



GANNAWARRA

Shire Council

Wednesday, 15 February 2017

7:00pm

Kerang Council Chambers

AGENDA

Ordinary Council Meeting

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Nil

1 ACKNOWLEDGEMENT OF COUNTRY

I would like to take this time to acknowledge the Traditional Custodians of the land, and pay my respect to elders both past and present

2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

3 APOLOGIES

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That Council adopts the minutes from the Ordinary Meeting - 21 December 2016.

5 DECLARATION OF CONFLICT OF INTEREST

The Local Government Amendment (Councillor Conduct and Other Matters) Act 2008.

A Councillor, member of a special committee, or member of Council staff has a conflict of interest in a matter if he or she has a *direct interest* or an *indirect interest* in that matter.

A person has a direct interest in a matter if there is a likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way. This includes where there is a likelihood that the person will receive a direct benefit or loss that can be measured in financial terms or that the residential amenity of the person will be directly affected if the matter is decided in a particular way.

A person has an indirect interest in a matter if the person has:

- a close association in the matter because a family member, a relative or a member of their household has a direct or indirect interest in the matter
- an indirect financial interest in the matter
- a conflicting duty – although there are circumstances where a person does not have a indirect interest because of a conflicting duty
- received an ‘applicable gift’
- become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter.

Disclosure of conflict of interest

If a Councillor or member of a special committee has a conflict of interest in a matter which is to be or is likely to be considered at a meeting of the Council or special committee, the Councillor or member must:

- if he or she will be present at the meeting, make a full disclosure of that interest by advising of the class and nature of the interest to either –
- the Council or special committee immediately before the matter is considered at the meeting, *or*
- in writing to the Chief Executive Officer (CEO). Where the disclosure is made to the CEO in writing, the Councillor or member need only disclose the class of interest to the meeting, immediately before the matter is considered.
- if he or she will not be present at the meeting, make a full disclosure to the CEO or Chairperson of the meeting, in writing, of the class and nature of the interest. If a Chairperson is given a written disclosure, he or she must give the written disclosure to the CEO.
- The CEO must keep written disclosures in a secure place for 3 years after the date the Councillor or member of the special committee who made the disclosure ceases to be a Councillor or member, and destroy the written disclosure when the 3 year period expires.
- While the matter is being considered or any vote taken, the Councillor or member of a special committee with the conflict of interest must leave the room and notify the Mayor or Chairperson of the special committee he or she is doing so. The Mayor or Chairperson must notify the Councillor or member that he or she may return to the room after consideration of the matter and all votes have been cast.
- A CEO or Chairperson of a special committee must record in the minutes of the meeting the declaration of the conflict of interest, the class of the interest and, if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.
- A failure by a Councillor or member to comply with section 79 of the Act may result in a penalty of up to 100 penalty units and disqualification under section 29(2) of the Act.

6 QUESTION TIME

Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions to the Council of the Shire of Gannawarra.

QUESTIONS FROM THE GALLERY

- All questions are to be directed to the Chair.
- Members of the public may ask questions from the gallery and should provide their name (and organisation if relevant) at the beginning of their questions.
- There is a maximum number of 3 questions of up to 2 minutes each.
- Chair will respond or refer to Councillor or CEO.
- Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing generally within 10 days.
- Where a question cannot be answered on the spot, the person is asked to write out their questions on a form provided to enable an accurate response to be prepared.
- Questions will be answered at the meeting, or later in writing, unless the Chairperson has determined that the relevant question relates to:
 - Personal matters
 - The personal hardship of any resident or ratepayers
 - Industrial matters
 - Contractual matters

- Proposed developments
 - Legal advice
 - Matters affecting the security of council property
 - An issue outside the Gannawarra Shire Council core business
 - Or any other matter which the Council considers would prejudice it or any person
 - A matter which may disadvantage the Council or any other person
 - Is defamatory, indecent, abusive or objectionable in language or substance
 - Is repetitive of a question already answered (whether at the same or an earlier meeting)
 - Is asked to embarrass an officer or another Councillor
-
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

7 ASSEMBLY OF COUNCILLORS

7.1 ASSEMBLY OF COUNCILLORS DECEMBER 22 TO FEBRUARY 15

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments:

- 1 Assembly of Councillors Record Form - 12 January 2017**
- 2 Assembly of Councillors Record Form - 3 February 2017**
- 3 Assembly of Councillors Record Form - 7 February 2017**

RECOMMENDATION

That Council notes the records of Assembly of Councillors from Thursday 22 December, 2016 to Wednesday 15 February, 2017.

EXECUTIVE SUMMARY

To present to Council the Assembly of Councillors Record Forms – Thursday 12 January 2017, Friday 3 February and Tuesday 7 February 2017, Kerang Council Chambers.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2013-2017 – Leadership and Governance – Compliance with legislative requirements.

BACKGROUND INFORMATION

In accordance with Section 76A of the Local Government Act 1989 the definition of an Assembly of Councillors is:

A meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the following exercise of a delegated authority and which is either of the following:

1. A meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the following exercise of a delegated authority and which is either of the following:
2. A meeting of an advisory committee where at least one Councillor is present.
3. If a meeting fits either of these types the procedures applying to an Assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting. Not all gatherings or meetings at which Councillors are present will constitute Assembly of Councillors.

If a meeting fits either of these types the procedures applying to an Assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting. Not all gatherings or meetings at which Councillors are present will constitute Assembly of Councillors.

CONSULTATION

Consultation with Councillors and staff has occurred to ensure the accuracy of the Assemblies of Councillors records.

CONCLUSION

To ensure compliance with Section 76A of the Local Government Act 1989 it is recommended that Council note the Assemblies of Councillors records as outlined in this report.



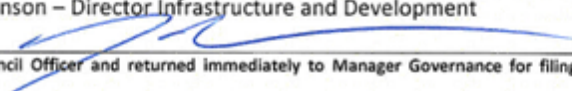
Assembly of Councillors Record Form

Date:	Thursday, 12 January 2017
Time:	5:30pm - 6:30pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Lorraine Learmonth, Cr Brian Gibson, Cr Jodie Basile, Cr Sonia Wright, Cr Charlie Gillingham and Cr Steven Tasker
Apologies	Cr Mark Arians
In Attendance: (Officers)	Eric Braslis and Geoff Rollinson
Matters Discussed:	Building Better Regions - Funding Discussion <ul style="list-style-type: none"> - Koondrook Nature Based Tourism Hub - Cohuna Aerodrome
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer 24/1/2017

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes).




Assembly of Councillors Record Form

Date:	Friday, 3 February 2017
Time:	4:45pm - 5:15pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Brian Gibson, Cr Sonia Wright, Cr Charlie Gillingham and Cr Mark Arians
Apologies	Cr Mark Arians, Cr Jodie Basile, Cr Lorraine Learmonth, Cr Steve Tasker
In Attendance: (Officers)	Geoff Rollinson and Roger Griffiths
Matters Discussed:	Briefing on proposed area project (Project Moo Moo)
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Geoff Rollinson – Director Infrastructure and Development 

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes).



Assembly of Councillors Record Form

Date:	Tuesday, 7 February 2017
Time:	1:00pm - 5:30pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Lorraine Learmonth, Cr Brian Gibson, Cr Jodie Basile, Cr Sonia Wright, Cr Charlie Gillingham (arrived 2:30pm), Cr Mark Arians and Cr Steven Tasker
Apologies	
In Attendance: (Officers)	Eric Braslis, Geoff Rollinson, Mandy Hutchinson, Tom O'Reilly, Sid Hutchinson
Matters Discussed:	Mayoral Correspondence Taskforce Update Solar Farms Update Future Report Listing Cohuna Hospital/Air Ambulance Monthly Building and Customer Service Reports Confidentiality Murray Darling Association Presentation Koondrook Caravan Park Building Inspections Parking – Chemist Environmental and Sustainability Strategy 2013-17 Council supported events for 2017 Library Services – Review of operating hours Rating Strategy – Options Update Operating Budget 2017/18 Councillor Expenditure - Quarterly Report Proposed Lease - Kerang Aerodrome Middle Lake Toilets Status of Audit Committee appointment Mayoral and Councillor Allowance VEC Council Election Report Review of Council Policy No. 078 – Code of Conduct and Values for Elected Members Customer Service Charter – Quarterly Report Council Policy Rate Subsidy Policy 104 – Review Quarterly Financial Report to 31 December 2016 Capital Works Update
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer 

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes).

8 BUSINESS REPORTS FOR DECISION

8.1 MAYORAL AND COUNCILLOR ALLOWANCES

Author: Lisa Clue, Manager Governance
Authoriser: Tom O'Reilly, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council fix the level of allowance, as per the banding levels set by the Minister for Local Government under section 73B of the *Local Government Act 1989* at:

- 1. Councillor Allowance - \$19,350 per annum and an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance, equating to \$21,188 (exclusive of annual indexation).**
- 2. Mayoral Allowance - \$57,812 per annum and an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance, equating to \$63,304 (exclusive of annual indexation).**

EXECUTIVE SUMMARY

At its November 2016 Ordinary Meeting, Council resolved to give notice of its intention to fix the Councillor allowance at \$19,350 per annum and the Mayoral allowance at \$57,812 (exclusive of annual indexation), and apply an amount equivalent to the 9.5% superannuation guarantee to each. Council also resolved to consult with the community by giving 28 days' notice of its intention to set Councillor Allowances and consider, and if requested hear, any submission received at a future meeting of Council.

Public Notice was given in the Gannawarra News, published 22 November 2016 and submissions invited until 20 December 2016. No submissions were received.

Having complied with relevant sections of the *Local Government Act 1989*, Council may now adopt Mayoral and Councillor allowances as detailed in the Public Notice, for the term of the current Council (2016 – 2020).

BACKGROUND

The Victorian Government sets upper and lower limits for all allowances paid to Mayors and Councillors within three different categories, based on income and population. Gannawarra is a Category 1 Shire.

Each Council is required to determine the precise annual amount that will be paid to its Mayor and Councillors within six months after a general election, or by the next 30 June, whichever is later. These amounts apply from the time Council makes the resolution, after conducting a review of its allowances. The allowance level determined remains in effect until the time of the next election. Allowance levels are subject to annual automatic adjustments that are announced in the Victoria Government Gazette by the Minister for Local Government.

POLICY CONTEXT

Local Government Act 1989

Council Plan 2013-2017 – Leadership and Governance: Demonstrate commitment to strong Corporate Governance and ethical behaviour.

DISCUSSION

In accordance with the *Local Government Act 1989*, Council is required to comply with the following sections:

- 74(1) A Council must review and determine the level of the Councillor allowance and the Mayoral allowance within the period of 6 months after a general election or by the next 30 June, whichever is later.
- 74(4) A person has a right to make a submission under section 223 in respect of a review of allowances.
- 74A(3) A Council does not have to pay an allowance to a Councillor or Mayor who does not want to receive an allowance.
- 73(B) The Minister must, at least once every year, review the limits and ranges of [Councillor](#) and Mayoral allowances having regard to movements in the levels of remuneration of executives within the meaning of the *Public Administration Act 2004*. If a review conducted by the Minister under this section results in a finding that [Councillor](#) and Mayoral allowances should be adjusted, the Minister must specify by notice [published](#) in the Government Gazette an adjustment factor and the new limits and ranges of allowances for each category of [Councils](#), adjusted in accordance with the adjustment factor. A [Council](#) must then increase the level of [Councillor](#) and Mayoral allowances in accordance with the adjustment factor specified in the notice.

At its November 2016 Ordinary Meeting, Council resolved to give notice of its intention to fix the Councillor allowance at \$19,350 per annum and the Mayoral allowance at \$57,812 (exclusive of annual indexation), and apply an amount equivalent to the 9.5% superannuation guarantee to each. Council also resolved to consult with the community by giving 28 days' notice of its intention to set Councillor Allowances and consider, and if requested hear, any submission received at a future meeting of Council.

Public Notice was given in the Gannawarra News, published 22 November 2016, and submissions invited until 20 December 2016. No submissions were received.

CONSULTATION

In accordance of section 223 of the *Local Government Act 1989*, Council is required to consult with the community by giving 28 days' notice of its intention to set Councillor Allowances. Council must also consider any submissions that may be received.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no Conflict of Interest in regards to this matter.

CONCLUSION

Having complied with relevant sections of the *Local Government Act 1989*, Council may now adopt Mayoral and Councillor allowances as detailed in the Public Notice, for the term of the current Council (2016 – 2020).

8.2 2016 VICTORIAN ELECTORAL COMMISSION COUNCIL ELECTION REPORT

Author: Lisa Clue, Manager Governance

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments: 1 2016 Gannawarra Shire Council Election Report

RECOMMENDATION

That Council receive and note the Victorian Electoral Commission Election Report on the Gannawarra Shire Council General Election 2016 as attached to this report.

EXECUTIVE SUMMARY

The *Local Government Act 1989* requires that a Returning Officer must prepare a report to the Chief Executive Officer on the conduct of an election within the period of three months after an Election Day and that the Chief Executive Officer must ensure that the report is submitted to Council at the earliest practicable meeting of the Council held after the report is received.

On Friday, 20 January 2017 the VEC Electoral Commissioner, on behalf of Mardi Messer – the Returning Officer, submitted a report on the conduct of the Gannawarra Shire Council General Election 2016.

BACKGROUND

The *Local Government Act 1989* requires that a Returning Officer must prepare a report to the Chief Executive Officer on the conduct of an election within the period of three months after an Election Day and that the Chief Executive Officer must ensure that the report is submitted to Council at the earliest practicable meeting of the Council held after the report is received.

Election Day in respect of the 2016 Victorian Local Government election was specified as Saturday, 22 October 2016.

POLICY CONTEXT

Local Government Act 1989

Electoral Act 2002

Gannawarra Shire Council Plan 2013 – 2017 – Effective Leadership and Management

DISCUSSION

The Gannawarra Shire Council General Election 2016 Report contains information and statistical data relating to:

- Voters' Roll
- Advertising and Communication
- Returning Officer
- Election Office
- Candidates

- Voting
- Results
- Election Statistics
- Complaints
- Post-election Activities
- Evaluating the VEC's services.

Some of the more significant items to note in the report are:

- The certified voters' roll included 9,059 enrolled voters consisting 89.25% from the Electoral Commissioner's List of State electors and 10.75% from the CEO's List.
- The Returning Officer issued nine early votes to enrolled voters.
- Following the general mail, the Returning Officer issued 69 replacement ballot packs to voters that advised they had not received, destroyed or spoilt their general mail out ballot pack.
- The Returning Officer issued four unenrolled declaration votes, two of which were admitted to the count.
- The Returning Officer received 6,774 returned ballot paper envelopes through the post by close of voting and 786 ballot paper envelopes during the extended postal vote receipt period.
- Of the 7,414 ballot paper envelopes admitted to the extraction and counting process, 7,402 were submitted for counting (12 were rejected during the extraction activity).
- As a percentage of total enrolment, the number of ballot papers counted was 87.71%. This is compared with an average turnout of 75.67% for all postal elections across the State (excluding Melbourne City Council). Gannawarra Shire Council recorded a turnout of 80.82% at the last general election in 2012.
- The informal vote recorded was 2.08%, compared with 6.06% for all postal elections across the State. Gannawarra Shire Council recorded an informal rate of 1.69% at the last general election in 2012.
- The VEC received no written complaints in relation to the 2016 Gannawarra Shire Council general election.
- There were no applications to the Municipal Electoral Tribunal disputing the results of the 2016 Gannawarra Shire Council general election.
- The VEC has commenced its compulsory voting enforcement process.

Council staff will further analyse the report and use relevant information to assist with planning for the 2020 Council election.

CONSULTATION

No consultation was required to occur for this matter.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The Victorian Electoral Commission has satisfied the legislated requirement to prepare and submit to Council's Chief Executive Officer a report on the conduct of the 2016 Council Election and the Chief Executive Officer has satisfied the requirement to submit the report to Council.

The Report contains detailed information on the conduct of the 2016 General Election which will be considered during the 2020 Election planning process.



Gannawarra Shire Council



**ELECTION
REPORT**

Victorian Electoral Commission





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Letter of Transmittal

20 January 2017

Eric Braslis
Chief Executive Officer
Gannawarra Shire Council
47 Victoria Street
Kerang Vic 3579

Dear Mr Braslis

Pursuant to clause 14 of Schedule 3 of the *Local Government Act 1989*, I submit this report on the Gannawarra Shire Council general election held in October 2016.

Yours sincerely

A handwritten signature in black ink, appearing to read 'W. Gately', is enclosed within a rectangular box.

Warwick Gately AM
Electoral Commissioner

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Introduction

The Gannawarra Shire Council general election was held on 22 October 2016 by postal voting.

The election was conducted by the Victorian Electoral Commission (VEC), as the statutory election service provider to Gannawarra Shire Council in accordance with clause 1 of Schedule 2 of the *Local Government Act 1989 (the LG Act)*.

About the Victorian Electoral Commission

The VEC is an independent and impartial statutory authority established under the *Electoral Act 2002 (the Electoral Act)*. The VEC conducts Victorian State elections, local government elections, certain statutory elections, commercial and community elections, conducts boundary reviews, electoral representation and subdivision reviews, and maintains the Victorian electoral enrolment register. The VEC's electoral education and research programs work to engage and inform all Victorians who are entitled to enrol and vote in the democratic process.

The Electoral Commissioner is Warwick Gately AM and the Deputy Electoral Commissioner is Liz Williams. The Commissioner reports to the Victorian Parliament in relation to the VEC's activities.

The Commissioner and Deputy are assisted by an Executive Management Group to deliver the functions of the VEC. The Local Government Program Manager, Keegan Bartlett, oversees the VEC's local government electoral activity and chairs the Planning Group, comprised of activity and project leads from across the organisation. The Executive Management and Planning Groups jointly met each weekday morning for the duration of the 2016 local government elections timeline.

About Gannawarra Shire Council

Gannawarra Shire Council is comprised of seven councillors elected from two single-councillor wards, one three-councillor ward and one two-councillor ward. The structure was last reviewed through an electoral representation review in 2015. The next scheduled review of Gannawarra Shire Council is required before the 2028 local government elections.

Figure 1 shows the electoral structure of Gannawarra Shire Council.

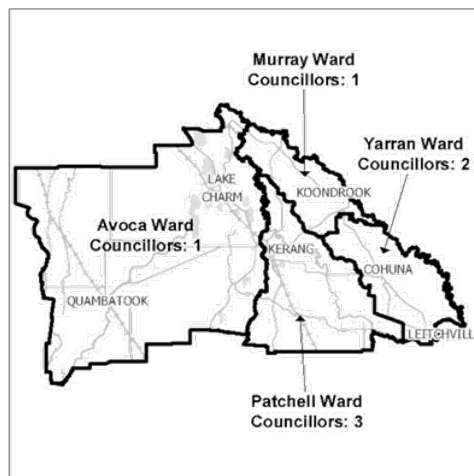


Figure 1. The electoral structure of Gannawarra Shire Council at the general election held on 22 October 2016.

Key changes

Changes in legislation

The electoral provisions in the LG Act were amended in 2015 to clarify responsibilities for preparing and conducting local government elections, strengthen provisions in relation to the eligibility of candidates, and consider the powers of the Returning Officer. In July 2016, the Victorian Government also made the new Local Government (Electoral) Regulations 2016 (**the Regulations**) to come into effect in time for the 2016 local government elections.

Extended postal vote receipt period

The Regulations provided an extended period for postal votes to be received and accepted by the Returning Officer during the week after Election Day. This changed the VEC's timeline for completing the counting of ballot papers and the availability of results for all contested elections.

Introduction of the candidate questionnaire

The Regulations also introduced a set of prescribed questions that candidates were invited to answer through the candidate questionnaire.

Changes to indication of preferences

In August 2016, the Legislative Council disallowed Regulation 38 of the Regulations. This removed the opportunity for candidates at elections held by postal voting to lodge an indication of preferences for inclusion in the ballot pack mailed to voters.

Election timeline

Deadline fixed by the Registrar for council primary enrolment data	Monday 11 July 2016								
Entitlement date	4.00 pm on Friday 26 August 2016								
Opening of the election office to the public	Wednesday 14 September 2016								
Certification of the voters' roll and opening of nominations	Thursday 15 September 2016								
Close of nominations	12 noon on Tuesday 20 September 2016								
<table border="0"> <tr> <td>Ballot draw</td> <td>From 1.00 pm on Tuesday 20 September 2016</td> </tr> <tr> <td>Deadline for lodging candidate statements, photographs and candidate questionnaires</td> <td>12 noon on Wednesday 21 September 2016</td> </tr> <tr> <td>General mail out of ballot packs to voters</td> <td>Tuesday 4 October – Thursday 6 October 2016</td> </tr> <tr> <td>Close of voting</td> <td>6.00 pm on Friday 21 October 2016</td> </tr> </table>		Ballot draw	From 1.00 pm on Tuesday 20 September 2016	Deadline for lodging candidate statements, photographs and candidate questionnaires	12 noon on Wednesday 21 September 2016	General mail out of ballot packs to voters	Tuesday 4 October – Thursday 6 October 2016	Close of voting	6.00 pm on Friday 21 October 2016
Ballot draw	From 1.00 pm on Tuesday 20 September 2016								
Deadline for lodging candidate statements, photographs and candidate questionnaires	12 noon on Wednesday 21 September 2016								
General mail out of ballot packs to voters	Tuesday 4 October – Thursday 6 October 2016								
Close of voting	6.00 pm on Friday 21 October 2016								
Election day	Saturday 22 October 2016								
<table border="0"> <tr> <td>Close of the extended postal vote receipt period</td> <td>12 noon on Friday 28 October 2016</td> </tr> </table>		Close of the extended postal vote receipt period	12 noon on Friday 28 October 2016						
Close of the extended postal vote receipt period	12 noon on Friday 28 October 2016								
Declaration of the election	12 noon on Monday 31 October 2016								

Bordered dates relate to contested elections only.

Voters' roll

The VEC prepared the Gannawarra Shire Council voters' roll for the general election under section 8(2)(c) of the Electoral Act and in accordance with section 24 of the LG Act. Pursuant to section 24(6) of the LG Act, the Registrar, Melanie Davidson, certified the voters' roll on 15 September 2016.

The certified voters' roll for the 2016 Gannawarra Shire Council general election included 9,059 enrolled voters.

Composition of the roll

The LG Act specifies that the voters' roll for a local government election is formed by combining two separate lists of voters:

1. **The Victorian Electoral Commissioner's (EC's) List of State electors.**
The EC's List made up 89.25 percent of the Gannawarra Shire Council voters' roll.
2. **The Chief Executive Officer's (CEO's) List of council-entitled voters.**
The CEO's List made up 10.75 percent of the Gannawarra Shire Council voters' roll.

Refer to **Appendix 1** for a further breakdown of the Gannawarra Shire Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 24A of the LG Act, the Registrar was able to amend any error in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. If the amendment relates to a CEO's List voter, the Registrar must obtain the approval of the Council's Chief Executive Officer.

The Registrar made no amendments to the Gannawarra Shire Council voters' roll.

Advertising and communication

Advertising

The VEC published a series of statutory notices in relation to the Gannawarra Shire Council general election. These notices are required by the LG Act and contain critical information relevant to each point of the election timeline. Refer to **Appendix 2** for further information in relation to the statutory advertising.

A statewide advertising campaign complemented the statutory advertising. The campaign concentrated on maximising the promotion of local government elections across the key areas of enrolment and voting. Coverage included major metropolitan and regional newspapers, metropolitan and regional radio, ethnic print and radio media, and social media.

The VEC also ran interactive advertisements on Facebook. These advertisements targeted geographic areas as well as demographic segments of the population that typically have low participation rates. In addition, Google search advertising was used to direct enquiries to VEC information online.

Accommodating voters with special needs

The VEC worked with a number of partners to provide suitable communication services for blind and low vision voters, voters with disability, and culturally and linguistically diverse voters.

Blind and low vision services

The VEC worked with Vision Australia and Blind Citizens Australia to provide election information to blind and low vision voters. This included making large print and audio files available for download, 'BrowseAloud' functionality of the VEC website, and assisted reading equipment at all attendance election offices and the Melbourne City Council election office. Braille and large print ballot material was also available on request.

Interpreting services

In addition to in-language information presented through ethnic print and radio media as part of the statewide advertising campaign, the VEC engaged the Victorian Interpreting and Language Services' Language Link to provide a telephone interpreting service for multi-language telephone enquiries. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Media liaison

The VEC's media liaison program principally featured staged media releases aimed to highlight key milestones during the election timetable and capitalise on existing general news coverage. More information on the VEC's media release schedule is available at **Appendix 3**.

Two media briefing sessions were held for media outlets from across Victoria; an in-person media briefing was held on 1 August 2016 and an online webinar media briefing was held on 3 August 2016.

The webinar was also accessible to council officers and could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the 2016 local government elections, and also provided a specific update in relation to the availability of election results in light of the extended postal vote receipt period introduced to the Regulations.

Media outlets were provided with a media information booklet that outlined the election timeline and key messages, and provided the VEC's head office media contacts. The VEC's communication team supported each Returning Officer as the primary media spokesperson in relation to each election.

Telephone enquiry service

The VEC operated a local telephone enquiry service at the election office from 14 September 2016 until the close of voting at 6.00 pm on 21 October 2016. The types of calls related to:

- voting entitlements and obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoilt or destroyed, so replacement ballot material was required
- a voter advising that he or she was overseas or interstate, and
- queries regarding the content of the ballot pack.

The telephone enquiry service was supplemented by an overflow call centre at the VEC's head office. The overflow call centre received calls made directly to the VEC's head office line (131 VEC or 131 832) and diverted calls from the election office when the lines were at capacity.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the Gannawarra Shire Council general election is available at **Appendix 4**.

Returning Officer

The VEC maintains a pool of trained senior election officials located across the State to fill election management roles that occur for State and local government elections. Additional election-specific training is provided to relevant senior election officials prior to each election management appointment.

In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Mardi Messer as the Returning Officer for the Gannawarra Shire Council general election.

Election office

The Returning Officer established an election office at Patchell Plaza, 47 Victoria Street, Kerang.

The election office was open to the public from 14 September 2016 until 21 October 2016. The election office was open 9.00 am to 5.00 pm weekdays, except on public holidays. Opening hours were extended on 20 October 2016 (9.00 am to 8.00 pm) and 21 October 2016 (9.00 am to 6.00 pm) to allow for last minute voting enquiries.

Suitability of the election office

The VEC notes that the election office may be unsuitable for future elections due to its limited size and lack of available storage. Accordingly, it is recommended that the VEC and Gannawarra Shire Council engage early in planning for the next election to identify suitable options for election office premises.

Candidates

Nominations for the election opened at 9.00 am on 15 September 2016 and closed at 12 noon on 20 September 2016. Nomination forms were required to be lodged by candidates in person at the election office. A \$250 nomination fee applied.

Information for candidates

Candidates were able to access the VEC's information about the process of nominating and becoming a candidate for the election from 8 August 2016, when the VEC's *Candidate Handbook* was published online. From early September, candidates were able to access a candidate information kit, which included the *Candidate Handbook*, as well as a number of other relevant forms and documents.

The Returning Officer conducted one information session. Approximately 12 attended the session. The presentation at the session summarised critical aspects of the *Candidate Handbook* and the election timeline.

Candidates in the election

The election involved a total of 13 candidates. There were two candidates in each of Avoca Ward

and Murray Ward, four candidates in Patchell Ward, and five candidates in Yarran Ward.

The ballot draws were held shortly after the close of nominations on 20 September 2016 to determine the order of candidates' names on the ballot papers (see **Appendix 5**).

Further information about the candidates, including candidate statements and photographs (where lodged), is available at **Appendix 6**.

Candidate questionnaire

In addition to a statement and photograph, candidates were able to lodge their answers to a set of prescribed questions in accordance with the Regulations. The Returning Officer accepted questionnaire submissions lodged by 12 of 13 candidates at the election.

Voters could access candidates' answers to the candidate questionnaire through the VEC website, or by requesting a hardcopy from the Returning Officer.

Voting

Early votes

The Returning Officer may issue an early vote upon request by an enrolled voter if the request is reasonable. Requests for early votes could be processed from 21 September 2016, the day after nominations closed, until the general mail out. Due to the timing for early votes, some early voters may not have had access to the candidates' statements, photographs, or candidate questionnaires.

The Returning Officer issued nine early votes.

General mail out

The VEC mailed out 9,059 ballot packs between 4 October 2016 and 6 October 2016. This included three ballot packs that were redirected to alternative addresses by voters that had applied to redirect their ballot pack before 15 September 2016.

In accordance with the Regulations, no more than 35 percent of ballot packs were mailed out on any one day during the mail out period. All ballot packs were mailed out using Australia Post's priority paid service.

Refer to **Appendix 7** for a daily breakdown of the ballot packs mailed out on each day during the general mail out.

Following the general mail out, the Returning Officer also issued 69 replacement ballot packs to enrolled voters that advised they had not received, destroyed, or spoiled their general mail out ballot pack.

Unenrolled declaration votes

Unenrolled declaration votes were issued to persons that did not receive a ballot pack and whose name could not be found on the voters' roll and who believed that they were entitled to be enrolled for the election. The unenrolled ballot pack includes a declaration that was required to be completed by the person to be assessed by the Returning Officer prior to admitting the ballot pack for counting.

The Returning Officer issued four unenrolled declaration votes and two were admitted to the count.

Return of ballot paper envelopes

Completed ballot paper envelopes returned inside the reply-paid envelopes were returned using Australia Post's priority paid service. The VEC's arrangements with Australia Post allowed returned mail to be pre-sorted and could be collected by the Returning Officer or delivered to the election office from a nearby postal facility or distribution centre.

The Returning Officer received 6,774 returned ballot paper envelopes through the post by the close of voting at 6.00 pm on 21 October 2016.

For the 2016 local government elections, the Regulations allowed for the Returning Officer to admit returned ballot paper envelopes received by post before 12 noon on 28 October 2016 if satisfied that the vote had been posted prior to the close of voting. The Returning Officer received 786 returned ballot paper envelopes during the extended postal vote receipt period.

In total, the Returning Officer admitted 7,414 ballot paper envelopes to the extraction and counting process. Any ballot paper envelopes not signed by the voter or, in the case of unenrolled declaration votes, where an entitlement was not found for the person, were set aside and not admitted to the extraction and count.

By the close of voting, 141 ballot packs had been returned to the Returning Officer as return-to-sender mail. Most of this mail was due to the addressee having left the address.

Results

Extraction

Following the close of voting, the extraction of ballot papers occurred at the election office beginning on 24 October 2016. The extraction of all admitted ballot paper envelopes was completed on 28 October 2016, following the end of the extended postal vote receipt period. The extraction process involved separating the declaration flaps containing the voter's details from each admitted ballot paper envelope, and then extracting the contents from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

Any returned ballot paper envelopes found not to contain a regulation ballot paper or contained more than one ballot paper were required to be rejected and could not be counted. There were 12 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the returned ballot paper envelopes, a total of 7,402 were submitted for counting.

Counting

Manual count

Ballot papers for Avoca Ward and Murray Ward were counted manually using the preferential method of counting. Following extraction, ballot papers were sorted to first preferences and informal. The manual counts took place at the election office. Provisional results were published to the VEC website as they became available.

For a breakdown of the results by ward, refer to **Appendix 8**.

Computer count

Ballot papers for Patchell Ward and Yarran Ward were counted by computer data entry using the VEC's computer counting application at the election office. The application distributes preferences using the proportional representation method once data entry of ballot paper preferences is complete. The Returning Officer invited candidates and their scrutineers to attend an information session on the computer count process, which was held at 5.30 pm on 18 October 2016 at Council Chamber, Gannawarra Shire Council, Patchell Plaza, 47 Victoria Street, Kerang.

Following the completion of data entry, the provisional results were calculated at 5.00 pm on 29 October 2016 at the election office. The provisional results were published to the VEC website as they became available.

For a breakdown of the results by ward, refer to **Appendix 8**.

Declaration of results

The results of the 2016 Gannawarra Shire Council general election were declared at 12 noon on 31 October 2016 at Gannawarra Shire Offices, 47 Victoria Street, Kerang.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

Election statistics

Turnout

As a percentage of the total enrolment for the 2016 Gannawarra Shire Council general election, the number of ballot papers counted (formal and informal) was 81.71 percent. This is compared with an average turnout of 75.67 percent for all postal elections across the State at the 2016 local government elections (excluding Melbourne City Council). Gannawarra Shire Council recorded a turnout of 80.82 percent at its last general election in October 2012.

Refer to **Appendix 9** for further information on turnout, including a breakdown by enrolment category and by ward.

Informality

The informal vote recorded at the 2016 Gannawarra Shire Council general election was 2.08 percent, compared with 6.06 percent for all postal elections across the State at the 2016 local government elections. Gannawarra Shire Council recorded an informal rate of 1.69 percent at its last general election in October 2012.

Complaints

Type of Complaints

At local government elections, complaints generally fall into two broad categories:

1. **The conduct of participants in the election.**
Complaints about the conduct of candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.
2. **The administration of the election.**
Complaints about the conduct of the election and services to voters.

The majority of complaints at the 2016 local government elections were related to category one, often where the complainant alleged inappropriate or illegal action by another person or group associated with the election.

Complaints process

The VEC operated a streamlined complaints process that had been developed in consultation with local councils and enforcement agencies. The process required complaints to be lodged, in writing, and was processed through the VEC's head office in Melbourne.

Each complaint was evaluated and an appropriate course of action was determined. Complaints alleging a breach of the LG Act, for example, were forwarded to the Local Government Investigations and Compliance Inspectorate. Complaints about the VEC's services or the behaviour or actions of VEC staff and election officials were the responsibility of the VEC. In these cases, the VEC investigated the matter and determined the most appropriate response.

Complaints received

The VEC received no written complaints in relation to the 2016 Gannawarra Shire Council general election.

Post-election activities

Storage of election material

All records from the election are required to be kept by the VEC safely and secretly in accordance with Regulation 117 of the Regulations.

Refund of nomination fee

Nomination fees were refunded to eligible candidates in December 2016. Eligible candidates included those who were elected or who received at least four percent of the first preference vote. Any forfeited nomination fees were remitted to Gannawarra Shire Council in December 2016.

Courts and tribunals

There were no applications to the Municipal Electoral Tribunal disputing the results of the 2016 Gannawarra Shire Council general election.

Non-voter follow up

In accordance with Division 7 of Part 3 of the LG Act, the VEC has commenced its compulsory voting enforcement following the 2016 local government elections. Any person who was required to vote at the 2016 Gannawarra Shire Council general election and failed to vote will be issued with an apparent failure-to-vote notice. A person who does not respond to that notice or does not provide a satisfactory response to the notice may be fined.

Following the conclusion of the notices, the VEC will lodge the file of any remaining non-voters with the Infringements Court. A non-voter who is issued with a notice may also request for the matter to proceed directly to court.

Evaluating the VEC's services

The VEC is committed to providing high quality election services to its local government clients. Through the VEC's formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

Feedback from Gannawarra Shire Council

Through its contact officer at Gannawarra Shire Council, the VEC has invited feedback on its services. Further feedback may also be provided to the Local Government Program Manager by emailing LGProgram@vec.vic.gov.au.

Internal debriefing activity

The VEC has commenced its internal debriefing activity following the 2016 local government elections.

In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. A copy of this report will be forwarded to Gannawarra Shire Council.

Schedule 1: Record of ballot papers

Gannawarra Shire Council, Avoca Ward election	
Ballot papers printed	
Victorian Electoral Commission	3,000
Returning Officer	2
Total	3,002
Ballot papers issued	
General mail out	1,276
Replacement votes	9
Unenrolled declaration voters	0
Spoilt	Not applicable
Unused	1,717
Total	3,002
Declarations returned	
General mail out admitted to the count	1,051
Replacement votes admitted to the count	8
Unenrolled declaration voters admitted to the count	0
Returned declarations unable to admit to count	13
Total	1,072

Gannawarra Shire Council, Murray Ward election	
Ballot papers printed	
Victorian Electoral Commission	3,000
Returning Officer	2
Total	3,002
Ballot papers issued	
General mail out	1,406
Replacement votes	8
Unenrolled declaration voters	0
Spoilt	Not applicable
Unused	1,588
Total	3,002
Declarations returned	
General mail out admitted to the count	1,098
Replacement votes admitted to the count	6
Unenrolled declaration voters admitted to the count	0
Returned declarations unable to admit to count	30
Total	1,134

Gannawarra Shire Council, Patchell Ward election

Ballot papers printed	
Victorian Electoral Commission	6,000
Returning Officer	7
Total	6,007

Ballot papers issued	
General mail out	3,639
Replacement votes	34
Unenrolled declaration voters	3
Spoilt	Not applicable
Unused	2,331
Total	6,007

Declarations returned	
General mail out admitted to the count	2,866
Replacement votes admitted to the count	33
Unenrolled declaration voters admitted to the count	2
Returned declarations unable to admit to count	56
Total	2,957

Gannawarra Shire Council, Yarran Ward election

Ballot papers printed	
Victorian Electoral Commission	5,000
Returning Officer	4
Total	5,004

Ballot papers issued	
General mail out	2,738
Replacement votes	27
Unenrolled declaration voters	1
Spoilt	Not applicable
Unused	2,238
Total	5,004

Declarations returned	
General mail out admitted to the count	2,333
Replacement votes admitted to the count	17
Unenrolled declaration voters admitted to the count	0
Returned declarations unable to admit to count	47
Total	2,397

Schedule 2: Certification statement

I certify that Schedule 1 of this report on the conduct of the 2016 Gannawarra Shire Council general election is a true and correct account of the number of ballot papers issued, returned and not used in this election.



Warwick Gately AM
Electoral Commissioner

Appendix 1: Breakdown of the voters' roll

Gannawarra Shire Council	
Whole of council enrolment	
Voters enrolled through an entitlement under section 12 of the LG Act	8,085
Voters enrolled through entitlements under sections 13 – 16 of the LG Act	974
Total	9,059
Avoca Ward election	
Voters enrolled through an entitlement under section 12 of the LG Act	1,008
Voters enrolled through entitlements under sections 13 – 16 of the LG Act	268
Avoca Ward election total	1,276
Murray Ward election	
Voters enrolled through an entitlement under section 12 of the LG Act	1,183
Voters enrolled through entitlements under sections 13 – 16 of the LG Act	223
Murray Ward election total	1,406
Patchell Ward election	
Voters enrolled through an entitlement under section 12 of the LG Act	3,314
Voters enrolled through entitlements under sections 13 – 16 of the LG Act	325
Patchell Ward election total	3,639
Yarran Ward election	
Voters enrolled through an entitlement under section 12 of the LG Act	2,580
Voters enrolled through entitlements under sections 13 – 16 of the LG Act	158
Yarran Ward election total	2,738

Appendix 2: Public notices

Schedule of public notices

Gannawarra Shire Council election	
Notice of entitlement (see Appendix 2.1 for example)	
<i>Koondrook & Barham Bridge</i>	11 August 2016
<i>Gannawarra Times</i>	12 August 2016
Notice of election (see Appendix 2.2 for example)	
<i>Koondrook & Barham Bridge</i>	1 September 2016
<i>Gannawarra Times</i>	2 September 2016
Voting details notice (see Appendix 2.3 for example)	
<i>Koondrook & Barham Bridge</i>	29 September 2016
<i>Gannawarra Times</i>	30 September 2016
Reminder notice (see Appendix 2.4 for example)	
<i>Koondrook & Barham Bridge</i>	20 October 2016
<i>Gannawarra Times</i>	14 October 2016
Notice of results (see Appendix 2.5 for example)	
<i>Koondrook & Barham Bridge</i>	18 November 2016
<i>Gannawarra Times</i>	18 November 2016

Appendix 2.1: Notice of entitlement for Gannawarra Shire Council

Gannawarra Shire Council elections

Your Council, Your Vote



You must be enrolled to vote

Elections will be held for Gannawarra Shire Council in October 2016. To be able to vote, you must be enrolled by 4.00 pm on Friday 26 August 2016.

Am I enrolled to vote?

You are already enrolled for these elections if:

- you will be 18 years of age or over on 22 October 2016 **AND**
- you live in Gannawarra Shire **AND**
- you are on the State electoral roll for your present address.

Or if:

- you own a property within Gannawarra Shire but don't live in the municipality.

You may also be enrolled to vote for these elections if you pay rates for a residence or corporation within Gannawarra Shire. If you enrolled directly with Gannawarra Shire Council for a previous election you will need to renew your application if you wish to be enrolled for these elections.

How can I check my enrolment?

If you are an Australian citizen you can check your enrolment details at vec.vic.gov.au at any time, or call 1300 805 478.

If you have any other voting entitlement, contact the council on (03) 5450 9333.

How do I enrol?

You must enrol by 4.00 pm on Friday 26 August if you are an Australian citizen, living in Victoria, aged 18 or over on 22 October 2016, and:

- you are not on the State electoral roll or
- you have lived at your present residential address for at least a month and have not updated your enrolment details.

Complete an enrolment form online at vec.vic.gov.au or pick one up at any post office or Australian Electoral Commission office and return it to the Victorian Electoral Commission by 4.00 pm on Friday 26 August.

If you are not on the roll for this election, but you do pay rates in Gannawarra Shire, you may be eligible to apply to be enrolled with council. Please contact the council on (03) 5450 9333 for more information.

**Enrol before
4.00 pm Friday
26 August 2016**

**Register for SMS
and email alerts at
vec.vic.gov.au**

For enquiries in languages other than English call our Interpreting service:

- ገጽገጽ 9209 0190 Amharic • العربية 9209 0100 Arabic
- Босански 9209 0191 Bosnian • 粵語 9209 0101 Cantonese
- Hrvatski 9209 0102 Croatian • ብሔር 9209 0193 Dari • Dinka 9209 0119 Dinka
- Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian
- ខ្មែរ 9209 0192 Khmer • 한국어 9209 0194 Korean
- Македонски 9209 0105 Macedonian • 國語 9209 0106 Mandarin
- فارسی 9209 0195 Persian • Русский 9209 0196 Russian
- Српски 9209 0107 Serbian • Soomaali 9209 0108 Somali
- Español 9209 0109 Spanish • Türkçe 9209 0110 Turkish
- Việt-ngữ 9209 0111 Vietnamese • All other non-English languages 9209 0112





Victorian Electoral Commission




Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria. 620858A

Appendix 2.2: Notice of election for Gannawarra Shire Council

Gannawarra Shire Council elections

Your Council, Your Vote

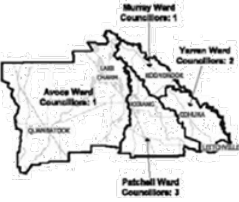


GANNAWARRA
SHIRE COUNCIL

Vote by post this October

Voting

Ballot packs will be mailed to voters enrolled in the Gannawarra Shire Council elections from Tuesday 4 October 2016. Your completed ballot material must be in the mail or hand delivered to the Returning Officer by 6.00 pm on Friday 21 October.



If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Friday 26 August, your ballot pack can be redirected by writing to:

Returning Officer
Gannawarra Shire Council elections
c/- Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Please include the address for redirection.

Alternatively, you can fax your request to (03) 9620 1568 or scan and email it to redirections@vec.vic.gov.au.

Each voter requesting redirection must sign their request.

Requests for redirection must be received by Thursday 15 September.

Large print and braille ballot papers

Large print or braille ballot papers are available for blind and low vision voters who register by Tuesday 13 September. To register, call (03) 8620 1122 during business hours.

How to nominate as a candidate

To nominate as a candidate you must complete a nomination form and lodge it, together with the \$250 nomination fee, in person with the Returning Officer. Nomination forms can be lodged during business hours from Thursday 15 September until 12 noon on Tuesday 20 September at:

Patchell Plaza, 47 Victoria Street,
Kerang

To help reduce waiting time while nominations are processed, visit vec.vic.gov.au and pre-complete your nomination form using the Candidate Helper. The Candidate Helper will be available from Thursday 1 September.

Print your pre-completed form, sign it and lodge it with the Returning Officer along with the \$250 nomination fee.

Call the Returning Officer from Wednesday 14 September on 1300 588 952 to make a nomination appointment.

Candidate information session

When: 7.00 pm on Monday 12 September

Where: Gannawarra Shire Council, 47 Victoria Street, Kerang

Candidate Information Kits containing nomination forms and other electoral information will be available at this session.

Mardi Messer Returning Officer


Nominations close 12 noon Tuesday 20 September

Register for SMS and email alerts at vec.vic.gov.au

For enquiries in languages other than English call our Interpreting service:

• ግዕዝ 9209 0180 Amharic • العربية 9209 0100 Arabic • Босански 9209 0191 Bosnian • 粵語 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • داري 9209 0193 Dari • Dinka 9209 0119 Dinka • Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian • ភ្នំ 9209 0192 Khmer • 한국어 9209 0184 Korean • Македонски 9209 0105 Macedonian • 普通话 9209 0106 Mandarin • ភាសាខ្មែរ 9209 0195 Persian • Русский 9209 0186 Russian • Српски 9209 0107 Serbian • Soomaali 9209 0108 Somali • Español 9209 0109 Spanish • Türkçe 9209 0110 Turkish • Việt-ngữ 9209 0111 Vietnamese

• All other non-English languages 9209 0112

vec.vic.gov.au
[/electionsvic](https://www.facebook.com/electionsvic)
[@electionsvic](https://twitter.com/electionsvic)
1300 588 952
Victorian Electoral Commission 

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria. 620858C

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Item 8.3

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Appendix 2.3: Voting details notice for Gannawarra Shire Council

Gannawarra Shire Council elections

Your Council, Your Vote



GANNAWARRA
SHIRE COUNCIL

Postal election: check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from Tuesday 4 October 2016.

This is a postal election.

If you do not receive your ballot pack by Wednesday 12 October please call 1300 588 952 during office hours to arrange an alternative.

Candidates

Candidates who have nominated to stand for election will be listed in the ballot packs and at vec.vic.gov.au. Where provided by candidates, a photo and a statement will also be included.

Responses to the candidate questionnaire, where provided, will also be available at vec.vic.gov.au.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you most want to see elected, then number **ALL** the other boxes in order of your preference. You must number **EVERY BOX** and only use each number once.

How to return your ballot material

Post your completed ballot paper using the reply-paid envelope provided, or hand-deliver it during office hours to:

Patchell Plaza, 47 Victoria Street, Kerang

Voting is compulsory

Voting is compulsory for voters who were on the State roll at 4.00 pm on Friday 26 August 2016.

Enrolled residents may be fined if they do not vote — this includes homeowners and tenants.

You are encouraged to vote (but won't be fined if you don't) if:

- you are aged 70 years or over **OR**
- you live outside this council area **OR**
- you applied directly with Council to be on the roll.

Mardi Messer Returning Officer

Patchell Plaza, 47 Victoria Street, Kerang
Tel: 1300 588 952 for general enquiries
Office hours:

- 9.00 am to 5.00 pm weekdays until Wednesday 19 October
- 9.00 am to 8.00 pm on Thursday 20 October
- 9.00 am to 6.00 pm on Friday 21 October

Your completed ballot material must be in the mail or hand-delivered by 6.00 pm Friday 21 October

Register for SMS and email alerts at vec.vic.gov.au

For enquiries in languages other than English call our interpreting service:

• **አማርኛ** 9209 0190 Amharic • **عربي** 9209 0100 Arabic • **Босански** 9209 0191 Bosnian
 • **粵語** 9209 0101 Cantonese • **Hrvatski** 9209 0102 Croatian • **دري** 9209 0193 Dari
 • **Dinka** 9209 0119 Dinka • **Ελληνικά** 9209 0103 Greek • **Italiano** 9209 0104 Italian • **ខ្មែរ** 9209 0192 Khmer
 • **한국어** 9209 0194 Korean • **Македонски** 9209 0105 Macedonian • **普通话** 9209 0106 Mandarin
 • **فارسی** 9209 0195 Persian • **Русский** 9209 0196 Russian • **Српски** 9209 0107 Serbian
 • **Soomaal** 9209 0108 Somali • **Español** 9209 0109 Spanish • **Türkçe** 9209 0110 Turkish
 • **Việt-ngữ** 9209 0111 Vietnamese • All other non-English languages 9209 0112

vec.vic.gov.au 1300 588 952


Victorian Electoral Commission

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria. 620858E

Appendix 2.4: Reminder notice for Gannawarra Shire Council

Gannawarra Shire Council elections

Your Council, Your Vote



Postal election: check the mail for your ballot pack

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 4 October 2016.

This is a postal election.

If you have not received your ballot pack, please call 1300 588 952 during office hours to arrange an alternative.

Candidates

Candidates who have nominated to stand for election are listed in the ballot pack and at vec.vic.gov.au. Where provided by candidates, a photo and a statement will also be included.

Responses to the candidate questionnaire, where provided, are also available at vec.vic.gov.au.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you most want to see elected, then number **ALL** the other boxes in order of your preference. You must number **EVERY BOX** and only use each number once.

How to return your ballot paper

Post your completed ballot paper using the reply-paid envelope provided, or hand-deliver it during office hours to:

Patchell Plaza, 47 Victoria Street, Kerang

Voting is compulsory

Voting is compulsory for voters who were on the State roll at 4.00 pm on Friday 26 August 2016.

Enrolled residents may be fined if they do not vote — this includes homeowners and tenants.

You are encouraged to vote (but won't be fined if you don't) if:

- you are aged 70 years or over **OR**
- you live outside this council area **OR**
- you applied directly with Council to be on the roll.

Mardi Messer
Returning Officer

Patchell Plaza, 47 Victoria Street, Kerang
Tel: 1300 588 952 for general enquiries
Office hours:


- 9.00 am to 5.00 pm weekdays until Wednesday 19 October
- 9.00 am to 8.00 pm on Thursday 20 October
- 9.00 am to 6.00 pm on Friday 21 October


Your completed ballot material must be in the mail or hand-delivered by 6.00 pm Friday 21 October

Register for SMS and email alerts at vec.vic.gov.au

For enquiries in languages other than English call our interpreting service:

• አማርኛ 9209 0190 Amharic • العربية 9209 0100 Arabic • Босански 9209 0181 Bosnian
 • 粵語 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • داري 9209 0193 Dari
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 • 한국어 9209 0194 Korean • Македонски 9209 0105 Macedonian • 國語 9209 0106 Mandarin
 • ភាសាខ្មែរ 9209 0195 Persian • Русский 9209 0108 Russian • Српски 9209 0107 Serbian
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 • Việt-ngữ 9209 0111 Vietnamese • All other non-English languages 9209 0112





620858G

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Appendix 2.5: Notice of results for Gannawarra Shire Council

**Gannawarra Shire
Council elections
Declaration of results**



The following candidates were elected to the Gannawarra Shire Council at general elections held in October 2016:

Avoca Ward
GILLINGHAM, Charlie

Murray Ward
TASKER, Steven James

Patchell Ward
GIBSON, Brian John (1st elected)
BASILE, Jodie (2nd elected)
ARIANS, Mark (3rd elected)

Yarran Ward
WRIGHT, Sonia (1st elected)
LEARMONTH, Lorraine (2nd elected)

Further details about the results are available at vec.vic.gov.au.

**Mardi Messer
Returning Officer**
Monday 31 October 2016



Victorian Electoral Commission



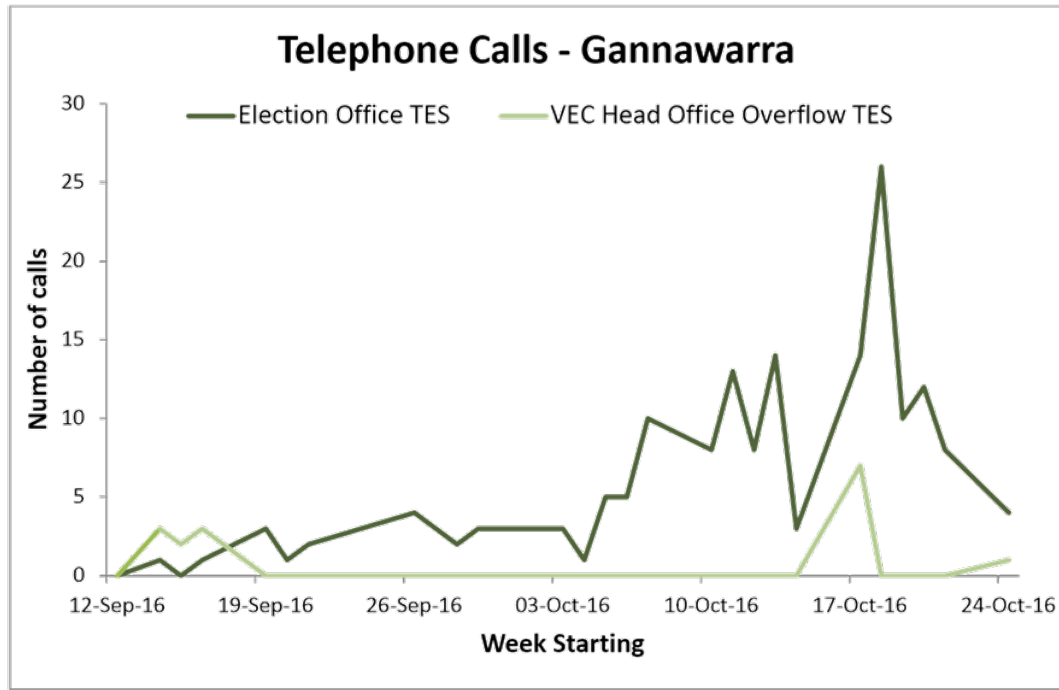
Authorised by W. Gately, AM, Electoral Commissioner,
530 Collins Street, Melbourne, Victoria. 620858H

Appendix 3: Schedule of media releases and advisories

Gannawarra Shire Council election-specific media releases and advisories	
<i>Enrol to vote in the 2016 Gannawarra Shire Council elections</i>	8 August 2016
<i>Last chance to enrol for the 2016 Gannawarra Shire Council elections</i>	22 August 2016
<i>Call for candidates for the upcoming Gannawarra Shire Council elections</i>	5 September 2016
<i>Ballot packs mailed this week for Gannawarra Shire Council elections</i>	3 October 2016
<i>Voting closes soon for the Gannawarra Shire Council elections</i>	17 October 2016
<i>Results information and invitation to the media: Gannawarra Shire Council (media advisory, not for publication)</i>	24 October 2016
Statewide media releases and advisories	
<i>Victorians urged to enrol for upcoming council elections</i>	8 August 2016
<i>Ground breaking app gives voters with a disability a voice</i>	9 August 2016
<i>Older Australians urged to update enrolment for council elections</i>	10 August 2016
<i>How young people can have their say in the upcoming council elections</i>	10 August 2016
<i>Last chance to enrol for Victorian council elections</i>	22 August 2016
<i>Enrolment closes tomorrow for October's council elections</i>	24 August 2016
<i>Nominations open soon for Victorian local council elections</i>	5 September 2016
<i>Accessing candidate information for the 2016 Victorian local council elections</i>	15 September 2016
<i>Nominations are in for the October council elections</i>	20 September 2016
<i>Voting deadline this week</i>	17 October 2016
<i>Results timeline for Victorian local council elections (media advisory, not for publication)</i>	19 October 2016

Appendix 4: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service as well as those received by the VEC's overflow call centre and tagged as relating to Gannawarra Shire Council during the 2016 local government elections.



Appendix 5: Final list of candidates in ballot paper order

Gannawarra Shire Council election	
Avoca Ward election	
<ul style="list-style-type: none"> • HIBBET, Rodney • GILLINGHAM, Charlie 	
Murray Ward election	
<ul style="list-style-type: none"> • AERTSSEN, Oscar • TASKER, Steven James 	
Patchell Ward election	
<ul style="list-style-type: none"> • FAWCETT, Jenny Louise • BASILE, Jodie • ARIANS, Mark • GIBSON, Brian John 	
Yarran Ward election	
<ul style="list-style-type: none"> • COOPER, Robert J. • GIBBS, Andrew • GOULDING, Neville Charles • LEARMONTH, Lorraine • WRIGHT, Sonia 	

Appendix 6: Candidates' statements and photographs

Gannawarra Shire Council election		
Avoca Ward election (see Appendix 6.1 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
2	2	2
Murray Ward election (see Appendix 6.2 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
2	2	2
Patchell Ward election (see Appendix 6.3 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4
Yarran Ward election (see Appendix 6.4 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
5	5	5

Appendix 6.1: Candidate statement leaflet for Avoca Ward election

YOUR VOTE MUST BE IN THE MAIL OR IN THE HANDS OF THE RETURNING OFFICER ON OR BEFORE 6.00 PM ON FRIDAY 21 OCTOBER 2016
Late votes cannot be included in the count.

See ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST
Alternatively, you may hand-deliver your envelope during business hours to:
Patchell Plaza
47 Victoria Street
Kerang

COMPULSORY VOTING PROVISIONS APPLY

You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 26 August 2016.

If you are 70 years of age or over on election day, you are encouraged to vote, but will not be fined if you do not vote.

Further information on voting entitlements can be found at vec.vic.gov.au

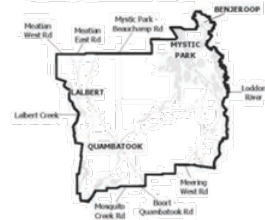


GANNAWARRA SHIRE COUNCIL

2016 Council Election

Voting and candidate information leaflet

New or changed ward boundaries are in place for this election.



Avoca Ward

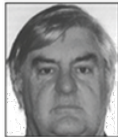
THIS IS A POSTAL ELECTION ONLY.
Your ballot paper is attached to this leaflet.

Voting is compulsory for residents

For further information visit vec.vic.gov.au or phone 1300 588 952 during business hours.



NOTICE: Information in candidate statements is provided by the candidates. Any enquiries about a candidate statement should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Returning Officer. Contact details available at vec.vic.gov.au



HIBBET, Rodney

I am standing for the election of the Avoca ward. My key strong interests in the local area are to advance the community into the 21st century, improve road infrastructure and internet services in the area. I believe that this part of the shire has been neglected and needs strong representation to improve these issues. I want to promote the local area so more travel and recreation visit to increase local services and business sustainability. Being a local resident to the area for sixteen years and understand the needs and demands the community are seeking. I own a local business for over fifteen years and understand the impact of environmental struggles to the community as well as services less accessible to the local area. With previously been on council back in the 90's, I understand how to press these matters to the council. I feel that Avoca ward needs a strong and determined leader to support community in their needs. I believe that I can fulfil this position and continue to grow and improve the local area. With this I can take on some of the more challenging issues and lead the Avoca ward into the new age.

1

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GILLINGHAM, Charlie

I have lived in the area for over 50 years and operate a family farm at Lake Charm with my wife Joanne. I am a current Board member of the North Central OMA and Northern District Community Health Service. I am also a member of the GMW Torrumbury Water Services Committee (10 years), current secretary of Murrahit Football Club (7 years), treasurer of the Lake Charm Hall Committee (11 years) and involved with several other local community groups. I feel that these positions will assist me when taking on some of the more challenging roles that face council today and help me make the best decisions when representing the local community. If elected I will take a keen interest in our aged and children services, recreation, strategic planning, local roads and ensure prudent use of our rate payer funds. We live in a wonderful part of the state with diversity in agricultural enterprises, industry and environmental features. I will continuously advocate on behalf of our region so that the Gannawarra Shire continues to progress and reimagine itself. As a result we can showcase our region to visitors and continue to make it a fantastic place for all to live.

2

Appendix 6.2: Candidate statement leaflet for Murray Ward election

YOUR VOTE MUST BE IN THE MAIL OR IN THE HANDS OF THE RETURNING OFFICER ON OR BEFORE 6.00 PM ON FRIDAY 21 OCTOBER 2016
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 Patchell Plaza
 47 Victoria Street
 Kerang

COMPULSORY VOTING PROVISIONS APPLY
 You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 26 August 2016.
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2016 Council Election

Voting and candidate information leaflet

New or changed ward boundaries are in place for this election.



Murray Ward

THIS IS A POSTAL ELECTION ONLY.
 Your ballot paper is attached to this leaflet.

Voting is compulsory for residents

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AERTSSEN, Oscar

I will continue to advocate on behalf of community members to make sure their opinions and needs are heard when planning for the future of our shire. I am passionate about giving our youth a voice and will continue to provide advice and leadership to the youth of our community especially the Gannawarra Shire Youth Council. I will make sure the council budget is financially responsible and value for money, especially when upgrading or building new facilities and providing services. I will ensure that these facilities and services meet the community needs into the future. I will promote and encourage responsible tourism and promote our area as a lifestyle choice. I will encourage economic development to attract businesses to our communities. I will continue to represent our communities to all levels of government to ensure a fair go for the Gannawarra Shire and make us prosper and be sustainable into the future.

1

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TASKER, Steven James

I am Steven Tasker, born and bred in country NSW, I have lived and worked in Koondrook for 35 years, 18 years in my own mechanical workshop, 4 years teaching at Kerang Technical High School, 13 years voluntary service in the Barham SES. For the last eight years I have been doing Fly In Fly Out work to various parts of Australia as a rigger in the Mining and Construction Industry. Having recently returned to Koondrook permanently and now with local employment, I'm at the stage of my life where I would like to contribute my time back to the local community. Living on the Murray River I am interested in the well being of our local water ways, parks and gardens and the ongoing beautification of Murray Ward. I feel that I am approachable, willing to listen and work with the community to continue building our charming town's.

2

Appendix 6.3: Candidate statement leaflet for Patchell Ward election

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Patchell Plaza
 47 Victoria Street
 Kerang

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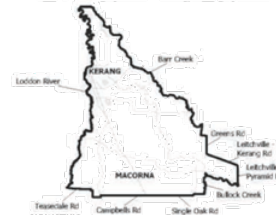


GANNAWARRA SHIRE COUNCIL

2016 Council Election

Voting and candidate information leaflet

New or changed ward boundaries are in place for this election



Patchell Ward

THIS IS A POSTAL ELECTION ONLY.

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FAWCETT, Jenny Louise

My Name is Jenny Fawcett, I have lived in Kerang for 17 years following a move from Geelong Vic. I am a wife and mother of 3, and a Family Day Care Educator here in Kerang for the past 6 and a half years. Until recently this position was held with the Gannawarra Shire and previously with The City of Greater Geelong Shire and South Barwon Shire. I currently hold a certificate 3 in Children's services. I am involved with my Church and currently hold the position of Children's Ministry Leader and have been involved there for 12 years. Some of the things I love most are my family and the relationships I have made during my time here in Kerang including School Council, School Parents Group, Play Group, Hospital consumer board, Group Literature Classes and many other school and organisational commitments over my time in this town. I have a strong commitment to fairness and integrity coupled with accountability which has stood me in good stead so far in my life, values I try to pass on to my family and close relationships. In short I am a doer! I will bring all this to my councillor role.

1

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BASILE, Jodie

I bring to the Gannawarra Shire, a dedicated person who is passionate and committed to see this community grow into the future with stability. I am a wife, mother of 3 children who grew up and raised my family in Kerang. I have been active on school boards, fund-raising committees, and sporting clubs. I have an extensive background in Local Government, Business Administration and Management and look forward to bringing this knowledge to support the commitment needed to advocate for funding and maintain a stable budget which will enhance and grow our Council and community. I wish to see our community excited about Gannawarra's future and to ensure I can be a voice for the community whilst improving community consultation in all areas as well as helping our Council to be proactive, consistent, honest, accountable and full of integrity. I would like to see our tourism opportunities increased to continue to promote our lakes and natural assets, and to see improved rail services. I am proud to be part of this community and I seek your support to become a Councillor to represent Patchell Ward and the Gannawarra Shire. "Together we can create a stronger and exciting future for Gannawarra".

2

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ARIANS, Mark

Kerang and the Gannawarra Shire have so much to offer. I will work to ensure that it remains a safe, prosperous and well serviced community. In my first term I served two years as deputy Mayor. I successfully lobbied and implemented strategies that increased business opportunities. I strongly advocate for sustainable irrigation and tourism. I will ensure that Council manages its funds in a responsible and sustainable manner. I will continue to raise the profile of the Kerang Wetlands. I will introduce strategies focused on creating and enhancing work opportunities in the Shire that will attract and retain young people. It is now time to conduct a thorough and complete review of our rating strategy to ensure a more equitable distribution of the burden across all rating categories. I will continue to oppose rate increases above the CPI. I am committed to ensuring that our residents have access to health and support services regardless of their age or economic status. I am a member of Kerang's Rotary, Progress Association, Vintage Car Club, The Gannawarra Refugee Support Group and Tree Tops Management Committee. I actively support the Historical Society, Show and Shine Committee and the Toy Run Committee. Maintain the momentum!

3

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GIBSON, Brian John

I have been a Gannawarra Shire Councillor for the past four years and have the passion and enthusiasm to continue to represent my community. I am committed to the community and will continue to represent you with determination to ensure that we get the best results. There are challenging times ahead for local government and I believe that I now possess the skills and attributes to continue to perform this role at the highest level. Over the next four years I intend to continue to advocate for improved funding opportunities, improve community consultation by ensuring that all of the broader community has a say in council affairs and seek economic opportunities to enhance the region. We are facing difficult financial times and our budget needs to be accountable to ensure spending is not wasted on areas that are not needed. I also believe that we need to continue to provide services whilst keeping spending and expenses to a minimum. We have a tourism mecca on our doorstep and I will continue to pursue greater tourism opportunities for our lakes, rivers and parks. I have and always will, listen to my community and represent their best interests at all times.

Appendix 6.4: Candidate statement leaflet for Yarran Ward election

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GANNAWARRA SHIRE COUNCIL

2016 Council Election

Voting and candidate information leaflet

New or changed ward boundaries are in place for this election.



Yarran Ward

THIS IS A POSTAL ELECTION ONLY.

Your ballot paper is attached to this leaflet.

Voting is compulsory for residents

For further information visit vec.vic.gov.au or phone 1300 588 952 during business hours.



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COOPER, Robert J.

The reason I have nominated to run for the Yarran Ward elections are firstly and solely to serve the people of the ward to my fullest potential, listen to the people and make commonsense decisions, and keep our rates as low as possible, also keep our services at a high standard. I will endeavour to make this area a must see destination by opening up family friendly areas in some of our natural habitats around our towns so they can relate to friends what a great place it is to visit or live. Agriculture is of the utmost importance to our district and we will address the issue of farming and water to keep this industry strong. The youth of our area are also important and it is our aim to try and develop employment to keep our economy strong. We will strive to make sure our aged care is kept at a high standard for the elderly residents of our area. We will work tirelessly to keep this ward strong, stable and a great place to live.

1

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GIBBS, Andrew

Sonia and I start with a promise and guarantee, we will never give up on going after growth for our region to get results and reward ratepayers. With our united partnership, we know that pettiness and personality problems have no place except in the past. Powering into project planning and public private partnerships, to pick as many premier positive projects for our people, prosper from is our primary focus from the start. Together, lets show the State what can be achieved when a community is engaged with a fresh and focused Shire, that is driven to make Gannawarra a destination in itself and not a place you pass through. Years of strategic planning and commercial experience have positioned me to deliver so much more to our community as your candidate from my work with clients and case history. I have the credentials, characteristics and contacts to engage the decision makers as my priority of Getting Gannawarra back on the go. We need your support to get on with the job. Vote 1 for Gibbs and Vote 2 for Wright. The trusted pair that will produce results

2

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GOULDING, Neville Charles

If you vote 1 for me, I will continue to give you strong leadership: the Gateway, Industrial Estate, improvements to the Cobuna Airstrip, so that the air Ambulance can continue to land here is some of my achievements. I am involved in Council to ensure I get a fair deal for our community. No crazy promises just plain hard work to get as much as I can for our community. I am still an active dairy farmer and recognize Dairys importance to our local economy and understand the issues they are complex as we lobby for improved water and environmental policies. Our town centre is picturesque with the Gateway centre a very successful stop over for visitors. The stopover in Leitchville, once a disced dam and look at the asset it is today. Future growth is about strategic planning. I have strong plans for tourism growth it is time to concentrate on making our Gunbower forest and its Ramsar wetlands accessible to our tourists. If you vote 1 for me, I can assure you that I will continue to listen to you and work hard for you so that the Yarran Ward prospers, and Gannawarra as a whole prospers.

3

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LEARMONTH, Lorraine

I have passionately represented Yarran Ward and currently Mayor of Gannawarra Shire. Having worked in aged care, dairy farming, and, as past Neighbourhood House Coordinator, have a strong connection with our community, instigating Mens Shed, Art Galleries, Gilrue Park and current railway planning project. I will advocate for maintaining and improving current services and provide a strong overview of Council's financial position, including our future Rating Strategy, and investigate opportunities for industry and projects in our communities. I will continue to strongly support/advocate for our dairy farmers and their connected services. Funding options for the provision of childcare for Yarran Ward families will be a priority. I would like to see further developments in tourism, especially nature based projects, capitalising on the positive work of the Gunbower Island Bio Scan currently being undertaken. With the success of free camping benefitting our small businesses, I will promote further developments as indicated in Cohuna/Leitchville Community plans. I will provide open communication with our communities, always ready to listen to residents ideas and issues. I look forward to strongly representing the communities of Yarran Ward for the next term, making Gannawarra Shire a great place to live, work and play.

4

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WRIGHT, Sonia

My motivation for Council lies in my desire to see our region prosper, with business opportunities created and thriving tourism. This district has given me the chance to operate various businesses, volunteer in a variety of roles on several committees, but most importantly to raise my family with honest country values. I truly believe that Cohuna, Leitchville and the whole of the Gannawarra Shire has so much hidden potential for agri-business, small business and tourism. We can't keep waiting for investors to come along and save us, our Shire needs to lead the way and invest in our future by utilising assets already owned and financially investing in small/medium business ventures. I believe this will pave the way for others, create employment opportunities and keep our schools, hospitals and small business community alive. More investment and growth in our Shire is the only way forward to reduce, or at least sustain, the current level of our rates. The time has come to look in a new direction and bring fresh ideas to the table, to get us on the path to living in a strong, vibrant and connected community.

5

Appendix 7: Daily breakdown of the general mail out

Gannawarra Shire Council election			
Whole of council general mail out			
4 October 2016	5 October 2016	6 October 2016	Total
3,080	3,080	2,899	9,059

Avoca Ward election			
4 October 2016	5 October 2016	6 October 2016	Total
434	434	408	1,276

Murray Ward election			
4 October 2016	5 October 2016	6 October 2016	Total
478	478	450	1,406

Patchell Ward election			
4 October 2016	5 October 2016	6 October 2016	Total
1,237	1,237	1,165	3,639

Yarran Ward election			
4 October 2016	5 October 2016	6 October 2016	Total
931	931	876	2,738

Appendix 8: Result information

Gannawarra Shire Council election		
Avoca Ward election		
Enrolment:	1,276	
Formal votes:	1,025	
Informal votes:	27 (2.57% of the total ballot papers)	
Voter turnout:	1,052 (82.45% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
HIBBET, Rodney	200	19.51%
GILLINGHAM, Charlie	825	80.49%
Successful candidates		
<ul style="list-style-type: none"> GILLINGHAM, Charlie (1st elected candidate) 		

Murray Ward election

Enrolment:	1,406
Formal votes:	1,062
Informal votes:	39 (3.54% of the total ballot papers)
Voter turnout:	1,101 (78.31% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
AERTSSEN, Oscar	472	44.44%
TASKER, Steven James	590	55.56%

Successful candidates

- TASKER, Steven James (1st elected candidate)

Patchell Ward election

Enrolment:	3,639
Formal votes:	2,864
Informal votes:	36 (1.24% of the total ballot papers)
Voter turnout:	2,900 (79.69% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
FAWCETT, Jenny Louise	389	13.58%
BASILE, Jodie	799	27.90%
ARIANS, Mark	679	23.71%
GIBSON, Brian John	997	34.81%

Successful candidates

- GIBSON, Brian John (1st elected candidate)
- BASILE, Jodie (2nd elected candidate)
- ARIANS, Mark (3rd elected candidate)

Yarran Ward election

Enrolment:	2,738
Formal votes:	2,297
Informal votes:	52 (2.21% of the total ballot papers)
Voter turnout:	2,349 (85.79% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
COOPER, Robert J.	119	5.18%
GIBBS, Andrew	452	19.68%
GOULDING, Neville Charles	578	25.16%
LEARMONTH, Lorraine	648	28.21%
WRIGHT, Sonia	500	21.77%

Successful candidates

- WRIGHT, Sonia (1st elected candidate)
- LEARMONTH, Lorraine (2nd elected candidate)

Appendix 9: Election Participation statistics

Gannawarra Shire Council election		
Whole of council turnout		
Enrolment category	Participation <small>Note participation records marks on roll and can vary from turnout (total ballot papers counted)</small>	Statewide postal election comparator for 2016 LG elections <small>(excl. Melbourne City Council)</small>
Voters enrolled through section 12 of the LG Act	85.31%	78.51%
<ul style="list-style-type: none"> aged 18 to 69 years old on election day 	85.13%	78.28%
<ul style="list-style-type: none"> aged 70 years and over on election day 	85.83%	79.73%
Voters enrolled through sections 13 – 16 of the LG Act	64.48%	55.54%
Council total	83.07%	75.67%

Avoca Ward election		
Enrolment category	Participation <small>Note participation records marks on roll and can vary from turnout (total ballot papers counted)</small>	Statewide postal election comparator for 2016 LG elections <small>(excl. Melbourne City Council)</small>
Voters enrolled through section 12 of the LG Act	87.30%	78.51%
<ul style="list-style-type: none"> aged 18 to 69 years old on election day 	87.82%	78.28%
<ul style="list-style-type: none"> aged 70 years and over on election day 	85.13%	79.73%
Voters enrolled through sections 13 – 16 of the LG Act	69.40%	55.54%
Avoca Ward election total	83.54%	75.67%

Murray Ward election		
Enrolment category	Participation Note participation records marks on roll and can vary from turnout (total ballot papers counted)	Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)
Voters enrolled through section 12 of the LG Act	82.42%	78.51%
• aged 18 to 69 years old on election day	82.87%	78.28%
• aged 70 years and over on election day	80.94%	79.73%
Voters enrolled through sections 13 – 16 of the LG Act	67.71%	55.54%
Murray Ward election total	80.09%	75.67%

Patchell Ward election		
Enrolment category	Participation Note participation records marks on roll and can vary from turnout (total ballot papers counted)	Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)
Voters enrolled through section 12 of the LG Act	83.04%	78.51%
• aged 18 to 69 years old on election day	81.86%	78.28%
• aged 70 years and over on election day	86.43%	79.73%
Voters enrolled through sections 13 – 16 of the LG Act	58.77%	55.54%
Patchell Ward election total	80.87%	75.67%

Yarran Ward election		
Enrolment category	Participation Note participation records marks on roll and can vary from turnout (total ballot papers counted)	Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)
Voters enrolled through section 12 of the LG Act	88.76%	78.51%
<ul style="list-style-type: none"> aged 18 to 69 years old on election day 	89.32%	78.28%
<ul style="list-style-type: none"> aged 70 years and over on election day 	87.25%	79.73%
Voters enrolled through sections 13 – 16 of the LG Act	63.29%	55.54%
Yarran Ward election total	87.29%	75.67%

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Victorian Electoral Commission

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2017

8.3 CUSTOMER SERVICE CHARTER - QUARTERLY REPORT

Author: Alissa Harrower, Continuous Improvement Officer

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments: 1 Customer Service Charter Standards October - December 2016

RECOMMENDATION

That Council;

- 1. Receive and note the Customer Service Charter Quarterly report, October to December 2016.**
- 2. Change the standard of responding to routine domestic animals complaints from one business day to 5 business days.**

EXECUTIVE SUMMARY

The Customer Service Charter is an important element of the development of a customer focused approach to service delivery and is reported against quarterly to ensure staff are maintaining a high standard of service and implementing new processes to ensure standards are continually achieved.

The report details the 41 standards which make up the Charter with results showing 38 standards having been met for the October to December quarter.

BACKGROUND

The purpose of the Customer Service Charter is to improve access to Council's services and promote quality service delivery by informing customers of the standard to expect, what to do if their expectations aren't met and how to make contact with Council. The Charter also assists employees by clearly defining the range of services that Council provides and the minimum standard to which those services should be provided.

The Customer Service Charter is an important element of the development of a customer focused approach to service delivery.

POLICY CONTEXT

Council Plan 2013 – 2017 – Effective Leadership and Management – Transform Council into a customer focused, solutions based organisation.

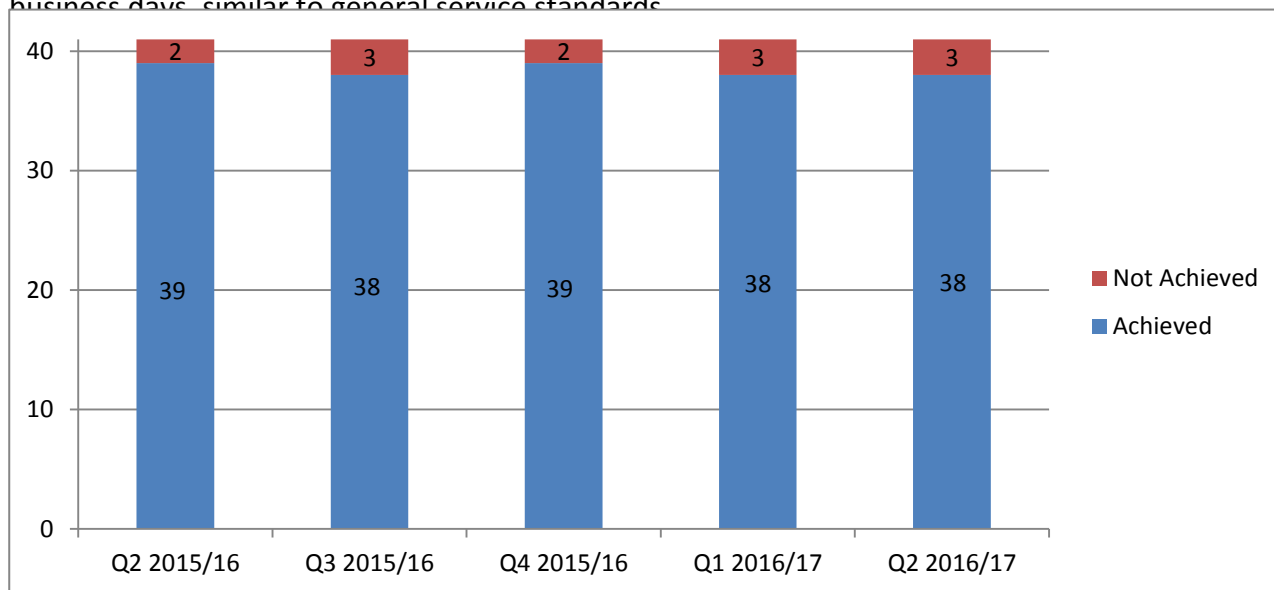
DISCUSSION

Of the 41 standards within the charter, 38 achieved a positive result.

Results for the *process a planning application* standard show one application out of the 14 received was not processed within the required 60 days due to lengthy negotiations of conditions on a large development.

Results for the *respond to customer action request* standard under Infrastructure Services show the standard has not been met. 4% of requests were not responded to within 10 business days due to staff availability over the Christmas and New Year break.

Results for the *respond to routine domestic animal complaints* standard show 72% of complaints were responded to within one business day. These items are often requests for cat traps or non-urgent animal complaints and it is recommended that this standard be adjusted to be within 5 business days similar to general service standards.



CONSULTATION

Council Officers nominated to produce data have been involved in compiling the report.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

A total of 41 standards make up Councils Customer Service Charter. Council performance has achieved 38 or 92% of these standards.

Council Officers continue to work towards maintaining a high standard by reviewing and implementing new internal processes where appropriate to ensure high standards are continually achieved.

**Customer Service Charter Standards
October - December 2016**

SERVICE	STANDARD	RESULT	COMMENTS
Building and Planning			
Process a building permit	Within seven business days of receiving fee and completed application	√	
Process building, planning and flood certificates	Within 10 business days of receiving fee and completed application	√	
Process a planning application	Within 60 business days of receiving fee and completed application, unless required to go to Council for decision.	x	14 permits issued with one taking longer than 60 days due to the lengthy negotiation of conditions on a large development.
Process a subdivision application	Within 60 business days of receiving fee and completed application, and where all statutory consultees have responded within the prescribed time-frame, unless required to go to Council for decision.	√	6 permits issued.
Community Care Services			
Process client intake	Within 3 business days	√	13 new clients.
Conduct home assessment	Within 10 business days	√	91 assessment/reviews undertaken.
Provide after hours service for urgent matters	Availability 24 hours, seven days per week	√	24 Hour on call available.
Community Engagement			
Produce the Gannawarra News	As least once per month	√	
Promote items of community interest through social media	Five per week	√	
Update Council's Community Directory	Quarterly	√	
Produce council media release	12 per month	√	
Community Sustainability			
Notify community grant applicants of	Within 10 business days of Council	√	

Councils decision	decision.		
Continuous Improvement			
Report to the community achievement of best value principles	Annually	√	
Customer Service – Frontline			
First call resolution	70 % of the time	√	82.06 % achieved – 4733 solved at first contact.
Answer telephones	Within 15 seconds	√	Average 7 seconds – 7099 incoming calls
Process disabled parking permits	Within 10 business days	√	98 renewals and 23 new applications processed for the period.
Environmental Health			
Respond to food complaints	Within two business days	√	There were no food complaints received during this quarter
Inspect registered food premises	Minimum once per year	√	7 food inspections completed during this period.
Conduct immunisation clinics	Fortnightly	√	
Conduct school immunisation program	Annually	√	
Process septic tank application	Within five business days of receiving fee and completed application	√	1 permit to install processed.
Finance			
Payment of accounts	Within 30 days of receiving invoice 90% of the time	√	2610 invoices processed.
Respond to rates enquiries	Within two business days	√	
Respond to debtor/creditor enquiries	Within two business days	√	
Process land information certificates	Within five business days of receiving completed fee and application	√	
General Service			
Reply to correspondence	Within 10 business days 90% of the time	√	1080 documents registered. 92.8% responded to within 10 business days.
Respond to complaints	Within 10 business days	√	
Provide after hours service for Council	Availability 24 hours, seven days per week	√	

emergencies			
Respond to enquiries through social media	Within 1 business day	✓	
Governance			
Respond to freedom of information requests	Within 45 days of receiving a valid request		
Review Council plan and strategic resource plan	Annual	✓	
Submit annual report to the Minister	30 September, annually	✓	
Display documents for public submission	28 days	✓	
Adopt budget	30 June, annually	✓	
Conduct Council meetings to which residents and ratepayers are invited to attend with an opportunity to ask questions	Monthly, excluding January	✓	
Make Council meeting agendas available	Two days prior to meeting	✓	
Human Resources			
Acknowledge receipt of all job applications	Within seven business days of closing date	✓	
Infrastructure Services			
Respond to customer action requests	Within 10 business days	x	333 requests received with 61 of those requested contact from officers. 96% of those responded to within 10 business days.
Local Laws			
Respond to urgent domestic animal complaints	Availability 24 hours, seven days per week	✓	37 complaints responded to.
Respond to routine domestic animal complaints	Within one business day	x	91 complaints responded to. 72% of these complaints were responded to within one business day.
Respond to livestock on road complaints	Availability 24 hours, seven days per week	✓	73 complaints responded to.

8.4 FINANCIAL REPORT QUARTER ENDING 31 DECEMBER 2016**Author: Sid Hutchinson, Manager Finance****Authoriser: Tom O'Reilly, Director Corporate Services****Attachments: 1 Financial Report Quarter Ending 31 December 2016****RECOMMENDATION**

That Council receive the report outlining the 2016/2017 quarterly budget review as at 31 December 2016.

EXECUTIVE SUMMARY

At 31 December 2016 Council is showing an operating surplus of \$6.497 million which is lower than the budgeted surplus for the same period by \$0.053 million. Operating income has a favourable variance of \$426k, expenditure an unfavourable variance of \$516k and a favourable variance on capital grants received to date of \$57k.

The budgeted underlying deficit of \$231k for the 2016/17 year is estimated to increase by \$361k giving a forecast underlying deficit of \$592k by year end. There are a number of reasons for this change and these are detailed in the attachment as a 'Summary of Permanent Adjustments'. Officers will be reviewing all income and expenditure over the balance of the financial year to identify any potential savings to minimise this change.

Council's Capital Works program is progressing as scheduled. The capital budget for 2016/17 is \$10.433m - this includes budgeted new works and budgeted carried forward works. At the end of December an amount of \$3.523 million had been spent on budgeted works with an additional amount of \$254k on carried forward works and new projects, giving a total spend of \$3.777 million.

BACKGROUND

Council undertakes a review of the current year budget as at 30 September, 31 December and 31 March each year to ensure that the forecast results as at 30 June are achievable. To keep Council better informed the current year budget is reviewed on a quarterly basis. The review takes the format of previous quarterly reports with an emphasis being placed on permanent budget adjustments.

Budgets and forecasts are required to be regularly reviewed to ensure that the basis for the estimate is reasonable and takes into account all variables. This review has been comprehensive and has assisted staff in the preparation of the forthcoming budget. Every effort is made to continually improve the degree of precision in estimating the scheduling of work and the timing of activities. This is straightforward in some areas and not in others; hence a degree of uncertainty will always be present both in scheduled works and activities and in emergency or unplanned activities.

POLICY CONTEXT

Council Plan 2013-2017 - Leadership and Governance: Responsible financial management

DISCUSSION

The table below highlights the key changes identified as a result of the comprehensive quarterly budget review between the 2016/2017 adopted Budget and the operating result for the period ended 31 December 2016:

	Budget \$'000	Actual \$'000	Variance \$'000	
Operating Income YTD	17,756	18,182	426	Favourable
Operating Expenditure YTD	(12,133)	(12,669)	516	Unfavourable
Underlying Surplus (Deficit) YTD	5,623	5,513	110	Unfavourable
Surplus (Deficit) YTD	6,550	6,497	53	Unfavourable

An analysis of Capital works has been included in the detailed report for information purposes.

CONSULTATION

Council Officers with responsibility for line budgets.

The December quarterly financial report will be presented at the next Meeting of Council's Internal Audit Committee.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

At 31 December 2016 Council is showing a surplus of \$6.497 million which is lower than the budgeted surplus for the same period by \$0.053 million. Income has a favourable variance of \$426k and expenditure an unfavourable variance of \$516k.

The underlying deficit of \$231k in the budget is forecast to be increase by \$362k giving an underlying deficit of \$592k. As shown in the attachment, the increase in the underlying deficit is a result of numerous adjustments across all functions of Council. The budget is a document prepared at a point in time taking into account known factors at that time. As the year progresses factors come into play that have a material effect on the budget; some of the factors can be summarised as:

- Budget prepared on the basis of a 1% EBA increase, actual increase was 1.75% leading to an additional \$75,000.
- The revaluation of footpaths, kerb & channel and underground drainage was completed in June 2016, as a result of the revaluation the depreciation for these asset categories increased by \$137,000. An amount of approximately \$80,000 had been allowed in the budget – a shortfall of \$57,000.
- Council provided Community Aged Care Packages on behalf of the Rural City of Swan Hill (RCSH). This function is no longer provided by RSCH leading to a function no longer being carried out by Council and subsequent redundancies. The effect of the removal of this

service has led to a change in labour and oncosts, grant income, reimbursements and user fees and charges. The labour cost of the redundancies was \$44,000

- A grant of \$74,000 was received on 30 June 2016 for the upgrade of the Wandella netball courts and lighting. This grant was included as income in the 2015/2016 financial year. This project was not included in the 2016/2017 budget as funding had not been approved at that time. The cost of the project is \$114,000 with a local contribution of \$45,500 leaving a budget variation of \$68,500.

Council's Capital Works program is progressing as scheduled. The capital budget for 2016/2017 is \$10.433m - this includes budgeted new works and budgeted carried forward works. At the end of September an amount of \$3.523 million had been spent on budgeted works with an additional amount of \$254k on carried forward works and new projects, giving a total spend of \$3.777 million.

Financial Report for the
Half Year Ending
31 December 2016



GANNAWARRA
Shire Council

**Comprehensive Income Statement
For the period 1 July to 31 December 2016**

	Budget to 31 December 2016	Actual to 31 December 2016	Variance to 31 December 2016	Budget to 30 June 2017	Forecast to 30 June 2017	Variance to 30 June 2017	Note
	\$	\$	\$		\$		
Income							
Rates and charges	11,876,434	11,943,853	67,419	11,876,434	11,943,853	67,419	1
Statutory fees, user fees and fines	1,108,903	1,000,836	(108,067)	2,341,150	2,069,443	(271,707)	2
Contributions	120,668	170,150	49,482	159,566	172,048	12,482	3
Grants - Operating	3,752,194	4,067,217	315,022	7,314,976	7,759,063	444,087	4
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	4,234	4,353	119	147,839	152,287	4,448	5
Reimbursements	688,316	808,983	120,667	1,372,471	1,530,138	157,667	6
Other income	205,003	186,335	(18,668)	440,429	421,761	(18,668)	7
			-				
Total income	17,755,752	18,181,726	425,974	23,652,865	24,048,593	395,728	
Expenses							
Employee costs	(5,758,608)	(5,945,459)	(186,851)	(11,326,922)	(11,710,482)	(383,560)	8
Materials and services	(3,122,746)	(3,416,840)	(294,094)	(6,043,351)	(6,347,364)	(304,013)	9
Bad & doubtful debts	(999)	(6,757)	(5,758)	(4,000)	(9,758)	(5,758)	10
Depreciation and amortisation	(2,608,500)	(2,667,439)	(58,939)	(5,218,670)	(5,277,609)	(58,939)	11
Borrowing Costs	(17,509)	(17,502)	7	(56,221)	(56,214)	7	12
Other expenses	(644,752)	(614,783)	29,969	(1,234,205)	(1,239,236)	(5,031)	13
Total expenses	(12,133,114)	(12,668,781)	(515,667)	(23,883,369)	(24,640,664)	(757,294)	
			-				
Underlying Surplus/(deficit) for the year	5,622,638	5,512,945	(109,693)	(230,504)	(592,071)	(361,567)	
Grants - Capital	927,398	984,226	56,828	5,083,769	5,154,997	71,228	14
Surplus/(deficit) for the year	6,550,036	6,497,171	(52,865)	4,853,265	4,562,926	(290,338)	

- Favourable greater than 10% ✔
- Constant between plus or minus 10% —
- Unfavourable less than 10% ✘

Overall Result

At 31 December 2016 Council is showing a surplus of \$6.497 million this is less than the budgeted surplus for the same period by \$0.053 million. Income has a favourable variance of \$426k and expenditure an unfavourable variance of \$516k. The underlying deficit of \$231k in the budget is forecast to increase to a deficit of \$592k. To address this situation the projected spend to 30 June will be reviewed and additional savings will be identified. A factor contributing to the increase in the deficit is the required spend to meet the additional operating grants is greater than the level of income.

Summary of Permanent Adjustments:		
Note	Income	
1	Rates and charges Favourable 67,419	
	1.1 Additional rate income raised due to changes in the valuation at the time of raising the rates. Changes include any adjustments made to meet the requirements of the Valuer General and supplementary valuations undertaken since the adoption of the rates.	67,419
2	Statutory fees, user fees and fines Unfavourable (271,707)	
	2.1 The provision of home care services in the past has been funded by the State Government, funding is now being received from the Federal Government and in a different format. The method of providing brokered home care packages is also undergoing change. The changes in the method of funding has an impact on the way Council reports both user fees and reimbursements. Income budgeted as user fees and charges decreased by \$354,000. (Refer Note 6)	(354,000)
	2.2 Shift of income classification from contributions to user charges for Children Services \$66,000.	66,000
	2.3 Various minor adjustments across a range of projects.	16,293
		(271,707)
3	Contributions Favourable 12,482	
	3.1 Contribution for Cohuna Kangas Female Facilities Upgrade \$20,647	20,647
	3.2 Contribution for the Wandella Netball Courts & Lighting Upgrade project	45,480
	3.3 Contribution by State Revenue Office for valuations \$6,000 higher than anticipated. This amount may increase as the year progresses.	6,000
	3.4 Contribution by One Tree for the planting of 1,000 trees.	2,550
	3.5 Shift of income classification from contributions to user charges for Children Services \$66,000.	(66,000)
	3.6 Various minor adjustments	3,805
		12,482
4	Grants - Operating Favourable 444,087	
	4.1 Grant funding of \$38,000 not included for the L2P program.	38,000
	4.2 Grant received from Arts Victoria to hold the 'Mystic Melodies' production. The grant is offset by corresponding expenditure.	12,968
	4.3 Grant received for the 'Wired into the Warra' project.	50,000
	4.4 Additional funding received for Maternal Child Health program	25,000
	4.5 Climate change grant received	10,000
	4.6 Additional funding received for Senior Citizens program	24,574
	4.7 Refer Item 2.1 above - decrease in State Funding for Home Care	(596,033)
	4.8 Refer Item 2.1 above - increase in Federal Funding for Home Care	756,000
	4.9 Grant received from VicHealth to undertake a Recreation Facilities Strategy. The grant is offset by corresponding expenditure.	30,000
	4.10 Funding received for 'Respark the Park'	9,000
	4.11 Funding received for 'Cricket Victoria Sports Voucher Program'	4,000
	4.12 Additional funding received for the Arbovirus Program	41,386
	4.13 Various minor adjustments	39,192
		444,087
5	Net Gain(Loss) on Disposal of Assets Favourable 4,448	
	5.1 Sale of sheep yards at saleyards	18,500
	5.2 Sale of Mystic Park Rec Reserve. Book value of asset in excess of sale price	(22,581)
	5.3 Sale of miscellaneous plant	8,529
		4,448
6	Reimbursements Favourable 157,667	
	6.1 Refer Item 2.1 above - increase in reimbursement due to changes in funding method for Home Care \$154,000	154,000
	6.1 Various minor adjustments	3,667
		157,667
7	Other Income Unfavourable (18,668)	
	7.1 Decrease in interest revenue as a result of lower cash reserves at the beginning of the year.	(21,037)
	7.2 Various minor adjustments	2,369
		(18,668)
	Total Income Adjustments	395,728

Expenses			
8	Employee costs	Unfavourable (383,560)	
	8.1 Increase in total labour cost as a result of the EBA increase 1.75% compared to budget 1%.		(75,100)
	8.2 Increase in labour due to increase in Emergency Resourcing Program.		(7,248)
	8.3 Relief staff to cover periods of leave for Maternal Child Health nurses has led to an increase in cost to date of \$22,000.		(22,000)
	8.4 Additional team leader - administration in community care program.		(51,000)
	8.5 Greater than anticipated leave in the community care area requiring positions to be backfilled.		(55,000)
	8.6 Labour component of 2 redundancies not budgeted.		(43,817)
	8.7 Superannuation increased due to movement in salaries and wages.		(26,500)
	8.8 Increased hours for arbovirus program.		(39,936)
	8.9 Additional resource to undertake the Wired in Warra program.		(17,500)
	8.10 Additional hours required to undertake the Walk to School program.		(7,200)
	8.11 Various minor adjustments across a number of programs.		(38,259)
			(383,560)
9	Materials and services	Unfavourable (304,013)	
	9.1 Wandella Netball courts and lighting upgrade project.		(137,899)
	9.2 Increase in L2P program due to additional funding.		(18,000)
	9.3 Expenditure in relation to the grant received for Mystic Melodies.		(16,200)
	9.4 Expenditure in relation to the grant received for Wired in the Warra.		(34,500)
	9.5 Expenditure in relation to the grant received for Climate Change.		(7,500)
	9.6 Consultant fees to undertake the Recreation Facilities Strategy program.		(45,000)
	9.7 Expenditure in relation to the Respark the Park grant		(9,000)
	9.8 Vouchers for the Cricket Victoria Sports Voucher program.		(4,000)
	9.9 Increased arbovirus program		(15,500)
	9.10 Various minor adjustments across a number of programs.		(16,414)
			(304,013)
10	Bad & doubtful debts	Unfavourable (5,758)	
	10.1 Infringements and legal costs totalling \$5,500 have been treated as bad debts to date. The reasons vary from failure to follow up within the Statute of Limitations timeframe (\$3,220) failure to pay and deemed to be uncollectable (\$1,250) and reduced by Magistrates' Court (\$1,289).		(5,758)
11	Depreciation and amortisation	Unfavourable (58,939)	
	11.1 Increase in depreciation as a result of the revaluation of footpaths, underground drainage and kerb and chanel at 30 June 2016.		(58,939)
12	Borrowing Costs	Constant 7	7
13	Other Expenses	Unfavourable (5,031)	
	13.1 Various minor adjustments across a number of programs.		(5,031)
			(5,031)
		Total Expenditure Adjustments	(757,294)
14	Grants - Capital	Favourable 71,228	
	14.1 Grant of \$72,000 received for the upgrade of the Cohuna Kangas Female Facilities. Refer the capital works schedule)		72,000
	14.2 Various minor adjustments across a number of programs.		(772)
			71,228
		Total Variation - Budget to Forecast	(290,338)

**Balance Sheet
As at 31 December 2016**

	Year to Date	Forecast To
	\$	30 June 2017
	\$	\$
Assets		
Current assets		
Cash and cash equivalents	1,190,298	2,028,924
Trade and other receivables	9,751,585	757,206
Financial assets	3,059,342	3,352,372
Inventories	233,291	93,291
Non-current assets classified as held for sale	724,764	489,764
Other assets	(7,374)	197,626
Total current assets	14,951,905	6,919,182
Non-current assets		
Property, infrastructure, plant and equipment	185,523,688	191,107,726
Total non-current assets	185,523,688	191,107,726
Total assets	200,475,593	198,026,908
Liabilities		
Current liabilities		
Trade and other payables	1,504,659	929,930
Trust funds and deposits	243,526	243,526
Provisions	2,254,158	2,496,182
Interest-bearing loans and borrowings	45,712	169,845
Total current liabilities	4,048,055	3,839,484
Non-current liabilities		
Provisions	1,281,526	1,145,503
Interest-bearing loans and borrowings	760,757	590,912
Total non-current liabilities	2,042,283	1,736,415
Total liabilities	6,090,338	5,575,899
Net Assets	194,385,255	192,451,009
Equity		
Accumulated surplus	76,984,281	75,050,036
Reserves	117,425,218	117,425,218
Total Equity	194,409,500	192,475,254

**Capital Works
Quarter Ended 31 December 2016**

Project	Project Budget	Actuals to 31 December 2016	Permanent Adjustments	Forecast to 30 June 2017	Variance
Budgeted 2016/2017 Capital Projects					
Quambatook Township Flood Mitigation	806,950	-	-	806,950	-
IT Capital Purchases	180,000	123,569	-	180,000	-
Cohuna Caravan Park Hydrants	75,000	53,045	-	75,000	-
Promotional infrastructure	25,000	8,234	-	25,000	-
Library - Kerang	131,000	110,304	-	131,000	-
Library Book Purchases	103,000	52,356	-	103,000	-
Swimming Pool renewal prog	123,000	50,234	(55,000)	68,000	(55,000)
Scoresby Street Youth & Community Hub	70,000	58,481	-	70,000	-
Kerang CBD Streetscape	750,000	3,860	-	750,000	-
Kerang Depot - Chemical Storage	20,000	16,436	-	20,000	-
Sir John Gorton Precinct Upgrade	677,000	667,632	55,000	732,000	55,000
Town Entry Signage	26,000	-	-	26,000	-
Cobden Street Quambatook	492,000	28,930	-	492,000	-
Kerb Replacement	100,000	25,437	-	100,000	-
Footpath Replacement	103,000	83,150	-	103,000	-
Wells Bridge	1,672,000	710,735	-	1,672,000	-
Plant Replacement Vehicles	323,000	252,317	-	323,000	-
Plant Replacement	660,000	-	-	660,000	-
Boating Safety Upgrades	95,170	25,004	-	95,170	-
Closed Landfill Rehabilitation	220,000	158,467	-	220,000	-
Koondrook Wharf Construction	600,000	548,866	-	600,000	-
Stormwater Pumps	100,000	36,952	20,000	120,000	20,000
Quambatook River Street Precinct	26,000	30	-	26,000	-
Road Rehabilitation Program R2R	1,351,534	4,808	-	1,351,534	-
Gravel Resheeting Program R2R	952,874	504,056	-	952,874	-
Capital budget new works	9,682,528	3,522,902	20,000	9,702,528	20,000
Carry Over Projects					
Finance System Upgrade 2016	320,000	143,880	-	320,000	-
Koondrook Caravan Park Toilets and Laundry	275,000	67,127	-	275,000	-
Kerang Town Centre Improvements	45,000	15,179	-	45,000	-
Vine Street Pump	110,000	-	-	110,000	-
	750,000	226,186	-	750,000	-
Projects undertaken outside of budget					
Sale of 152 Sleepy Lane, Kerang	-	5,535	4,510	5,535	5,535
Office Furniture	-	4,288	-	4,288	4,288
Cohuna Kindergarten - Money in Trust	-	11,786	15,000	15,000	15,000
Cohuna Memorial Hall Toilets	-	321	-	321	321
Cohuna Rec Reserve -Female Facilities Upgrade	-	6,225	132,647	132,647	132,647
	-	28,156	147,647	157,792	157,792
Total Capital Works	10,432,528	3,777,243	167,647	10,610,320	177,792

Overall Result

Council's Capital Works program is progressing as scheduled. The capital budget for 2016/2017 is \$10,432m - this includes budgeted new works and budgeted carried forward works. At the end of December an amount of \$3.52 million had been spent on budgeted works with an additional amount of \$254k on carried forward works and new projects, giving a total spend of \$3.8 million.

The permanent adjustments below total \$142,256 of this amount \$5,000 will be offset by the sale of Sleepy lane, \$92,647 will be funded by grant and a local contribution for the Cohuna Kangas female facilities upgrade.

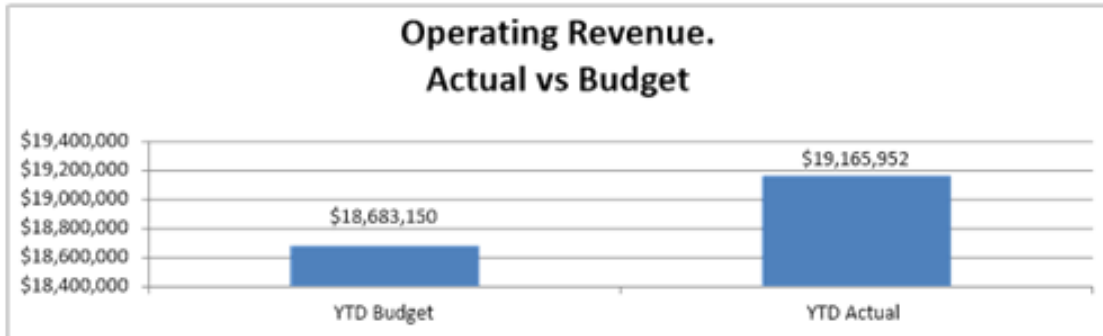
Summary of Permanent Adjustments:	Adjustments Previously Reported	Adjustments Current Quarter	Total Permanent Adjustments
<p>Budgeted 2016/2017 Capital Projects <u>Stormwater Pumps</u> Quotes received to undertake works \$20,000 higher than budgeted.</p>		20,000	20,000
<p>Projects undertaken outside of budget</p>			
<p><u>Sleepy Lane Kerang</u>: Property is being prepared for sale. Costs associated with legal fees are expected to be approximately \$5,000.</p>		5,000	
<p><u>Office Furniture</u>: Furniture purchased for Council Chambers waiting room.</p>		4,288	
<p><u>Cohuna Kindergarten - Money in Trust</u> the works undertaken to date have been for the conversion of the storage shed to a cubby house. Additional works have been proposed to construct a bridge over the riverbed in the playground area. These works are to be funded from trust monies held.</p>		15,000	
<p><u>Cohuna Kangas Female Facilities Upgrade</u>: Funding of \$72,000 and local contribution of \$20,647 has been received to undertake the necessary upgrade of the female facilities.</p>		132,647	
<p><u>Cohuna Memorial Hall Toilets</u>: Tidy-up works undertaken.</p>		321	
			157,256
			177,256

FINANCIAL OVERVIEW

	Year to Date		
	YTD Budget	YTD Actual	Variance
Operating Revenue	\$18,683,150	\$19,165,952	\$482,802
Operating Expenditure	(\$12,133,114)	(\$12,668,781)	(\$535,667)
Result from ordinary activities	\$6,550,036	\$6,497,171	(\$52,865)

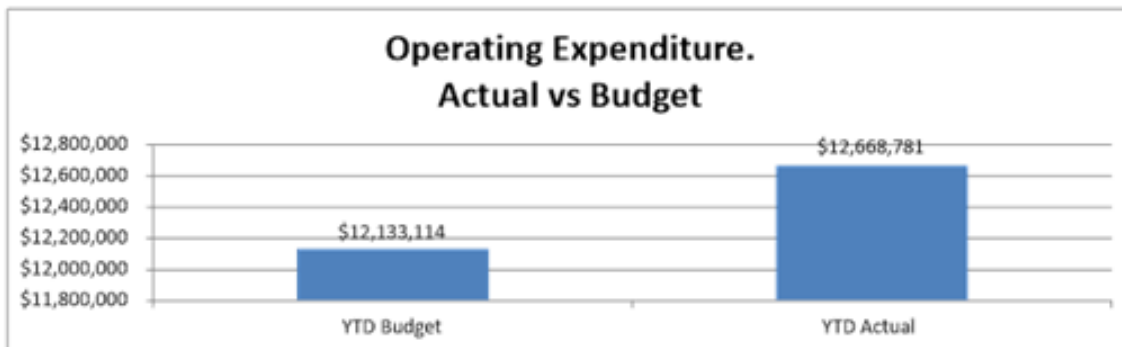
Abbreviations: YTD - Year to date EOY - End of year FY - Full year

Operating Revenue:



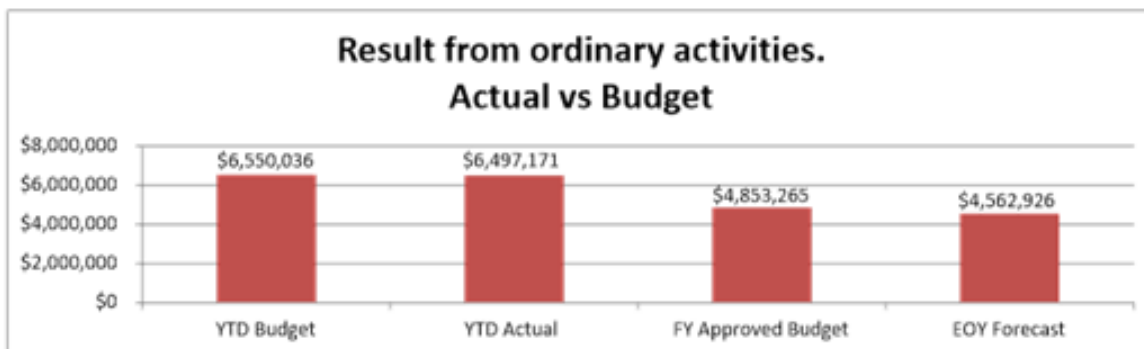
To date, Council's revenue is tracking slightly higher than the revised budget \$483k.

Operating Expenditure:



To date there is an unfavourable variance of \$536k.

Result from ordinary activities:

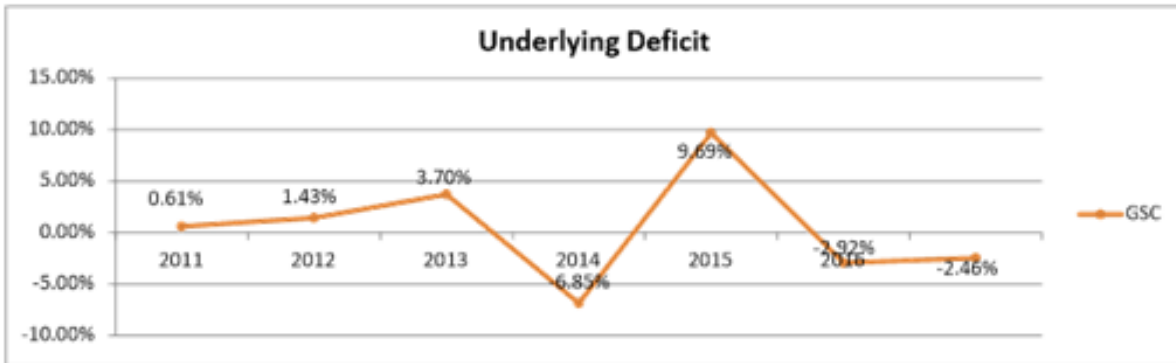


A favourable year to date result has been achieved.

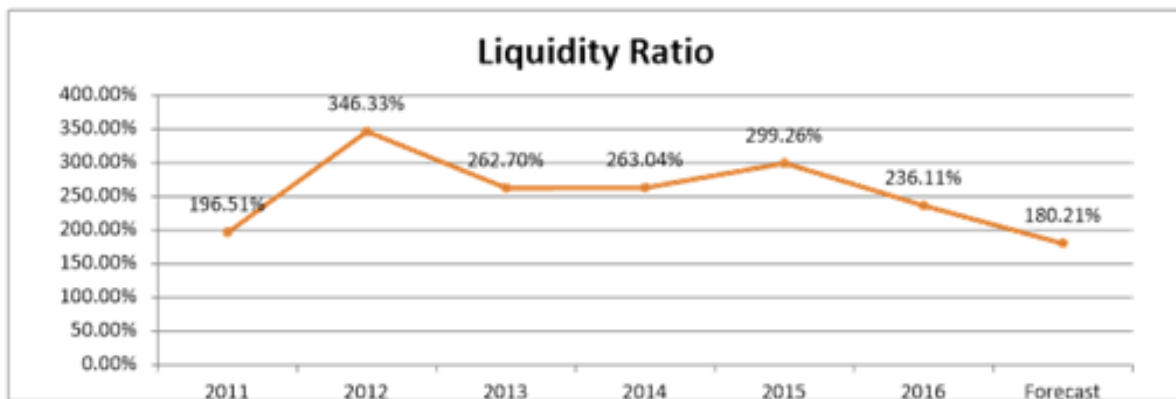
Abbreviations: YTD - Year to date FY - Full year EOY - End of year

Financial Ratios

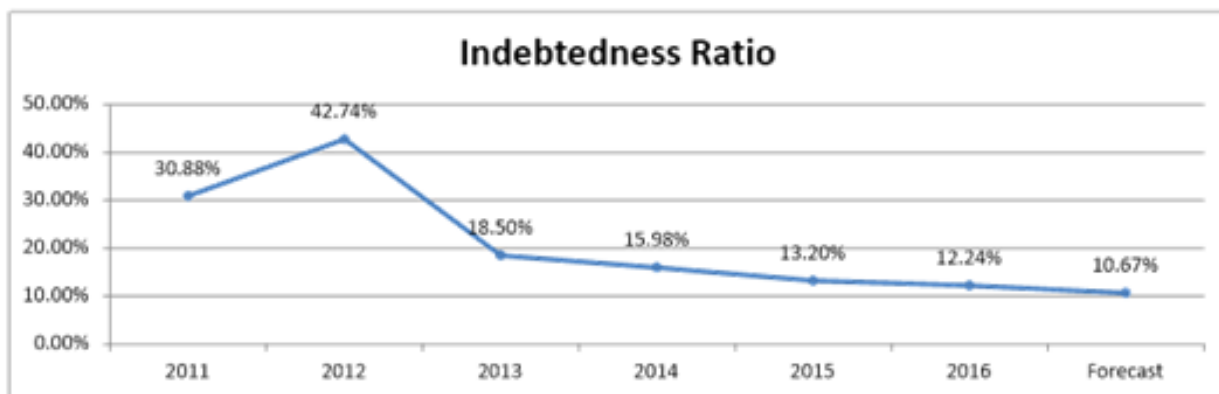
Financial Sustainability:



Underlying surplus(deficit): An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The underlying deficit removes Non-Recurrent Capital grants from the surplus and reflects Council's ability to fund its operating expenditure out of all other operating income. A shift in the level of operating grants leads to a material change in the underlying deficit.



Liquidity ratio: Measures the level of Council's current assets to meet its current liabilities. A ratio higher than 100% indicates current assets being greater than current liabilities.



Indebtedness Ratio: Measures Council's non-current liabilities as a percentage of Council own source income.

8.5 COUNCIL POLICY NO. 104 - RATES SUBSIDY

Author: Sid Hutchinson, Manager Finance
Authoriser: Tom O'Reilly, Director Corporate Services
Attachments: 1 Council Policy No. 104 Rates Subsidy

RECOMMENDATION

That Council endorse the reviewed Council Policy No. 104 - Rates Subsidy as attached to this report.

EXECUTIVE SUMMARY

Council Officers undertake regular reviews of Council policies to ensure they are up to date and reflective of current practices. This report deals with Policy No. 104 – Rates Subsidy which has been reviewed and slightly changed to provide clarity as to eligibility and also the application process.

BACKGROUND

Given the process of preparing the annual budget and associated rating strategy is currently underway, the review of Policy No. 104 – Rates Subsidy is both timely and relevant.

POLICY CONTEXT

Council Plan 2013 – 2017 - Effective Leadership and Management: Council maximises its financial capability whilst paying close attention to risk factors and statutory requirements.

DISCUSSION

The following amendments to the Policy have been made:

Additional wording has been included in the Policy Statement to ensure that staff employed by an organisation are operating on a voluntary basis. The effect of this additional wording results in an organisation which remunerates staff in the carrying out of its functions will no longer be eligible for the subsidy i.e. Northern District Community Health Service.

Section 3. Approved Organisations has been added, to remove the requirement for organisations that have previously been approved for the subsidy, from having to reapply each year. Approved organisations will need to confirm their continued entitlement following any review of this Policy.

CONSULTATION

Council's Executive Leadership Team, Management Team and Council Officers with operational responsibility for this policy have been involved in the review process.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter. In accord with Section 80C of the Local Government Act, the Authoriser of this report discloses that he does have a conflict of interest as

he is a current member of the Northern District Community Health Service which is affected by the changes arising from this policy review.

CONCLUSION

The review of this Policy has clarified the issue concerning eligibility based on the nature of an organisation's employees and has removed the need for an organisation to reapply each year.



Rates Subsidy – Council Policy No. 104

POLICY STATEMENT

That a 50% subsidy for current rates (excluding municipal, garbage or other charges) be made available to those organisations that occupy premises in the Gannawarra Shire that:

- provide either health , educational, counselling, sporting, cultural or other charitable services to the community, whose staff operate only on a voluntary basis and where any profits derived from commercial activities are used only to support the activities of the organisation.
- are responsible for the payment of rates and charges for those premises .
- are not situated on land that can be considered for rating purposes under the Cultural and Recreational Lands Act 1963.

1. ADVERTISING

We will advertise the availability of the subsidy in local newspapers after the adoption of the annual budget.

2. MAKING APPLICATION

Organisations will be required to make written application by 30 April describing their objectives and confirming that any profits from commercial activities are applied in promoting those objectives and not paid as a dividend or amount to any of its members or staff.

Claims will only be for the current year. Prior years cannot be claimed.

Full payment of rates must be made by 15 February each year and where a subsidy is approved, Council will issue a refund in June of that financial year.

3. APPROVED ORGANISATIONS

Once an organisation is approved for the subsidy, the subsidy will remain in force until the circumstances allowing the subsidy change.

Approved organisations will be requested to confirm their continued entitlement to the subsidy within twelve months of the review of this policy.

4. POLICY REVIEW

Council will review this policy as required, but always within two (2) years after a general election of the Council.

5. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council’s Kerang and Cohuna office or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333.

Records – Document Profile No 14/00471.

Originally adopted: 22/02/2008 Minute Book Reference: 6337

Revised: 15/09/2010 Minute Book Reference: 8285

Revised: 15/02/2017

To be reviewed: 2021

8.6 CAPITAL WORKS UPDATE

Author: Brent Heitbaum, Manager Projects and Design
Authoriser: Geoff Rollinson, Director Infrastructure Services
Attachments: Nil

That Council;

1. Receive and note the Capital Works Program Update; and
2. Receive and note the significant project variations contained with the report being
 - a. Quambatook Flood Mitigation Project
 - b. Closed Landfill Rehabilitation
 - c. Wells Bridge Contract Variation to increase the height of the bridge.

EXECUTIVE SUMMARY

To provide Council with an update on the progress of the 2016/17 Capital Works Program.

BACKGROUND

Works on Council's Capital Works program is progressing well. The program now consists of 35 projects an increase of five from the adopted budget. As of 30 January 2017 works have commenced on all projects with eight projects completed and one project has been placed on hold due to funding availability.

Project Status	Number	Budget	Actual As at 30 January 2017
Commenced	20	\$6,565,044	\$2,578,158
Design	3	\$1,487,534	
Completed	6	\$1,573,000	\$1,469,933
On Hold	1	\$806,950	
New Projects	3	\$330,546	\$119,529
New Projects Completed	2	\$19,288	\$16,075

The completed projects are:

- Koondrook Wharf Construction
- Cohuna Caravan Park Hydrants (Stage 2 of 4)
- Kerang Library Upgrades
- Kerang Splash Park and Kiosk Painting
- Patchell Plaza Toilets
- Cohuna Childrens Centre Improvements
- Office Furniture Purchases

POLICY CONTEXT

Council Plan 2013-2017 - Strong and Diverse Economy: Continue to improve existing infrastructure that will support further business development.

DISCUSSION

The Capital Program commences each year with the intention of completing all listed projects with a particular focus on carry over projects, of which there are four

- Kerang Town Centre Improvements
- Koondrook Caravan Park Toilets and Laundry
- Vine Street Pump
- Finance System Upgrade 2016.

It is anticipated all four projects will be completed this financial year.

Works on the Quambatook Town Flood Mitigation project were placed on hold as the funding program hadn't been announced. This funding source is now open for applications and Council officers are preparing a submission for the project, however works will not commence this financial year.

Work on Wells Bridge is progressing well with an anticipated completion date of mid to late March 2017. Concerns from the local community has seen a last minute increase in the height of the bridge to remove a perceived flow restriction. The bridge was initially designed to be 150mm higher than the old bridge, due to the design of the new structure and unique construction method the contractor is able to further increase the final height to 500mm above the old bridge. This additional increase in height will increase the bridge construction costs by approximately \$16,000, increase approach construction costs by a similar amount and permanently alter access to the Benjeroop Hall. This will equate to a total project cost increase of approximately \$35,000.

The Closed Landfill Rehabilitation project which was scheduled over two years is expected to be completed this year. However due to weather delays in June 2016 the 2015/16 allocation was unable to be fully expended. As the project scope or extent of works cannot be reduced due to EPA requirements this will lead to the project exceeding the 2016/17 budget.

Detailed design and construction drawings are currently being prepared for the Kerang CBD Streetscape. It is anticipated that works will commence on-ground in late April 2017 with an aim of completing the works this financial year subject to favourable weather conditions.

While there are still a large number of projects to be completed, early predictions are that the 2016/17 Capital Program will be delivered within budget. The over expenditure in a number of areas could be equalised with incremental savings in other projects.

CONSULTATION

This report has been prepared in consultation with relevant project managers.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

That Council note the progress made towards completing the 2016/17 Capital Works Program.

9 INFORMATION REPORTS

Nil

10 URGENT ITEMS

Nil

11 NOTICES OF MOTION

Nil

12 DELEGATES REPORTS

12.1 DELEGATES REPORT - THURSDAY 22 DECEMBER TO WEDNESDAY 15 FEBRUARY

Author: Kate Callow, Administration Assistant - Chief Executive Office

Authoriser: Eric Braslis, CEO

EXECUTIVE SUMMARY

Delegate Reports from Thursday 22 December to Wednesday 15 February

Cr Brian Gibson

Councillor Gibson has nominated to be on the 2017 Local Government Mayoral Advisory Panel, representing Small Rural Councils.

22 Dec	GSC Staff Christmas Party
26 Dec	Kerang Races
31 Dec	NYE Celebrations at Koondrook, Cohuna & Kerang
9 Jan	Meeting with CEO re Ministers Visit
10 Jan	Meeting with Minister Pulford – Koondrook
12 Jan	Radio Interview
	Building Better Regions Fund Meeting – Kerang
19 Jan	Australia Day Luncheon – Melbourne
20 Jan	Radio Interview
23 Jan	Australia Day Awards Civic Reception – Kerang
24 Jan	Meeting with CEO
	Meeting with solar company Acciona
25 Jan	Breakfast meeting with Kerang Progress members
	Meeting with Taskforce manager re tender
	Australia Day Ambassador Dinner – Koondrook
26 Jan	Australia Day Celebrations – Kerang
31 Jan	Meeting with CEO
	Meet the Principal at Kerang Christian College
	Taskforce afternoon tea and thankyou
	Presentation from David Wolfe, Local Government Inspector – Kerang
2 Feb	Radio Interview – MixxFM
3 Feb	Meeting re Project Moo Moo – Kerang
	World Bra Unclipping Theatre Night – Cohuna
5 Feb	Breakfast with the Birds with NCCMA
7 Feb	Councillor Induction Training with Susan Benedyka
	Councillor Briefing – Kerang
8 Feb	Project Launch of LGHSEN Health Needs Analysis – Dingee
	Murrabit Community Meeting
10 Feb	MAV Emergency Management Committee Meeting – Melbourne
	Zootopia Movie Night at Kerang Swimming Pool
13 Feb	Reception for Richmond Football Club Players and Officials
14 Feb	Meeting with CEO
	Ordinary Council Meeting - Kerang

Cr Mark Arians

Report not provided

Cr Jodie Basile

10 Jan Meeting with Minister Pulford – Koondrook
 12 Jan Building Better Regions Fund Meeting – Kerang
 19 Jan Australia Day Luncheon - Melbourne
 23 Jan Australia Day Awards Civic Reception – Kerang
 25 Jan Australia Day Ambassador Dinner – Koondrook
 26 Jan Australia Day Celebrations – Quambatook
 31 Jan Presentation from David Wolfe, Local Government Inspector – Kerang
 7 Feb Councillor Induction Training with Susan Benedyka
 Councillor Briefing Session
 8 Feb Early Years Board Meeting – Kerang
 10 Feb Outdoor Cinema, Zootopia – Kerang
 Presentation of School Captain Badges at Kerang Primary School
 13 Feb MAV North Central Meeting – Bendigo
 Loddon Campaspe Meeting - Bendigo
 15 Feb Councillor Only Meeting
 February Ordinary Council Meeting – Kerang

Cr Charlie Gillingham

10 Jan Meeting with Minister Pulford – Koondrook
 12 Jan Building Better Regions Fund Meeting – Kerang
 23 Jan MDA Meeting – Wedderburn
 Australia Day Awards Civic Reception
 26 Jan Australia Day Celebrations – Kangaroo Lake
 Sounds of Meran
 29 Jan Quambatook Heritage and Working Machinery Assoc.
 30 Jan Meeting w residents re Wells Bridge
 3 Feb Meeting re Project Moo Moo – Kerang
 7 Feb Council Briefing – Kerang
 15 Feb Ordinary Council Meeting - Kerang

Cr Lorraine Learmonth

10 Jan Meeting with Minister Pulford – Koondrook
 12 Jan Meeting at Cohuna Pool with CEO and Cr Wright
 Building Better Regions Fund Meeting – Kerang
 19 Jan Australia Day Luncheon – Melbourne
 22 Jan Volunteer at Gateway – Cohuna
 23 Jan Australia Day Awards Civic Reception
 25 Jan Australia Day Ambassador Dinner – Koondrook
 26 Jan Australia Day Breakfast Celebrations – Cohuna
 Cohuna Ladies Australia Day Lunch
 Australia Day BBQ – Leitchville
 31 Jan Presentation from David Wolfe, Local Government Inspector – Kerang

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|--------|---|
| 2 Feb | Murray Darling Basin Plan Drop in Session – Echuca Meeting with Cr Wright |
| 3 Feb | World Bra Unclipping Theatre Night – Cohuna
CCLM Dairy Project |
| 5 Feb | NCMA Breakfast with the Birds – Lake Cullen |
| 6 Feb | CCLLEN Meeting – Echuca |
| 7 Feb | Councillor Induction Training with Susan Benedyka
Councillor Briefing – Kerang |
| 8 Feb | Launch of Loddon Gannawarra Health Needs Analysis – Dingee
Elders Meeting – Kerang |
| 9 Feb | Senior Advisory Meeting – Kerang |
| 13 Feb | MAV Strategic Planning Session |
| 14 Feb | Meeting with Cohuna Flyers Group |
| 15 Feb | Ordinary Council Meeting – Kerang |

Cr Steve Tasker Report not provided

Cr Sonia Wright

- | | |
|--------|--|
| 23 Jan | Met with RSL member representative re Civic Memorial Park |
| 9 Jan | Met with RSL and Council staff re Civic Memorial Park |
| 10 Jan | Meeting with Minister Pulford – Koondrook |
| 12 Jan | Meeting at Cohuna Pool with CEO and Cr Learmonth
Building Better Regions Fund Meeting – Kerang |
| 19 Jan | Wired in the Warra presentation and afternoon tea - Kerang
Met with Cohuna Progress Special Events Committee (Next Gen)
Cohuna Leitchville RSL Meeting |
| 31 Jan | CVGA Meeting – Castlemaine
Presentation from David Wolfe, Local Government Inspector – Kerang |
| 3 Feb | Met with Yarran Ward Councillor
Meeting re Project Moo Moo – Kerang
World Bra Unclipping Theatre Night – Cohuna |
| 7 Feb | Councillor Induction Training with Susan Benedyka
Councillor Briefing – Kerang |
| 8 Feb | Meeting with Murray Dairy member |

13 CONFIDENTIAL ITEMS

Nil