



# GANNAWARRA

*Shire Council*

**Wednesday, 21 April 2021**

**6:30pm**

**Community Meeting Room**

**Cohuna**

## **AGENDA**

### **Council Meeting**

The Council Meeting will be live-streamed via Council's website which can be accessed at this link [gannawarra.vic.gov.au/Council/Council-Meetings/Meeting-livestream](http://gannawarra.vic.gov.au/Council/Council-Meetings/Meeting-livestream)

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|           | Nil   |            |

**Tom O'Reilly**  
**CHIEF EXECUTIVE OFFICER**

## 1 WELCOME TO COUNTRY

Playing of the Welcome to Country video clip.

## 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 AND LEAVE OF ABSENCE

## 4 CONFIRMATION OF MINUTES

Meeting - 17 March 2021

## 5 DECLARATION OF CONFLICT OF INTEREST

### General conflict of interest

Unless exempt under section 129 of the *Local Government Act 2020* (the Act) or regulation 7 of the Local Government (Governance and Integrity) Regulations 2020, a Councillor or member of Council staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests (as defined in section 127(2) of the Act) could result in that person acting in a manner that is contrary to their public duty.

### Material conflict of interest

Unless exempt under section 129 of the *Local Government Act 2020* or regulation 7 of the Local Government (Governance and Integrity) Regulations 2020, a Councillor or member of Council staff has a material conflict of interest in respect of a matter if an affected person (as defined in section 128(3) of the Act) would gain a benefit or suffer a loss depending on the outcome of the matter.

### Disclosure of a conflict of interest

A Councillor who has a conflict of interest and is attending a meeting of the Council must make a full disclosure of that interest by either advising:

- a) the Council at the meeting immediately before the matter is considered at the meeting; or
- b) the Chief Executive Officer in writing before the meeting –

whether the interest is a general conflict of interest or a material conflict of interest; and the nature of the interest.

Note: If a Councillor advises the Chief Executive Officer of the details under b) above, the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

In accordance with section 130 of the Act, a councillor who has disclosed a conflict of interest in respect of a matter must exclude themselves from the decision making process in relation to the matter, including any discussion or vote on the matter at any Council meeting, and any action in relation to the matter.

Failure to comply with section 130 of the Act may result in a penalty of 120 penalty units

## **6 BRIEFING SESSIONS**

### **6.1 RECORDS OF COUNCILLOR BRIEFINGS - 11 MARCH TO 12 APRIL 2021**

**Author:** Mel Scott, Executive Assistant - Chief Executive Office

**Authoriser:** Tom O'Reilly, CEO

**Attachments:** 1 Record of Councillor Briefing - 12 April 2021

#### **RECOMMENDATION**

**That Council note the records of Councillor Briefings from 11 March to 12 April 2021.**

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#### **EXECUTIVE SUMMARY**

This report presents to Council written records of Councillor Briefings in accordance with Clause 31 of the Gannawarra Shire Council Governance Rules.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

The Officer preparing this report declares that they have no conflict of interest in regards to this matter.

#### **COUNCIL PLAN**

Council Plan 2017-2021: Good Governance and a Healthy Organisation.

#### **BACKGROUND INFORMATION**

In accordance with Clause 31 of the Gannawarra Shire Council Governance Rules, a written record of a meeting held under the auspices of Council is, as soon as practicable, reported at a meeting of the Council and incorporated in the minutes of that Council meeting.

The record must include:

1. The names of all Councillors and members of Council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a Councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the meeting.

#### **CONSULTATION**

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

#### **CONCLUSION**

To ensure compliance with Clause 31 of the Gannawarra Shire Council Governance Rules, it is recommended that Council note the Councillor Briefing records as attached to this report.

# RECORD OF A COUNCILLOR BRIEFING



|   |   |   |
|---|---|---|
| <b>Type of Meeting</b>  | Councillor Briefing   |   |
| <b>Date:</b>  | Monday, 12 April 2021   |   |
| <b>Time:</b>  | 9:00am – 4:25pm   |   |
| <b>Location:</b>  | Northern District Community Health  |   |
| <b>In Attendance:<br/>(Councillors)</b>   | Cr Charlie Gillingham<br>Cr Ross Stanton<br>Cr Kelvin Burt<br>Cr Travis Collier<br>Cr Jane Ogden<br>Cr Keith Link<br>Cr Garner Smith  |   |
| <b>Apologies:</b>   | Nil   |   |
| <b>In Attendance:<br/>(Officers)</b>  | Tom O'Reilly, Phil Higgins, Geoff Rollinson, Stacy Williams, Lisa Clue, Mel Scott, Wade Williams, Shana Johnny, Roger Griffiths, Kellie Burmeister  |   |
| <b>In Attendance:<br/>(Other)</b>   | Brad Drust, CEO, North Central Catchment Management Authority<br>Tim Shanahan, Executive Manager Major Projects, North Central Catchment Management Authority<br>Rachel Murphy, Executive Manager Program Delivery, North Central Catchment Management Authority  |   |
| <b>Matters Discussed:</b>   | <b>Draft Council Agenda –February Meeting of Council</b><br><b>Reports:</b><br>7.1 Mayoral and Councillor Allowances<br>7.2 Council Policy Review<br>7.3 Policy No. 144 – Councillor Gifts<br>7.4 Audit and Risk Committee Independent Member Remuneration<br>7.5 Audit and Risk Committee – 23 March 2021 Meeting<br>7.6 Revenue and Rating Plan<br>7.7 Proposed Budget 2021/2022<br>7.8 G10-2020 Morton Garner Pavilion<br>7.9 Domestic Animal Management Plan – Annual Review<br>9.1 Notice of Motion - 75 |   |
|   | <b>Councillor Briefing Updates:</b> <ul style="list-style-type: none"> <li>Proposed 2021/2022 Budget and Draft Revenue and Rating Plan – Communication Plan</li> <li>Children's Services Update</li> <li>Gannawarra Retail Development Strategy</li> <li>2021-2026 Strategic Tourism Plan</li> </ul>  |   |
|   | <b>Councillor Strategic Briefing Update:</b> <ul style="list-style-type: none"> <li>2020/2021 Capital Works Program Update</li> </ul> <b>Councillor Issues Raised</b>   |   |
| Councillors signed their Councillors Induction Training Declarations before the Chief Executive Officer |   |   |
| <b>Conflict of Interest Disclosures</b>   |   |   |
| <b>Matter No.</b>   | <b>Councillor/Officer making disclosure</b>   | <b>Councillor/Officer left meeting Yes/No</b> |
| Nil   |   |   |

|                      |   |
|----------------------|---|
| <b>Completed By:</b> | Tom O'Reilly –Chief Executive Officer   |
|                      |  |



## **7 BUSINESS REPORTS FOR DECISION**

### **7.1 MAYORAL AND COUNCILLOR ALLOWANCES**

**Author:** Lisa Clue, Manager Governance

**Authoriser:** Phil Higgins, Director Corporate Services

**Attachments:** Nil

#### **RECOMMENDATION**

**That Council:**

- 1. Give public notice in accordance with Sections 74 and 223 of the *Local Government Act 1989* that the Mayoral and Councillor allowances are proposed to be set as follows:**
  - (a) Councillor allowance - \$21,049 per annum and an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance, equating to \$23,048.**
  - (b) Mayoral allowance - \$62,884 per annum and an amount equivalent to the superannuation guarantee of 9.5 per cent of the relevant allowance, equating to \$68,857.**
- 2. Authorise the Chief Executive Officer to carry out the administrative procedures necessary to enable the Council to carry out its functions under Section 223 of the Act in relation to the review of Mayoral and Councillor allowances.**
- 3. Consider, and if requested, hear any submission received in accordance with Section 223 of the Act at a meeting of the Council on a date to be determined.**

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#### **EXECUTIVE SUMMARY**

Mayors and councillors are entitled to receive an allowance while performing their duties as an elected official. Pursuant to section 39 of the *Local Government Act 2020* (the 2020 Act), allowances for the Mayor, Deputy Mayor and Councillors are provided in accordance with a Determination of the Victorian Independent Remuneration Tribunal (the Remuneration Tribunal) under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

Despite the repeal of the allowance provisions under the *Local Government Act 1989* (the 1989 Act), those provisions continue to apply in respect of allowances until such time as the first Determination is made by the Remuneration Tribunal.

The Minister for Local Government is expected to request the Remuneration Tribunal to make a determination in late 2021. Consequently, Council is required to undertake its own review and determine its mayoral and councillor allowances in accordance with the 1989 Act. A person has a right to make a submission under section 223 of the 1989 Act in respect of a review of allowances.

#### **PURPOSE**

This report seeks to review and determine allowances payable to the Mayor and Councillors and to commence public consultation under section 223 of the 1989 Act.



**ATTACHMENTS**

Nil

**DISCUSSION**

An important reform of the 2020 Act is the transfer of responsibilities in determining Mayoral, Deputy Mayoral and Councillor allowances to the Remuneration Tribunal. However, until the Remuneration Tribunal makes its first determination on allowances, the allowances framework under the 1989 Act continues to apply, despite the repeal of those provisions in 2020. Section 39(6) of the 2020 Act provides for this transitional arrangement.

Local Government Victoria (LGV) has advised it expects the Minister for Local Government will request the Remuneration Tribunal to make a determination in late 2021. In the meantime, LGV has advised councils to plan to undertake and complete their own review of allowances under the 1989 Act by 30 June 2021.

Under the 1989 Act, by Order in Council, the Victorian Government sets the upper and lower limits (within three categories based on the income and population of each Council) for all allowances paid to the mayor and councillors.

Gannawarra Shire Council is a Category 1 Council.

At least once every year, the Minister reviews the limits and ranges of mayoral and councillor allowances.

At its meeting on 16 November 2016, Council set the allowances at the maximum of Category 1. Since that time, adjustments have been made in accordance with the Victorian Government reviews.

Current Category 1 mayoral and councillor allowances are set at:

- Mayor: up to \$62,884 per annum
- Councillor: \$8,833 to \$21,049 per annum.

There is also a legislative requirement for an amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) to be paid in addition to the allowance.

**RELEVANT LAW**

*Local Government Act 1989*

*Local Government Act 2020*

**RELATED COUNCIL DECISIONS**

At its meeting on 16 November 2016, Council set the allowances at the maximum of Category 1.

**OPTIONS**

In reviewing allowances, a Council may determine to either retain its current allowances, or vary them to a different amount within the range and limit applicable to Category 1.

**SUSTAINABILITY IMPLICATIONS**

Not applicable.

**COMMUNITY ENGAGEMENT**

In undertaking reviews of mayoral and councillor allowances, councils must ensure that a person has a right to make a submission under section 223 of the 1989 Act (as required by section 74(4)).

Following the April Council Meeting, public notice will be given that the mayoral and councillor allowances are being reviewed, and submissions will be invited for a period of at least 28 days.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

Mayoral and councillor allowances are provided for in Council's annual budgets.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Council Plan 2017 – 2021 – Good Governance and a Healthy Organisation

Council Policy No. 092 – Councillor Allowances and Support

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open meeting of Council.

**CONFLICT OF INTEREST**

The officer preparing this report declares that they have no conflict of interest in regards to this matter.

## 7.2 COUNCIL POLICY REVIEW

|                     |   |
|---------------------|---|
| <b>Author:</b>      | <b>Lisa Clue, Manager Governance</b>                        |
| <b>Authoriser:</b>  | <b>Phil Higgins, Director Corporate Services</b>            |
| <b>Attachments:</b> | <b>1 Policy No. 025 - Outstanding Debt</b>                  |
|                     | <b>2 Policy No. 092 - Councillor Allowances and Support</b> |
|                     | <b>3 Policy No. 110 - Investments</b>                       |

### RECOMMENDATION

#### That Council:

- 1. Endorse the following reviewed policies:**
  - Policy No. 025 – Outstanding Debt**
  - Policy No. 092 – Councillor Allowances and Support**
  - Policy No. 110 – Investments**
- 2. Authorise the Chief Executive Officer to make amendments to the documents to correct any minor drafting errors that do not materially alter the intent of the policies.**

### EXECUTIVE SUMMARY

Council officers undertake regular reviews of Council policies to ensure compliance with relevant legislation and that they are reflective of current practices. This report addresses the following policies which have recently been reviewed:

- Policy No. 025 – Outstanding Debt
- Policy No. 092 – Councillor Allowances and Support
- Policy No. 110 – Investments.

### PURPOSE

This report addresses three recently reviewed policies for the consideration of Council to ensure compliance with relevant legislation and that they are reflective of current practice.

### ATTACHMENTS

Policy No. 025 – Outstanding Debt

Policy No. 092 – Councillor Allowances and Support

Policy No. 110 – Investments

### DISCUSSION

Council officers undertake regular reviews of Council policies to ensure compliance with relevant legislation and that they are reflective of current practice. Council policies are reviewed as needed, however most policies must be reviewed within either 12 months or two years after a General Election. Reviewed policies are presented to Council for endorsement, or for repeal if it has been determined the policy is no longer required.

Council policies provide guidance to staff, Council and the community and are published on Council's website.

A summary of the reviewed policies and any recommended adjustments is listed below.

| Policy No. | Policy Title                      | Comments  |
|------------|-----------------------------------|---|
| 025        | Outstanding Debt                  | <p>Council Policy No. 025, outlining the steps Council will take to recover outstanding debt, has been reviewed and the following adjustments proposed:</p> <ul style="list-style-type: none"> <li>• Reference to the <i>Local Government Act 2020</i>.</li> <li>• Final notice for rates has been updated to allow for any bank delays in lump sum rates payments.</li> <li>• The term 'General debtors' has been updated to clarify nature of debtors.</li> <li>• Home and Community Care debt collection process has been updated in line with the Victorian Home and Community Care (HACC) fee policy. The HACC brokerage fee collection process has been separated to reflect contract terms of payment.</li> <li>• National Disability Insurance Scheme (NDIS) is shown as a separate category to recognise the new service and payment terms.</li> </ul> |
| 092        | Councillor Allowances and Support | <p>Council Policy No. 092 outlines the allowances and support provided to Councillors and members of delegated committees.</p> <p>This Policy has been reviewed to address recommendations from the Local Government Inspectorate <i>Councillor Allowances and Support: equitable treatment and enhanced integrity Review 2020</i>:</p> <ul style="list-style-type: none"> <li>• Defining Council business and the purpose of the expense and how it relates to the duties of a councillor on reimbursement claim forms.</li> <li>• Personnel involved in authorising claims for reimbursement.</li> <li>• Councillors being regularly provided with expense information for review.</li> <li>• Policy to be reviewed at least once each financial year.</li> </ul>   |

| Policy No. | Policy Title | Comments   |
|------------|--------------|--|
| 110        | Investments  | <p>Council Policy No. 110 provides guidance on how to invest surplus funds to create the best advantage for Council, whilst managing the associated risk and maintaining appropriate levels of transparency and security.</p> <p>Recommended adjustments relate to section 103 of the <i>Local Government Act 2020</i> - Investments which sets out guidelines in relation to the financial institutions with whom a Council may invest money.</p> |

### RELEVANT LAW

*Local Government Act 2020* – section 39 – Allowances for Mayors, Deputy Mayors and Councillors

*Local Government Act 2020* – section 103 – Investments

*Local Government Act 2020* – section 120 – Council may charge interest on unpaid money

*Local Government Act 1989* – section 172(2) – Council may charge interest on unpaid rates and charges

### RELATED COUNCIL DECISIONS

Council Policy No. 025 – Outstanding Debt was last reviewed by Council in August 2017

Council Policy No. 092 – Councillor Allowances and Support was last reviewed by Council in August 2020

Council Policy No. 110 – Investments was last reviewed by Council in September 2017

### OPTIONS

Council may wish to endorse the recommended, or alternative adjustments or decide to not make any adjustments to the policies at this time.

### SUSTAINABILITY IMPLICATIONS

Not applicable.

### COMMUNITY ENGAGEMENT

Not applicable.

### INNOVATION AND CONTINUOUS IMPROVEMENT

Council policies provide guidance to Council, staff and the community in decision making and service delivery.

Policies are reviewed as required however most policies must be reviewed within either 12 months or two years of a Council election. Regular reviews of Council policies ensure compliance with relevant legislation and that they are reflective of current practices.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

Not applicable.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Gannawarra Shire Council Plan 2017 – 2021 – Good Governance and a Healthy Organisation

Policy No. 025 – Outstanding Debt

Policy No. 092 – Councillor Allowances and Support

Policy No. 110 – Investments

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

**CONFLICT OF INTEREST**

The officers preparing this report declare that they have no conflict of interest in regards to this matter.



# Outstanding Debt

## COUNCIL POLICY NO. 025

### 1. POLICY OBJECTIVE

To confirm the manner in which Council will recover outstanding debt.

### 2. SCOPE

This Policy applies to ratepayers and other clients who have an outstanding debt with Council and sets out the steps that Council will take to recover these debts.

### 3. REFERENCES

*Local Government Act 1989 and Local Government Act 2020*

### 4. POLICY

#### 4.1 Rates and Charges

Council will issue a Final Notice within 30 days of the final date for payment to those ratepayers who have opted to pay by lump sum in February and have failed to do so. If the assessment remains unpaid after 14 days or suitable payment arrangements have not been made within that time, the Director Corporate Services is authorised to commence legal action via Council's Collection Agency to assist with recovery of the amount owing.

Penalty interest is to be charged on overdue amounts in accordance with Section 172(2) of the *Local Government Act 1989*.

#### 4.2 Special Rates and/or Special Charges Schemes

Council will issue quarterly instalment or other periodic notices in accordance with the payment options set by Council when the Scheme was adopted.

Penalty interest is to be charged on accounts where an instalment remains unpaid. Interest will be calculated at the adopted rate backdated to the date on which the instalment became payable.

Where an instalment remains unpaid for two payment periods, Council will issue a Demand for full payment of the account. Unless paid in full within 30 days of that Demand, the Director Corporate Services is authorised to commence legal action via Council's Collection Agency to assist with recovery of the amount owing.

#### 4.3 Private Works/Hire and General Debtors (Including childcare, leases, etc.)

Council will issue invoices for private works/hire and general debtors. Where these accounts are unpaid after 60 days, the Director Corporate Services is authorised to commence legal action to assist with recovery of the amount owing.

Interest may be charged on amounts unpaid for in excess of 60 days in accordance with Section 120 of the *Local Government Act 2020*.

#### 4.4 Home and Community Care services/Meals on Wheels

Council will issue monthly invoices for Home and Community Care services and Meals on Wheels services. The Director Corporate Services will provide the Manager Community Care with a list of those clients who have failed to pay their accounts after 60 days.

The Manager Community Care will investigate the client's circumstances and recommend those that require further action to recover the amount owing.

Fee collection and non-payment of fees is determined by the Victorian Home and Community Care (HACC) fees policy and states that if a client is not paying the required fee, Council should review the client's ability to pay. If ability to pay is not an issue, Council may notify the person that services will be withdrawn. If payment is still not made, services can be ceased at the discretion of Council.

Where Council has provided services to aged care brokered clients and the invoice is not paid within 30 days of receipt of invoice, the brokerage firm is in breach of their contract with Council and Council can terminate services. A reminder letter is sent to the brokerage firm reminding them of their payment obligation under the contract and demanding immediate payment.

#### 4.5 National Disability Insurance Scheme

Council's preferred practice is to quarantine planned funds to ensure service levels to clients are financially viable. All outstanding amounts are followed up on a monthly basis. Where these accounts are unpaid after 120 days, services can be interrupted to provide basic essential services until outstanding amounts are recovered.

## 5. POLICY REVIEW

This policy will be reviewed within twelve months after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

## 6. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices, or online at [www.gannawarra.vic.gov.au](http://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 – 3.000518  |            |                        |       |
| Originally adopted: | 1995       |                        |       |
| Reviewed:           | 13/11/2002 | Minute Book Reference: | 2455  |
| Reviewed:           | 25/10/2006 | Minute Book Reference: | 5366  |
| Reviewed:           | 22/04/2009 | Minute Book Reference: | 7403  |
| Reviewed:           | 15/10/2014 | Minute Book Reference: | 11082 |
| Reviewed:           | 16/08/2017 | Minute Book Reference: | 12575 |
| Reviewed:           | 21/04/2021 |                        |       |
| To be reviewed by:  | 2025       |                        |       |







# Councillor Allowances and Support

## COUNCIL POLICY NO. 092

### 1. POLICY PURPOSE

This policy supports councillors and members of delegated committees to perform their role, as defined in the *Local Government Act 2020* (the Act), by ensuring that expenses reasonably incurred in the performance of their role are reimbursed. This policy also provides guidance on:

- allowances
- entitlements
- processes for reimbursement
- reporting requirements.

The policy is intended to ensure that councillors and members of delegated committees are supported to perform their duties without disadvantage.

### 2. SCOPE

This Policy applies to:

- councillors of the Gannawarra Shire Council
- members of delegated committees of the Gannawarra Shire Council.

Councillor duties are those performed by a councillor as a necessary part of their role, in achieving the objectives of Council. These duties may include (but are not limited to):

- attendance at meetings of Council and its committees
- attendance at briefing sessions, workshops, civic events or functions convened by Council
- attendance at conferences, workshops and training programs related to the role of councillor, mayor or deputy mayor
- attendance at meetings, events or functions representing Council
- duties in relation to constituents concerning Council business.

Members of delegated committees exercise powers of councillors, under delegation. This policy also applies to those members in the course of undertaking their role as delegated committee members.

### 3. DEFINITIONS

|                            |  |
|----------------------------|--|
| <b>Carer</b>               | As defined under section 4 of the <i>Carers Recognition Act 2012</i> |
| <b>Delegated Committee</b> | As defined under section 63 of the <i>Local Government Act 2020</i>  |

### 4. POLICY

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Councillors and members of delegated committees will be reimbursed for out-of-pocket expenses that are:

- bona fide expenses; **and**
- have been reasonably incurred in the performance of the role of councillor or member of a delegated committee; **and**
- are reasonably necessary for the councillor or member of a delegated committee to perform this role.

#### **COUNCILLOR'S ALLOWANCES**

1. Section 39 of the Act covers allowances for mayors, deputy mayors and councillors. Allowances are set by determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*. (Note – in accordance with section 39(6) of the Act, allowances will be set by the Victorian Government until the first determination of the Tribunal.)
2. In accordance with the provisions contained in Australia Tax Office Interpretive Decision 2007/205, Council may enter into a voluntary arrangement with a Councillor under which the Councillor agrees to forego all or part of their Councillors Allowance, including Mayoral Allowance if applicable, in exchange for the Council making contributions to Vision Super, or such other complying superannuation fund nominated by the Councillor and agreed to by the Chief Executive Officer, on their behalf of the amount foregone by the Councillor.
3. Mayor and Councillor allowances will be paid by EFT, in advance, on a monthly basis.

#### **EXPENSES**

##### **Carer and dependent-related expenses**

Council will provide reimbursement of costs where the provision of childcare is reasonably required for a councillor or delegated committee member to perform their role. This applies to the care of a dependent, while the councillor or delegated committee member is undertaking their official duties; and may include expenses such as hourly fees and booking fees, if applicable.

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a councillor or delegated committee member who is a carer (see **Definitions**) incurs reasonable expenses in the performance of their duties.

Payments for childcare and carer services will not be made to a person who resides with the councillor or delegated committee member; has any financial or pecuniary interest with the councillor or delegated committee member; or has a relationship with the councillor, delegated committee member or their partner.

##### **General Travel Expenses**

1. Council will provide the following to Councillors and delegated committee members attending approved activities and events:
  - a. Breakfast, lunch and dinner (excluding alcohol) within reasonable limits for the duration of the stay;
  - b. Accommodation – appropriate accommodation as selected, after consultation, by the Chief Executive's office. Any additional accommodation costs as a result of the attendance of Councillors or delegated committee members partners or family members will be met by the Councillor or delegated committee member, with the exception of the Mayor's partner;
  - c. Transportation – Council will cover the cost of transportation to, during and from the event. This applies to any of the following forms of travel:
    - i. return economy class air. All overseas travel is to be authorised by resolution of Council;
    - ii. private vehicle with reimbursement as specified in this policy;
    - iii. economy class train, tram or bus travel; and
    - iv. taxi.
  - d. Car parking – fees will be reimbursed in respect of hotel/motel parking and airport parking.
2. Reasonable limits - wherever possible, relevant benchmark rates will be utilised for example, the Australian Taxation Office determinations relating to meals, accommodation and transportation.
3. All arrangements are to be handled through the Chief Executive's office.

**Seminars, conferences, professional development and training expenses**

1. Council recognises the need for Councillors and delegated committee members to attend seminars, conferences, professional development and training in order to be kept fully informed on Local Government matters and to assist them to perform their roles as Councillors and delegated committee members.
2. The annual budget will cover the cost of seminars, conferences, professional development and training attendance by Councillors and delegated committee members including registration, course or sessional fees.
3. Councillors and delegated committee members will be required to submit a written report in respect of any conference or seminar attended except for the ALGA Annual Conference, the Local Government Managers Association National Congress, the MAV Councillor Development Weekend and the VLGA Mayors Weekend. Where more than one Councillor or delegated committee member attends an interstate or overseas conference or seminar, a joint report may be submitted.

**Information communication technology expenses****Computer facilities**

1. Internet – Councillors will be provided with an internet enabled device to allow access to email and internet.
2. Email – Councillors will be provided with an email account managed by Gannawarra Shire Council. Councillors' email addresses will use the domain name: gsc.vic.gov.au.
3. Document management – Councillors are responsible for ensuring all corporate information is forwarded to Gannawarra Shire Council for capturing in the electronic content management system. This refers to, but is not limited to, formal letters in Microsoft Word and emails.
4. Personal use – Personal use of Council provided equipment is permitted as long as it does not affect the primary use of the device. Councillors will not install any non-approved non-Council products on the device.
5. Further information is available from Council Policy No. 083 – Email, Internet and Intranet and Employee Policy No. 047 – Information Communications and Technology (ICT) Access and Security.

**Telecommunications via Smartphone**

Councillors have two (2) options regarding provision of Smartphones:

1. Councillors can elect for Council to provide a Smartphone for their Council business use only. The Smartphone is provided on the basis that personal calls are to be kept to a minimum. It is acknowledged that on occasion personal calls may be required, for example when a Councillor is on Council business outside normal business hours. Personal calls in these situations and in urgent and/or emergency situations are acceptable. Personal calls outside the situations referred to above are not permitted.

The Council telephone number will be made available to the public, and should only be answered by the relevant Councillor or the built-in message bank service.

Councillors may be required to reimburse Gannawarra Shire Council for excess charges if this policy is not followed.

2. Alternatively, Councillors may choose to use their own Smartphone i.e. 'Bring Your Own Equipment' and receive a monthly allowance of \$25 as reimbursement for the notional data and phone usage charges relating to Council business undertaken on their own Smartphone. Where a Councillor wishes to use their own Smartphone for Council business, Councillors must make their personal mobile number available for publication. Note; Council takes no responsibility for loss, breakage, failure, repair or misplaced 'Bring Your Own Equipment'.

**Information Communication Technology Support**

1. The Corporate Services Directorate will provide familiarisation training for Councillors in addition to documentation aiding Councillors in relation to using the ICT systems provided. Council will provide Councillors with application specific training where necessary through a local training provider.
2. The Corporate Services Directorate will update the software on each Council provided device. Any non-approved non-Council software will be uninstalled during maintenance.
3. The Corporate Services Directorate will provide ICT support in line with that provided to Council officers.
4. All Council provided equipment is to be returned to the Corporate Services Directorate on the conclusion of the Councillor's term, or in the event the Councillor resigns from the position earlier.

5. Faulty equipment or issues are to be reported to the Corporate Services Directorate as soon as possible. All repairs to equipment can only be undertaken by Council and only apply to Council provided equipment.
6. In the event that equipment is lost, stolen or misplaced, the Corporate Service Directorate is to be informed as soon as possible to put in place all preventative measures.

#### **Equipment**

1. Councillors will be issued with the following equipment:
  - One (1) only iPad, Tablet, Notebook, Laptop or equivalent (with mobile internet capabilities), charger and protective cover
  - Mobile telephone and charger (with the exception of councillors choosing to bring their own equipment).
2. Councillors will have access to the following for Council business:
  - Printing equipment
  - Audio visual equipment

#### **Councillors Insignia of Office**

Councillors will be provided with the following, upon request:

- Business Cards
- A supply of Council logo metal lapel badges (small)
- A Council tie or scarf
- A Council badge for Councillors and partners

#### **ADDITIONAL FACILITIES FOR THE OFFICE OF THE MAYOR**

##### **Mayoral Vehicle**

Council will provide at its cost to the Mayor, a fully registered, insured and maintained vehicle for official and personal use during the mayoral term if he/she so requires. The vehicle will be of a similar standard to the vehicle available to the Chief Executive Officer.

##### **Office Support**

The Mayor will be provided with appropriate administrative support during normal business hours to undertake the duties of the Mayor.

##### **Travel Expenses and Accommodation**

Council will reimburse travelling expenses for the Mayor's partner whilst accompanying the Mayor on official business.

#### **INSURANCE**

1. Councillors and delegated committee members are covered by the following insurance policies while performing the duties of civic office including attendance at meetings of external bodies as Council's representative – Personal Accident, Public Liability, Professional Indemnity and Councillors and Officers Liability insurances.
2. Council will pay the insurance policy excess in respect of any claim made against a Councillor or delegated committee member arising from Council business where any claim is accepted by Council's Insurers, whether defended or not.

#### **COUNCIL POOL VEHICLES AND PRIVATE USE VEHICLES**

1. When available, Councillors and delegated committee members are required to use a Council vehicle to attend events that form part of the Councillor's or delegated committee member's official duties outside of the Gannawarra Shire Council boundaries.

2. In the absence of a Council vehicle, a **Councillor** will be reimbursed for the use of their own private vehicle for:
  - a. attendance at Ordinary and Special Meetings of Council and Councillor Briefing Sessions;
  - b. attendance at Delegated Committee meetings;
  - c. attendance at committee or sub-committee meetings of State, Regional or local organisations or bodies where the Councillor has, by Council resolution been elected as a Council delegate;
  - d. attendance at meetings and civic or ceremonial functions convened by the Mayor or the Council;
  - e. attendance at a meeting, function or other official role as a representative of the Mayor;
  - f. attendance at a meeting or function falling within the Councillors ward, if outside of the Councillors ward, Chief Executive Officer or delegate approval is required.
  - g. attendances at conferences, seminars, professional development and training where the attendance has been approved by the Council or the Chief Executive Officer or delegate;
  - h. travel to and from the airport, rail or bus station or other point where travel to conferences, seminars, professional development and training commences.
3. In the absence of a Council vehicle, a **delegated committee member** will be reimbursed for the use of their own private vehicle for:
  - a. attendance at conferences, seminars, professional development and training where the attendance has been approved by the Council or the Chief Executive Officer or delegate;
  - b. travel to and from the airport, rail or bus station or other point where travel to conferences, seminars, professional development and training commences.
4. Reimbursement for private vehicle use will be paid in accordance with the prevailing 'cents per kilometre' rate prescribed by the Australian Taxation Office as varied from time to time.
5. Council will not reimburse the cost of any infringements incurred by Councillors or delegated committee members.

## 5. PROCEDURE

### REIMBURSEMENT OF EXPENSES

1. Making a claim for reimbursement:
  - a. All Councillor claims must be made on a Councillor Claim Form, available from SharePoint or the Chief Executive's Office. The purpose of the expense and how it relates to the duties of a councillor must be clearly stated on the form.
  - b. All delegated committee member claims must be made on a Delegated Committee Member Claim Form, available from the Chief Executive's Office. The purpose of the expense and how it relates to the duties of a delegated committee member must be clearly stated on the form.
  - c. Original receipts must be attached to all claims (credit card receipts will not be accepted).
  - d. Where the provider of the goods or service is registered for GST, a tax invoice must be obtained and provided (without this the GST component of the cost cannot be reimbursed).
  - e. Claims must be lodged on a monthly basis as they are incurred. Claims for expenses during the prior month should be submitted by the last working day of the following month. This enables monitoring of expenditure against budget and accurate and meaningful reporting. All claims relating to each financial year are to be submitted by 15 July of the immediately following financial year.
  - f. The claim will be reviewed by the Chief Executive Officer against this policy and procedure and either approved for payment or returned to the claimant for further information/documentation.
  - g. Once approved by the Chief Executive Officer the claim will be forwarded to the Manager Finance for processing.
2. Reimbursements will be provided monthly by electronic funds transfer.

## 6. MONITORING, EVALUATION AND REVIEW

Quarterly reports of all councillor and delegated committee member expenses will be provided to Council's Audit and Risk Committee.

The report will include:

- Expenses incurred by Councillors during the quarter
- Reimbursement claims made by councillors during the quarter
- Reimbursements made by delegated committee members during the quarter.

All Councillors will have access to the report via the Audit and Risk Committee minutes.

Council commits to monitoring processes and decision making to understand the overall success of the policy's implementation.

## 7. RELATED POLICIES AND LEGISLATION

Council policies:

- Governance Rules
- Policy No. 141 - Public Transparency
- Policy No. 074 - Information Privacy and Health Records
- Policy No. 078 - Code of Conduct and Values for Elected Members
- Policy No. 083 – Email, Internet and Intranet.

Legislation:

- *Carers Recognition Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Freedom of Information Act 1982*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Gender Equity Bill 2020.*

## 8. POLICY REVIEW

This policy will be reviewed at least once in each financial year.

At the time it was reviewed, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

## 9. FURTHER INFORMATION

Members of the public may inspect all policies at Gannawarra Shire Council's Kerang and Cohuna office or online at [www.gannawarra.vic.gov.au](http://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. 14/00459

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To be reviewed by 30/06/2022

Minute Book Reference: 7387

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# Investments

## COUNCIL POLICY NO. 110

### 1. POLICY PURPOSE

To provide guidance of how to invest surplus funds to create the best advantage for Council, whilst managing the associated risk and maintaining appropriate levels of transparency and security.

### 2. BACKGROUND

Any funds not required to fulfil short term operational commitments are considered surplus and should be invested to generate interest revenue. Criteria must be set to achieve maximum return on investments that minimise risk and ensure the ongoing sustainability of Council funds.

The *Local Government Act 2020* sets out requirements for the investment of Council funds and compliance with these requirements is mandatory.

This policy sets out the requirements to achieve a balance between the points outlined above.

### 3. SCOPE

This policy covers the investments of any Council funds.

### 4. POLICY

#### 4.1 Authority for Investment

Section 103 *Local Government Act 2020* sets out the guidelines in relation to the Financial Institutions with whom a Council may invest.

A Council may invest any money: -

- (a) In Government securities of the Commonwealth; and
- (b) In securities guaranteed by the Government of Victoria; and
- (c) With an ADI; and
- (d) With any financial institution guaranteed by the Government of Victoria; and
- (e) On deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- (f) In any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.

#### 4.2 Delegation of Authority

The Manager Finance and the Team Leader Financial Services have the authority to invest surplus funds, under the supervision of the Director Corporate Services and the Chief Executive Officer, in accordance with Council's policies.

#### 4.3 Authorised Investments

**(a) The only authorised investments that council staff can invest in under this policy without prior approval are:**

i. Cash deposits which fulfil the requirements set out in section 4.1 above and falling within the rating guidelines outlined under section 4.4 of this policy. Investments are to be held in Australia and denominated in Australian Dollars.

**(b) Other than an investment under 4.3(a), council staff can only invest in the following authorised investments by first having Audit and Risk Committee approval and a council resolution passed, authorising investment in the following investment vehicles:**

Council may invest any money: -

- (a) In Government securities of the Commonwealth; and
- (b) In securities guaranteed by the Government of Victoria; and
- (c) With an ADI; and
- (d) With any financial institution guaranteed by the Government of Victoria; and
- (e) On deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- (f) In any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.

#### 4.4 Guidelines

**(a) Council's investments with Fund Managers**

| Type of Fund               | Maximum time Horizon | Maximum % of Total Investment Portfolio |
|----------------------------|----------------------|---|
| Cash Funds (at Call)       | 24 Hours             | 0 – 100                                 |
| Cash Funds (Term Deposits) | 7 days – 12 months   | 0 – 95                                  |
| Fixed Interest             | At call – 2 years    | 0 – 25                                  |

The asset structure and features of the fund are to be consistent with the desired outcomes of Council's Investment Strategy.

**(b) Council's direct investments**

- (i) Quotations on Managed Fund Investments  
Not less than two (2) quotations shall be obtained from authorised institutions when an investment in a managed fund is proposed.
- (ii) Term to Maturity  
The term to maturity of any of Council's direct investments may range from "at call" to five years, unless specifically approved by the Chief Executive Officer.
- (iii) Other Factors



Investments which meet all other requirements of this policy but also provide indirect benefits for the Gannawarra Shire community are to be the preferred investment all other matters being equal.

(c) General Policy Guidelines

Diversification / Credit Risk

(i) Guide to Account limits

Council should generally limit the total amount invested with any one fund manager to a maximum of \$2,000,000. In instances where this is not practical, the funds must be invested with an institution which has a long term rating (Standard & Poors) of BBB+ to BBB- or higher.

(ii) Direct Investments

The Amounts shall be invested with any one of the following rated institutions:

| Long Term Rating<br>(Standard & Poor's) | Short Term Rating<br>(Standard & Poor's) |
|---|--|
| AAA to AA-                              | A1+                                      |
| A+ to A-                                | A1                                       |
| BBB+ to BBB-                            | A2                                       |

Guide:-

- AAA – Highest credit quality – This rating indicates the lowest expectation of credit risk. They are assigned only in the case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
- AA – Very high credit quality – This rating indicates expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
- A – High credit quality – This rating indicates expectations of low credit risk. The capacity for payment of financial commitments is considered strong. The capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.
- BBB – Good credit quality – this rating indicates that there is currently an expectation of low credit risk. The capacity for payment of financial commitments is considered adequate, but adverse changes in circumstances and in economic conditions is more likely to impair this capacity. This is the lowest investment-grade category.
- A1+ - Extremely strong degree of safety regarding timely payment.
- A1 – A strong degree of safety.
- A2 – A satisfactory capacity for a timely payment.

(iii) Credit Ratings

If any of the Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

(d) Reporting

- (i) A quarterly report will be provided to Council detailing investment income versus budget year to date, for all investments which are invested as prescribed under authorised investment Section 4.3 paragraph (b).
- (ii) For Audit Purposes, certificates must be obtained from the banks/fund managers confirming the amounts of investment held on Council's behalf at 30th June each year.



(e) Variation to Policy

The Chief Executive Officer or their delegated representative is authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All significant changes to this policy are to be reported to the Audit and Risk Committee within 2 months.

## 5. POLICY REVIEW

Council will review this policy as required but always within twelve months after a general election of the Council. At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

## 6. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices, or online at [www.gannawarra.vic.gov.au](http://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 – 3.000518  
Originally adopted: 17/09/2014  
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To be reviewed

Minute Book Reference: 12584  
2025



**7.3 POLICY NO. 144 - COUNCILLOR GIFTS****Author:** Lisa Clue, Manager Governance**Authoriser:** Phil Higgins, Director Corporate Services**Attachments:** 1 Policy No. 144 - Councillor Gifts**RECOMMENDATION****That Council:**

- 1. Adopt Policy No. 144 – Councillor Gifts as presented and attached to this report.**
  - 2. Authorise the Chief Executive Officer to make amendment to the documents to correct any minor drafting errors that do not materially alter its intent.**
- 

**EXECUTIVE SUMMARY**

Section 138 of the *Local Government Act 2020* (the Act) requires Council to adopt a Councillor gift policy by 24 April 2021 that must include procedures for the maintenance of a gift register and any other matters prescribed by the regulations.

**PURPOSE**

This report seeks Council’s formal adoption of Policy No. 144 – Councillor Gifts.

**ATTACHMENTS**

Policy No. 144 – Councillor Gifts

**DISCUSSION**

Section 138 of the Act requires Council to adopt a Councillor Gift Policy by 24 April 2021.

This is a new legislative requirement complementing the requirement for recording in biannual personal interests returns details of gifts received since the last return was lodged.

The policy presented and attached to this report has been developed considering the requirements of the Act; the IBAC review of Local Government Integrity Frameworks 2019; and a Department of Environment, Land, Water and Planning (DELWP) model policy – Gifts, benefits and hospitality – responding to gift offers.

**RELEVANT LAW**

Local Government Act 2020 – section 137 – Anonymous gift not to be accepted and section 138 – Councillor Gift Policy.

**RELATED COUNCIL DECISIONS**

Policy No. 078 – Councillor Code of Conduct, adopted by Council in February 2021 includes a section on gifts and hospitality.

**OPTIONS**

To ensure legislative compliance, a Councillor gift policy must be adopted by Council by 24 April 2021.

**SUSTAINABILITY IMPLICATIONS**

Not applicable

**COMMUNITY ENGAGEMENT**

Not applicable

**INNOVATION AND CONTINUOUS IMPROVEMENT**

The Councillor Gift Policy has been developed considering the requirements of the Act, integrity agency reviews and a DELWP model policy to provide clear guidelines to ensure Councillors are not compromised in the performance of their duties by accepting gifts or benefits in certain circumstances.

**COLLABORATION**

Policy No. 144 - Councillor Gift Policy has been developed considering good practice examples identified by IBAC and a DELWP model policy.

**FINANCIAL VIABILITY**

There are no financial implications associated with the adoption of the Councillor Gift Policy.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable

**COUNCIL PLANS AND POLICIES**

- Gannawarra Shire Council Plan 2017 – 2021 – Good Governance and a Healthy Organisation
- Policy No. 078 – Councillor Code of Conduct
- Policy No. 092 – Councillor Allowances and Support
- Policy No. 141 – Public Transparency

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

**CONFLICT OF INTEREST**

The officer preparing this report declares that they have no conflict of interest in regards to this matter.



# Councillor Gifts

## COUNCIL POLICY NO. 144

### 1. SCOPE

This policy sets out the Council's standards and procedures for responding to gift offers. It applies to all Councillors of Gannawarra Shire Council.

### 2. PURPOSE

The purpose of this policy is to provide clear guidelines to ensure Councillors are not compromised in the performance of their duties by accepting gifts or benefits which may result in a sense of obligation or could be interpreted as an attempt to influence. This helps to protect and promote public confidence in the integrity of the Council.

### 3. DEFINITIONS

|  |  |
|--|--|
| <p><b>Gift (s3 LGA)</b></p>  | <p>Means any disposition of property otherwise than by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including—</p> <ul style="list-style-type: none"> <li>(a) the provision of a service (other than volunteer labour); and</li> <li>(b) the payment of an amount in respect of a guarantee; and</li> <li>(c) the making of a payment or contribution at a fundraising function.</li> </ul>   |
| <p><b>Gifts explanation to support definition</b></p> <p>includes:</p> <ul style="list-style-type: none"> <li>• Items &amp; services</li> <li>• Benefits</li> <li>• Hospitality</li> </ul> | <p>A gift is anything of monetary or other value that is offered by an external organisation or individual to a Councillor as a result of their role with the Council. It includes free or discounted items or services, benefits or hospitality that exceeds common courtesy. Examples include:</p> <ul style="list-style-type: none"> <li>• A bottle of wine or spirits</li> <li>• Tickets to sporting events</li> <li>• Gift Voucher</li> <li>• Corporate hospitality at a corporate facility</li> <li>• Discounted products for personal use</li> <li>• Use of a holiday home</li> <li>• Free or discounted travel</li> <li>• Free training excursions</li> <li>• Door prize or voucher if an individual has not personally paid to attend.</li> </ul> |

|  |  |
|--|--|
| <b>Gift disclosure threshold</b>                 | <p>A disclosable gift means any gift valued at or above \$500 or a higher prescribed amount that a relevant person received in the preceding five years if:</p> <ul style="list-style-type: none"> <li>the relevant person was a Councillor, member of Council staff or member of a delegated committee at the time the gift was received, or</li> <li>the gift was an election campaign donation.</li> </ul> <p>If multiple gifts are received from a person, they must be treated as a single gift with an aggregate value.</p> <p>A gift includes any good or service (other than volunteer labour) that is provided for free or at an inadequate price. It includes a payment or contribution at a fundraising function.</p> <p>A failure to comply is an offence that can be prosecuted in court. If found guilty a fine of up to 60 penalty units may be imposed, the value of the gift must be paid to the Council and the Councillor may be required to pay the costs of the prosecution.</p>  |
| <b>Benefits</b>                                  | <p>For example:</p> <ul style="list-style-type: none"> <li>Preferential treatment</li> <li>Privileged access</li> <li>Access to discount or loyalty programs</li> <li>Promise of a new job</li> </ul>  |
| <b>Hospitality</b>                               | <p>Hospitality is considered a gift unless the hospitality was reasonable and you were attending the function or event in an official Council capacity.</p> <ul style="list-style-type: none"> <li><u>Reasonableness test</u>: the hospitality must be of a standard and type that an independent observer would consider appropriate and not excessive.</li> <li><u>Official capacity test</u>: it must clearly be your duty as a Councillor to attend the relevant function or event.</li> </ul> <p>Hospitality that <u>exceeds</u> common courtesy includes:</p> <ul style="list-style-type: none"> <li>A 'fine dining and wines' working lunch at another organisation's premises</li> <li>An offer to pay for a working lunch at a café</li> <li>An offer of a free spot on an industry golf day</li> </ul> <p>Hospitality that does <u>not</u> exceed common courtesy and is therefore <u>not</u> a gift includes:</p> <ul style="list-style-type: none"> <li>Sandwiches and pastries over a lunchtime meeting</li> <li>A cup of coffee at another organisations premises</li> <li>A cup of coffee at a café (unless there is a conflict of interest)</li> </ul> |
| <b>Gestures</b><br>that are not considered gifts | <ul style="list-style-type: none"> <li>A souvenir received from a person or company as a result of attending a seminar or conference held, conducted or sponsored by them, for which an appropriate fee was paid to attend. For example ties, pens or mugs.</li> <li>Small gestures of appreciation from the community or customers such as cut flowers from their garden or homemade baked goods.</li> <li>Door prizes and raffle prizes at functions or conferences are <u>not</u> considered a gift if the individual has personally paid for their attendance, or where the individual has paid for the raffle ticket.</li> </ul>  |

|                             |   |
|-----------------------------|---|
| <b>Bribe</b>                | A bribe is an offer of money or other inducement made with the intention to corruptly influence a Councillor, officer or contractor in the performance of their duties. Bribery or attempted bribery of a public official is a criminal offence.  |
| <b>Conflict of interest</b> | The Local Government Act 2020 requires Councillors to declare General or Material Conflicts of Interest.<br><br>A conflict of interest is a conflict between a Councillor's public duty to act in the best interest of the Council and their private interests (financial or non-financial). A conflict exists whether it is: <ul style="list-style-type: none"> <li>• <b>Real</b> – it currently exists</li> <li>• <b>Potential</b> – it may arise, given the circumstances</li> <li>• <b>Perceived</b> – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to the Council, now or in the future.</li> </ul> |
| <b>Value</b>                | Value means the face value or estimated retail value.   |

## 4. POLICY

The acceptance of gifts, benefits or hospitality can involve a conflict of interest or the perception of a conflict of interest. Before accepting any gift, benefit or hospitality Councillors must ask themselves; would it result in a sense of obligation or could it be interpreted as an attempt to influence?

### 4.1 Prohibited gifts

Any gift that is inconsistent with community values and could bring a Councillor's integrity, or that of the Council, into disrepute (eg if accepting a gift could be perceived as an endorsement of a product or service) must be declined. Councillors must refuse the following gift offers:

#### a. Gift Disclosure threshold

Councillors are prohibited from accepting gifts that equal or exceed the gift disclosure threshold unless they know the name and address of the person making the gift.

#### b. Anonymous Gifts

Section 137 of the Local Government Act 2020 - Anonymous gift not be accepted

- (1) Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor the amount or value of which is equal to or exceeds the gift disclosure threshold unless—
  - (a) the name and address of the person making the gift are known to the Councillor; or
  - (b) at the time when the gift is made—
    - (i) the Councillor is given the name and address of the person making the gift; and
    - (ii) the Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.

Penalty: 60 penalty units.

- (2) If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.
- (3) In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.

If for any reason a Councillor finds themselves in possession of a gift when they don't know the name and address of the person who gave the gift, the Councillor can give the gift to the Council within 30 days to avoid committing an offence.

**c. Conflict of Interest**

Councillors are prohibited from accepting a gift that creates a conflict of interest (real, potential or perceived).

**d. Money or equivalent**

Councillors are prohibited from accepting gift cards (eg gift vouchers) or those gifts that are easily converted into money (eg shares).

**e. Regulatory processes**

Councillors are prohibited from accepting gifts from individuals or groups that may be involved with the permit application or regulatory activity (eg a planning permit application; infringement appeal).

**f. Bequests/Wills**

Any bequests to Councillors resulting from their position with Council, must not be accepted.

Arrangements may be made to donate the bequest to a charitable institution in the name of the donor or returned to the donor's immediate family.

**g. Rewards Programs**

Councillors are prohibited from collecting rewards for personal use via rewards programs for any Council related transactions (ie fly buys or frequent flyers). This relates to any claims for reimbursement of expenses incurred in accordance with Policy No. 092 - Councillor Allowances and Support.

**h. Procurement and Tender Process**

Councillors must not accept any gifts, benefits and hospitality from a current or prospective supplier, or any offer that is made during a procurement or tender process by a person or organisation involved in the process.

**i. Consequence of accepting prohibited gifts**

Accepting a prohibited gift may constitute misuse of a Councillor's position, a breach of this policy may result in a serious misconduct allegation. In addition, if the gift was offered with the expectation of something in return, such as preferential treatment, accepting it may constitute a bribe or other form of corruption and lead to criminal prosecution.

**4.2 Attempts to bribe**

A Councillor who receives a gift offer that they believe is an attempted bribe must refuse the offer and:

- Report the matter to the CEO or Public Interest Disclosure Co-ordinator (Manager Human Resources) who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-Corruption Commission.
- A Councillor who believes another person within the Council may have solicited or been offered a bribe which they have not reported, must notify the CEO or report the matter as a public interest disclosure in accordance with Council's Public Interest Disclosure Procedures.

**4.3 No soliciting of gifts**

Councillors must not solicit gifts for themselves or anyone else, in any form. To do so may constitute misuse of their position and may result in a serious misconduct allegation. It may also constitute corruption and lead to criminal prosecution.

**4.4 Gestures that are not gifts**

Individuals may accept gestures without approval or declaring the offer on Council's Gifts Register (refer clause 3 – Definitions for examples of gestures).



#### 4.5 Gift offers

|                |  |
|----------------|--|
| <b>Accept</b>  | <p>Councillors may accept token gift offers, benefits and hospitality, but all gifts accepted, must be declared and submitted to the Governance Department and included in the Gifts Register. This is to ensure that the combined total value of gifts received from a single source does not exceed the prescribed disclosure threshold.</p> <p>It is also appropriate to accept a gift where refusal may cause offence or embarrassment, in which case the gift will be accepted on behalf of Council and included in the Gifts Register with a notation that the gift is the property of Council.</p>  |
| <b>Decline</b> | <p>Councillors should decline gift offers that:</p> <ul style="list-style-type: none"> <li>• Are likely to influence them, or would be perceived to influence them, in the course of their duties,</li> <li>• Are likely to raise a conflict of interest, whether real, potential or perceived,</li> <li>• Are made by a person or organisation about which they are likely to make a decision,</li> <li>• Are likely to be a bribe,</li> <li>• Have no legitimate business benefit,</li> <li>• Consist of money, gift vouchers or something easily converted into money,</li> <li>• Could be perceived to be an endorsement of a product or service and will bring the individual or Council into disrepute,</li> <li>• Are made in secret.</li> </ul> <p>Declined gift offers must be declared and included in the Gifts Register.</p> |

#### 4.6 Hospitality and Conferences

Hospitality that exceeds common courtesy must be avoided as it is inconsistent with community expectations and has a high risk of creating a conflict of interest. Examples of gift offers of hospitality that exceed common courtesy include:

- Attending as a guest in a corporate box at sporting or other events
- Attending a concert or theatre event
- Attending an industry golf day at a reduced fee
- Being 'shouted' a meal at a restaurant
- Accepting discounted or complimentary tickets for a family member to attend an event.

Reasonable hospitality that does not exceed common courtesy does not need to be declared. Refer to the definitions of Hospitality and the reasonableness test.

##### Conferences

Gift offers in relation to conferences (sponsored attendance, participation, travel or accommodation) must be declined unless the invitation is issued by a government department or a Local Government affiliated peak body, such as Municipal Association of Victoria, and Rural Councils Victoria.

#### 4.7 The G.I.F.T. Test – Conflict of Interest and reputational risks

Before accepting an offer of a gift, Councillors should first consider if the offer could be perceived as influencing them in performing their duties or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest or reputational risk exists. The GIFT test should be used when deciding whether to accept or decline a gift, benefit or hospitality.

|          |                  |   |
|----------|------------------|---|
| <b>G</b> | <b>Giver</b>     | <p><b>Who is providing the gift, benefit or hospitality and what is their relationship to me?</b></p> <p>Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?</p>                      |
| <b>I</b> | <b>Influence</b> | <p><b>Are they seeking to gain an advantage or influence my decisions or actions?</b></p> <p>Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make?</p> |
| <b>F</b> | <b>Favour</b>    | <p><b>Are they seeking a favour in return for the gift, benefit or hospitality?</b></p> <p>Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 6-12 months? Would accepting it create an obligation to return a favour?</p>                  |
| <b>T</b> | <b>Trust</b>     | <p><b>Would accepting the gift, benefit or hospitality diminish public trust?</b></p> <p>How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?</p>  |

#### 4.8 Corporate gifts

Councillors may be involved in social, cultural or community events where official gifts are presented or exchanged.

It is reasonable for Councillors in performing official duties as representatives of Council to accept official gifts on behalf of the Council, when it would appear impolite or inappropriate to decline the offer of a gift.

Where a gift is received on behalf of the Council with a value greater than \$30, the gift becomes the property of the Council.

All corporate gifts received will be considered the property of Council and disclosed and recorded in the Gifts Register with a notation that it is the property of the Council.

#### 4.9 Disclosure of gifts

- A Councillor must disclose any gift valued at or above the gift disclosure threshold in their Personal Interest Return unless the gift is from a family member.
- A Councillor who has a conflict of interest as a result of receiving a gift, or gifts, from a person must disclose the conflict of interest in accordance with the procedures outlined in Council's Governance Rules.
- Gifts above the gift disclosure threshold that are election campaign donations must be disclosed in an election campaign donation return.
- All gifts received must also be declared and disclosed in the Gifts Register.

#### 4.10 Declaration of gifts

Councillors must complete the "Declaration of Gifts" form within 14 days of being offered the gift (or 14 days of the date of returning to Australia if the gift was offered overseas). The declaration must include:

- The date the gift was offered;
- A description of the gift;
- Estimated monetary value of the gift;
- The name of the person who offered the gift;
- If the gift was offered on behalf of another person or body, the name of that person or body; and
- The outcome, ie what was done with the gift (retained, declined, donated etc).

#### 4.11 Gifts, Benefits and Hospitality Register

The Governance Department maintains the Gifts Register for all gift declarations.

All gifts offered will be included in the Gifts Register. The Gifts Register contains:

- The date the gift was offered;
- A description of the gift;
- Estimated monetary value of the gift;
- The name of the person or body who offered the gift; and
- The outcome (retained by the Councillor, declined, donated, etc.); and

In accordance with Council's Public Transparency Policy, the Gifts Register is available on Council's website.

The Gifts Register will be monitored by the Governance Department to identify any trends and patterns that may be referred to the Audit and Risk Committee.

Consideration will be given to maintaining reasonable confidentiality in situations where public disclosure will prejudice a proposed development or business venture, legal advice or legal proceedings.

## 5. POLICY REVIEW

Council will review the Councillor Gift policy as required but always within twelve months after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

## 6. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Manager Governance on (03) 5450 9333.

Records – 3.000518  
Originally adopted: 21/04/2021  
To be reviewed

2025

**7.4 AUDIT AND RISK COMMITTEE INDEPENDENT MEMBER REMUNERATION****Author:** Phil Higgins, Director Corporate Services**Authoriser:** Tom O'Reilly, CEO**Attachments:** Nil**RECOMMENDATION**

**That the 2021/2022 Audit and Risk Committee annual sitting fee remain at \$1740 for the Chair and \$1,240 for the other Independent Members.**

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**EXECUTIVE SUMMARY**

Gannawarra Shire Council's Audit and Risk Committee (ARC) Charter provides that the remuneration paid to each Independent member be reviewed and set annually by the Council.

Council recently advertised and recruited an independent member to the Committee with the current remuneration. It is recommended that no increase be applied to the ARC annual sitting fees for 2021/2022.

**PURPOSE**

This report ensures the Audit and Risk Committee Charter responsibilities are being met.

**ATTACHMENTS**

Nil

**DISCUSSION**

The ARC Charter provides that the remuneration paid to each Independent Member be reviewed and set annually by the Council. Council currently pays an annual sitting fee of \$1,740 to the Chair and \$1,240 to each Independent Member.

A recent review of neighbouring regional shires indicated a range for independent members from \$1636 to \$3511 per year and \$3324 to \$3511 for the Chair. This was compared to small rural shires which ranged from \$800 to \$2200 for independent members and \$1000 to \$2420 for the Chair. In addition to a sitting fee, some councils reimburse accommodation and travel costs incurred.

Moreland City Council is currently undertaking a benchmarking exercise to review and compare rates for audit and risk committee members. Results from their analysis have been requested but not received at the time of writing this report.

**RELEVANT LAW**

Section 53 and 54 of the *Local Government Act 2020*.

**RELATED COUNCIL DECISIONS**

At Council's 19 August, 2020 meeting Council established the ARC.

**OPTIONS**

The options open to Council are:-

- Option 1 – not increase the ARC annual sitting fees, based on the recent recruitment that the Council undertook in December 2020 – January 2021 on the existing sitting fees;
- Option 2 – increase the ARC annual sitting fees by the rate pegging index or some other index;
- Option 3 – equate the ARC annual sitting fees to align with fees paid by similar small rural shires.

**SUSTAINABILITY IMPLICATIONS**

The ARC overview the financial, risk and governance functions of the Council.

**COMMUNITY ENGAGEMENT**

Not applicable

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable

**COLLABORATION**

Small rural Councils have been contacted for benchmarking as well as neighbouring regional councils.

**FINANCIAL VIABILITY**

The ARC sitting fees are included in the existing budget.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable

**COUNCIL PLANS AND POLICIES**

This report is complying with the ARC Charter.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

**CONFLICT OF INTEREST**

The officer preparing this report declares that they have no conflict of interest in regards to this matter.

**7.5 AUDIT AND RISK COMMITTEE - 23 MARCH, 2021 MEETING****Author:** Phil Higgins, Director Corporate Services**Authoriser:** Tom O'Reilly, CEO**Attachments:** 1 Audit and Risk Committee Charter**RECOMMENDATION****That Council:**

- 1. Receive and note the summary of discussion of the Audit and Risk Committee;**
- 2. Amend the Audit and Risk Committee Charter at 3.6 to state that "Independent members may be removed from the Committee if they fail to attend two meetings without an apology in a financial year."**

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**EXECUTIVE SUMMARY**

The Audit and Risk Committee (ARC) met on Tuesday, 23 March, 2021. The focus of the ARC meeting was to review the progress on the financial position of the Council through the Quarterly Financial Report, the Fees and Charges and the preparation of the Proposed 2021/2022 Budget. Other issues included the VAGO Audit Strategy and welcoming of the new independent member,

**PURPOSE**

This report outlines the actions of the ARC to meet its responsibilities to:- ensure compliance with Council policies; monitor financial performance; monitor risk and fraud control and overview the audit functions.

**ATTACHMENTS**

Nil

**DISCUSSION**

Details of the 23 March, 2021 ARC Meeting:

Member attendees:

John Campbell – Independent Member – Chairperson

Bradley Tarr – Independent Member

Francis Crawley – Independent Member

Cr Charlie Gillingham – Councillor Representative

Cr Garner Smith – Councillor Representative

Also in attendance:

Phil Higgins – Acting Chief Executive Officer

Lisa Clue – Acting Director Corporate Services

Shanna Johnny – Acting Manager Finance

Allison Peace – Administration Officer

Luke Drummond – Johnsons MME – (for Item 6.1 only by telephone)

## Apologies:

Tom O'Reilly – Chief Executive Officer

Ryan Schischka – Johnsons MME

The following items were considered by the ARC at the meeting:

| <b>Report</b>                                | <b>Discussion</b>  | <b>Recommendation/Outcome</b>   |
|--|--|---|
| Audit and Risk Committee Members             | Welcome to Francis Crawley – new independent member. The Chair acknowledged the input from the previous independent member.  | The ARC received and noted the report. Letter of thanks to previous independent member. |
| VAGO Audit Strategy year ending 30 June 2021 | The Audit strategy for the year ending 30 June 2021 was discussed.   | The ARC acknowledged the VAGO Audit Strategy for the year ending 30/6/21.               |
| Internal Audit Program Status                | The status of the internal audit program was discussed, Work on the specific targeted audits has commenced.  | The ARC received and noted the report.  |
| Outstanding Internal Audit Item Reports      | The list of outstanding internal audit (19 items) was presented  | There are a number of these items that will be referred for removal off the list.       |
| Quarterly Financial Report                   | The report was presented, the timing of the report to the committee was discussed  | The timing for the ARC to consider this report will be reviewed.                        |
| Fees and Charges 2021/2022                   | The Fees and Charges for 2021/2022 as approved by Council were presented to the ARC.   | The ARC received and noted the report   |
| Proposed 2021/2022 Budget                    | An update on the 2021/2022 on the preparation of the budget as presented to Council was presented.   | The ARC received and noted the report   |
| Draft capital works program                  | The current draft of 2021/2022 Capital Works Program was presented.  | The ARC received and noted the report   |
| Proposed Revenue and Rating Plan             | Under the LGA 2020 Council is to prepare and adopt a Revenue and Rating plan by 30 June 2021 for a period of four years. This plan will be presented to Council in April for approval to place for public consultation.            | The ARC received and noted the report   |
| Risk Management Report                       | Council's current Risk Management Framework requires quarterly reporting to the ARC. The report examined risk management progress and highlights from individual directorates for the period 1 October, 2020 to 31 December, 2020. | The ARC received and noted the Risk Management Report                                   |
| Corporate Credit Card                        | Details of CEO expenditure on credit cards for October-December 2020 was presented.  | The ARC received and noted the report   |

| <b>Report</b>                           | <b>Discussion</b>  | <b>Recommendation/Outcome</b>   |
|---|--|---|
| Annual Work Plan                        | The Charter documents the tasks to be completed by the ARC and how often the tasks are to be undertaken. This report updates the status of each requirement in the Annual Work Plan.<br>Discussion arose around amending item 3.6 of the Charter, which states <i>“Independent members may be removed from the Committee if they fail to attend three meetings in a financial year.”</i> | The ARC Charter is recommended to be amended at 3.6 to state that <i>“Independent members may be removed from the Committee if they fail to attend two meetings without an apology in a financial year”</i> . |
| Internal Control Environment (ICE) Plan | The ICE Plan is a rolling four year plan. This report will review the items listed for 2021.   | The policy reviews to be undertaken by Council in 2021 were linked to the ICE.  |

### **RELEVANT LAW**

Section 53 and 54 *Local Government Act 2020*.

### **RELATED COUNCIL DECISIONS**

At Council’s 19 August, 2020 meeting Council established the ARC.

At Council’s 25 November, 2020 meeting Council appointed Cr Gillingham and Cr Smith to the ARC.

### **OPTIONS**

There are no specific recommendations for Council’s consideration.

### **SUSTAINABILITY IMPLICATIONS**

The Act gives the ARC a broader focus and a stronger emphasis on key responsibility areas in financial and performance reporting, internal control environment (ICE), risk management, fraud prevention, internal audit, external audit and compliance management risks.

### **COMMUNITY ENGAGEMENT**

The three independent members on the ARC ensure that there is involvement by key community members.

### **INNOVATION AND CONTINUOUS IMPROVEMENT**

The new framework of the Audit Plan and ICE Plan are being implemented.

### **COLLABORATION**

The ARC meeting was attended by the External Auditor.

### **FINANCIAL VIABILITY**

The ARC is operating within the adopted budget.

### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

The ARC is a requirement of the new Act.



**COUNCIL PLANS AND POLICIES**

A review of Council policies is a key component of the ICE Plan.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

**CONFLICT OF INTEREST**

The officer preparing this report declares that they have no conflict of interest in regards to this matter.



# AUDIT AND RISK COMMITTEE CHARTER

## 1. PURPOSE

The Gannawarra Shire Council (GSC) has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

## 2. AUTHORITY

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Review and endorse internal and external audit plans that must be approved by Council;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council (who is expected to co-operate with the Committee's requests) and external parties;
- Meet with internal and external auditors and other parties as required to discharge its responsibilities.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

### 3. MEMBERSHIP AND TENURE

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Details of membership and tenure are set out below:

#### Independent Members

- 3.1 Independent members will generally be appointed for three year terms. This may vary for the initial term of independent members to stagger the retirement time of independent members;
- 3.2 Independent members may be reappointed for two additional three-year terms subject to satisfactory performance, that is, a maximum of nine consecutive years;
- 3.3 Independent members must collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 Independent members' terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 Remuneration will be paid to independent members as approved by Council from time to time, subject to their attendance at Committee meetings;
- 3.6 Independent members may be removed from the Committee if they fail to attend three meetings in a financial year.

#### Councillor Members

- 3.7 Councillor members will be appointed to the Committee by Council annually;
- 3.8 Should an appointed Councillor member not be able to attend a Committee meeting, Council may appoint an alternate member to act in such circumstances, either on a meeting by meeting basis or for the entire year;

#### Chairperson

- 3.9 The Chairperson of the Committee must be an independent member;
- 3.10 The Committee will appoint the Chairperson of the Committee;
- 3.11 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending independent members;

#### Quorum for Meetings

- 3.12 A quorum shall comprise a majority of three (3) members of the Committee, one (1) of which must be an independent representative and one (1) of which must be a Councillor.

### 4. MEETINGS

The Committee will meet at least four times a year, with authority to convene additional meetings as circumstances require.

- 4.1 A schedule of meetings will be developed annually and agreed to by members;
- 4.2 It is preferred all Committee members attend each meeting in person, although in certain circumstances members can attend through electronic means by negotiation with the Chairperson;
- 4.3 The Committee may invite members of Council's executive leadership and management teams, the internal and external auditors and other personnel as appropriate to attend meetings. The Chief Executive Officer and the Director Corporate Services will attend all meetings, except for confidential matters;

- 4.4 Committee members and the internal and external auditors may request the Chairperson to convene additional meetings if they feel that is justified, to address unexpected matters that may have arisen;
- 4.5 Meeting agendas and appropriate briefing materials will be provided to members at least one week prior to each meeting;
- 4.6 Minutes will be prepared for all meetings.

## 5. RESPONSIBILITIES

The Committee has the following responsibilities:

### Financial and Performance Reporting

- 5.1 At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 5.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- 5.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- 5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

### Internal Control Environment

- 5.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period;
- 5.8 Determine whether systems and controls are reviewed regularly and updated where required;
- 5.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;
- 5.10 Ensure that a programme is in place to test compliance with systems and controls; and
- 5.11 Assess whether the control environment is consistent with Council's Governance Principles.

### Risk Management

- 5.12 Review annually the effectiveness of Council's risk management framework;
- 5.13 Review Council's risk appetite and the degree of alignment with Council's risk profile;
- 5.14 Review annually Council's risk profile and the changes occurring in the profile;
- 5.15 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.16 Review the insurance programme annually; and
- 5.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.



Fraud Prevention Systems and Controls

- 5.18 Review Council's fraud prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every four years;
- 5.19 Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 5.20 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

Internal Audit

- 5.21 Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 5.22 Review the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 5.23 Review progress on delivery of annual internal audit plan;
- 5.24 Review proposed scopes for each review in the annual internal audit plan;
- 5.25 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 5.26 If necessary, meet with the internal auditor at least annually in the absence of management;
- 5.27 Monitor action by management on agreed internal audit findings and recommendations;
- 5.28 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 5.29 Ensure that the Committee is aware of, and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change; and
- 5.30 Recommend to Council, if necessary, the termination of the internal audit contractor.

External Audit

- 5.31 Annually review the external audit scope and plan proposed by the external auditor;
- 5.32 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- 5.33 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;
- 5.34 Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views;
- 5.35 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- 5.36 If necessary, meet with the external auditor at least annually in the absence of management.

Compliance Management

- 5.37 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- 5.38 Review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code;
- 5.39 Obtain briefings on any significant compliance matters; and



- 5.40 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Local Government Inspectorate, etc. and monitor Council's responses.

## 6. REPORTING TO COUNCIL

- 6.1 Minutes of Committee meetings will be provided to Council at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting;
- 6.2 The Committee Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

## 7. PERFORMANCE EVALUATION

The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

## 8. COMMITTEE MEMBER REGULATORY OBLIGATIONS

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

## 9. REVIEW OF CHARTER

The Committee shall review and assess the adequacy of the Charter annually or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.



## Appendix A

### Committee Member Regulatory Obligations

#### Guidance to Members

| LGA Section  | LGA Requirement   |
|--|---|
| <b>Misuse of Position</b>  |   |
| 123(1)   | A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person.</li> </ul>   |
| 123(3)   | Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul> |
| <b>Confidential Information</b>  |   |
| 125  | A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.  |
| <b>Conflicts of Interest</b>   |   |
| 126  | A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>  |
| 127  | A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.   |
| 128  | A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.   |
| <b>Please Note</b>   |   |
| <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p> |   |

## 7.6 REVENUE AND RATING PLAN

**Author:** Shana Johnny, Acting Manager Finance

**Authoriser:** Phil Higgins, Director Corporate Services

**Attachments:** 1 Draft Revenue and Rating Plan

### RECOMMENDATION

**That Council place the Draft Revenue and Rating Plan out for public consultation.**

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### EXECUTIVE SUMMARY

Section 93 of the *Local Government Act 2020* requires Council to prepare and adopt a Revenue and Rating Plan by 30 June 2021 for a period of at least the next four financial years. The draft plan is presented for approval to place for public consultation. Post consultation, the plan will be presented for adoption at the June Council meeting.

### PURPOSE

Under Section 93 of the *Local Government Act 2020*, Council is to prepare a Revenue and Rating Plan.

Importantly, a Revenue and Rating Plan should provide a clear explanation of decisions made by a Council in implementing their revenue and rating practices, and should also include:

- Clear linkages to Council's Vision, the Council Plan, and other strategic documents;
- Adherence to requirements under the *Local Government Act 2020* including:
  - Strategic Planning Principles (section 89)
  - Revenue and Rating Plan (section 93)
  - Financial Management Principles (section 101) and
  - Service Performance Principles (section 106).
- Information on the rating framework employed by Council and justification for the basis of the framework, including the rationale and objective behind pricing decisions.
- References to relevant council policies, such as waste services, pricing and cost recovery, financial hardship, advocacy, and service provision.

### ATTACHMENTS

Draft Revenue and Rating Plan

### DISCUSSION

Following discussions at the February 2021 Council Briefing, the Proposed Budget 2021/2022 has been prepared with the ministerial rate cap of 1.5% and based on existing rating differentials structure.

Proposed Fees & Charges for 2021/2022 were presented and adopted by Council at the March 2021 Council meeting.



**RELEVANT LAW**

Section 93 of the *Local Government Act 2020* requires Council to prepare and adopt a Revenue and Rating Plan by 30 June 2021 for a period of at least the next four financial years

**RELATED COUNCIL DECISIONS**

Fees and Charges 2021/2022 were adopted at the March 2021 Council meeting.

**OPTIONS**

To ensure legislative compliance, the Revenue and Rating Plan must be reviewed and updated at no more than intervals of four years.

The plan therefore has a review date of 2025.

**SUSTAINABILITY IMPLICATIONS**

The Revenue and Rating Plan has important social and equitable factors in it. These include the manner in which Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

**COMMUNITY ENGAGEMENT**

The Communication Plan for the Council's Revenue and Rating Plan is combined with the plan for the Proposed Budget 2021/2022. The Communication Plan will utilise the following methodologies in the Community Engagement Policy.

| <b>Public Participation Spectrum</b> | <b>Description</b>  | <b>Communication Strategy Action</b>   |
|--------------------------------------|---|--|
| Inform                               | <i>Inform and engage by maintaining an honest dialogue</i>  | 2 – Media releases<br>3 – Gannawarra News<br>4 – Promote Council news through local radio<br>5 – Daily social media engagement<br>7 – Maintain branding / style guidelines<br>9 – Promotes the budget on the website<br>10 – Publish information through social media, online and hardcopy |
| Consult                              | <i>Sharing information and giving a reasonable opportunity to express and take views</i>            | 14 – Regular consultation on major projects<br>16 – Consult regularly with community groups  |
| Involve                              | <i>Include our community in the process of Council decision making that affects their community</i> | 20 & 21– Interactive engagement online<br>23 – Video content for media campaigns<br>25 – Q & A session   |

| <b>Public Participation Spectrum</b> | <b>Description</b>  | <b>Communication Strategy Action</b>                                 |
|--------------------------------------|---|--|
| Collaborate                          | <i>Ensure the community is enabled to participate in the decisions that affect them</i> | 29 – Respond to community queries<br>33 – Online engagement capacity |

A detailed plan embracing the above actions has been developed.

### **INNOVATION AND CONTINUOUS IMPROVEMENT**

This is the first Revenue and Rating Plan under the *Local Government Act 2020*. It has followed the Model Revenue and Rating Plan (template) which was released by Local Government Victoria on 26 February 2021.

### **COLLABORATION**

A statewide working group developed the model template.

### **FINANCIAL VIABILITY**

The Revenue and Rating Plan details the framework on how Council calculates the revenue needed to fund its activities.

### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

The Revenue and Rating Plan is linked to the Council Plan which needs to reflect State Plans and Policies.

### **COUNCIL PLANS AND POLICIES**

The Revenue and Rating Plan is a component of the integrated planning framework under the *Local Government Act 2020*.

### **TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

### **CONFLICT OF INTEREST**

The officer preparing this report declares that they have no conflict of interest in regards to this matter.



DRAFT  
Revenue and Rating Plan



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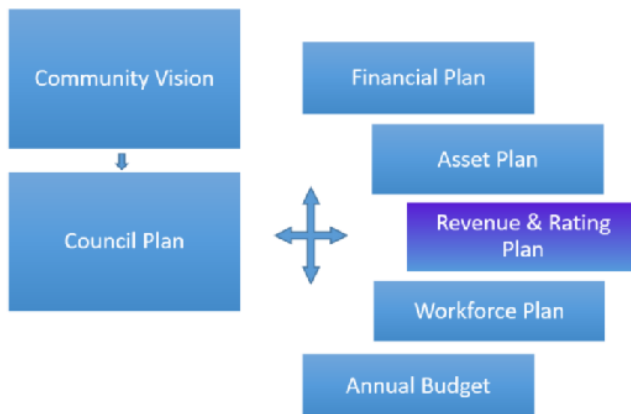
## 1. PURPOSE

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Gannawarra Shire Council which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

This plan is an important part of Council’s integrated planning framework, all of which is created to help Council achieve its vision of “Building upon our strengths of people, place and pride to inspire a positive future together”.

Strategies outlined in this plan align with the objectives contained in the Council Plan, and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council’s strategic planning framework.



This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

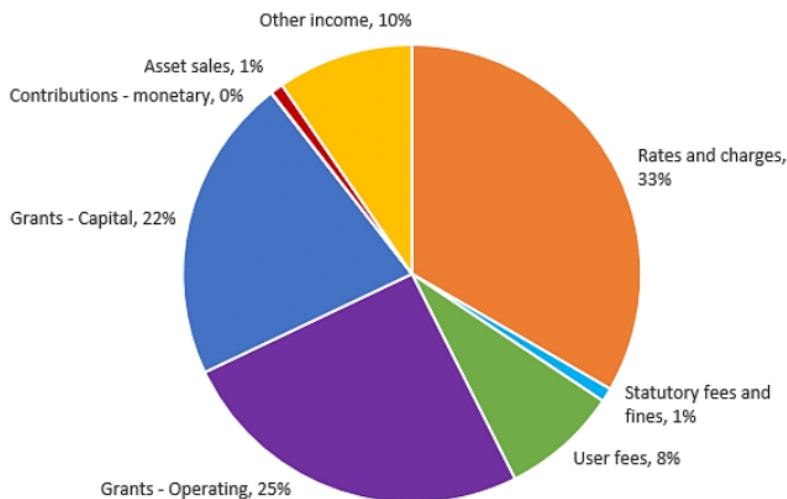
This plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

## 2. INTRODUCTION

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.



**Revenue Sources Proposed Budget 2021/2022**



**Council’s revenue sources include:**

- Rates and Charges
- Waste and garbage charges (included as parts of rates & charges)
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers, community groups)
- Other Income
- Sale of Assets

Rates are the most significant revenue source for Council and historically make up 40 - 45% of its adjusted underlying revenue. The above figures for 2021/2022 include all operating revenue and rates are a lower percentage due to the increase in proposed Capital Grants and the focus on all operating revenue.

The introduction of the Fair Go Rates System (rate capping) has provided substantial financial challenges to Council’s long term financial sustainability, and continues to restrict Councils ability to raise revenue to maintain service delivery levels and invest in community assets. This strategy will highlight Council’s reliance on rate income.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge, and will set that fee based on the principles outlined in this revenue and rating plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

### 3. COMMUNITY ENGAGEMENT

The Revenue and Rating Plan outlines Council's process on how revenues are calculated and collected.

The Communication Plan for the Council's Revenue and Rating Plan is combined with the plan for the Proposed Budget 2021/2022. The Communication Plan will utilise the following methodologies in the Community Engagement Policy. This includes:-

- Draft Revenue and Rating Plan prepared by officers;
- Draft Revenue and Rating Plan placed on public exhibition at (April) Council meeting for 40 days, and allowing online submissions;
- Community engagement through local news outlets and social media;
- Information packs to community groups;
- Livestream question and answer session; and
- Draft Revenue and Rating Plan (with any revisions) presented to (June) Council meeting for adoption.

### 4. RATES AND CHARGES

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

**Council has established a rating structure comprised of three key elements.**

These are:

1. **General Rates** - Based on property values (using the Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*
2. **Service Charges** - A 'user pays' component to use special charges to reflect benefits provided by Council to ratepayers who benefit from a service
3. **Municipal Charge** - A 'fixed rate' portion per property to cover some of the administrative costs of Council

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used, that is, whether the property is used for residential, commercial/industrial, or farming purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

Council also levies a municipal charge. The municipal charge is a minimum rate per property to recover some of the administrative costs of Council, and in applying the municipal charge, Council ensures that each rateable property in the municipality makes a contribution.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

***Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)***

The rate in the dollar for each rating differential category is included in Council's annual budget.

Rates and charges are an important source of revenue, accounting for between 40 - 50% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long term financial planning process, and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates legislation, all rate increases are capped to a rate declared by the Minister for Local Government, which is usually announced in December for the following financial year.

Council currently utilises a service charge to fully recover the cost of Council's waste services and provides for future landfill rehabilitation costs. The garbage service charge is not capped under the Fair Go Rates legislation, and Council will continue to ensure that full cost recovery of waste services is achieved over the long term.

#### **4 a) Rating legislation**

The legislative framework set out in the Local Government Act 1989 determines council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- *General rates under Section 158*
- *Municipal charges under Section 159*
- *Service rates and charges under Section 162*
- *Special rates and charges under Section 163*

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation and Net Annual Value.

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Budget as required by the *Local Government Act 2020* and the integrated planning and reporting requirements of the Act.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) *the total amount that the Council intends to raise by rates and charges;*
- b) *a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate:*



- c) *a description of any fixed component of the rates, if applicable;*
- d) *if the Council proposes to declare a uniform rate, the matters specified in section 160 of the Local Government Act 1989;*
- e) *if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the Local Government Act 1989;*

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement –

- a) *that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or*
- b) *that the Council has made an application to the ESC for a special order and is waiting for the outcome of the applications; or*
- c) *that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.*

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in Council's budget.

In 2019 the Victorian State Government ran the Local Government Rating System Review, which may or may not substantially change the way Council calculates rates and distributes the rating burden in the future. At the time of publication, no changes from the Local Government Rating System Review had been implemented, and no timeline for implementation announced.

## 4 b) Rating Principles

### Taxation Principles:

When developing a rating strategy, in particular with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

### **Wealth Tax**

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

### **Equity**

- Horizontal Equity – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).
- Vertical Equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension

to the fairness of the tax burden

**Efficiency** - Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

**Simplicity** - How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

**Benefit** - The extent to which there is a nexus between consumption/benefit and the rate burden.

**Capacity to Pay** - The capacity of ratepayers or groups of ratepayers to pay rates.

**Diversity** - The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

#### Rates and Charges Revenue Principles:

Property rates will:

- be reviewed annually,
- not change dramatically from one year to the next, and
- be sufficient to fund current expenditure commitments, and:
  - Council's Vision, and
  - Deliverables outlined in the Council Plan, Long Term Financial Plan, and Asset Plan,

Differential rating should be applied as equitably as is practical and will comply with the Ministerial Guidelines for Differential Rating 2013.

## 4 c) Determining which valuation base to use

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

1. **Capital Improved Valuation (CIV)** – Value of land and improvements upon the land.
2. **Site Valuation (SV)** – Value of land only.
3. **Net Annual Value (NAV)** – Rental valuation based on CIV.

### 1. Capital improved value (CIV)

Capital Improved Value is the most commonly used valuation base by Local Government with over 90% of Victorian Councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a Council does not utilise CIV, it may only apply limited differential rates in relation to farm land or residential use land.

#### Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals), the market values are more predictable and has reduced the level of objections resulting from valuations. The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most Council’s in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across Councils.
- The use of CIV allows Council to apply differential rates which greatly adds to Council’s ability to equitably distribute the rating burden based on ability to afford Council rates.
- The 2018 Local Government Bill (now lapsed) recommended a change to the legislation to require all councils to use CIV. Although the legislation was not adopted at the time, it may be revisited in the near future as a result of the State Government’s review into Local Government Rating Systems.

#### Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low income earners.

## **2. Site value (SV)**

There are currently no Victorian Councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Victorian City Council context may cause a shift in the rate burden.

There would be further rating movements away from modern developments on relatively small land parcels to older established homes on quarter acre residential blocks. This may raise equity arguments about the implementation of site valuation in Gannawarra Shire Council.

#### Advantages of Site Value

- There is a perception that under site valuation, a uniform rate would promote development of land, particularly commercial and industrial developments.
- Scope for possible concessions for urban farm land and residential use land.

#### Disadvantages in using Site Value

- Under SV, there may be a shift from the Industrial/Commercial sector onto the residential sector of Council.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land and residential use properties). Large

landowners, such as farmers for example, are disadvantaged by the use of site value.

- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices.

### 3. Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers generally derive the NAV directly as a percentage of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

#### Recommended valuation base

In choosing a valuation base, Councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a Council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Gannawarra Shire Council applies a Capital Improved Valuation (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

Differential rating allows (under the CIV method) Council to shift part of the rate burden from some groups of ratepayers to others, through different "rates in the dollar" for each class of property.

Section 161(1) of the *Local Government Act 1989* outlines the regulations relating to differential rates, which include:

- a) *A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.*
- b) *If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:*
  - i. *A definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.*
  - ii. *An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).*
  - iii. *Specify the characteristics of the land, which are the criteria for declaring the differential rate.*

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

#### **Property Valuations**

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Gannawarra Shire Council applies a Capital Improved Valuation (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in Council rates remain affordable and that rating 'shocks' are mitigated to some degree.

#### **Supplementary Valuations**

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary revaluations and advises Council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

#### **Objections to property valuations**

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC via Council's website which directs the property owner to the Valuer General's objection portal. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via State Revenue Office).

### **4 d) Gannawarra Shire Council current rating system**

Gannawarra Shire currently has five (5) property types and comprises five (5) differential rates (general, commercial/industrial, irrigated farm and dryland farm) and a rate concession for recreational land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government*

Act 1989, and the Ministerial Guidelines for Differential Rating 2013. The different property types are listed below:

- General Residential land is any land, which is:
  - Occupied for the principle purpose of physically accommodating persons; or
  - Unoccupied but zoned residential under the Gannawarra Planning Scheme and which is not business.
  - Any land not included in the definition of any other rating type.
- Commercial/Industrial land is any land which is:
  - Occupied for the principal purpose of carrying out the manufacture or production of, or trade in goods or
  - Unoccupied but zoned commercial or industrial under the Gannawarra Planning Scheme.
- Farmland (irrigated >10ha) land is any land, which is:
  - Farmland that is irrigated and greater than 10ha: or unoccupied but zoned farmland under the Gannawarra Planning Scheme and which is not commercial/industrial land, general/residential land or farmland (dryland).
- Farmland (dryland) is any land, which is:
  - Farmland that is dryland: or unoccupied but zoned farmland under the Gannawarra Planning Scheme and which is not commercial/industrial, general/residential or farmland (irrigated>10ha) land.
- Recreational land is any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities. Profits from recreational land must be applied in promoting its objectives. The definition of “recreational lands” is per section 2 of the *Cultural and Recreational Lands Act 1963*.

#### 4 e) Rating differentials

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

##### a) General rate

General land is the balance of land defined by exception to the general rate. The exceptions to the general rate included in the Gannawarra rating system include commercial/industrial, irrigated farm, dryland farm and recreational land. General land therefore predominately consists of residential properties.

The actual rating burden applying to general properties is an outcome of the Rating Principles as detailed above at 4b). In particular the principles of equity, benefit and capacity to pay are of higher relevance. The existing rating structures have been broadly accepted by the community and any move to alter the structures in the past has encountered resistance. In the setting of differential rates Council consciously reviews the relativity of the general rate to the other differential rates.

##### b) Farm land rates

###### Principle 1.

A lower differential for farmland properties has traditionally been based on the premise that farmland

properties due to their larger areas and relatively higher valuations place less demand and use on the range of Council services. Council considers that a lower differential compared to the general rate will ensure that the farming communities can continue to pursue viable farming activities.

#### Principle 2.

A discounted differential of less than the irrigated farm land will be available for eligible dryland properties. Council considers that there is a difference in the category of road infrastructure accessible to persons who own properties in the Shire's irrigation district than compared to those individuals who own land in the dryland farming areas. Whilst many roads in the Shires irrigation district are sealed to enable the efficient movement of milk tanker trucks most roads within the dryland farming district remain unsealed.

This differential will be set as part of the budget process.

#### **c) Commercial and Industrial**

**Principle:** A higher differential of *greater than 100%* will be set for commercial and industrial property types.

A higher differential for these property types has traditionally been based on the premise that commercial and industrial properties generally place greater demands on Council services. Council considers that a higher differential compared to the general rate will ensure that Council's commitment to Economic Development and Tourism is financially supported by those who receive direct benefits.

This differential will be set as part of the annual budget process.

#### **d) Recreation Land Rate**

**Principle:** A discounted differential of *less than 100%* will be available for eligible recreational lands.

Recreational land that exists for the purpose of providing out-door sporting recreation or for the purpose of providing cultural activities are important aspects of the Gannawarra Shire Council. Council believes a lower differential compared to the general rate will ensure that this land is retained for this purpose and the open space is preserved.

This differential will be set as part of the budget process.

### **4 f) Municipal charge**

Another principle rating option available to councils is the application of a municipal charge. Under Section 159 of the *Local Government Act (1989)*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act*, A Council's total revenue from a municipal charge in a financial year must not exceed 20% of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Councils administrative costs can be seen as an equitable method of recovering these costs.

#### 4 g) Special charge schemes

The *Local Government Act 1989* recognises that Councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows Councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the Council in the rate (Section 163 (2)).

In accordance with Section 163 (3), Council must specify:

- The wards, groups, uses or areas for which the special rate or charge is declared; and
- The land in relation to which the special rate or special charge is declared;
- The manner in which the special rate or special charge will be assessed and levied; and
- Details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is that "special benefit" applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no 'free-riders' reaping the benefits but not contributing to fire prevention. Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

Gannawarra Shire Council Policy no. 090 provides guidance on how Council will implement and administer a Special Rate or Special Charge Scheme for request for infrastructure projects (e.g. footpaths and urban drainage) and marketing, promotion and development projects (e.g. marketing and promotion for the retail/commercial/industrial sector).

#### 4 h) Service rates and charges

Section 162 of the *Local Government Act (1989)* provides Council with the opportunity to raise service rates and charges for any of the following services:

- a) The provision of a water supply
- b) The collection and disposal of refuse
- c) The provision of sewerage services
- d) Any other prescribed service.

Council currently applies a service charge for the collection and disposal of refuse on urban properties (compulsory) and rural properties (optional), and providing waste services for the municipality (Street litter bins for instance).

Council's waste service charges are set at full cost recovery and include the following cost-

- Kerbside collection of garbage, recycling and green waste
- Operational costs of the landfill & transfer station
- Landfill remediation & rehabilitation costs
- Street sweeping
- Street litter bin collection



- New landfill cell construction cost
- Waste education and strategy costs

It is recommended that Council retain the existing waste service charge – Should Council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

#### 4 i) Collection and administration of rates and charges

**The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.**

##### **Payment options**

In accordance with the *Local Government Act 1989*, Section 167(1), Ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below, or alternatively a payment in full can be made by 15 February.

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including:

- In person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash),
- Direct debit (on prescribed instalment due dates or monthly),
- Centrepay,
- BPAY,
- Australia Post (over the counter, over the phone via credit card and on the internet),
- By mail (cheques and money orders only).

##### **Interest on arrears and overdue rates**

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

Currently Council has adopted Policy No. 140 COVID Hardship Policy which has allowed some relief from interest charges during the financial year 2020/2021.

##### **Pensioner rebates**

Holders of an eligible Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this

claims may be approved by the relevant government department.

#### **Rates Subsidy**

Council Policy no. 104 provides 50% rate subsidy to eligible organisations that provide either health, education, counselling, sporting, and cultural or other charitable services to the community. Where full payment of rates are made by 15 February each year, Council will issue a refund in June of that financial year.

#### **Rates Relief Policy**

Under Section 170 and 171 of the *Local Government Act 1989*, Council may provide relief to the ratepayer by way of rate deferral or waiver. The purpose of Council's Rate Relief Policy no. 034 is to assist ratepayers who are experiencing general and financial hardship to make payment of rates and charges raised by Council. The Policy allows Council to consider an application (in writing) for deferral or waiver for all or part of the rate or charge levied.

*Ratepayers seeking to apply for relief under this policy will be required to demonstrate hardship via a Certified Statement of Financial Position signed by a qualified accountant or financial counsellor.*

#### **Debt recovery**

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice disposition or acquisition of an interest in land.

Council will issue a Final Notice within 30 days of the final date for payment to those ratepayers who have opted to pay by lump sum in February and have failed to do so. If the assessment remains unpaid after 14 days or suitable payment arrangements have not been made within that time, Council is authorised to commence legal action via Council's Collection Agency to assist with recovery of the amount owing.

Penalty interest is to be charged on overdue amounts in accordance with Section 172(2) of the *Local Government Act 1989*.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

#### **Fire Services Property Levy**

In 2012 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap, and increases in the levy are at the discretion of the State Government.

## **5. OTHER REVENUE ITEMS**

### **5 a) User fees and charges**

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of User Fees and Charges include:

- Kindergarten and Childcare fees
- Swimming pool fees
- Waste Management charges
- Aged and health care services
- Recreation Reserve
- Facility hire charges
- Food Act Registrations
- Public Health & Wellbeing Act Registrations
- Local Laws fees

The provision of infrastructure and services form a key part of Council's role in supporting the local community. In providing these, Council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, Council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

**Market pricing (A)**

is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and Council needs meet its obligations under the government's Competitive Neutrality Policy. It should be noted that if a market price is lower than Council's full cost price, then the market price would represent Council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that Council is not the most efficient supplier in the marketplace. In this situation, Council will consider whether there is a community service obligation and whether Council should be providing this service at all.

**Full Cost recovery price (B)**

aims to recover all direct and indirect costs incurred by Council.

This pricing should be used in particular where a service provided by Council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

**Subsidised pricing (C)**

is where Council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. Council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and state funding programs.

Full Council Subsidy Pricing and Partial Cost Pricing should always be based on knowledge of the full cost of

providing a service.

As per the Victorian Auditor General's Office report "Fees and charges – cost recovery by local government" recommendations, Council has developed a user fee pricing policy to help guide the fair and equitable setting of prices. The policy outlines the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be taken into account when setting prices
- Accessibility, affordability and efficient delivery of services must be taken into account
- Competitive neutrality with commercial providers.

Council will develop a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

Council's Waste Management Charges is set at full cost recovery

## 5 b) Statutory fees and charges

Statutory fees and fines are those which Council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally councils will have limited discretion in applying these fees.

Examples of Statutory Fees and Fines include:

- Planning & subdivision fees
- Building and inspection fees
- Infringements and fines
- Land Information Certificates
- Animal Registrations
- Cemetery fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

### Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$165.22, from 1 July 2020 to 30 June 2021.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

### Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

The value of one fee unit is currently \$14.81. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

## 5 c) Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

Council's recurrent grants include:

- Federal Assistance Grants received from the Victoria Grants Commission for general purpose and local roads funding.
- Victorian Department for Health & Human Services grants for Home and Community Care services provided under the Programs for Younger People (PYP), Maternal & Child Health program.
- Commonwealth Department for Health for Home and Community Care services provided under the Commonwealth Home & Support Program (CHSP).
- Roads to Recovery funding from the Commonwealth Government to support the maintenance of Council's local road network.
- Victorian Department for Education grants for children's services.
- Public Libraries funding from the Victorian Government.
- Roadside Weed & Pest Control grant from the Victorian Government.
- Municipal Emergency Resourcing Program (MERP) funding from the Victorian Government to support their strategic emergency management work.

## 5 d) Contributions

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in the form of either cash payments or asset hand-overs.

Examples of Contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.



## 5 e) Other Income

Other income represents interest from investments, rental from investment properties, services provided under the National Disability Insurance Scheme and private works.

Council services provided under the National Insurance Disability Scheme (NDIS), Home and Community Care Brokered Programs and private works programs are set at full cost recovery.

Council receives interest on funds managed as part of its investment portfolio, where funds not required to fulfil short term operational commitments are considered surplus and are invested to generate interest revenue. The investment portfolio is managed per Council's Investment Policy no. 110 to achieve maximum return on investments that minimise risk and ensure the ongoing sustainability of Council funds.

Council Private Works Policy no. 135 provides guidance and direction for providing services or undertaking private works. Undertaking private works will not take precedence over the completion of Council's annual capital works and operational works programs or cause disruption to Council's core activities. Private works will be undertaken on a full cost recovery basis and include a profit margin. Private works will generally include the provision of labour, materials, plant and equipment.

## 5 f) Sale of Assets

Sale of assets include trade-in or auction of vehicles/plant as part of cyclical replacement of fleet/plant, land exchange and sale of industrial estate lots. Section 114 of the Local Government Act 2020, stipulates that sale or exchange of land must be advertised and the process must be in accordance with the community engagement policy.

Council Asset Disposal and Rationalisation Policy no. 128 provides guidance on due diligence and procedural direction to undertake this process.

## 5 g) Borrowings

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution. The following financial sustainability principles must be adhered to with new borrowings:

- Borrowings must only be applied for where it can be proven that repayments can be met in the Long Term Financial Plan
- Borrowings must not be used to fund ongoing operations
- Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Council will maintain its debt at levels which are sustainable. Key benchmarks and targets are:
  - Indebtedness – (Non-current liabilities compared to own source revenue) <60% , and
  - Loans and borrowings – (Loans and borrowing repayments compared to rate revenue) < 10% of total revenue (excluding capital revenue).

**7.7 PROPOSED BUDGET 2021/2022**

**Author:** Shana Johnny, Acting Manager Finance

**Authoriser:** Phil Higgins, Director Corporate Services

**Attachments:** 1 Proposed Budget 2021- 2022

**RECOMMENDATION**

**That Council:**

1. **Accept the Proposed Budget 2021/2022 as presented and attached to this report, prepared by Council for the purposes of the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.**
2. **Authorise the Chief Executive Officer or delegate, to implement the Communication Plan for the Proposed Budget 2021/2022 and Draft Revenue and Rating Plan.**
3. **Agree that subject to changes to the Proposed Budget 2021/2022 after the implementation of the Communication Plan, the Proposed Budget 2021/2022 will be presented for adoption as Council's Budget 2021/2022, in accordance with Sections 94 and 96 of the *Local Government Act 2020*, at the Council Meeting to be held on Wednesday 16 June, 2021.**

**EXECUTIVE SUMMARY**

The Budget has been prepared in accordance with the requirements of the *Local Government Act 2020*. The Budget seeks to achieve the actions and activities set out in the Council Plan by balancing the demand for services and infrastructure with the community's capacity to pay.

The proposed increase in rate revenue for the 2021/2022 financial year is 1.5% in line with the order by the Minister for Local Government under the Fair Go Rates System.

Continued capital investment in assets (\$16.179m) primarily for renewal works (\$6.500m) features in the budget.

The Budget also achieves an underlying result of \$589,000 surplus.

**PURPOSE**

The purpose of the report is to present the Proposed Budget for 2021/2022 in accordance with Sec 94 of the *Local Government Act 2020*.

**ATTACHMENTS**

Proposed Budget 2021/2022

**DISCUSSION**

The Budget has been prepared in accordance with the requirements of the *Local Government Act 2020*. The Budget seeks to achieve the actions and activities set out in the Council Plan by balancing the demand for services and infrastructure with the community's capacity to pay.

The proposed increase in rate revenue for the 2021/2022 financial year is 1.5% in line with the order by the Minister for Local Government under the Fair Go Rates System.

Continued capital investment in assets (\$16.179m) primarily for renewal works (\$6.500m) features in the budget.

This includes roads (\$3.964m), bridges (\$0.300m), footpath and cycleways (\$2.504m), drainage (\$1.314m), parks, open spaces and street scapes (\$2.11m) and recreational, leisure and community facilities (\$3.092m).

The Budget also achieves an underlying result of \$589,000 surplus. Underlying operating result is an important measure of Council's financial sustainability and reflects the work being undertaken to improve efficiency and promote long term viability in the Gannawarra.

The budget document as attached is a proposed working document and subject to change if required.

## BUDGET PRINCIPLES

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

- Grants to be based on confirmed funding levels
- Service levels to be maintained at 2021/2022 levels unless funded by external sources.
- Under the proposed Enterprise Bargaining Agreement (EBA), salaries and wages are forecast to increase by 2.2% plus incremental movements.
- Increase in employment costs between 2020/2021 and 2021/2022 above the EBA have been matched by grants and increased fees and charges in the Community Care area.
- Construction and material costs to increase in line with the Engineering Construction Index.

## CAPITAL WORKS

The total capital works program for the 2021/2022 year is proposed to be \$16.179 million of which \$5.087 million relate to a project which will be carried forward from the 2020/2021 year. The carried forward component is fully funded from the 2020/2021 Budget or future grant funds.

Of the \$16.179 million of capital funding required, \$6.080 million is Council funded and \$8.781 million from external capital grants and contributions and \$1.318 from Roads to Recovery operating grant to be received during 2021/2022.

Grants received but not yet spent by 30 June, 2021 form part of Council's cash reserves to fund the following year's capital program. Section 4.5 of the Budget document provides a complete listing of the capital works program.

The Budget includes the following significant Capital items:

| <b>Capital Works</b>  | <b>Amount (in<br/>000's)</b> |
|---|------------------------------|
| Kerang to Koondrook Rail Trail (Murray River Adventure Trail) (Grant dependent) | \$ 2,400                     |
| Cohuna CBD Waterfront Development (Grant confirmed)                             | \$ 1,707                     |
| Sustainable Recreational Water for Quambatook (Grant dependent)                 | \$ 1,200                     |
| Murrabit Stormwater (Grant confirmed)   | \$ 1,154                     |
| Atkinson Park All Abilities Playground (Grant dependent)                        | \$ 1,100                     |
| Sealed Roads Rehabilitation Program   | \$ 1,060                     |
| Kerang CBD Development Stage 2 (Grant confirmed)                                | \$ 1,000                     |



|   |        |
|---|--------|
| Gravel Re-sheeting Program                        | \$ 994 |
| Bitumen Roads Reseal Program                      | \$ 910 |
| Kangaroo Lake North End Stage 2 (Grant dependent) | \$ 830 |
| Kerang Children's Centre (Grant confirmed)        | \$ 600 |
| Morton Garner Pavillion (Grant confirmed)         | \$ 475 |
| Buildings Renewal                                 | \$ 310 |
| Apex Park Bridge Replacement (Grant dependent)    | \$ 300 |
| Heavy Plant Replacement                           | \$ 300 |
| Strategic Project Development and Planning        | \$ 200 |
| Stormwater Network and Town Pump renewal          | \$ 160 |
| Kerb replacement                                  | \$ 153 |
| Swimming Pool Renewal Program                     | \$ 135 |
| Annual Footpath replacement                       | \$ 104 |
| Cohuna Sporting Precinct Masterplan               | \$ 100 |
| Library Resources                                 | \$ 100 |
| Southern levee acquisition                        | \$ 80  |
| Cell 4 construction - Gannawarra Central Landfill | \$ 60  |
| Kerang Children's Centre Furniture Renewal        | \$ 50  |

## VALUATIONS

Council is now required to revalue all properties within the Shire every year. The revaluation was undertaken as at 1 January 2021 and applies for the 2021/2022 rating year. However, at the time of the preparing this report, Council was awaiting valuation data for 2021/22 from the Valuer General's office. Calculation of rates in this Proposed Budget is based on current valuation figures in the rate book.

## RATE CAPPING

Under the Victorian Government's Fair Go Rates System, total rate revenue increase that can be raised is capped at 1.5% in line with the order by the Minister for Local Government. This cap applies to general rates and municipal charges.

Rate capping does not apply to waste management charges such as kerbside garbage and recycling. The charge rate for kerbside collection has increased on average by 4% per service. This increase is due to a significant increase in EPA levy and Material Recovery Facility Fee.

## RATING STRATEGY

Council is required to prepare and adopt a Revenue & Rating Plan by 30 June 2021. The Draft Plan is presented to the same meeting as this report. The Draft Revenue & Rating Plan confirms the current rating strategy which reaffirms the principle of equity within the existing differential rating system.

The existing rating structure comprises four differential rates (Residential, Commercial/Industrial, Farmland Irrigation District and Farmland Dryland) along with a rate concession for Recreational Land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Local Government Act 1989

Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act.

In line with equity principles, Council has determined to apply a \$100.00 municipal charge as well as differential rates which will see an overall increase in total revenue raised from the residential, commercial/industrial, dryland and irrigation district sectors of 1.5% in line with the Fair Go Rates System.

The proposed rate in the dollar for all properties based on the rate book data at 15 March 2021 is as below.

| Rate Category            | Cents/\$CIV | Municipal Charge | Average Rate Increase | Differential |
|--------------------------|-------------|------------------|-----------------------|--------------|
| Residential              | 0.006415    | \$100            | 1.54%                 | 100.00%      |
| Commercial/Industrial    | 0.006688    | \$100            | 1.59%                 | 104.26%      |
| Farm Irrigation District | 0.005397    | \$100            | 1.55%                 | 84.13%       |
| Farm Dryland             | 0.004358    | \$100            | 1.53%                 | 67.93%       |
| Cultural Recreational    | 0.003213    | \$100            | 1.66%                 | 50.09%       |

### RATES AND CHARGES SUMMARY

The following table summarises all rates and charges to be applied for the 2021/2022 year.

| Rate type                            | How applied        | 2021/22  |
|--------------------------------------|--------------------|----------|
| Residential rates                    | Cents in \$ of CIV | 0.006415 |
| Commercial/Industrial rates          | Cents in \$ of CIV | 0.006688 |
| Farmland (Irrigated >10ha) rates     | Cents in \$ of CIV | 0.005397 |
| Farmland (Dryland) rates             | Cents in \$ of CIV | 0.004358 |
| Cultural and Recreation Land         | Cents in \$ of CIV | 0.003213 |
| Municipal charge                     | \$ per property    | \$100    |
| Kerbside collection charge 120 litre | \$ per property    | \$368    |
| Kerbside collection charge 240 litre | \$ per property    | \$528    |
| Green Waste collection               | \$ per property    | \$59     |

### WASTE MANAGEMENT CHARGES

Waste management charges are based on achieving full cost recovery to ensure this service is sustainable for the long term. The proposed annual charges for 2021/2022 are set as follows:

| Bin Type        | Charges   |           |            |
|-----------------|-----------|-----------|------------|
|                 | 2020/2021 | 2021/2022 | % Increase |
| 120 Litre Bin   | \$357     | \$368     | 3.08%      |
| 240 Litre Bin   | \$512     | \$528     | 3.13%      |
| Green Waste Bin | \$56      | \$59      | 5.36%      |

## COUNCILLOR AND MAYORAL ALLOWANCES

Mayoral allowance and Councillor allowance have not been indexed for 2021/2022 in accordance with instruction from the Minister for Local Government. The Minister had regard to the Victorian Premier's decision determining a zero per cent adjustment to Victorian Public Service executive remuneration for the 2020-21 financial year

### RELEVANT LAW

Sec 94 of the *Local Government Act 2020* requires Council to prepare and adopt a budget for each financial year and the subsequent 3 financial years by 30 June each year.

### RELATED COUNCIL DECISIONS

Not applicable

### OPTIONS

The Proposed Budget 2021/2022 has been prepared in line with the ministerial rate cap of 1.5%. Council has the option to consider other rating options.

### SUSTAINABILITY IMPLICATIONS

Sec 9 of the *Local Government Act 2020* requires that ongoing financial viability is ensured by Council. The key risks are financial and compliance risks. Sec 101 requires financial risks to be monitored and managed prudently having regard to the economic circumstances.

### COMMUNITY ENGAGEMENT

The Communications Plan for the Council's Proposed Budget 2021/2022 is combined with the plan for the Council's Draft Revenue and Rating Plan. The Communication Plan will utilise the following methodologies in the Community Engagement Policy.

| Public Participation Spectrum | Description   | Communication Strategy Action  |
|-------------------------------|---|--|
| Inform                        | <i>Inform and engage by maintaining an honest dialogue</i>  | 2 – Media releases<br>3 – Gannawarra News<br>4 – Promote Council news through local radio<br>5 – Daily social media engagement<br>7 – Maintain branding / style guidelines<br>9 – Promotes the budget on the website<br>10 – Publish information through social media, online and hardcopy |
| Consult                       | <i>Sharing information and giving a reasonable opportunity to express and take views</i>            | 14 – Regular consultation on major projects<br>16 – Consult regularly with community groups  |
| Involve                       | <i>Include our community in the process of Council decision making that affects their community</i> | 20 & 21– Interactive engagement online<br>23 – Video content for media campaigns<br>25 – Q & A session   |
| Collaborate                   | <i>Ensure the community is enabled to participate in the decisions that affect them</i>             | 29 – Respond to community queries<br>33 – Online engagement capacity   |

A detailed plan embracing the above actions has been developed.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

#### **COLLABORATION**

The Proposed Budget 2021/2022 was prepared in consultation with Councillors, Executive Leadership and Management Teams, Budget Responsibility Managers and relevant Council Officers. The Proposed Budget was also considered by the Audit and Risk Committee.

The Proposed Budget 2021/2022 will be available for viewing on Council's website from 22 April, 2021.

#### **FINANCIAL VIABILITY**

The Proposed Budget has been prepared in line with ensuring ongoing financial viability.

#### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

The Proposed Budget is compliant with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

#### **COUNCIL PLANS AND POLICIES**

The Proposed Budget 2021/2022 will resource the implementation of the Gannawarra Shire Council Plan 2017-2021 for 2021/2022. The Proposed Budget seeks to achieve the actions and activities set out in the Council Plan by balancing the demand for services and infrastructure with the community's capacity to pay.

#### **TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council Meeting.

#### **CONFLICT OF INTEREST**

The Officer preparing this report declares that they have no conflict of interest in regards to this matter.

## **Gannawarra Shire Council Proposed Budget 2021/2022**

This Budget Report has been prepared with reference to "Victorian City Council Model Budget 2021/2022" a best practice guide for reporting local government budgets in Victoria.

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#### **Disclaimer**

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

## Mayor's Introduction

Together with my fellow Councillors, I am delighted to present to our community and stakeholders the Proposed Budget 2021/22.

This budget builds on our Council Plan 2017-2021 vision which focuses on the following five key areas:

- \* Connectivity
- \* Economic Diversity, Growth and Prosperity
- \* Sustainable Natural and Built Environments
- \* Good Governance and a Healthy Organisation
- \* Strong Healthy Communities

The Proposed Budget 2021/22 details the resources required over the next year to fund the large range of services we provide to our community. It also includes details of capital expenditure allocations to improve and renew our shire's built infrastructure, buildings and operational assets as well as a range of operating projects.

The Proposed Budget will deliver on the Council Plan strategies to provide high quality, responsive and accessible services to the community. In order to do this we have built strong relationships with key government partners to obtain grant funding for key community projects. This incorporated into our sound financial framework allows Council to provide the range of services it provides.

In this budget the total Capital Works program will be \$16.179m, of which \$5.087m relates to projects carried over from the 2020/21 year. \$10.099m will come from external funding and \$6.06m from Council's cash reserves. Major items included in the 2021/2022 Budget include:

|   |    |           |
|---|----|-----------|
| Kerang to Koondrook Rail Trail (Murray River Adventure Trail) - Grant dependent | \$ | 2,400,000 |
| Cohuna CBD Waterfront Development - Grant confirmed                             | \$ | 1,707,000 |
| Sustainable Recreational Water for Quambatook - Grant dependent                 | \$ | 1,200,000 |
| Murrabit Stormwater - Grant confirmed   | \$ | 1,153,912 |
| Atkinson Park All Abilities Playground - Grant dependent                        | \$ | 1,100,000 |
| Sealed Roads Rehabilitation Program   | \$ | 1,060,000 |
| Kerang CBD Development Stage 2 - Grant confirmed                                | \$ | 1,000,000 |
| Gravel Re-sheeting Program  | \$ | 994,000   |
| Bitumen Roads Reseal Program  | \$ | 910,000   |
| Kangaroo Lake North End Stage 2 - Grant dependent                               | \$ | 830,000   |
| Kerang Children's Centre - Grant confirmed                                      | \$ | 600,000   |
| Morton Garner Pavillion - Grant confirmed                                       | \$ | 475,000   |
| Light Plant Replacement   | \$ | 387,000   |
| Buildings Renewal   | \$ | 310,000   |
| Apex Park Bridge Replacement - Grant dependent                                  | \$ | 300,000   |
| Heavy Plant Replacement   | \$ | 300,000   |
| Strategic Project Development and Planning                                      | \$ | 200,000   |
| ICT Capital Renewals  | \$ | 170,000   |
| Stormwater Network and Town Pump renewal  | \$ | 160,000   |
| Kerb replacement  | \$ | 153,000   |
| Swimming Pool Renewal Program   | \$ | 135,000   |
| Annual Footpath replacement   | \$ | 104,000   |
| Cohuna Sporting Precinct Masterplan   | \$ | 100,000   |
| Library Resources   | \$ | 100,000   |
| Southern levee acquisition  | \$ | 80,000    |
| Cell 4 construction - Gannawarra Central Landfill                               | \$ | 60,000    |
| Kerang Children's Centre Furniture Renewal                                      | \$ | 50,000    |

Our focus for the next year is to continue to exercise responsible financial management, sustainability and equity.

I encourage you to read the remainder of this document, together with the Council Plan 2017-2021.

**Cr Charles Gillingham**  
**MAYOR**

### Chief Executive Officer's Introduction

Council has prepared a Budget for 2021/22 which is aligned to the vision in the Council Plan 2017-2021 and incorporates various measures to react to the challenging economic conditions that we faced due to drought and COVID-19. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within the rate increase mandated by the State Government.

This Budget projects a surplus of \$9.385m for 2021/2022: noting the adjusted underlying result is a surplus of \$589,000 after adjusting for capital grants and contributions.

Ongoing delivery of services to the Gannawarra community is funded by a budget of \$40.795m. These services are summarised in Section 2.

Capital investment in assets (\$16.179m) are a feature in the budget. This is comprised of new works (\$7.819m) and renewal works (\$6.500m).

This includes roads (\$3.964m); bridges (\$0.300m); footpath and cycleways (\$2.504m); drainage (\$1.314m); parks, open spaces and street scapes (\$2.11m) and recreational, leisure and community facilities (\$3.092m). The Statement of Capital Works can be found in Section 3 and further details on the capital works budget can be found in Section 4.5.

As part of the COVID-19 return to work process, an amount of \$240k has been allowed to undertake any necessary workplace modifications.

### The Rate Rise

a. The average rate will rise by 1.5% in line with the order by the Minister for Local Government in December 2020 under the Fair Go Rates System.

b. Key drivers:

- (i) To fund ongoing service delivery - business as usual (balanced with greater service demands from residents)
- (ii) To fund renewal of infrastructure and community assets

(c) Council has been required to revalue all properties within the Shire each year.

The revaluation was undertaken as at 1 January 2021 and applies for the 2021/2022 rating year. However, at the time of the preparing this report, Council was awaiting valuation data for 2021/22 from the Valuer General's office. Calculation of rates in this Draft Budget is based on current valuation figures.

d. The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year has increased by 4%.

This increase is due to a significant increase in EPA levy and Material Recovery Facility Fee.

(e) Refer Section 4.1.1 for further Rates and Charges details.

### Key Statistics

|                              | 2021/22      | 2020/21      |
|------------------------------|--------------|--------------|
| Total Revenue (in 000's)     | 40,795       | 37,859       |
| Total Expenditure (in 000's) | 31,410       | 31,530       |
| Accounting result (Surplus)  | <u>9,385</u> | <u>6,329</u> |

|  |     |       |
|--|-----|-------|
| Underlying operating result (Surplus)<br>(Refer Reconciliation with budgeted operating result Section 2.6) | 589 | 2,001 |
|--|-----|-------|

(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital works, from being allocated to cover operating expenses)

Cash result for 2021/22 is an increase of \$37,000 with a predicted cash and investment and other financial asset balance of \$8.164m.

This cash and investment balance is sufficient to cover current employee leave provisions and for working capital requirement. Since Council receives approximately 40 - 45% of rates payments in February, it is important to hold sufficient cash and short term investment to fund working capital requirements.

|  | 2021/22 | 2020/21 |
|--|---------|---------|
| Total Capital Works Program (in 000's) | 16,179  | 13,990  |
| <b>Funding Sources -</b>               |         |         |
| Grants & contributions                 | 8,796   | 4,328   |
| Roads to Recovery grant (operating)    | 1,318   | 1,977   |
| Rates funded                           | 6,065   | 7,685   |

Council is reliant on external grant funding for the planned capital works programs.



**Budget Influences**

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

Coronavirus: COVID-19 was declared by the World Health Organisation a 'public health emergency of international concern' on 30 January 2020 and a State of Emergency was declared in Victoria on 16 March 2020.

COVID-19 vaccine rollout in Australia began in February 2021. The success of the vaccine and the rollout program will determine the speed of the economic recovery from the pandemic.

The economic impact in our community and on the services provided by Council has been significant. Certain retail businesses have been hardest hit and the tourist related businesses have also been affected by not only the economic downturn, but also the State imposed restrictions.

Rate capping: The impact of the Fair Go Rates System combined with Council's ability to meet the expectations of the community within the rate cap continues to be a challenge.

Rating Strategy: Council is committed to maintaining a differential rating structure over its four (4) year term.

The charge rate for each roadside collection service under Section 162 of the Act (including green waste) has increased on average by 4% per service. This increase is due to a significant increase in EPA levy and Material Recovery Facility Fee.

**Tom O'Reilly**  
**CHIEF EXECUTIVE OFFICER**

**Economic Assumptions**

| Assumption   | Budget  | Projections |         | Trend   |     |
|--|---------|-------------|---------|---------|-----|
|  | 2021/22 | 2022/23     | 2023/24 | 2024/25 | +/- |
| Rate Cap Increase                                    | 1.50%   | 2%          | 2%      | 2%      | +'  |
| User Fees & Grants                                   | 1.50%   | 2%          | 2%      | 2%      | +'  |
| Federal assistance grants and other recurrent grants | 1.50%   | 2%          | 2%      | 2%      | +'  |
| Employee Costs                                       | 2.20%   | 2%          | 2%      | 2%      | +'  |
| Contactors, consultants and materials                | 2%      | 2%          | 2%      | 2%      | +'  |

**Notes to Assumptions****1. Rate Cap**

The Victorian State Government continues with a cap on rate increases. The cap for 2021/22 has been set at 1.5% which is the forecast Consumer Price Index (CPI) for the period. The 2021/22 rate cap has been influenced by the impact of COVID-19 on the economy.

The rate cap for outlying years is set at a conservative rate of 2%.

**2. User fees**

Council's user fees are reviewed on an annual basis and is weighed to balance affordability, encourage usage, cost recovery and raise sufficient revenue in line with prudent financial management practices.

**3. Federal Assistance Grants and other recurrent grants**

Council has budgeted Federal Assistance grants and other recurrent grants to be indexed in line with the rate cap increase percentage.

**4. Employee costs**

Employee cost increase for 2021/22 is 2.2% as part of the Enterprise Bargaining Agreement (EBA). 2021/22 is the final year under the current EBA. EBA negotiations for the new agreement is expected to commence in 2021/22.

**5. Contactors, consultants and materials**

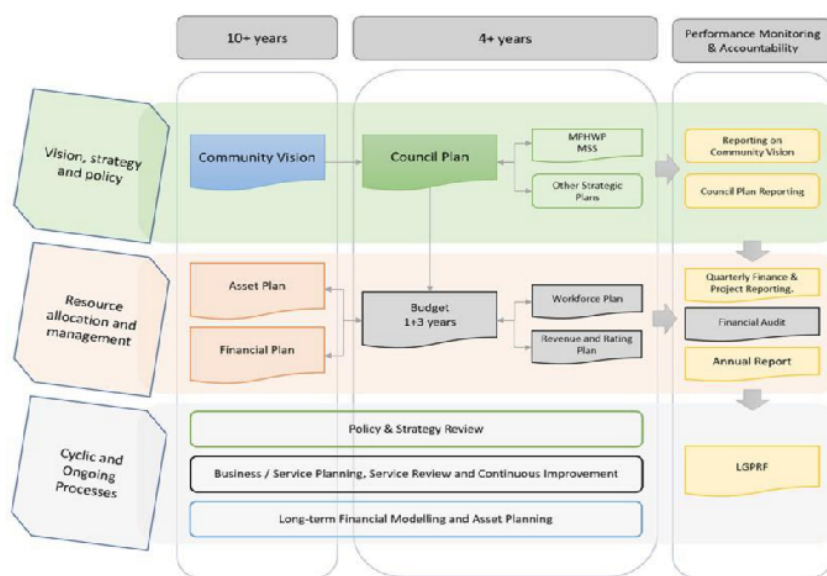
Operating and capital expenditure on contractors, consultants and materials is expected to increase in line with CPI.

### 1. Link to the Integrated Planning and Reporting Framework

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

#### 1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

#### 1.1.2 Key planning considerations

##### Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

**1.2 Our purpose**

**Our Vision**

Building upon our strengths of people, place and pride to inspire a positive future together.

**Our mission**

Together with our community we will capitalise on our natural assets, support our business and agriculture sector and deliver quality services to our community.

**Our values**

Gannawarra Shire Council has a clear strength in the bond and affinity between its Councillors, the community and staff. Staff support the community leadership and governance role of Councillors, and work together to achieve the commitments of the Council Plan. Having all Gannawarra Shire Council staff practise the following organisational values enhance the quality of this partnership:

**Be Collaborative** - We will work closely with our community using our collective skills and knowledge to build a positive future. Together with our partners we will deliver great things for our community.

**Be Resourceful** - We will be resourceful and resilient, employing creative problem solving to our challenges. We will plan and be prepared for when opportunities present.

**Be Innovative** - We will embrace new ideas and technology to deliver quality services to our community at a lower cost. We will make time to consider the big issues and actively seek creative solutions.

... **And we will listen** - We will listen to our community and use our collective knowledge and sound judgement to respond and close the loop.

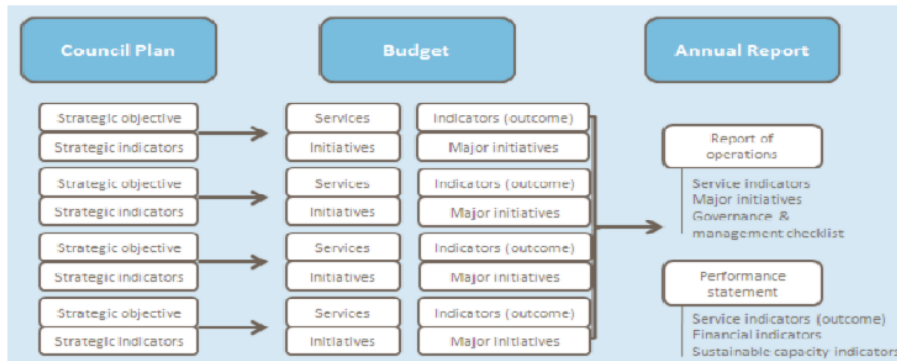
**1.3 Strategic objectives**

Council delivers activities and initiatives under a range of service categories. Each contributes to the achievement of one of the five Strategic Objectives as set out in the Council Plan for the 2017-2021 years. The following table lists the five Strategic Objectives as described in the Council Plan.

| Strategic Objective                           | Description  |
|---|--|
| 1. Connectivity                               | Our communities will be well-connected.  |
| 2. Economic Diversity, Growth and Prosperity  | Facilitate a growing and prosperous economy.   |
| 3. Sustainable Natural and Built Environment  | To initiate, develop and manage sustainable natural and built environments.                              |
| 4. Good Governance and a Healthy Organisation | To be leaders in our community supported by a performance focused organisation that embraces innovation. |
| 5. Strong Healthy Communities                 | Our community will be healthy, creative, inclusive and safe.   |

**2. Services and service performance indicators**

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

**2.1 Strategic Objective 1: Connectivity**

To achieve our objective of Connectivity we will continue to encourage connections within and between communities, improve access to community and tourism information, support volunteer participation to meet the needs of the community, encourage and build community events, advocate for improved digital connectivity on behalf of our community and advocate for improved transport connectivity within and between our communities and the broader region.

**Services**

| Service area          | Description of services provided  |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|-----------------------|---|----------------|-----------------------------|-------------------------------|-----------------------------|
| Community Engagement  | This service is responsible for the management and provision of advice on external communication, in consultation with relevant stakeholders, on behalf of Council. | <i>Expense</i> | 660                         | 1,374                         | 459                         |
|                       |   | <i>Income</i>  | 334                         | 1,085                         | -                           |
|                       |   | <i>NET</i>     | 326                         | 288                           | 459                         |
| Events                | Council's arts and culture program investigates opportunities to capture the economic value of local events and ensures a link between the community and Council.   | <i>Expense</i> | 93                          | 138                           | 142                         |
|                       |   | <i>Income</i>  | 20                          | 3                             | 23                          |
|                       |   | <i>NET</i>     | 73                          | 136                           | 119                         |
| Transport Connections | This service includes responsibility for the maintenance of the weighbridge, aerodrome and train station.   | <i>Expense</i> | 93                          | 47                            | 52                          |
|                       |   | <i>Income</i>  | 23                          | 22                            | 25                          |
|                       |   | <i>NET</i>     | 70                          | 26                            | 27                          |

**Services (continued)**

| Service area            | Description of services provided   |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|-------------------------|--|----------------|-----------------------------|-------------------------------|-----------------------------|
| Volunteer Co-ordination | A program designed to coordinate the community's volunteer workforce to provide services that would normally be beyond Council's ability to provide. Services include the Gannawarra Non-Emergency Transport Service, the L2P program and the delivery of meals on wheels. | <i>Expense</i> | 43                          | 46                            | 45                          |
|                         |  | <i>Income</i>  | 46                          | 46                            | 47                          |
|                         |  | <i>NET</i>     | (2)                         | (0)                           | (2)                         |

**Major Initiatives**

1) Continue to consolidate existing Council events.

**Other Initiatives**

- 2) Explore bringing town leadership groups together for an annual forum.
- 3) Bringing young people together for an annual forum.
- 4) Host a combined celebration of volunteers annually.

**2.2 Strategic Objective 2: Economic**

To achieve our objective of Economic Diversity, Growth and Prosperity, we will continue to facilitate growth and diversity opportunities within the Shire, utilise the environs of the rivers, lakes and forests for development opportunities, encourage accommodation options suited to a variety of target markets, create business opportunities to increase Council's revenue, support and advocate for sustainable and renewable energy industries within the Shire, support the local tourism industry and maximise the natural environment to deliver high quality visitor and community experiences.

**Services**

| Service area          | Description of services provided   |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|-----------------------|--|----------------|-----------------------------|-------------------------------|-----------------------------|
| Economic Development  | This service assists the Council to facilitate an environment that is conducive to a sustainable and developing local business sector and provides opportunities for local residents to improve their skill levels and access employment.            | <i>Expense</i> | 377                         | 394                           | 501                         |
|                       |  | <i>Income</i>  | 90                          | 160                           | 365                         |
|                       |  | <i>NET</i>     | 288                         | 234                           | 136                         |
| Planning and Building | This service processes all planning and statutory building applications, provides advice and makes decisions about development proposals which require a planning permit as well as preparing policy documents that shape the future of the Council. | <i>Expense</i> | 532                         | 533                           | 555                         |
|                       |  | <i>Income</i>  | 282                         | 313                           | 320                         |
|                       |  | <i>NET</i>     | 250                         | 220                           | 234                         |

**Services (continued)**

| Service area | Description of services provided   |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|--------------|--|----------------|-----------------------------|-------------------------------|-----------------------------|
| Tourism      | This service facilitates and encourages tourism development and opportunities to draw visitors to the municipality. The tourism program includes Gateway to Gannawarra, caravan parks and signage. | <i>Expense</i> | 323                         | 287                           | 368                         |
|              |  | <i>Income</i>  | 129                         | 137                           | 152                         |
|              |  | <i>NET</i>     | 194                         | 150                           | 216                         |

**Major Initiatives**

- 5) Implement findings of the Waterway Master Plans for across the Shire.
- 6) Support and advocate for sustainable and renewable energy industries within the Shire.
- 7) Completion of strategic sections of the Murray River Adventure Trail

**Other Initiatives**

- 8) Develop a feasibility study around potential rezoning for waterfront residential investment and development.
- 9) Develop a Prospectus based on a range of accommodation styles/types and use this to encourage developments.
- 10) Implement online applications for planning and building permits.

**2.3 Strategic Objective 3: Sustainable Natural and Built Environment.**

To achieve our objective of Community Participation, we will encourage an environmentally sustainable community, continue to develop sustainable waste management practices, promote, conserve and celebrate our community's rich and diverse heritage and culture, implement Council's capital works program, upgrade infrastructure to improve access to key commercial markets, improve gateway entrances and township presentations across the Shire and manage facilities now and into the future.

**Services**

| Service area           | Description of services provided  |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|------------------------|---|----------------|-----------------------------|-------------------------------|-----------------------------|
| Bridges                | This service conducts ongoing maintenance of Council's bridge network.  | <i>Expense</i> | 72                          | 104                           | 101                         |
|                        |   | <i>Income</i>  | -                           | -                             | -                           |
|                        |   | <i>NET</i>     | 72                          | 104                           | 101                         |
| Community Facilities   | This service is responsible for the maintenance and management of Council's building and properties including public halls and community amenities.   | <i>Expense</i> | 647                         | 1,241                         | 1,108                       |
|                        |   | <i>Income</i>  | 141                         | 530                           | 617                         |
|                        |   | <i>NET</i>     | 506                         | 711                           | 491                         |
| Drainage               | This service conducts ongoing maintenance of Council's drainage network.  | <i>Expense</i> | 138                         | 136                           | 136                         |
|                        |   | <i>Income</i>  | -                           | -                             | -                           |
|                        |   | <i>NET</i>     | 138                         | 136                           | 136                         |
| Environment Protection | This service includes programs for the eradication of noxious weeds, tree maintenance and planting.   | <i>Expense</i> | 201                         | 209                           | 206                         |
|                        |   | <i>Income</i>  | 62                          | 62                            | 62                          |
|                        |   | <i>NET</i>     | 139                         | 147                           | 144                         |
| Fire Prevention        | Fire prevention includes the implementation of Council's fire prevention policy along with maintaining strategic fire breaks. Council also has responsibilities in the replacement of fire plugs. | <i>Expense</i> | 39                          | 36                            | 24                          |
|                        |   | <i>Income</i>  | -                           | -                             | -                           |
|                        |   | <i>NET</i>     | 39                          | 36                            | 24                          |

**Services (continued)**

| Service area               | Description of services provided  |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|----------------------------|---|----------------|-----------------------------|-------------------------------|-----------------------------|
| Footpath, Kerb and Channel | This service conducts ongoing maintenance of Council's footpath, kerb and channel network.  | <i>Expense</i> | 143                         | 169                           | 170                         |
|                            |   | <i>Income</i>  | -                           | -                             | -                           |
|                            |   | <i>NET</i>     | 143                         | 169                           | 170                         |
| Pest Control               | Council is responsible for undertaking an arbovirus eradication program each year.  | <i>Expense</i> | 26                          | 30                            | 33                          |
|                            |   | <i>Income</i>  | 11                          | 10                            | 10                          |
|                            |   | <i>NET</i>     | 15                          | 20                            | 23                          |
| Roads                      | This service conducts ongoing maintenance of Council's vast road network.   | <i>Expense</i> | 3,083                       | 2,454                         | 2,548                       |
|                            |   | <i>Income</i>  | 2,386                       | 2,384                         | 1,805                       |
|                            |   | <i>NET</i>     | 697                         | 70                            | 743                         |
| Waste Management           | This service provides kerbside collection of garbage and waste from households and commercial properties and operating costs of transfer stations and landfill. | <i>Expense</i> | 1,979                       | 1,484                         | 1,820                       |
|                            |   | <i>Income</i>  | 347                         | 157                           | 155                         |
|                            |   | <i>NET</i>     | 1,632                       | 1,326                         | 1,665                       |

**Major Initiatives**

- 11) Reduce Council's carbon footprint by 10% over four years.
- 12) Increase walkways by 5% (e.g. footpaths, tracks and trails etc) to improve pedestrian connectivity.
- 13) Increase accessibility to our waterways through the introduction of new infrastructure.
- 14) Reduce kerbside collection diverted from landfill by 35% of weight
- 15) Review and implement Council's Asset Management Strategy including a community engagement plan
- 16) Achieve annual reduction of the Asset Renewal Gap
- 17) Implementation of Cohuna Waterfront Masterplan

**Other Initiatives**

- 18) Achieve full cost recovery for waste management
- 19) Completion of 90% of projects in the annual adopted Capital Works Budget
- 20) Council's performance with enforcement of local laws above industry benchmarks

**2.4 Strategic Objective 4: Good Governance and a Healthy Organisation.**

To achieve our objective of Sustainable Natural and Built Environment, we will advocate in the best interests of our community and region, inspire leadership within our communities, pursue initiatives to achieve long term financial sustainability in line with best practice, ensure our community is consulted on issues that will affect them, improve the community's ability to self-access information on Council's services and programs, foster Council as being a great place to work and identify innovative opportunities that create improvements.

**Services**

| Service area | Description of services provided  |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|--------------|---|----------------|-----------------------------|-------------------------------|-----------------------------|
| Council      | The governing body to work together with our community to capitalise on our natural assets, support our business and agricultural sector and deliver quality services to our community. | <i>Expense</i> | 217                         | 388                           | 193                         |
|              |   | <i>Income</i>  | 3                           | 25                            | -                           |
|              |   | <i>NET</i>     | 214                         | 363                           | 193                         |



## Services (continued)

| Service area           | Description of services provided   |                | 2019/20<br>Actual<br>\$'000 | 2020/21<br>Forecast<br>\$'000 | 2021/22<br>Budget<br>\$'000 |
|------------------------|--|----------------|-----------------------------|-------------------------------|-----------------------------|
| Executive              | This service provides organisational policy and leadership support in the areas of advocacy, continuous improvement, corporate planning, performance measurement, delivery and reporting.  | <i>Expense</i> | 1,224                       | 1,208                         | 1,283                       |
|                        |  | <i>Income</i>  | -                           | -                             | -                           |
|                        |  | <i>NET</i>     | 1,224                       | 1,208                         | 1,283                       |
| Governance             | This service includes support services in the area of finance, records management, customer services, human resources and several governance functions such as risk and compliance. Human services develops and implements strategies, policies and procedures for the provision of human resources, risk management and insurances, customer service, records management and media and internal communications. | <i>Expense</i> | 3,302                       | 3,147                         | 3,429                       |
|                        |  | <i>Income</i>  | 442                         | 617                           | 182                         |
|                        |  | <i>NET</i>     | 2,860                       | 2,530                         | 3,248                       |
| Information Technology | This service provides, supports and maintains reliable and cost effective computer systems and communication facilities and infrastructure to Council staff enabling them to deliver services in a smart, productive and efficient way.  | <i>Expense</i> | 715                         | 785                           | 861                         |
|                        |  | <i>Income</i>  | -                           | -                             | -                           |
|                        |  | <i>NET</i>     | 715                         | 785                           | 861                         |
| Local Laws             | This service maintains and improves the health and safety of people, animals and the environment by providing services including dog and cat collection, lost and found, pound service, registration and administration service and after hours emergency service. It also provides education, regulation and enforcement of local laws and relevant State legislation.  | <i>Expense</i> | 379                         | 447                           | 417                         |
|                        |  | <i>Income</i>  | 148                         | 161                           | 155                         |
|                        |  | <i>NET</i>     | 231                         | 286                           | 262                         |
| Youth                  | A program designed to inspire leadership within our community and to investigate opportunities to attract young people to live in the community.   | <i>Expense</i> | 11                          | 36                            | 20                          |
|                        |  | <i>Income</i>  | -                           | -                             | -                           |
|                        |  | <i>NET</i>     | 11                          | 36                            | 20                          |

## Major Initiatives

- 21) Achieve recognition for the Healthy Together Victoria Achievement Victoria program for Workplaces.
- 22) Implement the organisation wide service planning framework.
- 23) Process development applications in line with Customer Service Charter Standards

## Other Initiatives

- 24) Identify opportunities for shared service work with neighbouring councils and partners.
- 25) Prepare and implement a 10 year Long Term Financial Plan.

26) Implement the Communications and Engagement Strategy 2020-2025.

**2.5 Strategic Objective 5: Strong Healthy Communities.**

To achieve our objective of Strong Healthy Communities, Council will ensure quality and accessible services that meet the needs of our community, provide a wide range of sport and recreation opportunities that promote active and healthy lifestyles and social connectedness, foster a community that values life-long learning and creativity and ensure our communities are welcoming, inclusive and safe for all.

**Services**

| Service area          | Description of services provided   |                | 2019/20          | 2020/21            | 2021/22          |
|-----------------------|--|----------------|------------------|--------------------|------------------|
|                       |  |                | Actual<br>\$'000 | Forecast<br>\$'000 | Budget<br>\$'000 |
| Business Undertakings | Business undertakings include Council's responsibility for the provision and maintenance of a limited number of elderly person's units. This area also includes private works undertaken by Council at the request of others.  | <i>Expense</i> | 42               | 43                 | 34               |
|                       |  | <i>Income</i>  | 41               | 39                 | 39               |
|                       |  | <i>NET</i>     | 1                | 3                  | (5)              |
| Children Services     | This service provides family oriented support services including pre-schools, long day care, maternal and child health, youth services and development, immunisation and family day care.  | <i>Expense</i> | 2,823            | 3,063              | 2,983            |
|                       |  | <i>Income</i>  | 2,810            | 3,322              | 3,134            |
|                       |  | <i>NET</i>     | 14               | (259)              | (152)            |
| Community Care        | This service provides a range of services for the aged and disabled including home delivered meals, personal care, transport, home maintenance, housing support and senior citizen clubs. Service also provides food safety and public and community health and safety.                    | <i>Expense</i> | 3,753            | 4,593              | 4,605            |
|                       |  | <i>Income</i>  | 3,551            | 4,818              | 4,975            |
|                       |  | <i>NET</i>     | 202              | (225)              | (371)            |
| Swimming Areas        | This service provides maintenance and operation of Council's swimming areas and when required to undertake projects in relation to boating safety.   | <i>Expense</i> | 629              | 678                | 614              |
|                       |  | <i>Income</i>  | 94               | 116                | 129              |
|                       |  | <i>NET</i>     | 534              | 563                | 485              |
| Recreation Reserves   | This service provides maintenance and support of municipal recreation facilities including recreational reserves and parks and gardens.  | <i>Expense</i> | 1,312            | 1,299              | 1,351            |
|                       |  | <i>Income</i>  | 83               | 268                | 284              |
|                       |  | <i>NET</i>     | 1,229            | 1,031              | 1,067            |
| Library               | This service provides public library services across the municipality and provides customer focused service that caters for cultural, educational and recreational needs of residents and provides a focal point where they can meet, relax and enjoy the services and facilities offered. | <i>Expense</i> | 562              | 660                | 662              |
|                       |  | <i>Income</i>  | 142              | 146                | 149              |
|                       |  | <i>NET</i>     | 420              | 514                | 513              |

**Major Initiatives**

27) Participate in and support the partnership work of the Buloke, Loddon, Gannawarra Health Service Network and Murray Medical Workforce Planning Group to continue to advocate for the health needs of the Gannawarra community

28) Implement the Sport & Recreation Strategy and further develop the Aquatic Strategy.

**Other Initiatives**

29) Achieve recognition for the Healthy Together Victoria Achievement program for Early Childhood Education and Care Settings.

30) Develop a Preventing Family Violence Policy that identifies opportunities for Council to influence a reduction in the incidents of family violence across Gannawarra.

31) Seek funding to improve and develop infrastructure that encourages physical and leisure activities.

**Service Performance Outcome Indicators\***

The following indicators outlines how we intend to measure achievement of service objectives:

| Service            | Indicator         | Performance   | Computation   |
|--------------------|-------------------|---|---|
| Governance         | Satisfaction      | Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)   | Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community   |
| Statutory planning | Decision making   | Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)                       | [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100 |
| Roads              | Satisfaction      | Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)                | Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.   |
| Libraries          | Participation     | Active library borrowers. (Percentage of the population that are active library borrowers)  | [The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] x100                                |
| Waste collection   | Waste diversion   | Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill) | [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100                   |
| Aquatic Facilities | Utilisation       | Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)  | Number of visits to aquatic facilities / Population   |
| Animal Management  | Health and safety | Animal management prosecutions. (Percentage of animal management prosecutions which are successful)   | Number of successful animal management prosecutions / Total number of animal management prosecutions  |

**Service Performance Outcome Indicators (continued)**

| Service                   | Indicator         | Performance  | Computation  |
|---------------------------|-------------------|--|--|
| Food safety               | Health and safety | Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council) | [Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100 |
| Maternal and Child Health | Participation     | Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)   | [Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100  |
| Maternal and Child Health | Participation     | Participation in the MCH service by aboriginal children. (Percentage of aboriginal children enrolled who participate in the MCH service)                         | [Number of aboriginal children who attend the MCH service at least once (in the financial year) / Number of aboriginal children enrolled in the MCH service] x100  |

**2.6 Reconciliation with budgeted operating result**

| Strategic Objective                             | Surplus/<br>(Deficit)<br>\$'000 | Expenditure<br>\$'000 | Revenue<br>\$'000 |
|---|---------------------------------|-----------------------|-------------------|
| Connectivity                                    | 602                             | 697                   | (95)              |
| Economic Diversity, Growth and Prosperity       | 586                             | 1,424                 | (838)             |
| Sustainable Natural and Built Environment       | 3,496                           | 6,146                 | (2,649)           |
| Good Governance and a Healthy Organisation      | 5,867                           | 6,203                 | (337)             |
| Strong Healthy Communities                      | 1,538                           | 10,249                | (8,711)           |
| <b>Total</b>                                    | <b>12,089</b>                   | <b>24,718</b>         | <b>(12,629)</b>   |
| <b>Expenses added in:</b>                       |                                 |                       |                   |
| Depreciation                                    | 6,639                           |                       |                   |
| Finance costs                                   | 20                              |                       |                   |
| Others  | 300                             |                       |                   |
| <b>Surplus/(Deficit) before funding sources</b> | <b>19,048</b>                   |                       |                   |
| <b>Funding</b>                                  |                                 |                       |                   |
| Rates and charges revenue                       | 11,706                          |                       |                   |
| Waste charge revenue                            | 2,034                           |                       |                   |
| Victoria Grants Commission                      | 5,897                           |                       |                   |
| <b>Total funding sources</b>                    | <b>19,637</b>                   |                       |                   |
| <b>Operating surplus/(deficit) for the year</b> | <b>589</b>                      |                       |                   |
| Capital funding                                 | 8,781                           |                       |                   |
| Capital Contributions                           | 15                              |                       |                   |
| <b>Total Comprehensive Result</b>               | <b>9,385</b>                    |                       |                   |

\* refer to table for information on the calculation of Service Performance Outcome Indicators

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25, extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement  
Balance Sheet  
Statement of Changes in Equity  
Statement of Cash Flows  
Statement of Capital Works  
Statement of Human Resources

#### Comprehensive Income Statement

For the four years ending 30 June 2025

|  | Notes  | Forecast                    | Budget            | Projections       |                   |                   |
|--|--------|-----------------------------|-------------------|-------------------|-------------------|-------------------|
|  |        | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000 | 2022/23<br>\$'000 | 2023/24<br>\$'000 | 2024/25<br>\$'000 |
| <b>Income</b>  |        |                             |                   |                   |                   |                   |
| Rates and charges  | 4.1.1  | 13,498                      | 13,740            | 14,005            | 14,284            | 14,569            |
| Statutory fees and fines   | 4.1.2  | 444                         | 399               | 407               | 415               | 423               |
| User fees  | 4.1.3  | 3,221                       | 3,359             | 3,426             | 3,495             | 3,565             |
| Grants - Operating   | 4.1.4  | 13,004                      | 10,344            | 10,551            | 10,756            | 10,964            |
| Grants - Capital   | 4.1.4  | 4,250                       | 8,781             | 5,261             | 3,706             | 3,321             |
| Contributions - monetary   | 4.1.5  | 188                         | 60                | 61                | 62                | 63                |
| Net gain/(loss) on disposal of property, infrastructure, plant and equipment |        | 225                         | 365               | 314               | 318               | 321               |
| Other income   | 4.1.6  | 3,029                       | 3,747             | 3,822             | 3,899             | 3,977             |
| <b>Total income</b>  |        | <b>37,859</b>               | <b>40,795</b>     | <b>37,847</b>     | <b>36,935</b>     | <b>37,203</b>     |
| <b>Expenses</b>  |        |                             |                   |                   |                   |                   |
| Employee costs   | 4.1.7  | 15,455                      | 15,932            | 16,251            | 16,576            | 16,907            |
| Materials and services   | 4.1.8  | 9,229                       | 8,495             | 8,665             | 8,838             | 9,015             |
| Depreciation   | 4.1.9  | 6,345                       | 6,639             | 6,705             | 6,772             | 6,839             |
| Bad and doubtful debts   |        | 3                           | 3                 | -                 | -                 | -                 |
| Borrowing costs  |        | 26                          | 20                | 14                | 8                 | 2                 |
| Other expenses   | 4.1.10 | 472                         | 320               | 428               | 436               | 625               |
| <b>Total expenses</b>  |        | <b>31,530</b>               | <b>31,410</b>     | <b>32,062</b>     | <b>32,630</b>     | <b>33,388</b>     |
| <b>Surplus/(deficit) for the year</b>  |        | <b>6,329</b>                | <b>9,385</b>      | <b>5,785</b>      | <b>4,305</b>      | <b>3,816</b>      |
| <b>Other comprehensive income</b>  |        |                             |                   |                   |                   |                   |
| <b>Total comprehensive result</b>  |        | <b>6,329</b>                | <b>9,385</b>      | <b>5,785</b>      | <b>4,305</b>      | <b>3,816</b>      |

**Balance Sheet**

For the four years ending 30 June 2025

|   | Notes | Forecast                    | Budget            | Projections       |                   |                   |
|---|-------|-----------------------------|-------------------|-------------------|-------------------|-------------------|
|   |       | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000 | 2022/23<br>\$'000 | 2023/24<br>\$'000 | 2024/25<br>\$'000 |
| <b>Assets</b>                               |       |                             |                   |                   |                   |                   |
| <b>Current assets</b>                       |       |                             |                   |                   |                   |                   |
| Cash and cash equivalents                   |       | 3,656                       | 3,693             | 2,784             | 3,668             | 3,835             |
| Trade and other receivables                 |       | 3,576                       | 3,701             | 3,454             | 3,347             | 3,387             |
| Other financial assets                      |       | 4,471                       | 4,471             | 4,471             | 4,471             | 4,471             |
| Inventories                                 |       | 726                         | 733               | 741               | 748               | 755               |
| Other assets                                |       | 925                         | 925               | 925               | 925               | 925               |
| <b>Total current assets</b>                 | 4.2.1 | <u>13,354</u>               | <u>13,523</u>     | <u>12,375</u>     | <u>13,160</u>     | <u>13,373</u>     |
| <b>Non-current assets</b>                   |       |                             |                   |                   |                   |                   |
| Property, infrastructure, plant & equipment |       | 210,302                     | 219,531           | 226,444           | 229,928           | 233,573           |
| Investment property                         |       | 1,152                       | 1,152             | 1,152             | 1,152             | 1,152             |
| <b>Total non-current assets</b>             | 4.2.1 | <u>211,454</u>              | <u>220,683</u>    | <u>227,596</u>    | <u>231,080</u>    | <u>234,725</u>    |
| <b>Total assets</b>                         |       | <u>224,808</u>              | <u>234,206</u>    | <u>239,971</u>    | <u>244,240</u>    | <u>248,098</u>    |
| <b>Liabilities</b>                          |       |                             |                   |                   |                   |                   |
| <b>Current liabilities</b>                  |       |                             |                   |                   |                   |                   |
| Trade and other payables                    |       | 1,217                       | 1,277             | 1,310             | 1,333             | 1,385             |
| Trust funds and deposits                    |       | 720                         | 720               | 720               | 720               | 720               |
| Provisions                                  |       | 3,124                       | 3,155             | 3,187             | 3,219             | 3,251             |
| Interest-bearing liabilities                | 4.2.3 | 90                          | 95                | 102               | 53                | -                 |
| <b>Total current liabilities</b>            | 4.2.2 | <u>5,151</u>                | <u>5,248</u>      | <u>5,319</u>      | <u>5,324</u>      | <u>5,355</u>      |
| <b>Non-current liabilities</b>              |       |                             |                   |                   |                   |                   |
| Provisions                                  |       | 1,103                       | 1,114             | 1,125             | 1,136             | 1,148             |
| Interest-bearing liabilities                | 4.2.3 | 250                         | 155               | 53                | -                 | -                 |
| <b>Total non-current liabilities</b>        | 4.2.2 | <u>1,353</u>                | <u>1,269</u>      | <u>1,178</u>      | <u>1,136</u>      | <u>1,148</u>      |
| <b>Total liabilities</b>                    |       | <u>6,504</u>                | <u>6,517</u>      | <u>6,497</u>      | <u>6,461</u>      | <u>6,503</u>      |
| <b>Net assets</b>                           |       | <u>218,304</u>              | <u>227,689</u>    | <u>233,474</u>    | <u>237,779</u>    | <u>241,595</u>    |
| <b>Equity</b>                               |       |                             |                   |                   |                   |                   |
| Accumulated surplus                         |       | 97,602                      | 106,987           | 112,772           | 117,077           | 120,893           |
| Reserves                                    |       | 120,702                     | 120,702           | 120,702           | 120,702           | 120,702           |
| <b>Total equity</b>                         |       | <u>218,304</u>              | <u>227,689</u>    | <u>233,474</u>    | <u>237,779</u>    | <u>241,595</u>    |
|   |       | -                           | -                 | -                 | -                 | -                 |

**Statement of Changes in Equity**

For the four years ending 30 June 2025

|  | Notes | Total<br>\$'000 | Accumulated<br>Surplus<br>\$'000 | Revaluation<br>Reserve<br>\$'000 | Other<br>Reserves<br>\$'000 |
|--|-------|-----------------|----------------------------------|----------------------------------|-----------------------------|
| <b>2021 Forecast Actual</b>                    |       |                 |                                  |                                  |                             |
| Balance at beginning of the financial year     |       | 211,975         | 91,273                           | -                                | 120,702                     |
| Impact of adoption of new accounting standards |       | -               | -                                | -                                | -                           |
| Adjusted opening balance                       |       | 211,975         | 91,273                           | -                                | 120,702                     |
| Surplus/(deficit) for the year                 |       | 6,329           | 6,329                            | -                                | -                           |
| Net asset revaluation increment/(decrement)    |       | -               | -                                | -                                | -                           |
| Transfers to other reserves                    |       | -               | -                                | -                                | -                           |
| Transfers from other reserves                  |       | -               | -                                | -                                | -                           |
| <b>Balance at end of the financial year</b>    |       | <b>218,304</b>  | <b>97,602</b>                    | <b>-</b>                         | <b>120,702</b>              |
| <b>2022 Budget</b>                             |       |                 |                                  |                                  |                             |
| Balance at beginning of the financial year     |       | 218,304         | 97,602                           | -                                | 120,702                     |
| Surplus/(deficit) for the year                 |       | 9,385           | 9,385                            | -                                | -                           |
| <b>Balance at end of the financial year</b>    | 4.3.2 | <b>227,689</b>  | <b>106,987</b>                   | <b>-</b>                         | <b>120,702</b>              |
| <b>2023</b>                                    |       |                 |                                  |                                  |                             |
| Balance at beginning of the financial year     |       | 227,689         | 106,987                          | -                                | 120,702                     |
| Surplus/(deficit) for the year                 |       | 5,785           | 5,785                            | -                                | -                           |
| <b>Balance at end of the financial year</b>    |       | <b>233,474</b>  | <b>112,772</b>                   | <b>-</b>                         | <b>120,702</b>              |
| <b>2024</b>                                    |       |                 |                                  |                                  |                             |
| Balance at beginning of the financial year     |       | 233,474         | 112,772                          | -                                | 120,702                     |
| Surplus/(deficit) for the year                 |       | 4,305           | 4,305                            | -                                | -                           |
| <b>Balance at end of the financial year</b>    |       | <b>237,779</b>  | <b>117,077</b>                   | <b>-</b>                         | <b>120,702</b>              |
| <b>2025</b>                                    |       |                 |                                  |                                  |                             |
| Balance at beginning of the financial year     |       | 237,779         | 117,077                          | -                                | 120,702                     |
| Surplus/(deficit) for the year                 |       | 3,816           | 3,816                            | -                                | -                           |
| <b>Balance at end of the financial year</b>    |       | <b>241,595</b>  | <b>120,893</b>                   | <b>-</b>                         | <b>120,702</b>              |

**Statement of Cash Flows**

For the four years ending 30 June 2025

| Notes   | Forecast                    | Budget                | Projections           |                       |                       |
|---|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|   | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000     | 2022/23<br>\$'000     | 2023/24<br>\$'000     | 2024/25<br>\$'000     |
|   | Inflows<br>(Outflows)       | Inflows<br>(Outflows) | Inflows<br>(Outflows) | Inflows<br>(Outflows) | Inflows<br>(Outflows) |
| <b>Cash flows from operating activities</b>                         |                             |                       |                       |                       |                       |
| Rates and charges   | 13,998                      | 13,519                | 13,856                | 14,137                | 14,412                |
| Statutory fees and fines  | 444                         | 436                   | 447                   | 456                   | 464                   |
| User fees   | 3,542                       | 3,671                 | 3,762                 | 3,839                 | 3,914                 |
| Grants - operating  | 12,053                      | 10,278                | 10,533                | 10,742                | 10,944                |
| Grants - capital  | 4,334                       | 8,725                 | 5,550                 | 3,835                 | 3,352                 |
| Contributions - monetary  | -                           | 15                    | 15                    | 15                    | 15                    |
| Interest received   | 40                          | 40                    | 41                    | 42                    | 42                    |
| Other receipts  | 3,093                       | 4,222                 | 4,326                 | 4,414                 | 4,500                 |
| Net GST refund / payment  | 1,989                       | 1,795                 | 1,453                 | 1,128                 | 1,139                 |
| Employee costs  | (15,416)                    | (15,922)              | (16,247)              | (16,572)              | (16,902)              |
| Materials and services  | (10,465)                    | (9,303)               | (9,518)               | (9,711)               | (9,900)               |
| Other payments  | (475)                       | (276)                 | (383)                 | (398)                 | (582)                 |
| <b>Net cash provided by/(used in) operating activities</b> 4.4.1    | 13,137                      | 17,200                | 13,835                | 11,926                | 11,401                |
| <b>Cash flows from investing activities</b>                         |                             |                       |                       |                       |                       |
| Payments for property, infrastructure, plant and equipment          | (15,389)                    | (17,797)              | (15,329)              | (11,637)              | (11,894)              |
| Proceeds from sale of property, infrastructure, plant and equipment | 429                         | 744                   | 694                   | 705                   | 715                   |
| <b>Net cash provided by/ (used in) investing activities</b> 4.4.2   | (14,960)                    | (17,053)              | (14,634)              | (10,932)              | (11,179)              |
| <b>Cash flows from financing activities</b>                         |                             |                       |                       |                       |                       |
| Finance costs   | (26)                        | (20)                  | (14)                  | (8)                   | (2)                   |
| Repayment of borrowings   | (116)                       | (90)                  | (95)                  | (102)                 | (53)                  |
| <b>Net cash provided by/(used in) financing activities</b> 4.4.3    | (142)                       | (110)                 | (109)                 | (110)                 | (55)                  |
| <b>Net increase/(decrease) in cash &amp; cash equivalents</b>       | (1,965)                     | 37                    | (909)                 | 884                   | 166                   |
| Cash and cash equivalents at the beginning of the financial year    | 5,621                       | 3,656                 | 3,693                 | 2,784                 | 3,668                 |
| <b>Cash and cash equivalents at the end of the financial year</b>   | 3,656                       | 3,693                 | 2,784                 | 3,668                 | 3,835                 |



**Statement of Capital Works**

For the four years ending 30 June 2025

|  | Notes | Forecast                    | Budget            | Projections       |                   |                   |
|--|-------|-----------------------------|-------------------|-------------------|-------------------|-------------------|
|  |       | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000 | 2022/23<br>\$'000 | 2023/24<br>\$'000 | 2024/25<br>\$'000 |
| <b>Property</b>                                |       |                             |                   |                   |                   |                   |
| Land   |       | -                           | -                 | -                 | -                 | -                 |
| Land improvements                              |       | 1,650                       | -                 | 50                | -                 | -                 |
| <b>Total land</b>                              |       | <b>1,650</b>                | <b>-</b>          | <b>50</b>         | <b>-</b>          | <b>-</b>          |
| Buildings                                      |       | 145                         | 475               | 750               | 750               | 350               |
| Heritage buildings                             |       | -                           | -                 | -                 | -                 | -                 |
| Building improvements                          |       | 556                         | 920               | 150               | 100               | 100               |
| Leasehold improvements                         |       | 280                         | -                 | -                 | -                 | -                 |
| <b>Total buildings</b>                         |       | <b>981</b>                  | <b>1,395</b>      | <b>900</b>        | <b>850</b>        | <b>450</b>        |
| <b>Total property</b>                          |       | <b>2,631</b>                | <b>1,395</b>      | <b>950</b>        | <b>850</b>        | <b>450</b>        |
| <b>Plant and equipment</b>                     |       |                             |                   |                   |                   |                   |
| Plant, machinery and equipment                 |       | 1,181                       | 687               | 822               | 807               | 807               |
| Fixtures, fittings and furniture               |       | -                           | 50                | -                 | -                 | -                 |
| Computers and telecommunications               |       | 350                         | 170               | 190               | 180               | 180               |
| Library books                                  |       | 100                         | 100               | 140               | 100               | 100               |
| <b>Total plant and equipment</b>               |       | <b>1,631</b>                | <b>1,007</b>      | <b>1,152</b>      | <b>1,087</b>      | <b>1,087</b>      |
| <b>Infrastructure</b>                          |       |                             |                   |                   |                   |                   |
| Roads  |       | 4,165                       | 3,964             | 2,920             | 2,900             | 4,835             |
| Bridges  |       | 406                         | 300               | -                 | -                 | 300               |
| Footpaths and cycleways                        |       | 148                         | 2,504             | 2,552             | 1,118             | 1,295             |
| Drainage                                       |       | -                           | 1,314             | 110               | 650               | 899               |
| Recreational, leisure and community facilities |       | 3,157                       | 3,092             | 2,745             | 2,960             | 1,525             |
| Waste management                               |       | -                           | 60                | 980               | 300               | -                 |
| Parks, open space and streetscapes             |       | 828                         | 2,110             | 2,170             | 355               | 60                |
| Other infrastructure                           |       | 1,024                       | 433               | 356               | 359               | 362               |
| <b>Total infrastructure</b>                    |       | <b>9,728</b>                | <b>13,777</b>     | <b>11,833</b>     | <b>8,642</b>      | <b>9,276</b>      |
| <b>Total capital works expenditure</b> 4.5.1   |       | <b>13,990</b>               | <b>16,179</b>     | <b>13,935</b>     | <b>10,579</b>     | <b>10,813</b>     |
| <b>Represented by:</b>                         |       |                             |                   |                   |                   |                   |
| New asset expenditure                          |       | 5,020                       | 7,819             | 6,796             | 2,830             | 2,070             |
| Asset renewal expenditure                      |       | 7,200                       | 6,500             | 4,537             | 4,497             | 5,281             |
| Asset expansion expenditure                    |       | 638                         | 983               | 580               | 375               | 215               |
| Asset upgrade expenditure                      |       | 1,132                       | 876               | 2,023             | 2,878             | 3,248             |
| <b>Total capital works expenditure</b> 4.5.1   |       | <b>13,990</b>               | <b>16,179</b>     | <b>13,935</b>     | <b>10,579</b>     | <b>10,813</b>     |
| <b>Funding sources represented by:</b>         |       |                             |                   |                   |                   |                   |
| Grants   |       | 6,227                       | 10,099            | 6,579             | 5,024             | 4,639             |
| Contributions                                  |       | 78                          | 15                | 15                | 15                | 15                |
| Council cash                                   |       | 7,685                       | 6,065             | 7,341             | 5,540             | 6,159             |
| Borrowings                                     |       | -                           | -                 | -                 | -                 | -                 |
| <b>Total capital works expenditure</b> 4.5.1   |       | <b>13,990</b>               | <b>16,179</b>     | <b>13,935</b>     | <b>10,579</b>     | <b>10,813</b>     |

**Statement of Human Resources**

For the four years ending 30 June 2025

|                                | Forecast      | Budget        | Projections   |               |               |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|
|                                | Actual        |               |               |               |               |
|                                | 2020/21       | 2021/22       | 2022/23       | 2023/24       | 2024/25       |
|                                | \$'000        | \$'000        | \$'000        | \$'000        | \$'000        |
| <b>Staff expenditure</b>       |               |               |               |               |               |
| Employee costs - operating     | 15,455        | 15,932        | 16,251        | 16,576        | 16,907        |
| Employee costs - capital       | 686           | 403           | 411           | 419           | 428           |
| <b>Total staff expenditure</b> | <b>16,141</b> | <b>16,335</b> | <b>16,662</b> | <b>16,995</b> | <b>17,335</b> |
|                                | FTE           | FTE           | FTE           | FTE           | FTE           |
| <b>Staff numbers</b>           |               |               |               |               |               |
| Employees                      | 186.35        | 186.35        | 186.35        | 186.35        | 186.35        |
| <b>Total staff numbers</b>     | <b>186.35</b> | <b>186.35</b> | <b>186.35</b> | <b>186.35</b> | <b>186.35</b> |

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

| Department                               | Budget<br>2021/22<br>\$'000 | Comprises           |                     |                  |  |
|--|-----------------------------|---------------------|---------------------|------------------|--|
|  |                             | Permanent           |                     |                  | Temporary<br>Vacant or<br>Seasonal<br>\$'000 |
|  |                             | Full Time<br>\$'000 | Part time<br>\$'000 | Casual<br>\$'000 |  |
| Chief Executive Officer                  | 342                         | 342                 | -                   | -                | -  |
| Community Wellbeing                      | 7,777                       | 2,555               | 4,183               | 645              | 394  |
| Corporate Services                       | 2,373                       | 1,594               | 507                 | 72               | 200  |
| Infrastructure Services                  | 4,966                       | 4,474               | 341                 | 134              | 16   |
| Strategic Development                    | 474                         | 330                 | 105                 | 9                | 29   |
| <b>Total permanent staff expenditure</b> | <b>15,932</b>               | <b>9,296</b>        | <b>5,136</b>        | <b>861</b>       | <b>639</b>                                   |
| Other employee related expenditure       | -                           |                     |                     |                  |  |
| Capitalised labour costs                 | 403                         |                     |                     |                  |  |
| <b>Total expenditure</b>                 | <b>16,335</b>               |                     |                     |                  |  |

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

| Department                               | Budget<br>2021/22 | Comprises    |              |              |                                    |
|--|-------------------|--------------|--------------|--------------|------------------------------------|
|  |                   | Permanent    |              |              | Temporary<br>Vacant or<br>Seasonal |
|  |                   | Full Time    | Part time    | Casual       |                                    |
| Chief Executive Officer                  | 2.00              | 2.00         | -            | -            | -                                  |
| Community Wellbeing                      | 92.14             | 26.00        | 49.72        | 7.70         | 8.72                               |
| Corporate Services                       | 24.38             | 15.00        | 6.59         | 0.79         | 2.00                               |
| Infrastructure Services                  | 59.05             | 52.00        | 5.16         | 1.68         | 0.21                               |
| Strategic Development                    | 4.79              | 3.00         | 1.26         | 0.11         | 0.42                               |
| <b>Total permanent staff expenditure</b> | <b>182.35</b>     | <b>98.00</b> | <b>62.73</b> | <b>10.28</b> | <b>11.35</b>                       |
| Other employee related                   | -                 |              |              |              |                                    |
| Capitalised labour costs                 | 4.00              |              |              |              |                                    |
| <b>Total staff</b>                       | <b>186.35</b>     |              |              |              |                                    |

**Summary of Planned Human Resources Expenditure  
For the four years ended 30 June 2025**

|  | 2021/22<br>\$'000 | 2022/23<br>\$'000 | 2023/24<br>\$'000 | 2024/25<br>\$'000 |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>Chief Executive Officer</b>                             |                   |                   |                   |                   |
| Permanent - Full time                                      | 342               | 349               | 356               | 363               |
| Female   | 94                | 95                | 97                | 99                |
| Male   | 249               | 254               | 259               | 264               |
| Permanent - Part time                                      | 0                 | 0                 | 0                 | 0                 |
| <b>Total - Chief Executive Officer</b>                     | <b>342</b>        | <b>349</b>        | <b>356</b>        | <b>363</b>        |
| <b>Community Wellbeing</b>                                 |                   |                   |                   |                   |
| Permanent - Full time                                      | 2,555             | 2,606             | 2,658             | 2,711             |
| Female   | 2,077             | 2,119             | 2,161             | 2,204             |
| Male   | 478               | 487               | 497               | 507               |
| Permanent - Part time                                      | 4,183             | 4,267             | 4,352             | 4,439             |
| Female   | 3,980             | 4,059             | 4,141             | 4,223             |
| Male   | 203               | 207               | 211               | 215               |
| <b>Total - Community Wellbeing</b>                         | <b>6,738</b>      | <b>6,872</b>      | <b>7,010</b>      | <b>7,150</b>      |
| <b>Corporate Services</b>                                  |                   |                   |                   |                   |
| Permanent - Full time                                      | 1,594             | 1,626             | 1,659             | 1,692             |
| Female   | 1,218             | 1,242             | 1,267             | 1,293             |
| Male   | 376               | 384               | 391               | 399               |
| Permanent - Part time                                      | 507               | 517               | 527               | 538               |
| Female   | 507               | 517               | 527               | 538               |
| Male   | 0                 | 0                 | 0                 | 0                 |
| <b>Total - Corporate Services</b>                          | <b>2,101</b>      | <b>2,143</b>      | <b>2,186</b>      | <b>2,230</b>      |
| <b>Infrastructure Services</b>                             |                   |                   |                   |                   |
| Permanent - Full time                                      | 4,474             | 4,564             | 4,655             | 4,748             |
| Female   | 556               | 567               | 578               | 590               |
| Male   | 3,919             | 3,997             | 4,077             | 4,159             |
| Permanent - Part time                                      | 341               | 348               | 355               | 362               |
| Female   | 269               | 274               | 280               | 285               |
| Male   | 72                | 74                | 75                | 77                |
| <b>Total - Infrastructure Services</b>                     | <b>4,816</b>      | <b>4,912</b>      | <b>5,010</b>      | <b>5,111</b>      |
| <b>Strategic Development</b>                               |                   |                   |                   |                   |
| Permanent - Full time                                      | 330               | 337               | 344               | 351               |
| Female   | 94                | 95                | 97                | 99                |
| Male   | 237               | 242               | 246               | 251               |
| Permanent - Part time                                      | 105               | 107               | 109               | 112               |
| Female   | 105               | 107               | 109               | 112               |
| Male   | 0                 | 0                 | 0                 | 0                 |
| <b>Total - Strategic Development</b>                       | <b>435</b>        | <b>444</b>        | <b>453</b>        | <b>462</b>        |
| <b>Casuals, Temporary, Vacant and Seasonal Expenditure</b> | <b>1,500</b>      | <b>1,530</b>      | <b>1,560</b>      | <b>1,592</b>      |
| <b>Capitalised labour costs</b>                            | <b>403</b>        | <b>411</b>        | <b>419</b>        | <b>428</b>        |
| <b>Total staff expenditure</b>                             | <b>16,335</b>     | <b>16,662</b>     | <b>16,995</b>     | <b>17,335</b>     |

|  | 2021/22       | 2022/23       | 2023/24       | 2024/25       |
|--|---------------|---------------|---------------|---------------|
|  | FTE           | FTE           | FTE           | FTE           |
| <b>Chief Executive Officer</b>                       |               |               |               |               |
| Permanent - Full time                                | 2.0           | 2.0           | 2.0           | 2.0           |
| Female   | 1.0           | 1.0           | 1.0           | 1.0           |
| Male   | 1.0           | 1.0           | 1.0           | 1.0           |
| <b>Total - Chief Executive Officer</b>               | <b>2.00</b>   | <b>2.0</b>    | <b>2.0</b>    | <b>2.0</b>    |
| <b>Community Wellbeing</b>                           |               |               |               |               |
| Permanent - Full time                                | 26.0          | 26.0          | 26.0          | 26.0          |
| Female   | 21.0          | 21.0          | 21.0          | 21.0          |
| Male   | 5.0           | 5.0           | 5.0           | 5.0           |
| Permanent - Part time                                | 49.7          | 49.7          | 49.7          | 49.7          |
| Female   | 46.9          | 46.9          | 46.9          | 46.9          |
| Male   | 2.8           | 2.8           | 2.8           | 2.8           |
| <b>Total - Community Wellbeing</b>                   | <b>75.72</b>  | <b>75.72</b>  | <b>75.72</b>  | <b>75.72</b>  |
| <b>Corporate Services</b>                            |               |               |               |               |
| Permanent - Full time                                | 15.0          | 15.0          | 15.0          | 15.0          |
| Female   | 12.0          | 12.0          | 12.0          | 12.0          |
| Male   | 3.0           | 3.0           | 3.0           | 3.0           |
| Permanent - Part time                                | 6.6           | 6.6           | 6.6           | 6.6           |
| Female   | 6.6           | 6.6           | 6.6           | 6.6           |
| Male   | 0.0           | 0.0           | 0.0           | 0.0           |
| <b>Total - Corporate Services</b>                    | <b>21.59</b>  | <b>21.59</b>  | <b>21.59</b>  | <b>21.59</b>  |
| <b>Infrastructure Services</b>                       |               |               |               |               |
| Permanent - Full time                                | 52.0          | 52.0          | 52.0          | 52.0          |
| Female   | 6.0           | 6.0           | 6.0           | 6.0           |
| Male   | 46.0          | 46.0          | 46.0          | 46.0          |
| Permanent - Part time                                | 5.2           | 5.2           | 5.2           | 5.2           |
| Female   | 4.0           | 4.0           | 4.0           | 4.0           |
| Male   | 1.1           | 1.1           | 1.1           | 1.1           |
| <b>Total - Infrastructure Services</b>               | <b>57.16</b>  | <b>57.16</b>  | <b>57.16</b>  | <b>57.16</b>  |
| <b>Strategic Development</b>                         |               |               |               |               |
| Permanent - Full time                                | 3.0           | 3.0           | 3.0           | 3.0           |
| Female   | 1.0           | 1.0           | 1.0           | 1.0           |
| Male   | 2.0           | 2.0           | 2.0           | 2.0           |
| Permanent - Part time                                | 1.3           | 1.3           | 1.3           | 1.3           |
| Female   | 1.3           | 1.3           | 1.3           | 1.3           |
| <b>Total - Strategic Development</b>                 | <b>4.26</b>   | <b>4.26</b>   | <b>4.26</b>   | <b>4.26</b>   |
| <b>Casuals, Temporary, Vacant and Seasonal Staff</b> | <b>21.63</b>  | <b>21.63</b>  | <b>21.63</b>  | <b>21.63</b>  |
| <b>Capitalised labour</b>                            | <b>4.00</b>   | <b>4.00</b>   | <b>4.00</b>   | <b>4.00</b>   |
| <b>Total staff numbers</b>                           | <b>186.35</b> | <b>186.35</b> | <b>186.35</b> | <b>186.35</b> |

#### 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

#### 4.1 Comprehensive Income Statement

##### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

Council's Draft Revenue and Rating Plan will be released along with this Proposed Budget document.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.5% in line with the rate cap.

The kerbside, recycling and greenwaste collection charge is to increase by 4.0% on average. This increase is due to a significant increase in EPA levy and Material Recovery Facility Fee. The municipal charge will remain at the same level as 2020/2021.

This will raise total rates and charges for 2021/22 to \$13.729 million.

2020/21 valuations are based on the rate book data in November 2020 after the first batch of supplementary valuations for 2020/21 had been processed. 2021/22 valuations are as at the rate book data on 15 March 2021. Council is awaiting valuation data for 2021/22 from the Valuer General's office. Calculation of rates in this Draft Budget is based on current valuation figures.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

|                                | 2020/21<br>Forecast Actual | 2021/22<br>Budget | Change         | %            |
|--------------------------------|----------------------------|-------------------|----------------|--------------|
| General Rates*                 | 10,669,544                 | 10,834,790        | 165,247        | 1.55%        |
| Municipal charge*              | 640,200                    | 644,500           | 4,300          | 0.67%        |
| Waste management charge        | 1,955,536                  | 2,033,808         | 78,272         | 4.00%        |
| Interest on rates and charges  | 114,140                    | 107,000           | (7,140)        | -6.26%       |
| Revenue in lieu of rates       | 118,313                    | 119,715           | 1,402          | 1.18%        |
| <b>Total rates and charges</b> | <b>13,497,733</b>          | <b>13,739,813</b> | <b>242,081</b> | <b>1.79%</b> |

\*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

| Type or class of land               | 2020/21<br>cents/\$CIV* | 2021/22<br>cents/\$CIV* | Change |
|-------------------------------------|-------------------------|-------------------------|--------|
| Residential properties              | 0.006323                | 0.006415                | 1.46%  |
| Commercial/industrial properties    | 0.006496                | 0.006688                | 2.96%  |
| Farm irrigation district properties | 0.005318                | 0.005397                | 1.49%  |
| Farm dryland properties             | 0.004292                | 0.004358                | 1.53%  |
| Cultural and recreation properties  | 0.003161                | 0.003213                | 1.66%  |

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

| Type or class of land                             | 2020/21           | 2021/22           | Change         |              |
|---|-------------------|-------------------|----------------|--------------|
|   |                   |                   | \$'000         | %            |
| Residential properties                            | 5,827,256         | 5,917,215         | 89,959         | 1.54%        |
| Commercial/industrial properties                  | 889,768           | 903,887           | 14,119         | 1.59%        |
| Farm irrigation district properties               | 2,681,835         | 2,723,512         | 41,677         | 1.55%        |
| Farm dryland properties                           | 1,259,432         | 1,278,737         | 19,305         | 1.53%        |
| Cultural and recreation properties                | 11,253            | 11,440            | 187            | 1.66%        |
| <b>Total amount to be raised by general rates</b> | <b>10,669,544</b> | <b>10,834,790</b> | <b>165,247</b> | <b>1.55%</b> |

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

| Type or class of land               | 2020/21<br>Number | 2021/22<br>Number | Change    |              |
|-------------------------------------|-------------------|-------------------|-----------|--------------|
|                                     |                   |                   | Number    | %            |
| Residential properties              | 4,702             | 4,745             | 43        | 0.91%        |
| Commercial/industrial properties    | 522               | 522               | -         | 0.00%        |
| Farm irrigation district properties | 1,191             | 1,204             | 13        | 1.09%        |
| Farm dryland properties             | 439               | 443               | 4         | 0.91%        |
| Cultural and recreation properties  | 11                | 11                | -         | 0.00%        |
| <b>Total number of assessments</b>  | <b>6,865</b>      | <b>6,925</b>      | <b>60</b> | <b>0.87%</b> |

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

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

| Type or class of land               | 2020/21<br>\$'000 | 2021/22<br>\$'000 | Change       |               |
|-------------------------------------|-------------------|-------------------|--------------|---------------|
|                                     |                   |                   | \$'000       | %             |
| Residential properties              | 921,597           | 922,392           | 795          | 0.09%         |
| Commercial/industrial properties    | 136,972           | 135,148           | (1,824)      | -1.33%        |
| Farm irrigation district properties | 504,294           | 504,630           | 336          | 0.07%         |
| Farm dryland properties             | 293,437           | 293,437           | -            | 0.00%         |
| Cultural and recreation properties  | 3,560             | 3,560             | -            | 0.00%         |
| <b>Total value of land</b>          | <b>1,859,859</b>  | <b>1,859,166</b>  | <b>(693)</b> | <b>-0.04%</b> |

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

| Type of Charge | Per Rateable Property |         | Change  |
|----------------|-----------------------|---------|---------|
|                | 2020/21               | 2021/22 |         |
|                | \$                    | \$      |         |
| Municipal      | 100                   | 100     | - 0.00% |

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

| Type of Charge | 2020/21<br>\$ | 2021/22<br>\$ | Change |       |
|----------------|---------------|---------------|--------|-------|
|                |               |               | \$     | %     |
| Municipal      | 640,200       | 644,500       | 4,300  | 0.67% |

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

| Type of Charge                    | Per Rateable Property | Per Rateable Property | Change |       |
|-----------------------------------|-----------------------|-----------------------|--------|-------|
|                                   | 2020/21               | 2021/22               | \$     | %     |
| Kerbside collection 120 litre bin | 357                   | 368                   | 11     | 3.08% |
| Kerbside collection 240 litre bin | 512                   | 528                   | 16     | 3.13% |
| Greenwaste collection             | 56                    | 59                    | 3      | 5.36% |
|                                   | 925                   | 955                   | 30     | 3.24% |

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

| Type of Charge                    | 2020/21          | 2021/22          | Change        |              |
|-----------------------------------|------------------|------------------|---------------|--------------|
|                                   | \$               | \$               | \$            | %            |
| Kerbside collection 120 litre bin | 1,539,384        | 1,585,344        | 45,960        | 2.99%        |
| Kerbside collection 240 litre bin | 359,424          | 383,328          | 23,904        | 6.65%        |
| Greenwaste collection             | 56,728           | 65,136           | 8,408         | 14.82%       |
| <b>Total</b>                      | <b>1,955,536</b> | <b>2,033,808</b> | <b>78,272</b> | <b>4.00%</b> |

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

|                                   | 2020/21           | 2021/22           | Change         |              |
|-----------------------------------|-------------------|-------------------|----------------|--------------|
|                                   | \$'000            | \$'000            | \$'000         | %            |
| General rates                     | 10,669,544        | 10,834,790        | 165,247        | 1.55%        |
| Municipal charge                  | 640,200           | 644,500           | 4,300          | 0.67%        |
| <b>Total Rates</b>                | <b>11,309,744</b> | <b>11,479,290</b> | <b>169,547</b> | <b>1.50%</b> |
| Kerbside collection and recycling | 1,955,536         | 2,033,808         | 78,272         | 4.00%        |
| Revenue in lieu of rates          | 118,313           | 119,715           | 1,402          | 1.18%        |
| <b>Total Rates and charges</b>    | <b>13,383,593</b> | <b>13,632,813</b> | <b>249,221</b> | <b>1.86%</b> |

4.1.1(l) Fair Go Rates System Compliance

Gannawarra Shire Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

|  | 2020/21      | 2021/22      |
|--|--------------|--------------|
| Total Rates (Excluding Cultural and recreation properties) | \$11,297,391 | \$11,466,751 |
| Number of rateable properties                              | 6,914        | 6,914        |
| Base Average Rate  | \$ 1,614.09  | \$ 1,633.99  |
| Maximum Rate Increase (set by the State Government)        | 2.00%        | 1.50%        |
| Council Rate Increase                                      | 1.50%        | 1,658.5      |
| Capped Average Rate  | \$ 1,638.30  | \$ 1,658.5   |
| Maximum General Rates and Municipal Charges Revenue        | \$11,234,864 | \$11,466,851 |
| Budgeted General Rates and Municipal Charges Revenue       | \$11,179,791 | \$11,466,751 |
| Budgeted Supplementary Rates                               | \$ 113,569   | \$ -         |
| Budgeted Total Rates and Municipal Charges Revenue         | \$11,293,360 | \$11,466,751 |

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

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

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

## 4.1.1(n) Differential rates

**Rates to be levied**

The rate and amount of rates payable in relation to land in each category of differential are:

- \* A general rate of 0.6415% (0.006415 Cents in the dollar of CIV) for all rateable Residential properties
- \* A general rate of 0.6688% (0.006688 Cents in the dollar of CIV) for all rateable Commercial/industrial properties
- \* A general rate of 0.5397% (0.005397 Cents in the dollar of CIV) for all rateable Farm irrigation district properties
- \* A general rate of 0.4358% (0.004358 Cents in the dollar of CIV) for all rateable Farm dryland properties
- \* A general rate of 0.3213% (0.003213 Cents in the dollar of CIV) for all rateable Cultural and recreation properties

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

**Commercial/industrial land**

Commercial/industrial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- Unoccupied but zoned commercial or industrial under the Gannawarra Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to commercial land. The vacant land affected by this rate is that which is zoned commercial and/or industrial under the Gannawarra Planning Scheme. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2020/21 financial year.



**General Residential land**

Residential land is any land, which is:

- Occupied for the principal purpose of physically accommodating persons; or
- Unoccupied land which is not classified as commercial/industrial land, farm irrigation district land or farm

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

The characteristics of planning scheme zoning are applicable to the determination of vacant land which will be subject to the rate applicable to residential land. The vacant land affected by this rate is that which is zoned residential under the Gannawarra Planning Scheme. The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2020/21 financial year.

**Farmland Irrigation District land**

Farmland Irrigation District land is any land, which is farmland that is in the irrigation district defined by the relevant Water Authority within the Gannawarra Shire Council boundaries; or unoccupied but zoned farmland under the Gannawarra Planning Scheme and which is not commercial/industrial land, general/residential land or farmland (dryland).

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets
- Development and provision of health and community services
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

**Farmland (dryland)**

Farmland (dryland) is any land, which is farmland that is not defined as farmland irrigation district land or unoccupied but zoned farmland under the Gannawarra Planning Scheme and which is not commercial/industrial, general/residential or farmland irrigation district land.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets
- Development and provision of health and community services
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above. The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the shire district, without reference to ward boundaries. The use of the land within this differential rate, in the case of improved land, is any use of land.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the shire district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improved land, is any use of land.

#### 4.1.2 Statutory fees and fines

|                                       | Forecast   | Budget     | Change      |                |
|---------------------------------------|------------|------------|-------------|----------------|
|                                       | Actual     | 2021/22    | \$'000      | %              |
|                                       | 2020/21    | \$'000     | \$'000      | %              |
| Local Laws                            | 118        | 102        | (17)        | -14.32%        |
| Planning fees                         | 170        | 170        | -           | 0.00%          |
| Building fees                         | 143        | 120        | (23)        | -16.07%        |
| Other                                 | 13         | 8          | (5)         | -39.09%        |
| <b>Total statutory fees and fines</b> | <b>444</b> | <b>399</b> | <b>(45)</b> | <b>-10.12%</b> |

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

#### 4.1.3 User fees

|                                | Forecast     | Budget       | Change     |              |
|--------------------------------|--------------|--------------|------------|--------------|
|                                | Actual       | 2021/22      | \$'000     | %            |
|                                | 2020/21      | \$'000       | \$'000     | %            |
| Aged and health services       | 421          | 455          | 34         | 8.17%        |
| Arts & culture                 | 21           | 19           | (1)        | -7.10%       |
| Chargeable Works               | 598          | 660          | 62         | 10.40%       |
| Local Laws                     | 18           | 22           | 4          | 20.59%       |
| Waste management               | 145          | 152          | 7          | 4.94%        |
| Swimming areas                 | 86           | 129          | 44         | 51.34%       |
| Halls and recreation           | 14           | 30           | 16         | 116.76%      |
| Child care/children's programs | 1,845        | 1,812        | (32)       | -1.76%       |
| Other User fees                | 74           | 78           | 5          | 6.09%        |
| <b>Total user fees</b>         | <b>3,221</b> | <b>3,359</b> | <b>138</b> | <b>4.29%</b> |

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include separate rating schemes, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home help services.

Council's user fees are reviewed on an annual basis and is weighed to balance affordability, encourage usage, cost recovery and raise sufficient revenue in line with prudent financial management practices. The 2021/22 user fees and charges were reviewed as part of the budget process.

As part of the response to the COVID pandemic, Council reduced and waived fees in a number of areas to support small business and community groups.

#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

|  | Forecast      | Budget        | Change       |            |
|--|---------------|---------------|--------------|------------|
|  | Actual        | 2021/22       | \$'000       | %          |
|  | 2020/21       | \$'000        | \$'000       | %          |
| <b>Grants were received in respect of the following:</b> |               |               |              |            |
| Summary of grants  |               |               |              |            |
| Commonwealth funded grants                               | 11,785        | 14,150        | 2,365        | 20%        |
| State funded grants                                      | 5,469         | 4,975         | (494)        | -9%        |
| <b>Total grants received</b>                             | <b>17,254</b> | <b>19,125</b> | <b>1,871</b> | <b>11%</b> |

|  | Forecast<br>Actual<br>2020/21<br>\$'000 | Budget<br>2021/22<br>\$'000 | Change         |              |
|--|---|-----------------------------|----------------|--------------|
|  |   |                             | \$'000         | %            |
| <b>(a) Operating Grants</b>                    |   |                             |                |              |
| <b>Recurrent - Commonwealth Government</b>     |   |                             |                |              |
| Financial Assistance Grants                    | 5,773                                   | 5,897                       | 124            | 2%           |
| Family day care                                | 120                                     | 80                          | (40)           | -33%         |
| General home care                              | 1,007                                   | 849                         | (158)          | -16%         |
| Roads to Recovery                              | 1,977                                   | 1,318                       | (659)          | -33%         |
| <b>Recurrent - State Government</b>            |   |                             |                |              |
| Children Services                              | 1,016                                   | 952                         | (64)           | -6%          |
| Aged care                                      | 638                                     | 342                         | (297)          | -46%         |
| School crossing supervisors                    | 24                                      | 25                          | 1              | 3%           |
| Public Health                                  | 31                                      | 30                          | (1)            | -3%          |
| Libraries                                      | 139                                     | 157                         | 18             | 13%          |
| Maternal and child health                      | 341                                     | 304                         | (37)           | -11%         |
| Recreation                                     | 264                                     | 265                         | 1              | 0.3%         |
| Working for Victoria (COVID stimulus)          | 355                                     | -                           | (355)          | -100%        |
| Roadside Weed & Pest Control                   | 62                                      | 62                          | 0              | 0%           |
| Municipal Emergency                            | 60                                      | 60                          | -              | 0%           |
| Other  | 229                                     | -                           | (229)          | -100%        |
| <b>Total recurrent grants</b>                  | <b>12,037</b>                           | <b>10,342</b>               | <b>(1,696)</b> | <b>-14%</b>  |
| <b>Non-recurrent - Commonwealth Government</b> |   |                             |                |              |
| Community resilience support program           | 947                                     | -                           | (947)          | -100%        |
| Public Health                                  | -                                       | 2                           | 2              | 100%         |
| Other  | 20                                      | -                           | (20)           | -100%        |
| <b>Total non-recurrent grants</b>              | <b>967</b>                              | <b>2</b>                    | <b>(965)</b>   | <b>-100%</b> |
| <b>Total operating grants</b>                  | <b>13,004</b>                           | <b>10,344</b>               | <b>(2,661)</b> | <b>-20%</b>  |
| <b>(b) Capital Grants</b>                      |   |                             |                |              |
| <b>Recurrent - Commonwealth Government</b>     |   |                             |                |              |
| Libraries                                      | 6                                       | 6                           | -              | 0%           |
| <b>Total recurrent grants</b>                  | <b>6</b>                                | <b>6</b>                    | <b>-</b>       | <b>0%</b>    |
| <b>Non-recurrent - Commonwealth Government</b> |   |                             |                |              |
| Land Improvements                              | 400                                     | -                           | (400)          | -100%        |
| Buildings                                      | 99                                      | 376                         | 277            | 280%         |
| Bridges  | 110                                     | -                           | (110)          | -100%        |
| Footpaths                                      | -                                       | 2,200                       | 2,200          | 100%         |
| Underground Drainage                           | -                                       | 1,154                       | 1,154          | 100%         |
| Recreation & Leisure                           | 1,132                                   | 853                         | (279)          | -25%         |
| Parks & Streetscapes                           | 70                                      | 1,415                       | 1,345          | 1921%        |
| Other  | 125                                     | -                           | (125)          | -100%        |
| <b>Non-recurrent - State Government</b>        |   |                             |                |              |
| Land Improvements                              | 500                                     | -                           | (500)          | -100%        |
| Buildings                                      | 315                                     | 557                         | 243            | 77%          |
| Information Technology                         | 104                                     | -                           | (104)          | -100%        |
| Bridges  | -                                       | 150                         | 150            | 100%         |
| Footpaths                                      | 318                                     | -                           | (318)          | -100%        |
| Recreation & Leisure                           | 500                                     | 1,000                       | 500            | 100%         |
| Parks & Streetscapes                           | 320                                     | 1,070                       | 750            | 234%         |
| Other  | 252                                     | -                           | (252)          | -100%        |
| <b>Total non-recurrent grants</b>              | <b>4,244</b>                            | <b>8,775</b>                | <b>4,531</b>   | <b>107%</b>  |
| <b>Total capital grants</b>                    | <b>4,250</b>                            | <b>8,781</b>                | <b>4,531</b>   | <b>107%</b>  |
| <b>Total Grants</b>                            | <b>17,254</b>                           | <b>19,125</b>               | <b>1,871</b>   | <b>11%</b>   |

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers.

The Victoria Grants Commission (VGC) have not given an indication that there will be a grant in advance payment for 2021/22, this budget has been prepared on the basis that the practice of the VGC paying 50% of the grant in advance will continue and as such a full years grant allocation is shown for 2021/22.

Roads to Recovery funding for 2020/21 included an extra \$659,000 as part of the Federal Government's drought relief program. The 2021/22 budget is based on Council annual allocation.

During 2020/21, Council received additional grant funding as part of Federal & state Government response to COVID-19.

Details on grants received for capital works has been included under the capital works program.

#### 4.1.5 Contributions

|                                    | Forecast                    | Budget            | Change       |                |
|------------------------------------|-----------------------------|-------------------|--------------|----------------|
|                                    | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000 | \$'000       | %              |
| Contributions and donations        | 104                         | 45                | (59)         | -56.88%        |
| Monetary - Major projects          | 79                          | -                 | (79)         | -100.00%       |
| Monetary - Developer contributions | 5                           | 15                | 9            | 174.77%        |
| <b>Total contributions</b>         | <b>188</b>                  | <b>60</b>         | <b>(129)</b> | <b>-68.28%</b> |

Monetary - Major project contributions are contributions made by various community groups toward improvements on council owned land and facilities. Monetary - Developer contributions are monetary contributions made in lieu of the provision of recreational land in subdivisions.

#### 4.1.6 Other income

|                            | Forecast                    | Budget            | Change     |               |
|----------------------------|-----------------------------|-------------------|------------|---------------|
|                            | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000 | \$'000     | %             |
| Interest                   | 25                          | 40                | 15         | 62.58%        |
| Investment property rental | 259                         | 282               | 23         | 9.00%         |
| Reimbursements             | 2,745                       | 3,425             | 680        | 24.76%        |
| <b>Total other income</b>  | <b>3,029</b>                | <b>3,747</b>      | <b>718</b> | <b>23.72%</b> |

Other income includes interest from investments, rental from investment properties and reimbursements for children services and services provided under the National Disability Insurance Scheme.

The increase in reimbursements represents the projected growth in NDIS services provided by Council.

#### 4.1.7 Employee costs

|                             | Forecast                    | Budget            | Change     |              |
|-----------------------------|-----------------------------|-------------------|------------|--------------|
|                             | Actual<br>2020/21<br>\$'000 | 2021/22<br>\$'000 | \$'000     | %            |
| Wages and salaries          | 13,771                      | 14,270            | 499        | 3.62%        |
| WorkCover                   | 212                         | 201               | (11)       | -5.26%       |
| Superannuation              | 1,194                       | 1,142             | (52)       | -4.35%       |
| FBT                         | 96                          | 106               | 10         | 10.42%       |
| Other wages                 | 182                         | 213               | 32         | 17.46%       |
| <b>Total employee costs</b> | <b>15,455</b>               | <b>15,932</b>     | <b>477</b> | <b>3.09%</b> |

Employee costs are forecast to increase by 3.6% compared to 2020/21. The increase can be attributed to the following factors:

Wage increase of 2.2% as part of the Enterprise Bargaining Agreement plus movements within band levels by employees during the term of the budget.

Additional staff have been employed to meet the increase in the level of service required under the National Disability Insurance Scheme (NDIS). This increased employee cost is offset by reimbursement income. Other employee costs include staff recruitment, training and various allowances such as on-call, availability and travel.

#### 4.1.8 Materials and services

|                                     | Forecast                    |                             | Change       |               |
|-------------------------------------|-----------------------------|-----------------------------|--------------|---------------|
|                                     | Actual<br>2020/21<br>\$'000 | Budget<br>2021/22<br>\$'000 | \$'000       | %             |
| Operational materials               | 2,315                       | 2,188                       | (127)        | -5.48%        |
| Operational services                | 3,996                       | 3,758                       | (238)        | -5.96%        |
| Contract payments                   | 195                         | 84                          | (111)        | -56.80%       |
| Corporate strategies and reviews    | 140                         | 40                          | (100)        | -71.43%       |
| Building maintenance                | 89                          | 74                          | (15)         | -16.85%       |
| Utilities                           | 423                         | 408                         | (15)         | -3.53%        |
| Office administration               | 447                         | 491                         | 44           | 9.88%         |
| Information technology              | 496                         | 552                         | 56           | 11.29%        |
| Bank charges                        | 28                          | 34                          | 6            | 20.67%        |
| Insurance                           | 407                         | 429                         | 22           | 5.40%         |
| Consultants                         | 242                         | 245                         | 3            | 1.09%         |
| Ops - Contributions                 | 451                         | 192                         | (259)        | -57.46%       |
| <b>Total materials and services</b> | <b>9,229</b>                | <b>8,495</b>                | <b>(735)</b> | <b>-7.96%</b> |

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. Materials and services are forecast to decrease by 7.9% compared to 2020/21 due to the completion of grant funded drought programs in 2020/21.

Waste collection and disposal costs have increased significant due to an increase in EPA levy and increase in Material Resource Recovery Facility Fee.

**4.1.9 Depreciation**

|                           | Forecast     | Budget       | Change     |              |
|---------------------------|--------------|--------------|------------|--------------|
|                           | Actual       | 2021/22      | \$'000     | %            |
|                           | 2020/21      | 2021/22      |            |              |
|                           | \$'000       | \$'000       |            |              |
| Land improvements         | 118          | 103          | (15)       | -12.64%      |
| Buildings                 | 545          | 547          | 1          | 0.22%        |
| Office equipment          | 224          | 251          | 27         | 12.00%       |
| Library books             | 72           | 76           | 5          | 6.34%        |
| Plant & equipment         | 894          | 976          | 82         | 9.21%        |
| Roads                     | 2,858        | 2,911        | 52         | 1.83%        |
| Bridges                   | 255          | 260          | 5          | 2.00%        |
| Footpaths                 | 144          | 144          | 0          | 0.19%        |
| Kerb & channel            | 226          | 225          | (1)        | -0.23%       |
| Parks & streetscape       | 47           | 83           | 36         | 75.99%       |
| Recreation & leisure      | 315          | 374          | 58         | 18.51%       |
| Waste management          | 51           | 50           | (1)        | -1.79%       |
| Aerodrome                 | 79           | 78           | (1)        | -1.08%       |
| Drainage                  | 246          | 261          | 15         | 6.24%        |
| Other infrastructure      | 270          | 299          | 29         | 10.62%       |
| <b>Total depreciation</b> | <b>6,345</b> | <b>6,639</b> | <b>294</b> | <b>4.63%</b> |

**4.1.10 Other expenses**

|                                | Forecast   | Budget     | Change       |                |
|--------------------------------|------------|------------|--------------|----------------|
|                                | Actual     | 2021/22    | \$'000       | %              |
|                                | 2020/21    | 2021/22    |              |                |
|                                | \$'000     | \$'000     |              |                |
| Audit fees                     | 82         | 82         | 0            | 0.27%          |
| Mayoral & Councillor Allowance | 207        | 211        | 4            | 2.00%          |
| Valuations                     | 5          | 6          | 1            | 27.20%         |
| Election expenses              | 130        | -          | (130)        | -100.00%       |
| Councillor induction           | 32         | 20         | (12)         | -37.50%        |
| Council plan                   | 16         | -          | (16)         | -100.00%       |
| <b>Total other expenses</b>    | <b>472</b> | <b>320</b> | <b>(152)</b> | <b>-32.25%</b> |

**4.2 Balance Sheet****4.2.1 Assets**

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. These balances are projected to increase by \$0.037m during the year leaving a balance of cash and cash equivalents of \$3.693m.

Trade and other receivables are monies owed to Council by ratepayers and others. The Coronavirus (Covid-19) may have an affect on the level of receivables but at this stage it cannot be quantified.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The \$9.229m increase is attributable to the net result of the capital works program, depreciation and written down value of assets sold.

#### 4.2.2 Liabilities

Trade and other payables are amounts that Council owes to suppliers as at 30 June 2022. These liabilities are budgeted to increase by \$0.060 million.

Provisions include accrued long service leave and annual leave owing to employees. These employee entitlements (current and non current) are anticipated to increase by 0.042m after factoring in an increase for Collective Agreement outcomes.

#### 4.2.3 Borrowings

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

|   | Forecast<br>Actual<br>2020/21<br>\$ | Budget<br>2021/22<br>\$ | Projections<br>2022/23<br>\$ | 2023/24<br>\$ | 2024/25<br>\$ |
|---|-------------------------------------|-------------------------|------------------------------|---------------|---------------|
| Amount borrowed as at 30 June of the prior year | 455,790                             | 340,026                 | 250,292                      | 154,797       | 53,245        |
| Amount proposed to be borrowed                  | -                                   | -                       | -                            | -             | -             |
| Amount projected to be redeemed                 | (115,764)                           | (89,734)                | (95,495)                     | (101,552)     | (53,245)      |
| <b>Amount of borrowings as at 30 June</b>       | <b>340,026</b>                      | <b>250,292</b>          | <b>154,797</b>               | <b>53,245</b> | <b>-</b>      |

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

Asset revaluation reserve represents the difference between the previously recorded value of assets and their current valuations. No asset revaluations are planned for 2021/2022 at this stage.

#### 4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$9.374m results directly from the operating surplus for the year.

### 4.4 Statement of Cash Flows

#### 4.4.1 Net cash flows provided by/used in operating activities

It is expected that income will be \$17.200m higher than operating expenditure. This amount includes capital grants of \$8.725m and is prior to any capital expenditure.

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

#### 4.4.2 Net cash flows provided by/used in investing activities

The amount of \$17.053m represents the amount of capital expenditure less any movements within Council's cash reserves and after taking into account any proceeds from the sale of assets.

#### 4.4.3 Net cash flows provided by/used in financing activities

Council existing borrowings are expected to be fully paid out by September 2024. There are no new planned borrowings in this budget.



**4.5 Capital works program**

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

**4.5.1 Summary**

|                     | Forecast<br>Actual<br>2020/21<br>\$'000 | Budget<br>2021/22<br>\$'000 | Change<br>\$'000 | %       |
|---------------------|---|-----------------------------|------------------|---------|
| Property            | 2,631                                   | 160                         | - 2,471          | -93.92% |
| Plant and equipment | 1,631                                   | 1,007                       | - 624            | -38.26% |
| Infrastructure      | 9,728                                   | 15,012                      | 5,284            | 54.32%  |
| <b>Total</b>        | 13,990                                  | 16,179                      | 2,189            | 15.65%  |

|                     | Project<br>Cost<br>\$'000 | Asset expenditure types |                   |                   |                     | Summary of Funding Sources |                    |                           |                      |
|---------------------|---------------------------|-------------------------|-------------------|-------------------|---------------------|----------------------------|--------------------|---------------------------|----------------------|
|                     |                           | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contrib.<br>\$'000 | Council<br>cash<br>\$'000 | Borrowings<br>\$'000 |
| Property            | 160                       | -                       | 150               | 10                | -                   | -                          | -                  | 160                       | -                    |
| Plant and equipment | 1,007                     | -                       | 957               | -                 | 50                  | 6                          | -                  | 1,001                     | -                    |
| Infrastructure      | 15,012                    | 7,819                   | 5,393             | 866               | 933                 | 10,093                     | 15                 | 4,904                     | -                    |
| <b>Total</b>        | <b>16,179</b>             | <b>7,819</b>            | <b>6,500</b>      | <b>876</b>        | <b>983</b>          | <b>10,099</b>              | <b>15</b>          | <b>6,065</b>              | <b>-</b>             |

4.5.2 Current Budget

| Capital Works Area                         | Project Cost<br>\$'000 | Asset expenditure types |                   |                   |                     | Summary of Funding Sources |                    |                        |                      |
|--|------------------------|-------------------------|-------------------|-------------------|---------------------|----------------------------|--------------------|------------------------|----------------------|
|  |                        | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contrib.<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>PROPERTY</b>                            |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Land                                       |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Land Improvements                          |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Buildings                                  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Building Improvements                      |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Buildings Renewal                          | 150                    | -                       | 150               | -                 | -                   | -                          | -                  | 150                    | -                    |
| Climate Change Adaptation                  | 10                     | -                       | -                 | 10                | -                   | -                          | -                  | 10                     | -                    |
| Leasehold Improvements                     |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Heritage buildings                         |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Insert detailed list                       | -                      | -                       | -                 | -                 | -                   | -                          | -                  | -                      | -                    |
| <b>TOTAL PROPERTY</b>                      | <b>160</b>             | <b>-</b>                | <b>150</b>        | <b>10</b>         | <b>-</b>            | <b>-</b>                   | <b>-</b>           | <b>160</b>             | <b>-</b>             |
| <b>PLANT AND EQUIPMENT</b>                 |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Plant, Machinery and Equipment             |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Heavy Plant Replacement                    | 300                    | -                       | 300               | -                 | -                   | -                          | -                  | 300                    | -                    |
| Light Plant Replacement                    | 387                    | -                       | 387               | -                 | -                   | -                          | -                  | 387                    | -                    |
| Fixtures, Fittings and Furniture           |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Kerang Children's Centre Furniture Renewal | 50                     | -                       | -                 | -                 | 50                  | -                          | -                  | 50                     | -                    |
| Computers and Telecommunications           |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| ICT Capital Renewals                       | 170                    | -                       | 170               | -                 | -                   | -                          | -                  | 170                    | -                    |
| Heritage Plant and Equipment               |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Library books                              |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| Library Resources                          | 100                    | -                       | 100               | -                 | -                   | 6                          | -                  | 94                     | -                    |
| <b>TOTAL PLANT AND EQUIPMENT</b>           | <b>1,007</b>           | <b>-</b>                | <b>957</b>        | <b>-</b>          | <b>50</b>           | <b>6</b>                   | <b>-</b>           | <b>1,001</b>           | <b>-</b>             |

| Capital Works Area   | Project Cost<br>\$'000 | Asset expenditure types |                   |                   |                     | Summary of Funding Sources |                    |                        |                      |
|--|------------------------|-------------------------|-------------------|-------------------|---------------------|----------------------------|--------------------|------------------------|----------------------|
|  |                        | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contrib.<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>INFRASTRUCTURE</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <b>Roads</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Bitumen Roads Reseal Program</i>  | 910                    | -                       | 910               | -                 | -                   | -                          | -                  | 910                    | -                    |
| <i>Gravel Re-sheeting Program</i>  | 994                    | -                       | 994               | -                 | -                   | 568                        | -                  | 426                    | -                    |
| <i>Sealed Roads Rehabilitation Program</i>   | 1,060                  | -                       | 1,060             | -                 | -                   | 750                        | -                  | 310                    | -                    |
|  | -                      | -                       | -                 | -                 | -                   | -                          | -                  | -                      | -                    |
| <b>Kerb &amp; Channel</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Kerb replacement</i>  | 153                    | -                       | 153               | -                 | -                   | -                          | -                  | 153                    | -                    |
| <b>Bridges</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <b>Footpaths and Cycleways</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Annual Footpath replacement</i>   | 104                    | -                       | 104               | -                 | -                   | -                          | -                  | 104                    | -                    |
| <i>Kerang to Koondrook Rail Trail (Murray River Adventure Trail) - Grant dependent</i> | 1,667                  | 1,667                   | -                 | -                 | -                   | 1,467                      | -                  | 200                    | -                    |
| <b>Drainage</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Stormwater Network and Town Pump renewal</i>  | 160                    | -                       | 160               | -                 | -                   | -                          | -                  | 160                    | -                    |
| <i>Murrabit Stormwater - Grant confirmed</i>   | 228                    | 228                     | -                 | -                 | -                   | 228                        | -                  | -                      | -                    |
| <b>Recreational, Leisure &amp; Community Facilities</b>                                |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Atkinson Park All Abilities Playground - Grant dependent</i>                        | 1,100                  | -                       | 1,100             | -                 | -                   | 1,077                      | -                  | 23                     | -                    |
| <i>Promotional Infrastructure</i>  | 25                     | -                       | 13                | 12                | -                   | -                          | -                  | 25                     | -                    |
| <i>Swimming Pool Renewal Program</i>   | 135                    | -                       | 95                | 40                | -                   | -                          | 15                 | 120                    | -                    |
| <i>Town/Boundary Entrances and Signage</i>   | 25                     | -                       | 13                | 12                | -                   | -                          | -                  | 25                     | -                    |
| <i>Cohuna GBD Waterfront Development - Grant confirmed</i>                             | 1,707                  | 1,707                   | -                 | -                 | -                   | 853                        | -                  | 854                    | -                    |
| <i>Cohuna Sporting Precinct Masterplan</i>   | 100                    | -                       | -                 | 100               | -                   | -                          | -                  | 100                    | -                    |
| <b>Waste Management</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Cell 4 construction - Gannawarra Central Landfill</i>                               | 60                     | 60                      | -                 | -                 | -                   | -                          | -                  | 60                     | -                    |
| <b>Parks, Open Space and Streetscapes</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Automating Irrigation Systems</i>   | 50                     | -                       | -                 | 50                | -                   | -                          | -                  | 50                     | -                    |
| <i>Tree Planting Program - Cool It Program</i>   | 30                     | 30                      | -                 | -                 | -                   | -                          | -                  | 30                     | -                    |
| <i>Kangaroo Lake North End Stage 2 - Grant dependent</i>                               | 830                    | 830                     | -                 | -                 | -                   | 415                        | -                  | 415                    | -                    |
| <i>Sustainable Recreational Water for Quambatook - Grant dependent</i>                 | 387                    | 387                     | -                 | -                 | -                   | 187                        | -                  | 200                    | -                    |
| <b>Aerodromes</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <b>Other Infrastructure</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Strategic Project Development and Planning</i>                                      | 200                    | 200                     | -                 | -                 | -                   | -                          | -                  | 200                    | -                    |
| <b>TOTAL INFRASTRUCTURE</b>  | <b>9,925</b>           | <b>5,109</b>            | <b>4,602</b>      | <b>214</b>        | <b>-</b>            | <b>5,545</b>               | <b>15</b>          | <b>4,365</b>           | <b>-</b>             |
| <b>TOTAL NEW CAPITAL WORKS</b>   | <b>11,092</b>          | <b>5,109</b>            | <b>5,709</b>      | <b>224</b>        | <b>50</b>           | <b>5,551</b>               | <b>15</b>          | <b>5,526</b>           | <b>-</b>             |

## 4.5.3 Works carried forward from the 2020/21 year

| Capital Works Area   | Project Cost<br>\$'000 | Asset expenditure types |                   |                   |                     | Summary of Funding Sources |                    |                        |                      |
|--|------------------------|-------------------------|-------------------|-------------------|---------------------|----------------------------|--------------------|------------------------|----------------------|
|  |                        | New<br>\$'000           | Renewal<br>\$'000 | Upgrade<br>\$'000 | Expansion<br>\$'000 | Grants<br>\$'000           | Contrib.<br>\$'000 | Council cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>INFRASTRUCTURE</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <b>Building Improvements</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Buildings Renewal</i>   | 160                    | -                       | -                 | 160               | -                   | -                          | -                  | 160                    | -                    |
| <i>Kerang Children's Centre - Grant confirmed</i>                                      | 600                    | -                       | -                 | -                 | 600                 | 550                        | -                  | 50                     | -                    |
| <i>Morton Gamer Pavillion - Grant confirmed</i>  | 475                    | 158                     | 158               | 158               | -                   | 376                        | -                  | 99                     | -                    |
| <b>Roads</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Kerang CBD Development Stage 2 - Grant confirmed</i>                                | 1,000                  |                         | 333               | 334               | 333                 | 1,000                      | -                  | -                      | -                    |
| <b>Bridges</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Apex Park Bridge Replacement - Grant dependent</i>                                  | 300                    | -                       | 300               | -                 | -                   | 150                        | -                  | 150                    | -                    |
| <b>Footpaths and Cycleways</b>   |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Kerang to Koondrook Rail Trail (Murray River Adventure Trail) - Grant dependent</i> | 733                    | 733                     | -                 | -                 | -                   | 733                        | -                  | -                      | -                    |
| <b>Drainage</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Murrabit Stormwater - Grant confirmed</i>   | 926                    | 926                     | -                 | -                 | -                   | 926                        | -                  | -                      | -                    |
| <b>Parks, Open Space and Streetscapes</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Sustainable Recreational Water for Quambatook - Grant dependent</i>                 | 813                    | 813                     | -                 | -                 | -                   | 813                        | -                  | -                      | -                    |
| <b>Other Infrastructure</b>  |                        |                         |                   |                   |                     |                            |                    |                        |                      |
| <i>Southern levee acquisition</i>  | 80                     | 80                      | -                 | -                 | -                   | -                          | -                  | 80                     | -                    |
| <b>TOTAL INFRASTRUCTURE</b>  | <b>5,087</b>           | <b>2,710</b>            | <b>791</b>        | <b>652</b>        | <b>933</b>          | <b>4,548</b>               | <b>-</b>           | <b>539</b>             | <b>-</b>             |
| <b>TOTAL CARRIED FORWARD CAPITAL WORKS 2020/21</b>                                     | <b>5,087</b>           | <b>2,710</b>            | <b>791</b>        | <b>652</b>        | <b>933</b>          | <b>4,548</b>               | <b>-</b>           | <b>539</b>             | <b>-</b>             |

**Summary of Planned Capital Works Expenditure  
For the four years ended 30 June  
2025**

| 2021/22  | Asset Expenditure Types |               |                   |                     |                   | Funding Sources |                  |                         |                        |                      |
|--|-------------------------|---------------|-------------------|---------------------|-------------------|-----------------|------------------|-------------------------|------------------------|----------------------|
|  | Total<br>\$'000         | New<br>\$'000 | Renewal<br>\$'000 | Expansion<br>\$'000 | Upgrade<br>\$'000 | Total<br>\$'000 | Grants<br>\$'000 | Contributions<br>\$'000 | Council Cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>Property</b>                                |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Land   | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Land improvements                              | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| <b>Total Land</b>                              | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Buildings                                      | 475                     | 158           | 158               | -                   | 158               | 475             | 376              | -                       | 99                     | -                    |
| Heritage Buildings                             | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Building improvements                          | 920                     | -             | 150               | 600                 | 170               | 920             | 557              | -                       | 363                    | -                    |
| Leasehold improvements                         | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| <b>Total Buildings</b>                         | <b>1,395</b>            | <b>158</b>    | <b>308</b>        | <b>600</b>          | <b>328</b>        | <b>1,395</b>    | <b>933</b>       | -                       | <b>462</b>             | -                    |
| <b>Total Property</b>                          | <b>1,395</b>            | <b>158</b>    | <b>308</b>        | <b>600</b>          | <b>328</b>        | <b>1,395</b>    | <b>933</b>       | -                       | <b>462</b>             | -                    |
| <b>Plant and Equipment</b>                     |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Heritage plant and equipment                   | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Plant, machinery and equipment                 | 687                     | -             | 687               | -                   | -                 | 687             | -                | -                       | 687                    | -                    |
| Fixtures, fittings and furniture               | 50                      | -             | -                 | 50                  | -                 | 50              | -                | -                       | 50                     | -                    |
| Computers and telecommunications               | 170                     | -             | 170               | -                   | -                 | 170             | -                | -                       | 170                    | -                    |
| Library books                                  | 100                     | -             | 100               | -                   | -                 | 100             | 6                | -                       | 94                     | -                    |
| <b>Total Plant and Equipment</b>               | <b>1,007</b>            | -             | <b>957</b>        | <b>50</b>           | -                 | <b>1,007</b>    | <b>6</b>         | -                       | <b>1,001</b>           | -                    |
| <b>Infrastructure</b>                          |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Roads  | 3,964                   | -             | 3,298             | 333                 | 333               | 3,964           | 2,318            | -                       | 1,646                  | -                    |
| Kerb & Channel                                 | 153                     | -             | 153               | -                   | -                 | 153             | -                | -                       | 153                    | -                    |
| Bridges  | 300                     | -             | 300               | -                   | -                 | 300             | 150              | -                       | 150                    | -                    |
| Footpaths and cycleways                        | 2,504                   | 2,400         | 104               | -                   | -                 | 2,504           | 2,200            | -                       | 304                    | -                    |
| Drainage                                       | 1,314                   | 1,154         | 160               | -                   | -                 | 1,314           | 1,154            | -                       | 160                    | -                    |
| Recreational, leisure and community facilities | 3,092                   | 1,707         | 1,220             | -                   | 165               | 3,092           | 1,853            | 15                      | 1,224                  | -                    |
| Waste management                               | 60                      | 60            | -                 | -                   | -                 | 60              | -                | -                       | 60                     | -                    |
| Parks, open space and streetscapes             | 2,110                   | 2,060         | -                 | -                   | 50                | 2,110           | 1,485            | -                       | 625                    | -                    |
| Aerodromes                                     | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Off street car parks                           | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Other infrastructure                           | 280                     | 280           | -                 | -                   | -                 | 280             | -                | -                       | 280                    | -                    |
| <b>Total Infrastructure</b>                    | <b>13,777</b>           | <b>7,661</b>  | <b>5,235</b>      | <b>333</b>          | <b>548</b>        | <b>13,777</b>   | <b>9,160</b>     | <b>15</b>               | <b>4,602</b>           | -                    |
| <b>Total Capital Works Expenditure</b>         | <b>16,179</b>           | <b>7,819</b>  | <b>6,500</b>      | <b>983</b>          | <b>876</b>        | <b>16,179</b>   | <b>10,099</b>    | <b>15</b>               | <b>6,065</b>           | -                    |

| 2022/23  | Asset Expenditure Types |               |                   |                     |                   | Funding Sources |                  |                         |                        |                      |
|--|-------------------------|---------------|-------------------|---------------------|-------------------|-----------------|------------------|-------------------------|------------------------|----------------------|
|  | Total<br>\$'000         | New<br>\$'000 | Renewal<br>\$'000 | Expansion<br>\$'000 | Upgrade<br>\$'000 | Total<br>\$'000 | Grants<br>\$'000 | Contributions<br>\$'000 | Council Cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>Property</b>                                |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Land   | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Land improvements                              | 50                      | 50            | -                 | -                   | -                 | 50              | -                | -                       | 50                     | -                    |
| <b>Total Land</b>                              | <b>50</b>               | <b>50</b>     | <b>-</b>          | <b>-</b>            | <b>-</b>          | <b>50</b>       | <b>-</b>         | <b>-</b>                | <b>50</b>              | <b>-</b>             |
| Buildings                                      | 750                     | 375           | -                 | 375                 | -                 | 750             | 500              | -                       | 250                    | -                    |
| Heritage Buildings                             | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Building improvements                          | 150                     | -             | 100               | -                   | 50                | 150             | -                | -                       | 150                    | -                    |
| Leasehold improvements                         | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| <b>Total Buildings</b>                         | <b>900</b>              | <b>375</b>    | <b>100</b>        | <b>375</b>          | <b>50</b>         | <b>900</b>      | <b>500</b>       | <b>-</b>                | <b>400</b>             | <b>-</b>             |
| <b>Total Property</b>                          | <b>950</b>              | <b>425</b>    | <b>100</b>        | <b>375</b>          | <b>50</b>         | <b>950</b>      | <b>500</b>       | <b>-</b>                | <b>450</b>             | <b>-</b>             |
| <b>Plant and Equipment</b>                     |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Heritage plant and equipment                   | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Plant, machinery and equipment                 | 822                     | -             | 807               | -                   | 15                | 822             | -                | -                       | 822                    | -                    |
| Fixtures, fittings and furniture               | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Computers and telecommunications               | 190                     | -             | 190               | -                   | -                 | 190             | -                | -                       | 190                    | -                    |
| Library books                                  | 140                     | 40            | 100               | -                   | -                 | 140             | 6                | -                       | 134                    | -                    |
| <b>Total Plant and Equipment</b>               | <b>1,152</b>            | <b>40</b>     | <b>1,097</b>      | <b>-</b>            | <b>15</b>         | <b>-</b>        | <b>6</b>         | <b>-</b>                | <b>1,146</b>           | <b>-</b>             |
| <b>Infrastructure</b>                          |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Roads  | 2,920                   | -             | 2,920             | -                   | -                 | 2,920           | 1,318            | -                       | 1,602                  | -                    |
| Kerb & Channel                                 | 156                     | -             | 156               | -                   | -                 | 156             | -                | -                       | 156                    | -                    |
| Bridges  | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Footpaths and cycleways                        | 2,552                   | 2,436         | 116               | -                   | -                 | 2,552           | 2,200            | -                       | 352                    | -                    |
| Drainage                                       | 110                     | -             | -                 | 110                 | -                 | 110             | -                | -                       | 110                    | -                    |
| Recreational, leisure and community facilities | 2,745                   | 640           | 148               | -                   | 1,958             | 2,745           | 1,125            | 15                      | 1,605                  | -                    |
| Waste management                               | 980                     | 980           | -                 | -                   | -                 | 980             | -                | -                       | 980                    | -                    |
| Parks, open space and streetscapes             | 2,170                   | 2,075         | -                 | 95                  | -                 | 2,170           | 1,430            | -                       | 740                    | -                    |
| Aerodromes                                     | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Off street car parks                           | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Other infrastructure                           | 200                     | 200           | -                 | -                   | -                 | 200             | -                | -                       | 200                    | -                    |
| <b>Total Infrastructure</b>                    | <b>11,833</b>           | <b>6,331</b>  | <b>3,340</b>      | <b>205</b>          | <b>1,958</b>      | <b>11,833</b>   | <b>6,073</b>     | <b>15</b>               | <b>5,745</b>           | <b>-</b>             |
| <b>Total Capital Works Expenditure</b>         | <b>13,935</b>           | <b>6,796</b>  | <b>4,537</b>      | <b>580</b>          | <b>2,023</b>      | <b>13,935</b>   | <b>6,579</b>     | <b>15</b>               | <b>7,341</b>           | <b>-</b>             |

| 2023/24  | Asset Expenditure Types |               |                   |                     |                   | Funding Sources |                  |                         |                        |                      |
|--|-------------------------|---------------|-------------------|---------------------|-------------------|-----------------|------------------|-------------------------|------------------------|----------------------|
|  | Total<br>\$'000         | New<br>\$'000 | Renewal<br>\$'000 | Expansion<br>\$'000 | Upgrade<br>\$'000 | Total<br>\$'000 | Grants<br>\$'000 | Contributions<br>\$'000 | Council Cash<br>\$'000 | Borrowings<br>\$'000 |
| <b>Property</b>                                |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Land   | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Land improvements                              | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| <b>Total Land</b>                              | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Buildings                                      | 750                     | 375           | (0)               | 375                 | (0)               | 750             | 500              | -                       | 250                    | -                    |
| Heritage Buildings                             | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Building improvements                          | 100                     | -             | 100               | -                   | -                 | 100             | -                | -                       | 100                    | -                    |
| Leasehold improvements                         | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| <b>Total Buildings</b>                         | 850                     | 375           | 100               | 375                 | (0)               | 850             | 500              | -                       | 350                    | -                    |
| <b>Total Property</b>                          | 850                     | 375           | 100               | 375                 | (0)               | 850             | 500              | -                       | 350                    | -                    |
| <b>Plant and Equipment</b>                     |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Heritage plant and equipment                   | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Plant, machinery and equipment                 | 807                     | -             | 807               | -                   | -                 | 807             | -                | -                       | 807                    | -                    |
| Fixtures, fittings and furniture               | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Computers and telecommunications               | 180                     | -             | 180               | -                   | -                 | 180             | -                | -                       | 180                    | -                    |
| Library books                                  | 100                     | -             | 100               | -                   | -                 | 100             | 6                | -                       | 94                     | -                    |
| <b>Total Plant and Equipment</b>               | 1,087                   | -             | 1,087             | -                   | -                 | 1,087           | 6                | -                       | 1,081                  | -                    |
| <b>Infrastructure</b>                          |                         |               |                   |                     |                   |                 |                  |                         |                        |                      |
| Roads  | 2,900                   | -             | 2,900             | -                   | -                 | 2,900           | 1,318            | -                       | 1,582                  | -                    |
| Kerb & Channel                                 | -                       | -             | 159               | -                   | -                 | 159             | -                | -                       | 159                    | -                    |
| Bridges  | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Footpaths and cycleways                        | 1,118                   | 1,000         | 118               | -                   | -                 | 1,118           | 1,000            | -                       | 118                    | -                    |
| Drainage                                       | 650                     | 650           | -                 | -                   | -                 | 650             | 250              | -                       | 400                    | -                    |
| Recreational, leisure and community facilities | 2,960                   | -             | 133               | -                   | 2,828             | 2,960           | 1,750            | 15                      | 1,195                  | -                    |
| Waste management                               | 300                     | 300           | -                 | -                   | -                 | 300             | -                | -                       | 300                    | -                    |
| Parks, open space and streetscapes             | 355                     | 305           | -                 | -                   | 50                | 355             | 200              | -                       | 155                    | -                    |
| Aerodromes                                     | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Off street car parks                           | -                       | -             | -                 | -                   | -                 | -               | -                | -                       | -                      | -                    |
| Other infrastructure                           | 200                     | 200           | -                 | -                   | -                 | 200             | -                | -                       | 200                    | -                    |
| <b>Total Infrastructure</b>                    | 8,642                   | 2,455         | 3,310             | -                   | 2,878             | 8,642           | 4,518            | 15                      | 4,109                  | -                    |
| <b>Total Capital Works Expenditure</b>         | 10,579                  | 2,830         | 4,496             | 375                 | 2,877             | 10,579          | 5,024            | 15                      | 5,540                  | -                    |

| 2024/25  | Asset Expenditure Types |            |                |                  |                | Funding Sources |               |                      |                     |                   |
|--|-------------------------|------------|----------------|------------------|----------------|-----------------|---------------|----------------------|---------------------|-------------------|
|  | Total \$'000            | New \$'000 | Renewal \$'000 | Expansion \$'000 | Upgrade \$'000 | Total \$'000    | Grants \$'000 | Contributions \$'000 | Council Cash \$'000 | Borrowings \$'000 |
| <b>Property</b>                                |                         |            |                |                  |                |                 |               |                      |                     |                   |
| Land   | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Land improvements                              | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| <b>Total Land</b>                              | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Buildings                                      | 350                     | -          | 100            | 100              | 150            | 350             | -             | -                    | 350                 | -                 |
| Heritage Buildings                             | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Building improvements                          | 100                     | -          | 100            | -                | -              | 100             | -             | -                    | 100                 | -                 |
| Leasehold improvements                         | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| <b>Total Buildings</b>                         | 450                     | -          | 200            | 100              | 150            | 450             | -             | -                    | 450                 | -                 |
| <b>Total Property</b>                          | 450                     | -          | 200            | 100              | 150            | 450             | -             | -                    | 450                 | -                 |
| <b>Plant and Equipment</b>                     |                         |            |                |                  |                |                 |               |                      |                     |                   |
| Heritage plant and equipment                   | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Plant, machinery and equipment                 | 807                     | -          | 807            | -                | -              | 807             | -             | -                    | 807                 | -                 |
| Fixtures, fittings and furniture               | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Computers and telecommunications               | 180                     | -          | 180            | -                | -              | 180             | -             | -                    | 180                 | -                 |
| Library books                                  | 100                     | -          | 100            | -                | -              | 100             | 6             | -                    | 94                  | -                 |
| <b>Total Plant and Equipment</b>               | 1,087                   | -          | 1,087          | -                | -              | 1,087           | 6             | -                    | 1,081               | -                 |
| <b>Infrastructure</b>                          |                         |            |                |                  |                |                 |               |                      |                     |                   |
| Roads  | 4,835                   | -          | 3,015          | 100              | 1,720          | 4,835           | 2,383         | -                    | 2,452               | -                 |
| Kerb & Channel                                 | 162                     | -          | 162            | -                | -              | 162             | -             | -                    | 162                 | -                 |
| Bridges  | 300                     | -          | 300            | -                | -              | 300             | -             | -                    | 300                 | -                 |
| Footpaths and cycleways                        | 1,295                   | 1,175      | 120            | -                | -              | 1,295           | 1,000         | -                    | 295                 | -                 |
| Drainage                                       | 899                     | 650        | 249            | -                | -              | 899             | 235           | 15                   | 649                 | -                 |
| Recreational, leisure and community facilities | 1,525                   | -          | 148            | -                | 1,378          | 1,525           | 1,000         | -                    | 525                 | -                 |
| Waste management                               | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Parks, open space and streetscapes             | 60                      | 45         | -              | 15               | -              | 60              | 15            | -                    | 45                  | -                 |
| Aerodromes                                     | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Off street car parks                           | -                       | -          | -              | -                | -              | -               | -             | -                    | -                   | -                 |
| Other infrastructure                           | 200                     | 200        | -              | -                | -              | 200             | -             | -                    | 200                 | -                 |
| <b>Total Infrastructure</b>                    | 9,276                   | 2,070      | 3,994          | 115              | 3,098          | 9,276           | 4,633         | 15                   | 4,628               | -                 |
| <b>Total Capital Works Expenditure</b>         | 10,813                  | 2,070      | 5,280          | 215              | 3,248          | 10,813          | 4,639         | 15                   | 6,159               | -                 |



## 5. Financial performance indicators

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

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

| Indicator                  | Measure   | Notes | Actual  | Forecast | Budget  | Projections |         |         | Trend |
|----------------------------|---|-------|---------|----------|---------|-------------|---------|---------|-------|
|                            |   |       | 2019/20 | 2020/21  | 2021/22 | 2022/23     | 2023/24 | 2024/25 | +/-   |
| <b>Operating position</b>  |   |       |         |          |         |             |         |         |       |
| Adjusted underlying result | Adjusted underlying surplus (deficit) / Adjusted underlying revenue                       | 1     | -0.26%  | 5.97%    | 1.84%   | 1.56%       | 1.76%   | 1.42%   | +     |
| <b>Liquidity</b>           |   |       |         |          |         |             |         |         |       |
| Working Capital            | Current assets / current liabilities  | 2     | 255.12% | 259.25%  | 257.70% | 232.67%     | 247.17% | 249.71% | o     |
| Unrestricted cash          | Unrestricted cash / current liabilities   | 3     | 48.76%  | 70.98%   | 70.37%  | 52.34%      | 68.90%  | 71.60%  | o     |
| <b>Obligations</b>         |   |       |         |          |         |             |         |         |       |
| Loans and borrowings       | Interest bearing loans and borrowings / rate revenue                                      | 4     | 3.46%   | 2.52%    | 1.82%   | 1.11%       | 0.37%   | 0.00%   | +     |
| Loans and borrowings       | Interest and principal repayments on interest bearing loans and borrowings / rate revenue |       | 1.07%   | 0.84%    | 0.84%   | 0.83%       | 0.43%   | 0.01%   | +     |
| Indebtedness               | Non-current liabilities / own source revenue  |       | 7.71%   | 6.59%    | 5.86%   | 5.35%       | 5.06%   | 5.01%   | +     |
| Asset renewal              | Asset renewal and upgrade expense / Asset depreciation                                    | 5     | 112.16% | 131.32%  | 111.11% | 97.83%      | 108.89% | 124.70% | -     |
| <b>Stability</b>           |   |       |         |          |         |             |         |         |       |
| Rates concentration        | Rate revenue / adjusted underlying revenue  | 6     | 44.51%  | 40.26%   | 42.94%  | 43.00%      | 43.01%  | 43.02%  | o     |
| Rates effort               | Rate revenue / CIV of rateable properties in the municipality                             |       | 0.73%   | 0.73%    | 0.74%   | 0.75%       | 0.77%   | 0.78%   | o     |
| <b>Efficiency</b>          |   |       |         |          |         |             |         |         |       |
| Expenditure level          | Total expenses/ no. of property assessments   |       | \$4,340 | \$4,593  | \$4,536 | \$4,630     | \$4,712 | \$4,821 | +     |
| Revenue level              | Total rate revenue / no. of property assessments  |       | \$1,611 | \$1,647  | \$1,658 | \$1,689     | \$1,721 | \$1,753 | +     |

### Key to Forecast Trend:

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

### Notes to indicators

#### 1. Adjusted underlying result

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result.

The adjusted underlying result for the 2021/22 year is a surplus of \$589,000. In calculating the adjusted underlying result Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources but includes Road to Recovery funding as a recurrent grant. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

#### 2. Working Capital

This ratio indicates the level of current assets compared to current liabilities.

Council's working capital ratio is an indication of sound financial position with the ability to pay its current obligations.

#### 3. Unrestricted Cash

Unrestricted cash represents cash and cash equivalents held by Council less the amount of grants received during the year but not expended by 30 June and the amount of capital works not completed by 30 June 2021.

#### 4. Debt compared to rates

Council existing borrowings are expected to be fully paid out by September 2024. There are no new planned borrowings in this budget.

#### 5. Asset renewal

Asset renewal represents the amount of capital expenditure being directed towards the replacement of Council's existing assets. This ratio represents the amount of renewal as a percentage of the depreciation expense shown for each year. A ratio less than 100% represents an asset renewal gap. The level of renewal expenditure is dependant on the level of expenditure on new assets and upgrading existing assets.

#### 6. Rates concentration

Rates concentration represents rates proportion of total operating revenue. Council is reliant on external grants for the funding of its operations.

**6. Schedule of Fees and Charges**

This appendix presents the fees and charges of a statutory/non-statutor nature which will be charged in respect to various goods and services during the 2021/22 year

| GANNAWARRA SHIRE COUNCIL   |                                |                             |           |              |
|--|--------------------------------|-----------------------------|-----------|--------------|
| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021   | Note                           | Statutory/<br>Discretionary | Incl. GST | 2021/2022    |
| <b>ENVIRONMENTAL HEALTH SERVICES</b>   |                                |                             |           |              |
| <b>FOOD ACT REGISTRATION FEES</b>  |                                |                             |           |              |
| Class 1 Food Premises - Requiring External Food Safety Audits  |                                | Discretionary               | No        | \$ 353.00    |
| Class 2 Food Premises - Requiring Council Food Safety Audits including food vans (5 or less employed (including proprietor and his/her family) |                                | Discretionary               | No        | \$ 329.00    |
| Class 2A Temporary Premises (Markets, Shows, Field Days, Exhibitions and like events)  |                                | Discretionary               | No        | \$ 93.00     |
| Class 3 Food Premises Inc. Food Vehicles - 5 or less employed  |                                | Discretionary               | No        | \$ 197.00    |
| Class 3A Temporary Premises (Markets, Shows, Field Days, Exhibitions and like events)  |                                | Discretionary               | No        | \$ 50.00     |
| More than 5 employed, an additional fee per employee   |                                | Discretionary               | No        | \$ 40.00     |
| Maximum Fee  |                                | Discretionary               | No        | \$ 3,250.00  |
| School Canteens (operated by voluntary organisation)   |                                | Discretionary               | No        | \$ 197.00    |
| Community Groups   |                                | Discretionary               | No        | No Charge    |
| Food Act – Transfer of Registration  |                                | Discretionary               | No        | \$ 231.00    |
| Statutory Food Samples   |                                | Discretionary               | No        | No Charge    |
| Non-compliant food samples   | Per Re-Test                    | Discretionary               | No        | \$ 223.00    |
| Annual statutory inspection plus statutory follow-up inspection  |                                | Discretionary               | No        | No Charge    |
| Inspection Fee for non-compliant food premises   | Per Inspection                 | Discretionary               | No        | \$ 223.00    |
| Requested inspection and Report  |                                | Discretionary               | No        | \$ 223.00    |
| <b>PUBLIC HEALTH AND WELLBEING ACT: REGISTRATION FEES</b>  |                                |                             |           |              |
| <b>Public Health and Wellbeing Act: Premises</b>   |                                |                             |           |              |
| Prescribed Accommodation premises – per year   |                                | Discretionary               | No        | \$ 290.00    |
| Health Act – Transfer of Registration  |                                | Discretionary               | No        | \$ 221.00    |
| Health premises - low risk activities - hair and beauty therapy or beauty therapy only (per operator )   |                                | Discretionary               | No        | \$ 93.00     |
| Health premises - hairdressing only - one off fee (per operator)   |                                | Discretionary               | No        | \$ 93.00     |
| Health premises - low risk activities - maximum fee  |                                | Discretionary               | No        | \$ 290.00    |
| Health premises - high risk activities - skin penetration, tattooing, ear piercing, electrolysis   |                                | Discretionary               | No        | \$ 290.00    |
| Inspection fee - non-compliant health premises   |                                | Discretionary               | No        | \$ 223.00    |
| Requested inspection and report  |                                | Discretionary               | No        | \$ 223.00    |
| Aquatic Facilities - category 1 Registration   | Annual Fee                     | Discretionary               | No        | \$ 100.00    |
| <b>Public Health Requests</b>  |                                |                             |           |              |
| Water analysis - portable and non-portable (Including rainwater tanks)   |                                | Discretionary               | No        | \$ 223.00    |
| <b>ENVIRONMENT PROTECTION ACT REGISTRATION FEES</b>  |                                |                             |           |              |
| <b>Septic Tank Fees</b>  |                                |                             |           |              |
| Application to install or alter a septic tank system   |                                | Discretionary               | No        | \$ 329.00    |
| Minor alteration to existing system  |                                | Discretionary               | No        | \$ 223.00    |
| Amend or reissue permit  |                                | Discretionary               | No        | \$ 59.00     |
| Extension of permit (12 Months)  |                                | Discretionary               | No        | \$ 59.00     |
| <b>IMMUNISATIONS</b>   |                                |                             |           |              |
| Influenza Vaccine  |                                | Discretionary               | No        | \$ 25.00     |
| Hepatitis B - Adult  |                                | Discretionary               | No        | \$ 28.00     |
| Hepatitis B - Paediatric   |                                | Discretionary               | No        | \$ 17.00     |
| Hepatitis A - Adult  |                                | Discretionary               | No        | \$ 72.00     |
| Hepatitis A - Paediatric   |                                | Discretionary               | No        | \$ 53.00     |
| Twinrix (Hepatitis A & B) - Adult  |                                | Discretionary               | No        | \$ 100.00    |
| Twinrix (Hepatitis A & B) - Paediatric   |                                | Discretionary               | No        | \$ 67.00     |
| Boostrix   |                                | Discretionary               | No        | \$ 52.00     |
| Chicken Pox  |                                | Discretionary               | No        | \$ 80.00     |
| <b>COMMUNITY SERVICES</b>  |                                |                             |           |              |
| <b>NDIS - National Disability Insurance Scheme</b>   |                                |                             |           |              |
| Fees and charges as per 2018 NDIS Price Guide - Victoria   |                                | Discretionary               | No        | As per guide |
| <b>Community Care Services (Rates per hour – maximum set by Government)</b>  |                                |                             |           |              |
| Home Care Level 1 - Full Pensioner   | Income Assessed: Refer to CHSP | Discretionary               | No        | \$ 11.00     |
| Home Care Level 2 - Part Pensioner   | Income Assessed: Refer to CHSP | Discretionary               | No        | \$ 16.30     |
| Home Care Level 3 - Self Funded Retiree  | Income Assessed: Refer to CHSP | Discretionary               | No        | \$ 35.55     |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021     | Note  | Statutory/<br>Discretionary | Incl. GST | 2021/2022 |
|--|---|-----------------------------|-----------|-----------|
| Personal Care Level 1 - Full Pensioner                           | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 12.00  |
| Personal Care Level 2 - Part Pensioner                           | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 17.45  |
| Personal Care Level 3 - Self Funded Retiree                      | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 42.00  |
| Respite Care Level 1 - Full Pensioner                            | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 12.00  |
| Respite Care Level 2 - Part Pensioner                            | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 17.45  |
| Respite Care Level 3 - Self Funded Retiree                       | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 42.00  |
| Social Support - Group   | Fee is activity related   | Discretionary               | No        | \$ 10.50  |
| Social Support - Individual - Full Pensioner                     | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 12.00  |
| Social Support - Individual - Part Pensioner                     | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 17.45  |
| Social Support - Individual - Self Funded                        | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 42.00  |
| Property Maintenance Level 1 - Full Pensioner                    | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 13.10  |
| Property Maintenance Level 2 - Part Pensioner                    | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 19.15  |
| Property Maintenance Level 3 - Self Funded Retiree               | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 53.50  |
| Transport Expenses - Fixed Fee (within townships)                | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 8.00   |
| Transport Expenses - Intrashire                                  | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 1.00   |
| Sleepover - Active (per hour) - Full Pensioner                   | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 12.00  |
| Sleepover - Active (per hour) - Part Pensioner                   | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 17.45  |
| Sleepover - Active (per hour) - Self Funded                      | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 42.00  |
| Sleepover - Inactive   | Income Assessed: Refer to CHSP  | Discretionary               | No        | \$ 123.41 |
| <b>Food Services (Per meal)</b>                                  |   |                             |           |           |
| Meals on Wheels – 3 Courses                                      | Includes Frozen meals   | Discretionary               | No        | \$ 12.00  |
| Meals on Wheels – 2 Courses                                      | Includes Frozen meals   | Discretionary               | No        | \$ 11.00  |
| Meals on Wheels – 1 Courses                                      | Includes Frozen meals   | Discretionary               | No        | \$ 10.00  |
| Social Meal 3 Courses  |   | Discretionary               | No        | \$ 12.00  |
| Social Meal 2 Courses  |   | Discretionary               | No        | \$ 11.00  |
| Sandwiches   |   | Discretionary               | No        | \$ 5.00   |
| <b>Brokered Services (Rates per hour)</b>                        |   |                             |           |           |
| Assessment/ Case Management                                      |   | Discretionary               | Yes       | \$ 110.00 |
| Home Care 1  | Mon – Fri Hrs: 7.30am – 7.30pm  | Discretionary               | Yes       | \$ 53.00  |
| Home Care 2  | Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm)   | Discretionary               | Yes       | \$ 78.00  |
| Home Care 3  | Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) incl. Public Holiday                                      | Discretionary               | Yes       | \$ 105.00 |
| Personal Care 1  | Mon – Fri Hrs: 7.30am – 7.30pm  | Discretionary               | Yes       | \$ 57.00  |
| Personal Care 2  | Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care                           | Discretionary               | Yes       | \$ 86.00  |
| Personal Care 3  | Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) and Public Holiday or More than 10 hours consecutive care | Discretionary               | Yes       | \$ 114.00 |
| Respite Care 1   | Mon – Fri Hrs: 7.30am – 7.30pm  | Discretionary               | Yes       | \$ 57.00  |
| Respite Care 2   | Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care                           | Discretionary               | Yes       | \$ 86.00  |
| Respite Care 3   | Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) and Public Holiday or More than 10 hours consecutive care | Discretionary               | Yes       | \$ 114.00 |
| Social Support - Individual 1                                    | Mon – Fri Hrs: 7.30am – 7.30pm  | Discretionary               | Yes       | \$ 57.00  |
| Social Support - Individual 2                                    | Mon – Fri Hrs: 7.30pm – 9.30pm (inc Sat 7.30am to 12pm), or 8 - 10 hrs consecutive care                           | Discretionary               | Yes       | \$ 86.00  |
| Social Support - Individual 3                                    | Mon – Fri Hrs: 9.30pm – 7.30am (Sat 12pm to Mon 7.30am) and Public Holiday or More than 10 hours consecutive care | Discretionary               | Yes       | \$ 114.00 |
| Sleepover - Active (per hour)                                    | 10pm - 6.30am   | Discretionary               | Yes       | \$ 114.00 |
| Sleepover - Inactive   | 10pm-6.30am   | Discretionary               | Yes       | \$ 123.41 |
| Property Maintenance   |   | Discretionary               | Yes       | \$ 75.00  |
| Meals on Wheels – 3 Courses                                      | Includes Frozen meals   | Discretionary               | Yes       | \$ 14.50  |
| Meals on Wheels – 2 Courses                                      | Includes Frozen meals   | Discretionary               | Yes       | \$ 12.50  |
| Meals on Wheels - 1 Course                                       |   | Discretionary               | Yes       | \$ 11.50  |
| Meals on Wheels - Sandwich                                       |   | Discretionary               | Yes       | \$ 5.50   |
| Community Social Meal  | Centre Based Meals  | Discretionary               | Yes       | \$ 11.00  |
| Transport Expenses - Fixed Fee (within townships) (one way trip) |   | Discretionary               | Yes       | \$ 8.00   |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021  |                                  |                             |           |                   |
|---|----------------------------------|-----------------------------|-----------|-------------------|
|   | Note                             | Statutory/<br>Discretionary | Incl. GST | 2021/2022         |
| Travel Expense  | per kilometre                    | Discretionary               | Yes       | \$ 1.50           |
| <b>Gannawarra Non Emergency Transport Service Client Contributions (All one way transport bookings calculated as "return" services)</b> |                                  |                             |           |                   |
| <b>Transport Contributions</b>  |                                  |                             |           |                   |
| Minimum Charge  |                                  | Discretionary               | Yes       | \$ 45.00          |
| Transport under 100km from place of residence   | per kilometre                    | Discretionary               | Yes       | \$ 0.25           |
| Transport over 100km from place of residence  | per kilometre                    | Discretionary               | Yes       | \$ 0.30           |
| Business Client Charges   | per kilometre                    | Discretionary               | Yes       | \$ 1.00           |
| <b>CHILDREN SERVICES</b>  |                                  |                             |           |                   |
| <b>Long Day Care (Calendar Year)</b>  |                                  |                             |           |                   |
| Full Day (per day) - 1 July to 31 December 2021   | 8.00am to 6.00pm                 | Discretionary               | No        | \$ 100.00         |
| Full Day (per day) - 1 January to 30 June 2022  | 8.00am to 6.00pm                 | Discretionary               | No        | \$ 105.00         |
| Casual (per hour) - 1 July to 31 December 2021  | Minimum 2 Hours                  | Discretionary               | No        | \$ 14.40          |
| Casual (per hour) - 1 January to 30 June 2022   | Minimum 2 Hours                  | Discretionary               | No        | \$ 15.00          |
| <b>Kindergarten Fees - Kerang (Calendar Year)</b>   |                                  |                             |           |                   |
| 4 year old kindergarten - 1 July to 31 December 2021  | Per week                         | Discretionary               | No        | State Govt funded |
| 4 year old kindergarten - 1 January to 30 June 2022   | Per week                         | Discretionary               | No        | \$ 46.60          |
| 3 year old kindergarten - 1 July to 31 December 2021  | Per week                         | Discretionary               | No        | State Govt funded |
| 3 year old kindergarten - 1 January to 30 June 2022   | Per week                         | Discretionary               | No        | \$ 46.60          |
| <b>Cohuna, Koondrook and Leitchville (Calendar Year)</b>  |                                  |                             |           |                   |
| 4 year old kindergarten - 1 July to 31 December 2021  | Per year                         | Discretionary               | No        | State Govt funded |
| 4 year old kindergarten - 1 January to 30 June 2022   | Per year                         | Discretionary               | No        | \$ 1,200.00       |
| 3 year old kindergarten - 3 hours week - 1 July to 31 December 2021   | Per year                         | Discretionary               | No        | State Govt funded |
| 3 year old kindergarten - 3 hours week - 1 January to 30 June 2022  | Per year                         | Discretionary               | No        | \$ 400.00         |
| <b>Family Day Care</b>  |                                  |                             |           |                   |
| Parent Administration Levy  | Per child per hour               | Discretionary               | No        | \$ 1.30           |
| Carer Support Levy  | Pro rata per week                | Discretionary               | No        | \$ 7.50           |
| Standard fee  | 8.00am to 6.00pm (range between) | Discretionary               | No        | \$5.50 - \$10.00  |
| Standard fee  | Non-Core hours (range between)   | Discretionary               | No        | \$6.75 - \$13.25  |
| After School Care   | 8.00am to 6.00pm (range between) | Discretionary               | No        | \$5.50 - \$13.25  |
| After School Care   | Non-Core hours (range between)   | Discretionary               | No        | \$6.75 - \$13.25  |
| Before School Care  | 8.00am to 6.00pm (range between) | Discretionary               | No        | \$6.50 - \$9.50   |
| Before School Care  | Non-Core hours (range between)   | Discretionary               | No        | \$6.75 - \$13.25  |
| Public Holiday  | 8.00am to 6.00pm (range between) | Discretionary               | No        | \$8.00 - \$19.00  |
| Public Holiday  | Non-Core hours (range between)   | Discretionary               | No        | \$8.00 - \$19.00  |
| <b>Toy Library Fees</b>   |                                  |                             |           |                   |
| Annual Standard Membership  |                                  | Discretionary               | Yes       | \$ 15.00          |
| Annual Group Membership   |                                  | Discretionary               | Yes       | \$ 35.00          |
| <b>LIBRARY</b>  |                                  |                             |           |                   |
| Replacement Books   |                                  | Discretionary               | Yes       | Cost              |
| Replace Cards   |                                  | Discretionary               | Yes       | \$ 2.00           |
| Library Bags  |                                  | Discretionary               | Yes       | \$ 3.50           |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021                           |                        |                             |           |   |
|--|------------------------|-----------------------------|-----------|---|
|  | Note                   | Statutory/<br>Discretionary | Incl. GST | 2021/2022                               |
| Photocopies/Print outs   | A4/A3 One Side         | Discretionary               | Yes       | \$ 0.50                                 |
|  | A4/A3 Double Side      | Discretionary               | Yes       | \$ 0.80                                 |
| Photocopies – own paper  | Per Side               | Discretionary               | Yes       | \$ 0.30                                 |
| Photocopies/Printouts Colour   | Per Side               | Discretionary               | Yes       | \$ 1.00                                 |
| Laminating   |                        | Discretionary               | Yes       | \$ 1.00                                 |
| Old Books (depending on condition)   |                        | Discretionary               | Yes       | \$0.20 - \$2.00                         |
| <b>Sir John Gorton Library Meeting Room</b>  |                        |                             |           |   |
| Commercial/Casual Hirers (Charges capped at 5 Hours)                                   | Per hour               | Discretionary               | Yes       | \$ 20.00                                |
| <b>PLANNING FEES AND CHARGES</b>   |                        |                             |           |   |
| <b>Statutory Planning Fees</b>   |                        |                             |           |   |
| Use of Land Planning Permit (Note 1)   |                        | Statutory                   | No        | \$ 1,318.10                             |
| Dwelling Planning Permit < \$10,000 (Note 1)   |                        | Statutory                   | No        | \$ 199.90                               |
| Dwelling Planning Permit > \$10,001 - \$100,000 (Note 1)                               |                        | Statutory                   | No        | \$ 629.40                               |
| Dwelling Planning Permit > \$100,001 - \$500,000 (Note 1)                              |                        | Statutory                   | No        | \$ 1,288.50                             |
| Dwelling Planning Permit > \$500,001 - \$1,000,000 (Note 1)                            |                        | Statutory                   | No        | \$ 1,392.10                             |
| Dwelling Planning Permit > \$1,000,001 - \$2,000,000 (Note 1)                          |                        | Statutory                   | No        | \$ 1,495.80                             |
| VicSmart Application < \$10,000 (Note 1)   |                        | Statutory                   | No        | \$ 199.90                               |
| VicSmart Application > \$10,001 (Note 1)   |                        | Statutory                   | No        | \$ 429.50                               |
| VicSmart Application to subdivide land (Note 1)  |                        | Statutory                   | No        | \$ 199.90                               |
| Development of Land < \$100,000 (Note 1)   |                        | Statutory                   | No        | \$ 1,147.80                             |
| Development of Land > \$100,001 - \$1,000,000 (Note 1)                                 |                        | Statutory                   | No        | \$ 1,547.60                             |
| Development of Land > \$1,000,001 - \$5,000,000 (Note 1)                               |                        | Statutory                   | No        | \$ 3,413.70                             |
| Development of Land > \$5,000,001 - \$15,000,000 (Note 1)                              |                        | Statutory                   | No        | \$ 8,700.90                             |
| Development of Land > \$15,000,001 - \$50,000,000 (Note 1)                             |                        | Statutory                   | No        | \$ 25,658.30                            |
| Development of Land > \$50,000,001 (Note 1)  |                        | Statutory                   | No        | \$ 57,670.10                            |
| To Subdivide existing Building (Note 1)  |                        | Statutory                   | No        | \$ 1,318.10                             |
| To Subdivide Land into 2 lots (Note 1)   |                        | Statutory                   | No        | \$ 1,318.10                             |
| Boundary Realignment (Note 1)  |                        | Statutory                   | No        | \$ 1,318.10                             |
| To Subdivide Land (Note 1)   |                        | Statutory                   | No        | \$ 1,318.10                             |
| Create, vary or remove restriction or create, vary or remove an easement (Note 1)      |                        | Statutory                   | No        | \$ 1,318.10                             |
| <b>Strategic Planning Fees</b>   |                        |                             |           |   |
| Amendment to a planning Scheme (Note 1)  |                        | Statutory                   | No        | \$ 3,050.90                             |
| Considering Submissions and referral to Planning Panel (up to 10 submissions) (Note 1) |                        | Statutory                   | No        | \$ 15,121.00                            |
| Considering Submissions and referral to Planning Panel (11 to 20 submissions) (Note 1) |                        | Statutory                   | No        | \$ 30,212.40                            |
| Considering Submissions and referral to Planning Panel (> 20 submissions) (Note 1)     |                        | Statutory                   | No        | \$ 40,386.90                            |
| Adopting an Amendment (Note 1)   |                        | Statutory                   | No        | \$ 481.30                               |
| Approval of an Amendment (Note 1)  |                        | Statutory                   | No        | \$ 481.30                               |
| Certificate of Compliance (Note 1)   |                        | Statutory                   | No        | \$ 325.80                               |
| Proposal to amend or end a Section 173 Agreement                                       |                        | Statutory                   | No        | \$ 659.00                               |
| Satisfaction Certificate (Note 1)  |                        | Statutory                   | No        | \$ 325.80                               |
| <b>Subdivision Fees</b>  |                        |                             |           |   |
| Certification of a plan of subdivision   |                        | Statutory                   | No        | \$ 174.80                               |
| Plan Examination Fee   |                        | Discretionary               | No        | Up to a maximum of 0.75% value of works |
| Supervision Fee  |                        | Discretionary               | No        | Up to maximum of 2.5% value of works    |
| <b>BUILDING FEES AND CHARGES</b>   |                        |                             |           |   |
| <b>Domestic</b>  |                        |                             |           |   |
| New Dwellings or works   | Up to \$19,999         | Discretionary               | Yes       | \$ 680.00                               |
| New Dwellings or works   | \$20,000 to \$49,999   | Discretionary               | Yes       | \$ 770.00                               |
| New Dwellings or works   | \$50,000 to \$99,999   | Discretionary               | Yes       | \$ 920.00                               |
| New Dwellings or works   | \$100,000 to \$199,999 | Discretionary               | Yes       | \$ 1,450.00                             |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021  |   | Note          | Statutory/<br>Discretionary | Incl. GST          | 2021/2022 |
|---|---|---------------|-----------------------------|--------------------|-----------|
| New Dwellings or works  | \$200,000 to \$399,999                    | Discretionary | Yes                         | \$                 | 1,850.00  |
| New Dwellings or works  | \$400,000 to \$499,999                    | Discretionary | Yes                         | \$                 | 2,050.00  |
| New Dwellings or works  | Above \$500,000                           | Discretionary | Yes                         | Cost / 270         |           |
| Multi unit developments   | Up to 4 units                             | Discretionary | Yes                         | 1850 per unit      |           |
| Lodgement Fee   | Applies for works over a value of \$5,000 | Statutory     | Yes                         | \$                 | 121.88    |
| <b>Commercial Building Works</b>  |   |               |                             |                    |           |
| Contract amount   | Up to \$30,000                            | Discretionary | Yes                         | \$                 | 620.00    |
| Contract amount   | \$30,000 - \$100,000                      | Discretionary | Yes                         | \$                 | 1,650.00  |
| Contract amount   | \$100,000 - \$500,000                     | Discretionary | Yes                         | \$                 | 2,800.00  |
| Contract amount   | \$500,000 - \$999,999                     | Discretionary | Yes                         | cost / 220 + \$250 |           |
| Contract amount   | Over \$1,000,000                          | Discretionary | Yes                         | cost / 220 + \$275 |           |
| Submissions for modifications to building regulations   | Per hour                                  | Discretionary | Yes                         | \$                 | 175.00    |
| Special performance based assessments   | per hour                                  | Discretionary | Yes                         | \$                 | 175.00    |
| <b>Minor Building Works</b>   |   |               |                             |                    |           |
| Garages, Carports/Sheds, Verandahs  | Up to \$19,999                            | Discretionary | Yes                         | \$                 | 520.00    |
| Garages, Carports/Sheds, Verandahs  | \$20,000 to \$49,999                      | Discretionary | Yes                         | \$                 | 620.00    |
| Garages, Carports/Sheds, Verandahs  | Above \$50,000                            | Discretionary | Yes                         | \$                 | 820.00    |
| Swimming Pools  |   | Discretionary | Yes                         | \$                 | 820.00    |
| Safety Barrier for swimming pool or spas  |   | Discretionary | Yes                         | \$                 | 300.00    |
| Dwelling Reblock / restumping   |   | Discretionary | Yes                         | \$                 | 620.00    |
| Miscellaneous Building permit fee   |   | Discretionary | Yes                         | \$                 | 500.00    |
| Sitting of places of public entertainment   |   | Discretionary | Yes                         | \$                 | 500.00    |
| Variation to approved plans   |   | Discretionary | Yes                         | \$                 | 150.00    |
| Extensions  |   | Discretionary | Yes                         | \$                 | 250.00    |
| Bond can be in form of Bank Guarantee (Bond can be refunded up to 40% or \$2,000 on satisfactory completion of exterior). |   | Statutory     | No                          | \$                 | 10,000.00 |
| Miscellaneous inspections   |   | Discretionary | Yes                         | \$                 | 160.00    |
| Temporary occupation of a building  | every 6 months                            | Discretionary | Yes                         | \$                 | 550.00    |
| <b>House Relocation</b>   |   |               |                             |                    |           |
| Inspection and report fee prior to relocation   |   | Discretionary | Yes                         | \$                 | 350.00    |
| <b>Demolition Permit</b>  |   |               |                             |                    |           |
| Single story Class 1 Building more than 6.0m from the street alignment  |   | Discretionary | Yes                         | \$                 | 420.00    |
| Single storey Class 1 Building more than 6.0m from street alignment, and is more than 6.0m high                           |   | Discretionary | Yes                         | \$                 | 470.00    |
| Any Class 1 or 10 building containing more than 1 storey  | Per Storey                                | Discretionary | Yes                         | \$                 | 420.00    |
| Any other building (commercial or industrial)   | Per Storey                                | Discretionary | Yes                         | \$                 | 570.00    |
| <b>Building Certificates</b>  |   |               |                             |                    |           |
| Property Information (Building Certificates)  |   | Statutory     | No                          | \$                 | 47.20     |
| Information on stormwater (Legal Point of Discharge)  |   | Statutory     | No                          | \$                 | 141.20    |
| <b>Consent and Report</b>   |   |               |                             |                    |           |
| Council   |   | Statutory     | No                          | \$                 | 290.40    |
| Protection for works  |   | Statutory     | No                          | \$                 | 294.70    |
| Council - Demolition  |   | Statutory     | No                          | \$                 | 85.15     |
| Land Information Certificate  |   | Statutory     | No                          | \$                 | 27.00     |
| <b>Swimming Pools and Spa fees</b>  |   |               |                             |                    |           |
| Swimming Pool and Spa fees - Application for Registration   | 2.15 Fee units                            | Discretionary | Yes                         | \$                 | 31.80     |
| Swimming Pool and Spa fees - Information search fee   | 3.19 Fee units                            | Discretionary | Yes                         | \$                 | 47.20     |
| Swimming Pool and Spa fees - Lodgement of Certificate of pool barrier compliance  | 1.38 fee units                            | Discretionary | Yes                         | \$                 | 20.40     |
| Swimming Pool and Spa fees - Lodgement of Certificate of pool barrier non-compliance                                      | 26 fee units                              | Discretionary | Yes                         | \$                 | 385.10    |
| <b>RECREATION</b>   |   |               |                             |                    |           |
| <b>RECREATION RESERVES - COHUNA &amp; LEITCHVILLE</b>   |   |               |                             |                    |           |
| <b>Football Clubs</b>   |   |               |                             |                    |           |
| Cohuna Kangas   |   | Discretionary | Yes                         | \$                 | 5,300.00  |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021   |                                     | Note | Statutory/<br>Discretionary | Incl. GST | 2021/2022                    |
|--|-------------------------------------|------|-----------------------------|-----------|------------------------------|
| Leitchville  |                                     |      | Discretionary               | Yes       | \$ 3,500.00                  |
| <b>Cricket Clubs</b>   |                                     |      |                             |           |                              |
| Cohuna - per year  |                                     |      | Discretionary               | Yes       | \$ 650.00                    |
| Leitchville - per year   |                                     |      | Discretionary               | Yes       | \$ 650.00                    |
| <b>Miscellaneous</b>   |                                     |      |                             |           |                              |
| Cohuna A. P. & H. Society - per year   |                                     |      | Discretionary               | Yes       | \$ 1,785.00                  |
| Cohuna Little Athletics Club - per year  |                                     |      | Discretionary               | Yes       | \$ 650.00                    |
| School Groups & RSL  |                                     |      | Discretionary               | Yes       | No Charge                    |
| Casual - per day   |                                     |      | Discretionary               | Yes       | \$ 330.00                    |
| Casual - per hour (min 3 hours hire)   |                                     |      | Discretionary               | Yes       | \$ 70.00                     |
| Casual - more than one consecutive day   | Price on application                |      | Discretionary               | Yes       | POA                          |
| Oval Hire - refundable deposit   |                                     |      | Discretionary               | No        | \$ 260.00                    |
| <b>MUNICIPAL RESERVES</b>  |                                     |      |                             |           |                              |
| <b>Municipal Reserve</b>   |                                     |      |                             |           |                              |
| Use of Municipal Reserve (Inc Parks & Gardens) - Schools & RSL   |                                     |      | Discretionary               | Yes       | No Charge                    |
| Use of Municipal Reserve (Inc Parks, Gardens & Wharf) - Commercial use/Major events/Weddings                           | Permit Fee                          |      | Discretionary               | Yes       | \$ 50.00                     |
| <b>SWIMMING POOLS</b>  |                                     |      |                             |           |                              |
| <b>Kerang/Cohuna Swimming Pool</b>   |                                     |      |                             |           |                              |
| Seasons Tickets: Family Season Pass (Cohuna and Kerang)  | Family                              |      | Discretionary               | Yes       | \$ 185.00                    |
| Seasons Tickets:   | Adults                              |      | Discretionary               | Yes       | \$ 100.00                    |
|  | Concession or Student               |      | Discretionary               | Yes       | \$ 60.00                     |
|  | Concession - Family                 |      | Discretionary               | Yes       | \$ 85.00                     |
| Admission:   | Adults                              |      | Discretionary               | Yes       | \$ 4.50                      |
|  | Concession or Student               |      | Discretionary               | Yes       | \$ 3.60                      |
|  | Children with School                |      | Discretionary               | Yes       | \$ 2.60                      |
|  | Children under 5 years              |      | Discretionary               | Yes       | No Charge                    |
|  | Non-Swimming Patrons                |      | Discretionary               | Yes       | \$ 1.50                      |
|  | Family Day Pass                     |      | Discretionary               | Yes       | \$ 15.00                     |
|  | Community Groups/Schools/Event hire |      | Discretionary               | Yes       | As per GSC booking procedure |
| Ten Visit Pass Entry:  | Family                              |      | Discretionary               | Yes       | \$ 110.00                    |
|  | Adult                               |      | Discretionary               | Yes       | \$ 36.00                     |
|  | Concession/Student                  |      | Discretionary               | Yes       | \$ 26.00                     |
| Hire of Inflatable Pool Equipment:   | 2 day hire charge                   |      | Discretionary               | Yes       | \$ 1,000.00                  |
| <b>Kerang Exercise Pool</b>  |                                     |      |                             |           |                              |
| Concession   | Per Hour                            |      | Discretionary               | Yes       | \$ 5.00                      |
|  | 1/2 Hour                            |      | Discretionary               | Yes       | \$ 3.50                      |
| Adult  | Per Hour                            |      | Discretionary               | Yes       | \$ 7.50                      |
|  | 1/2 Hour                            |      | Discretionary               | Yes       | \$ 5.50                      |
| Claims Attendance  | Per Hour                            |      | Discretionary               | Yes       | \$ 10.00                     |
|  | 1/2 Hour                            |      | Discretionary               | Yes       | \$ 7.50                      |
| Children (5-15)  | Per Hour                            |      | Discretionary               | Yes       | \$ 3.00                      |
|  | 1/2 Hour                            |      | Discretionary               | Yes       | \$ 1.50                      |
| Children under 5   |                                     |      | Discretionary               | Yes       | No Charge                    |
| Groups of max. 10 people   | Per hour                            |      | Discretionary               | Yes       | \$ 40.00                     |
| Multiple group bookings  | 5 one hour sessions                 |      | Discretionary               | Yes       | \$ 180.00                    |
| An additional \$40 lifeguard fee per hour applies for group bookings that cannot supply their own qualified lifeguard. | per hour                            |      | Discretionary               | Yes       | \$ 40.00                     |
| Warra Waders Swim School   | 1/2 hour                            |      | Discretionary               | Yes       | \$ 10.00                     |
| <b>10 Visit Pass</b>   |                                     |      |                             |           |                              |
| Adult (Non Pensioners)   | 1/2 hour                            |      | Discretionary               | Yes       | \$ 55.00                     |
|  | 1 hour                              |      | Discretionary               | Yes       | \$ 75.00                     |
| Pensioner  | 1/2 hour                            |      | Discretionary               | Yes       | \$ 35.00                     |
|  | 1 hour                              |      | Discretionary               | Yes       | \$ 50.00                     |
| <b>Leitchville Swimming Pool (Administered by Community Asset Committee of Council)</b>                                |                                     |      |                             |           |                              |
| Family Season Pass (L'ville only)  | Family                              |      | Discretionary               |           | \$ 120.00                    |
| Single Season Pass   | Adult                               |      | Discretionary               |           | \$ 45.00                     |



| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021                              |  |                             |           |  |
|---|--|-----------------------------|-----------|--|
|   | Note   | Statutory/<br>Discretionary | Incl. GST | 2021/2022  |
| Student Season Pass   | Under 18/student   | Discretionary               |           | \$ 40.00   |
| Holiday Makers  | Family   | Discretionary               |           | \$ 50.00   |
| Adult Admission   | Adult  | Discretionary               |           | \$ 4.00  |
| Child Admission   | Persons under 18 years   | Discretionary               |           | \$ 3.00  |
| <b>RESIDENTIAL TENANCIES ACT REGISTRATION FEES</b>  |  |                             |           |  |
| Site not exceeding 25 (17 fee units)  |  | Statutory                   | No        | \$ 245.65  |
| Site exceeding 25 but not exceeding 50 (34 fee units)                                     |  | Statutory                   | No        | \$ 491.30  |
| Site exceeding 50 but not exceeding 100 (68 fee units)                                    |  | Statutory                   | No        | \$ 982.60  |
| Site exceeding 100 but not exceeding 150 (103 fee units)                                  |  | Statutory                   | No        | \$ 1,488.35  |
| Site exceeding 150 but not exceeding 200 (137 fee units)                                  |  | Statutory                   | No        | \$ 1,979.65  |
| Site exceeding 200 but not exceeding 250 (171 fee units)                                  |  | Statutory                   | No        | \$ 2,470.95  |
| Site exceeding 250 but not exceeding 300 (205 fee units)                                  |  | Statutory                   | No        | \$ 2,962.25  |
| Transfer of Caravan Park (5 fee units)  |  | Statutory                   | No        | \$ 72.25   |
| Notification Fee for Moveable Dwellings within caravan parks                              |  | Discretionary               |           | \$ 220.00  |
| <b>LOCAL LAWS</b>   |  |                             |           |  |
| <b>DOMESTIC ANIMAL ACT</b>  |  |                             |           |  |
| <b>Dog Registration</b>   |  |                             |           |  |
| Maximum fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 1—Dogs   | Unsterilised dog<br>Declared dangerous dog<br>Declared menacing dog<br>Declared restricted breed dog   | Statutory                   | No        | 120 + State Gov't Levy (SGL) 11/4/2020 - 10/4/2021 |
| Reduced fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 1—Dogs   | Desexed dog<br>Dog over 10 years old<br>Dogs kept for working stock<br>Registered domestic animal business<br>Obedience trained dog with approved organisation<br>Dogs registered with applicable organisation / owner is current member | Statutory                   | No        | 41.00 + State Gov't Levy 11/4/2021 - 10/4/2022     |
| Eligible concession card holder   | Discount does not include SGL  | Statutory                   | No        | 50% discount                                       |
| New registration paid after 10 October each year  | Discount does not include SGL  | Discretionary               | No        | 50% discount                                       |
| Replacement Tag   |  | Discretionary               | Yes       | \$ 5.00  |
| Late Payment Fee  |  | Discretionary               | No        | \$ 40.00   |
| <b>Cat Registration</b>   |  |                             |           |  |
| Maximum fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 2 - Cats | Unsterilised cat   | Statutory                   | No        | 120 + State Gov't Levy (SGL) 11/4/2020 - 10/4/2021 |
| Reduced fee as per Domestic Animals Act 1994 Schedule 1 – Registration fees Part 2 - Cats | Desexed cat<br>Cat over 10 years old<br>Registered domestic animal business  | Statutory                   | No        | 41.00 + State Gov't Levy 11/4/2021 - 10/4/2022     |
| Eligible concession card holder   | Discount does not include SGL  | Statutory                   | No        | 50% discount                                       |
| New registration paid after 10 October each year  | Discount does not include SGL  | Discretionary               | No        | 50% discount                                       |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021  | Note  | Statutory/<br>Discretionary | Incl. GST | 2021/2022                 |
|---|---|-----------------------------|-----------|---------------------------|
| Replacement Tag   |   | Discretionary               | Yes       | \$ 5.00                   |
| Late Payment Fee  |   | Discretionary               | No        | \$ 40.00                  |
| <b>Administration - Domestic Animals Registration</b>   |   |                             |           |                           |
| Pro-rata reduction (quarterly) for refund of animal registration - state Gov't Levy non refundable                                      | Pro-rata quarterly  | Discretionary               | Yes       | As Calculated             |
| <b>Pound Fees - Domestic Animal Act</b>   |   |                             |           |                           |
| Release Fee   | Dogs and Cats 1st Offence   | Discretionary               | Yes       | \$ 50.00                  |
|   | Dogs and Cats 2nd offence   | Discretionary               | Yes       | \$ 100.00                 |
|   | Dogs and Cats 3rd offence   | Discretionary               | Yes       | \$ 200.00                 |
| Sustenance Fee (per day)  |   | Discretionary               | Yes       | \$ 25.00                  |
| <b>Domestic Animal Business</b>   |   |                             |           |                           |
| Domestic Animal Business  | Permit Fee plus SGL (SGL increases with CPI each year)                                    | Discretionary               | Yes       | 610.00 + State Gov't Levy |
| <b>Administration - Local Law Permits</b>   |   |                             |           |                           |
| Release fee for animal impounded under Local Laws   | Per animal  | Discretionary               | Yes       | \$ 66.00                  |
| Release fee for item impounded under Local Laws   | Per item  | Discretionary               | Yes       | \$ 66.00                  |
| Release fee for impounded vehicle   |   | Discretionary               | No        | \$220 + towing costs      |
| Amendments to permits   | All permits   | Discretionary               | Yes       | \$ 35.00                  |
| Late Payment Fee  | Additional fee payable on late renewal of permit  | Discretionary               | No        | 50% of permit             |
| <b>Local Law - Application and Permit Fees</b>  |   |                             |           |                           |
| Bulk rubbish containers   | Permit Fee (per container)  | Discretionary               | Yes       | \$ 60.00                  |
| Fodder on road  | Refer to local law guidelines   | Discretionary               | Yes       | \$ 230.00                 |
| Footpath Trading - Consumption of Alcohol   | Permit Fee (in conjunction with Footpath Trading permit)                                  | Discretionary               | No        | \$ 55.00                  |
| Footpath Trading / Permit fee - advertising sign, display of goods, table and chairs  | Permit Fee (in conjunction with Footpath Trading permit)                                  | Discretionary               | No        | \$ 55.00                  |
| Consumption of Alcohol  | Permit Fee (commercial business only)   | Discretionary               | No        | \$ 55.00                  |
| House to House trading  | Permit Fee  | Discretionary               | No        | \$ 230.00                 |
| Keeping of Animals  | Permit Fee  | Discretionary               | Yes       | \$ 120.00                 |
| Livestock on Roads - Droving  | Permit Fee  | Discretionary               | No        | \$220.00 + \$1000.00 Bond |
| Livestock on Roads - Grazing  | Permit fee  | Discretionary               | Yes       | \$ 230.00                 |
| Municipal reserve - waterways   | Application & permit fee - events held on Council controlled waterways                    | Discretionary               | Yes       | \$ 270.00                 |
| Roadside trading  | Permit fee  | Discretionary               | Yes       | \$ 230.00                 |
|   | Site fee  | Discretionary               | Yes       | \$125.00 per month        |
| Shipping containers   | Permit Fee (per container)  | Discretionary               | Yes       | \$ 120.00                 |
| Temporary Road Closure - Community Group  | Advertising   | Discretionary               | Yes       | Advertising cost          |
| Temporary Road Closure - Commercial event   | All cost associated with the event. Charged through private works, sundry debtor process. | Discretionary               | Yes       | Advertising cost          |
| All other Local Law permits not listed above  | Permit Fee  | Discretionary               | Yes       | \$ 120.00                 |
| <b>Council Controlled Parking</b>   |   |                             |           |                           |
| * For Offence Codes 701 To 714, A Municipal Council May By Council Resolution Fix a Penalty Of Up To 0.5 Penalty Unit For That Offence. |   | Statutory                   |           | 0.5 of a Penalty Unit     |
| Parking offences under Road Safety Road Rules 2009 (Offence codes 701-714) (0.5 of a Penalty Unit)                                      |   | Statutory                   | No        | 0.5 of a Penalty Unit     |
| <b>LIVESTOCK</b>  |   |                             |           |                           |
| <b>Pound Fees - Stock</b>   |   |                             |           |                           |
| Impounded sheep - per head  |   | Discretionary               | Yes       | \$ 22.00                  |
| Impounded cattle - per head   |   | Discretionary               | Yes       | \$ 110.00                 |
| Impounded horses - per head   |   | Discretionary               | Yes       | \$ 110.00                 |
| Impounded stock - all other stock including goats, pigs, etc - per animal   |   | Discretionary               | Yes       | \$ 110.00                 |
| Transport   |   | Discretionary               | Yes       | Cost of Transport         |
| After hours call out fee for livestock on roads   |   | Discretionary               | Yes       | \$ 330.00                 |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021  |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
|   | Note   | Statutory/<br>Discretionary | Incl. GST | 2021/2022                                       |
| NLIS tags   | if required  | Discretionary               | Yes       | \$ 44.00  |
| Advertisement in Newspaper  | as required under Impounding of Livestock Act 1994 | Discretionary               | Yes       | Cost of advertising                             |
| Sustenance Fee  |  | Discretionary               | Yes       | Cost of hay per day                             |
| Release fee - per animal  |  | Discretionary               | Yes       | \$100.00 1st animal & \$25.00 each other animal |
| Accommodation Paddock (per head per day)  |  | Discretionary               | Yes       | \$ 10.00  |
| <b>Road Opening Permits</b>   |  |                             |           |   |
| Security Deposit - works not within the carriageway   | \$210.00 per sq/m                                  | Discretionary               | No        | 210.00 per sq/m                                 |
| Security Deposit - works in the carriageway (Under 4m2)   |  | Discretionary               | No        | \$ 840.00                                       |
| Security Deposit - works in the carriageway (Over 4m2)  | \$840 Min + \$210 per m2 over 4m2                  | Discretionary               | No        | \$840 Min + \$210 per m2 over 4m2               |
| Asset Protection Permit   | Application fee per site                           | Discretionary               | Yes       | \$ 90.00  |
| Security deposit  | minimum security deposit                           | Discretionary               | No        | \$ 200.00                                       |
| <b>Consent for works within the Road Reserve</b>  |  |                             |           |   |
| <b>Municipal Road with speed limit &lt;50km/h</b>   |  |                             |           |   |
| <b>Minor works conducted by a person referred to in regulation 10(2) that are traffic impact works</b>                    |  |                             |           |   |
| Minor works not on the roadway, shoulder or pathway (6 units)   |  | Statutory                   | No        | \$ 88.00  |
| Minor works on the roadway, shoulder or pathway (9.3 units)   |  | Statutory                   | No        | \$ 137.00                                       |
| <b>Works (other than minor works conducted by a person referred to in regulation 10(2) that are traffic impact works)</b> |  |                             |           |   |
| Works not on the roadway, shoulder or pathway (6 units)   |  | Statutory                   | No        | \$ 88.00  |
| Works on the roadway, shoulder or pathway (23.5 units)  |  | Statutory                   | No        | \$ 348.00                                       |
| <b>Municipal road with speed limit &gt;50km/h</b>   |  |                             |           |   |
| <b>Minor works conducted by a person referred to in regulation 10(2) that are traffic impact works</b>                    |  |                             |           |   |
| Minor works not on the roadway, shoulder or pathway (6 units)   |  | Statutory                   | No        | \$ 88.00  |
| Minor works on the roadway, shoulder or pathway (9.3 units)   |  | Statutory                   | No        | \$ 137.00                                       |
| <b>Works (other than minor works conducted by a person referred to in regulation 10(2) that are traffic impact works)</b> |  |                             |           |   |
| Works not on the roadway, shoulder or pathway (23.5 units)  |  | Statutory                   | No        | \$ 348.00                                       |
| Works on the roadway, shoulder or pathway (43.1 units)  |  | Statutory                   | No        | \$ 638.00                                       |
| <b>Kerang Weighbridge</b>   |  |                             |           |   |
| Standard weigh fee  |  | Discretionary               | Yes       | \$ 20.00  |
| <b>FACILITY HIRE</b>  |  |                             |           |   |
| <b>Public Halls</b>   |  |                             |           |   |
| <b>Cohuna and Kerang Halls</b>  |  |                             |           |   |
| Whole Hall  | Day (to 5:00pm)                                    | Discretionary               | Yes       | \$ 180.00                                       |
|   | Night (5:00pm - 2.30am)                            | Discretionary               | Yes       | \$ 240.00                                       |
|   | Day & Night  | Discretionary               | Yes       | \$ 320.00                                       |
|   | Day time hourly rate - maximum 3 hours             | Discretionary               | Yes       | \$ 45.00  |
|   | Night time hourly rate - maximum 3 hours           | Discretionary               | Yes       | \$ 45.00  |
| Main Hall Only  | Day (to 5:00pm)                                    | Discretionary               | Yes       | \$ 120.00                                       |
|   | Night (5:00pm - 2.30am)                            | Discretionary               | Yes       | \$ 150.00                                       |
|   | Day and Night                                      | Discretionary               | Yes       | \$ 240.00                                       |
| Supper Room & Kitchen   | Hourly rate maximum 3 hours                        | Discretionary               | Yes       | \$ 30.00  |
|   | Day (to 5:00pm)                                    | Discretionary               | Yes       | \$ 130.00                                       |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021   |  | Note  | Statutory/<br>Discretionary | Incl. GST | 2021/2022  |
|--|--|---|-----------------------------|-----------|------------|
|  | Night (6:30pm - 2.30am)  |   | Discretionary               | Yes       | \$ 160.00  |
|  | Day and Night  |   | Discretionary               | Yes       | \$ 240.00  |
|  | Hourly rate maximum 3 hours  |   | Discretionary               | Yes       | \$ 40.00   |
| <b>Cohuna Council Chamber/Community Meeting Room</b>   |  |   |                             |           |            |
|  | 3 Hours - except for Non Profit Community Groups                         |   | Discretionary               | Yes       | \$ 30.00   |
|  | More than 3 hours - except for Non Profit Community Groups               |   | Discretionary               | Yes       | \$ 120.00  |
|  | Set up cost of Chambers  |   | Discretionary               | Yes       | \$ 60.00   |
| <b>Kerang Memorial Hall</b>  |  |   |                             |           |            |
|  | Function Room  | Hourly rate maximum 3 hours   | Discretionary               | Yes       | \$ 30.00   |
|  |  | Day (to 5:00pm)   | Discretionary               | Yes       | \$ 120.00  |
|  |  | Night (5.00pm-2.30am)   | Discretionary               | Yes       | \$ 150.00  |
|  |  | Day and Night   | Discretionary               | Yes       | \$ 240.00  |
|  | Kerang, Koondrook and Cohuna Senior Citizens Rooms                       | Day (to 5:00pm)   | Discretionary               | Yes       | \$ 115.00  |
|  |  | Night (6:30pm - 2.30am)   | Discretionary               | Yes       | \$ 160.00  |
|  |  | Hourly rate maximum 3 hours   | Discretionary               | Yes       | \$ 25.00   |
|  |  | Not-for-profit  | Discretionary               |           | No Charge  |
| <b>Special Fees</b>  |  |   |                             |           |            |
|  |  | Cohuna RSL ANZAC Service  | Discretionary               | Yes       | No Charge  |
|  |  | Kerang RSL ANZAC Service  | Discretionary               | Yes       | No Charge  |
|  |  | Service Clubs   | Discretionary               | Yes       | No Charge  |
|  |  | Schools (per day to max 5 days \$300)   | Discretionary               | Yes       | \$ 110.00  |
|  |  | Trestle Hire per trestle - Other venues   | Discretionary               | Yes       | \$ 10.00   |
|  |  | Plastic Chair Hire  | Discretionary               | Yes       | \$ 2.00    |
|  |  | Community Groups - block of 5 booking to be used in 12 months of making initial booking | Discretionary               | Yes       | \$ 340.00  |
| <b>Bonds</b>   |  |   |                             |           |            |
|  | Bond   | Refundable Deposit - no alcohol   | Discretionary               | No        | No Charge  |
|  |  | Refundable Deposit - alcohol to be consumed   | Discretionary               | No        | \$ 560.00  |
|  |  | Setting up chairs (per hour minimum booking)  | Discretionary               | No        | \$ 80.00   |
| <b>Rural Halls (Dingwall, Gannawarra, Koroop, Lake Charm, Murrabit &amp; Myall) (Administered by Community Asset Committee of Council)</b> |  |   |                             |           |            |
|  | Rural Halls (Dingwall, Gannawarra, Koroop, Lake Charm, Murrabit & Myall) | Hire range  | Discretionary               |           | \$15-\$100 |
| <b>Gateway to Gannawarra</b>   |  |   |                             |           |            |
|  | Bike Hire  | 2 hours   | Discretionary               | Yes       | No Charge  |
|  |  | 4 hours   | Discretionary               | Yes       | No Charge  |
|  |  | All day (Return by 4.30pm)  | Discretionary               | Yes       | No Charge  |
|  |  | Overnight hire (Return by 9.30am)   | Discretionary               | Yes       | No Charge  |
|  |  | 2 day hire (Return by 4.30pm)   | Discretionary               | Yes       | No Charge  |
|  |  | Security Deposit (Refundable)   | Discretionary               | No        | \$ 50.00   |
|  | Fishing Rod Hire (per rod)   | All day (Return by 4.30pm)  | Discretionary               | Yes       | No Charge  |
|  |  | Overnight hire (Return by 9.30am)   | Discretionary               | Yes       | No Charge  |
|  |  | 2 day hire (Return by 4.30pm)   | Discretionary               | Yes       | No Charge  |
|  |  | Security Deposit (Refundable)   | Discretionary               | No        | \$ 20.00   |
| <b>Quambatook Housing</b>  |  |   |                             |           |            |
|  | One Bedroom Flat/Week (Determined by Department of Housing Guidelines)   |   | Discretionary               | No        | \$ 60.00   |
|  | Two Bedroom Flat/Week (Determined by Department of Housing Guidelines)   |   | Discretionary               | No        | \$ 80.00   |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021   |               |                             |           |           |
|--|---------------|-----------------------------|-----------|-----------|
|  | Note          | Statutory/<br>Discretionary | Incl. GST | 2021/2022 |
| <b>WASTE MANAGEMENT</b>  |               |                             |           |           |
| <b>Transfer Stations - Kerang, Cohuna, Quambatook, &amp; Lalbert</b>   |               |                             |           |           |
| Mulch (for sale)   | Per m3        | Discretionary               | Yes       | \$ 6.00   |
| <b>Domestic Waste to be Disposed of in Garbage Skip</b>  |               |                             |           |           |
| 120lt Mobile Garbage Bin   |               | Discretionary               | Yes       | \$ 7.00   |
| 240lt Mobile Garbage Bin   |               | Discretionary               | Yes       | \$ 14.00  |
| Domestic Waste delivered by any other means  | Per m3        | Discretionary               | Yes       | \$ 33.00  |
| Commercial Cardboard - Placed in Recycling Skip  | Per m3        | Discretionary               | Yes       | \$ 10.00  |
| <b>Uncontaminated Recyclable Materials</b>   |               |                             |           |           |
| Domestic Glass, Cans, Plastic Bottles, Paper & Cardboard   |               | Discretionary               | Yes       | No Charge |
| Green Waste  |               | Discretionary               | Yes       | \$ 6.50   |
| Green Waste - non for profit groups  |               | Discretionary               | Yes       | \$ 5.00   |
| Contaminated recyclables & garden waste  | Per m3        | Discretionary               | Yes       | \$ 33.00  |
| Car Bodies   | Per Car       | Discretionary               | Yes       | \$ 36.50  |
| Timber   | Per m3        | Discretionary               | Yes       | \$ 9.00   |
| White Goods  | Per m3        | Discretionary               | Yes       | \$ 15.00  |
| Vehicle Batteries  | Per Battery   | Discretionary               | Yes       | \$ 8.00   |
| TV, Laptop, Computer Screen  | Per Screen    | Discretionary               | Yes       | \$ 25.00  |
| Ewaste cable or battery operated equipment   | Per item      | Discretionary               | Yes       | No Charge |
| Mattress   | Per Mattress  | Discretionary               | Yes       | \$ 28.00  |
| <b>Landfill</b>  |               |                             |           |           |
| Commercial Domestic Waste  | per Tonne     | Stat/Disc                   | Yes       | \$ 141.00 |
| Priority Waste - Category C  | per Tonne     | Stat/Disc                   | Yes       | \$ 218.00 |
| Priority Waste - Category D  | per Tonne     | Stat/Disc                   | Yes       | \$ 218.00 |
| Asbestos Waste   | per Tonne     | Stat/Disc                   | Yes       | \$ 157.00 |
| Industrial Waste/Building Rubble   | per Tonne     | Stat/Disc                   | Yes       | \$ 190.00 |
| Concrete   | per Tonne     | Discretionary               | Yes       | \$ 90.00  |
| Asphalt  | per Tonne     | Discretionary               | Yes       | \$ 90.00  |
| <b>MISCELLANEOUS FEES AND CHARGES</b>  |               |                             |           |           |
| <b>Mystic Park Cemetery Trust (For full range of fees please refer to Mystic Park Schedule of Fees provided by the Department of Health)</b> |               |                             |           |           |
| Administrative Fees Misc.  | Interment fee | Statutory                   | Yes       | \$ 65.00  |
| Right of interment bodily remains at need  | 1st           | Statutory                   | Yes       | \$ 175.00 |
| Right of interment cremated remains at need  | 25 years      | Statutory                   | Yes       | \$ 100.00 |
| Search for cemetery records  |               | Statutory                   | Yes       | \$ 20.00  |
| Grave digging  |               | Discretionary               |           | \$ 600.00 |

| SCHEDULE OF FEES AND CHARGES 2021/2022 effective 1 July 2021                          |                                      | Note | Statutory/<br>Discretionary | Incl. GST | 2021/2022        |
|---|--------------------------------------|------|-----------------------------|-----------|------------------|
| <b>Freedom of Information</b>   |                                      |      |                             |           |                  |
| Application Fee   |                                      |      | Statutory                   | No        | \$ 28.90         |
| Access Costs  | Search time per hour or part thereof |      | Statutory                   | No        | \$ 21.70         |
| <b>Property owner on behalf of</b>  |                                      |      |                             |           |                  |
| Supervision charges (approx. per 1/4 hour)  |                                      |      | Discretionary               | No        | \$ 5.30          |
| Photocopying Charges - 4A Black & White per page                                      |                                      |      | Discretionary               | No        | \$ 0.20          |
| Providing access other than photocopying  |                                      |      | Discretionary               | No        | Reasonable Cost  |
| Listening or viewing a tape   |                                      |      | Discretionary               | No        | \$ 5.30          |
| Making a written transcript out of tape   |                                      |      | Discretionary               | No        | Reasonable Cost  |
| Prepare and collate information   |                                      |      | Discretionary               | Yes       | \$20.00 per hour |
| Print/Copy  |                                      |      | Discretionary               | Yes       | \$ 0.20          |
| Postage   |                                      |      | Discretionary               | Yes       | At cost          |
| Making a written transcript out of tape   |                                      |      | Discretionary               | Yes       | At cost          |
| <b>Quambatook Caravan Park (Administered by Community Asset Committee of Council)</b> |                                      |      |                             |           |                  |
| Powered site per person per night- Easter   |                                      |      | Discretionary               |           | \$ 20.00         |
| Unpowered site per person per night- Easter   |                                      |      | Discretionary               |           | \$ 15.00         |
| Bunkhouse/Cabin up to six people- Easter  |                                      |      | Discretionary               |           | \$ 130.00        |
| Powered site per double per night- off peak   |                                      |      | Discretionary               |           | \$ 25.00         |
| Unpowered site per double per night - off peak  |                                      |      | Discretionary               |           | \$ 20.00         |
| Cabin and Bunkhouse - off peak  |                                      |      | Discretionary               |           | \$ 60.00         |
| <b>Standpipe - Cohuna</b>   |                                      |      |                             |           |                  |
| Standpipe water. 1 token = 1000 litres.   | per token                            |      | Discretionary               | N / A     | \$ 2.50          |
| <b>Truck Wash - Minimum \$ 3 Fee.</b>   |                                      |      |                             |           |                  |
| Access key (available from Council's Customer Service Team)                           | per item                             |      | Discretionary               | N/A       | \$ 30.00         |
| Water use   | per minute                           |      | Discretionary               | N / A     | \$ 0.63          |
| <b>Electric Vehicle Charging station Kerang &amp; Cohuna</b>                          |                                      |      |                             |           |                  |
| Electric Vehicle Charging cost  | cents/kWh                            |      | Discretionary               |           | \$ 0.40          |

**7.8 G10-2020 MORTON GARNER PAVILION**

**Author:** Wade Williams, Manager Projects and Property

**Authoriser:** Geoff Rollinson, Director Infrastructure and Development

**Attachments:** 1 G10-2020 Tender Evaluation

**RECOMMENDATION**

1. That Council Award tender G10-2020 for the Morton Garner Pavilion to CJ & BT McLoughlan Builders for the lump sum amount, not subject to rise and fall, of \$588,144 excluding GST.

**EXECUTIVE SUMMARY**

The Cohuna and District Agricultural, Pastoral and Horticultural Society Inc was awarded funding in 2019 for the development of a new multi-purpose facility, replacing the current Morton Garner Pavilion located at the Cohuna Recreation Reserve.

Council officers have completed a tendering and evaluation process and recommend the appointment of CJ & BT McLoughlan Builders as the successful tenderer for the development of the new Morton Garner Pavilion.

**PURPOSE**

This report provides information to inform Council in the decision making process, to award contract G10-2020 Morton Garner Pavilion for the development of a multi-use facility for the ongoing use of the Cohuna and District Agricultural, Pastoral and Horticultural Society Inc.

**ATTACHMENTS**

G10-2020 Tender Evaluation.

**DISCUSSION**

The existing Morton Garner Pavilion has reached its end of life with aging non-compliant amenities no longer fit for purpose. 'The Cohuna and District Agriculture Society Inc' were awarded funding in 2019 for the development of a new multi-purpose facility with an approved Council contribution.

This project will create a new modern building that can serve as the centre of Agriculture events for the township of Cohuna. Once completed, the community will have available to them a multi-use building offering easier and safer access to toilet facilities, open space events area's with an aesthetic inspired by the Gateway to Gannawarra Building. In addition this project will provide the potential for Cohuna to have a modern facility that could be used for sporting events and a community meeting venue.

Designs and tender specifications for the new facility were developed by local Architect, AKH Designs, in consultation with the local user groups.

Tenders for the development of the Morton Garner Pavilion were advertised through Council's E-Tendering Portal, and closed on 12 March 2021. A total of 3 submissions were received, evaluated by a panel of Council officers & a member of the Cohuna District & Agriculture Society Inc.

Evaluation of the submissions included weighted criteria demonstrating price, contractor capability, project experience, timeframe for completing the works, risk minimisation and local benefit, all of which were included in the tender specification package as detailed in Table 1.

*Table 1: Evaluation Criteria*

| EVALUATION CRITERIA   | RELATIVE WEIGHTING |
|---|--------------------|
| Financial costs to Council - including rates for variations etc. and any additional overhead costs and/or liabilities Council could bear (such as WorkCover). | 35%                |
| Tenderer's and any nominated sub-contractors' resources, technical and financial capabilities to successfully complete the contract.                          | 20%                |
| Tenderer's and any nominated sub-contractor's experience on similar projects and standing, experience and skill within the industry.                          | 20%                |
| Tenderer's and any nominated sub-contractor's OH&S record and procedures and ability to minimise Council's insurance risks.                                   | 15%                |
| Local Benefit   | 10%                |

Council Officers requested tenderers to supply pricing schedules for a 'Base Price' and a secondary 'Prime Cost Options' which would be considered as optional extras (Prime Cost). Table 2 provides totals for the Base Price and Prime Cost Price combined:

*Table 2: Tender prices with Prime Cost*

| Tenderer                    | Base Price with Prime Cost (excluding GST) |
|-----------------------------|--|
| CJ & BT McLoughlan Builders | \$588,144                                  |
| Tender 2                    | \$597,500                                  |
| Tenderer 3                  | \$ 842,699.20                              |

Officer's negotiated best value with consultation with the nominated committee member. The result is a contract for the amount of \$588,144 excluding GST.

#### **RELEVANT LAW**

Not applicable.

#### **RELATED COUNCIL DECISIONS**

Not applicable.

#### **OPTIONS**

1. Award the tender to CJ & BT McLoughlan Builders for the lump sum amount of \$588,144 excluding GST, not subject to rise and fall.
2. Abandon the project and return the grant funding.

Council officers recommend proceeding with Option 1.



**SUSTAINABILITY IMPLICATIONS**

- **Maintenance**

Maintenance of the new facility will be the joint responsibility of the Cohuna and District Agricultural, Pastoral and Horticultural Society Inc. and Gannawarra Shire Council. The land is owned by DELWP with Council being the Committee of Management. Material selections and design features of the facility have been designed to minimise maintenance costs.

- **Social**

The improved facility will encourage participation in agriculture and community events.

- **Climate Change**

The design incorporates environmentally friendly features such as water efficient toilets and low maintenance materials along with LED lighting.

**COMMUNITY ENGAGEMENT**

The project has been conceived and largely developed by the Cohuna and District Agricultural, Pastoral and Horticultural Society Inc, with input from Council Officers.

As Council is the Land Manager, the project will be delivered by Council officers working with committee members.

Communication with the local community will be ongoing, via representatives of the user groups, as the project progresses.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Council has worked very closely with the Cohuna and District Agricultural, Pastoral and Horticultural Society Inc, and will continue to develop and deliver the project as a joint venture initiative.

**FINANCIAL VIABILITY**

There will be no significant impact to Council's ongoing maintenance budget, as once the works are complete, responsibility for ongoing operations of the building will revert to the Cohuna and District Agricultural, Pastoral and Horticultural Society Inc.

All service outgoings will be the responsibility of the Cohuna and District Agricultural, Pastoral and Horticultural Society Inc.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Council Plan 2017 – 2021: Sustainable Natural and Built Environment

-To initiate, develop and manage sustainable natural and built environments.

- Managing facilities and assets now and into the future

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

**CONFLICT OF INTEREST**

The officer preparing this report declares no conflict of interest in regards to this matter.

Gannawarra Shire Council  
Morton Garner Pavilion  
G10 - 2020

Date of Evaluation - 17/03/2021

| Criteria   | Weight | Tenderer 1 - CJ & BT McLoughlan |              | Tenderer 2 |              | Tenderer 3 |              |
|--|--------|---------------------------------|--------------|------------|--------------|------------|--------------|
|  |        | Score                           | Weight score | Score      | Weight score | Score      | Weight score |
| 1 Price - Financial Cost to Council  | 0.35   | 5.10                            | 1.79         | 4.90       | 1.71         | -0.14      | -0.05        |
| 2 Capability of Tenderer and nominated sub-contractors resources, technical and financial capabilities to successfully complete the contract                     | 0.20   | 9                               | 1.80         | 7.00       | 1.40         | 8.00       | 1.60         |
| 3 Tenderer's experience on similar projects and standing, experience and skill within the industry   | 0.20   | 9.00                            | 1.80         | 6.00       | 1.20         | 6.00       | 1.20         |
| 4 Tender's and nominated sub contractors OH&S record and procedures and ability to minimise Council's insurance risks  | 0.15   | 8.00                            | 1.20         | 7.00       | 1.05         | 7.00       | 1.05         |
| 5 Tenderers and nominated sub-contractor's operational base including assessment of business, staff location, materials purchasing and sub-contractor locations. | 0.10   | 10.00                           | 1.00         | 5.00       | 0.50         | 8.00       | 0.80         |
| <b>TOTAL WEIGHTED SCORE :</b>  |        |                                 | <b>7.59</b>  |            | <b>5.86</b>  |            | <b>4.60</b>  |

Approximate Contract Total

| Criteria   | Weight | Comments   | Comments   | Comments  |
|--|--------|--|--|---|
| Price - Financial cost to Council  | 0.35   | Tender submission presented best value.  | Competitive pricing with second best value presented.  | Price is well over Councils budget  |
| Capability of Tenderer and nominated sub-contractors resources, technical and financial capabilities to successfully complete the contract                     | 0.20   | Experienced builder who can meet timeframes. Extensive work history with Council and positive outcomes on previous projects.   | Company is only 6 months old. Unsure if new company or name change. Limited previous work history provided.    | Experienced builder who can meet timeframes. Excellent proposal/documentation.                      |
| Tenderer's experience on similar projects and standing, experience and skill within the industry   | 0.20   | Has experience in delivery of similar projects. The submission noted the delivery of the Gateway to Gannawarra Building to which the Morton Garner Pavilion design has been inspired by. | Work history limited in submission, however previous projects are similar with similar dollar value or higher. | Work history shows experience with similar types of projects.                                       |
| Tender's and nominated sub contractors OH&S record and procedures and ability to minimise Council's insurance risks  | 0.15   | Compliance in Council's Contractor OH&S induction platform Rapid. Satisfactory insurances and policies/procedures.   | Satisfactory insurances and policies/procedures.   | Satisfactory insurances and policies/procedures.  |
| Tenderers and nominated sub-contractor's operational base including assessment of business, staff location, materials purchasing and sub-contractor locations. | 0.10   | Majority of the subcontractors, operational base and materials are sourced locally.  | No sub contractors presented? Unable to determine total local benefit.   | Contractor localised regionally with good local benefit shown with local based trades and supplies. |

As a members of the evaluation panel I declare that:

All tendered information under evaluation shall remain strictly confidential.

I will not disclose anything about the tenders or the process to anyone who is not part of the formal selection process in relation to this tender, unless

I am compelled to do so by law; or  
The information is already legally in the public domain

I have no conflict of interest with the Tenderers listed above and I will disclose any potential conflict of interest should it arise.

Evaluation Panel

Leigh Hollingworth  
Project Manager  
Signature  Date 18/03/2021

Wade Williams  
Manager Projects and Property  
Signature  Date 18/03/2021

Oswald Costello  
Cohuna Show Committee Member  
Signature  Date 18/03/2021

Geoff Rollinson  
Director or Other  
Signature \_\_\_\_\_ Date 19/03/2021

**7.9 DOMESTIC ANIMAL MANAGEMENT PLAN - ANNUAL REVIEW**

**Author:** Kellie Burmeister, Manager Planning and Regulatory Services

**Authoriser:** Geoff Rollinson, Director Infrastructure and Development

**Attachments:** 1 Domestic Animal Management Plan

**RECOMMENDATION**

**That Council note the annual review of the Domestic Animal Management Plan.**

---

**EXECUTIVE SUMMARY**

Council must review the Domestic Animal Management Plan (DAM Plan) on an annual basis and if appropriate, amend the plan. A copy of the DAM Plan must be provided to the Secretary, including any amendments. In addition, Council must also publish an evaluation of the implementation of the DAM Plan in their annual report.

**PURPOSE**

The purpose of this report is for Council to note the annual review of the Domestic Animal Management Plan and the activities that have occurred in the past 12 months.

**ATTACHMENTS**

Domestic Animal Management Plan

**DISCUSSION**

The plan addresses responsible pet ownership and animal welfare by focussing on registration, identification, dog attacks, nuisance behaviour, dangerous, menacing and restricted breed dogs, and animal businesses. It also deals with Council's domestic animal control services, authorised officer training, emergency management and matters relating to the enforcement, compliance and evaluation of the Council's control measures.

There was a significant decrease in the number of dogs and cats at large in 2020. This could be attributed to the Covid-19 pandemic whereby more people were staying home with their animals during the day and ensuring that the animals were contained within the property.

Similarly there was less dogs surrendered for rehousing. This could in part also be due to the pandemic where people may have been relying on their animals for companionship during the lockdown.

Interestingly, there were less animal noise/nuisance complaints during the 2020 than previous years and also of noting was the low euthanasia rates for domestic animals.

Council is required to include in its annual report, in accordance with Section 68A (3)(c) of the *Domestic Animals Act 1994*, a review on the performance measures against the activity/evaluation tables contained in the DAM Plan. Activities include educational programs, registration of domestic animals, reduction of animals at large, decreased numbers of dog attacks and increases in compliance as measures of success. The list of activities in the current DAM Plan and their updated evaluations is contained within Attachment 1.

**RELEVANT LAW**

Section 68A (3) of the *Domestic Animals Act 1994*, requires Council to review and amend (if necessary) its DAM Plan annually, provide a copy of the plan to the Secretary and publish an evaluation of the implementation of the DAM Plan in its annual report.

**RELATED COUNCIL DECISIONS**

The DAM Plan was originally adopted by Council in March 2018. This plan has been reviewed and reported on annually since adoption.

**OPTIONS**

To ensure legislative compliance, the DAM Plan must be annually reviewed and presented to Council to note.

**SUSTAINABILITY IMPLICATIONS**

Council plays an important leadership role in supporting and promoting responsible pet ownership, community safety and active and healthy lifestyles.

Council recognises that improved health and well-being can be attributed directly to animal ownership and understands the need to balance the requirements of the community, animal owners and the animals that are such a significant part of many people's lives.

It is important that Council adopts a multi-faceted approach in the DAM Plan. Council must improve community awareness of the benefits of responsible pet ownership through targeted education programs and positive incentives aimed at greater compliance.

**COMMUNITY ENGAGEMENT**

Not applicable.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

The data and information gathered as part of the review of the DAM Plan is used to improve services and processes as necessary.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

Not applicable.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Gannawarra Shire Council Plan 2017 – 2021 – Healthy Liveable Communities – Develop and maintain safe environments.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report will be considered in an open Council meeting.

**CONFLICT OF INTEREST**

The officer preparing this report declares no conflict of interest in regards to this matter.

GANNAWARRA SHIRE COUNCIL

# DOMESTIC ANIMAL MANAGEMENT PLAN



Domestic Animal Management Plan 2017-2021  
Plan No. 2017-01



### Amendment Details

| Plan no. | Page | Description  | Date       | Amendment details                                  |
|----------|------|--|------------|--|
| 2017-01  | All  | Adoption   | 21/03/2018 | Domestic Animal Management Plan adopted by Council |
| 2017-01  | All  | Submission to Department of Economic Development, Jobs, Transport and Resources (DEDJTR) | 10/04/2018 | DAM Plan submitted to DEDJTR                       |
| 2017-02  |      |  |            |  |

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Domestic Animal Management Plan 2017-2021  
Plan No. 2017-01



## 1 Statutory requirements

The *Domestic Animals Act 1994* (**the Act**) sets out the following requirements:

### 68A. Council's to prepare domestic animal management plans

- (1) Every Council must, in consultation with the Secretary, prepare at 4 year intervals a domestic animal management plan.
- (2) A domestic animal management plan prepared by a Council must:
  - (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations;
  - (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district;
  - (c) outline programs, services and strategies which the Council intends to pursue in its municipal district:
    - (i) to promote and encourage the responsible ownership of dogs and cats;
    - (ii) to ensure that people comply with this Act, the regulations and any related legislation;
    - (iii) to minimise the risk of attacks by dogs on people and animals;
    - (iv) to address any over-population and high euthanasia rates for dogs and cats;
    - (v) to encourage the registration and identification of dogs and cats;
    - (vi) to minimise the potential for dogs and cats to create a nuisance; and
    - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations;
  - (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable;
  - (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
  - (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
- (3) Every Council must:
  - (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
  - (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
  - (c) publish an evaluation of its implementation of the plan in its annual report.

Domestic Animal Management Plan 2017-2021  
Plan No. 2017-01



## 2 Introduction

Council plays an important leadership role in supporting and promoting responsible pet ownership, community safety and active and healthy lifestyles.

The 2017-2021 Domestic Animal Management Plan (DAM Plan or the Plan) builds on the work of previous plans and provides new initiatives and programs for the next four years. This plan aims to develop and implement a range of initiatives that will:

- Continue to improve animal management;
- Educate the community about responsible pet ownership;
- Ensure compliance with relevant legislation; and
- Create an environment where people and animals can coexist safely

Council recognises that improved health and well-being can be attributed directly to animal ownership. Council understands the need to balance the requirements of the community, animal owners and the animals that are such a significant part of many people's lives.



Domestic Animal Management Plan 2017-2021  
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Gannawarra Shire is a diverse agricultural region in the Loddon Murray region of northern Victoria. Towns of Gannawarra include Cohuna, Koondrook, Kerang, Lake Charm, Lalbert, Leitchville, Macorna, Murrabit, Mystic Park and Quambatook. The municipality is three hours' drive from Melbourne and has an area of 3,736 square kilometres and is bordered by the Murray River to the north.

Gannawarra Shire's population is approximately 10,500, including approximately 4,200 households with a median household income of \$908 per week.

As is the case in many rural municipalities, the population trend has been an increase in age and a decrease in the overall number of people.

Eighty-five per cent of Gannawarra Shire residents were born in Australia.

The community is well connected and resilient but, after years of battling both drought and successive floods, with the associated economic and environmental stresses, some residents require additional support.

The natural features of Gannawarra Shire are significant in attracting residents and tourists. One of the main attractions is the 57 lakes, swamps and marshes that form one of Australia's largest most important wetland areas. There are also ancient forests and the red gum fringed reaches of the Murray River and more than 160 bird species recorded in the Shire. Reedy Lake is home to Australia's largest Ibis Rookery where as many as 200,000 Ibis birds breed annually.

A number of the factors listed above have relevance to issues of domestic animal management within the Gannawarra Shire. Of particular importance are:

- the numerous diverse communities interspersed amid rural properties result in a regular mixing of domestic animals and rural stock leading to a higher risk of both dogs at large and dog attacks on stock;
- Despite community resilience, the social and economic impacts of repeated floods, drought and long-term rural structural change have resulted in a loss of community capital and individual financial difficulties. This in turn can contribute to reduced compliance with domestic animal regulations;
- the rural lifestyle of Gannawarra Shire which increases the rates of ownership of all animals including domestic pets;
- low median household income and the limited resources of Council;
- important wetland environmental habitat and bird life, and the problem of wildcat population; and
- The intersection of Parks Victoria and Department Environment Water Land and Planning (DEWLP) land with Council land and the resultant regulation inconsistencies and confusion.

Given these issues, it is important that Council adopts a multi-faceted approach in the DAM Plan. Council must improve community awareness of the benefits of responsible pet ownership through targeted education programs and positive incentives aimed at greater compliance.



Domestic Animal Management Plan 2017-2021  
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### 3 Training of Authorised Officers

This section outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the Act in the Council's municipal district. *Compliant with Section 68(A)(2)(b) of the Act.*

#### CURRENT SITUATION

Gannawarra Shire Council currently employs the following animal management staff:

| Officer   | EFT     | Position                          |
|-----------|---------|-----------------------------------|
| Officer 1 | 1 EFT   | Local Laws Coordinator / Ranger   |
| Officer 2 | 1 EFT   | Local Laws Officer / Ranger       |
| Officer 3 | 0.2 EFT | Local Laws Officer / Ranger       |
| Officer 4 | 0.6 EFT | Local Laws Administration Officer |

#### CURRENT AND PLANNED TRAINING

Gannawarra Shire Council is committed to the training and development of all employees. Local Laws Officers are required to hold or be undertaking the relevant training of Certificate IV in Local Government (Statutory Compliance) and Certificate IV in Animal Control and Regulation. Council's annual performance reviews include a review of each staff members' skills and training undertaken during the last year. Current and planned training is detailed below:

| Authorised Officer Training                                 | Current (2017)                      | Planned (2017-2021)                    |
|---|-------------------------------------|--|
| Cert IV in Animal Control and Regulation                    | Officer 1<br>Officer 2<br>Officer 4 | Officer 3 (commenced 2017)             |
| Cert IV in Local Government (Statutory Compliance)          | Officer 1<br>Officer 2<br>Officer 4 | Officer 3 (commenced 2017)             |
| Restricted Breed Dog identification                         | Officer 1<br>Officer 2<br>Officer 3 |  |
| DEDJTR – training and information days (various topics)     | As offered (usually annually)       |  |
| K9 Self Preservation and Harm Reduction Strategies (SPAHRs) | Officer 1<br>Officer 2<br>Officer 4 | Officer 3<br>(when training available) |
| Assertive communication skills                              | Officer 4                           |  |
| Dealing with difficult / aggressive customers               | As scheduled by Council HR dept.    |  |
| Conflict resolution   |                                     |  |
| First Aid   |                                     |  |
| Traffic control - animals on roads                          |                                     |  |

Domestic Animal Management Plan 2017-2021  
Plan No. 2017-01



3. Training of Authorised Officers (continued)

**OUR PLANS**

Local Laws Officers are to receive relevant training to ensure tasks are performed in a safe and effective manner and within relevant legislation.

|  |   |   |
|--|---|---|
| <b>Objective</b>   | New Local Laws Officers to receive induction training |   |
| <b>Activity</b>  | <b>When</b>   | <b>Evaluation</b>                                 |
| Assess and redevelop induction program for new Local Laws Officers | On commencement of employment                         | Induction completed and stored on personnel file. |

|  |   |                                       |
|--|---|---------------------------------------|
| <b>Objective</b>   | Identify skill gaps and source training to rectify these gaps |                                       |
| <b>Activity</b>  | <b>When</b>   | <b>Evaluation</b>                     |
| Investigate options for training in the following areas: <ul style="list-style-type: none"> <li>• Case Management / investigation</li> <li>• Statement taking / interviewing techniques / creating a Court brief</li> <li>• Customer service – written communication, telephone and emails techniques</li> <li>• Mapping system</li> <li>• Report writing</li> </ul> | Assessed at annual review                                     | Information stored in personnel file. |

**4 Registration and identification**



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This section outlines programs, services and strategies to encourage the registration and identification of domestic animals (dogs and cats).

*Compliant with Section 68A(2)(c)(v) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act.*

### CURRENT SITUATION

#### Our current data

| Animal registration             | 2017 | 2018 | 2019 | 2020 |
|---------------------------------|------|------|------|------|
| No. of registered dogs          | 2110 | 2063 | 2046 | 1923 |
| No. of registered cats          | 400  | 402  | 415  | 383  |
| No. of registered declared dogs | 0    | 2    | 2    | 1    |

| Infringements issued                        | 2017 | 2018 | 2019 | 2020 |
|---|------|------|------|------|
| Failure to register dog or cat              | 3    | 0    | 5    | 3    |
| Failure to renew registration of dog or cat | 1    | 0    | 0    | 0    |

#### Our Orders, Local Laws, Council Policies and Procedures

*Copy of each clause is contained in Appendices of this document*

#### Local Law No. 1 – Community Amenity / Part 5 – Your Property, Trees and Animals

**Clause 37** - Local Law regulating the numbers of dogs and/or cats that can be kept at a property

| Animal registration timeline |  |
|------------------------------|--|
| 1-Mar                        | approximate date renewals for animal registration will be posted to animal owners                                  |
| 1-Mar                        | information on local radio regarding animal registration renewals due on 10 April                                  |
| 1-Apr                        | information in Gannawarra News page of the Gannawarra Times regarding animal registration renewals due on 10 April |
| 10-Apr                       | Renewals for animal registration due   |
| 18-Apr                       | Reminder letters to be generated including late payment fee  |
| 18-Apr                       | Late payment fee charged on animal registration renewal payments   |
| 10-May                       | Phone calls to follow up on un-renewed animal registration.  |
| June                         | Infringements for 'Failure to renew registration' under <i>Domestic Animals Act 81/1994</i> S.10(2) - 2747         |



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4. Registration & identification (continued)

**Our current education/promotion activities**

- Education of pet owners to continually check and update contact details at microchip registries
- Continuous education and information provided to animal owners

**Our current compliance activities**

- Registration and identification for domestic animals (dogs and cats)
- Registration renewal notices sent in March with follow up reminder notices sent during April
- Follow up with animal owners who fail to renew registration of their domestic animals
- Follow up on registration of animals adopted from Rehousing Organisations or purchased from domestic animal breeding businesses
- Follow up and correction of all information in Council’s animal registration register
- Registration and identification of dangerous, menacing and restricted breed dogs
- Mandatory registration and microchipping of animals prior to release from pound
- Permanent identification number registration tags
- Investigation and compliance service

**Summary**

Current data shows that registration numbers remain relatively static each year. This is possibly due to natural attrition, relocation and replacement. An ongoing issue is the community belief that registration is not required for their animal, specifically farm dogs and cats. Some animal owners also have the misconception that if an animal is microchipped it is registered.



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## OUR PLANS

## 4. Registration &amp; identification (continued)

| Objective  | Increase in the number of animal registrations each year |  |  |
|--|--|--|--|
| Activity   | When   | Evaluation   |  |
| Targeted inspections of both urban and rural areas | As resources allow                                       | Data analysed to show total number of animals identified as registered/unregistered and compliance after follow up |  |

| Objective  | Education regarding awareness of requirement for Council registration            |   |  |
|--|--|---|--|
| Activity   | When   | Evaluation  |  |
| Media releases - newspaper<br>Facebook<br>Messages on hold (MOH) | January & July each year<br>January & July each year<br>January & July each year | Record number of media releases<br>Record number of Facebook posts<br>Record number of MOH                      |  |
| Links on Council website to DEDJTR                               | Ongoing  | Maintain links on the Council website to the following: DEDJTR, Dogs Cats Neighbours & you, and RSPCA Victoria. |  |
| One on one education and awareness for animal owner by Officer   | Ongoing  | Recorded in Synergy Soft Customer Request data base   |  |

| Objective   | Monitor advertisements of domestic animals for sale online, community noticeboards and in local newspapers for compliance with Section 12A(2) of the Act. |   |  |
|---|---|---|--|
| Activity  | When  | Evaluation  |  |
| Staff to conduct sample audit of newspapers/electronic media/noticeboards | Monthly   | Maintain data on number of items checked / quantity of compliant and non-compliant items / follow up on non-compliant items |  |

| Objective   | Work with local vet clinics to encourage responsible pet ownership |  |  |
|---|--|--|--|
| Activity  | When   | Evaluation   |  |
| Provision of Council animal registration application and relevant information to be handed out when an animal is microchipped | By end December 2018   | Information packs are provided to local vets in Gannawarra Shire, and supplies maintained.<br>Keep record of number of packs supplied to Veterinary clinics. |  |



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## 5 Nuisance animals

This section outlines programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.

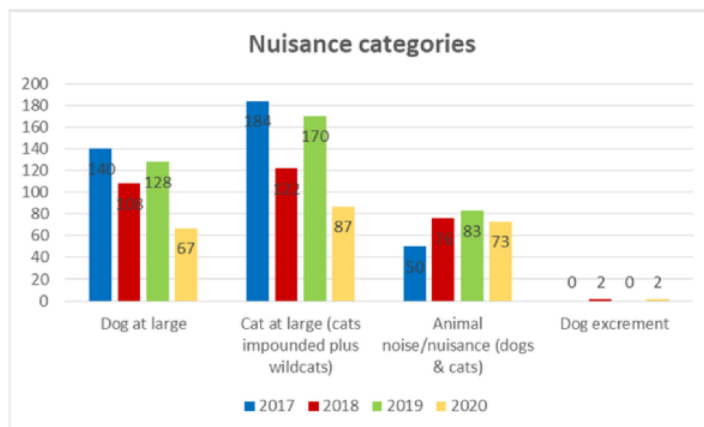
*Compliant with Section 68A(2)(c)(vi) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act*

### CURRENT SITUATION

Our current data

| Nuisance categories (complaints)               | 2017 | 2018 | 2019 | 2020 |
|--|------|------|------|------|
| Dog at large                                   | 140  | 108  | 128  | 67   |
| Cat at large<br>(cats impounded plus wildcats) | 184  | 122  | 170  | 87   |
| Animal noise/nuisance (dogs & cats)            | 50   | 76   | 83   | 73   |
| Dog excrement                                  | x    | 2    | 0    | 2    |

| Infringements issued                       | 2017 | 2018 | 2019 | 2020 |
|--|------|------|------|------|
| Dog at large (daytime)                     | 3    | 1    | 1    | 6    |
| Dog at large (night-time)                  | 0    | 0    | 0    | 0    |
| Dog or cat being a nuisance                | 0    | 0    | 0    | 0    |
| Dog / cat found in prohibited public place | 0    | 0    | 0    | 1    |
| Animal excrement remaining on Council land | 0    | 0    | 0    | 1    |

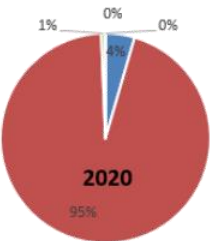
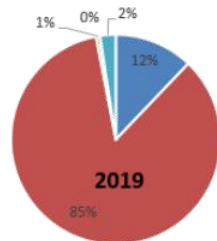
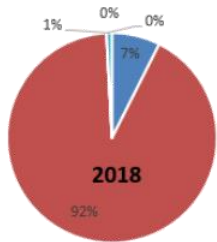
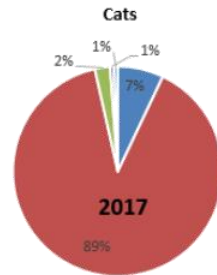


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5. Nuisance animals (continued)

**Gannawarra Shire Council Pound Outcome**

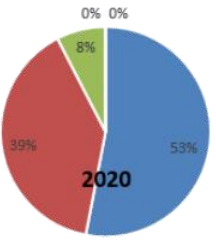
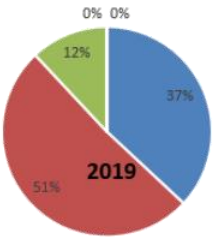
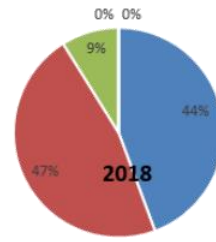
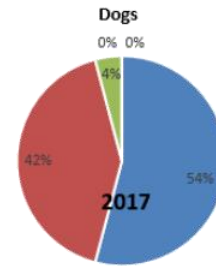


- Released
- Rehoused
- Euthanased\*
- Unassisted death
- Escaped/Stolen

- Released
- Rehoused
- Euthanased\*
- Unassisted death
- Escaped/Stolen

- Released
- Rehoused
- Euthanased\*
- Unassisted death
- Escaped/Stolen

- Released
- Rehoused
- Euthanased\*
- Unassisted death
- Escaped/Stolen



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5. Nuisance animals (continued)

| Impounded animals |                              | 2017 | 2018 | 2019 | 2020 |
|-------------------|------------------------------|------|------|------|------|
| Dogs - in         | Impounded                    | 92   | 76   | 45   | 39   |
|                   | Surrendered                  | 52   | 47   | 44   | 25   |
|                   | Holding for Police           | 2    | 1    | 3    | 2    |
| Dogs - out        | Returned to owner (released) | 79   | 55   | 34   | 35   |
|                   | Rehoused                     | 61   | 58   | 47   | 26   |
|                   | Euthanised                   | 6    | 11   | 11   | 5    |
|                   | Unassisted death             | 0    | 0    | 0    | 0    |
|                   | Escaped / stolen from pound  | 0    | 0    | 0    | 0    |
| Cats - in         | Impounded                    | 27   | 43   | 61   | 27   |
|                   | Surrendered                  | 142  | 78   | 104  | 129  |
|                   | Holding for Police           | 1    | 0    | 0    | 0    |
| Cats - out        | Returned to owner (released) | 12   | 9    | 20   | 7    |
|                   | Rehoused                     | 152  | 111  | 140  | 148  |
|                   | Euthanised                   | 4    | 0    | 1    | 1    |
|                   | Unassisted death             | 1    | 0    | 0    | 0    |
|                   | Escaped / stolen from pound  | 1    | 1    | 4    | 0    |
| Wildcats          | Impounded                    | 157  | 79   | 109  | 60   |
|                   | Euthanised                   | 157  | 79   | 109  | 60   |



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5. Nuisance animals (continued)

[Our Orders, Local Laws, Council Policies and Procedures](#)  
*Copy of each clause is contained in Appendices of this document*

**Local Law No. 1 – Community Amenity / Part 5 – Your Property, Trees and Animals**

**Clause 37 - Keeping Animals**

Local Law regulating the numbers of dogs and/or cats that can be kept at a property

**Clause 39 - Adequate Fencing**

Local Law requiring Private Land to be fenced in a way that will prevent animals from straying or escaping

**Clause 40 - Animal Excrement**

Local Law requiring dog owners remove and dispose of faeces deposited by their dogs in public places

**Clause 41 - Animal and Bird Noise**

Local Law regarding prevention of any Animal or Large and/or Noisy Birds on the Private Land from sounding noise at unreasonable times

**Council Policy No. 068 / Dogs & Cats – Designated Areas**

Policy to:

- prohibit dogs from certain areas;
- prohibit cats from certain areas; and
- permit dogs in certain areas, but only on a leash.

[Our current education/promotion activities](#)

- Use of on-hold messages and Council's website to educate pet owners
- Education and information services provided, as resources and opportunity allow
- Education and information provided to increase community awareness of Council's on-leash policy
- Media and promotion regarding responsible pet ownership
- Council is working with RSPCA Victoria and Zoos Victoria in supporting the 'Safe Cat, Safe Wildlife' campaign over the next 4 years

[Our current compliance activities](#)

Current programs in place to minimise the incidence of nuisance animals include:

- Routine vehicle patrols across the municipality on a daily basis
- Operation of a domestic animal pound for impounded animals (capacity of eight dogs / three cats)
- Rehousing of suitable animals under Section 84Y agreement (commenced in September 2014)
- Community education regarding responsible pet ownership, specifically confinement of domestic cats
- Provision of cat cages for trapping nuisance cats
- Council trapping program for wildcats
- Barking dog noise log record sheets provided to complainants
- Respond to all nuisance complaints and follow up on compliance within 24 hours
- Respond to notification of dog attack (immediate - including 24 hour emergency service)
- After hours response to domestic animal nuisance emergencies
- Prevention of cruelty to animals investigation

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5. Nuisance animals (continued)

**Summary**

Wandering cats continue to be a concern. There is a lack of containment with some owners allowing their cats to be outside during the day and night, wandering neighbourhoods and having an impact on flora and fauna. Council Officers are collecting more stray cats than the number of registered cats each year. Unowned domestic or wild cats are a nuisance in the community and create a risk for domesticated cats. Council has had to significantly increase the number of cat traps to meet the ever increasing number of complaints of wild cat nuisance.

The most common complaints received by Council's Local Laws Department are roaming animals and barking dogs. Dogs roaming or dogs not adequately confined to their premises are also a nuisance to the general public and a hazard to motorists.

Animal excrement in townships remains a problem which impacts on health, community amenity and tourism development.

Council believes that community education; the Act and Local Laws impart the message responsible pet ownership is an important tool in reducing these problems.

**OUR PLANS**

To support and encourage animal owners to manage their domestic animals in a responsible way which minimises the potential for nuisance complaints.

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| <b>Objective</b>  |               |   |
|---|---------------|---|
| Reduce number of cats at large                          |               |   |
| <b>Activity</b>   | <b>When</b>   | <b>Evaluation</b>   |
| Improved facilities at Council Pound for impounded cats | December 2020 | Increased quantity of cats able to be impounded at one time, allowing for increased number of cats rehoused by Council. |
| Purchase additional cat traps                           | December 2018 | Council to have at least 40 cat traps available for use   |

| <b>Objective</b>  |               |   |
|---|---------------|---|
| Educate community regarding wildcat population / reduce wildcat population  |               |   |
| <b>Activity</b>   | <b>When</b>   | <b>Evaluation</b>                                 |
| Purchase additional cat traps   | December 2018 | Council currently has 40 traps available for hire |
| Links on website to relevant sources of information including: <ul style="list-style-type: none"> <li>• destruction of native fauna</li> <li>• spread of disease through domestic cat population</li> <li>• injuries to domestic cats from fighting</li> <li>• excrement and spraying</li> <li>• home invasions by wildcats</li> <li>• unwanted pregnancies / overpopulation</li> </ul> | Ongoing       | Information available on website                  |
| Provision of brochures on relevant sources of information   | Ongoing       | Brochures available at customer service outlets   |



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5. Nuisance animals (continued)

|  |  |   |  |
|--|--|---|--|
| <b>Objective</b>   | Increase community awareness and understanding regarding on-leash and restricted areas for domestic animals. |   |  |
| <b>Activity</b>  | <b>When</b>  | <b>Evaluation</b>   |  |
| Media releases via:<br>Newspaper<br>Information on Council website<br>Facebook posts | Twice yearly<br>By July 2018<br>Throughout year  | Increased numbers of media articles<br>Information contained on website<br>Record numbers of Facebook posts                     |  |
| Maps of off leash areas on website   | July 2018  | Link to app which shows location of off leash areas in Gannawarra Shire<br>Maps of off leash areas available on Council website |  |

|  |  |                                   |  |
|--|--|-----------------------------------|--|
| <b>Objective</b>   | To reduce domestic animal excrement in public places and educate animal owners of the requirement to carry a litter device |                                   |  |
| <b>Activity</b>  | <b>When</b>  | <b>Evaluation</b>                 |  |
| One on one education of animal owners as problem detected                        | Ongoing  | Reduction in excrement complaints |  |
| Investigate (and instigate if viable) provision of litter receptacles by Council | September 2018   | Receptacles have been installed   |  |



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## 6 Dog attacks

This section outlines programs, services and strategies to minimise the risk of attacks by dogs on people and animals.

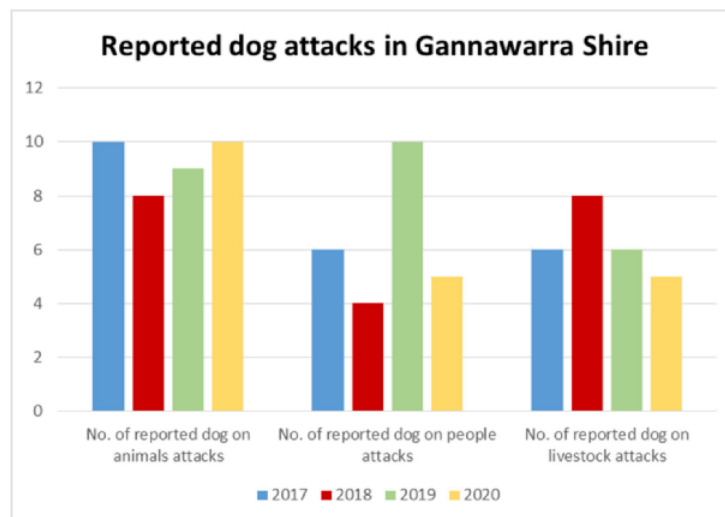
*Compliant with Section 68A(2)(c)(iii) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act.*

### CURRENT SITUATION

Our current data

|  | 2017      | 2018      | 2019      | 2020      |
|--|-----------|-----------|-----------|-----------|
| No. of reported dog on animals attacks   | 10        | 8         | 9         | 10        |
| No. of reported dog on people attacks    | 6         | 4         | 10        | 5         |
| No. of reported dog on livestock attacks | 6         | 8         | 6         | 5         |
| <b>TOTAL</b>                             | <b>22</b> | <b>20</b> | <b>25</b> | <b>20</b> |

| Infringements issued                    | 2017 | 2018 | 2019 | 2020 |
|---|------|------|------|------|
| Non-serious injury caused by dog attack | 0    | 2    | 0    | 0    |





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[Our Orders, Local Laws, Council Policies and Procedures](#)

*Copy of each clause is contained in Appendices of this document*

**Local Law No. 1 – Community Amenity / Part 5 – Your Property, Trees and Animals**

**Clause 39 - Adequate Fencing**

Local Law requiring Private Land to be fenced in a way that will prevent animals from straying or escaping

**Council Policy No. 068 / Dogs & Cats – Designated Areas**

Policy to:

- prohibit dogs from certain areas;
- prohibit cats from certain areas; and
- permit dogs in certain areas, but only on a leash.

[Our current education/promotion activities](#)

- Provision of education and information to community are provided about responsible pet ownership
- Encourage local Veterinary clinics to report dog attacks to Council
- Encourage dog desexing to assist in reducing the incidence of wandering animals

[Our current compliance activities](#)

Current programs in place to minimise the incidence of dog attacks include:

- Respond to notification of dog attack (immediate - including 24 hour emergency service)
- After hours response to domestic animal nuisance emergencies
- Investigation of reported attacks, and follow up on compliance

[Summary](#)

Confinement of dogs is a priority because the instances of wandering dogs increases risk to other pets, humans and livestock, and consumes time and resources of Local Laws officers.

In 2018, reports of dog attacks on both persons and animals remained similar to 2017. The increase in reports in 2017 was possibly due to public awareness on the need to report this issue to Council. Often when a dog attack is reported, officers find that it is a recurrence of an offence that went unreported previously. Had initial attacks been reported, subsequent attacks may have been averted. Education is still required to encourage community members to report dogs at large, dogs rushing and dog attacks of all types (minor or serious).

All dogs are required to be confined to their property. This is a requirement under the Act and Council will continue to place importance on the need for dogs to be confined.

6. Dog attacks (continued)

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### OUR PLANS

|   |   |  |
|---|---|--|
| <b>Objective</b>  | To minimise the number of dog attacks across the municipality |  |
| <b>Activity</b>   | <b>When</b>   | <b>Evaluation</b>  |
| Undertake routine patrols across the municipality with a focus on dogs at large | Daily   | Record to be kept of location of patrols to ensure each area of the shire is patrolled at least once per fortnight |

|   |  |                                 |
|---|--|---------------------------------|
| <b>Objective</b>                                | Awareness campaign for both property/stock owner and animal owner re: potential destruction of dog found in paddock with stock |                                 |
| <b>Activity</b>                                 | <b>When</b>  | <b>Evaluation</b>               |
| Media release (newspaper, Facebook and website) | Throughout May, June, July, August each year   | Record number of media releases |

|  |   |   |
|--|---|---|
| <b>Objective</b>   | Education regarding responsible pet ownership in particular regarding dogs at large |   |
| <b>Activity</b>  | <b>When</b>   | <b>Evaluation</b>   |
| Media release (newspaper, Facebook)<br>Messages on hold (MOH)<br>Website | School holiday periods (including Easter)   | Record number of media releases<br><br>Record number of items onto MOH<br>Information placed onto website |

|   |   |  |
|---|---|--|
| <b>Objective</b>  | Obtain data from external sources regarding dog attacks |  |
| <b>Activity</b>   | <b>When</b>   | <b>Evaluation</b>  |
| Develop an MOU with local vet clinics to report all dog attacks   | December 2020   | Record details of reports from local Veterinary clinics in a register / report on quantity |
| Improve public awareness of what a dog attack is and how to report using media articles, public notices, website and Facebook updates | December 2020   | Reports are recorded in register / report on quantity of reports received                  |



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## 7 Dangerous, menacing and restricted breed dogs

This section outlines programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.

Compliant with Section 68A(2)(c)(vii) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act.

### CURRENT SITUATION

#### Our current data

There is currently one declared dangerous dog, no declared menacing dogs and no restricted breed dogs in the Gannawarra Shire.

| Animal registration             | 2017 | 2018 | 2019 | 2020 |
|---------------------------------|------|------|------|------|
| No. of registered dogs          | 2110 | 2063 | 2046 | 1923 |
| No. of registered declared dogs | 0    | 2    | 2    | 1    |

#### Our Orders, Local Laws, Council Policies and Procedures

Dangerous, menacing and restricted breed dogs are controlled by the Act.

#### Our current education/promotion activities

- Education and information services provided, as resources and opportunity allow

#### Our current compliance activities

- Registration and identification of menacing and restricted breed dogs including renewal
- Ensure compliance with the requirements for keeping dangerous dogs
- Investigation and compliance
- All declared dangerous dogs, menacing dogs and restricted breed dogs to be listed on the Victorian Declared Dog Registry (VDDR)

#### Summary

There are currently no declared dangerous dogs, two declared menacing dogs and no restricted breed dogs in the Gannawarra Shire.

### OUR PLANS

To minimise the risks of dog attack to the community from dangerous dogs and to ensure that those dogs that are declared dangerous, menacing and those of restricted breed are kept in accordance with the legislation.

| Objective   | To Increase Officer awareness of location of declared dangerous or menacing dogs to improve safety when attending premises |  |
|---|--|--|
| Activity  | When   | Evaluation   |
| All locations where declared dangerous or menacing dogs are kept will be identified on Council's mapping system | As required  | Council's mapping system to be updated to record the properties where declared dangerous or menacing dogs are kept |

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## 8 Overpopulation and high euthanasia

This section outlines programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats.

Compliant with Section 68A(2)(c)(iv) and Section 68A(2)(a),(c)(i),(c)(ii),(d),(f) of the Act

### CURRENT SITUATION

#### Our current data

| <b>Impounded animals / released to owner</b>  | <b>2017</b>  | <b>2018</b>  | <b>2019</b>  | <b>2020</b>  |
|---|--------------|--------------|--------------|--------------|
| Dogs impounded                                | 92           | 76           | 45           | 39           |
| Dogs - other                                  | 2            | 1            | 3            | 2            |
| <b>Total</b>                                  | <b>94</b>    | <b>77</b>    | <b>48</b>    | <b>41</b>    |
| Dogs released to owner                        | 79           | 55           | 34           | 35           |
| <b>% of dogs released to owner</b>            | <b>84%</b>   | <b>71%</b>   | <b>71%</b>   | <b>85%</b>   |
| Cats impounded                                | 27           | 43           | 61           | 27           |
| Cats - other                                  | 1            | 0            | 0            | 0            |
| <b>Total</b>                                  | <b>28</b>    | <b>43</b>    | <b>61</b>    | <b>27</b>    |
| Cats released to owner                        | 12           | 9            | 20           | 7            |
| <b>% of cats released to owner</b>            | <b>43%</b>   | <b>21%</b>   | <b>33%</b>   | <b>26%</b>   |
| <b>Surrendered animals / rehoused</b>         | <b>2017</b>  | <b>2018</b>  | <b>2019</b>  | <b>2020</b>  |
| Dogs impounded less released                  | 15           | 22           | 14           | 6            |
| Dogs surrendered                              | 52           | 47           | 44           | 25           |
| <b>Total dogs available for rehousing</b>     | <b>67</b>    | <b>69</b>    | <b>58</b>    | <b>31</b>    |
| Dogs rehoused                                 | 61           | 58           | 47           | 26           |
| <b>% of dogs rehoused</b>                     | <b>91%</b>   | <b>84%</b>   | <b>81%</b>   | <b>84%</b>   |
| Cats impounded less released                  | 16           | 34           | 41           | 20           |
| Cats surrendered                              | 142          | 78           | 104          | 129          |
| <b>Total cats available for rehousing</b>     | <b>158</b>   | <b>112</b>   | <b>145</b>   | <b>149</b>   |
| Cats rehoused                                 | 152          | 111          | 140          | 148          |
| <b>% of cats rehoused</b>                     | <b>96%</b>   | <b>99%</b>   | <b>97%</b>   | <b>99%</b>   |
| <b>Euthanasia rates for impounded animals</b> | <b>2017</b>  | <b>2018</b>  | <b>2019</b>  | <b>2020</b>  |
| Total dogs in                                 | 146          | 124          | 92           | 66           |
| No. of dogs euthanised                        | 6            | 11           | 11           | 5            |
| <b>% of dogs euthanised</b>                   | <b>4%</b>    | <b>9%</b>    | <b>12%</b>   | <b>8%</b>    |
| Total cats in                                 | 170          | 121          | 165          | 156          |
| No. of cats euthanised                        | 4            | 0            | 1            | 1            |
| <b>% of cats euthanised</b>                   | <b>2.35%</b> | <b>0.00%</b> | <b>0.61%</b> | <b>0.64%</b> |
| No. of wildcats euthanised                    | 157          | 79           | 109          | 60           |
| <b>% of wildcats euthanised</b>               | <b>100%</b>  | <b>100%</b>  | <b>100%</b>  | <b>100%</b>  |

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8. Overpopulation and high euthanasia (continued)

**Our Orders, Local Laws, Council Policies and Procedures**

*Copy of each clause is contained in Appendices of this document*

**Clause 37 - Keeping Animals**

**Local Law regulating the numbers of dogs and/or cats that can be kept at a property.**

**Clause 39 - Adequate Fencing**

Local Law requiring Private Land to be fenced in a way that will prevent animals from straying or escaping.

Under the Act, a reduced registration fee is applicable to sterilised dogs and cats.

**Our current education/promotion activities**

- Provide education on responsible pet ownership and on confinement of cats
- Promote microchip identification and desexing of animals
- Council is working with RSPCA Victoria and Zoos Victoria in supporting the 'Safe Cat, Safe Wildlife' campaign over the next 4 years

**Our current compliance activities**

- Advice to public regarding animals currently in the Council Pound on the Council website and Facebook page
- Council trapping program for wildcats
- Operation of a domestic animal pound for impounded animals
- Rehousing of suitable animals under Section 84Y agreement
- Investigate reports of unregistered breeders

**Summary**

Council is committed to ensuring that all unclaimed animals are given the opportunity to find a new home. Council strives for positive community and animal welfare based outcomes wherever possible and works hard to reunite animals with owners at first point, without taking animals to the pound.

Pound and euthanasia procedures are guided by the Act. Council aims to, wherever possible; return any lost or seized at-large animal to its owner. However, an animal must be identifiable (ID tag or microchip) to enable Council to do this. All unidentifiable animals are advertised on Council's website.

If animals are unclaimed from the pound, and are suitable for rehousing, they are rehoused through an 84Y agreement with a rehousing organisation. Under the Act, the rehousing organisation must ensure that the animals are desexed and microchipped prior to being purchased/adopted by their new owner. Therefore, Council's rehousing program is addressing both the problem of overpopulation and high-euthanasia.

It is important to note that a large number of impounded and euthanised cats are wild cats. There is a large unchecked wild cat population in the Gannawarra shire which creates a serious problem of uncontrolled breeding and attacks on native wildlife. It is important that community members differentiate owned from unowned cats, and take responsibility for owned animals by registering, micro-chipping, desexing and securely confining them to their property.

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Council assists property owners with cat trapping to remove unwanted and unowned animals. In meeting this commitment, Council continues to advocate and work closely with animal welfare groups under a Section 84y agreement to ensure stray animals are re-homed.

8. Overpopulation & high euthanasia (continued)

**OUR PLANS**

To increase levels of responsible pet ownership of cats, reduce unwanted and uncontrolled breeding in domestic animals and retain low euthanasia rates for impounded animals.

| Objective   | Provide education on responsible pet ownership and on confinement of cats |  |
|---|---|--|
| Activity  | When  | Evaluation   |
| Owners of trapped cats to be made aware of responsibilities of cat ownership  | Ongoing   | Reduction of reoccurring offences of impounding of cats            |
| Media releases - newspaper, Facebook and Messages on Hold                     | Ongoing but focus on times of increased cat breeding cycles               | Record number of media releases<br>Record number of items onto MOH |
| Website links to DEDJTR information such as the <b>Who's for Cats</b> program |   | Information placed onto website                                    |

| Objective   | To Educate community regarding wildcat population / reduce wildcat population |   |
|---|---|---|
| Activity  | When  | Evaluation  |
| Purchase additional cat traps                                       | December 2018   | Increase total number of cat traps owned by Council |
| Investigate (and instigate if viable) Council Order to confine cats | December 2019   | Council Order in place                              |
| Investigate (and instigate if viable) cat desexing program          | August 2018   | Desexing program for cats implemented               |

| Objective   | To continue Section 84Y agreement/s with approved animal rescue organisation/s |                                 |
|---|--|---------------------------------|
| Activity  | When   | Evaluation                      |
| Maintain current 84Y agreement                      | Ongoing  | Agreement renewed               |
| Investigate and instigate additional 84Y agreements | Ongoing  | Suitable agreements implemented |



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## 9 Domestic Animal Businesses

This section outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.

*Compliant with Section 68A(2)(c)(ii) and Section 68A(2)(a),(c)(i),(d),(f) of the Act.*

### CURRENT SITUATION

#### Our current data

Types of Domestic Animal Business (DAB) include a Council pound, a dog and/or cat breeding business, a dog training establishment, a pet shop, an animal shelter, an establishment boarding dogs or cats or an establishment that is rearing dogs or cats.

Other than the Council Pound, Council currently has no registered DABs.

Breeding businesses are an area of intense public and media scrutiny. DAB registration is controlled under *the Act*.

#### Our Orders, Local Laws, Council Policies and Procedures

*Copy of each clause is contained in Appendices of this document*

#### **Clause 37 - Keeping Animals**

Local Law regulating the numbers of dogs and/or cats that can be kept at a property

#### Our current education/promotion activities

- Supply and distribution of information related to DABs and the relevant codes of practice

#### Our current compliance activities

Council's programs/activities working with domestic animal breeding businesses include:

- Annual registration and renewal of DAB permit
- Conduct regular audits of the DAB to ensure compliance with regulations



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9. Domestic Animal Businesses (continued)

**OUR PLANS**

To work in partnership with DABs to meet the requirements under the Act and approved Codes of Practice.

| Objective   | To identify unregistered DABs in the Gannawarra Shire |   |  |
|---|---|---|--|
| Activity  | When  | Evaluation  |  |
| Follow up possible DAB's identified during property inspections | Ongoing   | Identified DAB registered with Council  |  |
| Check media sources / social media for advertisements           | Ongoing   | Data entered to Local Laws Synergy Soft Customer Request program / reviewed quarterly |  |
| Follow up complaints/notification from public                   | As required   |   |  |

| Objective  | To ensure DABs are compliant with legislation |   |  |
|--|---|---|--|
| Activity   | When  | Evaluation  |  |
| Planning information is provided to all applicants or interested parties to ensure that compliance with the Act and relevant codes are met when DABs are being established | As required                                   | Quantity of planning permits issued for Keeping of animals  |  |
| Ensure all identified DABs within the shire are registered and comply with applicable legislation and Codes of Practice  | Audited in February annually                  | Annual permit renewals are sent to existing DAB in March each year for issue of permit by 10 April. |  |
| Encourage DAB owner/operator attendance at information sessions organised by DEDJTR  | As scheduled                                  | Improved compliance and awareness of requirements under legislation improves                        |  |

| Objective  | DAB information and application on Council website |  |  |
|--|--|--|--|
| Activity   | When   | Evaluation   |  |
| Review Council website regarding DABs to provide "online" application forms and the latest information available from the DEDJTR Domestic Animals Unit | By July 2018 then as required.                     | Website contains current application forms and the latest information available from the Local Laws Department |  |





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**10 Other matters**

This section provides for the review of other matters related to the management of dogs and cats in the Council's municipal district.

*Compliant with Section 68A(2)(e) of the Act.*

**Emergency Animal Management Plan**

**CURRENT SITUATION**

Gannawarra Shire Council's Municipal Emergency Management Plan (MEMP) includes an Emergency Animal Management Plan (EAMP) which covers issues regarding domestic animal management in an emergency. This plan was created in 2015.

**OUR PLANS**

Council's Emergency Animal Welfare Plan (EAWP) to contain current, relevant information.

|   |  |  |  |
|---|--|--|--|
| <b>Objective</b>                                      | Emergency Animal Welfare Plan (EAWP) to contain current, relevant information. |  |  |
| <b>Activity</b>                                       | <b>When</b>  | <b>Evaluation</b>  |  |
| Annual review of Emergency Animal Welfare Plan (EAWP) | November annually  | EAWP submitted to Municipal Emergency Planning Committee |  |



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10. Other matters (continued)

### Council Policy No.068 - Dogs & Cats – Designated Areas

#### CURRENT SITUATION

Council's Policy No. 068 is an Order made under Section 26 of the Act. It requires dogs to be under effective control by means of a leash in a reserve or public place except where it is a Designated Area or a Prohibited Area. The Schedule to the Order lists the reserves and public places that are Designated or Prohibited Areas. The Policy was most recently revised in October 2018.

#### OUR PLANS

To reduce community misunderstanding regarding Council Policy No.068 and provide clear information regarding off leash areas in the Gannawarra Shire.

| Objective   | Council Policy No.068 to be incorporated into the Council Local Laws |                                   |
|---|--|-----------------------------------|
| Activity  | When   | Evaluation                        |
| Create new local law regarding designated areas for domestic animals (including maps) | November 2020  | New local law approved by Council |

### Local Law No.1 'Community Amenity' 2012

#### CURRENT SITUATION

Sections of Part 5 of Gannawarra Shire Council's Local Law No.1, enable officers to enforce laws relevant to community expectations regarding keeping of domestic animals, animal accommodation, adequate fencing, animal excrement and animal noise.

#### OUR PLANS

| Objective  | Council Local Laws to reflect changing community needs and include changes in relevant legislation. |  |
|--|---|--|
| Activity   | When  | Evaluation   |
| Monitor and amend Local Laws to ensure they are consistent with community needs and reflect changes in relevant legislation. | Ongoing   | Local Laws are consistent with community needs<br>Local Laws reflect changes in relevant legislation |



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## 11 Annual review of plan and annual reporting

This section provides for the annual review of the plan and annual reporting.

Compliant with Section 68A (3)(a)(b)(c) of the Act as below:

68A (3) Every Council must –

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan
- (b) provide the Department of Primary Industries' Secretary with a copy of the plan and any amendments to the plan
- (c) publish an evaluation of its implementation of the plan in its annual report.

The Key Performance Indicators within this Domestic Animal Management Plan are to be monitored on a monthly basis by the Local Laws Coordinator. Should any issues arise from this monthly review they will be reported to the Director Infrastructure and Development.

As required by DEDJTR this DAM Plan will be reviewed annually to Council and any amendments necessary will be made. The amended version will then be forwarded to the Secretary of the DEDJTR as required under legislation.

A review of performance under the DAM Plan is required to be included in Council's Annual Report.

Measurements should relate to Activities and targets in this Plan and should include educational programs, increased registration of domestic animals, reduction of animal's at large, decreased numbers of dog attacks, and increases in compliance and levels of community satisfaction as a measure of success.

It should be noted that if performance under the DAM Plan is not sufficient, further revision of the Action Plan and its methods may be required and should be recommended.



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## 12 Information source and reporting dates

|   |  |
|---|--|
| <b>4. Registration and identification</b>                     |  |
| Table   | Animal registration<br>Data from Lynx Rating Manager (to 30/06/2017) / Data from SynergySoft (from 01/07/2017)   |
| Table   | Infringements issued<br>Data from Lynx Rating Manager (to 30/06/2017) / Data from SynergySoft (from 01/07/2017)  |
| <b>5. Nuisance animals</b>                                    |  |
| Table   | Nuisance categories<br>Prior to 2015/2016: Data from Animal Control Data document kept by GSC Local Laws Officers<br>From 2015/2016 to 31/07/2017: Data from Local Laws Action Request program<br>From 1 August 2017: Data from SynergySoft Customer Request program |
| Table   | Infringements issued<br>Data from Lynx Rating Manager (to 30/06/2017) / Data from SynergySoft (from 01/07/2017)  |
| Table   | Impounded animals<br>Data from Pound Data document kept by GSC Local Laws department<br>2021 Note: data for rehousing amended for previous years to reflect % of <u>available</u> animals rehoused   |
| <b>6. Dog attacks</b>   |  |
| Table   | Dog attacks<br>Prior to 2015/2016: Data from Animal Control Data document kept by GSC Local Laws Officers<br>From 2015/2016 to 31/07/2017: Data from Local Laws Action Request program<br>From 1 August 2017: Data from SynergySoft Customer Request program         |
| Table   | Infringements issued<br>Data from Lynx Rating Manager (to 30/06/2017) / Data from SynergySoft (from 01/07/2017)  |
| <b>7. Dangerous, menacing and restricted breed dogs</b>       |  |
| Table   | Animal registration<br>Data from Lynx Rating Manager (to 30/06/2017) / Data from SynergySoft (from 01/07/2017)   |
| <b>8. Overpopulation and high euthanasia</b>                  |  |
| Table   | Surrendered animals / rehoused<br>Euthanasia rates for impounded animals<br>Data from Pound Data document kept by GSC Local Laws department  |
| All reports - reporting date: <b>1 January to 31 December</b> |  |

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## 13 Appendices

Local Law No. 1 – Community Amenity  
Part 5 – Your Property, Trees and Animals

### 37. KEEPING ANIMALS

- (1) An owner or occupier of Private Land must not, without a Permit, keep or allow to be kept on any one parcel of land at any time, any more in number for each type of Animal than is set out in the Table of Animal Numbers and Types in the Guidelines as determined by Council from time to time, incorporated in Schedule 1 to this Local Law.
- (2) Unless otherwise contrary to State or Commonwealth legislation, a Permit is also required to keep, or allow to be kept, any exotic, wild, native, dangerous or large Animal not listed in Sub-clause (1).
- (3) For the purpose of calculating the Animal numbers kept under Sub-clause (1), the progeny of any dog or cat lawfully kept will be counted from 12 weeks after their birth.

*These Guidelines as determined from time to time are incorporated in this local law for determining whether an offence has occurred or whether to issue a permit for keeping animals.*

*This Table overleaf gives the maximum numbers and types of animals that may be kept on private land in each category without an excess animal numbers permit.*

**Table of Animal Numbers and Types**

| Type of Animal                            | In Flats, Units or Townhouses | On land less than 0.5 Ha. # in a built up area | On land 0.5 Ha. to 2 Ha. # * in a built up area | Farm zone **                      |
|---|-------------------------------|--|---|-----------------------------------|
| Dogs                                      | 1                             | 2  | 2   | 5                                 |
| Cats                                      | 1                             | 2  | 2   | 5                                 |
| Poultry (no roosters)                     | 0                             | 6  | 30  | Municipal Planning Scheme Applies |
| Large or Noisy Birds (including Roosters) | 0                             | 0  | 10  |                                   |
| Pigeons                                   | 0                             | 50   | 150   |                                   |
| Domestic birds (caged)                    | 2                             | 50   | 100   |                                   |
| Horses/donkeys                            | Prohibited                    | 0  | 2   |                                   |
| Cattle                                    | Prohibited                    | 0  | 5   |                                   |
| Sheep/goats                               | Prohibited                    | 0  | 10  |                                   |
| Pigs                                      | Prohibited                    | 0  | 0   |                                   |
| Any other livestock                       | Prohibited                    | 0  | 2   |                                   |

|    |  |
|----|--|
| #  | 0.5 hectares = 1.236 acres, 2 hectares = 4.94 acres  |
| *  | Animal numbers on private properties exceeding 2 ha in built up areas are subject only to those restrictions applicable under the Municipal Planning Scheme. |
| ** | More than 2 fertile females may trigger the need for a permit for a domestic animal business.  |

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13. Appendices (continued)

In determining whether to grant a Permit for the keeping of Animals where the number exceeds that determined by the Council as set out in the Table above, the Council or an Authorised or Delegated Officer must take into account the following guidelines -

- a) whether a Planning Permit Application may be required, such as for boarding or breeding of animals;
- b) the land-use and size of the applicant's land and that of adjoining allotments;
- c) the proximity of adjoining properties and dwellings;
- d) the amenity of the area;
- e) the type and additional numbers of Animals to be kept;
- f) the likely effects on adjoining owners;
- g) the adequacy of Animal accommodation and fencing; and
- h) any other matter the Authorised or Delegated Officer reasonably believes is relevant to the application.

Local Law No. 1 – Community Amenity  
Part 5 – Your Property, Trees and Animals

#### 39. ADEQUATE FENCING

- (1) Where an Animal is kept on Private Land, the owner or occupier of the Private Land must ensure that the Private Land is fenced in a way that will prevent the Animal from straying or escaping from the Private Land.

Local Law No. 1 – Community Amenity  
Part 5 – Your Property, Trees and Animals

#### 40. ANIMAL EXCREMENT

- (1) A Person in charge of any dog or cat on Council Land must not allow any part of the excrement of the dog or cat to remain on the Council Land.
- (2) A Person in charge of any dog or cat on Council Land must carry a Litter Device suitable to clean up any excrement left by his or her dog or cat and must produce such Litter Device upon request of an Authorised Officer.

Local Law No. 1 – Community Amenity  
Part 5 – Your Property, Trees and Animals

#### 41. ANIMAL AND BIRD NOISE

The owner or occupier of Private Land must take all necessary steps to prevent any Animal or Large and/or Noisy Birds (including Roosters) on the Private Land from sounding noise at unreasonable times that may adversely affect the comfort, convenience, quiet enjoyment or privacy of any other Person living in the neighbourhood.

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13. Appendices (continued)

#### COUNCIL POLICY NO. 068 - DOGS & CATS – DESIGNATED AREAS

That Council prohibit dogs from the following areas:

- Cohuna Ski Run, Island Road, Cohuna
- Municipal Swimming pools and surrounds
- School grounds throughout the municipality
- Murrabit Market

That Council prohibit cats from the following areas:

- Atkinson Park, Kerang
- Municipal Swimming pools and surrounds
- Town & Back Swamp, Kerang
- School grounds throughout the municipality

That Council permit dogs in the following areas, but only on a leash:

- All recreation grounds within the municipality whilst a sporting fixture is taking place
- Garden Park, Cohuna
- Parks and playgrounds where children's play equipment has been installed
- Apex Park, Cohuna
- Roads as defined under Section 3(2)(a) of the Road Safety Act 1986
- Atkinson Park, Kerang
- Gorton Point, Kangaroo Lake
- Gilrule Park, Cohuna

That dogs be permitted in other public places and in recreation grounds whilst a sporting fixture is not taking place, but dogs in such locations must be under 'effective voice control'.

That 'other public places' means any park, garden, reserve or other place of public recreation controlled by Council, but not areas where dogs have been prohibited or where dogs must be on a leash.

That 'effective voice control' is where the dog responds to the controlling person's command by the second call.

#### 2. POLICY REVIEW

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

At the time of review, this policy was compliant with the Victorian Charter of Human Rights and Responsibilities Act 2006.

#### 3. FURTHER INFORMATION

Members of the public may inspect all policies at Gannawarra Shire Council's Kerang and Cohuna office or online at [www.gsc.vic.gov.au](http://www.gsc.vic.gov.au)

Any enquiries in relation to this policy should be directed to the Local Laws Officer on (03) 5450 9333.

To be reviewed by: 2022

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**8 URGENT ITEMS****9 NOTICES OF MOTION****9.1 NOTICE OF MOTION - 75**

**Author:** Councillor Keith Link

**Authoriser:** Tom O'Reilly, CEO

**Attachments:** Nil

I, Councillor Keith Link , give notice that at the next Meeting of Council to be held on 21 April 2021, I intend to move the following motion:-

**MOTION**

**That the Shire investigate the possibility of a child/day care centre in Cohuna.**

## 10 QUESTION TIME

*Question Time provides an opportunity for members of the public to submit questions, in advance, to gain a response at the Council meeting.*

### QUESTIONS FROM THE GALLERY

Completed Question Time forms must be submitted to the Chief Executive Officer via email [council@gannawarra.vic.gov.au](mailto:council@gannawarra.vic.gov.au) no later than 5.00 pm on the day prior to the Council meeting.

A maximum number of two questions may be submitted in writing by any one person.

Questions will be read by the Mayor or Chief Executive Officer.

The Mayor or Chief Executive Officer may indicate that they require further time to research an answer. In this case, an answer will be provided in writing generally within ten (10) business days.

Questions will be answered at the meeting, or later in writing, unless the Mayor or Chief Executive Officer has determined that the relevant question seeks confidential information defined in Section 3 of the Local Government Act 2020 such as:

- Council business information
- security information
- land use planning information
- law enforcement information
- legal privileged information
- personal information
- private commercial information
- confidential meeting information
- internal arbitration information
- Councillor Conduct Panel confidential information
- an issue outside the Gannawarra Shire Council core business

or if the question is:

- defamatory, indecent, abusive or objectionable in language or substance
- repetitive of a question already answered (whether at the same or an earlier meeting)
- asked to embarrass a Councillor or Council officer.

No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

## 11 DELEGATES REPORTS

### 11.1 DELEGATES REPORTS

**Author:** Mel Scott, Executive Assistant - Chief Executive Office

**Authoriser:** Tom O'Reilly, CEO

**Attachments:** Nil

#### EXECUTIVE SUMMARY

Council has memberships with peak Local Government associations, local and regional forums along with statutory committees. Some memberships require that a Councillor be appointed to act as a delegate to formally represent Council; typically in a voting capacity. This Agenda item provides an opportunity for Council appointed delegates to present a verbal update on any pertinent matters arising from Council's membership on the following associations.

| Association  | Appointed Council Delegate |
|--|----------------------------|
| Central Victorian Greenhouse Alliance                          | Cr Stanton                 |
| Community Halls Community Asset Committee                      | Cr Burt                    |
| Loddon Campaspe Group of Councils                              | Mayor                      |
| Loddon Mallee Waste and Resource Recovery Group (LMWRRG) Forum | Cr Ogden                   |
| Municipal Association of Victoria                              | Cr Collier                 |
| Municipal Fire Management Planning Committee (MFMPC)           | Cr Link                    |
| Murray River Group of Councils (MRGC)                          | Mayor                      |
| Rail Freight Alliance  | Cr Stanton                 |
| Rural Councils Victoria  | Cr Smith                   |

NB: \* Audit and Risk Committee - no delegate report is required as the Audit and Risk Committee formally reports back separately to Council in accord with the Audit and Risk Committee Charter.

## 12 CONFIDENTIAL ITEMS

Nil