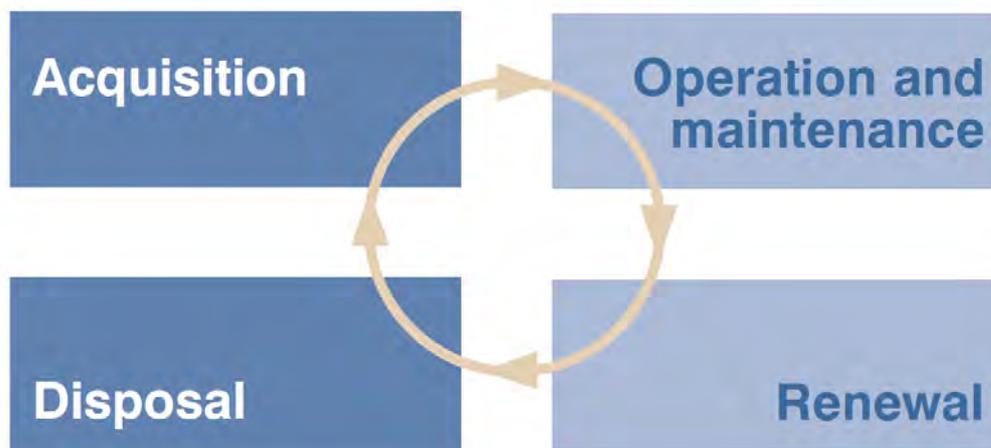
FILE NO: F13/2359
8. REBALANCING COUNCIL'S ASSET MIX

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ASSET RATIONALISATION (cont'd)

For example a building could be demolished and the land used for another purpose, a building could be demolished and another facility established either nearby or at a distance that would contribute to the delivery of the same or a related service. The ability to deliver a particular service may not be directly related to the ownership of a particular asset.

The key is to deliver services, as opposed to owning and maintaining assets for their own sake.



The asset management life cycle

The Guidelines for developing an Asset Management Policy, Strategy and Plan, produced by the Department for Victorian Communities in 2004 provide that;

Disposal, retirement or rationalisation of assets generally will occur due to changes in community demands or needs. Assessment of the need for assets is a part of the council Best Value review process that determines whether it is meeting the needs and expectations of the community. Challenging the status quo and investigating innovative options for meeting the community service needs is all part of this process.

Extensive community consultation is required to confirm community acceptance of disposal. As with acquisition decisions, to dispose of an asset requires thorough examination and must be taken within the integrated planning framework of council that takes account of service delivery needs, corporate objectives, financial and budgetary constraints and the overall resource allocation objectives.

The objective of Council's Asset Management Policy is;

To ensure that assets used to support the services delivered by Moira Shire Council are sustainable and continue to function at a level of service determined by Council and accepted by the broader community.

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ASSET RATIONALISATION (cont'd)

Council has an Asset Management Plan for its buildings - Asset Management Plan Buildings 2009, which provides, at page 6, that should the use of a building drop substantially Council will determine the future of the asset.

From the point of Asset Management it is clear that an asset that is not used, and/or has reached the end of its life should not be continued to be maintained – it should be disposed of.

c. Katamatite Maternal and Child Health Building

The Katamatite Maternal and Child Health building is located on the corner of Moore Street and the Benalla-Tocumwal Road next to the tennis courts in Katamatite.

It is a building of nominally 65 square metres in area, what looks to be brick veneer construction with a tile roof. The building was listed by Council in the recent 'EOI' process to determine whether there was any interest from the community in making use of the building for any purpose.

Council conducted an Expression of Interest process to gauge community interest in leasing five Council owned or managed buildings that are currently fully or partially vacant.

The EOI was advertised for 9 weeks between 18/11/15 and 20/1/16. No submissions were received for this building. The building has been vacant since February 2012 when Council's immunization service was relocated.

The building is located on Crown Land for which Council is the Committee of Management and Council continues to pay electricity and water rates for the building. Also located on the land is a public toilet and tennis club.

It is proposed that following demolition and subject to there being sufficient budget that a facility to enhance the use of the park, for example seats and a shelter will be installed.

d. Tungamah Tennis Club Building

The Tungamah Tennis Club building contains a public toilet and a club room associated with the adjacent tennis courts.

The building appears to have been built in stages over time and in one of these stages the footings have failed. This is evident by major cracks within and displacement of the brickwork such that it was at risk of collapsing. Council engaged a specialist structural Engineer to prepare a report on the building which resulted in additional investigative work being carried out.

Upon removal of the brickwork, it was found that the wall studs supporting the roof were badly affected by termites and there was a 20 to 25mm space between the ground and the underside of the concrete floor slab in the building. The structure of the building is severely compromised.

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ASSET RATIONALISATION (cont'd)

The public toilets are 'tired' and do not provide facilities for all-abilities. Were Council to spend the necessary funds to repair the footing failure, it would also need to consider refurbishing the toilets and providing all-abilities access. In any case, Council is required to connect the toilets to the recently installed sewer and decommission the septic tank that currently services the building.

A further consideration is the issue of flooding. The building is flooded during the time that the adjacent creek is flooded. It is built upon the floodplain near to the creek – it is "regularly" affected by flood water.

The use of the building has been infrequent during the past few years, partly due to its condition and partly due to changes in the way the associated Tennis Club operates.

Discussions with the users of the facility have been carried out to examine what services the community actually needs at Tungamah and these needs can be met by provision of a free standing steel awning, with two properly constructed toilets that meet the needs of all members of the community.

The cost to demolish the building, install a free standing steel awning with two all-abilities toilets and a lock-up area for the tennis club is estimated at \$130,000. By providing such facilities the needs of the community can be met. In addition, visitors to the area will be able to utilise the proposed replacement facilities.

e. Numurkah Youth Club Building

The Numurkah Youth Club building is in poor condition, and the materials from which it is constructed have large amounts of asbestos in them.

While asbestos is considered to be "safe" if it is well confined, not broken and covered with the correct amount of paint, it is not safe when it is broken. It is certainly not a material that Council would use to construct a building for community use, particularly by the younger members of the community, nowadays. In fact, from 31 December 2003 asbestos and all products containing asbestos were banned throughout Australia. It is illegal to import, store, supply, sell use or reuse these materials.
(www.asbestos.vic.gov.au)

The building requires considerable investment to bring it to a standard where it would be fit for public use. It has white ant damage, is not all-abilities compliant, and has many other issues that would effectively require it to be rebuilt were there a viable use for it. A recent estimate of works is valued at \$988,000. This cost is considerable and any assessment of this against the cost of providing a new building would favour the provision of a new building.

The building is not used, and is constructed from a material that cannot be reused. It is therefore a prime candidate for demolition.

3. Financial Implications

The cost of the works provided for in this report can be funded from three sources;

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ASSET RATIONALISATION (cont'd)

- Savings in the 2015/16 Capital Budget
- Funds for Municipal Buildings Urgent Safety Works provided in the 2015/16 Budget
- Funds from the proposed Asset Rationalisation Program project in the 2016-17 budget

4. Risk Management

The fundamental matters considered in this report can also be addressed using risk management principles. There are risks in keeping unused buildings, as well as the risk that a use may be found for them in the future, after they have been demolished.

These risks can be mitigated by ensuring that a use is not available, in the case of the Katamatite building, by ensuring that a proper process has been undertaken to find alternative users, in the case of the Tungamah Tennis building, and in the case of the Numurkah Youth Club Building, the costs, safety concerns as well as the condition of the building establish that they is not useable.

There are also many associated risks in the outcomes of the report which will be mitigated by ensuring that works are carried out in accordance with the relevant Building regulations and Australian Standards. Appropriate Specialist Contractors will also be engaged to undertake specialist works such as those related to electrical disconnection and asbestos removal.

5. Internal and External Consultation

The internal Departments involved in production of this report include Infrastructure and Community Services.

External consultation has been undertaken in a wide variety of ways in respect of the matters dealt with including a specific expression of interest process for the Katamatite building.

The consultation process has not been the same for each of the buildings under consideration, because the key points in relation to the decisions are not the same. The key point in relation to the Katamatite building is that there are no users available, while the key point to the decisions relating to the Tungamah and Numurkah buildings is that no user can use the existing buildings – they have to be virtually replaced to be used.

It is considered that the matter of removal of the buildings in question has been canvassed with all of the past users of the buildings and the overriding condition of the Tungamah and Numurkah buildings will always weigh heavily in the decision process. Perhaps the community is not at one with the decision to remove the three buildings in question, however the community and Council, despite the hard work of many in the community, have not been able to ensure or provide a viable and safe use for any of these buildings.

6. Regional Context

There are really no regional implications arising directly from this report. The assets referred to were used generally by only local people.

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ASSET RATIONALISATION (cont'd)

7. Council Plan Strategy

There are direct relationships with the Council Plan including;

In the introduction of the Plan reference is made to

“Our Council Plan also recognises the challenges within our Shire - the financial demands of a large, aging mix of community assets and a more expensive service delivery model relative to other Councils. Both challenges stem from Moira’s large geographic area with multiple service locations and a relatively small, slower growing, dispersed and aging population.”

At Page 6 of the Plan, there is particular reference to the need to rebalance the asset mix to more effectively meet the real demands of the community.

“Many of Moira’s assets are in the latter stage of their useful life, community use is declining but community service standards along with public use, safety and construction standards are increasing. With more than 16,000 individual assets and 550 buildings, this Council Plan recognises the need for Council to work in partnership with local communities to understand their aspirations and to identify changes in the asset mix required to support the community’s future needs.”

Rebalancing of Council’s asset mix is a Strategic Performance Indicator within the Plan and is specifically recognized at Item 25 of the Plan.

This report meets and addresses key requirements of the Council Plan. It provides Council with the opportunity to consider key decisions in relation to the Plan.

8. Legislative / Policy Implications

There are a number of Policy and legislative implications involved with this report and it’s outcomes. Many have been mentioned in the report.

With respect to procedure and asset management policy the matters required have been addressed. Legislation relating to the outcome of the report is varied and important. From the Building Regulations to the EPA Act, there are many aspects of regulation that must be complied with.

9. Environmental Impact

There are no environmental impacts directly attributable with this report. Demolition of the three buildings will be conducted in accordance with all relevant standards and requirements. The asbestos from the Numurkah Youth Club building will be properly disposed of.

10. Conflict of Interest Considerations

There are no Officer conflicts of interest in relation to this report.

11. Conclusion

The decision to demolish a council asset must not be taken lightly. It is a step that may be seen by the community as a reduction in services being provided. There are important questions to ask and a process to follow to make sure that the decision is correct.

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ASSET RATIONALISATION (cont'd)

The Council Plan, the Asset Management Plan and the documentation from the State Government regarding Asset Management Plans have all been referenced. Council, together with the community, and previous user groups have ensured that there are no uses for the buildings. It is also obvious there will be no future use of the buildings because of their poor state.

There have been attempts to see the buildings being reused, however the costs of works makes any future use prohibitive, it is clear new uses will not be found, it is therefore time to remove the buildings and see new uses developed for the sites.

The space at the Numurkah Youth Club Oval, can be better utilised by the community as open space, a new facility at Tungamah can provide all the necessary facilities for the tennis club as well as facilities for visitors to the area, while the Katamatite building can be replaced by seats and a shelter.

Attachments

Nil

FILE NO: 52015339
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2
(STATUTORY PLANNING
COORDINATOR, PETER STENHOUSE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH**

RECOMMENDATION

That a Notice of Refusal be issued for Planning Permit Application No. 5/2015/339 to use and develop land at 678 Hendys Road, Numurkah for a dwelling on the following grounds:

1. The proposal is not consistent with the State Planning Policy Framework
2. The proposal is not consistent with the Local Planning Policy Framework in particular the Agricultural Policy as set out in Clause 22.01;
3. The proposal is not consistent with the Housing in Rural Areas strategy of the Municipal Strategic Statement which seek to control the development of housing in rural areas to ensure that it is responsive to a demonstrated need and will not prejudice the long-term sustainability of farming;
4. The proposal does not achieve the purpose of the Farming Zone;

1. Executive Summary

Planning Permit 5/2015/339 seeks approval to use and develop land at 678 Hendys Road, Numurkah for the purpose of a dwelling in the Farming Zone and Land Subject to Inundation Overlay.

The proposal is to convert an existing shearing shed into a dwelling on a lot having an area of 1.2 hectares and to support an aquaponics farming activity.

The application was advertised and 2 objections have been received.

The application was referred to external authorities and internal departments offering no objections, subject to conditions.

The application has been assessed against the State and Local Planning Policies, Zone and Overlay provisions and other scheme provisions. It was found to be inconsistent with those planning scheme policies and provisions.

It is recommended that the application be refused and a Notice of Refusal be issued on a number of grounds.

2. Background and Options

Previous planning permit applications

Planning Permit Application TP0900301 for a dwelling was lodged on 11 December 2009 and subsequently lapsed on 30 November 2010 due to not supplying requested information within the required timeframes.

Planning Permit Application 5/2013/162 for a dwelling was refused by Council on 19 August 2013 on a number of grounds including not being consistent with State and Local

FILE NO: 52015339
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2
(STATUTORY PLANNING
COORDINATOR, PETER STENHOUSE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

Planning Policy, Settlement strategies, the purpose of the Farming zone and the Regional and Rural Land Use Strategy and that the proposal did not satisfactorily demonstrate the need for a dwelling to support the agricultural use of the land.

Application details

Owner/Applicant: Kevin Russell
Property Address: 678 Hendys Road Numurkah
Title description: Lot 2 PS406000P
Site Area: 1.23 hectares
File No: 5/2015/339
Zone: Farming Zone
Overlays: Land Subject to Inundation Overlay & Rural Floodway Overlay

Locality and subject land

The subject land is located approximately 4km north-east of Numurkah, is part of the Goulburn Murray Irrigation District and abuts Hendys Road to the east.

The subject land is contained within an agricultural district and abuts a Goulburn Murray Water Channel to the west. Further, the Muckatah Drain is located approximately 90m south and south-east of the subject land.

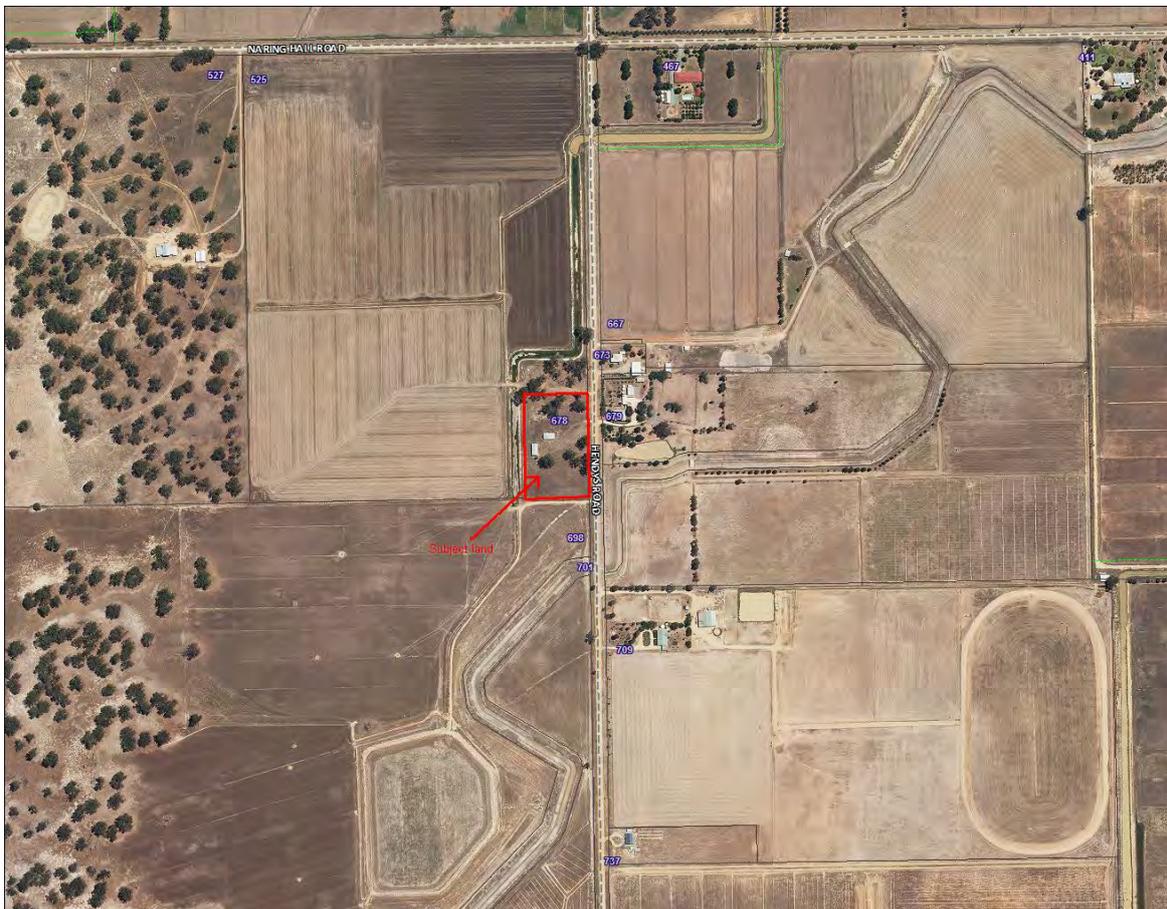
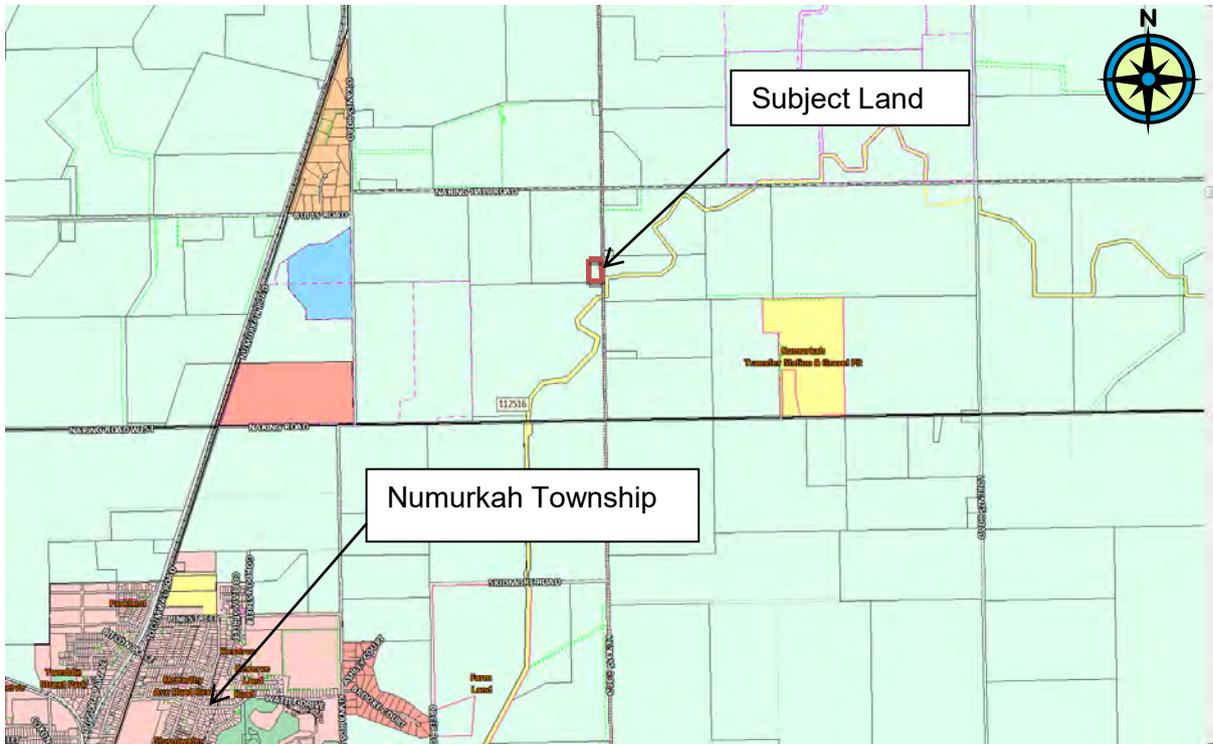
The property is regular shape having an area of 1.23 hectares and was created in 1997 from the adjoining farm allotment.

The subject land contains an old shearing shed, machinery shed and remnant native trees. There are two dwellings located immediately opposite while surrounding farm land is predominantly used for grazing and cropping.

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(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**



FILE NO: 52015339
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2
(STATUTORY PLANNING
COORDINATOR, PETER STENHOUSE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

Proposal

The application seeks approval for the use and development of the land for a dwelling to support an aquaponics activity to grow lettuces, strawberries and bok choy on-site.

The proposed dwelling consists of converting the existing shearing shed to a single storey dwelling containing of 2 bedrooms, an office, 1 bathroom, toilet, living/dining room and kitchen.

The proposed aquaponics system is a technique involving an aquaculture fish tank production recirculating into a hydroponic system for plant culture; in this case the growing of lettuces, strawberries and bok choy.

Key Issues

- State Planning Policy
- Local Planning Policy
- Agricultural Policy
- Farming Zone
- Land Subject to Inundation & Floodway Overlay
- Objections received

Options

Council has the option to defer its decision for further assessment, issue a notice of refusal or issue a notice of decision to grant a permit.

3. Financial Implications

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

4. Risk Management

If Council decides to grant a permit and conditions are not fulfilled, it may become a compliance issue.

5. Internal and External Consultation

Pre-Lodgement Consultation

There was no pre-lodgement consultation undertaken by the Applicant.

Internal Consultation

The application was referred internally to Environmental Health, Infrastructure Planning and Building. No objections have been raised however a number of conditions have been recommended if any permit is issued.

External Consultation

The application was also referred externally to the Goulburn Broken Catchment Management Authority (GBCMA) and Goulburn Murray Water (GMW). Each authority has not objected to the application subject to conditions.

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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

Public Consultation

Public Notice of the application was given under Section 52 of the *Planning and Environment Act 1987*. Letters were sent to adjoining landowners and placing a notice on the site.

The advertising has carried out correctly and two objections have been received (appended). The basis of these objections are summarised and officer's comments are provided in the following table:

Basis of Objection	Officer's comments
Shearing shed conversion not in keeping with adjacent homes and farming properties	There are no specific design guidelines for dwellings in rural areas, however the Farming Zone provisions provides general considerations in relation to design <ul style="list-style-type: none"> <i>The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</i> <i>The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.</i> It is considered the conversion of a rural building (shearing shed) is in keeping with its surrounds
Run off from any septic system would end up in Muckatah drainage system and Kinnards wetlands and Broken Creek	Any septic system or alternative system would require an approval from Council's Environmental Health Department
Proposed development is in the floodplain	The application was referred to the GBCMA who offered no objection subject to conditions relating to floor levels
Septic system too close to underground domestic bores & GMW channel	Any septic system or alternative system would require an approval from Council's Environmental Health Department
Proposed aquaponics activity would increase traffic on poorly maintained Hendys Road	The proposed farming (aquaponics) activity does not require a planning permit. It is considered that this small farming operation would not unduly place a burden on Hendys Road by reason of increased traffic
Proposed dwelling may impact on farming activities that create noise and dust	This proposed dwelling presents a rural living outcome, in other words, the dominant use of land would be residential. The proposed farming activity is considered

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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

	unsustainable. There in often conflict between houses on small lots in rural areas and large farming operations. This is directly why Council established a policy to limit or discourage dwellings in rural areas. This is a particularly small lot, less than 2ha, therefore it does not present much opportunity to provide for a buffer between the dwelling and farming activities on adjoining and nearby land.
Domestic dogs may impact on farming activities	Dwellings on small lots are generally domestic in nature which can includes pets not associated with farming activities therefore may present problems to adjoining and nearby farms

The applicant was sent the objections for comment and responded by refuting most of the claims. (Applicant response appended)

6. Regional Context

There is no regional context associated with this development, given its small scale and location.

7. Council Plan Strategy

Moira Shire's current Council Plan states that it is a strategic goal of the plan to:
Improve Moira's Liveability

It is considered that issuing a permit for the subject application would not accord with Moira's strategic goal to enhance liveability through safe and welcoming communities. If a permit were granted, the development may impact on the quality of life of residents and the safety of the community as this is a rural residential outcome in a farming environment.

8. Legislative / Policy Implications

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

State Planning Policy Framework (SPPF)

Clause 11.05-3 "Rural Productivity" seeks to manage land use change and development in the rural areas to promote agricultural and rural production.

Clause 14.01 "Protection of agricultural land" notably states the following objectives:

To protect productive farmland which is of strategic significance in the local or regional context;"

and;

"To encourage sustainable agricultural land use."

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(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

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The application for a dwelling is intended to be used in association with proposed farming activities on the land (*i.e. developing an aquaponics system for the growing of lettuce or other plants*). While the proposal provides some form of rural productivity on the land, the applicant has had difficulty in demonstrating that the agricultural use of the land is a primary use (*bona fide*) that justifies the need to establish a dwelling on the land and that its agricultural use is sustainable into the future.

The subject land consists of a small allotment (1.2ha) located in the Farming Zone and surrounded by active farming activities (grazing and cropping). The subject land currently contains unused shearing and machinery sheds. The proposal results in the addition of a dwelling in the Farming Zone which creates a permanent change that may affect surrounding farmland. Despite this, it is clear that the land has not been used for productive agriculture for a length of time; there is no impediment for this allotment to return to a farming activity.

The proposed agricultural use of the land is small in scale and at best only serves the interests of a rural living outcome.

The application is therefore considered to only generally satisfies the objectives of this State Planning Policy.

Clause 13 "Environmental Risks"

Clause 13.02-1 "Floodplain Management"

The objectives of this clause are to assist the protection of:

- *Life, property and community infrastructure from flood hazard.*
- *The flood storage functions of floodplains and waterways.*
- *Floodplain areas of environmental significance or of importance to river health.*

Clause 13.05-1 "Bushfire"

The objective of this clause is "to assist to strengthen community resilience to bushfire."

Clause 14.02-2 "Water quality" seeks to protect water quality by discouraging incompatible land use activities in areas subject to flooding and ensure that contaminated runoffs are minimised.

The impact of the proposed dwelling has been assessed by Goulburn Broken Catchment Management Authority (GBCMA), whom has not objected to the issuing of a planning permit subject to a condition regarding floor level. Goulburn-Murray Water has however raised issues in regard to the location of the septic system and any extensions to the building in relation to its assets and requested conditions protecting water quality and its assets.

The proposal is located within an area designated as a bushfire risk area under the Building Regulations. However, this area is not covered by the Bushfire Management Overlay or subject to any specific planning controls relating to Bushfire. The proposed dwelling would be required to meet the standards of the Building Code through the issue of a building permit but the limitation implied by converting an old shed into a dwelling may not provide the best outcome in terms of protection from bushfire.

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Local Planning Policy Framework (LPPF)

Municipal Strategic Statement

Clause 21.04 Settlement – Housing in Rural Areas

Housing in rural areas requires careful consideration so as to protect farming as the dominant activity in rural areas and as the major source of economic activity in the municipality. In particular, rural residential living on small lots needs to be based on a demonstrated need and evidence that the dwelling will not prejudice the long-term sustainability of farming.

Clause 22.01 Agricultural Policy.

The purpose of the policy is to address two separate issues: being rural subdivision and rural dwellings. The focus of this policy is in preventing the loss of agricultural land through inappropriate subdivision or the proliferation of dwellings.

Clause 22.01-3 states that it is policy to:

- *Discourage a dwelling not associated with or required for the agricultural use of the land.*
- *Ensure that the agricultural use has been established on the land (or an Integrated Land Management Plan under Clause 35.07-6 is in place) prior to the construction of a dwelling.*
- *Ensure that the dwelling is located on a lot of at least 2 hectares in area.*

Clause 22.01-4 sets out that when considering an application for a dwelling in the FZ consideration must be given to number of decision guidelines. The following are of key importance when considering the subject application:

- *The relationship between the proposed dwelling and the agricultural activity on the land;*
- *Evidence of an Integrated Land Management Plan under Clause 35.07-6 or similar, addressing the relationship between agricultural activities on the land and the proposed dwelling;*
- *The agricultural productive capacity or the agricultural potential of the land;*
- *The nature of the agricultural activities on the land and whether they require permanent and continuous care, supervision or security;*
- *The lot size, context and physical characteristics of the land.*
- *Whether the dwelling will result in a rural living or rural residential outcome in the area.*

The applicant provided a business plan which does not identify a specific market for the intended production apart from farmers markets and potentially individual restaurants and hotels. The subject land is 1.2 hectares in area located amongst small to medium size farms varying between 18 to 70 hectares. Despite the fact that there are three small lots, each containing a dwelling in the vicinity of the site, it is deemed that the size of the land

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is not appropriate to contain a dwelling in support of sustained long-term productive farming activities as proposed.

It has not been satisfactory demonstrated that the proposed farming activities are intended as the primary and long-term activity on the land to an extent of justifying the approval of a dwelling.

Zoning and Overlays

Farming Zone (FZ)

Purpose

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To provide for the use of land for agriculture.

To encourage the retention of productive agricultural land.

To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

To encourage the retention of employment and population to support rural communities.

To encourage use and development of land based on comprehensive and sustainable land

management practices and infrastructure provision.

Under the Farming Zone provisions, a planning permit is required to use and develop land for a dwelling because:

- the lot size is below a minimum of 80 hectares; and
- there are buildings and works associated with dwelling use.

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

General issues

- *The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *The capability of the land to accommodate the proposed use or development, including the disposal of effluent.*
- *Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.*

State and Local Planning Policy have previously been discussed in the report. It is considered the land is constrained in its capacity to accommodate the disposal of effluent from a dwelling. The location in close proximity to a Goulburn-Murray Water (G-MW) channel and the Muckatah drainage system has been raised by objectors despite that G-MW did not object subject to conditions. The applicant propose to use a Rota-Loo composting toilet septic system which is an approved system under the Environment

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Protection Act 1970 but would require separate approval from Council's Environmental Health Department

Agricultural issues

- *Whether the use or development will support and enhance agricultural production.*
- *Whether the use or development will permanently remove land from agricultural production.*
- *The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.*
- *The capacity of the site to sustain the agricultural use.*

The applicant submits that the project will return a small allotment into active agricultural use. However, the addition of a dwelling on a 1.2ha allotment will not provide substantial opportunity expand the agricultural operation. It is assessed that the proposed use and development will result in limited agricultural production on the site as well as potentially impacting on nearby large scale agricultural uses.

It is considered that the proposal would result in a residential outcome or at best a hobby farm which does not achieve an appropriate sustainable agricultural use of land.

Dwelling issues

- *Whether the dwelling will result in the loss or fragmentation of productive agricultural land.*
- *Whether the dwelling is reasonably required for the operation of the agricultural activity conducted on the land.*
- *Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.*
- *Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.*
- *The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.*

The applicant has not satisfactorily demonstrated that the dwelling is required to support an agricultural related activity on the subject land. A farm business management plan has been submitted with some detail about the market opportunity and outcomes for the proposed fruit and vegetable production. There is limited explanation about the whole chain of production from growing the produce, storing and marketing. The proposal to develop the use of the land has not satisfactorily demonstrated the need for a dwelling as an ancillary use to the proposed agricultural venture and may at best be described as a hobby farm as previously mentioned.

Environmental issues

- *The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.*

The subject land is prone to flooding and located in proximity of environmentally sensitive features such as the Muckatah Drain (*and Kinnairds Wetland*); a G-MW Channel; and also includes a number of scattered remnant vegetation on the property. While no

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referrals authorities have objected to the proposal, the addition of a dwelling may impact on these features in the long-term.

Land Subject to Inundation (LSIO)

The proposal is located on part of the land affected by the LSIO. Under the provisions of the LSIO, a planning permit is required for buildings and works associated to a dwelling. Under those provisions, a planning permit is also required to carry out works associated with placing rainwater tanks on the property (note, the tanks are already on the land). The relevant decision guidelines which should be considered are as follows:

- *The State Planning Policy Framework and Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *Any comments from the relevant floodplain management authority.*
- *The susceptibility of the development to flooding and flood damage.*

State and Local Planning Policies have previously been discussed in the report. In terms of floodplain management, the application has been referred to the Goulburn-Broken Catchment Management Authority (GBCMA) pursuant to Section 55 of the Planning and Environment Act 1987. GBCMA has not objected to the granting of a permit subject to a condition relating to floor level.

Relevant Particular Provisions

Clause 52.17 Native Vegetation

This application does not seek to remove any native vegetation. However, it is prudent to assume that the proposal may ultimately result in a loss, or at least some sort of effect on native vegetation. The removal of such vegetation would require a further permit and referral to the relevant authorities, where appropriate.

General Provisions

Under Clause 65 of the planning scheme, the Responsible Authority must consider, amongst other things:

- The purpose of the zone, overlay or other provisions,
- The orderly planning of the area,
- The effect on the amenity of the area,
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.

The first point has been discussed earlier in this report. With respect to the effect on the amenity and orderly planning of the area, the addition of the dwelling may have detrimental impact on the adjoining farming operations. It is important to note that establishing the aquaponics system in the Farming Zone does not require a planning approval.

The land also contains native vegetation and various form of development may put at risk the loss of vegetation if not properly managed.

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9. Environmental Impact

The subject land contains some native vegetation, however no trees are proposed to be removed. Concerns raised by adjoining landowners that there is a risk of contamination to ground and irrigation water from effluent disposal. The risks will be minimized provided that an effluent disposal system is installed to the approval of the Council's Environmental Health Department.

10. Conflict of Interest Considerations

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

11. Conclusion

The subject lot is located within the Farming Zone. Dwellings in the Farming Zone are discouraged if they are not reasonably associated with an agricultural use on the lot.

No agricultural activity has been established on the site, rather the applicant will only establish the aquaponics system if a permit for a dwelling is granted.

This aquaponics (agricultural) activity can only be a small operation given the land size and at best be considered as a hobby farm which is unsustainable.

The proposal would result a rural living or rural residential outcome in the long term, therefore is inconsistent with state and local planning policies.

Attachments

- 1 Proposal description and Business Plan
- 2 Plans and elevations
- 3 Objections
- 4 Applicant's response to objections

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ATTACHMENT No [1] - Proposal description and Business Plan

PLANNING APPLICATION - ITEM 2

PROPOSAL FOR USE

ADDRESS: 678 Hendys Road, Numurkah

APPLICANT: Kevin Russell

This planning application is for the following:

- Develop a semi-commercial aquaponics system. Business plan attached.
- Convert existing shearing shed into a dwelling. See attached diagrams.
- I will need to reside on premises for the following reasons:
 - ❖ Need to be on site for Aquaponics. Daily feeding of fish needs to take place, water quality has to be tested daily, and crops will need to be harvested and new rotation planted. It is critical that pumps do not fail. It can take as little as 15 minutes for fish to become distressed. It can take up to 15 minutes to commute to block from town. If I am on site then a broken pump can be replaced in less than 5 minutes, thereby saving my business. If there is a power outage I can be on site to transfer to alternative power source. If a large volume of fish die, this then destroys the nutrient balance that has been established, which will affect growth of plants.

ADDITIONAL INFORMATION

AQUAPONICS

Aquaponics is an enclosed system, once set up only water required will be for top up. There will be no waste water run-off from this system.

My proposed initial system will require only 2,000 litres of water.

Dispatch of produce will be via car/trailer or small truck 1 to 2 times per week.

Only legal species of fish will be used in this system, i.e. trout, silver perch. Fish grown in this system will be used for my own consumption and not for resale.

Only vegetables grown in the system will be sold as revenue.

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Aquaponics is one of only a few agricultural endeavours that could be conducted on 3 acres.

DWELLING

No water or effluent will be directed to GMW Channel, located behind my property.

An EPA approved Rota Loo Compost toilet is to be installed. Grey water will be discharged to an approved system.

Shed is on concrete stumps and floor level is 900mm above ground level, this is well above the recommended 300mm above flood level.

All works will be done to conform with building regulations by licenced/qualified persons.

A dwelling on this property will in no way affect or fragment any current productive agricultural land.

This enterprise will in no way affect the workings or expansion of neighbouring land, and will not be affected by current farming practices of others.

I believe I should be granted a permit as I will be trying to establish an agricultural based enterprise on this property. It is extremely hard to engage in any farming pursuit on 3 acres.

The section of Hendys Road that my property is on is predominately made up of smaller hobby/lifestyle type properties, with one in particular, only 550 metres to the south, that is only 2.5 acres. In fact 2 recently sold properties were advertised and marketed as "Lifestyle" properties.

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ATTACHMENT No [1] - Proposal description and Business Plan

Kevin Russell
678 Hendys Road
Numurkah 3636
ABN: TBA

Business Plan

Prepared: September 2015

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Business Plan Summary

The Business

Business name:

Business structure: Sole Trader

ABN: TBA

Business location: 678 Hendys Road, Numurkah 3636

Date established: 2016

Business owner(s): Kevin Russell

Relevant owner experience: Over 20 years farming experience. 15 years running own business selling various products to workshops, service stations and general stores.

Products/services: Aquaponics grown vegetables. Demand for product will be generated by customers who require produce grown without herbicides or pesticides.

The Market

Target market:

Selling to people who require food which has not been sprayed with herbicides or pesticides.

Marketing strategy:

Marketing will start with selling produce at Farmers Markets. Farmers Market attract customers who are looking for alternative supply of produce. Display on stand will include how this particular produce is grown. This will give my produce an edge over traditionally grown vegetables.

I will canvas restaurants and hotels to sell my produce direct. I have already spoken to several local hotel owners and chefs, who have expressed interest once I can show them the quality of my wares.

The Future

Vision statement:

My goal is to produce good quality produce that is in demand with a regular customer base.

Growth will be based on increasing sales over a period of time. Plan is to increase production by 300% over a period of 5 years.

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Goals/objectives:

Short term goal is to establish business and attract potential long term customers. This can be achieved by attending markets on a regular basis and providing a consistent quality of product.

Long term goal is to grow business. This can be achieved by canvassing potential customers, providing return customers with consistent quality product and customer service.

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The Business

Business premises

Business location: 678 Hendys Road, Numurkah. Initial space will be approx. 250 sq. metres with growth potential up to 1 acre.

Management & ownership

Names of owners: Kevin Russell

Details of management & ownership: As a sole trader I will be responsible for management.

Experience: I have over 20 years farming experience, both dairy and fodder growing. I was a sales representative and ran my own distributing business for over 15 years. I have undertaken varied sales training sessions/conferences during this period of time. I am accustomed to doing cold calls and am able to establish a positive relationship with customers.

Products/services – Initial produce to be grown. Prices subject to season fluctuations.

Product/Service	Description	Price
Lettuce	Lettuce mix, including Red Oak, Green Oak, Red and Green Coral and Red Mignonette.	Price range \$1.50 to \$3.00 each
Strawberries	Punnets of strawberries	\$3.00 plus per punnet
Bok Choy	White stem and green stem Bok Choy	Price range \$1.00 - \$2.00 bunch of 3

Market position: Higher end of market.

Unique selling position: Product to be grown without use of herbicides and pesticides giving it a substantial selling point in the market.

Anticipated demand: Market stall customers are anticipated to spend average of \$8 per person. Commercial kitchen customer are anticipated to spend \$100 per week each.

Pricing strategy: Pricing strategy will be based on seasonal conditions, what is available in the market place at the time of sale and current market values.

Growth potential: Growth potential is up to 250% within 5 years

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Insurance

Workers compensation: No workers compensation insurance required at this initial stage.

Public liability insurance: To be obtained

Product liability: To be obtained.

Business assets: Sheds already insured. Plant, pumps, fridges to be insured once in place.

Risk management

Risk	Likelihood	Impact	Strategy
Pump failure. Largest risk to business as pump failure will mean fish death and this destroys nutrient balance in system.	Likely	Extreme	Live on premises where action can be taken immediately
Extreme temperatures	Likely	High	Erect shade shelters for production area.

Operations

Production process

Initial set up will involve placement of fish tanks and grow beds. It will take approx. 4 weeks to regulate bacterial balance.

Once this is established, lettuce and bok choy crops will be planted each week. These vegetables have been selected due to their 4-5 week year round grow cycle, thus ensuring consistent income. Strawberries will be planted out late winter and harvested over summer months.

Goods will be stored on site in refrigerated storage prior to being delivered or taken to market.

Suppliers

Local nursery businesses will provide me with seedlings and seed.

My relationship with them will be maintained via mutual respect and adherence to credit terms.

Plant & equipment

Initial plant will consist of:

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Equipment	Purchase date	Purchase price	Running cost
2 x 1000 Litre tanks for fish	2015	\$180.00	
2 x Submersible Pumps	2015	\$300.00	\$250 per annum
2 x Air Pumps	2015	\$200.00	\$120 per annum
Grow Beds	To be purchased	\$2,000.00	NIL

Technology (Software): Standard accounting software, Internet with access to Facebook.

Communication channels: Landline and mobile phone, email

Payment types accepted: Cash at markets and up to 14 day terms for commercial customers.

Quality control: Only acceptable produce will be sold. Produce not up to expected standard will be sold to locals for chook and pig food.

Sustainability plan

Environmental/resource impacts

There should be no impact on the environment

Strategies

No herbicides or pesticides will be used on produce thereby not producing any impact on local environment.

If water in system needed to be disposed of, it could be used for garden watering or alternatively been removed off-site via waste disposal,

If large fish died due to pump failure they can be transported to fish fertiliser factory.

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S.W.O.T. analysis
[List each of your businesses strengths, weaknesses, opportunities or threats in the table below and then outline how you plan to address each of the weaknesses/threats.]

Strengths	Weaknesses
<i>Clean produce</i>	<i>Low sale day at markets</i>

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Threats	<i>Cash Flow Weather conditions</i>
Opportunities	<i>Potential opportunities are available with change of attitude by consumers in regard to how their food is grown.</i>

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Advertising & sales
Advertising & promotional strategy

Planned promotion /advertising type	Expected business improvement	Cost (\$)	Target date
Point of sale display at market stall	Will attract attention and interest	\$150.00	

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Planned promotion /advertising type	Expected business Improvement	Cost (\$)	Target date
Conduct cold calls within local commercial kitchens and leave contact details	By letting potential customers know who you are and what you can provide will lead to interest in product	\$75.00	

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Sales & distribution channels				
Channel type	Products /services	Percentage of sales (%)	Advantages	Disadvantages
Farmers Markets	Lettuce, Bok Choy, Strawberries	50.00%	Customers receptive to alternative growing methods	Weather conditions reducing quantity of people at market.
Wholesale to commercial kitchens	Lettuce, Bok Choy, Straw	50%	Regular higher volume sales	Continuity of supply.

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COORDINATOR, PETER STENHOUSE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [1] - Proposal description and Business Plan

The Future

Vision statement

My vision for this business is to expand variety of produce grown, to incorporate herbs and other berry varieties. Growth will occur at a steady pace.

Mission statement

Growth through providing customer service and clean produce.

Goals/objectives

Short term goal is to establish aquaponics system. Long term goal is to earn an income off a small previously unproductive property.

Milestone	Date of expected completion
Install aquaponics system	Within 2 months of permit being granted

FILE NO: 52015339
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.2
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ATTACHMENT No [1] - Proposal description and Business Plan

Date of expected completion	Within 8 weeks of start up	Within 5 years of start up
Milestone	Pick first crop ready for sale	Grow business by 250%

FILE NO: 52015339
2. IMPROVING MOIRA'S LIVEABILITY

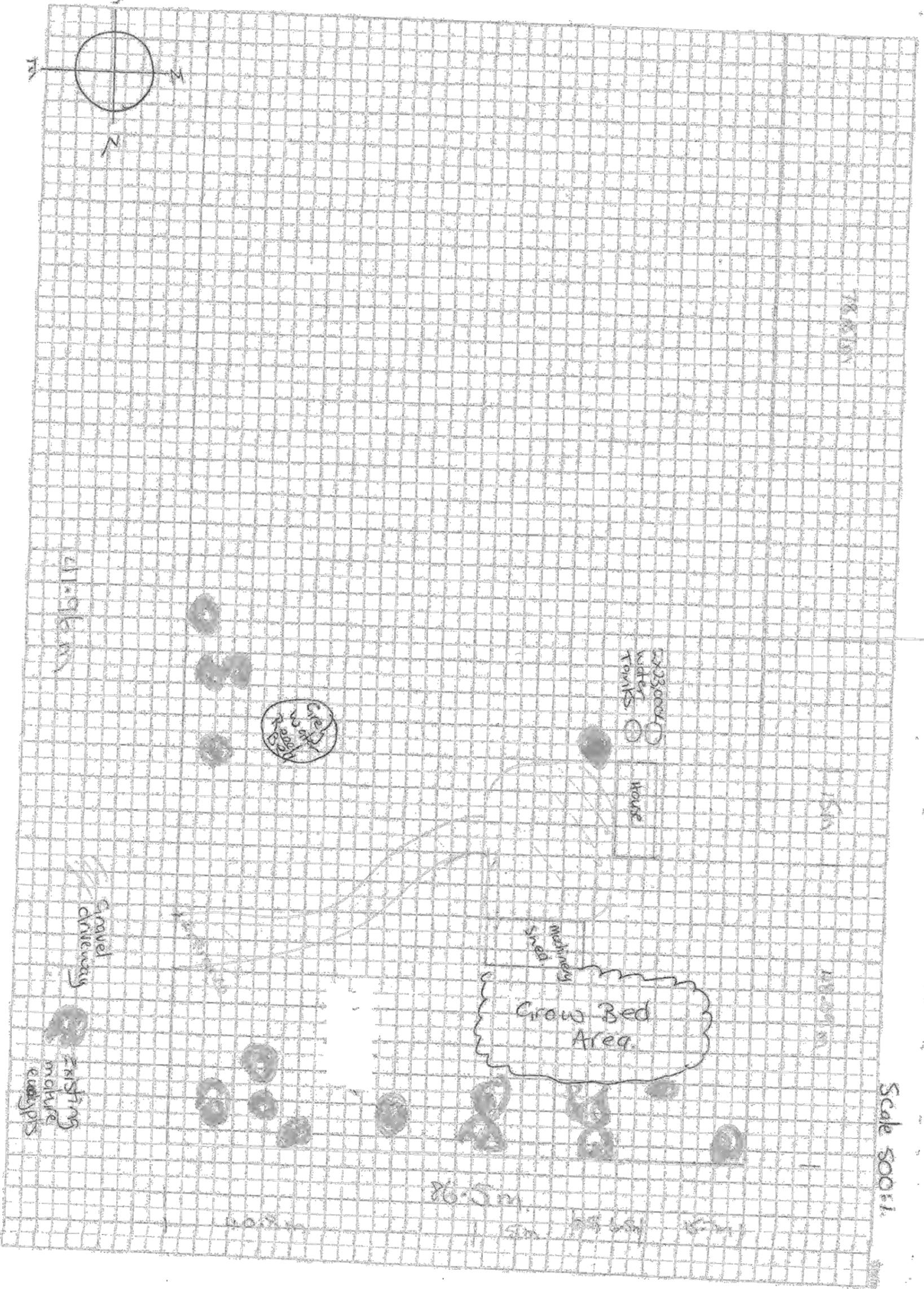
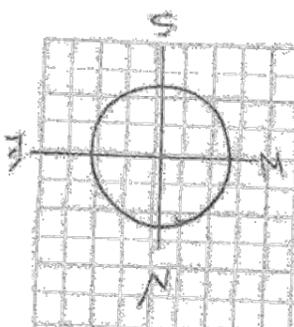
ITEM NO: 9.2.2
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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [1] - Proposal description and Business Plan

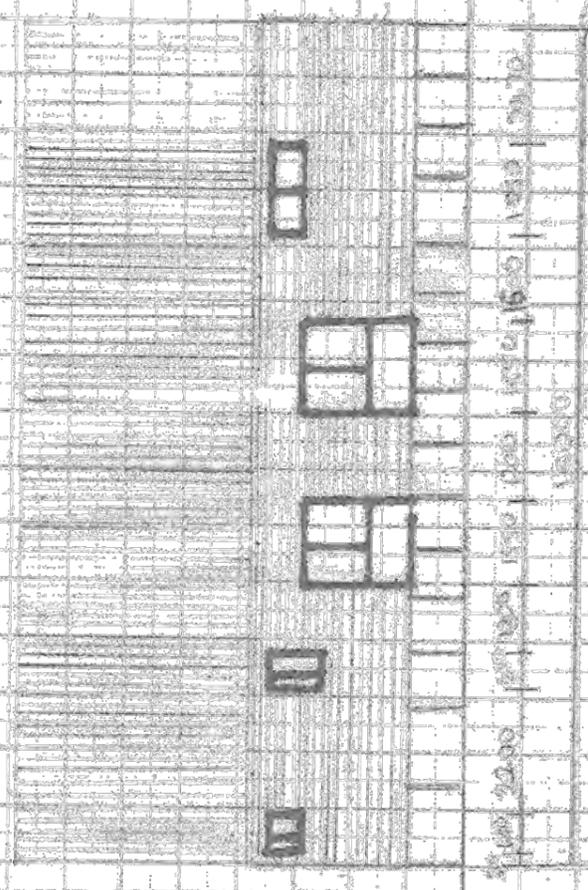
Profit and loss forecast

	[Year 1]	[Year 2]	[Year 3]
PROFIT & LOSS FORECAST			
Sales	\$12,000	\$15,000	\$25,000
less seedling/seed costs	\$2,000	\$2,500	\$4,250
More..			
Gross profit/net sales	\$10,000	\$12,500	\$20,750
Expenses			
Accountant fees	\$300	\$300	\$300
Advertising & marketing	\$150	\$200	\$200
Bank fees & charges	\$120	\$120	\$120
Utilities (electricity, gas, water)	\$600	\$700	\$600
Telephone	\$600	\$600	\$600
Rent & rates	\$1,800	\$2,000	\$200
Motor vehicle expenses	\$5,000	\$4,000	\$5,000
Repairs & maintenance	\$500	\$500	\$600
Stationery & printing	\$150	\$150	\$150
Insurance	\$750	\$750	\$750
Total expenses	\$7,970	\$9,320	\$8,520
NET PROFIT	\$2,030	\$3,180	\$12,230



Scale 100%

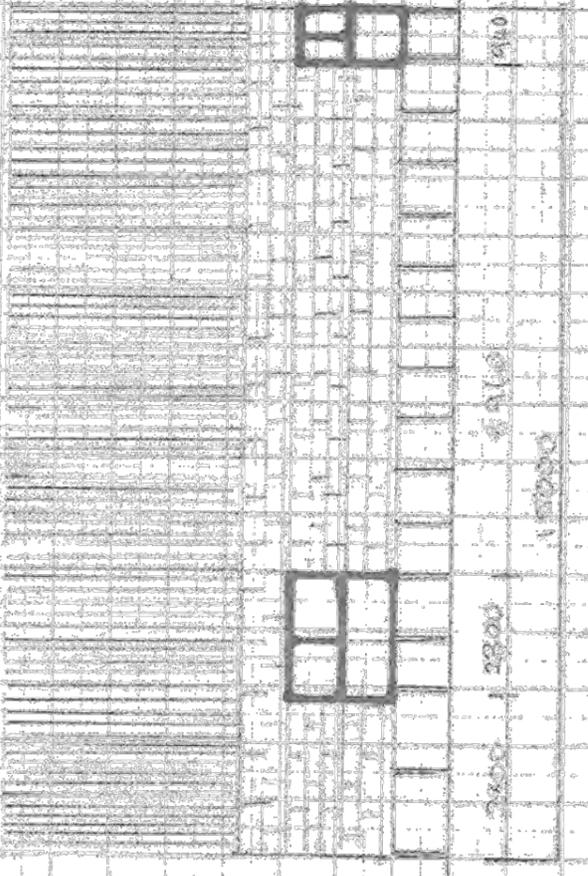
WEST ELEVATION



1100
1200
1300

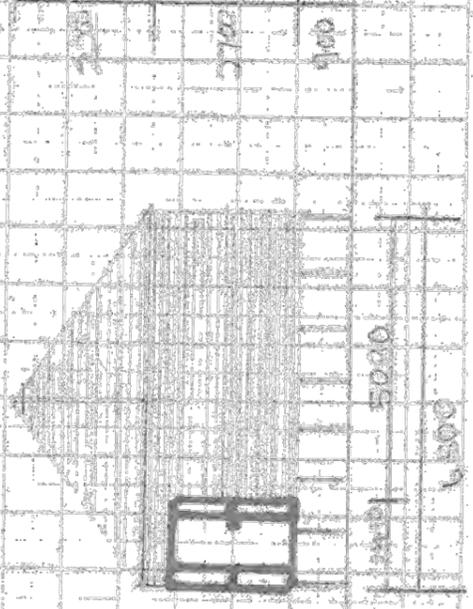
1500 2000 2500 3000 3500 4000 4500 5000

EAST ELEVATION



1500 2000 2500 3000 3500 4000 4500 5000

NORTH ELEVATION



1500 5000 6500

SOUTH ELEVATION



1500 2000 3000 6500

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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [3] - Objections

Re: Planning Permit Application No: 5-2015-339

To the attention of: Peter Stenhouse

We oppose the planning permit for 678 Hendy's Road, Numurkah, LOT 2 PS406000, to convert a shearing shed into a dwelling, in association with an Aquaponics system.

Applicant: Mr. Kevin Russell.

We strongly oppose this on the following grounds:

1. To convert a shearing shed into a dwelling is not in keeping with the homes and farming properties to which the shearing shed is adjacent.
2. The run-off from any septic treatment system would end up the Muckatah drainage system and subsequently into the Kinnear Wetlands.
3. The shearing shed and septic system are in are flood plain.
4. The septic system would be too close to underground domestic bores.
5. Using an Aquaponics system to grow vegetables for a commercial business would cause increased traffic on a poorly maintained Hendy's Road.

Yours faithfully

FILE NO: 52015339
2. IMPROVING MOIRA'S LIVEABILITY

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COORDINATOR, PETER STENHOUSE)
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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [3] - Objections

Attention:
Peter Stenhouse (Planning Coordinator)
Moira Shire
Cobram 3644
17th January 2016

Re 678 Hendys Road, Numurkah
Lot 2, PS 406000
Application Reference No. 5/2015/339

Dear Peter,

As I am adjoining property holder I wish to object to the above planning permit on the following points:

This property is known to flood. Any runoff water is known to run onto the table drain on Hendys Road, Numurkah, from there into the Muckatah drain then into Kinnaird's wetlands, continuing on into the broken creek. - I have a 100 megalitre water entitlement from the Muckatah drain which is used for growing stock pasture and cattle drinking water.

I also have concerns regarding the proposed toilet system. Being in the close proximity to the Goulburn Murray water channel. I have a 50 megalitre water entitlement from this channel which is used for drinking water and growing pasture for my cattle.

I run a large dairy farm on Hendys Road milking 800 cows. This year our farm has supplied Murray Goulburn Co-operative in Cobram for 50 years continuous supply. I have an advance diploma in Agriculture which ensures that I farm with the best farming practices. I have recently passed Murray Goulburn quality assurance audit, work safe audit and the Meat and Livestock Australia (MLA) audit. All my current employees undertake Go Tafe training and all my machinery including tractors & motor bikes pass the recommended standards.

This shearing shed in this application is closer to my farm than a neighboring house on Hendys Road which has a large buffer zone and established trees to break the dust and noise.

I receive phone calls starting at 4am regarding noise droving the cattle to the dairy for milking due to motorbike noise. My Honda motor bike has easily passed all the compiling standards.

I also receive phone calls regarding dust, cultivation/laser grading, silage, hay making, baling and cartage. This work which is done during the day also has to be done in the evening and at times till midnight - Due to the moisture quality.

In the past I have had problems with neighboring dogs whilst walking cattle from property to property. This has been with dogs running out uncontrolled and scaring the cattle, which could cause a problem to any oncoming cars on the road.

It is my understanding that this shearing shed has been occupied as a dwelling since approximately August 2015.

Looking from my property I can see there already appears to be some type of green septic system in place which is producing a strong odour. This is only 10 metres from the Goulburn Murray Water channel easement.

I also would like noted the proposed application is in close proximity two neighboring domestic bores.

Yours faithfully

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2. IMPROVING MOIRA'S LIVEABILITY

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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [4] - Applicant's response to objections

16th February, 2016

Moira Shire
PO Box 578
Cobram Vic 3643

Dear Sirs,

RE: Planning Application 2/2015/339

I would like to take this opportunity to respond to objections received in relation to this planning application.

In regard to concerns re septic outflow. As stated in application, toilet waste will be via an EPA approved Rota Loo Compost Toilet and grey waste will be disposed of via an approved waste water system (brand as yet undetermined) with outlet at least 60 metres from GMW channel. It should be noted that this particular GMW spur channel is earmarked to closed, but is currently on hold due to issues with landowners. These waste disposal items will be modern, up to date equipment designed to lessen impact on environment. As per attached planning maps, my land is subject to water inundation with only south east corner subject to flooding. Whereas [redacted] property has his house and older style septic situated in Flood Zone land. If septic are such a concern why do these people have them on their own property?

As to [redacted] accusation of a septic already being installed and smelling. This is incorrect. The "green septic" is actually the Rota Loo which is just being stored on site and is not connected. The alledged smell could be coming from manure deposited in the GMW channel by his cows, or could have come from the dead calf that was left in the channel last year to rot.

I do spend a lot of time out at this block. I suffer from severe PTSD (Post Traumatic Stress Disorder). I find the solitude and peace and quiet this property offers helps me to stay calm and able to cope better in general. I do not dispose of any waste water or sewerage on this block.

In regard to additional traffic on Hendys Road. This is only a small operation and transport will be either by my own vehicle or small truck. If [redacted] is so concerned re the state of the road, maybe he should address the problem by contacting the correct council department to discuss his concerns. If the road is so bad why does [redacted] allow his farm workers to ride 4-wheel motorbikes down the road. Milk tankers picking up from his farm are consistantly driven down Hendys Road in excess of 100km and creating sheets of dust that cause other traffic to come to a

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**PLANNING PERMIT APPLICATION 52015339 - USE AND DEVELOPMENT
FOR A DWELLING - 678 HENDYS ROAD, NUMURKAH (cont'd)**

ATTACHMENT No [4] - Applicant's response to objections

stop as you cannot see anything until the dust clears, thereby contributing greatly to the deterioration of the road. Is his right to transport his produce any greater than mine?

I think these objections are inconsequential and do not represent any genuine reason why I shouldn't be granted a permit.

I would like to take this opportunity to once again express my desire to develop this land from a neglected corner of the shire into something that is productive.

Yours sincerely,

Kevin Russell

FILE NO: 52015306
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

**PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR
ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON**

RECOMMENDATION

That a Notice of Refusal be issued for Planning Permit Application No. 5/2015/306 to use and develop land at 39 Scott Avenue, Invergordon for Animal Keeping – Greyhounds on the following grounds:

1. The proposal is not consistent with the State Planning Policy Framework;
2. The proposal is not consistent with the Local Planning Policy Framework in particular in Clause 21.05-3;
3. The proposal is not consistent with the Department of the Environment, Land, Water and Planning's *Code of Practice for the Operation of Greyhound Establishments*.
4. The proposal does accord with the Decision Guidelines for the Farming Zone.

1. Executive Summary

Planning Permit Application 5/2015/306 is an application for the use and development of a lot at, 39 Scott Avenue, Invergordon, for Animal keeping – Greyhounds.

The application was advertised and one objection has been received.

The application was referred internally and externally. The responses did not object to the issuing of a permit though it is noted that the Safety and Amenity response stated that the proposal as submitted did not comply with the Department of the Environment, Land, Water and Planning's *Code of Practice for the Operation of Greyhound Establishments*.

The application has been assessed against the State and Local Planning Policies and provisions as set out in the Moira Planning Scheme. It was found to be inconsistent with the planning scheme. Importantly the proposed development could negatively impact upon the residential amenity enjoyed by near neighbors.

Therefore, it is recommended that the Permit Application 5/2015/306 for use and development of the lot for Animal Keeping – Greyhounds is refused.

2. Background and Options

Application details

Owner/Applicant: Eddy Hamilton
Property Address: 39 Scott Avenue, Invergordon
Title description: Lot 1 PS312135
Site Area: 6352m²
File No: 5/2015/306
Zone: Farming Zone
Overlays: Nil

FILE NO: 52015306
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
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PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON (cont'd)

Locality and subject land

The subject land is located approximately 1.5km south-west of the township of Invergordon. Scott Avenue is a no-through road that serves a number of properties. It is accessed from Youanmite Road.



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ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON
(cont'd)**



The subject land is contained within an agricultural district and abuts a Goulburn Murray Water Channel to the west. The north and eastern boundaries are with agricultural lands.

The subject land contains a dwelling and shedding. There are a number of dwellings in the vicinity of the subject lot. The graphic above sets out the approximate distance between the subject lot and these dwellings.

Proposal

The application seeks approval for the use and development of the land for animal keeping - greyhounds. The application documentation states that there will be up to 8 racing dogs on site. There will be breeding with up to 2 litters per year. The application states that the total number of dogs on site will be 20.

The dogs will be primarily housed in an existing shed, located to the rear of the dwelling. The 4 pen areas are proposed for the interior of the shed, with individual doors leading to small runs on the exterior. A long run will extend along the eastern side of the lot, approximately 5m from the eastern lot boundary. A separate puppy run, with a small second shed, will be located to the west. It is located 24.5m from the western boundary of the lot.

The applicant has indicated that dog waste will be collected every second day and added to a compost bin on site. The compost will be used for the vegetable patch on site.

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PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON (cont'd)

The kennels will be mopped out every day and vacuumed. Waste water will be used on the garden. It states that they will never be hosed out.

No further information has been provided about mitigation measures to minimise potential negative impacts to amenity.

Key Issues

- State Planning Policy
- Local Planning Policy
- Farming Zone
- Objection received
- Protection of Amenity

Options

Council has the option to defer its decision for further assessment, issue a notice of refusal or issue a notice of decision to grant a permit.

3. Financial Implications

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

4. Risk Management

If Council decides to grant a permit and conditions are not fulfilled, it may become a compliance issue.

5. Internal and External Consultation

Pre-Lodgement Consultation

There was no pre-lodgement consultation undertaken by the Applicant.

Post-Lodgement Consultation

The application as submitted on 27 October 2015 included minimal information regarding the proposed use or development. A further information request was issued on 4 November 2015.

This requested:

- *Site plan to scale and dimensioned showing:*
 - *All proposed works*
 - *Location of all buildings*
 - *Location of kennels, runs and all physical structures associate with greyhound keeping.*
- *Elevations and floor plans for any proposed buildings.*
- *Waste management proposal for dog waste.*
- *Landscaping plan.*

The applicant's response is appended. Following receipt of this information the assessment proceeded.

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PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON (cont'd)

Internal Consultation

The application was referred internally to Environmental Health, Infrastructure Planning and Safety and Amenity Departments. No objections have been raised however a number of conditions have been recommended if any permit is issued. It should be noted that the Safety and Amenity Department have indicated that the plans submitted by the applicant to not comply with the Department of the Environment, Land, Water and Planning's *Code of Practice for the Operation of Greyhound Establishments*.

External Consultation

The application was also referred externally Goulburn Murray Water (GMW). GMW has not objected to the issuing of a permit, subject to a number of conditions.

Public Consultation

Public Notice of the application was given under Section 52 of the *Planning and Environment Act 1987*. Letters were sent to adjoining landowners and placing a notice on the site.

The advertising has been carried out correctly and an objection has been received (appended). The applicant was sent the objections for comment and responded by refuting most of the claims. (Applicant response appended). This response was provided to the Objector who indicated that they did not wish to withdraw their objection.

The basis of this objection is summarised and officer's comments are provided in the following table.

Basis of Objection	Officer's comments
<p>Increased Noise Levels</p> <ul style="list-style-type: none"> • Impact on amenity • Ineffectiveness of mitigation measures 	<p>The EPA's <i>Noise Control Guidelines 2008</i> state that: <i>The problems caused by the perpetual barking of dogs has been known to exist at distances as far as 500 metres from the actual source.</i></p> <p>It recommends that Kennels should be located at least 500 metres from residential areas. VCAT has previously stated that scattered dwellings in a Farming Zone, such as those located around the subject lot, are not considered to be a residential area (Ward v Baw Baw SC & Ors [2010] VCAT 1533).</p> <p>The closest dwelling to the proposal is just 40m from the subject lot. There are 4 other dwellings within 400m.</p> <p>The applicant, in the response to the objection (appended), has not proposed any mitigation measures to limit the impact of noise. His response states that while Greyhounds are trained not to bark, however, they do bark at 7am and 6pm when they are let out. Further, the response states that they will bark if disturbed, for example by a fox.</p> <p>In the absence of mitigation measures it is not clear whether the requirements set out by the EPA in <i>Noise from Industry in</i></p>

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	<p><i>Regional Victoria 2011</i> can be met.</p> <p>It is considered that given the proximity of the dwellings it is unlikely that these controls can be met.</p>
Smell	<p>The proponent plans to deal with dog waste by collecting it either every second day or twice a week, adding it to his compost and using the compost for his vegetable garden.</p> <p>The shed will be cleaned daily with waste moped up and vacuumed and the waste water used on the vegetable garden. The applicant has clearly stated that the shed will not be hosed out.</p> <p>The Department of the Environment, Land, Water and Planning's <i>Code of Practice for the Operation of Greyhound Establishments</i> indicate that:</p> <p><i>Greyhound establishments sites must have an adequate water supply and must be sewerred or on a septic system or have some other adequate method of disposing of faeces.</i></p> <p>It is considered that there is potential that in the absence of septic or sewer on site odour could become an issue and affect the amenity of near neighbours.</p>
Property Devaluation	This is not a planning consideration.

6. Regional Context

There is no regional context associated with this development, given its small scale and location.

7. Council Plan Strategy

Moira Shire's current Council Plan states that it is a strategic goal of the plan to:
Improve Moira's Liveability

It is considered that issuing a permit for the subject application would not accord with Moira's strategic goal to enhance liveability through safe and welcoming communities. If a permit were granted, the development may impact on the quality of life of nearby residents.

8. Legislative / Policy Implications

State Planning Policy Framework

It is a strategy of the State Planning Policy Framework to:

Ensure that development is not prejudiced that community amenity is not reduced by noise emissions

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While this strategy relates primarily to decisions about zoning it is clear that the impact of noise on amenity is recognised at the state level.

Local Planning Policy and Municipal Strategic Statement

Clause 21.05-3 states that it is an Economic Development Objective within Moira:
To ensure that the environmental impacts of industrial and commercial developments are in compliance with the relevant State Environmental Protection Policies and EPA guidelines.

The proposed use of the subject lot for a greyhound establishment does not meet the state level requirements set out in the Code of Practice or the 500m EPA setback from residential areas. The proposal therefore does not accord with this local policy objective.

Zoning

The subject land is located in the Farming Zone (FZ). The purpose of the FZ, amongst others, is:

*To provide for the use of land for agriculture
To encourage the retention of employment and population to support rural communities
To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision*

In Clause 35.07-1 the use of the land the keeping of more than 5 racing dogs is a Section 2 – Permit Required Use. This is the first trigger for the subject application.

Clause 35.07-4 states that a permit is required for buildings and works associated with a use in Section 2. This is the second trigger for this application.

Clause 35.07-6 sets out the decision guidelines for developments in the FZ. The following guidelines relate to the subject application:

The capability of the land to accommodate the proposed use or development, including the disposal of effluent.

Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.

It is considered that the proposal is incompatible with adjoining residential land uses and could give rise to concern regarding the disposal of effluent. It is concluded that the proposal is not consistent with the decision guidelines within the Farming Zone.

Overlays

The subject lot is not affected by any overlay.

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**PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR
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(cont'd)**

9. Environmental Impact

It is considered that the applicant's proposal for waste treatment and the absence of any noise mitigation measures could impact negatively upon the environment. This could result in a direct impact upon the amenity of a nearby residence. Further, if waste becomes an issue, odor and potential contamination could result.

10. Conflict of Interest Considerations

There is no officer conflict of interest issues associated with this report.

11. Conclusion

The subject lot is located within the Farming Zone. The use of Farming Zone lands for greyhound establishments is generally considered appropriate but in this instance it is considered that there may be a detrimental impact on residential amenity of adjoining and nearby properties. The site is located too close to one residence and could affect the resident's enjoyment of their property. There are four residences in the wider vicinity, within 400m that may also be impacted.

The applicant has not proposed any mitigation measures and it is considered that it not possible to draft conditions that would sufficiently protect residential amenity in the vicinity of the site.

Accordingly the proposed development does not accord with the Planning Scheme and this report recommends that planning permit application 5/2015/306 should be refused.

Attachments

- 1 Applicant's Response to Request for Further Information
- 2 Objection
- 3 Applicant's Response
- 4 Objector's Final Submission

FILE NO: 52015306
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
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**PLANING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR
ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON
(cont'd)**

ATTACHMENT No [1] - Applicant's Response to Request for Further Information

F HAMILTON.
39 SCOTT AVE.
INVERGORDON.
Vic 3636 Phone No 0400900397

Moira Shire Council
Page 1
12 NOV 2015
Referred to:
Copies to:

All Dogs ^{waste} ~~there~~ is pickup every 2 days
and put in a compost Bin. every 6 months it is emptied
and put in my vegy Garden.

The Kennels are mopet out every day + vac-
never hosed out. so there is very littel wast water.
I put that on my Garden.

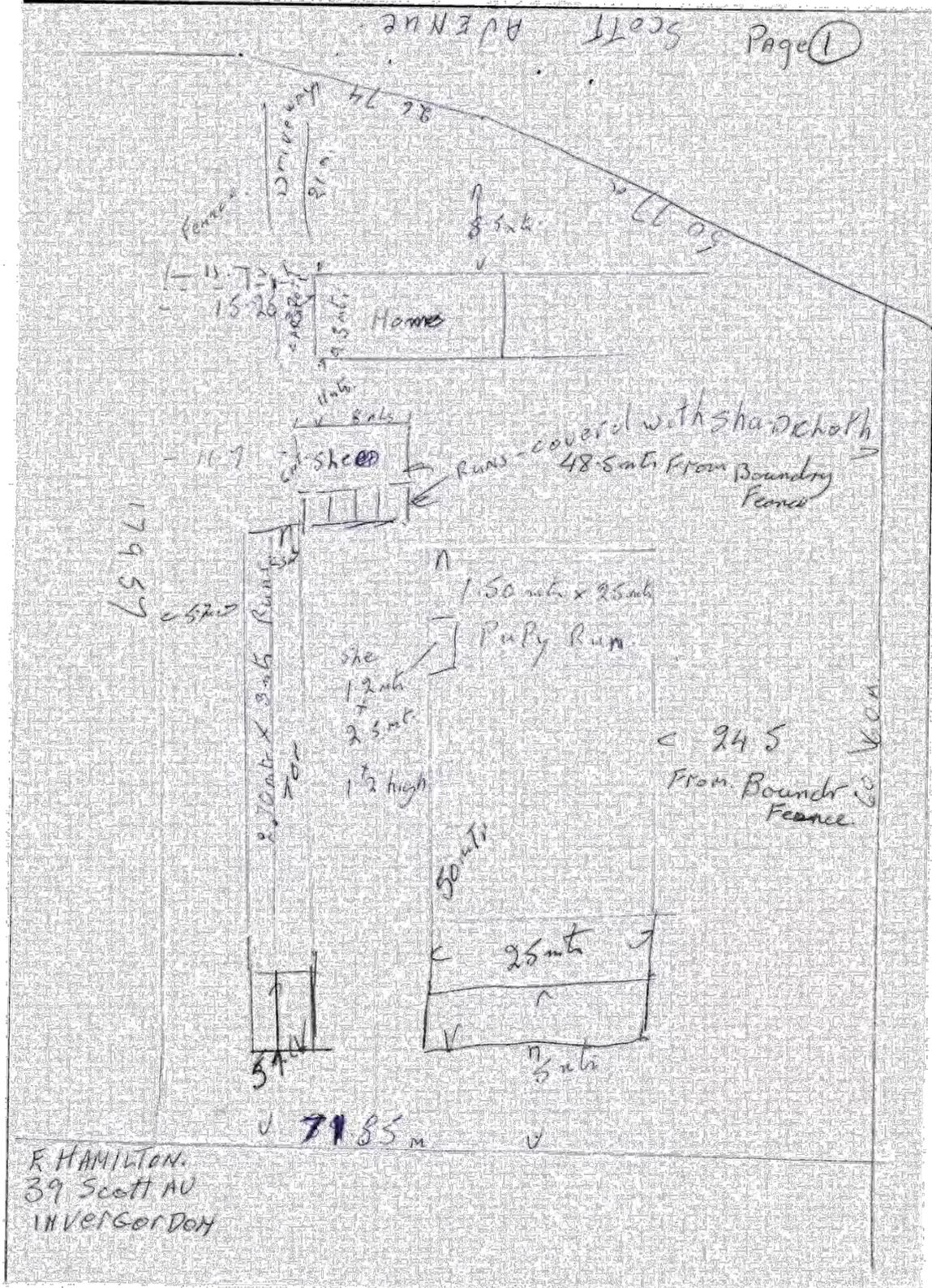
F Hamilton

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PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON (cont'd)

ATTACHMENT No [1] - Applicant's Response to Request for Further Information

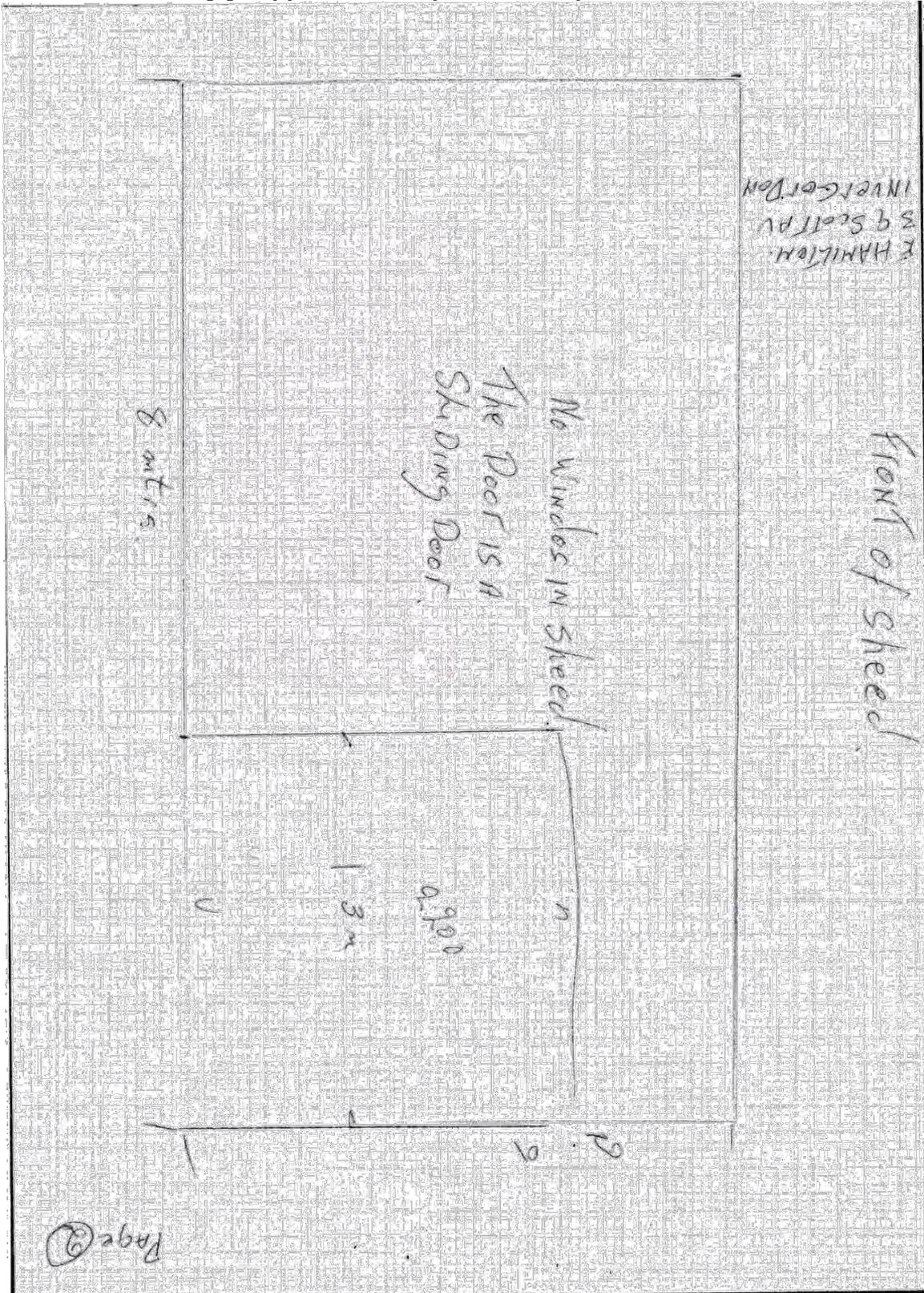


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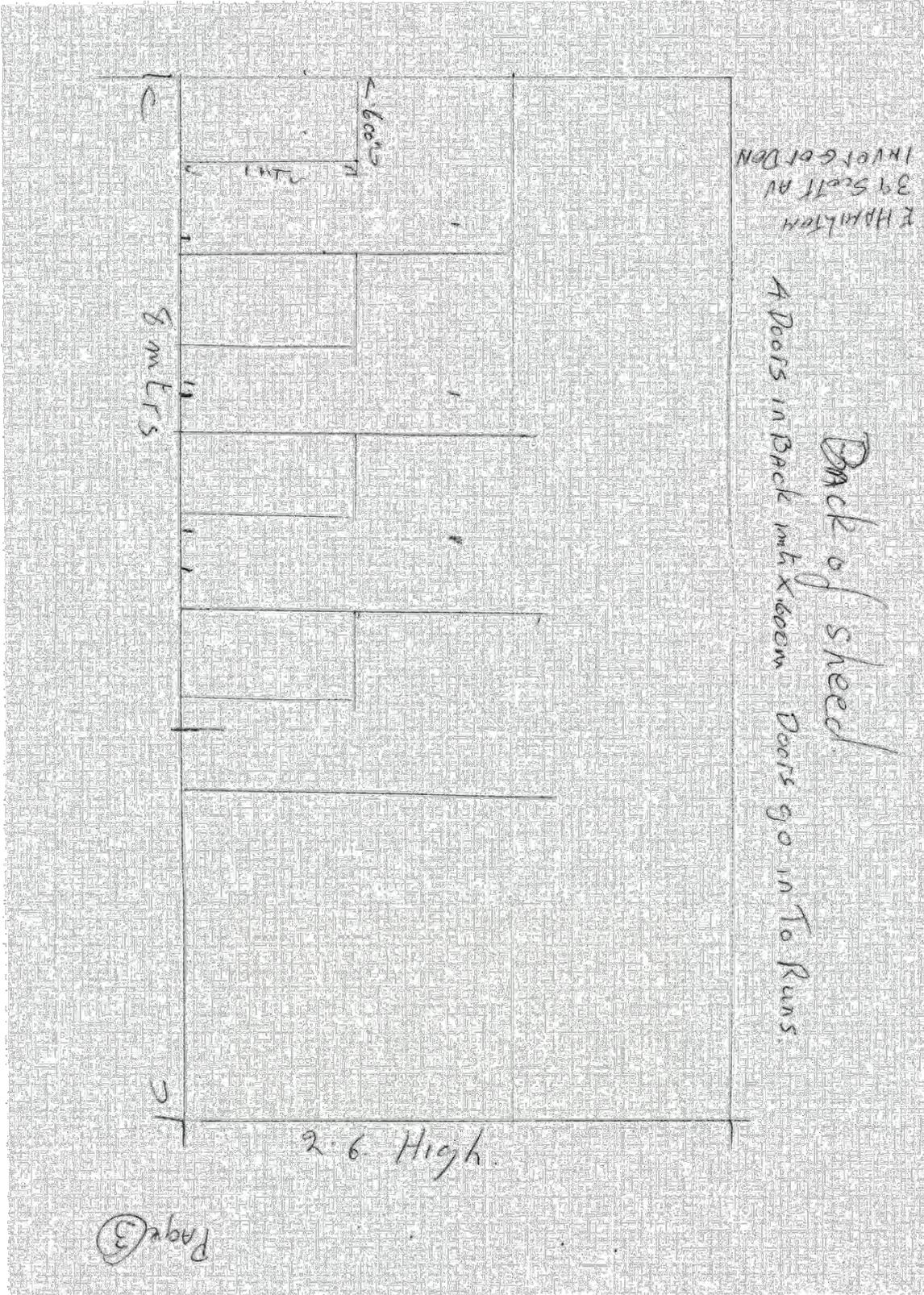


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(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON (cont'd)

ATTACHMENT No [1] - Applicant's Response to Request for Further Information

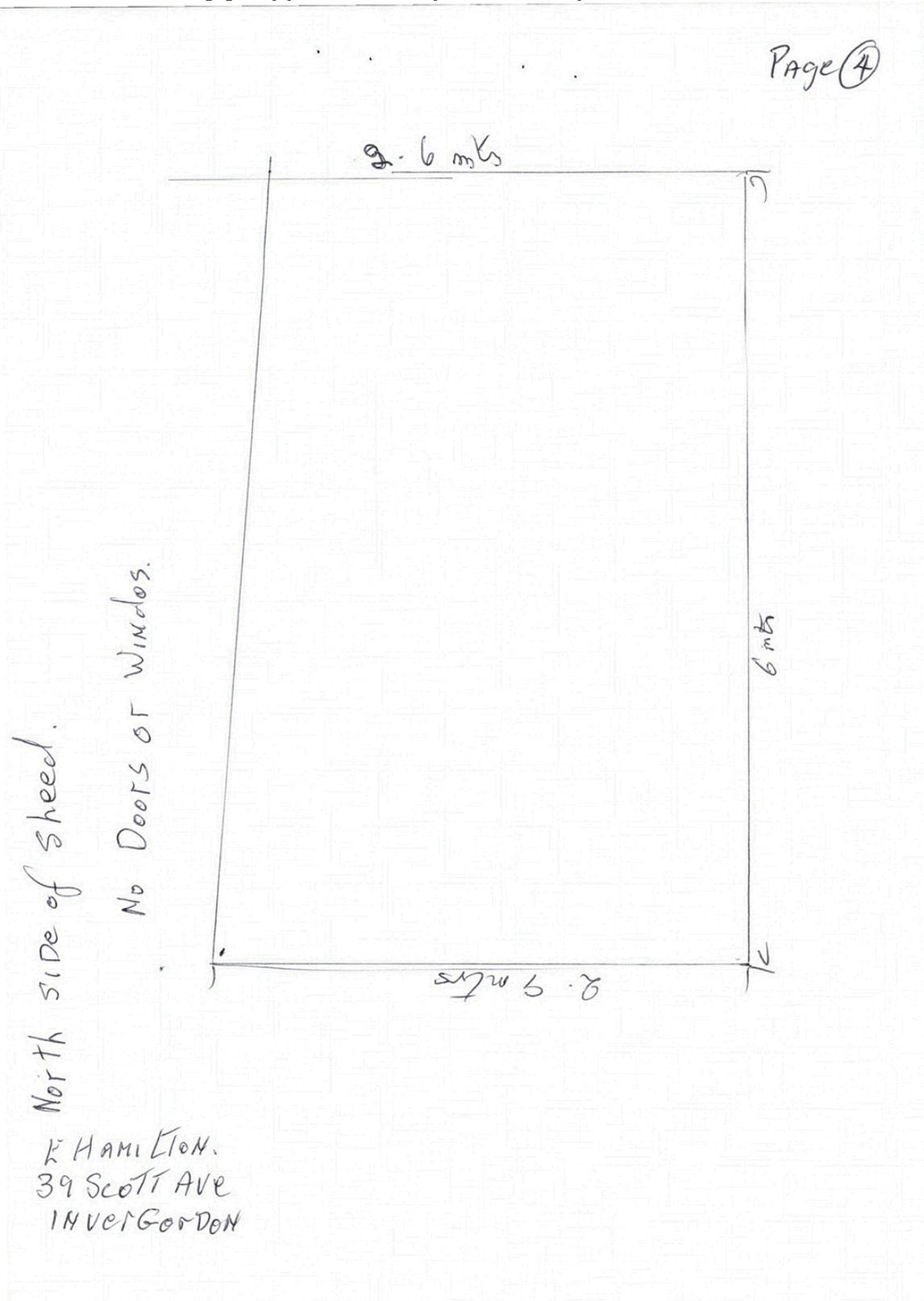


FILE NO: 52015306
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.3
(TOWN PLANNER, MARTINA FOLEY)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON (cont'd)

ATTACHMENT No [1] - Applicant's Response to Request for Further Information

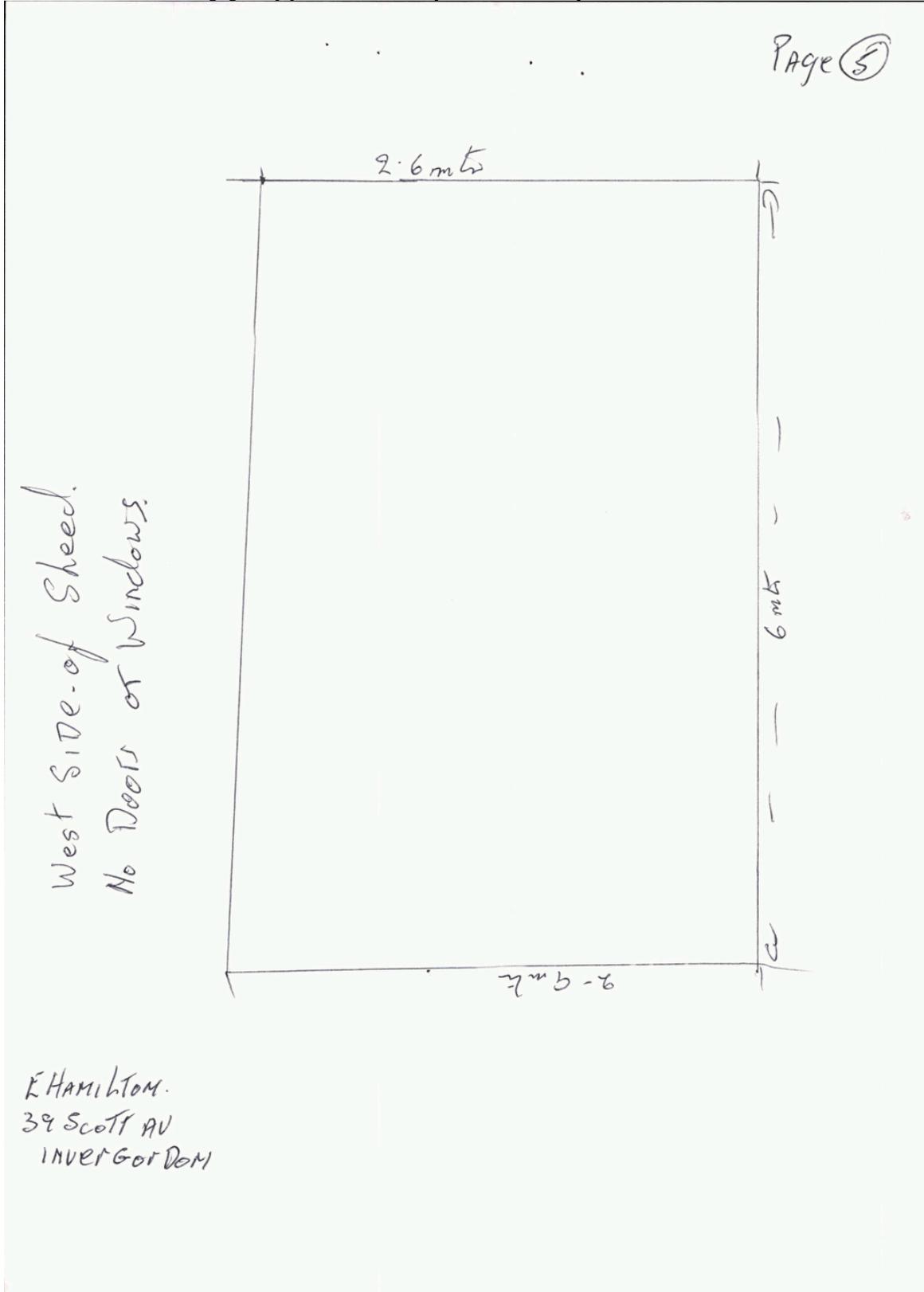


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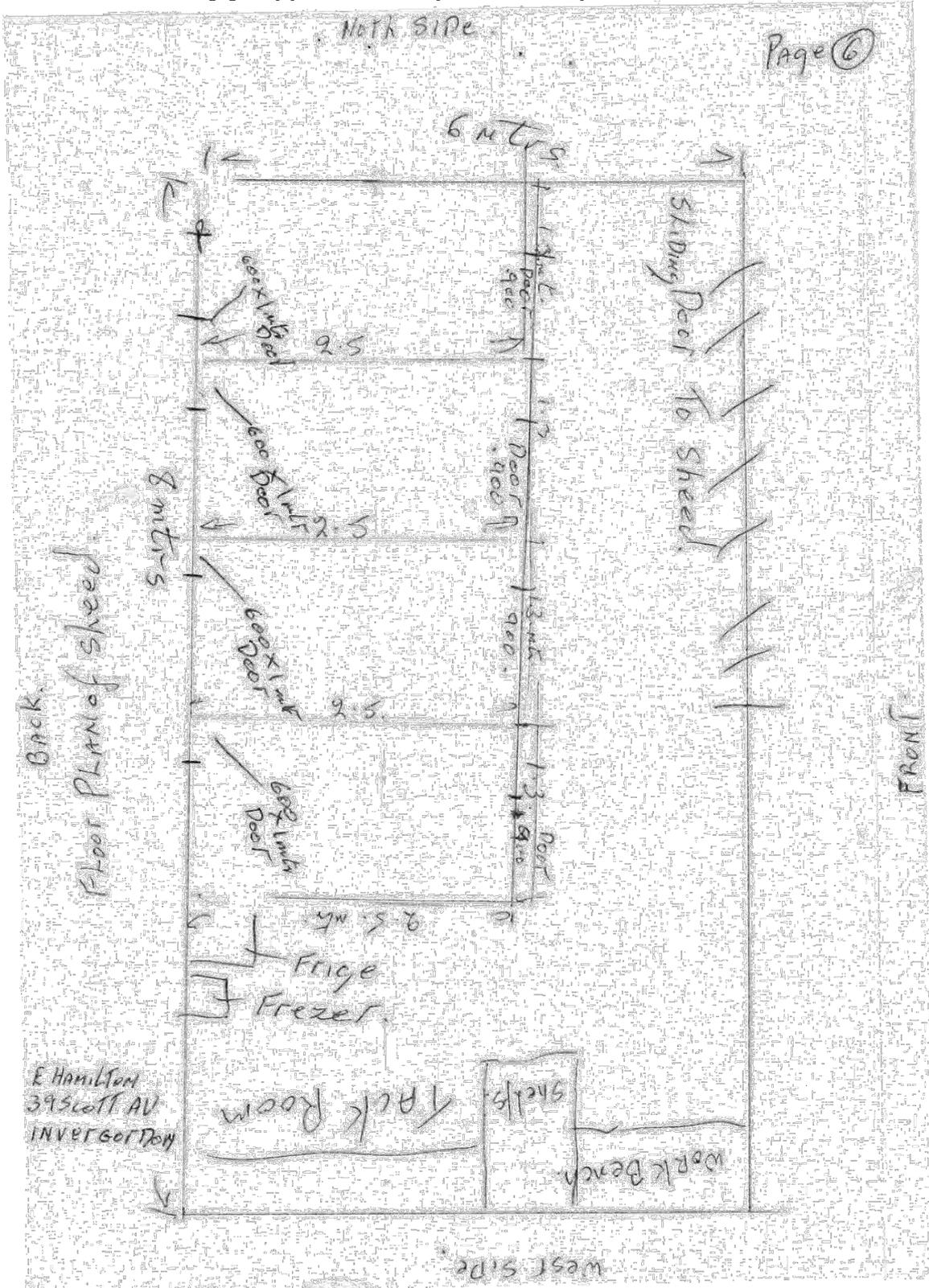


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**PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR
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(cont'd)**

ATTACHMENT No [2] - Objection

Martina Foley

From: [REDACTED]
Sent: Monday, 7 December 2015 11:45 PM
To: RecordsWebmaster
Subject: Objection to Planning Permit

Attention: Martina Foley,
Town Planner

Dear Martina,

Thank you for your letter dated 23rd November, 2015 regarding a Notice of Application for Planning Permit No. 5/2015/306 at 39 Scott Avenue, Invergordon.

We would like to take this opportunity to formally object to the application under consideration.

The grounds for our objection are:

1. Increased noise levels.
2. Smell
3. Property devaluation

In terms of increased noise levels, we have a good understanding of the nature of the problem as previous tenants of the property have kept large numbers of dogs for a period of time.

Our direct experience of this was a significantly elevated intermittent noise level that persisted at all hours of the day. Due to the close proximity of the property at 39 Scott Avenue to our own residence at [REDACTED] this increased noise resulted in a significant reduction in overall peace and quiet, and specifically resulted in sustained difficulties in sleeping for the duration that the dogs were on the property.

I understand it would be reasonable to suggest mitigating controls to seek a compromise, and the main control we are aware of is using trees and vegetation as a natural sound barrier. However, any new plantations would take in the order of decades to mature and be effective.

Furthermore, upon moving into our property in 1986 we have planted a large array of trees and other vegetation for the very purpose of forming such a barrier. These are now well established, and despite effectively blocking views of the neighbouring property, our direct experience from the previous dogs is that they do not effectively block the noise of the dogs.

As such we have every reason to believe that an increase in the number of dogs on the property will once again be to the detriment of our living standards.

We also have reason to believe that a dog breeding operation at our neighbour's property will produce unwanted smell.

Finally there is a reasonable concern that the factors above will result in a monetary devaluation of our property. It is legitimate to suspect that a prospective new owner of our property would look unfavourably at a noisy dog breeding operation next door when considering our property as their future home. This reduction in attractiveness would likely result in a reduction in asking price. As such we would be financially impacted by the approval of this application.

Thank you very much for taking our objection into account when deciding on this matter.

Yours faithfully,

[REDACTED]

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PLANNING PERMIT APPLICATION 52015306 - USE AND DEVELOPMENT FOR
ANIMAL KEEPING (GREYHOUNDS) - 39 SCOTT AVENUE, INVERGORDON
(cont'd)

ATTACHMENT No [3] - Applicant's Response

Moira Shire Council

File #	
Corres Nu.	
18 FEB 2016	
Referred to.	
Copies to.	

E. HAMILTON.
39 SCOTT AVE.
INVERGORDON.
VIC 3636 phone No. 0400900347.

To how it may concern.

① Devaluation of property
All I have done as from buying this property is improve my ~~place~~ property new fences all round ~~keep~~ keep grass cut sprayed weeds built carport + verandah.

② unwanted smell.
All dog dirt is picked up 2 times a week and put in composter.

③ noise levels.
My dogs may make noise at 7am and around 6pm when I let them out as they are ~~hook~~ hooked up the rest of the time these dogs are not like

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(cont'd)**

ATTACHMENT No [3] - Applicant's Response

Domestic dog they are racing dogs
and are trained not to bark and be
still they may bark if a fox comes round
at night or some one being nosy but
normally they dont bark at all.
as for as breeding I expect to be breeding
one litter a year so 6 to 8 pups. and
some of them will be for sale.
I live here and now them they bark
and it is not that often

Thank you
E Hamilton

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(cont'd)**

ATTACHMENT No [4] - Objector's Final Submission

Martina Foley

From: [REDACTED]
Sent: Wednesday, 16 March 2016 10:33 AM
To: RecordsWebmaster
Subject: RE: Objection to Planning Permit
Attachments: Objectors Response to application for Planning Permit.pdf

Dear Martina,
Please find attached the Objectors Response to Application for Planning Permit 5/2015/307.

We wish to advise the Moira Shire Council that we wish to continue with our objection to the application for a dog breeding permit at 39 Scott Avenue, Invergordon. We do this having read the permit applicant's response to our initial objection. This response has not allayed our concerns and our objections remain unchanged from our original submission.

Yours sincerely,

[REDACTED]

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ITEM NO: 9.2.4
(MANAGER SAFETY AMENITY AND
ENVIRONMENT, SALLY RICE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016

RECOMMENDATION

That Council note the Moira Shire Mosquito Monitoring and Management Procedure 2016.

1. Executive Summary

Mosquito management in Victoria is carried out for two reasons: disease control and amenity value. Moira Shire has participated in the Victorian Mosquito Control Program for over 15 years.

The Statewide management of mosquitos is defined in the "Framework for Mosquito Management in Victoria". Section Six of the 'Framework' refers to the development of local management plans. The Moira Shire Mosquito Monitoring and Management Procedure was initially prepared, however not formally endorsed, in 2011.

This procedure was recently reviewed and a number of minor updates made. The reviewed Moira Shire Mosquito Monitoring and Management Procedure 2016 was endorsed by the Corporate Management Team on the 26 April 2016. This procedure is now presented to Council for noting.

2. Background and Options

Mosquito management in Victoria is carried out for two reasons: disease control and amenity value. Under the Public Health and Wellbeing Act 2008 responsibility for disease control activities rests with the DHHS, usually through councils as their agents.

Moira Shire has participated in the Victorian Mosquito Control Program for over 15 years. This program is managed by DHHS and provides grant funding to councils to carry out mosquito surveillance and management.

The four major stakeholders in mosquito management in Victoria are the DHHS, local government, the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and Parks Victoria (PV). These stakeholders have different interests and responsibilities.

The Statewide management of mosquitos is defined in the "Framework for Mosquito Management in Victoria" (Department of Sustainability and Environment, 2004) (the 'Framework'). This 'Framework' is supported by further Department of Health documents including a Communications Strategy and Communications Escalation Plan (both 2011). This framework provides strategic and coordinated guidance for the development of mosquito management programs throughout the State.

Effective mosquito management requires an integrated approach. Integrated Mosquito Management (IMM) incorporates a statutory framework, policies, guidelines, practices and consultative mechanisms. The approach facilitates best practice while respecting and balancing competing concerns and interests.

Local Councils are responsible for mosquito management on council land and can direct private landowners, under the Public Health and Wellbeing Act and regulations, to take action to treat mosquito breeding sites. On public land, councils seek to work with State

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

agencies to take appropriate remedial action on land these agencies manage. Individual citizens are responsible for the maintenance of a healthy environment around their properties for their personal benefit and that of their families.

The 'Framework' details:

- the Principles of mosquito management;
- promoting integrated mosquito management;
- decision making process;
- decisions at municipal level;
- decisions at site level;
- monitoring and prediction;
- emergency action;
- coordination across boundaries; and
- resolving conflict.

Section Six of the 'Framework' refers to the development of local management plans. This report presents to Council the Moira Shire Mosquito Monitoring and Management Procedure 2016.

The Procedure is developed in line with the 'Frameworks' suggestions. The Procedure describes Moira Shires involvement in mosquito management including providing details of:

- introduction;
- mosquito monitoring in Moira Shire;
 - Moira Shire Annual Monitoring program;
 - Sites;
 - Funding;
 - Integrated mosquito control;
 - Monitoring procedure;
 - Education;
- Escalated response;
 - Initiation;
 - Chemical control;
 - Priority control areas and situations;
 - Potential environmental impacts;
 - Complaint resolution;
 - Industry consideration; and
 - Communication.

This document was initially prepared, however not formally endorsed, in 2011. This procedure has recently been reviewed and a number of minor updates made. This procedure was endorsed by the Corporate Management Team on the 26 April 2016 and is now presented to Council for noting.

3. Financial Implications

A Mosquito Control Program managed by DHHS provides approximately 1:1 matching grants to councils to carry out mosquito surveillance and management. Implementation of the Mosquito management plan is budgeted for annually through Councils operating budget processes.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

4. Risk Management

An assessment of risks to the community and to the environment should be a basic requirement of any mosquito management program. The 'Framework' makes clear that the level of health and community risks involved and the environmental sensitivity of the area to be treated will determine the actions to be taken out and the materials and methods to be used.

Section Four of the 'Framework' is the Risk Assessment Framework. This risk assessment provides guidance on the considerations in relation to assessing risk to:

- Health and well-being;
- Community perceptions of risk; and
- Environmental risks.

The Moira Shire Procedure refers to, if necessary, developing an escalated response. Any elevated response would be developed in collaboration with DHHS and other relevant stakeholders and by referencing the 'Framework for Mosquito management in Victoria (2004).

5. Internal and External Consultation

Council Officers have prepared the Moira Shire Mosquito Monitoring and Management Procedure 2016 in consultation with staff from DHHS and DEDJTR. The Procedure was discussed at the Corporate Management Team meeting on the 26 April 2016.

Community awareness and education activities take place annually as part of the Management Plan. In the event of an escalated mosquito monitoring and management response increased activity, including communications and media will be developed in collaboration with DHHS and guided by the 'Framework' and its supporting Communications Strategy and Communications Escalation Plan (2011).

6. Regional Context

Approximately 12 LGAs participate in the DHHS managed Mosquito Control Program. This includes Councils along the length of the Murray River.

Because of the role of mosquitoes as vectors for diseases, health legislation incorporates regulations for the control of mosquito breeding. The Commonwealth reports annually to the World Health Organisation on arbovirus programs. The Commonwealth also has a formal agreement with Victoria, South Australia and New South Wales to share data on mosquito trapping, virus isolation, seroconversion in sentinel chickens and other appropriate data.

7. Council Plan Strategy

Implementing Councils Mosquito Monitoring and Management Procedure directly supports delivery of the Council Plan; specifically Strategic Performance Indicator 3 'Encourage health and active communities'.

8. Legislative / Policy Implications

The Public Health and Wellbeing Regulations 2009 empower DHHS and councils as their agents to direct owners and occupiers of land to carry out measures to reduce the incidence of mosquito breeding to prevent mosquito-borne diseases.

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9. Environmental Impact

Mosquito breeding often takes place in wetlands. Victoria manages wetlands in line with its Biodiversity Strategy to ensure that the ecological processes and the biodiversity dependent upon terrestrial, freshwater and marine environments are maintained and, where necessary, restored. Victoria's approach to the management of wetlands takes into account relevant international and national obligations.

10. Conflict of Interest Considerations

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

11. Conclusion

Mosquito management in Victoria is carried out for two reasons: disease control and amenity value. Moira Shire has participated in the Victorian Mosquito Control Program for over 15 years.

The Moira Shire Mosquito Monitoring and Management Procedure 2016 has recently been reviewed and updated. This procedure was recently endorsed by the Corporate Management Team and is now presented to Council for noting.

Attachments

- 1 Moira Shire Mosquito Monitoring and Management Procedure 2016

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management
Procedure 2016



Moira Shire
Mosquito Monitoring and Management Procedure
2016

DRAFT

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016



SECTION 1: INTRODUCTION

Arboviruses (arthropod borne viruses) are viruses transmitted by mosquitoes. In Victoria they can cause, amongst other things, Ross River virus (RRV), Barmah Forest virus (BRV) and MVE. RRV, BRV and MVE can adversely affect people's health and impact the amenity of the region.

Moira Shire Council participates in an annual mosquito monitoring and management program. This program is undertaken in collaboration the Victorian Department of Health and Human Services (DHHS).

The State-wide management of mosquitos is defined in the "Framework for Mosquito Management in Victoria" (Department of Sustainability and Environment, 2004) (the 'Framework'). The Moira Shire Mosquito Monitoring and Management Procedure 2016 should be read in conjunction with this 'Framework'.

The Framework defines the primary responsibilities of the key agencies as follows:

- Councils - provide programs and services that respond to the needs and promote the well-being of their ratepayers, including peoples wish to avoid being bitten or bothered by mosquitos;
- DHHS - disease prevention and community well-being particularly the prevention of Murray Valley Encephalitis (MVE);
- DELWP - responsibility to protect biodiversity and conservation values and to avoid or minimise environmental risk in the mosquito control process; and
- Parks Victoria - manages parks and reserves to maintain and improve their conservation values for the community and to minimise environmental risk to these values.

The 'framework' explains that:

- Local Councils are responsible for mosquito management on Council land;
- on public land, Councils seek to work with State agencies to take appropriate remedial action on land these agencies manage; and
- individual citizens are responsible for the maintenance of a healthy environment around their properties.

SECTION 2: MOSQUITO MONITORING IN MOIRA SHIRE MOIRA SHIRE ANNUAL MONITORING PROGRAM

Each year Moira Shire undertakes mosquito monitoring. This is done between November and April and involves:

- weekly trapping of mosquitoes at four set sites to determine mosquito numbers, species and presence of disease; and
- locating, identifying and treating heavily infested larvae sites,

The annual monitoring program is a function of the Safety, Amenity and Environment Team.

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ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

SITES

As at March 2016 the sites for regular monitoring are:

1. Thomsons Beach, Cobram 8026-3-2 Grid 796-247;
2. Shire Depot, Cobram 8026-3-2 Grid 770-255;
3. Maidment Rd, Cobram 8026-3-3 Grid 738-262;
4. 7213 Goulburn Valley Highway, Koonoomoo 8026-3-4 Grid 707-289; and
5. Lawford St. Barmah 7825-1-1 Grid 165-123.

*: Map references "Crown Land Survey maps"

FUNDING

Under the Public Health and Wellbeing Act 2008, responsibility for disease control activities rests with the DHHS. In this instance Council acts as an agent for DHHS.

The DHHS managed mosquito control program provides 1:1 funding to Council to carry out mosquito surveillance and management. Council is reimbursed for actual expenditure following the annual mosquito season and in response to the submission of an annual report to the DHHS.

INTEGRATED MOSQUITO CONTROL

There are a number of measures that can be taken to reduce the impact of mosquitos and control them at various stages of their lifecycle.

Moira Shire uses an integrated approach to mosquito management which consists of three major strategies. The particular or combination of strategies undertaken will be specific for a situation and determined in consultation with the DHHS.

The Strategies available are:

1. Surveillance and monitoring (incorporating surveying and mapping);
2. Larval control (control numbers); and
3. Adult control (control disease and nuisance mosquitoes).

Strategy 1. Surveillance and monitoring

Surveillance and monitoring of mosquito populations occurs between November and April every year. This involves surveying and monitoring:

- ground habitats (larval and adult);
- identifying the species present;
- recording mosquito numbers and monitoring population triggers, activity levels and the effectiveness of controls;
- monitoring environmental triggers; rainfall, river levels, wind and temperature;
- monitoring complaints and community feedback;
- monitor disease notifications;
- looking for potential and actual habitats (adult and larval populations);
- mapping potential and actual larval and adult areas;
- creating a database of the information; and
- checking historical information and recording information for future historical reference.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

Strategy 2. Larval control

Larvae control occurs as required and is identified throughout Strategy 1. Larval populations can be influenced through physical, biological and chemical control strategies. These strategies include:

- physical control: where feasible Council will consider altering or removing a site to prevent mosquito breeding. Physical control through source reduction and habitat modification can occur through:
 - filling or draining depressions;
 - removing sources of stagnant water;
 - clearing weeds;
 - filling in stormwater sumps; and
 - repairing leaking channels and levees (in consultation Goulburn Murray Water);
- biological control (*Bacillus thuringiensis israelensis (Bti)*);
- chemical control using a larvacide can be effective in reducing populations through targeting breeding sites and using products such as Insect Growth Regulators (e.g. methoprene)

Strategy 3. Adult control

Council will prioritise the treatment of sites where:

- mosquito numbers are significant;
- in consideration of planned public gatherings; and
- at times when mosquitoes are most active.

The available strategies include:

1. individual self-protection:

education;
repellents;
suitable clothing; and/or
avoidance

2. focal point chemical response:

residual spraying is effective for localised priority sites; it protects small, high use areas for 6-8 weeks. Chemicals applied through pressurised spray packs:

3. Shire/ City based chemical response

Ultra Low Volume (ULV) sprays used for immediate impact, no residual effect

Targeted, broad-acre attack that can significantly reduce overall adult numbers.

MONITORING PROCEDURE

The following procedure is undertaken each week during the monitoring period:

1. Confirm 4kg dry ice is available from BOC gas (Shepparton: ph: 0358 215 144);
2. Arrange for DEPI to send postage esky and petri dish;
3. Collect ice, fill and set traps on site in the afternoon (note they require D batteries, supplied by Council);
4. Retrieve traps the following morning. Dismantle traps and transport 'cages' in esky. Return to office with all equipment.
5. Mosquitoes to be frozen with dry ice (or freezer) from traps (approx.. 20mins.);
6. Transfer mosquitoes to petri dish;
7. Mail mosquitos to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) AgriBio Express post in soft esky with ice pack; and
8. Complete the 'Adult Mosquito Trap Record' form with collection details and send in hard copy with mosquitoes trapped

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

Monitoring of larvae populations across the Shire occurs at least once a month. (see map with approximate sampling points). Monitoring is increased in the presence of optimal mosquito breeding weather. Numbers and species are recorded and a report 'Larval Survey Record' is sent to DEDJTR AgriBio.

The following procedure is undertaken when larvae monitoring is conducted:

- a large soup ladle is used to dip the sites, and at each site 5 samples are obtained.
- the larvae sampled is returned to the offices, and counted and identified by Council's Mosquito Monitor (if possible). Alternatively, if species identification is required adults are allowed to emerge and the specimens submitted to DEDJTR;
- the data is then recorded and forwarded to DEDJTR where records are collated and filed.

As necessary (determined by Moira Shire Council and the DHHS) monitoring of the adult populations continues throughout winter, which is usually associated with notifications that "encephalitis virus" has been detected in the area.

All monitoring of mosquito populations is complimented by data collected through weekly testing of blood samples collected from sentinel chickens. There are two sentinel chicken flocks in Moira Shire at sites 4 and 5 above. The sentinel chicken flocks are managed by DEDJTR.

EDUCATION

To complement the annual monitoring program Officers also facilitate regular educational activities. This education occurs through regular media articles and sessions at local schools and service clubs.

Information provided includes:

- how to control mosquito breeding sites and habitat;
- how to avoiding being bitten; and
- further information as advised by the DHHS in line with their communications plan.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

SECTION 3: ESCALATED RESPONSE

INITIATION

Mosquito management is carried out to protect community health and well-being by reducing risks of mosquito borne disease and reducing the pain, annoyance and economic loss (to businesses or property values) caused by mosquito biting.

DHHS is responsible for initiating an emergency control program to minimise the incidence and spread of arboviruses. At all stages of implementing this procedure Moira Shire will be guided by DHHS.

The DHHS will be required to contribute 50% of the costs associated with this procedure including an escalated response. This includes contractors, chemicals (including personal repellents and training), fuel and administration, as agreed.

The 'framework' notes that community health risks and community concern are the two elements that determine if any action should be taken and the nature of that action. In the event of:

- a significant increase of mosquito populations; and/ or
- level of community concern; and/ or
- detection of vector borne diseases within the region

Moira Shire may undertake an escalated mosquito monitoring and management response.

The details of an escalated response will be developed in collaboration with DHHS and other relevant stakeholders and guided by the 'Framework for Mosquito management in Victoria (2004)'.

An escalated response may involve an increase in frequency and scope of all three standard strategies (surveillance, larval and adult control), plus associated activities such as communication and media.

Escalated response planning will be conducted with the advice and support of DHHS and the extent of any works on Council infrastructure will be in accordance with budget and resource availability.

Monitoring and reporting

Monitoring and records will be kept detailing the following:

- adult and larval monitoring;
- activities carries out and timing;
- materials and methods used;
- area treated;
- costs involved;
- impacts of treatment;
- qualitative assessment of the impact of the program on the community;and
- complaints received.

Other considerations

Other than complying with the relevant legislation (including OH&S, Chemical handling etc) Council will consider any other issues that may be relevant, prior to undertaking a chemical control response.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

CHEMICAL CONTROL

Products

An increase in activity related to chemical control measures are likely to result in the greatest resource pressures. A range of chemical products are available. Council will investigate the procurement of the most suitable products for a given situation. For specialist advice on the chemical treatment (products and machinery) see the "Framework for mosquito Management in Victoria (p32-34)" and seek advice from DHHS/ DEDJTR.

Larval control - options

- organophosphates (Temphos - Abate) (A risk assessment need to be conducted prior to this control method being used.)
- microbials (Teknar): Bacillus thuringiensis var. israelensis (Bti)
- Growth inhibitors: (S)-methoprene

Adult control - options

- Pyrocide Ultra Low Volume (ULV)
- Twilight ULV
- Perimeter residual insecticide

Weed control (herbicide)

- can be used to modify habitat and remove breeding sites

Timing

Adulticide chemical spraying is most effective at dawn and dusk when mosquitos are active. Whenever possible a Chemical Control Response will be carried out at these optimal times.

Equipment

The following equipment may be required to carry out chemical control measures:

- 4wd motorbikes equipped with granule and liquid applicators and trailer;
- hand held portable foggers (Pulsefog thermal) or pressure sprayers;
- backpack blowers and misters (Guarany ULV mister);
- personal protective equipment;
- chemical stockpile;
- suitable signage; and
- trailer mounted ULV cold aerosol generators.

Details of purchasing or lending equipment as part of an escalated response would be negotiated, as required, with the DHHS.

Staff

Pending appropriate Management approval, members of Council's Operations department may be called upon to undertake spraying. Only staff with appropriate 'Chemical Users' certification will undertake mosquito spraying activities. Guidance and advice on a chemical control response will be provided by the relevant Council department (Safety, Amenity and Environment).

The DHHS delivers the Victorian Arbovirus Disease Control Program including the Mosquito Identification and Control Training Course. As necessary relevant staff will undertake this training.

FILE NO: 2
2. IMPROVING MOIRA'S LIVEABILITY

ITEM NO: 9.2.4
(MANAGER SAFETY AMENITY AND
ENVIRONMENT, SALLY RICE)
(GENERAL MANAGER
INFRASTRUCTURE, ANDREW CLOSE)

MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

PRIORITY CONTROL AREAS AND SITUATIONS

When chemical control measures are required priority sites for treatment will be identified. As mentioned in the introduction Council is responsible for mosquito management on Council land. Priority sites will depend on the particular situation and they may include: townships, education precincts, recreational areas, events and public gatherings places.

Site assessment takes into account legal status, physical characteristics and the risk of environmental and social impacts.

Council will inform all relevant stakeholders of the intention and details of any planned chemical control measures.

Townships

Council will monitor and consider mosquito breeding control around the following townships:

- Barmah
- Cobram
- Nathalia
- St James
- Waaia
- Yarrawonga
- Bearii
- Koonoomoo
- Katamatite
- Strathmerton
- Wilby
- Yarroweyah
- Bundalong
- Numurkah
- Katunga
- Tungamah
- Wunghnu

School/ childcare/ pre-school venues

Chemical control measures at these facilities will only occur in the presence of high numbers of nuisance biting's being reported during operating hours and only after extensive communication with stakeholders including education about:

- individual self-protection; and
- physical control options to remove breeding sites and habitat.

Council will offer education to both staff and pupils at these facilities.

Recreational areas/ other council assets

Council owned recreational facilities will be monitored with the intention being to minimise problematic habitat including mosquito breeding sites. This includes areas such as footballs fields, netball courts, tennis courts, parks, senior citizens centres, public halls and playgrounds.

Council officers will assess and where applicable undertake chemical control measures in areas where there may be gatherings planned for significant numbers of people. This will occur in conjunction with a comprehensive communication strategy promoting the key messages of self- protection and physical control methods.

Public gatherings and major events

Where Council is aware of an outdoor public event planned around peak times for adult mosquito activity the site will be assessed by an Officer. Council will provide advice to the appropriate organisation/ people to educate them of key messages including how to minimise adult mosquito habitat and reduce the spread of mosquito borne disease.

Where possible, key messages should be available prior to and at events to ensure people and event organisers are prepared (suitable clothing, reminder to take and use repellents etc).

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

POTENTIAL ENVIRONMENTAL IMPACTS

Prior to implementing chemical control measures, consideration of its impact on (at least) the following will occur:

- other animal/insect species in the area that may be affected by the chemicals;;
- surrounding homes, businesses, childcare centers, schools etc;
- chemical drift;
- ground water contamination;
- surface water contamination;
- soil contamination; and
- off-target damage.

Council will consider all methods of control to eliminate or minimise potentially adverse impacts on the direct or surrounding area. The level of health and community risks involved and the environmental sensitivity of the areas to be treated will determine the actions to be taken and the materials and methods to be used.

Treatment of mosquito breeding sites may increase risks to the environment, in particular wetland ecosystems.

Ecosystems are complex and many of the implications of mosquito management intervention have not been comprehensively studied. Therefore the precautionary principle is applied when designing mosquito management programs and activities.

The Barmah Forest in the West of the Shire is one of 11 Victorian Ramsar listed sites. Ramsar sites are designated Wetlands of International Importance. Australia is a contracting party to the Convention on Wetlands (Ramsar, Iran, 1971) which commits to maintaining wetlands of international importance, maintaining the ecological character of these sites and promoting the wise use of these wetlands.

Victorian Ramsar listed site has an individual strategic management plan. The Strategic Management Plan is implemented by the Victorian Government (formally DSE). The responsible Victorian Government department will be referred to and considered as part of preparing for mosquito management activities within the Barmah Forest.

Other sites within Moira Shire are listed on "A Directory of Important Wetlands in Australia". This will be referred to and considered while preparing site specific mosquito management activities within the Shire.

COMPLAINT RESOLUTION

The "framework" notes that local citizens and community groups have identified abundant mosquitoes as a risk to tourism, land values and local investments, as well as a severe nuisance.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

The number of complaints to council about mosquito populations is used as an indicator of the level of community concern. The following table provides a guide to how Council will correlate the number of requests for action specific to a localised area received to the level of community concern:

Level of concern	Criteria
High	> 15 requests / per mosquito season to Council
Moderate	3 -15 requests / per mosquito season to Council
Low	< 3 requests / per mosquito season to Council

Council will record all complaints received. The table above is a guide only, judgement of the specific situation will be required.

Referencing the above table Council officers will assess the identified areas. The assessment will include a site inspection to determine the extent of the issue; specifically:

- the presence and abundance of mosquitoes;
- characteristics of the site that would support mosquito populations breeding; and
- the potential for the mosquito population to impact on individuals, communities or industry.

In negotiation with DHHS, the land owner and other relevant stakeholder an appropriate response will be develop and undertaken.

Public/ Crown land

Where an issue is identified on public land and within close proximity to one of the aforementioned townships, Council, in collaboration with the relevant public land manager, will proceed with the most appropriate treatment or method of control.

Private land

Where an issue is identified and the likely source is private land, Council will provide education to the landowner/ occupier on reducing mosquito breeding and adult habitat.

Enforcement

If applicable and necessary, Council will issue a notice to comply under the provisions of the *Public Health and Wellbeing Act 2008* and *Public Health and Wellbeing Regulations 2009*.

INDUSTRY CONSIDERATIONS

Apiarists

Council Officers will endeavour to contact known apiarists and particular property owners who may be affected prior to the commencement of any Chemical Control Response. Advice regarding the existence and location of apiarists will be sought from DEDJTR.

Organic Farms

Contact with known Organic Farmers who may be affected by chemical control measures will be made prior to its commencement.

Other industries

Industries, for example horticulture, where bees (or other insects) may be integral will be considered prior to commencement of chemical control measures.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management Procedure 2016

COMMUNICATION

Public information

Moira Shire will be guided by and work closely with the DHHS on media and public information campaigns.

Prior to the commencement of chemical control measures, Moira Shire will communicate with relevant land and asset owners/ managers (both public and private) in the vicinity of the intended spraying. Stakeholders include State Emergency Service, Victoria Police, Country Fire Authority, the DEDJTR, DEWLP, relevant land holders, the indigenous community, residents and bee keepers.

In the case of public gatherings Moira Shire will notify event organisers prior to undertaking chemical control treatments. This will include providing alternative methods of protection including information on avoidance and in some cases the provision of repellents.

Stakeholders

Stakeholders in mosquito monitoring and management in Moira Shire may include:

- Community;
- Section 86 Committees of Management;
- DHHS;
- GMW;
- Parks Victoria: John Hutchinson 0357 433 104 (Yarrawonga);
- DELWP;
- DEDJTR: AgriBio. Arbovirus lab. 5 Ring Road Bundoora (90327271);
- Neighbouring LGA's (including NSW);
- Relevant NSW Departments/ organisations;
- Schools;
- Child care centres;
- Pre-Schools;
- Vic Pol;
- GB CMA;
- Landholders;
- Residents;
- Bee keepers;
- Sun Country on the Murray Tourism;
- Tourism Victoria;
- Local Health Providers;
- Yorta Yorta;
- Aboriginal Affairs Victoria;
- Media outlets; and
- Event organisers.

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MOSQUITO MONITORING AND MANAGEMENT PROCEDURE 2016 (cont'd)

ATTACHMENT No [1] - Moira Shire Mosquito Monitoring and Management
Procedure 2016

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 10.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

ACTION OFFICERS LIST

RECOMMENDATION

That Council receive and note the Action Officers' List.

Executive Summary

The attached Action Officers' List provides an update on the status of actions from previous Council meetings. It is provided to Councillors in order to keep them informed of progress.

Attachments

- 1 Action Officers' List

FILE NO: 11.1
6. GOVERNANCE

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(EXECUTIVE ASSISTANT TO CEO,
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(CHIEF EXECUTIVE OFFICER, MARK
HENDERSON)

ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers' List

Action Officers List – May 2016

Meeting: 26 April 2016
Subject – Notice of Motion
MOTION CRS PETER MANSFIELD / KEVIN BOURKE That Council initiates Grant Application Workshops at Nathalia, Numurkah, Cobram and Yarrowonga prior to the next round of community grants for interested groups annually. <p style="text-align: right;">(CARRIED)</p>
Complete Plans are in place for these workshops to occur.
Meeting: 26 April 2016
Subject – General Business
MOTION CRS KEVIN BOURKE / MARIE MARTIN That Council write to State and Federal politicians seeking information on the heating and cooking alternatives that will be made available to Moira Shire residents following the early closure of the Barmah Island coup on Thursday 28 April <p style="text-align: right;">(CARRIED)</p>
Activity Letters being drafted
Meeting: 29 March 2016
Subject – Notice of Motion
MOTION CRS PETER MANSFIELD / DON MCPHEE 1. Moira Shire Council's licence of the Numurkah Courthouse not be renewed when the current term expires. 2. DELWP be advised the Moira Shire Council no longer wishes to be the Committee of Management of the Tungamah Court House. <p style="text-align: right;">(CARRIED)</p>
Activity DELWP advised verbally on 5/4/16 of Council resolution. Planning meeting scheduled 7/4/16.

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ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers' List

Action Officers List – May 2016

Meeting: 29 March 2016
Subject – General Business
MOTION CRS KEVIN BOURKE / MARIE MARTIN That Moira Shire Council Officers not abandon legislative or statutory requirements however seek to work with the contractor that is under taking the natural gas rollout in Nathalia and to keep the community informed with the process and timelines. <p style="text-align: right;">(CARRIED)</p>
Activity Start date on the daughter station is now 1 st July with reticulation roll out October/November project live around January 2017. Brookfield will start PR in Nathalia in May.
Meeting: Ordinary Council Meeting 23 November 2015
Subject – General Business
MOTION CRS PETER MANSFIELD / BRIAN KEENAN That Council staff prepare a submission to the Planning Minister championing the green option for the Yarrowonga Mulwala Bridge to be presented when appropriate. <p style="text-align: right;">(CARRIED)</p>
Activity The draft budget includes funding to support Councils submission to the planning process that Vicroads will establish through DELWP. It's important to note that the planning scheme amendment required to facilitate a new bridge will not be considering alternate alignment options. It is expected to only consider the grey route alignment.
Meeting: Ordinary Council Meeting 23 November 2015
Subject – General Business
MOTION CRS PETER MANSFIELD / DON MCPHEE That Council establish a steering committee of stakeholders on the future options for the Yarrowonga Library to be considered during the budget process for 2016/2017. <p style="text-align: right;">(CARRIED)</p>
Completed Steering committee established and meetings are underway.

FILE NO: 11.1
6. GOVERNANCE

ITEM NO: 10.1
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ACTION OFFICERS LIST (cont'd)

ATTACHMENT No [1] - Action Officers' List

Action Officers List – May 2016

Meeting: Ordinary Council Meeting 26 October 2015
Subject – Moira Shire Community Safety Plan
<p>MOTION</p> <p>CRS KEVIN BOURKE / ALEX MONK</p> <p>That the report to be deferred to such time that the information from the Community Safety Forum is considered.</p> <p style="text-align: right;">(CARRIED)</p>
<p>Activity</p> <ul style="list-style-type: none"> • Survey results for draft Plan have been collated • Meeting with the Local Safety Committee and other relevant stake holders held on 13 May 2016 to review the Plan with a revised draft to be submitted to the June Council meeting.
Meeting: Ordinary Council Meeting 27 July 2015
Subject: General Business
<p>CRS KEVIN BOURKE / BRIAN KEENAN</p> <p>That Council work with St Mary's of the Angels and Nathalia Secondary College to erect a school crossing in Pearce Street Nathalia.</p> <p style="text-align: right;">(CARRIED)</p>
<p>Completed</p> <ul style="list-style-type: none"> • Design and Construction issued drawings/set out details of children's crossing to the Operations Department for installation. • Operations Department have procured quotations for the signage and crossing infrastructure • Works are scheduled for completion by 17 May 2016

FILE NO: VARIOUS

ITEM NO: 14

GENERAL BUSINESS**Clause 62 of Council's "Meeting Procedures Local Law 2007 (No 1 of 2007) states:****62. Urgent or general business**

1. Business which has not been listed on a meeting agenda may only be raised as urgent or general business if the majority of Councillors are present and it is agreed to by a resolution of the Council.
2. Notwithstanding sub-clause (1), if all Councillors are not present, the Chairperson may rule the matter is of urgency and accept an urgency motion to deal with the business which has not been listed on the meeting agenda.
3. An urgency motion can be moved without notice.
4. Only the mover of an urgency motion may speak to the motion before it is put

FILE NO: VARIOUS

ITEM NO: 15

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

MEETING ADJOURNMENT

RECOMMENDATION

That the meeting be adjourned for 10 minutes.

RECOMMENDATION

That the meeting be resumed.

RECOMMENDATION

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

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to continue in open session.

RECOMMENDATION

That the recommendations of the "Closed" Meeting of Council be adopted and the award of tenders disclosed in the open minutes.